



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, February 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 (Remote)

Eric Rakers, City Engineer (Remote)

Betty Sellenheim, Recording Secretary (Remote)

Jim Schneider, Sustana (Remote)

Patrick Wrenn, St. Norbert College (Remote)

II. Items

1. Approval of the January 11, 2021 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the January 11, 2021 Board of Public Works Meeting Minutes, seconded by Aldersperson Hansen.

Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on Sustana Request to Discharge Non-Contact Coolant Water to Future Storm Water Pond*

Eric Rakers, City Engineer, outlined the 2021 construction of storm water ponds off Matthew Drive and potential discharge of non-contact coolant water from Sustana. Staff would further investigate the request from Sustana and bring back an agreement for approval by Board of Public Works and Common Council after the investigation was found favorable.

Aldersperson Raasch verified the discharge to be non-contact cooling water, rather than gray water discharge. Mr. Rakers stated it would be and the DNR would not allow discharge of gray water. Aldersperson Raasch questioned processing and pre-treating done at the plant. Mr. Rakers stated they do some pre-treatment of waste water and have a separate force main.

Mayor Boyd moved to open the meeting for public comment at 7:35 PM, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

Jim Schneider, Vice-President of Operations-Sustana, provided additional information regarding their request for discharge of non-contact coolant water and plant operations.

Alderson Carpenter questioned the future force main usage by the plant. Mr. Schneider stated there may be a point in the future that it is not used as they transition to zero-waste-discharge within the plant, but would need to keep it operational for times when the city requests the discharge be re-directed from the ponds for maintenance.

Mayor Boyd moved to return to regular session at 7:39 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Alderson Carpenter expressed concerns about providing this option without compensation and previous loss of revenues when large-businesses were allowed to install wells rather than using City water system, causing residential tax payers to pick up extra costs. Mr. Rakers and Scott Thoresen, Director of Public Works, stated the collection cost for sanitary are low due to the direct connection to GBMSD through the force main resulting in the City not losing much revenue by this change of discharge to the pond. Mr. Thoresen added that the entire Green Bay area may see a change from GBMSD as they use the total inflow to determine rates and this volume loss could cause rates to increase. Alderson Raasch agreed with Alderson Carpenter regarding extra costs to tax payers once the discharge is redirected.

Alderson Raasch moved to approve staff investigation regarding Sustana request to discharge non-contact coolant water to future storm water pond, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on award of Contract 21-05 Sidewalk and Curb Repairs*

Eric Rakers, City Engineer, outlined Project 21-05 Sidewalk and Curb Repairs.

Mayor Boyd moved to approve award of Contract 21-05 Sidewalk and Curb Repairs to Sommers Construction Company in the amount of \$238,190, seconded by Alderson Ledvina.

Alderson Hansen asked if the sidewalk program was back to the normal repair schedule. Mr. Rakers stated it was.

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

4. Consideration and possible action on award of Contract 21-06 Concrete Street Repairs*

Eric Rakers, City Engineer, outlined Project 21-06 Concrete Street Repairs and funding sources.

Mayor Boyd moved to approve the award of Contract 21-06 Concrete Street Repairs to Vinton Construction Company in the amount of \$247, 223, 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

5. Consideration and possible action on the 2021 Storm Lateral Assessment Charge- Residential

Eric Rakers, City Engineer, explained the storm lateral assessment charge for residential properties and how it is calculated.

Alderperson Hansen moved to approve the 2021 Storm Later Assessment Charge for residential properties, 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

6. Consideration and possible action on the 2021 Storm Lateral Assessment Charge- Existing Non-Residential Properties

Eric Rakers, City Engineer, explained the storm lateral assessment charge for non-residential properties and how it is calculated.

Mayor Boyd moved to approve the 2021 Storm Lateral Assessment Charge for Non-residential properties, 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 the 2021 Sidewalk Special Charge Rates and Payback Periods

Eric Rakers, City Engineer, explained the limits of the 2021 sidewalk repair program and estimated costs.

Alderperson Hansen asked for additional information regarding the City Attorney's stance on not charging interest, as it has been done the last two years of sidewalk charges. Mr. Rakers explained the State Statute does not state you can or cannot charge interest, causing staff to err on the side of not charging interest. Alderperson Carpenter expressed interest in a tiered approach to payback options, especially if no interest is being charged. Mayor Boyd asked if Alderperson Carpenter is interested in a higher cost to allow payback options (\$1,500 rather than \$1,000) or no payback option at all. Alderperson Carpenter clarified that he would like to see a three year payback option for \$1,000 and higher. Alderperson Ledvina asked if residents could apply for hardship for sidewalk

charges. Mr. Rakers stated residents could apply for hardship for sidewalk repair charges. Scott Thoresen, Director of Public Works, added in the last three or four years, two residents have applied for hardship and their charges were under \$1,000.

Aldersperson Hansen moved to approve the 2021 special charge rates and a three year payback option for 2021 sidewalk repairs costing over \$1,000 with no interest, seconded by Aldersperson Carpenter.

Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on Agreement Between the City and St. Norbert College Regarding Reconstruction and Discontinuance of Portion of Reid Street*

Scott Thoresen, Director of Public Works, explained the request from St. Norbert College to discontinue a portion of Reid Street east of Third Street to control the area within campus and reconstruction as planned in Capital Improvements Plan. Mr. Thoresen explained if approved the street vacation will be forwarded to Plan Commission for review and approval.

Aldersperson Carpenter asked the limits of the water main relay. Mr. Thoresen explained the plan was to relay until just east of the old First Street (Kunkle Way) and there are no immediate plans to relay under the Fox River. Aldersperson Carpenter asked if the agreement includes staff access/ROW for tie-in for replacing/relaying under the Fox River. Mr. Thoresen stated the agreement includes City access for maintaining utilities.

Mayor Boyd moved to open the meeting for public comment at 8:11 PM, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

Pat Wrenn, Director of Facilities-St. Norbert College, explained the college has no plans for any improvements that may interfere with the utilities or access. Mr. Wrenn stated a riverwalk has been of interest to the college but would be easily dismantled for access to make repairs to utilities.

Mayor Boyd moved to return to regular session at 8:13 PM, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

Aldersperson Raasch moved to approve the Agreement between the City of De Pere and St. Norbert College regarding the reconstruction and discontinuance of a portion of Reid Street, 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

9. Consideration and possible action on Project Approach for Full-Length Sanitary Sewer Lateral Replacement

Eric Rakers, City Engineer, explained staff's recommended approach regarding full-length replacements. Staff will need to set policy/standards for replacement, a notification process, and associated timeline for resident replacement before staff has the contractor repair the lateral to the home (similar to the annual sidewalk program), establish annual costs, determine any city-funded portions, and payback process (similar to storm sewer laterals/main). Mr. Rakers explained staff would need to get the laterals televised a year in advance to allow staff to evaluate and the resident time to repair. Mr. Rakers stated lateral televising cannot be done in-house with the current equipment and would need to be added to the televising contract. Mr. Rakers stated City Ordinance would also need to be reviewed to allow staff access to private property for the inspections and repairs, set penalties for failure to remove or repair improper connections, and conditions requiring repair/replacement and timeline. Staff would also need to update the standard specifications to outline repair/replacement options. Mr. Rakers stated staff will be bringing forward to a future Board of Public Works Meeting, plans for smoke testing and sump pump inspections.

Alderson Carpenter asked whether smoke testing would or could occur before an ordinance is in place and if communities have had an issue with ruining a lateral through the televising/jetting process. Mr. Rakers stated the televising system has a side camera that can be pushed through the laterals and would rely on the operator to notify staff if the lateral appears to be in exceptionally poor condition. With the current sewer lining program, contractors are asked to televise if a property has multiple laterals and if bulk-headed, they are lined and not opened back up to reduce potential I&I into the system. Mr. Rakers stated staff will be sending out proposals for smoke testing, to be completed in summer 2021. Alderson Carpenter asked if laterals will be relayed to the property line on Erie Street during construction on Project 21-02. Mr. Rakers stated they would be for the properties that are serviced off Erie Street (not alley connections).

Mayor Boyd moved to approve the project approach for full-length sanitary sewer lateral replacements, seconded by Alderson Raasch.

Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on 9th Street Reservoir Mixer

Scott Thoresen, Director of Public Works, explained staff request to change the 2021 water utility budgeted Merrill Street Reservoir Mixer to Ninth Street Reservoir Mixer due to unforeseen costs associated with upgrading SCADA at Merrill Street. Merrill Street would be appropriately budgeted for 2022 SCADA upgrades and mixer installation. Alderson Carpenter asked if the mixers would all be installed by end of 2022. Mr. Thoresen stated there would be two remaining for 2022 and would be completed in next year's budget cycle if approved.

Mayor Boyd moved to approve changing the budgeted Merrill Street Reservoir Mixer to Ninth Street Reservoir Mixer and send out proposals, seconded by Alderson 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 Soliciting for Design Services for MSC Expansion*

Scott Thoresen, Director of Public Works, outlined the request to solicit design services to expand the Municipal Service Center to accommodate City equipment housed at this location. Mr. Thoresen explained the company that provides the design services will provide bidding documents and construction estimates for the expansion to be included in the 2022 budget. Mr. Thoresen explained the site will need to be rezoned in order to expand. If the site is not rezoned, a new site would need to be found and a new building would need to be constructed, costing many millions of dollars.

Alderperson Raasch asked how long the requested expansion would fulfill staff and equipment needs and if additional lot space is available surrounding the current location for additional expansions. Mr. Thoresen stated that he believes the expansion would fulfill staff and equipment needs for about 10-15 years and the expansion would primarily be to the north, east and west of the current footprint. Alderperson Raasch asked if expansion east towards the railroad tracks was possible. Mr. Thoresen explained there is not a lot of room to the east but the City owns a vacant lot to the south along the railroad tracks on Lande Street. Alderperson Hansen asked if the fuel tanks will be repaired as part of the expansion project and included in the proposal. Mr. Thoresen stated the replacement of the fuel tanks would be included in the design services proposal. Alderperson Hansen asked if staff had considered pursuing a new site rather than expanding. Mr. Thoresen explained staff had done some research on relocating and estimated the cost to be about \$50 Million compared to expanding at an approximate cost of \$5 Million.

Mayor Boyd moved to approve solicitation for design services for MSC expansion on the existing site, 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

12. Consideration and possible action on Ald. Hansen's Request for Responsible Bidder's Ordinance*

Scott Thoresen, Director of Public Works, explained the attachments included from the January Board of Public Works meeting along with additional attachments as requested by Alderperson Hansen.

Alderperson Hansen summarized his memo regarding adopting a Responsible Bidder's Ordinance, such as those adopted by Green Bay and Brown County.

Mr. Thoresen spoke on behalf of staff not supporting this ordinance and explained why. Eric Rakers, City Engineer, explained additional reasons staff does not support this ordinance. Alderperson Hansen further expressed his interest in the ordinance with regards to the apprenticeship program. Alderperson Ledvina spoke in favor of the apprenticeship program and encouraging the trades. Mayor Boyd stated at the state or county level there is an initiative to incorporate and encourage trades at younger ages.

Aldersperson Hansen moved to approve a Responsible Bidder's Ordinance, seconded by Aldersperson Ledvina.

Aldersperson Raasch expressed his thoughts regarding the apprenticeship program, labor protections, the ordinance as a whole, and the current pre-qualification process. Aldersperson Carpenter spoke in favor of the current pre-qualification process and potential issues with requirements in the proposed ordinance. Aldersperson Ledvina stated she could see both sides, in support and opposition. Mayor Boyd stated he could also see both sides but did not believe this was the right choice for De Pere and the residents.

Upon vote, the motion failed with Alderspersons Hansen and Ledvina voting in favor.

RESULT:	DEFEATED [2 TO 3]
MOVER:	Jonathon Hansen, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Jonathon Hansen, Shana Defnet Ledvina
NAYS:	James Boyd, Dan Carpenter, Dean Raasch

III. Future Agenda Items

Aldersperson Hansen asked staff to investigate for discussion the option of burying power lines and encouraging underground utilities.

IV. Adjournment

Mayor Boyd moved to adjourn the meeting at 9:02 PM, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim