



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, February 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
Eric Zygarlicke, Water Department Supervisor (Remote)
Chuck Karow, Mead & Hunt
Angie Kerrigan, Mead & Hunt

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 January 9, 2023 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the January 9, 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 City Engineer Parking and Traffic Recommendations*

This item was moved from the end of the agenda to accommodate any public wishing to speak on the item.

Eric Rakers, City Engineer, outlined the recommended parking and traffic changes including:

1. Move parking on S. Michigan St from east to west side of the street
Aldersperson Hansen asked if staff had reached out to the senior apartments/assisted living in the 100 block, but assumed this parking change would positively impact them. Mr. Rakers stated staff had only reached out to the properties directly impacted, but did agree that it was a positive change for that location.

2. Install stop sign on Commerce Drive at Rockland Road

Mayor Boyd moved to approve City Engineer Parking and Traffic Recommendations, 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

3. Lawrence Drive Reconstruction Update*

Eric Rakers, City Engineer, outlined the project limits, funding/grant and introduced Mead & Hunt to further discuss the design and DOT process.

Chuck Karow and Angie Kerrigan, Mead & Hunt, presented on the Lawrence Drive project including timeline and project design.

Alderperson Carpenter asked for clarification between the project scopes and designs. Mr. Karow replied that the official direction for the project will be determined once the environmental document is finalized. Alderperson Carpenter asked that business names be added to the design pages for ease of understanding. Alderperson Raasch asked which of the alternative designs was the safer option. Mr. Karow replied that he believed the first alternate he presented was safer. Alderperson Carpenter asked for additional information on the curve design. Mr. Karow responded with details regarding the lane widths, crown, and elevation. Alderperson Hansen asked for clarification on the project scopes. Mr. Karow verified that the reconstruction would include the changes discussed during the meeting including the bike lanes and pedestrian improvements. Alderperson Hansen asked if there were plans for additional landscaping. Scott Thoresen, Public Works Director, stated there were no plans for additional landscaping or tree planting. Alderperson Hansen asked if the City would have a say in the final direction of the project. Mr. Karow stated that it was a City project with funding from DOT and DOT would have the final decision, but they will weigh the input from the City, public information meeting, and environmental document/impacts.

RESULT:	DISCUSSED
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4. Consideration and possible action on Reservoir and Tower Inspections*

Scott Thoresen, Public Works Director, outlined the proposals received for inspections and the locations being inspected in 2023.

Alderperson Carpenter moved to approve proposal from KLM Engineering for Reservoir and Tower Inspections, 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

5. Consideration and Possible Action on Enterprise Drive Reservoir Mixer*

Eric Zygarlicke, Water Department Supervisor, outlined the proposals received and explained some of the issues being seen with previously installed mixers from William/Reid and recommended award to KLM Engineering. Mayor Boyd mentioned that tours can be arranged for alderpersons to see the facilities. Mr. Zygarlicke agreed.

Mayor Boyd moved to approve KLM Engineering for Enterprise Drive Reservoir Mixer installation, 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

6. Consideration and possible action to Reject Proposals for Enterprise Drive Reservoir Cleaning and Overcoating*

Eric Zygarlicke, Water Department Supervisor, outlined the work to be completed and the leg work staff did prior to requesting proposals to obtain a budget number. Mr. Zygarlicke outlined the proposals received and recommended rejecting them all. Mr. Zygarlicke explained why he believed Water Tower Clean and Coat did not submit a proposal and how staff plans to accomplish the work moving forward. Alderperson Hansen asked if the City Attorney would be willing to work with Water Tower Clean and Coat to meet their concerns. Mr. Zygarlicke stated he had not been able to get in touch with the owner to discuss concerns. Scott Thoresen, Public Works Director, explained that Water Tower Clean and Coat had received two different requests from the City to submit proposals. One had a five million dollar umbrella and one had a two million dollar umbrella and staff believes there was some confusion between those two proposals and insurance requirements. Alderperson Carpenter asked why the one proposal had a five million dollar umbrella. Mr. Thoresen stated that he believes that was an accidental carry-over from a joint bid a few years ago with Central Brown County Water Authority. Alderperson Carpenter asked if that was corrected if the work could be reconsidered to be completed this year still. Mr. Thoresen stated that could be possible, but would need to contact companies to see if they had time in their schedule to complete the work.

Mayor Boyd approved rejecting all proposals for Enterprise Drive Reservoir Cleaning and Overcoating, 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 Leak Detection Survey*

Scott Thoresen, Public Works Director, explained the leak detection survey and proposals received.

Alderperson Carpenter asked who verified the contractor's work. Mr. Thoresen stated that staff is usually with the contractor while completing the work. Alderperson Carpenter

stated the importance of surveying each curb box. Mr. Thoresen agreed and elaborated that many leaks that have been found have been on the water service to the house from the curb box. Alderperson Carpenter added that it is the way the curb boxes are installed in De Pere that allows for the survey to occur by listening at the top of each one. Mr. Thoresen stated that staff is researching the purchase of the necessary equipment to perform this work internally in the future.

Alderperson Ledvina moved to approve Ferguson Water Works for Leak Detection Survey, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on Establishing Special Assessment Rates for Storm Sewer Main and/or Laterals

Eric Rakers, City Engineer, explained the annual storm lateral assessment charge for residential and non-residential properties and how it is calculated. Mr. Rakers further explained that 100% of the lateral cost and 20% of main cost are charged back to the resident as a special assessment.

Mayor Boyd asked what the percentage increase is from 2022 rates. Mr. Rakers stated it is an 8% increase from 2022 costs. Mr. Rakers explained that using a three-year average keeps the cost increases more gradual.

Alderperson Carpenter moved to approve 2023 Special Assessment rates for Storm Sewer Main and/or Laterals, 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

9. Consideration and possible action on quotes for 2023 Materials Testing and Soil Borings*

Eric Rakers, City Engineer, explained the annual request for proposal process for consulting services for engineering work including materials testing and soil borings. Mayor Boyd asked how much is budgeted for this work. Mr. Rakers explained the costs are allocated as part of each of the individual projects that the work is completed on.

Alderperson Hansen moved to approve Bay Area Testing & Consulting, LLC for 2023 Material Testing and Professional Service Industries, Inc for 2023 Soil Borings, 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

10. Consideration and possible action on award of Contract 23-05 Sidewalk and Curb Repairs*

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

Alderperson Carpenter moved to approve award of Contract 23-05 Sidewalk and Curb Repairs to Highway Landscapers, Inc., seconded by Alderperson Raasch.

Alderperson Hansen verified that properties that do not completed their own repairs, would be completed by Highway Landscapers. Mr. Rakers stated that was correct. Alderperson Hansen asked if part of the budgeted funds were to relocated the streetscape art by Pasquales. Mr. Rakers stated it was.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on award of Contract 23-06 Concrete Street Repairs*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Scott Thoresen, Public Works Director, explained why the budget was off for the pavement markings at the Claude Allouez Bridge roundabout.

Mayor Boyd moved to approve award of Contract 23-06 Concrete Street Repairs to Sommers Construction Co., Inc., 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

12. Consideration and possible action on award of Contract 23-13 Crackfilling*

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

Alderperson Raasch moved to approve award of Contract 23-13 Crackfilling to Asphalt Seal & Repair, Inc., seconded by Alderperson 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

13. Consideration and possible action on award of Contract 23-15 Sewer Televising*

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

Mayor Boyd moved to approve award of Contract 23-15 Sewer Televising to Green Bay Pipe & TV, LLC, 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

14. Consideration and possible action on award of Project 23-19 Mudjacking-Request for Proposal*

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

Mayor Boyd moved to approve proposal for Contract 23-19 Mudjacking to Badger Concrete Lifting, LLC, 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

15. Consideration and possible action on award of Project 23-19A Sidewalk Grinding-Request for Proposal*

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

Alderperson Hansen moved to approve proposal for Contract 23-19A Sidewalk Grinding to All Star Cutting & Coring, LLC, 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

16. Consideration and possible action on MSA Professional Services, Inc. Proposal for Community Development Block Grant Application for Street Improvement Projects*

Scott Thoresen, Public Works Director, stated the City contracted with MSA Professional Services to complete an income survey to determine eligibility for the Community Development Block Grant. Mr. Thoresen outlined the application process and costs and recommended moving forward with the application and requesting funding from unassigned reserves in the amount of \$16,000.

Alderperson Carpenter asked how frequently a community can apply for this grant. Mr. Thoresen stated that he did not believe there was a designated amount of time to wait between applications, but stated there were few areas of the City that would meet the income requirement. Alderperson Hansen asked what work would be completed as part of the grant project. Mr. Thoresen explained it would be a full street and utility reconstruction. Alderperson Raasch asked why the application fee wasn't budgeted. Mr. Thoresen stated that eligibility was not determined until recently. Alderperson Raasch

suggested having a budgeted pool of money in the future for when these grant opportunities come up. Mayor Boyd stated it was something that could be looked into and discussed.

Alderson Carpenter moved to approve proposal from MSA Professional Services for Community Development Block Grant Application and provide funding of \$16,000 for application fee from unassigned reserves, seconded by Alderson Ledvina.

Alderson Hansen asked if Bolles Street was considered as part of the grant area. Mr. Thoresen stated that was considered.

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

17. Consideration and Possible Action Regarding Engineering Technical Services Regarding Installation of AT&T's Wireless Antennae Facilities on Merrill Street Water Tower*

Scott Thoresen, Public Works Director, explained the request to approve the agreement with Dixon Engineering for technical review services of wireless project for AT&T on the Merrill Street water tower. Mr. Thoresen explained the funds have been received from AT&T to reimburse Dixon Engineering for their services.

Alderson Carpenter moved to approve Engineering Technical Services from Dixon Engineering for AT&T Wireless Antennae Facilities on Merrill Street Water Tower, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

18. Consideration and Possible Action Regarding Engineering Technical Services Regarding Installation of AT&T's Wireless Antennae Facilities on Matthew Water Tower*

Alderson Raasch moved to approve Engineering Technical Services from Dixon Engineering for AT&T Wireless Antennae Facilities on Matthew Water Tower, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

19. Consideration and possible action on State – State/Municipal Financial Agreement for STH 32 from Merrill Street to Cook Street*

Scott Thoresen, Public Works Director, explained the financial agreement between the state and City for funding 25% of design services for extending STH 32 repairs from Merrill Street to Cook Street.

Alderson Carpenter asked if the City would see additional costs at the end of the project or during construction. Mr. Thoresen explained that the City should not see any additional costs for the resurfacing work, but may see costs for other changes requested by the City outside of the scope of the resurfacing project, including intersection changes at Cook Street.

Mayor Boyd moved to approve State-State/Municipal Financial Agreement for STH 32 from Merrill Street to Cook Street, 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

20. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the following requests:

1. Consider crosswalk on Saddlebrook Lane at Shetland Place

Alderson Hansen asked if Saddlebrook was designated as a collector street, if the recommendation would change. Mr. Rakers stated that Saddlebrook would not get designated as a collector.

2. Consider flashing yellow light at Lewis Street on Broadway Street due to vehicles blocking intersection for emergency service access.

Alderson Carpenter verified that turning movements would change at Lewis Street and Broadway Street. Mr. Rakers confirmed that it will be right in-right out only and vehicles will not be allowed to make a left turn off Broadway into Lewis Street.

Alderson Hansen verified that staff had discussed a flashing light system similar to that on Holmgren Way in Green Bay by Ashwaubenon Fire Department. Mr. Rakers stated that was what was discussed similar to an rapid rectangular flashing beacon for pedestrian crossings, but staff did not feel it was an issue at this time. Scott Thoresen, Public Works Director, clarified that it would be operated from the fire truck or station, not at the pole. Alderson Raasch clarified that Holmgren Way is a traffic signal that is triggered from the fire station.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Alderson Hansen requested staff review TDS requirements for driveway repairs due to core drilling

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:58 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim