



Board of Public Works

Regular Meeting

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

Agenda

Monday, January 8, 2024

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **January 8, 2024 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Board of Public Works, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

I. Call to Order

1. Roll Call

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

III. Items

- 1. Approval of the November 13, 2023 Board of Public Works Meeting Minutes**
- 2. Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park***
- 3. Consideration and possible action on Main Avenue Underpass Maintenance**
- 4. Consider and Possible Action on Water Volume Charges for PSC Rate Case***
- 5. Consideration and possible action on Private Water System Inspection and Maintenance Ordinance***
- 6. Consideration and possible action on updates to 2022 General Conditions and Standard Specifications**
- 7. Consideration and possible action on City Engineer Parking and Traffic Recommendations***
- 8. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items**

9. Consideration and possible action on the 2024 Storm Lateral Assessment Charge for Existing Residential Properties
10. Consideration and possible action on the 2024 Storm Lateral Assessment Charge for Existing Non-Residential Properties
11. Discussion on Concrete Restoration Requirements for Work Completed by Utility Companies
12. Consider and Possible Action on WPS Replacing Decorative Street Lighting in the Downtown Areas*

IV. Future Agenda Items

V. Adjournment

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

***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 8, 2024 so that arrangements can be made.

Agenda Sent To:

MAYOR
ALDERPERSONS
DEPARTMENT HEADS
DEFINITELY DE PERE
DE PERE MENS CLUB
KIWANIS CLUB
ABBOT PENNING'S COUNCIL 3955 & DE PERE
KNIGHTS OF COLUMBUS
OPTIMIST CLUB
DE PERE WOMENS CLUB
PINK FLAMINGOS
HOME COMMUNITY EDUCATION

DE PERE CHAMBER OF COMMERCE
TV, NEWSPAPERS & RADIO
KRESS FAMILY LIBRARY
M3 INSURANCE
ROTARY CLUB
BOY SCOUTS OF AMERICA
VFW AUXILIARY POST 2113 & VFW POST
2113
INDEPENDENT ORDER OF ODD FELLOWS
DE PERE LIONS CLUB
CELEBRATE DE PERE



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Board of Public Works

FROM: Betty Marovich

SUBJECT: Approval of the November 13, 2023 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2023 1113 BOPW_Draft Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, November 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	

Others Present:

Eric Rakers, City Engineer
Grace Lahtela, Recording Secretary
Eric Zygarlicke, Water Department Supervisor (remote)
Thomas Blohowiak, Maintenance Supervisor
Tony Wachewicz, City Attorney
Josh Lang, Wisconsin DOT
Andy Fulcer, Wisconsin DOT
Donald Boone, 910 Friendship Lane

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 October 9, 2023 Board of Public Works Meeting Minutes

Aldersperson Ledvina moved to approve the October 9, 2023 Board of Public Works meeting minutes, seconded by Aldersperson Carpenter.

Aldersperson Hansen requested that "Men's Group" be changed to "Men's Club" in Item #9 regarding the service organization signs.

Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on a request for installation of terrace walk at 220 S. Michigan Street

Eric Rakers, City Engineer, explained a request from St Francis Xavier Church to install a terrace walkway on Charles Street to better facilitate funerals. Mr. Rakers explained that the request was in part due to changes on Charles Street related to the Mulva

Development and the cul du sac installation. Mr. Rakers explained that any paving in the terrace needs approval from the Board of Public Works and stated that staff recommended approving the installation.

Alderpersion Hansen moved to approve the request for installation of terrace walk at 220 S. Michigan Street, seconded by Mayor Boyd.

Alderpersion Carpenter asked if City utilities were located under the proposed terrace walk location. Mr. Rakers stated that he believes all utilities were relocated to the street under the pavement when the road was redone in 2018.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on DOT – Revised Municipal Agreement for STH 32*

Eric Rakers, City Engineer, explained revision #2 for State Road 32 improvements. Mr. Rakers stated the City cost share increased and explained what work those extra dollars were designated for as part of the project include sidewalk replacement and decorative concrete in furniture zone, along with parking lanes and changes desired to address the slope at train bridge crossing over Main Avenue. Mr. Rakers stated that staff recommended approving Revision #2 and added that there will be additional modifications as design progresses.

Mayor Boyd asked how much the State previously would cover on projects. Mr. Rakers explained that this project was a pavement preservation project was a new type of project for the state and in this type of project the State is only responsible for the area between the curbs, including the curb if it cannot be salvaged. Mr. Rakers explained that in the past the State would have covered sidewalks and now they are only responsible for the sidewalk areas that are directly impacted by the project, such as curb ramps, and that is the biggest change. Mr. Rakers further explained that the City would have still been responsible for the parking lanes on State highways. Alderpersion Hansen asked what the deadline would be if the City wanted to fund changes on Main Avenue to increase from three lanes to four between Sixth and Seventh Streets under the train bridge. Mayor Boyd added that the cost of this change would be over \$20 million.

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

Joshua Lang and Andy Fulcer from Wisconsin DOT, 944 Van Der Perren Way, Green Bay, introduced themselves as project manager and project supervisor respectively. Mr. Lang explained that the next milestone for the project is the environmental study which would be wrapping up next fall and the impacts of the road widening would need to be addressed in the study. Mr. Fulcer stated that to stay on the current schedule, the DOT would need to know within a year, and added that including that change may still impact the schedule due to coordination with the railroad.

Alderson Hansen asked what DOT considered when addressing the issue of widening the road and replacing the railroad bridge, whether it was strictly based on structural integrity or included traffic analysis. Mr. Lang stated the DOT analyzed the traffic and found the corridor was acceptable for the level of traffic. Mr. Lang added that increasing the roadway width would require additional intersection improvements at Fort Howard Avenue. Alderson Hansen asked if there is any chance of expediting the project to begin before 2028. Mr. Lang stated the DOT recently completed a rebalancing of projects and moving up the project would be very difficult. Alderson Hansen explained that he had a constituent express concerns over the sidewalk at the railroad crossing of Main Annex and asked Mr. Lang to explain his vision for this sidewalk crossing. Mr. Lang explained that staff is evaluating a few different options with the safety engineer railroad coordinator and design consultant and the plan can be shared after their review is finalized. Mr. Fulcer added that they will work with the City as they progress through design. Alderson Hansen asked if DOT is working with the Railroad Commission for evaluating the crossing. Mr. Lang explained that DOT will be having a railroad diagnostic meeting to discuss all the crossings included in the project.

Mayor Boyd stated the public comment meeting held by the DOT was well attended at West De Pere Middle School.

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

Alderson Hansen asked if there was an estimate on the City cost share for Main Ave at Eighth Street, currently listed as "TBD" on the memo included for the meeting. Mr. Rakers stated that staff is still discussing with DOT regarding design and possible inclusion of dedicated left turn lanes and there is no cost estimate at this time. Mayor Boyd stated his approval of having the Main Avenue slope improvements included early in the design and SMA revisions.

Although there was no motion and second, the Mayor called for a vote and it passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Consideration and Possible Action on PFAS Class Action Litigation

Tony Wachewicz, City Attorney, stated there has been a lot of media coverage on PFAS contamination and pending litigations. Mr. Wachewicz explained that the City received formal notice about a month ago of pending class action litigation that included virtually all water systems across the country and was received by a wide variety of communities. Mr. Wachewicz explained there were two separate settlements and lawsuits; one against 3M and one against DuPont. Staff felt it was important to bring the item to Board of Public Works for discussion of the impacts, lawsuits, and potential deadlines. Mr. Wachewicz explained that staff has been doing research in order to make an informed decision and Council will need to decide whether the City wants to participate as part of the settlements or opt out. Mr. Wachewicz further explained that staff and Council need to weigh the potential recovery from the lawsuits by participating in the settlement now compared to the possibility of better recovery by opting out now and not limiting action the City can take later. Mr. Wachewicz stated that Council will need to make a decision

next week on the DuPont litigation as that deadline is December 4. Mr. Wachewicz stated that staff found that even if the City is a qualifying member of lawsuit, the PFAS levels are so low we might not be eligible for a financial recovery. Mr. Wachewicz further added that the City might not qualify because of how we purchase water and possibly being viewed as a wholesaler as part of the settlement. Mr. Wachewicz stated there will be ongoing discussions at the staff level but also amongst attorneys for Wisconsin communities. Mr. Wachewicz indicated that staff was in favor of opting out of the settlements at this time, which aligned with other communities in the Central Brown County Water Authority.

Mayor Boyd stated that the good news is that the City water supply is not that contaminated. Eric Zygarlicke, Water Department Supervisor, agreed with the Mayor's statement and further explained that during well testing back to 2014, the City only had one positive notification of PFAS contamination and at a microscopic level that did not require notification to customers based on EPA or DNR guidelines. Alderperson Carpenter asked what type of water bodies contain the highest concentrations. Mr. Zygarlicke stated that the Bay of Green Bay had some of the highest concentrations and added that many utilities pull their water from over a mile out in Lake Michigan and that helps them have better water quality. Mr. Zygarlicke stated that Central Brown County Water Authority has an informational webpage for PFAS that lists their detections, tests, and studies, and added that the City levels will be released as part of the upcoming CCR (Consumer Confidence Report). Mr. Zygarlicke stated that to the best of his knowledge, there have not been any PFAS levels of concern at Manitowoc Public Utilities, where the City water supply comes from, or any other filtration plant along Lake Michigan. Mayor Boyd asked if research is being done to find a way to break down these "forever chemicals". Mr. Zygarlicke stated that while these chemicals do last a long time in the environment, they are not forever and do break down over time. He also added that carbon filtration can remove these carbon chains from the system and Wausau has carbon filtration on their system and it is very expensive, but there is some financial assistance such as grants. Mayor Boyd explained that he was not looking to take action at the Board meeting but was hoping to get information to the Alderpersons and residents to make informed decisions. Mr. Zygarlicke explained how staff determined eligibility for financial recovery in the DuPont settlement. Alderperson Raasch stated that he did not believe the City should pursue any financial recovery as part of the DuPont settlement, as it does not appear the City qualifies and it limits the ability to pursue financial recovery in the future. Mayor Boyd agreed with Alderperson Raasch's assessment.

Discussion only. No action taken.

RESULT:	NO ACTION
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5. Consideration and Possible Action on City Hall Roof Fall Restraint Project*

Tom Blohowiak, Maintenance Supervisor, explained that the City Safety Advisors recommended installing a safety fall rail if persons are on the Green Roof at City Hall. Mr. Blohowiak explained that Robert E. Lee prepared the project and went out for bids. Mr. Blohowiak explained that the City had budgeted \$100,000 for the project and that the project was under budget including design and consulting services.

Alderperson Carpenter asked if the City had been non-compliant since the green roof was installed. Mr. Blohowiak explained that if personnel is more than 6 feet from the edge,

they do not need to be harnessed and tied off; but within 6 feet of the edge they should be. Alderperson Ledvina asked how much of the roof would have the railing installed. Mr. Blohowiak explained it would just be the area with the Green Roof.

Mayor Boyd moved to approve the installation of a safety fall rain on the Green Roof at City Hall by IEI General Contractors in the amount of \$62,500, 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 on City Engineer Parking and Traffic Recommendations*

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

1. Restricting parking on one side of street in new subdivisions
2. Installation of a school crossing sign assembly at Lourdes and St Marys Street
3. Relocation of school zone sign on George street to the west near Michigan Street
4. Install street light at East River trailhead off Tenmile Drive

Alderperson Carpenter moved to approve all City Engineer Parking and Traffic Recommendations as outlined, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

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

Eric Rakers, City Engineer, outlined the discussion items for no-action parking and traffic including:

1. Restricting parking on the south side of Helena Street from Outward Avenue to Sixth Street. Mr. Rakers explained the street is 36 feet wide which can accommodate parking on both sides, but added that the City did adopt a parking policy for the high school on the east side and further explained how that policy would impact the high school on the west side. Mr. Rakers stated that staff visited the area several times and found the most parked cars on any given day was eight. Mr. Rakers stated that staff was not recommending any changes as there did not appear to be any parking issues during the school day hours.

Mayor Boyd asked if the West De Pere High School charged their students for parking in their lots. Alderperson Raasch stated that he did not believe they did and added that they recently increase parking on-site by installing underground stormwater retention system. Mayor Boyd stated that the high school on the east side charged for parking and that caused the increase in the on street parking. Alderperson Carpenter confirmed that staff did not intend to limit parking at this time. Mr. Rakers stated staff was not recommending

changing the daytime parking on Helena Street at this time. Mr. Rakers added that it can be brought back as a standalone item in the future, but did not believe the parking issues were during the day, but more likely during special events. Alderperson Carpenter asked if the temporary signs would still be used for special events. Mr. Rakers stated he believed they would be and added that staff had previously looked at creating a policy for parking during special events, but added that defining a special event becomes difficult.

Alderperson Carpenter moved to open the meeting for public comment at 8:13 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Donald Boone, 910 Friendship Lane, expressed his concerns with regards to traffic and pedestrian movements with parked cars on Helena Street including resident's ability to leave their homes with the large volume of traffic and exiting driveways between parked cars causing visibility issues. Mr. Boone requested parking be restricted from Friendship Lane to Outward Avenue at a minimum. Mr. Boone added that the parked cars, traffic, and special events have also impacted garbage and recycling collections on Friendship Lane.

Mayor Boyd moved to return to regular session at 8:20 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Mayor Boyd asked staff if parking could be reviewed during special events. Mr. Rakers explained that the parking policy for schools does not address parking after school hours (4 PM). Mr. Rakers offered to have staff continue monitoring it and get drone footage during morning drop off and afternoon pick up times. Mayor Boyd asked staff about the collection concerns brought up by Mr. Boone. Mr. Rakers explained that Tony Fietzer, Street Superintendent, is trying to minimize having garbage and recycling collection trucks back into or out of streets and requested that garbage and recycle carts be brought out to Helena instead of Friendship. Alderperson Raasch explained that during the school redevelopment, the plan was to separate the bus traffic from the student traffic, putting the student parking up front by Grant Street and bus traffic off Helena Street. Alderperson Raasch added that former Alderperson Crevier had questioned parking and traffic concerns on Helena Street during the redevelopment planning, but Alderperson Raasch stated he has not received complaints or seen any issues since the school redevelopment happened. Alderperson Raasch added that he noticed when parking was restricted for special events after school hours, the speed of traffic increased because the road was wider without the extra parked cars to act as traffic calming. Alderperson Carpenter asked staff to complete the drone work to evaluate the parking and traffic during drop off and pick up hours. Mr. Rakers stated he would work with the GIS department to get that completed.

2. Request for wrong way signs on American Boulevard. Mr. Rakers explained there have been two complaints and no issues while it has been monitored by police. Mr. Rakers added that in locations where a driveway enters American Boulevard, it could be confusing because of the median, but for normal traffic flow, there are signs to indicate traffic should stay right of the median.

Alderperson Raasch stated he had made this mistake one time when exiting Tail Waggers.

Mr. Rakers listed the future agenda items including restricting parking on Superior Street, installation of RRFB on Broadway at Randall, installation of School Zone signs, and installation of beam guard on Fort Howard Ave.

Mayor Boyd asked if the item he had discussed with Mr. Rakers regarding the bus driver was listed as a future agenda item. Mr. Rakers stated it was not because this list was from the meeting just prior to when that conversation took place.

RESULT:	DISCUSSED
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8. Consideration and possible action on proposed easement- Project 23-09*

Eric Rakers, City Engineer, explained that Project 23-09 was the pond built with DNR grant funding between Front Street and Franklin Street and Fox River Trail. In order to construct the pond, staff was told the easement was approved, but needs to be recorded. The easement document is included in the packet and once approved by the City and Brown County, will be forwarded to the State for recording.

Aldersperson Hansen moved to approve the easement for Project 23-09 pond outfall, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:32 PM, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

ATTACHMENTS:

- Consider Replacing Existing Service Signs 1-3-2024 (DOCX)
- Consider Ald. Hansen's Request Regarding Service Sign on S. Broadway 9-25-2023 (PDF)
- BOPW October 9, 2023 Meeting Minutes (PDF)
- Staff Memo for 11-10-2014 BOPW Meeting (PDF)
- Woman's Club of De Pere Request (PDF)
- 4394 Permit (PDF)
- 4394 Oasis printout (PDF)
- 5460 Permit (PDF)
- 5460 Oasis printout (PDF)
- 2014-11-10 Board of Public Works - Full Minutes-1333 (PDF)
- Staff Memo for 3-9-2015 BOPW Meeting (PDF)
- CI-BOPW-3-2015-Civic_Group_Sign_Policy (PDF)
- CI-BOPW-3 2015-Application-Civic Group Plaque (PDF)
- CI-BOPW-3-2015-De Pere_Sign_Standard (PDF)
- De Pere Civic Group Signs (PDF)
- 2015-03-09 Board of Public Works - Full Minutes-1377 (1) (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members

From: Scott J. Thoresen, Director of Public Works

Date: January 3, 2024

RE: Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

The BOPW discussed at the October 9, 2023 meeting Alderperson Hansen's request regarding the future of the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with allowing the service groups until January 1, 2024 to rehabilitate the existing signs. Staff have reached out to all the service groups that have existing signs at these locations. The following service groups have an interest in keeping the signs: Women's Club, Lion's Club, Kiwanis, Rotary, Knights of Columbus, Optimist Club, and VFW 2113. In addition, the Pink Flamingos have an interest of having a sign placed.

Staff has further researched and found additional information regarding these signs. The BOPW discussed at the November 10, 2014 meeting (See attached staff memo and meeting minutes) a request from the Women's Club of De Pere to add their sign to the City sign. At this meeting staff informed the BOPW the Wisconsin Department of Transportation (DOT) issued permits for both of these signs and the signs are owned by the City. The original sign was installed by the Lions Club. The BOPW approved allowing the Women's Club to add their sign to the City signs. The BOPW approved at the March 9, 2015 meeting a policy regarding the service signs. (See attached staff memo, policy and meeting minutes).

If the BOPW determines they want to continue with allowing service signs at these locations, staff would recommend the policy be revised with the following:

- Define who owns the sign. As mentioned above, the City is the owner
- Define who is responsible for the costs to maintain the sign. Staff would recommend the service clubs be responsible for these costs.
- Define what organizations can be on the sign. As mentioned above, the Pink Flamingos have an interest of having a sign installed.

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members

From: Scott J. Thoresen, Director of Public Works

Date: September 25, 2023

RE: Consider and Possible Action on Ald. Hansen's Request Regarding Service Sign on S. Broadway*

Aldersperson Hansen requested at the August 1, 2023, Council meeting discussion at the BOPW about the future of the service club sign at the corner of S. Broadway and S. Michigan.



Staff did attempt to contact the service groups on the sign and received the following feedback:

Kiwanis Club

The De Pere Kiwanis Club met and discussed the Welcome signs. They are in support of the City taking the signs down since they are deteriorating. If that is the decision that is made they are happy to take their logos.

Lions

The Lions Club expressed some initial interest in keeping the sign when originally talked to. However, the most recent update from them seems to indicate this may not be viable. They informed the City they were attempting to connect with a local Eagle Scout group, however; they had not been successful. The Lions would like the signs to remain but does not have a timely solution.

Men's Club

The Men's Club is interested in new signage and could contribute financially if necessary. They would need to know how much money before making a total commitment. If necessary, one of their members would volunteer to be on a "Sign Committee" and help review options and costs.

Staff did not hear back from the other service groups or had difficulty obtaining contact information.

The intent of the discussion is for the BOPW to determine what they want to do in the future with this sign. In addition, as part of the discussion, the BOPW should also consider what should be done with the other service sign located in Bicentennial Park located off Main Avenue and Reid Street.





Board of Public Works

Regular Meeting

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

Final Minutes

Monday, October 9, 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
Chase Kuffel, Assistant City Engineer
Betty Sellenheim, Recording Secretary
Marty Kosobucki, Parks, Recreation & Forestry Director (Remote)
Tom Blohowiak, Maintenance Supervisor
Aldersperson Devin Perock
Jeremy Ebner, Suamico Trap
Bill VanCamp, 633 Main Ave

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 September 11, 2023 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the September 11, 2023 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on award on Request for Proposal for 2023-24 Pond Trapping Services*

Aldersperson Ledvina moved to approve award on request for proposal for 2023-24 Pond Trapping Services, seconded by Aldersperson Raasch.
Raasch

Aldersperson Hansen asked if staff had called references for Suamico Trap as the City had not previously used them for these services. Eric Rakers, City Engineer, stated staff did not call references but added the contractor was available in the audience to answer questions.

Mayor Boyd moved to open the meeting for public comment at 7:32 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Jeremy Ebner, Suamico Trap, 3060 Seafarer Way, outlined his experience with similar work for residential, commercial, and municipal properties, along with lake associations and private pond owners.

Mayor Boyd moved to return to regular session at 7:33 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch expressed his appreciation for the work the trappers do for the City to mitigate the muskrats in the ponds. Mr. Rakers added that having another trapper interested in the work is good for the City. Alderperson Hansen questioned the selected locations. Mr. Rakers explained how the locations were selected annually based on visual inspections. Alderperson Hansen stated that residents by Trailside pond had mentioned concerns about rodents. Mr. Rakers added that if other locations come up, staff can work with the contractor to get a price to complete them.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on Preventative Maintenance Contract for City Heating Ventilation and Air Conditioning (HVAC) Equipment*

Alderperson Carpenter moved to approve Preventative Maintenance Contract with Hurckman Mechanical Industries for City Heating Ventilation and Air Conditioning (HVAC) Equipment, 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

4. Main Avenue Underpass No-Mow-Summer Evaluation

Marty Kosobucki, Parks, Recreation & Forestry Director, explained that staff was bringing this item back for discussion as requested when the Board approved not mowing the Main Avenue underpass for summer 2023. Mr. Kosobucki explained that staff did not receive any calls or complaints at the MSC office regarding the underpass mowing. Mr. Kosobucki explained that staff had a few minor concerns that would be addressed if the area continued to be no-mow. Mayor Boyd asked staff to provide a background on the initial request to not mow the Main Avenue underpass. Mr. Kosobucki explained that Parks staff is responsible for maintaining this location and it is quite difficult to maintain. Mr. Kosobucki added that staff had previously had a significant injury during a mowing event at this location and that Human Resources requested that staff find alternatives to mowing this location. Mr. Kosobucki stated that staff has reached out to landscape

companies and no one has been interested in maintaining the underpass. Mr. Kosobucki stated that after the approval of the planned natural landscape ordinance, staff felt that was a good opportunity to try at this location to embrace the ordinance and reduce staff risk. Mayor Boyd stated there are also traffic impacts during mowing operations on the underpass. Mayor Boyd asked staff to explain the upcoming work planned for Main Avenue (STH 32). Scott Thoresen, Public Works Director, explained that staff has requested the DOT develop a zero-maintenance plan for the underpass as part of the design for STH 32 renovation. Mayor Boyd asked if the State would fund that redesign. Mr. Thoresen explained that it would likely be City funded. Mr. Thoresen reminded Board members that closing the sidewalk at the underpass was also approved to reduce hazards and the sidewalk will be completely removed when DOT reconstructs Main Ave/STH 32. Mayor Boyd stated that no action will be taken today and that the discussion will be used to develop possible alternative plans moving forward.

Alderson Carpenter moved to open the meeting for public comment at 7:41 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Bill VanCamp of 633 Main Ave shared his frustration that the underpass had been successfully maintained for many years before this one and the City has invested in equipment to maintain it easier that is not being used. Mr. VanCamp also expressed his concerns on behalf of himself and his neighbors over the unsightliness of the long grass, the grass growing over the sidewalk, and the increased rodent population. Mr. VanCamp stated he circulated a petition amongst his neighbors that was turned in to Alderson Perock.

Alderson Raasch moved to return to regular session at 7:44 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Alderson Carpenter asked staff to explain the traffic impacts during mowing operations. Mr. Thoresen explained that one of the three lanes is closed and traffic is shifted; there are no detours to other streets. Alderson Carpenter asked if staff can use the tractor with the boom arm to mow the slope. Mr. Thoresen explained that it would only reach about 25% up the hill. Alderson Raasch asked how this injury occurred and stated his preference to have it maintained for visual appeal and rodent control. Alderson Raasch also asked why the slope could be maintained for so many years but not after the injury. Mr. Kosobucki recalled to the best of his ability that the injury that occurred was a staff member who blew out their knee from the incline and not based on a lack of training or safety precautions. Mr. Kosobucki stated that when the slope was maintained, it was done safer than it was in the past. Alderson Raasch reiterated his preference to have the slope maintained. Mayor Boyd outlined concerns with regards to maintaining the slope and stated he has received calls from residents with concerns for the safety of staff after seeing them maintaining the slope. Mayor Boyd stated his preference to improve the current situation to address the concerns including cleaning up along the roadway and sidewalk where the grass falls over, remove the trees, and mitigate the rodents. Mayor Boyd stated the safety of staff was his number one priority in this situation. Alderson Carpenter suggested spraying the vegetation to kill it back to reduce maintenance. Mayor Boyd stated that if STH 32 reconstruction work was not planned for 3-4 years away, staff would be looking closer at budgeting for a zero-maintenance landscape, but due to the upcoming work it would be money thrown away. Alderson Raasch agreed that the City shouldn't waste the money, but that something

needed to be changed especially with regards to rodent control. Alderperson Raasch suggested cutting back the tall vegetation and having Suamico Trap work that area. Alderperson Carpenter suggested having staff bring back a plan in January or February for 2024 season. Mr. Kosobucki stated that even though the Parks Department maintains it, it falls under the jurisdiction of the Board of Public Works and would request direction on what maintenance level is acceptable or unacceptable moving forward. Alderperson Ledvina stated that the change to not mow came from staff for Board consideration and recommendations should come from staff for the Board to evaluate and provide direction. Mr. Kosobucki agreed that with time, staff could evaluate options and provide recommendations to the Board for consideration. Alderperson Carpenter requested staff request pricing and have Suamico Trap inspect the slope for rodent activity. Eric Rakers, City Engineer, stated he would work with Suamico Trap to perform an inspection of the area, but clarified that any work in that area would not be funded from the stormwater utility. Alderperson Ledvina asked about the status of the remote control mower. Mr. Kosobucki stated that machine remains in the fleet but is relatively old and tired and will need to be replaced if the plan is to continue using it as it was. Mr. Kosobucki added that he estimates a new slope mower at \$30-50k and had not budgeted to replace this equipment if it will not be needed after Main Avenue reconstruction. Alderperson Hansen requested that staff attempt to get a contractor hired willing to maintain this location. Mr. Kosobucki stated that staff can try again, but added that there has been zero interest any other time staff has tried in the past ten years. Mayor Boyd added that insurance is a major factor in that work.

RESULT:	DISCUSSED
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5. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined the recommended parking and traffic change including adding crosswalk signage in the middle of the road on George Street at Washington Street.

Alderperson Hansen clarified the type of signage being recommended. Mr. Rakers stated it was the removable signs that sit on the center lines like the City has on Broadway. Mr. Rakers added that the requester was primarily concerned about crossing during pool season and the removable style signs work good for that as they are brought in during the winter months for plowing.

Alderperson Carpenter moved to approve City Engineer Parking and Traffic Recommendations, 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. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion items for no-action parking and traffic including restricting parking on Ninth Street in front of the Post Office and installing rapid rectangular flashing beacons (RRFB) on Eighth Street at Cedar Street.

Alderson Hansen commented that he recently read a news story that stated that Green Bay planned to install a large number of RRFB and he thought that might increase the number of requests De Pere sees for installation.

Mr. Rakers concluded by outlining a request to evaluate the location of "Pedestrian Ahead" sign on George Street.

Alderson Hansen commented that the sign could be in that location for the next intersection. Mr. Rakers stated that could be true or that it is to mark the entire corridor of pedestrian crossings or the school. Alderson Raasch asked a follow-up question with regards to three hour parking by Notre Dame School. Mr. Rakers and Mayor Boyd stated it was signed and there have not been any issues or complaints.

RESULT:	DISCUSSED
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7. Consideration and possible action on 2023-2024 Sidewalk Snow & Ice Removal Rates

Mayor Boyd moved to approve the 2023-24 Sidewalk Snow and Ice Removal Rates, seconded by Alderson Ledvina.

Alderson Hansen asked if staff had made any changes to the policy to provide a notice or warning to residents prior to having staff clear the sidewalks and bill the owner. Scott Thoresen, Public Works Director, stated that staff has not made any changes to the policy and outlined the process staff follows after receiving a complaint. Mayor Boyd commented that most of the time staff does not have repeat offenders. Mr. Thoresen agreed and added that about 95% of the time it does not happen again at the same location that season.

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

8. Consideration and possible action on approval for October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence

Chase Kuffel, Assistant City Engineer, explained that his memo included two parts. The first part is an estimated City cost of treating clear water. The second part is a draft correspondence for residents outlining next steps.

Alderson Ledvina provided comments on possible edits to the resident correspondence including explaining what a foundation drain is and cleaning up the section about mandating/not mandating installations. Alderson Hansen requested a couple grammatical corrections. Alderson Hansen asked if staff should include exemptions for field stone basements. Mr. Kuffel stated that he did not plan to include in the letter but that it is included in the new dwelling code that will be on the City website where this letter will direct residents to find more information. Alderson Hansen asked about adding language with regards to timeline of billing or reimbursement. Mr. Kuffel stated he could not add language regarding billing as that will be contractor dependent based on how they bill as a company and not controlled by the City. Eric Rakers, City Engineer, stated staff could work to clarify the timeline for reimbursement once a copy of the invoice is received from the homeowner. Mr. Rakers added that if it is not included directly in the letter, it will be built into the website information. Alderson Hansen

asked for a timeline for when the list of contractors would be available for residents. Mr. Kuffel stated that should be quick to assemble and could be uploaded to the website. Alderperson Carpenter questioned how often the meters are tested for accuracy with regards to the number of gallons being treated. Mr. Rakers stated that the meters are checked but staff will look into the frequency.

Mayor Boyd moved to approve the October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence with requested changes, 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

9. Consider and Possible Action on Ald. Hansen's Request Regarding Service Sign on S. Broadway*

Alderperson Hansen outlined the request he received regarding the service sign on S. Broadway Street and the responses staff received from the service groups when contacted with regards to the two service group signs in the City.

Mayor Boyd suggested removing the signs. Alderperson Raasch agreed with taking the signs down.

Alderperson Raasch moved to remove the signs and return the logos to the service groups, seconded by Mayor Boyd.

Alderperson Carpenter suggested allowing the Men's Club the option of rehabilitating the sign, since they expressed interest in keeping the signs. Scott Thoresen, Public Works Director, stated that there were many other organizations also listed on the signs and that it might not be fair to put the burden on the Men's Club. Alderperson Carpenter stated that since it would be funded by the service groups, the Men's Club could work to get the support of the other groups and staff could set a deadline and if the groups are not able to rehabilitate the signs by the deadline, staff would take them down. Mr. Thoresen explained his concerns regarding sign removal during the winter months. Alderperson Carpenter agreed that full removal during the winter months would be difficult but added that if staff wanted the signs removed during the winter months, they could be cut down and remove the remaining structure in the spring after the ground thaws. Alderperson Raasch stated that he would be okay with giving the service groups time to rehabilitate the signs and staff should notify the Men's Club of this opportunity, as they expressed interest, and let them know the responses staff received from the other groups with regards to the signs.

Alderperson Raasch amended his motion to give the service groups until January 1 to rehabilitate the signs otherwise the City will remove the signs and return logos to service groups, Mayor Boyd agreed with the amendment.

Upon vote, the motion passed unanimously.

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

10. Consider and Possible Action on Ald. Hansen's Request Regarding WPS Decorative Street Lighting on S. Broadway and George Street*

Alderperson Hansen explained his request regarding replacing WPS-owned decorative street lights on S. Broadway St and George St to match the City-owned decorative lights. Alderperson Hansen explained that the City offered to cover the new decorative fixtures to match, but WPS refused and only uses three WPS-approved decorative fixtures. Alderperson Hansen explained that in order to have them all match, WPS would need to sell the lighting system to the City at the cost of over \$500,000. Alderperson Hansen commented that the WPS-approved Paragon fixture matches City fixtures closely. Mayor Boyd agreed that Paragon looked similar. Alderperson Hansen asked staff if WPS would proactively replace the lights with Paragon over the upcoming year. Scott Thoresen, Public Works Director, stated that WPS would replace the lights as they burn out. Mr. Thoresen added that WPS doesn't know the City's preference and once they do, it would be up to WPS to decide if there is funding to replace the lights sooner. Mayor Boyd suggested letting WPS know of the City's preference and possibly there is WPS funding to get some or all of the lights replaced sooner.

Alderperson Hansen moved to have staff request that WPS replace the existing fixtures with the Paragon fixture going forward, seconded by Alderperson Ledvina.

Alderperson Raasch asked if this type of request to WPS required action by the Board and Council. Mr. Thoresen explained why the recommendation would be made to Council. Alderperson Raasch asked why staff did not work with WPS when replacing City-owned fixtures to ensure they would match. Mr. Thoresen explained that staff had worked with Definitely De Pere and the Board of Public Works to select the fixtures and were unaware there were WPS-approved fixtures until Alderperson Hansen inquired.

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

IV. Future Agenda Items

Alderperson Carpenter requested Parking & Traffic review parking restrictions on the south side of Helena Street to permanently reflect the temporary police orders during school events.

V. Adjournment

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

Respectfully submitted,
Betty Marovich

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: November 4, 2014
Subject: Discussion on Civic Group Signs

There are two civic group signs in the City. One sign is located on the west side near Bicentennial Park, and the other on the east side on STH 32/57 just north of Bomier Street. Each sign contains nine smaller civic group signs. Staff has been contacted by the De Pere's Women Group to place their civic group sign on the larger sign (See attached). The challenge is that there is no space on the signs as exists today.

Staff conducted research on the signs. A permit to locate the sign on the west side was issued by the Wisconsin Department of Transportation (WisDOT) in 1980. A permit was issued by WisDOT on October 12, 1978. Both signs appear to have been installed by the De Pere Lions Club. The City is listed as the current owner of both signs. Information on the permitting is attached. In reviewing the signs with staff, the City has been supplied with the individual civic group signs and City staff has placed the signs on the large sign.

Staff is requesting input from the Board on how to proceed with the sign request. There are several options that could be considered:

- (1) Do nothing until another civic group sign is removed.
- (2) Require all groups to provide smaller signs.
- (3) Enlarge the sign on the west by lowering the bottom of the sign. Note that the east sign cannot be modified by lowering (too low) or raising (overhead power lines).
- (4) Create a new sign. Note that a style will need to be determined. This has not been budgeted.
- (5) Remove the large sign and do not replace.

There may be other options to those identified above.

Any major modifications to the existing signs will require approval from the Wisconsin Department of Transportation.

Susan Robertson
413 S. Good Hope Rd.
De Pere, WI 54115

10/29/14
Eric Rakers
City Engineer
City of De Pere
925 S. 6th Street
De Pere, WI 54115

Dear Mr. Rakers,

As a member, and past president, of the Woman's Club of De Pere, I request permission to post a sign(s), with our club's information, on the service club structures at the entrances to the City of De Pere.

The Woman's Club has been in existence, in De Pere, since 1911, and has contributed to our city, both monetarily, and with time and service, since our inception. Our garden group is responsible for much of the landscaping of the roundabouts and public areas, as well as the planters along some downtown sidewalks. We have consistently donated funds for the Riverwalk, Voyager Park, De Pere Historical Society, and Santa's House. We Presented the De Pere Rescue Squad and Paramedics with "PEDI-Bags" for the rescue vehicles, so that children, whose needs are vastly different from adults, could be better served. Students in De Pere High Schools annually receive college scholarships and WILS (leadership) scholarships to state programs. We give monetary aid to the high schools every

year to help provide safe graduation celebrations. Youngsters, in middle school, are eligible to participate in the General Federation of Women's Club's Helen Mears Art Contest where they may receive monetary prizes and local, state, and national recognition. Children, at the middle and elementary levels, are helped by our Tutoring Group. The annual Red Cross Fall Blood Drive at St. Norbert's College is staffed by our members. We, routinely, give money and foods/goods to De Pere Christian Outreach and the Food Pantry. Our club has been instrumental in sponsoring "Get Out and Vote" initiatives for many years. This past summer, our group constructed, placed, and supplied a "Little Free Library" on the De Pere Community Center property. We continue to maintain the library on a weekly basis, providing books, free of charge, to children, teens and adults. Finally, we serve throughout the metro area by giving to Golden House, the YWCA Women's Closet, Encompass Child Care, and area foundations which help the physically and mentally handicapped. We also help groups who provide unique services to those in need, who may not fit into general categories, like teens who cannot afford dresses to attend events like Prom or Homecoming.

I have only mentioned those things we do on a routine basis, but I believe this should give enough of an overview of our club to prove that we are worthy of being listed as a De Pere community service organization.

We will, happily, comply with whatever requirements for the sign production and placement you feel are necessary.

Thank you for your consideration,

Susan Robertson

Woman's Club of De Pere



State of Wisconsin \ DEPARTMENT OF TRANSPORTATION



November 16, 1978

Norbert H. Neumeyer
226 South Clay Street
DePere, Wisconsin 54115

	DATE	TIME
DISTRICT ENGINEER	11/24/78	gc
SUPERVISOR	11/24/78	gc
ADVISOR	11/24/78	gc
CHIEF MAINTENANCE ENGINEER	11/28/78	BR
FILED	11/24/78	gc

Outdoor Advertising Signs
Interstate & Federal Aid
Primary Highway Systems
Permit No. 5-0185-78
County of Brown

Signs which are along and visible from highways on either the Interstate or the Federal Aid Primary State Trunk Highway systems are regulated by state law.

The enclosed is state permit approval of the particular signing therein identified and described. This authorization recognizes that the said signing apparently conforms to the requirements of Section 84.30, Wis. Statutes, and to the Administrative Rules and Laws associated therewith and presently effective.

Any subsequent finding to the effect that the application includes any misrepresentation, or that the signing is otherwise in non-compliance with the applicable regulations at the time of permit issuance, may result in permit revocation.

Any present or future questions you may have respecting this authorization, and any inquiries with regard to sign matters in general or particular, should be directed to the office identified at the lower left.

The enclosed authorizations are effective until superseded or revoked.

Sincerely,

G. T. Landsness

G.T. Landsness
Chief Maintenance Engineer

GTL:bjr

30429

85-17.00

RP 1480 + 0.55

57

Brown

APPLICATION FOR PERMIT TO INSTALL OUTDOOR SIGN
 (Interstate and Federal Aid Primary Highway Systems)

State of Wisconsin / Department of Transportation

E-M-117 6-77

INSTRUCTIONS TO APPLICANT:

Submit this application to the Wis. Div. of Highways District office identified in the block entitled "Mail Completed Permit Application To:". Application shall include the following:

- A. Three copies of this application form with all entries completed down to dotted line.
- B. Three copies of a sign sketch illustrating the size (by dimensions), shape, color scheme and message of the proposed display.
- C. Three copies of a site plan drawing, detailing sign positioning with respect to the highway, direction(s) of the sign's facing or facings, and whether the display will be on a building or free-standing. The location for On-property signing shall be referenced (distance shown) to the nearest part of the building in which the activity is conducted or managed. Include on the drawing, the locations of property lines; and development features, such as customer parking lots.
- D. One copy of some form of documentation from the jurisdictional zoning authority to prove how the property is zoned, include date current zoning was established. If no zoning has been assigned to the property, include a statement from the jurisdictional zoning authority, to the effect that the land is unzoned.

SIGN LOCATION AND SITE QUALIFICATION DATA

Interstate or Federal Aid Primary Highway No. <u>WIS. 57 & 32</u>	County <u>BROWN</u>	☐ Town ☒ City ☐ Village	Highway Side ☐ North ☐ South ☒ East ☐ West
OF: <u>DEPERE</u>			
Proof supplied to indicate that the land zoning is: <u>R-2</u>		Sign to be <u>EO Bomier's Add. to DePeré</u>	
Since date of <u>1973</u>		Township: <u>114 Lot 6 Strip Des in S40 253</u> 1st ☐ West, <u>302</u>	
Distance between sign site and nearest highway intersection to either side of the regulated highway in both directions along the regulated highway: Indicate part of intersection from which measurement taken. <u>100</u> (Feet) <u>North</u> of <u>E Bomier Road</u> (Identify road measured from)			
Distance from the highway right of way line, at least: <u>10</u> (feet)		Sign to face: (Compass direction) <u>SOUTH</u>	
Name and address of person or company who will install the sign if approved: <u>DEPERE LIONS CLUB</u> <u>DEPERE, WIS. 54115</u>		Sign illumination ☐ Steady light ☒ No lights Installer license number. If none, so state. <u>NONE</u>	

SIGN CATEGORY

- | | |
|--|---|
| ☐ On-Advertised Property and on building: | ☐ On-Property Free Standing |
| ☐ On Advertised property for guidance internal traffic: | ☐ Off-Advertised property (advance inform) |
| ☐ Directional as defined by subsec. 19.03 Adm. Code: | ☐ More than 660 feet from Highway right of way: |
| ☐ Sign on officially designated school bus stop shelter
(affidavit from school officials required) | ☒ Official sign (City, Village, Town, County, State, official to be applicant): |
| ☒ Service Club, Chamber of Commerce, or Religious Sign. | |

Sign Type

☒ Single face: ☐ Back to back: ☐ Side-by-side: ☐ "V" Type:	
Name and address of applicant (type or letter) <u>NORBERT H. NEUMEYER</u> Telephone: <u>336-7224</u>	Mail Completed Permit Application to: <u>1100 N. 11th St.</u> <u>Department of Transportation</u> <u>Division of Highway</u> <u>1105 North Highway</u> <u>Deperé, WI 54115</u>
<u>228 SO. CLAY ST.</u> City: <u>DEPERE</u> State: <u>WIS.</u> Zip Code: <u>54115</u>	

The undersigned applicant hereby requests permission to install and/or maintain the advertising sign described herein. A CHECK in the amount of \$ 20.00 is enclosed herewith as payment of the permit issuance fee.

C.O. Maint. Date 10-12-78

X

Signature of Permit Applicant

NOV 15 P.M.

PERMIT

Subject to compliance by the applicant with all requirements of Section 84.30, Wis. Statutes, with Chapt. Hy-19, Wis. Administrative Code, with other statutes and codes applying, and with all standard and special provisions on the reverse face hereof or attached hereto, permit approval is hereby granted to authorize installation and maintenance of the specific advertising or informative display described herein at the precise location herein defined.

Access from the travel lane or any interchange ramp of any Interstate highway or any other controlled access highway for the installation, maintenance or repair of the sign is expressly prohibited.

Application No. <u>5-0190</u>	Sign Area (Sq. Ft.) <u>542</u>	Fee Received <u>\$ 20.00</u>	Permit Issuance Date <u>11-16-78</u>	Permit Number <u>5-018578</u>
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APPROVAL:

X E. J. Landwehr
Wis. Div. Highways, Chief Maintenance Engineer

THIS PERMIT IS REVOCABLE

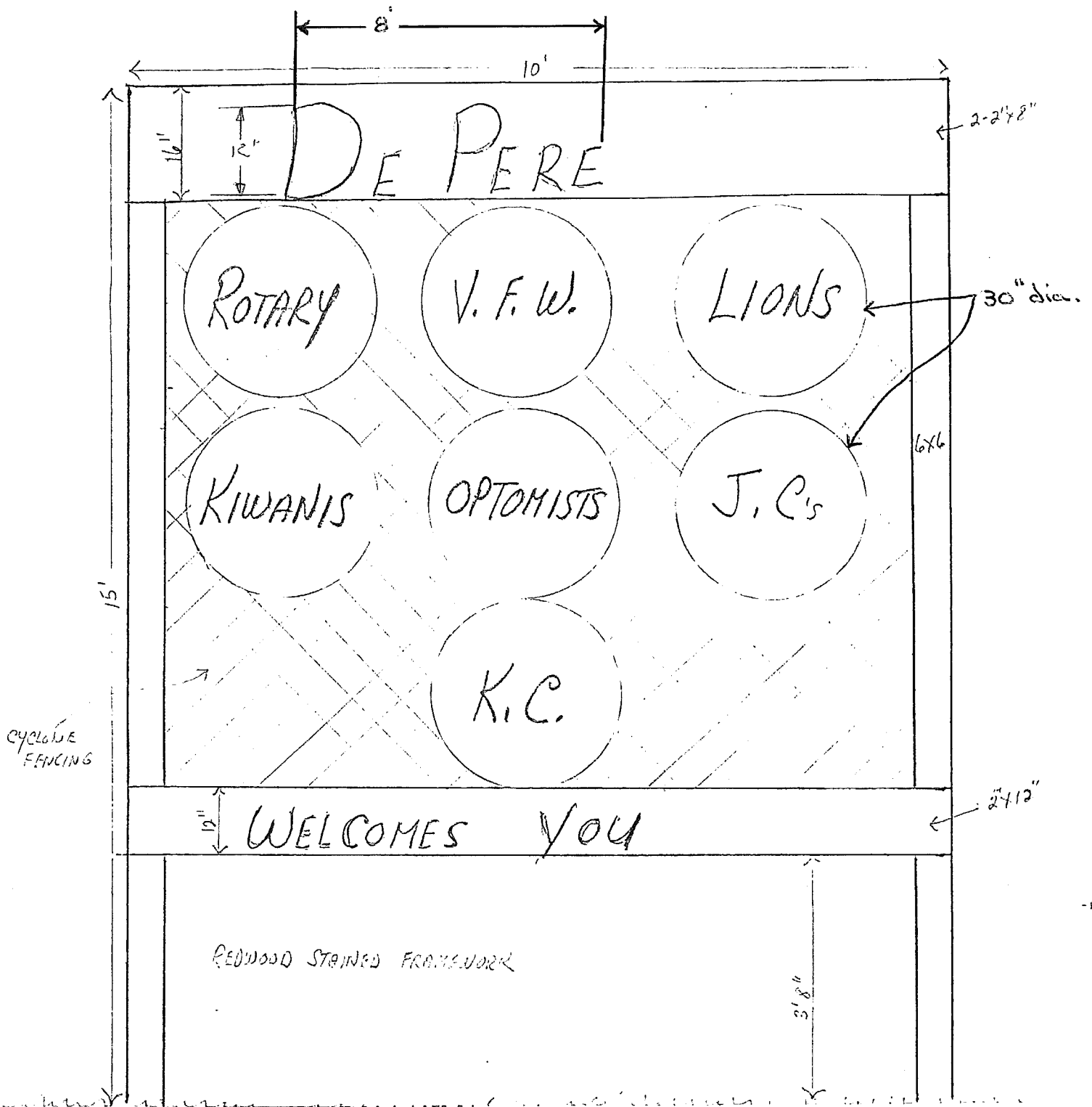
3-1969

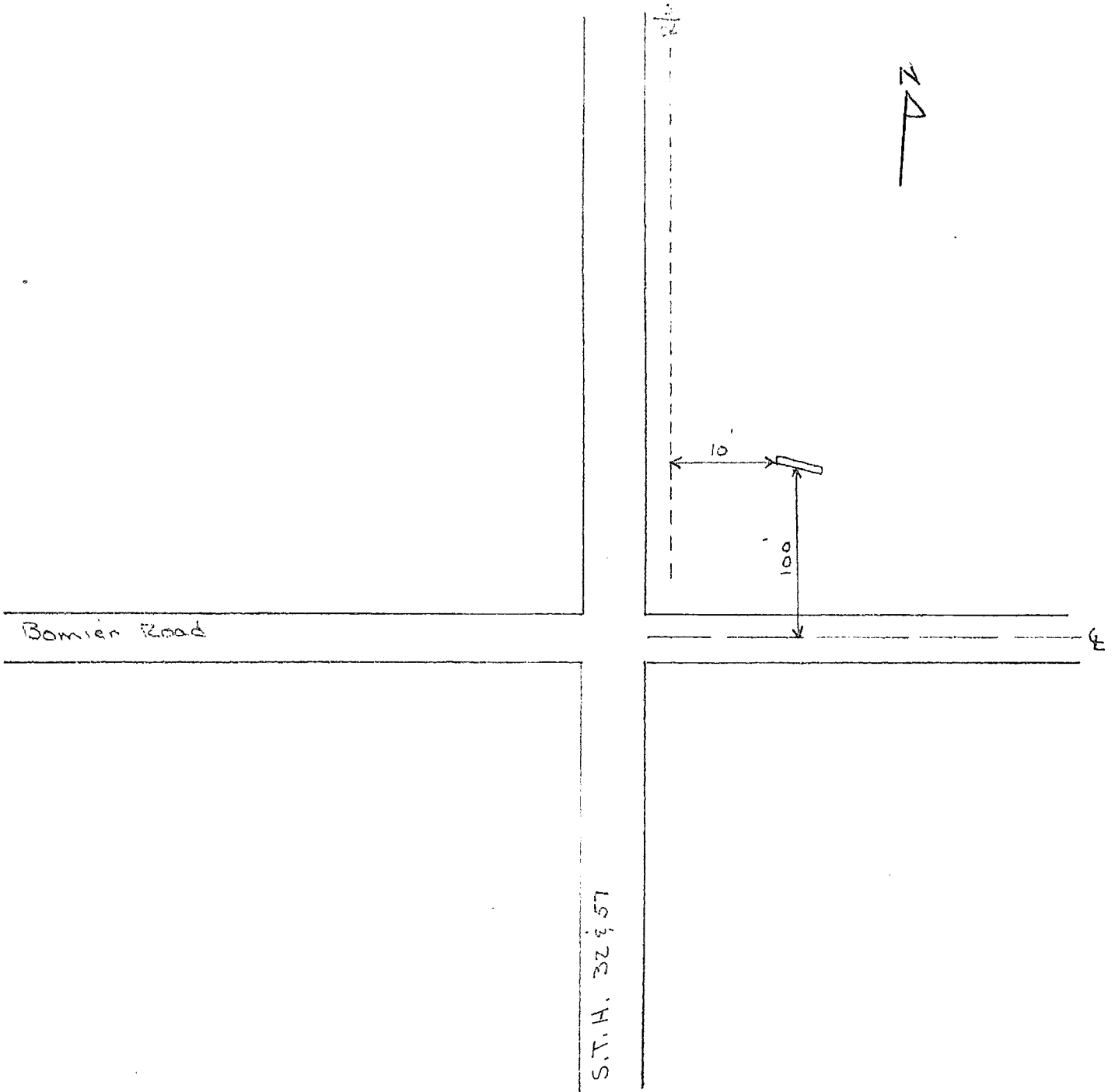
- 1) The sign described by this permit is subject to all applicable state controls pursuant to Section 84.30, Wisconsin Statutes, Chapter Hy-19 of the State of Wisconsin Administrative Code, and Chapter 196, Laws of 1975. This Permit does not, however, relieve the permittee from the duty to comply with any and all local zoning which may also apply to and regulate the sign and/or its structure or location. The holder of this permit is expected to comply with the requirements of the state law and code, as well as to any and all applicable requirements by other jurisdictional agencies and local zoning authorities. In the event multiple or conflicting controls are found to exist in relation to the sign, its structure and/or its location, the more restrictive conditions of such several regulations shall apply.
- 2) This permit does not authorize the damage or destruction of any tree or shrub within the limits of the highway right of way. No tree or shrub outside the limits of the highway right of way shall be cut, trimmed, or damaged or disturbed without the consent of the owner of such tree or shrub. Any cutting, trimming, damaging or disturbing of trees located within the limits of the highway right of way shall be cause for immediate revocation of this permit as well as prosecution through process of law.
- 3) *(Applies only to "Directional" Signs as defined by Sub. 19.03, Wis. Administrative Code)*
The business or activity referenced herein has been state-inspected and found eligible to qualify for signing of the restrictive "Directional" sign category. The sign site eligibility has been established on basis of the criteria applicable to the "Directional" sign class.

This permit does not authorize anything other than the installation and maintenance of a fully qualified "Directional" sign at the sign site the permit describes.

The permittee is hereby placed on notice that if the sign message is later changed to advertise something other than a business which the issuing agency has determined to be eligible for signing of the "Directional" category; or if the sign (as thus changed) would exceed the number of "Directional" sign exposures for which a recognized activity is eligible under the state regulations, such change would have the effect of violating the conditions of this permit, thereby rendering its subsequent validity null and void.

- 4) *(Applies only to agricultural test plot areas)*
The activity advertised by the sign(s) herein described is seasonal. Issuance of this permit is conditioned upon the understanding that said sign(s) will remain visible from the regulated highway only for the duration of such activity or until October 20 of the permit-issuance year, whichever occurs first. Notice is hereby given that unless a request for an extension of time is expressly requested in writing prior to the cessation of such activity or October 20 of the permit-issuance year, whichever occurs first, any sign(s) hereby permitted which remains visible from the regulated highway thereafter will be removed by the State of Wisconsin without further notice. The permittee agrees to indemnify the State of Wisconsin, its employees and its agents, for the costs of such removal.
- 5) Nothing herein requires any property owner to have or to retain any sign upon his land which he may otherwise exclude or expel.





Oasis #: 4394 **Size (sq. ft.):** 150
Old Oasis #: 304433 **Type 1:** S
Old Permit #: 5-0185-78 **Type 2:**
Owner's #: **Facing:** S
RP: 148 +0 **Side of Hwy:** R
Inv Dir: N **HAGL:**
Sort Hwy: 57 **R/W to Sign:** 0
Quadrant: XXXX **Lighted:** ☐
Section: XXX
Town: 23
Range: 20

Zoning: Other
Category: OFC
Chngbl Msg:
NC Reason:
Permit Date: 11/16/1978
Install Date:
Rem/Exp Date:
Municipality: Town of De Pere
County: 05 BROWN
Active: ☒
Followup Date:

Location from centerline of nearest intersection (below):
 100' N OF BOMIER STR.

Approved Activity (Directional sign use only):

Note:

Sign Owner: City of DePere
Address: 335 S. Broadway
Cty/St/Zip: De Pere WI 54115

Land Owner: City of DePere - 2810
Address: 335 South Broadway
Cty/St/Zip: De Pere WI 54115

Installer: OIS Default - 1
Address: Unknown
Cty/St/Zip: Unknown WI XXX







State of Wisconsin \ DEPARTMENT OF TRANSPORTATION



April 30, 1980

DePere Lions Club
228 South Clay Street
DePere, Wisconsin 54115

Outdoor Advertising Signs
Interstate & Federal Aid
Primary Highway Systems
Permit # 5-0211-30
County of Brown

DIVISION OF HIGHWAYS AND TRANSPORTATION FACILITIES

4802 Sheboygan Avenue
P. O. Box 7916

Madison, WI 53707

	DATE	INITIAL	
DISTRICT LOG BOOK	5/19/80	DM	
STATE NUMBER BOOK	5/19/80	DM	
MAP LOCATION	6/16/80	BR	
TAG NUMBER BOOK	7/28/80	BR	
FILED			

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Sincerely,

G. T. Landsness

G. T. Landsness
Chief Maintenance Engineer
Central Highway Maintenance

GTL:bjr

Enclosure

311659

1104 + 86

14

1104 30

153.6 + 0.01

APPLICATION FOR PERMIT TO INSTALL OUTDOOR SIGN (Interstate and Federal Aid Primary Highway Systems)

E-M-417 11-78

Wisconsin / Department of Transportation

INSTRUCTIONS TO APPLICANT:

Submit this application to the District Office identified in the block entitled "Mail Completed Permit Application To:". Application shall include the following:

- Three copies of this application form with all entries completed down to dotted line.
- Three copies of a sign sketch illustrating the size (by dimensions), shape, color scheme and message of the proposed display.
- Three copies of a site plan drawing, detailing sign positioning with respect to the highway, direction(s) of the sign's facing or facings, and whether the display will be on a building or free-standing. The location for On-property signing shall be referenced (distance shown) to the nearest part of the building in which the activity is conducted or managed. Include on the drawing, the locations of property lines; and development features, such as customer parking lots.
- One copy of some form of documentation from the jurisdictional zoning authority to prove how the property is zoned, include date current zoning was established. If no zoning has been assigned to the property, include a statement from the jurisdictional zoning authority, to the effect that the land is unzoned.

SIGN LOCATION AND SITE QUALIFICATION DATA

Interstate or Federal Aid Primary Highway No. <u>ST H 32</u>	County <u>BROWN</u>	☐ Town ☒ City ☐ Village	Highway Side ☐ North ☐ South ☐ East ☐ West
Proof supplied to indicate that the land zoning is:		OF: <u>DE PERE</u>	☐ North ☐ South ☐ East ☐ West
Since date of _____		Sign to be located within the _____ % of the _____ % of Section _____	Township <u>23 N</u> North, Range <u>20</u> ☒ East ☐ West
Distance between sign site and nearest highway intersection to either side of the regulated highway in both directions along the regulated highway: Indicate part of intersection from which measurement taken. <u>700</u> (Feet) <u>EAST</u> of <u>NORTH ROAD US HY 41</u> (Identify road measured from)			
Distance from the highway right of way line, at least: <u>ONE</u> (feet)		Sign to face: (Compass direction) <u>WEST</u>	Sign Illumination ☐ Steady light ☒ No lights
Name and address of person or company who will install the sign if approved: <u>DE PERE LEADS CLUB</u>			Installer license number. If none, so state.

SIGN CATEGORY

- ☐ On-Advertised Property and on building:
☐ On-Advertised Property for guidance internal traffic:
☐ Directional as defined by subsec. 19.03 Adm. Code:
 (Signature of advertiser required)

- ☐ On-Property Free Standing
☐ Off-Advertised Property (advance inform)
☐ More than 660 feet from Highway right of way:

0579
purple

X

- ☐ Sign on officially designated school bus stop shelter
 (affidavit from school officials required)
☒ Service Club or Chamber of Commerce Sign, or Religious Notice
 (Signature of advertiser required)

- ☐ Official sign (City, Village, Town, County, State, official to be applicant):
 (Signature of advertiser required)

X

SIGN TYPE:

☒ Single Face	☐ Back to Back	☐ Side-By-Side	☐ "V" Type
Name and address of applicant (type or letter) Name: <u>DE PERE LEADS CLUB</u> Telephone: <u>336-7224</u>		Mail Completed Permit Application To: <u>State of Wisconsin</u> <u>Department of Transportation</u> <u>Division of Facilities</u> <u>1425 E. Washington Ave.</u> <u>Green Bay, WI 54304</u>	
Street Address: <u>100 W. CLAY ST.</u>			
City, State, Zip: <u>DE PERE, WIS. 54115</u>			

The undersigned applicant hereby requests permission to install and/or maintain signing as described herein.
 A CHECK in the amount of \$ 20.00 is enclosed herewith as payment of the permit issuance fee.

Date _____ Signature of Permit Applicant: [Signature]

PERMIT

Subject to compliance by the applicant with all requirements of Section 84.30, Wis. Statutes, with Chapt. Hy-19, Wis. Administrative Code, with other statutes and codes applying, and with all standard and special provisions on the reverse face hereof or attached hereto, permit approval is hereby granted to authorize installation and maintenance of the specific advertising or informative display described herein at the precise location herein defined. This permit will expire one year after the Permit Issuance Date if the sign permitted here is not installed by that time.

Access from the travel lane or any interchange ramp of any Interstate highway or any other controlled access highway for the installation, maintenance or repair of the sign is expressly prohibited.

Application No. <u>5-0216</u>	Sign Area (Sq. Ft.) <u>100</u>	Fee Received <u>\$ 20.00</u>	Permit Issuance Date <u>4/10/80</u>	Permit Number <u>5-0211-80</u>
----------------------------------	-----------------------------------	---------------------------------	--	-----------------------------------

APPROVAL:

X

[Signature]
 Wis. Div. of Transportation Facilities
 Chief Maintenance Engineer

THIS PERMIT IS REVOCABLE

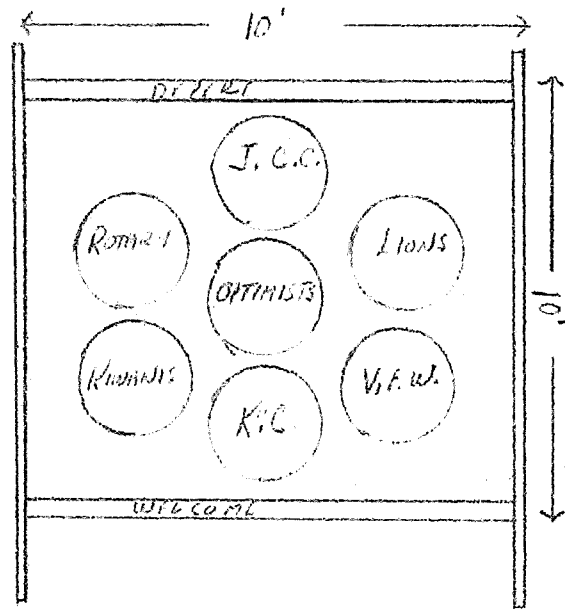
3-2201

- 1) The sign described by this permit is subject to all applicable state controls pursuant to Section 84.30, Wisconsin Statutes and Chapter Hy-19 of the State of Wisconsin Administrative Code. This Permit does not, however, relieve the permittee from the duty to comply with any and all local zoning which may also apply to and regulate the sign and/or its structure or location. The holder of this permit is expected to comply with the requirements of the state law and code, as well as to any and all applicable requirements by other jurisdictional agencies and local zoning authorities. In the event multiple or conflicting controls are found to exist in relation to the sign, its structure and/or its location, the more restrictive conditions of such several regulations shall apply.
- 2) This permit does not authorize the damage or destruction of any tree or shrub within the limits of the highway right of way. No tree or shrub outside the limits of the highway right of way shall be cut, trimmed, or damaged or disturbed without the consent of the owner of such tree or shrub. Any cutting, trimming, damaging or disturbing of trees located within the limits of the highway right of way shall be cause for immediate revocation of this permit as well as prosecution through process of law.
- 3) *(Applies only to "Directional" Signs as defined in Sub. 19.03, Wis. Administrative Code)*
The business or activity referenced herein has been state-inspected and found eligible to qualify for signing of the restrictive "Directional" sign category. The sign site eligibility has been established on basis of the criteria applicable to the "Directional" sign class.

This permit does not authorize anything other than the installation and maintenance of a fully qualified "Directional" sign at the sign site the permit describes.

The permittee is hereby placed on notice that if the sign message is later changed to advertise something other than a business which the issuing agency has determined to be eligible for signing of the "Directional" category; or if the sign (as thus changed) would exceed the number of "Directional" sign exposures for which a recognized activity is eligible under the state regulations, such change would have the effect of violating the conditions of this permit, thereby rendering its subsequent validity null and void.

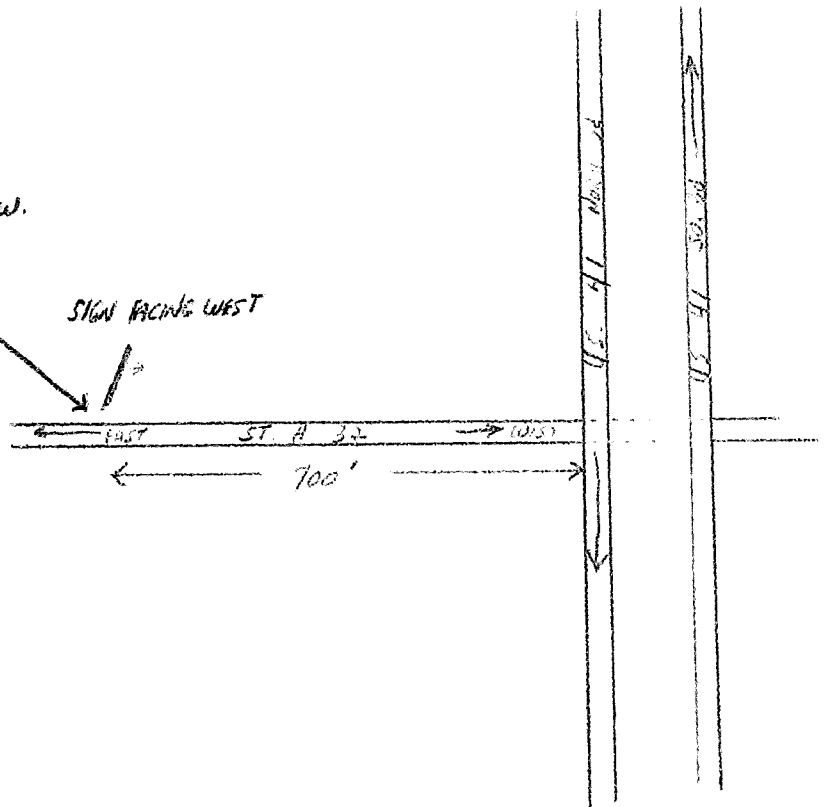
- 4) *(Applies only to agricultural test plot areas)*
The activity advertised by the sign(s) herein described is seasonal. Issuance of this permit is conditioned upon the understanding that said sign(s) will remain visible from the regulated highway only for the duration of such activity or until October 20 of the permit-issuance year, whichever occurs first. Notice is hereby given that unless a request for an extension of time is expressly requested in writing prior to the cessation of such activity or October 20 of the permit-issuance year, whichever occurs first, any sign(s) hereby permitted which remains visible from the regulated highway thereafter will be removed by the State of Wisconsin without further notice. The permittee agrees to indemnify the State of Wisconsin, its employees and its agents, for the costs of such removal.
- 5) Nothing herein requires any property owner to have or to retain any sign upon his land which he may otherwise exclude or expel.



EXH IND. SIGN
30" DIAM.

ONE FT. FROM R.O.W.

SIGN FACING WEST



Oasis #: 5460 **Size (sq. ft.):** 96
Old Oasis #: 311660 **Type 1:** S
Old Permit #: 5-0211-80 **Type 2:**
Owner's #: **Facing:** W
RP: 153 +0.01 **Side of Hwy:** R
Inv Dir: E **HAGL:**
Sort Hwy: 32 **R/W to Sign:** 0
Quadrant: PC **Lighted:** ☐
Section: 29
Town: 23
Range: 20

Zoning: Other
Category: SER-Grouped
Chngbl Msg:
NC Reason:
Permit Date: 4/30/1980
Install Date:
Rem/Exp Date:
Municipality: City of De Pere
County: 05 BROWN
Active: ☒
Followup Date:
Approved Activity (Directional sign use only):

Location from centerline of nearest intersection (below):
 700' E OF NB USH 41

Note:

Sign Owner: City of DePere
Address: 335 S. Broadway
Cty/St/Zip: De Pere WI 54115

Land Owner: City of DePere - 2810
Address: 335 South Broadway
Cty/St/Zip: De Pere WI 54115

Installer: OIS Default - 1
Address: Unknown
Cty/St/Zip: Unknown WI XXX







Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Final Minutes

Monday, November 10, 2014
7:30 PM
De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Dean Raasch	Alderman	Present	
Kevin Bauer	Alderman	Present	
James Boyd	Alderman	Present	
Jim Kneiszel	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Public Works Director, Eric Rakers, City Engineer, and Pam Denis, Recording Secretary.

II. Public Comment

None.

III. Items

1. Approval of the Minutes of the October 13, 2014 Board of Public Works Meeting.

Alderman Kneiszel moved to approve the Board of Public Works October 13, 2014 minutes, Alderman Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Alderman
SECONDER:	Dean Raasch, Alderman
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

2. Consider Celebrate De Pere Request*

Scott Thoresen, Director of Public Works reviewed Celebrate De Pere's request for the City's street department to assist with setting up for their event for 2015. He presented the estimated costs for the street department to set up and take down based on the costs for the 2014 event. Mayor Walsh moved to approve the request for the City's street department to assist with setting up and taking down the Celebrate De Pere 2015 event, Alderman Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jim Kneiszel, Alderman
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

3. Consider Updates to the Civic Group Signs

Eric Rakers, City Engineer, presented the Woman's Club of De Pere's request to add their sign to the City signs. He presented pictures and research on the two signs that the City has, one on the west side near Bicentennial Park and one on the east side on STH 32/57 just north of Bomier Street. Discussion followed in regard to policy on signage placement, enlarging the sign, removing signs that no longer were active. Engineer

Rakers shared that the Department of Transportation issued the permit for the City of De Pere signs, and the City is the owner of the signs. The signs were originally installed by the Lions Club. Alderperson Raasch moved to approve the Woman's Club of De Pere's request to add their sign to the City signs with the condition that the City contact the clubs that were no longer functioning and remove their signs, Alderperson Boyd seconded the motion. Upon vote, the motion passed. Engineer Rakers said that he will do research on creating a policy in regard to the signs and bring it back to the Board of Public Works.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

4. Consider Revocable Occupancy Permit – 500 Main Street*

Scott Thoresen, Director of Public Works, reviewed Jerry Van Dyn Hoven's request for a Revocable Occupancy Permit at 500 Main Street. His request was to place dumpsters in an area that encroaches on the City's right-of-way. Discussion followed. Mayor Walsh moved to approve the request for a Revocable Occupancy Permit at 500 Main Street, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

5. Consider Recommended Updates to the Truck Access Routes*

City Engineer Rakers, stated that the Truck Route Codes lists routes in the city used by trucks. He said that the last update was in 2005. He presented a map with the updated truck routes. The map indicates that all state highways are truck routes, and also reflects some previously unlisted county roads as truck routes. City Engineer Rakers stated that the intent of the updated maps designating county roads as truck routes is to shift trucks from Libel Street, as it is not built for trucks. Alderperson Boyd moved to approve the recommended updates to the truck access routes, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Kevin Bauer, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

6. Consider Recommendations From City Engineer for Parking and Traffic Action Items*

Eric Rakers, City Engineer, reviewed the 4 Parking and Traffic Action Items below:

*Recommendation to install a yield sign on Mollie's Way at Estes Drive.
Installation of a yield sign at this location conforms to the City's "Unsignalized Intersection Policy".

*Recommendation to paint parking stalls by Fifth Street north of 500 Main Avenue intersection to prevent vehicles from obstructing truck turning

movements there.

*Recommendation to paint parking stalls on the west side of Superior just south of George Street, part of the central business district, to address a concern for parking for businesses and also individuals parking for the school by that intersection.

*Recommendation to paint the crosswalk for the intersection on Ryan Road and Melcorn Streets. The intersection is properly designed with sidewalk ramps, however the intersection crosswalk is not painted. Given the pedestrian usage, and the location to the school and trail, staff felt the request meets the need.

Discussion followed. Alderperson moved to approve the four recommendations presented by City Engineer Rakers, Mayor Walsh seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting, Alderperson Raasch seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 8:16pm.

Respectfully submitted,
Pam Denis

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: March 4, 2015
Subject: Consider Civic Group Plaque Policy

At the November 10th, 2014 Board of Public Works, we had a discussion regarding the placement of civic group plaques on the City's two welcome signs. A copy of the original memo is attached. Based on that discussion, staff was instructed to create a policy for addressing the request of placement of plaques on the City's two welcome signs.

Staff has created an application, policy, plaque standard and exhibit to address future plaque placement based on the discussion. These items are included in the packet.

An application has been created for the placement of plaques. An installation fee of \$100 has been established to cover the cost of installation. The form will be reviewed and approved by the Director of Public Works.

The policy will be included with the application packet. The policy provides detailed information to applicants. The policy is based on the City's banner policy and discussion at the Board. The policy in its entirety is included below:

I. PURPOSE

The City hereby establishes limited public forums via the placement of plaques for the sole purpose of publicizing civic groups active in the City. The City expressly declines to designate any of the locations identified in this policy as 'traditional' public forums. The City finds that, in order to protect the public interest in maintaining the aesthetics of the City and in the interest of promoting the City and its civic vitality, it is in the public interests to establish this policy. This policy specifically applies to the two welcome signs located at Bicentennial Park on the west side and STH 32/57 and Bomier Street on the east side.

II. PLAQUES ON CITY WELCOME SIGNS

Application

- 1. All requests for the placement of civic group plaques on the City's welcome sign shall be made to the Director of Public Works (the Director). Final approval shall be made by the Director. The applicant shall comply with any updated signing standards created after this policy is established.*

2. *The Director shall review the application. If any request fails to meet any of the requirements of this policy, the Director shall deny the request.*
3. *A \$100 application installation fee shall accompany the application. The fee applies to new sign installations.*
 - i. *There is no fee for signs replaced due to fading.*
 - ii. *There is no fee if the City rearranges existing signs.*
 - iii. *If the new sign installation is not approved, the fee will be returned.*

B. Requirements

1. *Approval of plaque will be restricted to the following:*
 - (a) *Plaque placement shall be for civic organizations existing and active within the corporate limits of the City. For the purposes of this policy, a civic organization is defined as an association, society or group which includes one or more city non-profit organizations; active is defined as a completing at least one activity for the benefit of the community on a yearly basis.*
2. *Applications shall be accepted on a first come-first served basis.*
3. *In the event that the City welcome signs are full, new plaques will not be added until another civic group plaque is removed or a new welcome sign is created allowing for additional space.*
4. *The Director reserves the right to remove civic group signs as follows:*
 - (a) *The civic group is no longer located in the City.*
 - (b) *A civic group is no longer active in the City as defined above.*
5. *Prior to removing a sign, the Director will direct City staff to contact to contact the civic group in question. Staff will report back to the Director on the status of the group. If the Director decides to remove the civic group, City staff will remove the plaque and return to the civic group. If the civic group does not want the plaque, City staff will dispose of the plaque*
6. *Plaques shall not bear the name or likeness of any alcohol beverage, tobacco product or contain images or sayings which, in the opinion of the Director, are offensive.*
7. *The design or aesthetics of the plaque shall not conflict with the historic character of De Pere's Historic Downtown as determined in the reasonable discretion of the Director.*
8. *All plaques shall be constructed of a material conforming to City sign standards.*

IX. PLACEMENT/REMOVAL OF SIGNS

- A. *When new plaques are approved, the civic group will supply the plaque to the City. The plaque size shall conform to City standards established for the other civic group plaques on the City's sign. The plaque shall be installed by City staff. The civic group is responsible for the cost of the plaque. The City will install the plaque at City cost. This cost is included in the application fee.*
- B. *All plaques shall be erected and removed only by City of De Pere employees. If plaques become deteriorated and/or faded, the Director shall notify the*

Civic group of the issue. The Civic group will be given one month to repair or replace the plaque. If the plaque is not repaired or replaced, the City reserves the right to remove the plaque.

The plaque sized has been set to a 30” diameter. This matches the size of the existing round plaques on the City’s welcome sign. The material of the plaques matches the City’s sign standard.

Finally, the ultimate plaque layout on the City’s welcome sign is included. Under the final layout, all signs will need to be changed to the 30” diameter round signs. An interim sign layout has been included that will permit the temporary addition of future plaques.

Staff recommends approval of the application, policy, plaque standard, and plaque layout.

**CITY OF DE PERE
CIVIC GROUP WELCOME SIGN POLICY
(3/2015)**

I. PURPOSE

The City hereby establishes limited public forums via the placement of plaques for the sole purpose of publicizing civic groups active in the City. The City expressly declines to designate any of the locations identified in this policy as ‘traditional’ public forums. The City finds that, in order to protect the public interest in maintaining the aesthetics of the City and in the interest of promoting the City and its civic vitality, it is in the public interests to establish this policy. This policy specifically applies to the two welcome signs located at Bicentennial Park on the west side and STH 32/57 and Bomier Street on the east side.

II. PLAQUES ON CITY WELCOME SIGNS

A. Application

1. All requests for the placement of civic group plaques on the City’s welcome sign shall be made to the Director of Public Works (the Director). Final approval shall be made by the Director. The applicant shall comply with any updated signing standards created after this policy is established.
2. The Director shall review the application. If any request fails to meet any of the requirements of this policy, the Director shall deny the request.
3. A \$100 application installation fee shall accompany the application. The fee applies to new sign installations.
 - i. There is no fee for signs replaced due to fading.
 - ii. There is no fee if the City rearranges existing signs.
 - iii. If the new sign installation is not approved, the fee will be returned.

B. Requirements

1. Approval of plaque will be restricted to the following:
 - (a) Plaque placement shall be for civic organizations existing and active within the corporate limits of the City. For the purposes of this policy, a civic organization is defined as an association, society or group which includes one or more city non-profit organizations; active is defined as a completing at least one activity for the benefit of the community on a yearly basis.
2. Applications shall be accepted on a first come-first served basis.
3. In the event that the City welcome signs are full, new plaques will not be added until another civic group plaque is removed or a new welcome sign is created allowing for additional space.
4. The Director reserves the right to remove civic group signs as follows:
 - (a) The civic group is no longer located in the City.
 - (b) A civic group is no longer active in the City as defined above.
5. Prior to removing a sign, the Director will direct City staff to contact to contact the civic group in question. Staff will report back to the Director on the status of the group. If the Director decides to remove the civic group, City staff will remove the plaque and return to the civic group. If the civic group does not want the plaque, City staff will dispose of the plaque
6. Plaques shall not bear the name or likeness of any alcohol beverage, tobacco product or contain images or sayings which, in the opinion of the Director, are offensive.
7. The design or aesthetics of the plaque shall not conflict with the historic character of De Pere's Historic Downtown as determined in the reasonable discretion of the Director.
8. All plaques shall be constructed of a material conforming to City sign standards.

IX. PLACEMENT/REMOVAL OF SIGNS

- A. When new plaques are approved, the civic group will supply the plaque to the City. The plaque size shall conform to City standards established for the other civic group plaques on the City's sign. The plaque shall be installed by City staff. The civic group is responsible for the cost of the plaque. The City will install the plaque at City cost. This cost is included in the application fee.
- B. All plaques shall be erected and removed only by City of De Pere employees. If plaques become deteriorated and/or faded, the Director shall notify the Civic group of the issue. The Civic group will be given one month to repair or replace the plaque. If the plaque is not repaired or replaced, the City reserves the right to remove the plaque.

Application for Civic Group Plaque on City Welcome Sign

3.2.m

ADDRESS: _____

PHONE: _____

EMAIL: _____

By signing this Application Request form, Requestor hereby certifies and agrees that:

1. He/she has the authority of _____ to sign this application on behalf of
Name of group
_____ and to bind _____
Name of group Name of group

To the obligations contained herein.

2. A \$100.00 application installation fee shall be included with the application. The fee applies to new sign installations. If the new sign installation is not approved, the fee will be returned.
3. Requestor shall save and hold the City of De Pere and its officials, officers and employees harmless from any and all injury that may occur to any party as the result of employees harmless from any and all injury that may occur to any party as the result of activities described herein. This provision is intended to indemnify and hold harmless the City of de Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of this hold harmless agreement.
4. Requestor understands that use of the Welcome Sign for its plaque confers with it no property rights or interests and that, because the property is public property, the use of the welcome sign may be revoked at any time.
5. Requestor has read and agrees to the City of De Pere's Civic Group welcome Sign Policy.

Approved:

DATE: _____

Scott Thoresen, Director Public Works

Print Name

Name of Civic Organization

CITY OF DE PERE SIGN STANDARD

SIZE: 30" Diameter

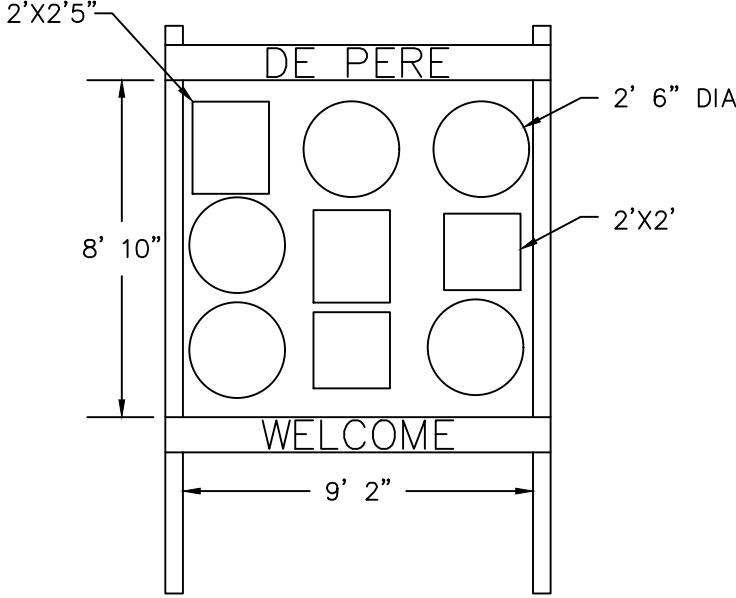
ENGINEER GRADE SHEETING: 7-8 mil

HIGH INTENSITY PRISMATIC SHEETING: 9-11 mil

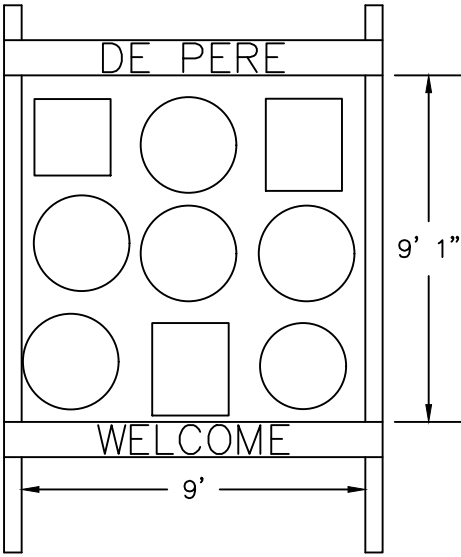
ELECTROCUT FILM: 5-6 mil

ROAD SIGN THICKNESS: .080 Aluminum

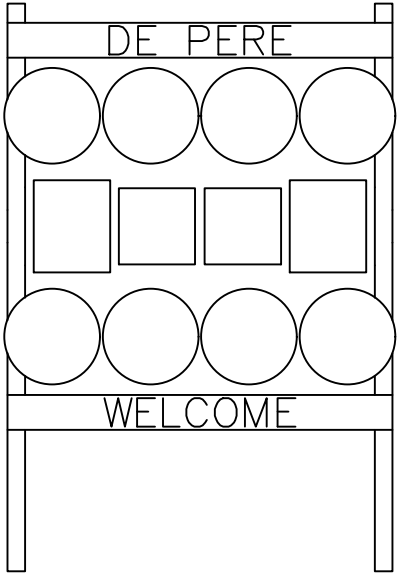
WEST SIDE EXISTING
STH 32/57 AND BOMIER ST



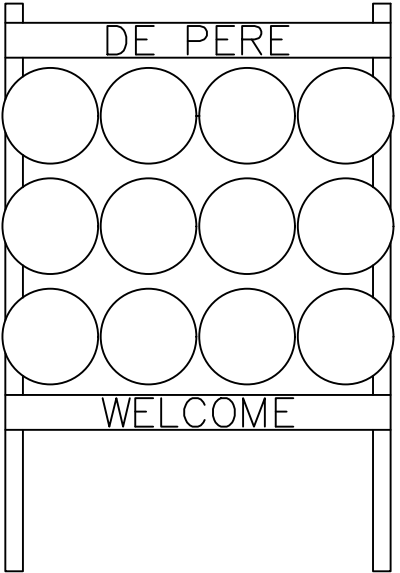
EAST SIDE EXISTING
BICENTENNIAL PARK



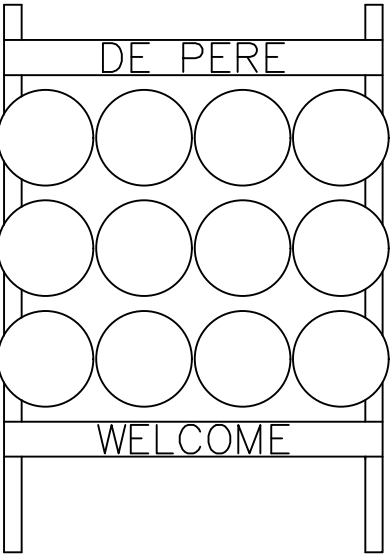
WEST SIDE
TEMPORARY
EXPANSION



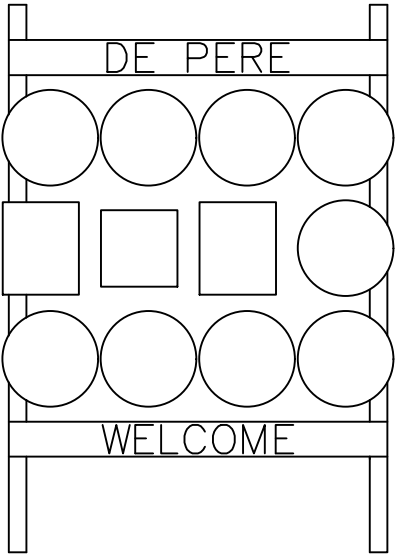
WEST SIDE
PROPOSED



EAST SIDE
PROPOSED



EAST SIDE
TEMPORARY
EXPANSION



CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

DE PERE CIVIC GROUP SIGNS

NAME: De Pere Civic
Group Signs

	BY	DATE
SURVEYED		
DRAWN	MPJ	01-2015
DESIGNED		
CHECKED		

REVISIONS / ISSUES

NO.	DATE	BY	REMARKS

PAGE
NO.

1



Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Final Minutes

Monday, March 9, 2015

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Dean Raasch	Aldersperson	Present	
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, and Debbie Zierson, Recording Secretary.

II. Public Comment

III. Items

1. Approval of the Board of Public Works February 9, 2015 Meeting Minutes

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Aldersperson
SECONDER: Dean Raasch, Aldersperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

2. Consider Award of Contract 15-01 Sewer & Water Relay & Street Resurfacing*

Aldersperson Bauer moved to approve the bid for Project 15-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of \$1,618,931.35, Aldersperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Aldersperson
SECONDER: Jim Kneiszel, Aldersperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

3. Consider Award of Contract 15-03 Sewer Lining-CIPP*

Aldersperson Boyd moved to approve the bid for Project 15-03 Sewer Lining - CIPP to Insituform Technologies USA, Inc. in the amount of \$208,896.00, Aldersperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: James Boyd, Aldersperson
SECONDER: Dean Raasch, Aldersperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

4. Consider Award for Project 15-13 Crackfilling*

Aldersperson Bauer moved to approve the bid for Project 15-13 Crackfilling to Asphalt Seal & Repair, Inc. in the amount of \$87,468.00, Mayor Walsh seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Alderperson
SECONDER: Michael J. Walsh, Mayor
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

5. Consider Award of Contract 15-15 Televising*

Alderperson Bauer moved to approve the bid for Project 15-15 Televising to Green Bay Pipe & TV, LLC in the amount of \$53,793.00, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Alderperson
SECONDER: Jim Kneiszel, Alderperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

6. Consider Quotes for Storm Water Management*

Alderperson Bauer moved to accept the quote from R.A. Smith National, Inc. for the Storm Water Management Planning estimated at \$34,412.52, Mayor Walsh seconded the motion. Discussion followed that all five items came in under budget. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Alderperson
SECONDER: Michael J. Walsh, Mayor
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

7. Consider 2014 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

Eric Rakers, City Engineer, reviewed the Annual Report prepared by the Engineering Department for the MS4 General Permit for storm water discharge for the 2014 calendar year. This report is required to be submitted to the Wisconsin Department of Natural Resources (WDNR) by the end of March. Engineer Rakers explained that once approved by the Board of Public Works, it will go to the Common Council for approval. Mayor Walsh moved to approve the Annual Report for the MS4 General Permit for submittal to the WDNR, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Dean Raasch, Alderperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

8. Discussion of Prohibiting Salvaging Materials Dropped Off At Municipal Service Center*

Scott Thoresen, Director of Public Works, reviewed the current practice for the rubbish, bulky item drop off site located at the Municipal Service Center for use by De Pere residents. He stated that the drop off site was created for De Pere residents when the City went to only twice a year curbside pick up for rubbish and bulky items. The drop off material is taken to a land fill by the City. Director Thoresen explained that people are allowed to salvage material from the drop off site. He also explained that this has

developed into a nuisance, as the salvaged materials are cluttering up resident yards, becoming unsightly. The Building Inspection Department and the Police Department have been writing citations for those residents with the accumulation of salvage on their properties, but the situation has not been resolved. Director Thoresen requested that the Board of Public Works approve a request to prohibit salvaging of material from the City of De Pere drop off site and have the City Attorney draft such an ordinance for presentation to the Common Council. Alderperson Boyd moved to approve the staff recommendation to prohibit salvaging of material from the drop off site and to have the City Attorney draft an ordinance, Alderperson Raasch seconded the motion. Discussion followed including suggestions to educate the local scrappers in regard to the upcoming changes, enforcement through the video cameras already installed at the site, how other communities do not allow salvaging, and possibly including on the signage by the drop off site that if an article is recyclable it could be taken to such resources as Habitat for Humanity or thrift shops. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

9. Utility Conveyance of Rights to the Wisconsin Department of Transportation - STH 32/57 & CTH X*

Eric Rakers, City Engineer, reviewed the Wisconsin Department of Transportation (WisDOT) request for signing Form DT1660-Conveyance of Rights in Land to WisDOT for the sanitary sewer identified on the presented right of way plat. WisDOT is preparing for the reconstruction of the STH 32/57 and CTH X intersection to a roundabout. Engineer Rakers stated that WisDOT is requiring action for a small portion of the City sewer located in the easement that was within the purchased right of way. He also explained that the City will be compensated for relocating the existing sanitary sewer if required by WisDOT in the future. If the City adds new sewer facilities at this location after the right of way was acquired, any relocation of the new facilities will be the responsibility of the City. Mayor Walsh moved to approve the WisDOT request for signing Form DT1660-Conveyance of Rights in Land to WisDOT for the sanitary sewer identified on the attached right of way plat, subject to changes deemed necessary by the City Attorney, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

10. Consider Civic Group Plaque Policy for City Welcome Signs

Eric Rakers, City Engineer, shared a follow up from the Board of Public Works meeting on November 10, 2014 on creating a policy regarding adding signage to the City of De Pere Welcome signs. Engineer Rakers read the policy, which included verbage regarding standards for signs, placement, definition of active community organizations, keeping signs current, and replacement of signs. Discussion followed including desire to have the final approval of signs made by the Director of Public Works with advice and consent from the City Attorney. Alderperson Boyd moved to approve the staff recommendation of the approval of the application, Civic Group Plaque Policy for Welcome Signs, plaque

standard and plaque layout amended under Section II, Application, 1. to state "Final approval shall be made by the Director with advice and consent from the City Attorney", Mayor Walsh seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

11. Consider Sidewalk Width Policy

Eric Rakers, City Engineer, presented a new sidewalk width policy for the Board to review. He stated that the previous sidewalk width standard was 4 feet 8 inches, which is found in the majority of older areas of the City. The new policy, as presented by Engineer Rakers, better defines when new or replaced sidewalk is to be constructed to five feet and also how transitions in sidewalk widths will be made. The staff recommendation is to establish a sidewalk width policy as follows:

- * All sidewalks installed for new construction will be installed at a five foot width, even if the adjacent properties have a sidewalk width of 4.67 feet.

- * Existing sidewalk replacement, where a minimum of 50 continuous feet is being replaced, will be constructed to a five foot width. The continuous footage is independent of lot lines, such that if 30 feet is on one parcel, and 20 feet is on another, both property owners will need to install five foot wide sidewalk.

- * Existing sidewalk replacement, where one side of the slab is adjacent to sidewalk with a five foot width will be constructed to a five foot width.

- * Existing sidewalk replacement, in which less than 50 continuous feet of sidewalk is being replaced will be constructed to match the widest adjacent sidewalk.

Mayor Walsh moved to approve the staff recommendations as stated above, Alderperson Raasch seconded the motion. Discussion followed. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

IV. Future Agenda Items

Alderperson Raasch asked for any follow-up on the lighting and pedestrian crossing at roundabouts. City Engineer Rakers stated that he had contacted the Wisconsin Department of Transportation for information and also to invite them to speak at a Board of Public Works meeting concerning this topic. They were not ready to do so at this time, but suggested using some of their information on-line in regard to roundabouts. Engineer Rakers spoke with the Police Department to set up some ideas on enforcement for pedestrian crossing at roundabouts. He also contacted Brown County and looked at an American Society of Civil Engineers' (ASCE)

webinar for their recommendations. City Engineer Rakers will come back to the Board with a list of progressive steps that can be taken before implementing the more expensive pedestrian push button for lights. This discussion will take place some time in the future.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works March 9, 2015 meeting, Alderperson Bauer seconded the motion. The meeting was adjourned at 8:23pm.

Respectfully submitted,
Pam Denis



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and possible action on Main Avenue Underpass Maintenance

ATTACHMENTS:

- Memo.BOPW (PDF)
- Historically Maintained Area.Main Ave Underpass (PDF)
- City Property and Private Property (PDF)
- Historically Maintain.City owned.Private Property overlay (PDF)
- East Bound Detour.Main Ave Underpass (PDF)
- Main Ave Maintenance-Tony F (PDF)
- Underpass mowing operations 2023 (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works

From: Marty Kosobucki

Date: January 8, 2023

RE: Main Avenue Underpass Maintenance

In the spring of 2023, the BOPW approved going in the direction of letting the Main Avenue Underpass grow in a natural state versus conducting regular maintenance. With this approval, the BOPW also asked to report back after the summer with how it went and if there were any complaints. Staff reported back that we did not receive any complaints. However, there was a resident present at the BOPW meeting and he indicated he was coordinating a petition to request the City go back to regular maintenance. He suggested leaving Main Avenue area to grow naturally is unsightly and causes problems with animals. The BOPW asked if staff would go back and research/investigate various options of how to maintain the underpass and report back.

Upon hearing the direction of the BOPW, staff sat down and developed four realistic options for maintaining the Main Avenue Underpass. Within these options we have relayed as much relevant information as possible pertaining to the option.

While conducting in-depth research, we have uncovered that a sizeable area of the northern section is not owned by the City (See attached map). Upon viewing this, we have been advised that we should not be maintaining this privately owned property. We could certainly investigate working agreements to allow us to maintain, however that is for another discussion.

Option 1 – Go back to how we were doing things. (Slope mower, staff line trimming and push mowing)

- Need to acquire a different/new remote controlled mower. (last estimate was around \$75K) The current one still operates, but has been giving problems and was up for replacement.
- Remote mower can get a large chunk of the property but not all. We would still need to send staff out with line trimmers and/or push mowers to cut hard to reach areas the slope mower cannot address.
- Traffic control is an absolute must and would be an in-depth process causing some traffic concerns. We historically never shut down the east bound lane, however after further investigation of this issue we do feel it should be required to shut down the east bound lane for safety reasons.
 - o Tony Fietzer analyzed the resources needed to perform adequate traffic control. (See Attachment)

- Insurance consultant reviewed the area in question and recommends not putting people out there. I have included a letter from Ted Hayes, our M3 Insurance consultant. (See attachment)

Option 2 – Acquire boom mower that can mow the hillside.

- We currently have a 25ft boom mower.
 - o Tony Fietzer investigated the largest boom mower we could obtain for the tractors we currently have. The largest boom mower we could purchase could be 30 ft.
 - The cost of a 30ft boom mower is expected to be over \$100K.
- Staff did a visual analysis and does not believe a 30 ft boom mower could safely reach all the areas of the hillside.
- Staff did not do a trial run, however inspected the area.
 - o Due to obstacles, it is doubtful a boom mower could mow more than what the slope mower reaches. These obstacles (ie. Guy wires, sign posts, crevices, etc.) and safety concerns stemming from extending the reach of the boom mower, all would limit the ability to cut an adequate amount of terrain.
- We do not think this has an advantage over the slope mower because;
 - o Cannot get the whole hill due to reach/safety and precision of the mower.
 - Guy wires, signs, railing, crevice's, etc.
 - o Probably cannot get as much as slope mower.
 - o Still need to do traffic control, similar to option 1.
 - o Our 25' boom mower was \$85K. A 30' mower is likely well over \$100K.
- By using a boom mower, we still would need to conduct the same amount of traffic control that would go on with Option 1.

Option 3 – Contract Service out

- Staff recently sent out a request for quotes to over 18 different local companies to maintain the hillside.
 - o We had one contractor call back, however after inspecting the location they were no longer interested.
 - o We have not had any quotes or indications of interest.

Option 4 – Leave grow natural with minimal maintenance to ensure driving safety

- Our insurance rep sent a letter indicating they feel leaving it grow natural is our best option.
- Street Supervisor felt it would be appropriate to periodically rough cut immediately adjacent to the curb so that long grasses do not fold over into traffic.
 - o Traffic control would be required, but would be minimal due to the time spent cutting the area. One pass on each side of the road would not take very long.
- City Forester indicated it would be in our best interest to periodically cut small trees popping up.

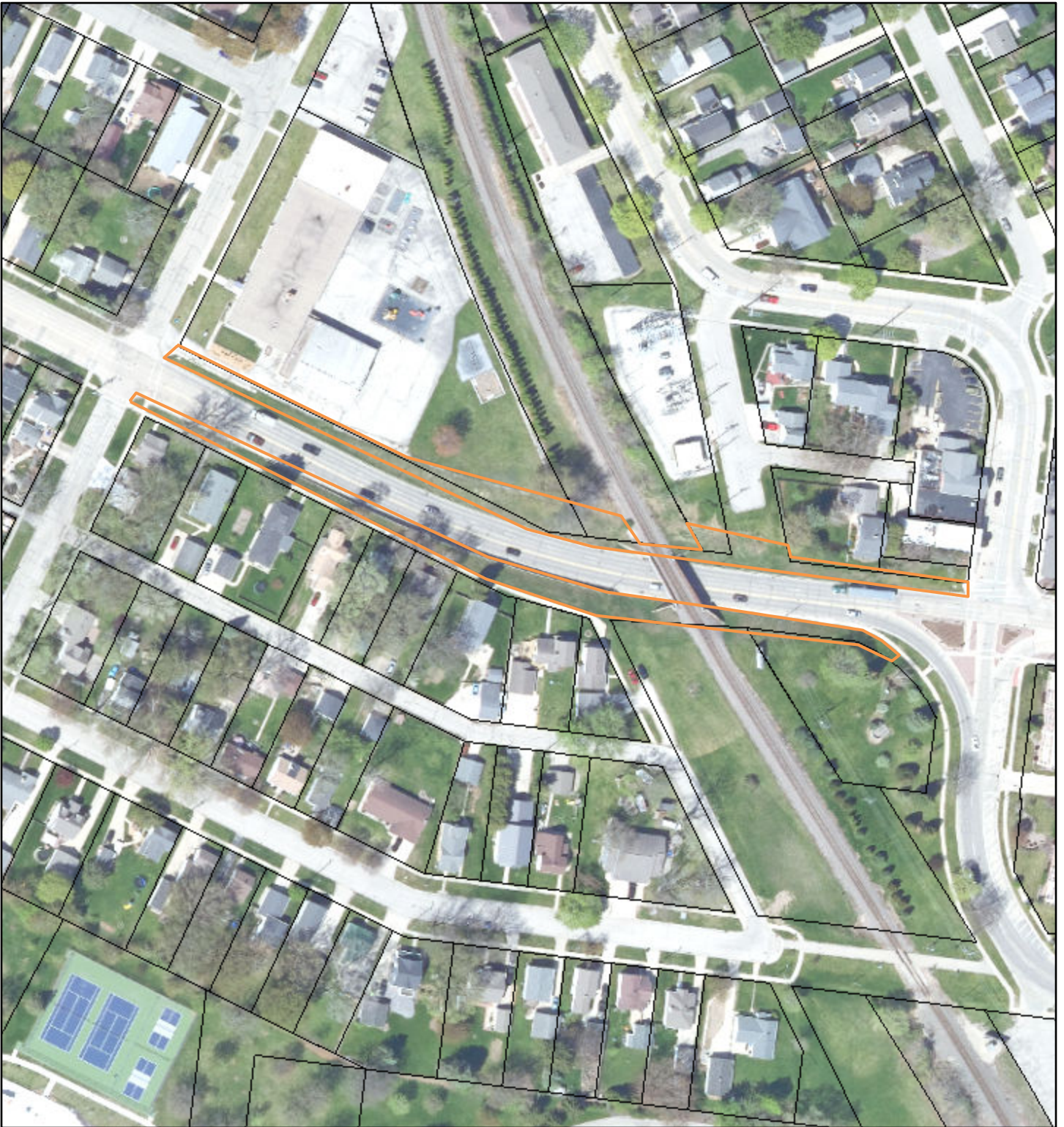
Other Consideration.

- When investigating this location further, there is a fair amount of property that the City has been maintaining which is not ours. Our insurance rep indicated we should stop maintaining those areas immediately.

Supporting Information:

- Map showing Historically maintained property by the Main Avenue Underpass.
- Map showing City owned property/Right of Way and Private property.
- Map showing an overlay of City property versus Private property on historically maintained area.
- Map showing potential detour for east bound lane.
- Communication from Street Superintendent explain traffic control requirements.
- Letter from City's Insurance Consultant

User Created DIME Map



12/5/2023, 7:51:47 AM

 Parcel #

2023 Aerial

 Red: Band_1

 Green: Band_2

 Blue: Band_3

1:1,800

0 0.01 0.03 0.06 mi
0 0.02 0.04 0.09 km

Brown County WI

User Created DIME Map



12/5/2023, 3:06:50 PM

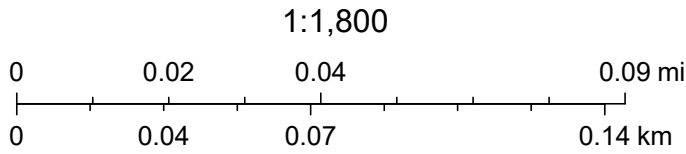
Parcel #

2023 Aerial

Red: Band_1

Green: Band_2

Blue: Band_3



Brown County WI

User Created DIME Map



12/5/2023, 7:59:23 AM

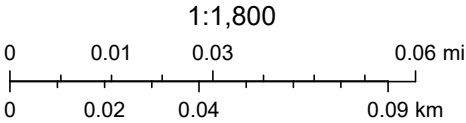
 Parcel #

2023 Aerial

 Red: Band_1

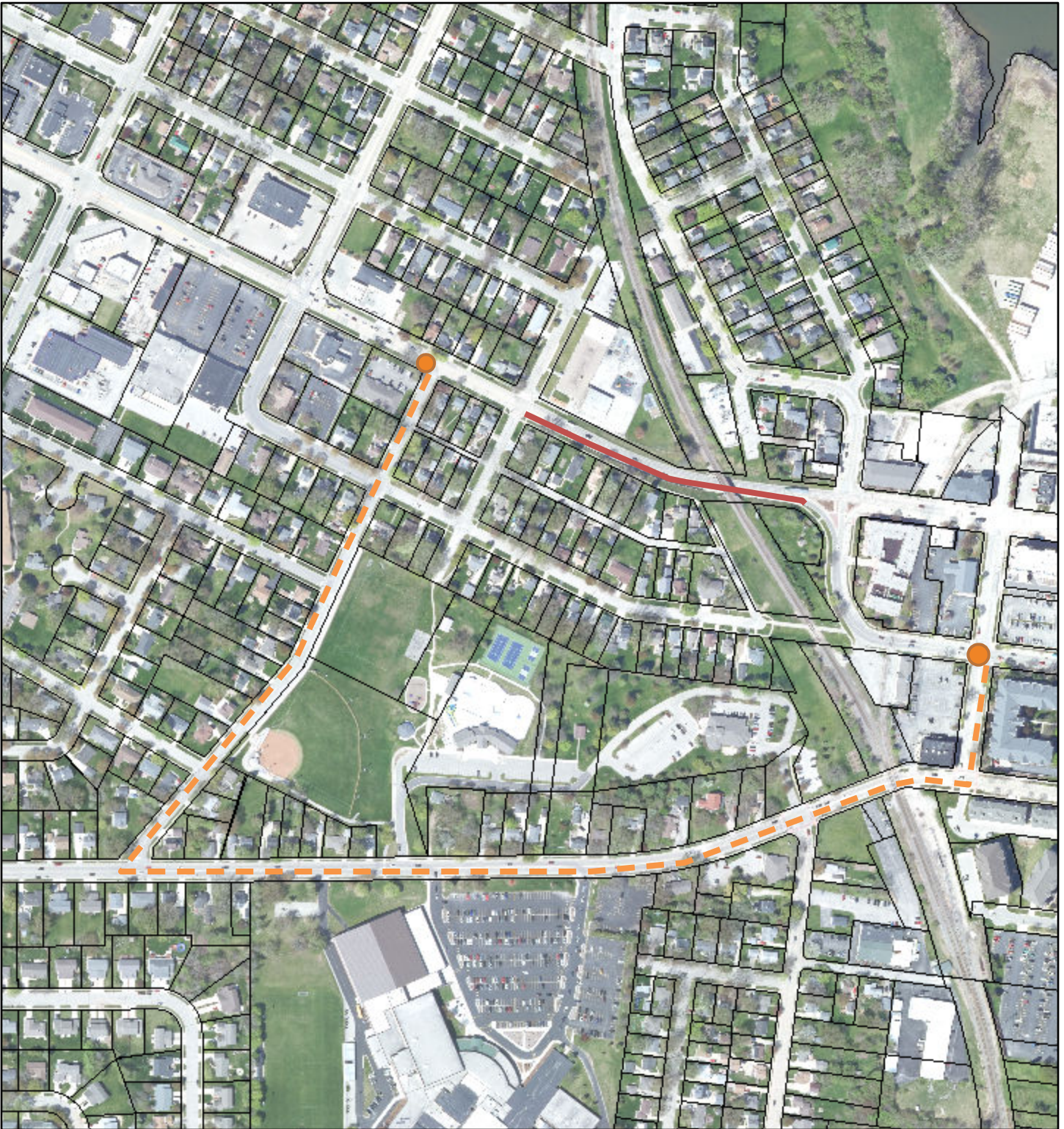
 Green: Band_2

 Blue: Band_3



Brown County WI

User Created DIME Map



12/5/2023, 8:04:05 AM

 Parcel #

2023 Aerial

 Red: Band_1 Green: Band_2 Blue: Band_3

1:4,800

0 0.04 0.08 0.16 mi

0 0.05 0.1 0.2 km

Brown County WI

Betty Marovich

From: Tony Fietzer
Sent: Wednesday, October 11, 2023 9:16 AM
To: Marty Kosobucki
Subject: Main Ave

Hi Marty,

Currently reviewing the traffic control, I estimate the following:

Lane Closure EB with swapping traffic to the other side of the center line – 2 employees 1 hour each for set up/ 2 employees 45 minutes each for tear down. This includes all of the advance warning on Main Ave and all side streets back to 9th

Lane Closure WB- 2 employees 1 hour each for set up/ 2 employees 45 minutes each for tear down. This includes all of the advance warning on Main Ave and all of the side streets.

The set up would require 3 advance warnings on Main Ave for EB (Road Work Ahead, Right Lane Closed Ahead and the Merge right sign) We would also need Road Work Ahead (RWA) for NB 7th at Main Ave, NB Allard at Main Ave, NB and SB 8th at Main Ave in addition to all of the delineators and cones followed by an End of Roadway sign.

It would include about 50-60 traffic delineators for lane shift and then another 20-25 to keep everyone out of that right lane. The set up would be very similar for the WB side with the advance warnings and delineators.

The largest boom arm extension I found is 30'. Our unit is 25'. We don't gain much for the cost. We paid over 85k for our 25' boom 2-3 years ago so the 30' is probably 100k in today's market.

Our unit cuts about a 5' swath per pass. We cut at a near idle rate. It may take 15-30 minutes to make one pass, maybe faster maybe slower depending on conditions. Then we would have to pick up, driver around the block and set up again and make another pass. This cutting just on the north side could take several hours if done with the boom tractor. Again it could be quicker especially when we get experience but just things to consider.

Regards,
 Tony

Tony Fietzer, CPWP-M

Street Superintendent | [City of De Pere](https://www.cityofdepere.org/)
 925 South Sixth Street | De Pere, WI 54115
 Tel: (920) 339-8325 | Fax: (920) 339-4071



Email: tfietzer@deperewi.gov
 Facebook: [City of De Pere Facebook](https://www.facebook.com/CityofDePere)



October 19, 2023

Marty J. Kosobucki
 Director of Parks, Recreation and Forestry
 City of De Pere

Marty,

When determining the most viable risk management strategies to apply to the Main Avenue Underpass mowing operations, there are three basic strategies to review:

- The City of DePere can *avoid* the risk.
- The City of DePere can *reduce* the risk.
- The City of DePere can *transfer* the risk.

Let's review each of these strategies in greater detail:

Risk Avoidance

After completing a risk assessment of the exposures, risks, and activities associated around the Main Avenue Underpass, the City of DePere may determine that the best thing to do is to eliminate the risk and avoid the mowing/brush clearing activity altogether.

Risk avoidance in this case is not allowing your municipal employees to take part in unsafe mowing/brush clearing operations that may require:

- Vehicle traffic to be stopped or controlled by the use of barricades and flagging personnel
- Employees to wear cleated footwear to walk on the steep slope
- Employees to attempt to control a lawn mower or other powered equipment on the steep slope

From an employee accident/injury standpoint, I view this task as extremely dangerous due to factors such as:

- *Employees having to work extremely close to moving traffic beneath the underpass.*
- *Employees having to control powered lawn mowers on a steep hill side.*
- *Employees having to work in unnatural body positions – wearing cleated footwear to walk up and down the hill side.*
- *The frequency exposure to injury appears to be high; common sense tells you that during the mowing/brush clearing operations, an employee(s) will slip, slide, and even fall during these work activities.*

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Packet Pg. 67

- *The severity exposure is also great. An injury occurring during these operations has the potential to be very serious and very costly from a workers compensation standpoint.*

Risk Reduction

Risk reduction entails the determination if the exposures or activity associated with mowing/brush clearing operations can be modified to *reduce* the risk to the City of DePere. An example of risk reduction is the requirement that all employees must wear the proper personal protective equipment whenever this operation takes place.

Proper use of personal protective equipment still does not eliminate the serious exposure or working on a steep hill side with potentially dangerous mowing equipment.

The only risk reduction element that I determined is the safe use of the remote control mower that requires very little employee involvement on the steep slope. It appears that this mower is in periodic need of repair and to replace it may be very cost prohibitive.

Risk Transfer

Your municipality may make the decision to use subcontractors to provide services for activities such as mowing and brush clearing around the underpass. The benefit of risk transfer is that the planning, instruction, and supervision of the activity is out of the direct control of the City of DePere. From what I have been told, the city has contacted eighteen (18) subcontractors regarding the underpass mowing and brush clearing operations. To date, not a single subcontractor has responded.

It is my opinion that subcontractors view this job as cost prohibitive, but more importantly, extremely unsafe for their employees.

If the municipality does find a subcontractor that will perform this job, ensure that the required expertise/certification is provided and that the appropriate insurance coverage is in place to address any potential liability concerns.

Risk transfer involving the use of a subcontractor may be the best option for the City of DePere if an appropriate subcontractor can be found.

Summary

In summary, I would view the following as the best options for the city:

1. Risk Transfer – allow a subcontractor to assume the exposures of workers compensation and general liability. Unfortunately, it may be difficult to find a subcontractor to perform this task.
2. Risk Avoidance – simply stated, do not mow or cut brush around the underpass. The serious accident exposures mentioned earlier should be enough to determine that the mowing operations should not be performed by the City of DePere. By not mowing this area around the underpass, some may say that it creates an eyesore and lowers home values; this is not for me to determine. I do know that by not allowing city employees to perform these dangerous operations, the exposure to accidents and serious injuries is greatly reduced.



Maintaining the vegetation in its natural state will also contribute to erosion control around the underpass.

I was also informed that the Main Avenue corridor is up for reconstruction in 2028. At this time the city is requesting to have a design of revamping the sloped area so that it becomes low/no maintenance.

I would like to thank you for the time and courtesy extended to me during this visit. If I can be of additional service from a risk management perspective, please contact me at (715) 722-9527 or by email at ted.hayes@m3ins.com.

Thank you,

Ted Hayes, CSP, MSE
Senior Risk Manager
M3 Insurance

cc: Shannon Metzler, Human Resources Director, City of DePere
Monica Schraml, Account Executive, M3 Insurance



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action on Water Volume Charges for PSC Rate Case*

ATTACHMENTS:

- Consider Water Volume Charges for PSC Rate Case 1-2-2024 (DOCX)
- 2023-09-11 Board of Public Works - Full Minutes-2545 (PDF)
- PSC - General Service - Metered 1-2-2024 (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: January 2, 2024
RE: Consider and Possible Action on Water Volume Charges for PSC Rate Case*

At the September 11, 2023 BOPW meeting, the Board approved hiring a consultant to assist the City with applying for a PSC conventional water rate application. (See attached minutes) The PSC provides a water utility the following three (3) options when considering water volume charges:

- Declining rate structure – The rates decrease as the volume increases per quarter.
- Constant rate structure – The rate remains fixed no matter what volume is used per quarter.
- Inclining rate structure – The rate increases as the volume increases per quarter.

The City's existing water rate structure for water volume charges is the declining rate structure where the rate declines as the volume exceeds 50,000 gallons of water per quarter. (See attached PSC rate)

Staff is recommending keeping the existing declining rate structure since we do not have a water shortage and have significant additional capacity to provide customers with water.



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, September 11, 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	

Others present:

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Tony Fietzer, Street Superintendent
Larry Delo, City Administrator (Remote)
Pamela Manley, Finance Director
Betty Sellenheim, Recording Secretary

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 August 7, 2023 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the August 7, 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 for Driveway Request along Main Avenue for the proposed North Shore Bank – 820 Main Avenue

Eric Rakers, City Engineer, explained the request from the proposed North Shore Bank at 820 Main Avenue to install a commercial driveway off Main Avenue, replacing two current residential driveways.

Aldersperson Hansen moved to approve the driveway request along Main Avenue for the proposed North Shore Bank at 820 Main Ave, seconded by Aldersperson 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 award on Request for Proposals for Phragmites Mitigation*

Eric Rakers, City Engineer, outlined the project limits, budget, and proposal received for phragmites mitigation.

Alderperson Hansen moved to approve the proposal from Merjent for phragmites mitigation, seconded by Alderperson Raasch.

Alderperson Hansen asked if residents will be notified of this work occurring in their neighborhoods. Mr. Rakers stated that staff did not notify in 2022 because the work is currently only occurring on City owner property. Mr. Rakers added that residents may receive notification in the future if mitigation work occurs in easements or other rights-of-way.

Upon vote, the motion passed unanimously.

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

4. Consideration and possible action for Consultant Services for Conventional Water Rate Application*

Scott Thoresen, Public Works Director, explained the process the City needs to follow to apply for a conventional water rate case with the Wisconsin Public Service Commission (PSC) and recommended hiring Onward Accounting & Consulting LLC in the amount of \$8,900 to assist in the process. Mr. Thoresen stated that the City was not eligible for a simplified rate case and was encouraged to perform the conventional rate case. Mr. Thoresen added the rate case would likely not be completed and implemented, if deemed necessary, until 2024.

Alderperson Hansen asked staff for additional information regarding a 2022 audit for cash flow and deficits. Pamela Manley, Finance Director, was able to report that the cash flow had improved by approximately \$700,000 but stated as costs increase and additional capital improvement work is scheduled, the rate case will assess if the City will continue to gain or fall further behind. Ms. Manley explained that at the completion of the rate case, the City will be told if an increase can be requested and will need to be approved prior to submission. Alderperson Hansen added that the final decision will be in the hands of the PSC for allowing rates to increase. Ms. Manley agreed that the PSC would need to approve the increase. Alderperson Carpenter asked if the rate case would examine the current debt. Mr. Thoresen and Ms. Manley stated it would examine all expenses and deficits. Mr. Thoresen explained that costs of water main relay during capital improvement projects has almost doubled over the past few years and the PSC recommends relaying 1-2% of water mains annually. Mr. Thoresen added that the rate case will also evaluate how much the PSC will allow for water main relays.

Mayor Boyd moved to approve Consultant Services Agreement with Onward Accounting & Consulting LLC for Conventional Water Rate Application in the amount of \$8,900, 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

5. Consideration and possible action on the revision of City Ordinance 82.3(5) Storage of Polycarts*

Tony Fietzer, Street Superintendent, outlined the proposed ordinance changes in the red-lined draft included in the agenda packet, as previously discussed at the August Board of Public Works meeting.

Alderperson Raasch asked how a property without storage (sheds or garages) would store their carts, specifically corner lots. Mr. Fietzer explained the screening this type of property would be required to install in order to properly store the polycarts.

Alderperson Hansen moved to approve revisions to City Ordinance 82.3(5) Storage of Polycarts, seconded to Alderperson Carpenter.

Mayor Boyd suggested an educational campaign upon approval and allow a portion of time for residents to react for compliance.

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 polycart storage enforcement timeline

Tony Fietzer, Street Superintendent, outlined the memo and request from Alderperson Hansen to have the enforcement timeline reviewed for polycart storage compliance. Mr. Fietzer explained that staff currently sends three letters with 15 days between each, prior to citations being issued.

Alderperson Hansen further explained his request. Alderperson Hansen recommended sending two letters with 15 days between each. Alderperson Hansen stated there has previously been concerns that residents need time to be able to erect structures for proper screening and explained that the new ordinance changes discussed during this meeting offer options for residents to put their carts in the backyard until their screening structure is completed.

Alderperson Carpenter suggested having a single 30 day notice sent certified prior to having citations issued. Alderperson Carpenter agreed that the new ordinance language allows for flexibility in the storage location that would allow residents to complete their screening without being in violation. Mayor Boyd agreed with having a single notice with either 30 or 45 days to comply. Scott Thoresen, Public Works Director, reminded the

Board of the financial obligation of erecting a screening for carts and stated it could take longer than 30 days to complete the purchase and erect the screening. Mayor Boyd stated his belief that simply receiving a letter may be enough for some properties to find room in a garage or other area to be in compliance. Alderperson Raasch agreed with shortening the number of days following notification for compliance but cautioned the use of certified letters. Mr. Fietzer stated staff currently sends the first two letters through regular mail service and the third one is certified to prove to the court, if a citation is issued, that multiple efforts were made to notify the property. Mr. Thoresen explained that Legal has advised that having multiple notices and documentation stands as proof when citations would be addressed at court and more likely to hold up and require payment. Alderperson Carpenter stated that with the new ordinance language, properties have new options for polycart storage and would not be required in many cases to pay for a structure for screening or receive a citation. Mayor Boyd suggested waiting to change the timeline until staff can see how many properties become compliant with the flexibility allowed in the new ordinance language. Alderperson Ledvina stated that if a property receives a citation for polycart storage and claims to have not received prior notification, the court notice could serve as their first notification and would still require their carts be screened. Mr. Fietzer stated his belief that in a situation like that the judge may state that the citation would be waived if the polycarts are screened with a set number of days; which would ultimately still gain compliance of the ordinance. Mayor Boyd asked how staff will address properties with violations that had been put on hold. Mr. Fietzer explained that staff will readress the properties on the list after the new ordinance language is approved by Council and send notices to those properties still in violation. Mayor Boyd asked the Board how to proceed. Alderperson Carpenter asked how staff would like to proceed. Mr. Fietzer explained that checking properties and sending multiple notices is burdensome on staff but ultimately leaned towards how a judge or legal would suggest proceeding for best results. Alderperson Raasch asked how many complaints staff receives in a year that require three notices. Mr. Fietzer stated he receives approximately 100 polycart storage violation complaints per year.

Alderperson Raasch moved to maintain status quo on polycart storage enforcement timeline and revisit in six months, seconded by Alderperson Carpenter.

Alderperson Hansen requested staff consult with Legal to determine whether sending two versus three notices makes a difference for the judge when citations are brought to court.

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 City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined the parking and traffic recommendation to install three stop signs in new subdivisions including one on N. Honeysuckle Circle at Lawrence Drive, on Willie Mays Circle at Lost Dauphin Road, and on Battery Avenue at Lost Dauphin Road.

Alderson Carpenter moved to approve the City Engineer Parking and Traffic Recommendations for stop signs, 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 Brown County Municipal Agreement for South Bridge Connector Segment GV-15*

Scott Thoresen, Public Works Director, explained that Brown County is requiring Municipal Agreements for each segment of the South Bridge Corridor including the four segments being presented at today's meeting. Mr. Thoresen outlined the limits of each segment. Mr. Thoresen explained that each agreement includes design, right of way acquisition, and construction.

Mayor Boyd commented that some Board members may be seeing construction costs for the first time as outlined in the agenda packet and asked if there were questions. Alderson Hansen stated he thought the City share was more than the \$11.6M listed on the memo. Mr. Thoresen clarified that amount is only for segment GV-15. Mr. Thoresen stated the total City contribution is estimated at \$27.27M. Alderson Carpenter questioned the funding source for the South Bridge project. Mayor Boyd explained that a good portion of the funding will be through multiple TIDs. Alderson Ledvina requested additional funding information be presented during Council. Mayor Boyd stated additional information can be available but full funding discussions will be brought forward as additional items in the future. Larry Delo, City Administrator, stated that additional information can be presented regarding the estimated percentage to be funded by each TID. Mr. Delo explained that the estimates are based on projected growth in each TID moving forward and amount each TID can afford to contribute to the South Bridge Corridor.

Alderson Carpenter moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-15, seconded by Alderson Raasch.

Mayor Boyd explained that the City continues to solicit additional funding for the South Bridge project to reduce the City cost share and anticipates more will become available. Alderson Hansen questioned a feature illustrated as a round circle on the proposed design maps and asked if it would be a roundabout. Mr. Thoresen confirmed they were proposed roundabouts.

Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on Brown County Municipal Agreement for South Bridge Connector Segment GV-16*

Mayor Boyd moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-16, seconded by Alderperson Raasch.

Alderperson Hansen commented that he has had constituents reaching out to him regarding public information meeting and asked staff if Brown County has provided an update on when those may be. Scott Thoresen, Public Works Director, explained the process and stated public information meetings would be scheduled once design was further along.

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 Brown County Municipal Agreement for South Bridge Connector Segment GV-17*

Alderperson Hansen moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-17, seconded by Alderperson Raasch.

Scott Thoresen, Public Works Director, stated that Town of Ledgeview has approved their portion of segments GV-17 and GV-18. Alderperson Ledvina asked if Town of Lawrence had approved their segments. Mr. Thoresen stated he did not know. Mayor Boyd stated that Town of Lawrence was likely seeing the agreements around the same time De Pere is and would likely be approving soon. Alderperson Hansen asked if the bike and pedestrian facilities were still planned for the north side of the corridor. Mr. Thoresen stated it would be designed as an option and further explained that it will be dependent on the acquisition of right-of-way. Mayor Boyd and Mr. Thoresen briefly outlined current ruling against condemning property. Alderperson Carpenter asked how the County planned to approach the acquisition of property. Mr. Thoresen stated he did not know at this time how the County planned to approach property owners.

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 Brown County Municipal Agreement for South Bridge Connector Segment GV-18*

Alderperson Carpenter moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-18, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderperson Raasch asked staff to research installation of a guard rail/barricade at 117 Fort Howard Ave. This item will be referred to Parking & Traffic.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:16 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim

RATE FILE

Sheet No. 1 of 1

Schedule No. Mg-1

Amendment No. 47

Public Service Commission of Wisconsin**De Pere Water Department****General Service - Metered**

Quarterly Service Charges:

5/8 - inch meter:	\$	30.00	3 - inch meter:	\$	186.00
3/4 - inch meter:	\$	30.00	4 - inch meter:	\$	285.00
1 - inch meter:	\$	46.89	6 - inch meter:	\$	507.00
1 1/4 - inch meter:	\$	63.75	8 - inch meter:	\$	741.00
1 1/2 - inch meter:	\$	80.64	10 - inch meter:	\$	1,089.00
2 - inch meter:	\$	120.00	12 - inch meter:	\$	1,437.00

Plus Volume Charges:

First	50,000	gallons used each quarter:	\$7.46 per 1,000 gallons
Next	450,000	gallons used each quarter:	\$6.22 per 1,000 gallons
Over	500,000	gallons used each quarter:	\$5.24 per 1,000 gallons

Billing: Bills for water service are rendered quarterly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 1 percent per month will be added to bills not paid within 20 days of issuance. This late payment charge will be applied to the total unpaid balance for utility service, including unpaid late payment charges. The late payment charge is applicable to all customers. The utility customer may be given a written notice that the bill is overdue no sooner than 20 days after the bill is issued. Unless payment or satisfactory arrangement for payment is made within the next 10 days, service may be disconnected pursuant to Wis. Adm. Code ch. PSC 185.

Combined Metering: Volumetric meter readings will be combined for billing if the utility for its own convenience places more than one meter on a single water service lateral. Multiple meters placed for the purpose of identifying water not discharged into the sanitary sewer are not considered for utility convenience and shall not be combined for billing. This requirement does not preclude the utility from combining readings when metering configurations support such an approach. Meter readings from individually metered separate service laterals shall not be combined for billing purposes.

**City of De Pere, Wisconsin****Request For Board of Public Works Action**

MEETING DATE: January 8, 2024

DEPARTMENT: Public Works

FROM: Eric Zygarlicke

SUBJECT: Consideration and possible action on Private Water System
Inspection and Maintenance Ordinance*

ATTACHMENTS:

- 2024 0108 CI_BOPW Memo_Private Water System (PDF)
- Ord24-XX DRAFT-Private Water System Inspection And Maintenance(PDF)
- 2023 0807 CI_BOPW Memo_Private Water System (PDF)
- 2023 0807 BOPW_Final Minutes (PDF)
- 2023 0410 CI_BOPW Memo_Private Water System (PDF)
- 2023 0410 BOPW_Final Minutes (PDF)
- PrivateWater11x17_072022 (PDF)
- 2023 0329_Private Water Systems_PIM_Presentation (PDF)
- 2023 0109 CI_BOPW Memo_Private Water System (PDF)
- 2023 0109 BOPW_Final Minutes (PDF)
- 2021 0412 CI_BOPW_Private Water System (PDF)
- 2021 0412 BOPW Final Minutes (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric Zygarlicke, Water Department Supervisor

Date: January 08, 2024

RE: Consideration and Possible Action of the Private Water System Inspection and Maintenance Ordinance

The Private Water Systems Maintenance program was first discussed with the Board Of Public Works (BOPW) in April 2021 and an update was provided to the board in January 2023 (see attached memo and BOPW minutes). At that time, we discussed how the department had identified the private water system properties throughout the City, the process of getting those private systems mapped to GIS (see attached map), and our intent to conduct a Public Information Meeting (PIM), which was held on March 29, 2023.

During the PIM at the Municipal Services Center, we presented (see attached PowerPoint) the intent of the program to those private system representatives who attended both in person and online. The meeting was recorded and posted to the City's YouTube channel. A progress report was presented at the subsequent April 10, 2023, BOPW meeting (see attached memo and BOPW minutes) in which we discussed our intent to move forward with developing a draft ordinance modeled after the Village of Howard's ordinance.

A draft of the ordinance was brought before the August 07, 2023, BOPW meeting (see attached memo and BOPW minutes) for review and discussion. Since then, we have worked with the City's legal team to finalize the ordinance for the private water systems inspection and maintenance program. The new ordinance contains the general definition of a private system, the applicability of the new code, requirements for a certified operator, operational requirements, and maintenance activities to be performed, and the record keeping needed to document the program.

We are requesting approval of the Private Water Systems Inspection and Maintenance Ordinance with implementation of the ordinance taking affect July 2024. Once approved, a letter will then be sent to all the private systems customers notifying them of the ordinance requirements.

ORDINANCE #24-XX

CREATING SECTION 26-16 OF CHAPTER 26 WATER AND SEWER SERVICE OF THE CITY OF DE PERE MUNICIPAL CODE RELATING TO PRIVATE WATER SYSTEM INSPECTION, MAINTENANCE AND OPERATION

WHEREAS, the City of De Pere (“City”) and its Board of Public Works hereby determine that providing and maintaining a safe water supply is a vital priority and delivers the highest quality drinking water to its customers; and

WHEREAS, the City also provides for the safety and general welfare of residents via the provision of a strong and robust firefighting water supply; and

WHEREAS, the City and its Board of Public Works ensures that its Public Water System is properly inspected, maintained and is fully operational, and intends to ensure that customers indirectly served by Private Water Systems are also properly inspected, maintained and are fully operational. Further, Private Water Systems substantially affect the water supply safety of residents as well as the efficient operation of the Public Water Utility, are highly important components of the firefighting water supply system, and must meet the same operational standards as the Public Water System; and

WHEREAS, the City and its Board of Public Works determine that private water systems shall be inspected, maintained and operated according to established regulations, prudent management and best practices according to without limitation the American Water Works Association (“AWWA”) and the National Fire Protection Association (“NFPA”) as follows:

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN DOES
ORDAIN AS FOLLOWS:

Section 1. Section 26-16 of Chapter 26 Water and Sewer Service shall be created as follows:

Sec. 26-16. – Private Water Utility Inspection & Maintenance.

(a) General.

- (1) Privately owned water distribution systems, as defined in Wisconsin Administrative Code (NR) Chapter 812, as may be amended from time to time, shall be responsible for ensuring that their system is inspected, maintained and operated to provide an adequate quantity of safe drinking water to those consumers served and for firefighting purposes. This responsibility includes, without limitation, maintaining or contracting for an adequate number of trained staff to perform all duties necessary

and performing maintenance and replacement of watermain and appurtenances when necessary to keep the facilities in good operating condition. This responsibility shall also include ensuring that sufficient fiscal resources are available for needed repairs and eventual system replacement.

(b) Applicability.

- (1) The following water systems, located on private property, shall comply with the private water system maintenance requirements of this Section if they have any of the following:
 - A. Systems that have a valve or a “private hydrant” as defined in Wisconsin Administrative Code (PSC) 185.12(15), as may be amended from time to time.
 - B. Systems that have water service to a building or a curb stop from a watermain.
 - C. Systems that serve more than one building.
 - D. Systems that exceed a combined 150 feet of watermain and or service piping measured from the right of way.

(c) Certified Operator Requirements.

- (1) Every private water system shall have a designated operator-in-charge. No person may be an operator-in-charge of a water system subclass unless that person holds a valid certificate for that subclass issued pursuant to Wisconsin Administrative Code (NR) 114.30, as may be amended from time to time.
- (2) The owner of a private water system shall designate to the De Pere Water Utility the operator-in-charge of the water system and provide 24 hour per day contact information. The designated operator-in-charge shall meet the requirements stated in Wisconsin Administrative Code (NR) 114.32, as may be amended from time to time.
- (3) Only the operator-in-charge, or persons supervised by the operator-in-charge shall operate the private water system. The operator-in-charge shall coordinate all private water system operations with the De Pere Water Utility providing 2 working days’ notice before operating any private hydrant or valve.
- (4) No person may use or take water from a private water system, except for the purpose of extinguishing a fire; or operate valves or hydrants; or damage or impair a private water system. Such persons shall be subject to any fine or penalty pursuant to De Pere Municipal Ordinance.

(d) Operational Requirements.

- (1) Private water systems shall be operated so as to not restrict water pressure or flow at all locations within their water distribution system under normal operating conditions.
- (2) Private water systems shall maintain current fire flow studies and documentation showing the fire flow capability of the system. The private water system owner shall notify the fire chief in writing of the location of all fire hydrants that are temporarily out of service or cannot maintain 500 gpm at 20 psi at ground level.

(e) Private Water System Maintenance Activities.

- (1) Unless an alternate schedule is approved by the De Pere Water Utility, each private water system shall perform all the following:
 - A. *Valve exercising*: All distribution system valves shall be exercised, consistent with De Pere Water Utility policy, at least once every 5 years.
 - B. *Hydrant exercising*: All hydrants shall be exercised, consistent with De Pere Water Utility policy, at least once every 2 years.
 - C. *Hydrant/Valve maintenance, inspection and fire flow testing*: Hydrants and Valves shall be inspected annually and maintained in proper working condition, consistent with the manufacturer's recommendations, American Water Works Association (AWWA) and National Fire Protection Association (NFPA) standards. Private Hydrants shall be flow tested occasionally to sufficiently demonstrate current flow rates.
 - D. *Flushing dead-end mains*: Mains shall be flushed to remove sediment or water of poor quality, consistent with De Pere Water Utility policy, at least once every year.
 - E. *Leakage Detection*: Mains, valves, hydrants and services shall be inspected for leaks according to AWWA M36 water audit and loss control program, consistent with that of the De Pere Water Utility policy, at least once every 2 years. Water systems that are master metered at the right of way are exempt from annual leak detection maintenance requirement.
 - F. *Hydrant Sandblasting and Painting*: Hydrants shall be sandblasted, primed and painted Red to signify a private water system, caps shall be color coded to the fire flow rate per NFPA Standard 291, consistent with De Pere Water Utility policy, as needed, but not to exceed once every 8-10 years.
 - G. *Repair leaks*. Repair any of the following leaks in the timely manner set forth below that have been identified:
 - significant surfacing leaks within 8 hours.
 - Surfacing leaks within 8 hours to 1 day.

- minor (barely visible) surfacing leaks within 1 day to 3 days.
- non-surfacing detectable leaks within 1 to 2 weeks.

H. *Additional maintenance*: Perform all additional prudent watermain and appurtenance maintenance, repairs or replacements per AWWA and NFPA as necessary to keep the facilities in good operating condition, typically within 4-6 weeks of detection.

I. *Cost for services performed by the City of De Pere shall be placed on the tax roll*: Should the City, its employees or contractors perform any work at the request of a private system, or perform any work for an immediate safety issue on a private water system, the City shall place a special charge for its time and expense on the tax roll of the property pursuant to Wis. Stats. Section 66.0627, as may be amended from time to time, or by any other manner allowed by law.

(f) Record Keeping.

Private water systems shall provide records and documentation of private water system inspections, maintenance and operations to the De Pere Water Utility for all of the following:

- Provide documentation of a valid service contract that authorizes the performance of needed maintenance and emergency repair work should the need arise.
- Provide and maintain detailed water system as constructed plans and a list of materials, parts and equipment that such system is constructed of.
- Provide copies of all maintenance contracts, test records, reports and verification of payment documenting required system maintenance activities have taken place.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect on July 1, 2024, following its passage and publication according to law.

Ordinance #24-XX
Page 5 of 5

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2024.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: August 07, 2023

RE: Update for Private Water System Inspection and Maintenance Draft Ordinance

The Private Water Systems Maintenance program was first discussed with the Board Of Public Works (BOPW) in April 2021 and an update was provided to the board in January 2023 (see attached memo). At that time, we discussed how the department had identified the private water system properties throughout the City, the process of getting those private systems mapped to GIS, and our intent to conduct a Public Information Meeting (PIM), which was held on March 29, 2023.

During the PIM at the Municipal Services Center, we presented (see attached PowerPoint) the intent of the program to those private system representatives who attended both in person and online. The meeting was recorded and posted to the City's YouTube channel. A progress report was presented at the subsequent April 10, 2023, BOPW meeting (see attached memo) in which we discussed our intent to move forward with developing a draft ordinance.

Since the April 10, 2023, BOPW meeting, we have worked with the City's legal team to develop a draft ordinance for the private water systems inspection and maintenance program (see attached ordinance) modeled after the Village of Howard's ordinance. The new ordinance contains the general definition of a private system, the applicability of the new code, requirements for a certified operator, operational requirements and maintenance activities to be performed, and the record keeping needed to document the program.

Once the review of the draft ordinance is completed, our intent is to finalize the document and bring it before the December BOPW for final approval with implementation of the ordinance taking affect July 2024. Once approved, a letter will then be sent to all the private systems customers notifying them of the ordinance requirements.



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, August 7, 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	Alderman	Present	
Jonathon Hansen	Alderman	Present	
Shana Defnet Ledvina	Alderman	Present	
Dean Raasch	Alderman	Present	

Others present:

Scott Thoresen, Public Works Director

Chase Kuffel, Assistant City Engineer

Tony Fietzer, Street Superintendent

Tom Blohowiak, Maintenance Supervisor

Eric Zygarlicke, Water Department Supervisor (Remote)

Eric Erdman, Assistant City Attorney

Betty Sellenheim, Recording Secretary

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 July 10, 2023 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the July 10, 2023 Board of Public Works Meeting Minutes, seconded by Alderman Carpenter. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action on Tower Lease Agreement with Verizon Wireless for Merrill Water Tower

Alderman Raasch moved to approve the Tower Lease Agreement with Verizon Wireless for Merrill Water Tower, seconded by Alderman Ledvina.

Alderman Hansen questioned the rent and allowed equipment. Eric Erdman, Assistant City Attorney, explained the requests from Verizon and content of lease agreement that staff and Verizon agreed upon including rent and allowed equipment. Alderman Hansen questioned the length of lease. Mr. Erdman explained the lease could be renewed for up to 15 years past the original term.

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

3. Consideration and possible action on Cleaning Contracts for City Buildings*

Alderperson Carpenter moved to approve Cleaning Contract with Cleaning Service Solutions for City Buildings, seconded by Alderperson Hansen.

Alderperson Hansen questioned which buildings were currently being cleaned by Cleaning Service Solutions. Tom Blohowiak, Maintenance Supervisor, stated they were currently cleaning City Hall, Community Center, and Police Department. Alderperson Hansen asked which company was currently cleaning the Municipal Service Center (MSC) and if they provided a quote for services. Mr. Blohowiak stated the MSC was currently being cleaned by Pro1 Janitorial and staff asked them not to provide a quote because of poor service.

Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on the revision of City Ordinance 82.3(5) Storage of Polycarts*

Tony Fietzer, Street Superintendent, explained how the storage of polycarts ordinance changed in 2018 and outlined the changes staff was proposing. Staff has received a number of complaints in one neighborhood, which has led to staff evaluating City ordinance along with researching other local municipality ordinances regarding cart storage.

Alderperson Raasch asked what was fueling the complaints in the one neighborhood staff mentioned. Mr. Fietzer explained that staff received multiple complaints from alderpersons and upon inspection by staff, letters were sent to the property owners and/or tenants regarding the violation. Some of the residents that spoke with staff were understanding, while others expressed frustrations, City pettiness, and retaliation by filing complaints on others. Alderperson Raasch asked how common the storage complaints were. Mr. Fietzer stated it ebbs and flows as it is complaint driven. Alderperson Raasch explained that many infractions are complaint driven for reporting and that he rarely hears complaints. Alderperson Carpenter asked for clarification on staff's intent for ordinance amendments, including storage of carts in backyards (behind homes/garages). Mr. Fietzer explained that staff recommends amending the ordinance to allow screening of polycarts whereas they would not be visible by residents on the street between the property lot lines. Staff illustrated multiple properties that have made an effort to screen their carts making the carts not visible from the street abutting the property where the carts belong, but were still visible if viewed from an angle on a neighboring property.

Being visible from a neighboring property currently makes them in violation of the ordinance. Staff believes the intent of the storage ordinance should be to keep the carts from being an eye-sore and kept openly in front of garages, at the end of driveways, etc. Mr. Fietzer explained that staff does not receive complaints from residents seeing carts out their back windows and staff does not go into backyards (private property) to check for cart violations. Alderperson Hansen expressed his confusion over how staff plans to word the ordinance amendment. Mr. Fietzer stressed the point of screening a container that all properties have in common, that is already screening the garbage and recycling. Mayor Boyd clarified staff's intent to have carts screened from street view along the individual property between lot lines. Mr. Fietzer agreed with that intent. Mayor Boyd stated he has not received any complaints that he could recall since 2008 for cart storage violations and explained how each area of the City has varying obstacles to overcome to comply with the current storage ordinance. Mayor Boyd also stated that he did not think the change was well advertised in 2018 and that more education could be made available for residents regarding the ordinance expectations. Alderperson Carpenter asked staff if they were aware of any homeowners that made alterations after receiving the notice from the City. Mr. Fietzer explained that staff generally follows up with properties 15 days after notices are sent, but staff held off on further inspections recently since the item was being discussed for possible amendment. Alderperson Carpenter stated he is in favor of keeping carts screened from view but understands the examples of locations that have made an effort to comply. Mr. Fietzer added that he took a trip through the older portion of town, where there are narrow lots and limited storage space for carts, and while there were no complaints from the neighbors to investigate, about every other house would be in violation of the current ordinance. Alderperson Ledvina asked if the amendment would allow carts to be stored in the backyards. Mr. Fietzer stated it would but that he has also not received any complaints about carts in backyards. Scott Thoresen, Public Works Director, shared history on the changes made around 2018 including the storage and reducing the number of allowed carts per parcel. Mayor Boyd outlined next steps including Public Works staff working with Legal staff to draft an ordinance change, that would be presented back to Board of Public Works and then Common Council; Mayor Boyd spoke in favor of that process.

Alderperson Raasch moved to refer back to staff to draft amendment to Ordinance 82.3(5) Storage of Polycarts to reflect staff recommendation to allow screening of polycarts from ROW lot lines-corner to corner and eliminate need for U-shaped screening on mid-block homes and require screening from view from all public ROW on corner lots, seconded by Mayor Boyd.

Alderperson Hansen asked for clarification on corner lots and also cart visibility from the corner of individual lots. Mr. Thoresen explained that corner lots would need to be screened from both street sides and demonstrated with the photos including in the packet what staff meant by visibility from the corner of individual property lines on mid-block homes. Alderperson Hansen asked how staff planned to handle the pending complaints. Mayor Boyd and Mr. Thoresen stated those properties would remain on hold until final vote at Common Council to either amend the ordinance or leave it the same. Mayor Boyd suggested a large education campaign, either explaining the changes or current ordinance expectations if there are no changes made.

Upon vote, the motion passed unanimously.

RESULT: REFERRED BACK TO STAFF [UNANIMOUS]

Next: 9/11/2023 7:30 PM

MOVER: Dean Raasch, Alderperson

SECONDER: James Boyd, Mayor

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

5. Update for Private Water System Inspection and Maintenance Draft Ordinance

Eric Zygarlicke, Water Department Supervisor, requested comments on the draft ordinance included in the agenda packet brought forward based on previous discussions at Board and similar ordinances in neighboring communities. Mr. Zygarlicke explained the final ordinance would be brought to the Board for approval in December and followed by letters to potentially impacted properties with information about the new inspection and maintenance ordinance and staff fees for performing services.

Alderperson Carpenter questioned the timing of two items listed in the draft ordinance. Mr. Zygarlicke explained the timing is based on Wisconsin DNR standards and state statutes. Alderperson Hansen asked why the ordinance would not be available for action until December. Mr. Zygarlicke stated that date was part of an original timeline that allowed for a comment period prior to taking action and then rolling out for enforcement on the private systems July 2024.

RESULT: DISCUSSED

6. Consideration and possible action on DOT – Municipal Agreement for Street Lights*

Scott Thoresen, Public Works Director, stated the City received a grant from the Wisconsin DOT for replacing street lights to LED and explained the agreement outlines how the grant funds are dispersed.

Mayor Boyd moved to approve DOT-Municipal Agreement for Street Lights, seconded by Alderperson Ledvina.

Tom Blohowiak, Maintenance Supervisor, explained this grant was from 2022 and stated there could be additional funds coming for the grant he applied for in 2023. Alderperson Hansen asked what areas staff planned to target for replacement. Mr. Blohowiak explained it can be used for any street light fixtures that are owned and maintained by the City and would be a systematic progression from one area to another including industrial parks on East and West sides.

