



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, January 9, 2023

6:00 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:00 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	Excused	
Dean Raasch	Aldersperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Eric Zygarlicke, Water Department Supervisor
Betty Sellenheim, Recording Secretary
Larry Delo, City Administrator
Jeff Hermesen, DPCO
Amy Murphy, DPCO
Aldersperson John Quigley

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 November 7, 2022 Board of Public Works Meeting Minutes

Aldersperson Raasch moved to approve the November 7, 2022 Board of Public Works Meeting Minutes, seconded by Aldersperson Carpenter. Upon vote, the motion passed with a 4-0 vote.

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

2. Consider and Possible Action Regarding Christian Outreach Request for Additional Polycarts*

Scott Thoresen, Public Works Director, provided an overview of the request from De Pere Christian Outreach to obtain additional polycarts for the Pantry location on Dickinson Road.

Aldersperson Raasch and Mr. Thoresen clarified the ordinance regulations for total number of polycarts per parcel. Aldersperson Carpenter and Mr. Thoresen clarified that both buildings, 347 S Libal Street and 1827 Dickinson Road, share one parcel.

Alderson Raasch moved to open the meeting for public comment at 6:05 PM, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

Amy Murphy, De Pere Christian Outreach, 2464 Sunny Brook Dr, Green Bay, further explained her request and current process of disposal for recycling from the Pantry location.

Mayor Boyd moved to return to regular session at 6:08 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Alderson Raasch asked to clarify the difference between parcel and address. Mr. Thoresen explained the difference and that multiple locations across the City were in the same situation with having multiple address points for one parcel. Alderson Hansen asked how duplexes are covered in the ordinance. Mr. Thoresen, explained how duplex through four-plex units are handled in the ordinance. Mayor Boyd provided alternative cardboard recycling options. Mayor Boyd added that other locations that have been impacted by the three polycart limit have adjusted and could create issues if exceptions were allowed or changes were made to the ordinance. Alderson Raasch and Betty Sellenheim, Recording Secretary, clarified the legal definition of a duplex. Alderson Carpenter asked about the adjoining green space lot to the east of the Pantry location. Staff verified the lot was a separate parcel. Alderson Carpenter asked if that lot could have three polycarts. Mr. Thoresen stated it could if it had a structure that necessitated polycarts. Alderson Carpenter mentioned that the church could consider dividing the lot to create two parcels allowing for the additional polycarts. Alderson Raasch suggested that if Christian Outreach and Pantry utilized available options for cardboard recycling, they may eliminate their private collection service. Alderson Raasch also suggested Christian Outreach contact US Paper to discuss a partnership.

Alderson Carpenter moved to approve staff recommendation to make no changes regarding additional polycarts, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action on Request to Allow Overnight Parking on City Streets*

Alderson John Quigley outlined the request to allow overnight parking and addressed points of concern expressed in the included memo. Mayor Boyd recapped the current overnight parking restrictions on City streets. Larry Delo, City Administrator, highlighted key points from the memo and explained many different ways communities offer or restrict overnight parking and stated that the discussion was open to decide what was best for De Pere. Mayor Boyd outlined a few hybrid options for allowing overnight parking. Alderson Carpenter offered his opinion on overnight parking and garage utilization. Alderson Hansen agreed with some of Alderson Carpenter's points, but sympathized in older neighborhoods where garage and driveway space is limited. Alderson Carpenter asked Alderson Quigley if his constituents would see benefits

from allowing overnight parking in the summer, but restricting it in the winter months. Alderperson Quigley stated he could not generalize for the entire population based on a few concerns, but did further elaborate that most problem locations have more drivers than they have parking spaces. Alderperson Hansen questioned restrictions on widening driveways. Eric Rakers, City Engineer, and Scott Thoresen, Public Works Director, provided information on the width restrictions. Alderperson Raasch outlined concerns he hears from constituents, primarily around St. Norbert campus. Mr. Delo asked if allowing some form of overnight parking would make the problem better or worse. Alderperson Raasch believed they would still have complaints due to sheer number of cars that would utilize street parking, but it would no longer be against ordinance. Mayor Boyd mentioned that St. Norbert recently installed a long-term parking lot on campus. Mr. Delo stated in previous conversations with the campus, the long-term parking was inconvenient for students to use. Alderperson Carpenter outlined other areas of concerns near apartment complexes and stated he approves the ordinance as it stands. Alderperson Raasch asked if the request was to accommodate a single location or two, or if this was something city-wide that required changes. Alderperson Quigley explained the situation as outlined in the memo, whereas that household was not able to increase their driveway space due to City ordinance but also not allowed to park on the street. Alderperson Quigley is asking the City to consider overnight parking options such as other communities offer. Mr. Thoresen explained that posted parking restrictions will trump overnight parking allowances (such as alternate side). Alderperson Carpenter stated concerns about parking on narrow streets and suggested staff needs to discuss further internally. Alderperson Raasch stated concerns regarding snow plowing around parked cars and having staff return later to attempt additional snow removal. Alderperson Raasch stated his approval of the current restrictions, but agreed it required additional discussion at staff level. Mr. Delo asked for clarification on the anticipated outcome of referring back to staff. Alderperson Carpenter requested street listing by width to determine which ones could allow parking on one or both sides. Mayor Boyd requested a survey from Definitely De Pere regarding overnight parking downtown. Alderperson Carpenter stated his preference of excluding downtown from overnight parking. Mr. Delo added that parking lots are available downtown for parking and suggested exclusion. Mr. Delo further outlined that staff would evaluate street widths and year-round versus seasonal restrictions. Alderperson Quigley suggested staff survey cities that offer overnight parking and ask how they handle street sweeping and curbside collections. Alderperson Hansen recommended alternate side parking during winter months, excluding downtown. Alderperson Raasch moved to refer overnight parking back to staff for further discussion at the March 2023 meeting, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 3/13/2023 7:30 PM
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Dean Raasch
EXCUSED:	Shana Defnet Ledvina

4. Consideration and possible action on award of Contract 23-14 City Hall Boiler Replacement*

Scott Thoresen, Public Works Director, outlined the project, bids received by staff, and budget.

Alderson Hansen moved to approve award of Contract 23-14 City Hall Boiler Replacement to Tweet-Garot Mechanical, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

5. Consideration and possible action on Project Approach for Requirements for Private Water System Inspection and Maintenance

Eric Zygarlicke, Water Department Supervisor, outlined the next steps and project approach for requiring private water systems be inspected and maintained.

Mayor Boyd asked if there was a general idea of cost for each system. Mr. Zygarlicke explained the cost will vary for each entity based on the number of fixtures (hydrants, valves, curb boxes, etc) that need to be maintained. Mr. Zygarlicke broke down each fixtures approximate cost. Scott Thoresen, Public Works Director, outlined the steps of the process and elaborated on how it will help prevent water loss throughout the city. Alderson Carpenter asked if private system will be added and tracked in GIS. Mr. Zygarlicke stated the goal would be to have them added. Alderson Carpenter asked how leaks are detected in areas of Ledgeview and Lawrence where water is sold between the communities. Mr. Thoresen explained the agreements between communities and the Public Service Commission with regards to leaks and testing. Alderson Hansen asked if staff could enter facilities once the ordinance was in place. Mr. Zygarlicke stated that once the ordinance was in place, facilities that wish to have the City maintain their fixtures would enter into an agreement with the City, which would allow access. Alderson Raasch asked to clarify the current standards for maintenance. Mr. Zygarlicke stated there is not a standard for maintenance in private systems at this time and the ordinance would have the private systems match the maintenance level of the public water system. Alderson Raasch asked why similar programs have not been in place before now. Mr. Thoresen stated the discussions have been ongoing for a few years and staff is finally pulling the trigger. Alderson Carpenter added that facilities will need to either use the City or hire a company that is certified to complete the maintenance required by the ordinance.

Mayor Boyd moved to approve the project approach and next step of sending out notices for a public information meeting for private water system ordinance, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

6. Discuss Water Service Line Material Inventory Program

Eric Zygarlicke, Water Department Supervisor, explained the Water Department plan to survey water service lines and determine lead and galvanized services to report to the Wisconsin Department of Natural Resources by October 2024.

Mayor Boyd asked what percentage of services need to be verified. Mr. Zygarlicke provided approximately 75% will need to be determined at the curb stop and approximately 25% will need to be determined inside the dwelling. Alderperson Hansen asked what research had been done in the past to determine lead services. Scott Thoresen, Public Works Director, discussed some of the past work in the City that has revealed different service types and how the survey being mandated by the DNR and EPA will assist the City with determining services requiring replacement due to material.

Alderperson Carpenter asked if staff considered allowing residents to provide photo evidence of their dwelling services, rather than having staff enter their premises. Mr. Zygarlicke added that homes older than 1990 will be required to have their interior plumbing surveyed. Mr. Zygarlicke added that other communities he has been in contact with have had mixed results when allowing residents to provide photo evidence, but stated it would likely be an option. Mr. Zygarlicke explained the portion of the program that will take the most work will be potholing to determine the city-portion of water service lines.

RESULT:	DISCUSSED
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7. Consider and Possible Action Regarding Green Bay Metropolitan Sewerage District Request to Purchase Surplus Equipment at De Pere Waste Water Treatment Plant*

Scott Thoresen, Public Works Director, explained the request from Green Bay Metropolitan Sewerage District to purchase remaining surplus property at the De Pere Waste Water Treatment Plant in the amount of \$7,500. Staff reviewed the list of property and agreed to sell remaining assets except a man-lift.

Alderperson Raasch moved to approve the sale of remaining surplus property at the De Pere Waste Water Treatment Plant to GBMSD, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
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MOVER:	Dean Raasch, Alderperson
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SECONDER:	Jonathon Hansen, Alderperson
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AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Dean Raasch
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EXCUSED:	Shana Defnet Ledvina
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8. Consider and Possible Action Regarding Central Brown County Water Authority First Responder Agreement*

Scott Thoresen, Public Works Director, explained the First Responder Agreement with Central Brown County Water Authority (CBCWA) allows for City staff to be reimbursed for their time while responding to CBCWA emergencies.

Alderperson Hansen asked if the agreement would be updated annually. Mr. Thoresen stated the agreement would not be updated but wage rates in Schedule B would be.

Mayor Boyd moved to approve the CBCWA First Responder Agreement, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

9. Consider and Possible Action Regarding SEH Inc. Proposal for Municipal Service Center Fuel Island Design and Engineering Services*

Scott Thoresen, Public Works Director, explained the necessity of replacing the fuel island at the Municipal Service Center and explained the proposal from SEH, Inc. for design and engineering services.

Alderperson Carpenter asked if the fuel tanks would be the same size as what is currently on-site. Mr. Thoresen explained the three current underground tanks would be replaced with two aboveground tanks and there would be about 5,000 fewer gallons.

Alderperson Carpenter moved to approve the proposal from SEH, Inc for MSC fuel island design and engineering services, seconded by Mayor Boyd.

Alderperson Hansen asked if the tanks would need to be moved in the future with the MSC expansion. Mr. Thoresen stated they would be. Alderperson Hansen asked how much the relocation would cost. Mr. Thoresen stated tens of thousands. Alderperson Raasch asked if funds were available to dispose of any contaminated soil and materials. Mr. Thoresen stated there was unless it was something extreme.

Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined the recommended parking and traffic change including installation of stop signs on Garroman Drive at American Boulevard and Lawrence Drive.

Mayor Boyd moved to approve the City Engineer parking and traffic recommendations, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

11. Discuss City Engineer Recommendation on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion item for no-action parking and traffic including upgrading the pedestrian crossing on Ninth Street at Park Street to a ladder style crosswalk.

RESULT: DISCUSSED

IV. Future Agenda Items

Aldersperson Carpenter requested to know how close equipment can be parked to the edge of the road (specifically on Garroman Drive)

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 7:40 PM, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, January 9, 2023 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

TWEET-GAROT MECHANICAL

CENTRAL BROWN COUNTY WATER

AUTHORITY

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

DE PERE CHRISTIAN OUTREACH

SHORT ELLIOT HENDRICKSON, INC

NEW WATER/GBMSD

Respectfully submitted,
Betty Sellenheim