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 approval of Revision #1 of the State/Municipal Agreement with WisDOT for a STP-Urban Project on Lawrence Drive*

Alderson Carpenter moved to approve Revision #1 of the State/Municipal Agreement with WisDOT for a STP-Urban Project on Lawrence Drive, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on approval for structure of the Foundation Drain Disconnection Program*

Chase Kuffel, Assistant City Engineer, explained that the information provided for action was all previously discussed during past discussions at the Board of Public Works and was being presented for action at the request of Board members. Mr. Kuffel explained the current draft policy including retroactive reimbursements to January 1, 2023 and the cost sharing percentages for volunteer properties versus mandated properties. Mr. Kuffel explained the next step would be to draft the ordinance changes for approval and begin having properties complete the work for reimbursement.

Mayor Boyd stated he attended a neighborhood meeting and discussed with program with residents and most residents provided positive feedback. Mr. Kuffel stated more information would be mailed to impacted residents following approval at Common Council. Alderson Hansen requested a timeline for next steps. Mr. Kuffel stated his plan to have the draft ordinance amendments for review and approval at Board in December. Alderson Hansen questioned including mandate language from the start of the program since volunteers may account for the first year of the program. Mr. Kuffel believes staff will see a considerable number of volunteers once the cost share information is approved and revealed. Mr. Kuffel stated that further correspondences with impacted property owners will outline the cost share decrease to help incentivize volunteers. Alderson Hansen questioned the results seen by other communities that offered volunteer-only programs. Mr. Kuffel stated he has not been in contact with them regarding their results. Alderson Carpenter questioned the content of completing 100 properties per year. Mr. Kuffel stated that one contractor he has been in contact with could complete 100 properties per year. Alderson Carpenter stated the more contractors that show interest and begin working on this program could result in many more properties being completed each year. Mr. Kuffel agreed that would be beneficial for the City. Mr. Kuffel stated staff planned to share a list of qualified contractors in future correspondences with property owners.

Mayor Boyd moved to approve draft Foundation Drain Disconnection Program based on discussions from past Board of Public Works meetings, 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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd adjourned the meeting at 8:14 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: April 10, 2023

RE: Update for Private Water System Inspection and Maintenance

The Private Water Systems Maintenance program was first discussed with the Board Of Public Works (BOPW) in April 2021 and an update was provided to the board in January 2023 (see attached memo). At that time, we discussed how the department identified the private water system properties throughout the City, the process of getting those private systems mapped to GIS, and our intent to send out a notification to all the identified private water system owners to inform them of the Public Information Meeting scheduled for March 29th.

Since the January BOPW meeting, the department conducted the Public Information Meeting (PIM) at the Municipal Services Center where we presented (see attached PowerPoint) the intent of the program to those private system representatives who attended both in person and online. The meeting was recorded and subsequently posted to the City's YouTube channel. A link to the recorded meeting was also sent in the most recent notice to the private system owners. This latest notice invited them to attend the April BOPW meeting (see attached letter).

The feedback that we have received has all been positive and those customers are eager to work with the City to be in compliance with the intent of the proposed ordinance guidelines. They also see the value of working together with the City in our efforts to combat water loss through a robust leak detection process.

Please see the below process so far, and our projected target dates in our process of implementing the new private water systems maintenance ordinance.

- BOPW April 2021
- Identify Private Water Systems (completed January 2023)
- Develop a Map of Private Systems using GIS (completed January 2023)
- Notify the owners of the Private Systems (completed March 2023)
- PIM March 28, 2023
- Receive Public Feedback (in process)
- BOPW Update April 2023
- BOPW Draft Ordinance (tentatively July 2023)
- Approved Ordinance December 2023
- Implementation of Ordinance July 2024



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, April 10, 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	Alderman	Present	
Jonathon Hansen	Alderman	Present	
Shana Defnet Ledvina	Alderman	Present	
Dean Raasch	Alderman	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Eric Zygarlicke, Water Supervisor
Chase Kuffel, Assistant City Engineer
Betty Sellenheim, Recording Secretary
Dennis Allie, 460 Wilcox Ct
Nick Olp, 702 Reid St
Dawn Paradiso-Hansen, Rock the Dock

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 March 13, 2023 Board of Public Works Meeting Minutes

Alderman Carpenter moved to approve the March 13, 2023 Board of Public Works Meeting Minutes, seconded by Alderman Ledvina. Upon vote, the motion passed unanimously.

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

2. 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 2023. 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 amount 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. Mr. Rakers

recommended the Board approve the preliminary resolution and set 5 year payback option and schedule the public hearing for May 8, 2023.

Alderson Carpenter asked staff to explain how the costs are calculated. Mr. Rakers explained how staff calculates the cost of storm sewer main and/or lateral based on the past three years construction projects with similar work/materials. Alderson Raasch asked the monthly payment amount if residents chose the 5 year payback option. Mr. Rakers explained that it depends on the cost of the assessment and outlined how the billing occurs following the completion of the storm sewer work associated with the project. Mayor Boyd asked Larry Delo, City Administrator, if he knew the current interest rate. Mr. Delo speculated the interest rate would be between 3% and 5%.

Mayor Boyd moved to open the meeting for public comment at 7:38 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Dennis Allie of 460 Wilcox Ct expressed concerns over the changes to work on Wilcox Court to include storm sewer main and/or lateral based on one person's request, while others have been successfully dealing with stormwater. Mr. Rakers explained staff's process of storm sewer installation for properties during construction projects, with the ultimate goal of each property having a storm lateral in the future. Mr. Rakers explained that staff researches past drainage issues or complaints in regards to each project as it is being designed. Mr. Allie asked if residents were required to connect sump pumps to the storm lateral. Mr. Rakers explained that staff did not mandate connection to the storm lateral and stated that laterals are installed with construction to minimize road impacts when a property does decide to connect and it also saves the resident money. Mr. Rakers added that if a property does connect to the storm lateral, the assessment becomes due in full at that time. Scott Thoresen, Public Works Director, added that properties with nuisance sump pump discharge are mandated to connect to available storm sewer.

Nick Olp of 702 Reid St requested additional information regarding the sanitary work associated with the project. Mr. Rakers outlined the sanitary portion of the proposed work.

Mayor Boyd returned to regular session at 7:45 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Mayor Boyd reiterated the next steps of the process for approval of the Resolution for Special Assessments. Alderson Raasch asked for cost clarification on the lateral portion from the house to the connection at the right of way. Mr. Rakers affirmed that cost was in addition to the special assessment and at the property owners expense and the property owner would contract that work on their own. Mr. Rakers added that there would also be a plumbing permit fee from Building Inspection. Alderson Carpenter asked staff to explain how the lateral location is determined. Mr. Rakers explained the process for residents to set the location they desire their lateral. Mr. Rakers explained the sequence of utility replacements for residents to watch for their laths. Alderson Hansen asked staff to explain which homes on Wilcox Ct currently have storm main. Mr. Rakers explained the limits of the current storm sewer on Wilcox Ct.

Mayor Boyd moved to approve preliminary resolution and set 5 year payback option and schedule the public hearing for May 8, 2023, 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

3. Consider and Possible Action on Rock the Dock Request to Use Public Parking Lots*

Scott Thoresen, Public Works Director, outlined the request from Dawn Hansen regarding the use of public parking lots for Rock the Dock event and charging parking fees. Mr. Thoresen explained this would be a pilot event that would assist in the creation of a public parking lot policy for future events.

Alderperson Ledvina asked for clarification on the lot in front of the library. Mayor Boyd and staff stated that lot was not included in the request. Alderperson Ledvina asked for clarification on the circle driveway lots of Voyageur Park. Mr. Thoresen stated he did not believe those were included and added that Dawn had been working with private owners to get permission to use their lots. Mayor Boyd stated that Dawn could provide clarification. Alderperson Carpenter asked how staff would handle parking for businesses and tenants. Mr. Thoresen stated it would not be handled by staff and would be handled by Rock the Dock. Mayor Boyd asked for additional clarification from the City Administrator. Larry Delo, City Administrator, explained the research that is required to ensure no language exists in agreements and grant documents, that prohibits charging for parking in the large parking lot west of the Fox River Trail.

Mayor Boyd moved to open the meeting for public comment at 7:58 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Alderperson Raasch asked how charging for parking was decided, rather than charging for entrance into the event. Mayor Boyd asked if that has been done at other events she runs. Dawn Paradiso-Hansen of Rock the Dock stated that they have not charged for parking in the past. Ms. Hansen explained that charging for parking creates revenue without shutting down the park. Ms. Hansen also explained that closing down the park is also very costly and prohibits the recreational use by others not participating in Rock the Dock. Ms. Hansen explained the civic groups that volunteer to monitor the parking lots would be provided a portion of the parking revenue for the time they worked. Alderperson Raasch asked if anything would prevent someone from walking into the event without parking in the paid lots. Ms. Hansen stated anyone can come to the event and would not be required to park in the paid lots. Ms. Hansen added that she has received permission from some private owners to use their lots. Mayor Boyd asked for clarification on the limits of the request to include the "extension of William Street". Ms. Hansen confirmed she is looking to use the extension of William Street/loop parking area for food trucks, sponsors, and musician vehicles. Alderperson Raasch asked how many years Rock the Dock has been put on. Ms. Hansen stated this will be the fifth year. Mayor Boyd confirmed the date and time of the event.

Mayor Boyd moved to return to regular session at 8:04 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderson Carpenter moved to approve pilot program for public parking lot use and allow Rock the Dock to utilize public parking lots and charge parking for event on August 19, 2023, seconded by Alderson Hansen.

Mr. Thoresen verified that the Board would be amenable to other public parking lots in the area if Ms. Hansen requested their use. The mover and seconder agreed. Alderson Ledvina stated her concerns about taking away parking from businesses if the request expanded too far past the current limits. Mayor Boyd agreed. Alderson Raasch expressed concerns about downtown parking being utilized by patrons not willing to pay to park close to the event, preventing business usage of those parking spaces.

Upon vote, the motion passed unanimously.

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

4. Update for Private Water System Inspection and Maintenance

Eric Zygarlicke, Water Supervisor, provided an update on the Private Water System Inspection and Maintenance including the Public Information Meeting and work with the Legal Department on drafting an ordinance.

Alderson Hansen asked staff to elaborate on the response from the private system owners. Mr. Zygarlicke stated that the response was positive and that some entities did not realize they had private systems and it was a learning opportunity for them.

Alderson Carpenter asked if staff currently provides maintenance at certain locations. Mr. Zygarlicke stated there were a few private locations in the City that staff does some maintenance including flushing hydrants. Alderson Carpenter asked how the DNR responds to these ordinances. Mr. Zygarlicke replied that Village of Howard has had their ordinance in place since 2017 without any issues and the City plans to model off of theirs.

RESULT:	DISCUSSED
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5. Consideration and possible action on Community Development Block Grant Application Resolution for Authorizing a Guarantee to Match Funds*

Scott Thoresen, Public Works Director, explained this step to the Community Development Block Grant process of matching funds currently estimated at \$890,795.

Alderson Raasch moved to approve the Community Development Block Grant Application Resolution for Authorizing a Guarantee to Match Funds, seconded by Mayor Boyd.

Alderson Hansen added that due to the income restrictions of the CDBG, a portion of S. Superior was not included, but staff is looking at including the work on that portion of street in another project concurrent with CDBG. Mr. Thoresen agreed.

Upon vote, the motion passed unanimously.

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

6. Discuss Alderperson Hansen's Request to Analyze Parking On George Street to Determine if Additional Parking Restrictions are Required to Improve Visibility at Various Intersections

Alderperson Hansen explained his request for analyzing parking on George Street to address potential visibility issues. Mayor Boyd asked how many complaints have been received. Alderperson Hansen explained the half dozen complaints he has received. Mayor Boyd asked if there were any documented accidents at this location. Scott Thoresen, Public Works Director, stated that majority of accidents in this area are occurring one block east at the signalized intersection and that none of the accidents in the George Street corridor were caused by visibility issues due to parked cars or landscaping. Alderperson Carpenter asked how many parking stalls were in front of Notre Dame School to the west of this intersection. Eric Rakers, City Engineer, stated there were likely 7 or 8 stalls. Alderperson Raasch stated that on-street parking acts as a traffic calming measure and asked what changes could be made to improve visibility. Mr. Rakers stated that George Street is a perfect example of traffic calming using on-street parking and expressed that if changes were made for this intersection, it would need to be reflected on all intersections in downtown George Street. Alderperson Carpenter asked if parking could be restricted in front of Notre Dame School in the morning during drop-off times and in the afternoon during pick-up times. Mr. Rakers explained that changes to the parking would likely be the permanent removal of a parking spot or two. Mr. Thoresen added that to reduce visibility issues, residents have the option of using the signalized intersection one block east.

Alderperson Carpenter moved to open the meeting for public comment at 8:29 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Richard and Diana Allcox of 221 S. Huron St shared their concerns about visibility at this intersection. Mayor Boyd shared that drop-off is not designated for the front of the building along George Street. Alderperson Ledvina shared that a crossing guard is at that location during drop-off and pick-up hours. Mr. and Mrs. Allcox and Alderperson Ledvina expressed their appreciation for the crossing guard who occasionally acts as traffic control.

Mayor Boyd moved to return to regular session at 8:34 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Ledvina asked what the parking restrictions were in this area. Alderperson Hansen stated it was three hours. Mayor Boyd agreed. Alderperson Hansen stated it was mostly staff utilizing the spaces in front of the school. Alderperson Ledvina suggested the Police patrol the area more often to enforce parking restrictions and limits. Mayor Boyd agreed and suggested having a discussion with Notre Dame. Alderperson Raasch shared his personal experience and suggested no change but monitor the situation. Mayor Boyd suggested reaching out to Notre Dame regarding staff parking on George Street; Alderpersons Ledvina and Raasch agreed with that approach. Mr. Thoresen offered to

reach out to PD regarding enforcing parking restrictions. Alderperson Carpenter spoke in favor of enforcing the parking restrictions. Alderperson Ledvina spoke in favor of alerting Notre Dame. Mayor Boyd spoke in favor of both options.

RESULT:	NO ACTION
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7. Consideration and possible action on sump pump installation program

Chase Kuffel, Assistant City Engineer, provided an overview of the sump pump installation program, to be officially named the Foundation Drain Disconnection Program, and requested guidance from the Board on how to run the program and approval to begin phase 1 of the program to include sending letters to impacted properties.

Mayor Boyd asked if staff was looking for recommendation tonight on the guidance of the program or to begin phase 1. Mr. Kuffel stated staff was looking for approval to begin phase 1 and guidance would be considered at a separate meeting. Mayor Boyd made the following suggestions to the letter: add early buy-in incentive number, list as ARPA funds (use by end of 2024), and a respond by date. Alderperson Hansen agreed and asked at 80% funded how many locations could be completed. Mr. Kuffel stated that would cover about 40-50 properties per year over the two years, but more firm numbers would be available as the program was established. Alderperson Carpenter asked how much the City pays for treatment of clear water and increased sewer size. Eric Rakers, City Engineer, shared videos of clear water coming out of sanitary lateral replacements during construction to demonstrate the amount of I&I the City is dealing with. Alderperson Carpenter stated that City of Green Bay previously required the installation of sump pumps at the time of sale and asked if De Pere could do that. Scott Thoresen, Public Works Director, explained that funding for this program would come with a considerable increase to the sewer fees. Mr. Thoresen further explained how the City is billed for treatment of I&I by Green Bay Metropolitan Sewerage District. Alderperson Carpenter asked why funding would come from sewer fees and not stormwater fees. Mr. Thoresen explained the reasons it would be funded by sewer fees and stated that both sewer and stormwater fees will need to increase. Alderperson Raasch asked for clarification on past rate increases. Mr. Thoresen explained those rate increases were driven by GBMSD plant expansions. Alderperson Raasch asked if De Pere was paying for deficiencies in other communities, though doing well in our own systems. Mr. Rakers explained the work the City was doing to mitigate issues, but also addressed areas that still need improvement. Mr. Rakers explained that the City was not paying for other communities deficiencies, but was paying for their own deficiencies surrounding I&I mitigation. Mr. Rakers stated that due to state regulations, sump pump installations cannot be mandated with a home sale. Alderperson Carpenter asked how long staff believes this program will take to complete. Mr. Kuffel stated that staff realistically believes this program will take about 20 years to complete. Alderperson Ledvina asked about the inspection process. Mr. Kuffel explained that an inspector would be hired to inspect the locations that report to staff the presence of a sump pump after receiving the phase 1 letter and an inspector would also be used to inspect locations that have sump pumps added as part of the program to ensure proper installation and disconnection from sanitary. Alderperson Ledvina asked if sump pumps required a permit through Building Inspection. Mr. Kuffel stated it was something he would need to investigate. Mr. Rakers outlined the research staff completed to find background information on locations that had permits, photos, letters of violation, and other documentation of existing sump pumps. Alderperson Ledvina asked if sump pumps could be inspected when water meters required new

batteries. Eric Zygarlicke, Water Department Supervisor, stated that would not be for about 10 more years. Betty Sellenheim, Recording Secretary, verified that sump pumps were listed as a fixture on plumbing permits through Building Inspection.

Mayor Boyd moved to approve implementation of the Foundation Drain Disconnection Program/Sump Pump Installation Program and begin phase one by sending letters to property owners within program area, 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

8. Consideration and Possible Action on Enterprise Drive Reservoir Cleaning and Overcoating*

Eric Zygarlicke, Water Supervisor, explained how staff worked with the contractors to obtain proposals for this item since the January meeting, outlined funding over the budgeted amount, and recommended approval to Water Tower Clean and Coat.

Alderperson Hansen moved to approve Enterprise Drive Reservoir Cleaning and Overcoating from Water Tower Clean and Coat, 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

9. Consideration and possible action on award of Contract 23-09 Pond and Drainage System Construction*

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

Mayor Boyd moved to approved to approve Contract 23-09 Pond and Drainage System Construction to Advance Construction, 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

10. Consideration and possible action on reconstruction of additional alley under Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation*

Eric Rakers, City Engineer, outlined the alley reconstruction work as bid in 2022 and rebid in 2023 as part of Project 23-02 and explained that in 2023 the cost of the reconstruction was significantly lower and allowed for the fourth alley to be reconsidered for reconstruction. Mr. Rakers explained that on top of the favorable pricing, the fourth alley is adjacent to Lewis Street which is being reconstructed with the same contractor and property owners were previously made aware of the construction and would not be surprised by the work.

Alderson Carpenter moved to approve addition of alley under Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation, seconded by Alderson Raasch.

Alderson Hansen asked what would happen with the remaining budgeted funds. Mr. Rakers explained the City would not bond for it, provided it is not needed to fund Project 23-07 or Project 23-01.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on Ald. Hansen request for hot mix asphalt patch on Merrill Street

Alderson Hansen explained his request for hot mix asphalt patch on Merrill Street between Superior Street and Huron Street.

Mayor Boyd asked how close this area was to qualify for resurfacing or reconstruction. Eric Rakers, City Engineer, explained that hot patches were not common in the City and are funded through the resurfacing budget. Mr. Rakers further added that Merrill Street would be reconstructed at the point it met those standards. Alderson Hansen asked about the timeline for Merrill Street to qualify for reconstruction. Mr. Rakers stated it would be a few years and outlined the rating needed to qualify for reconstruction. Scott Thoresen, Public Works Director, explained that cold patching allows the street to continue to degrade on the reconstruction rating scale, while hot patching would increase the rating and cause the reconstruction to be further into the future.

Mayor Boyd moved to continue maintaining the area unless there is a base failure of the road, at which point it will be milled and hot mixed patched, seconded by Alderson Ledvina. 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

12. Consider and Possible Action on Wayfinding Signs*

Scott Thoresen, Public Works Director, explained the previous wayfinding sign project, along with funding requirements. Mr. Thoresen added that wayfinding signs are not as practical with smart phones and map apps. Mr. Thoresen explained the request from the City Administrator to discuss at the Board to determine next steps. Mr. Thoresen added that staff believes, at a minimum the old signs should be removed, but added that signs could be installed for public parking following the parking study, as these do not show up on maps as readily.

Alderson Raasch expressed concerns over the price of the wayfinding and pedestrian nodes project and agreed with having signs for public parking. Mr. Thoresen explained the signs had many decorative and architectural features that increased the cost and

provided options for moving forward including scaling back on the amount of signs or getting new proposals from other firms. Mayor Boyd and Alderperson Raasch spoke in favor of having signs for public parking. Alderperson Ledvina asked if signs could be made in-house based off the project plans. Mr. Thoresen explained the capabilities of the sign shop compared to the project plans. Mr. Thoresen explained staff's request for information from the Board on how to proceed with the wayfinding project. Alderperson Hansen stated his support of the wayfinding signs and stated the Definitely De Pere was also in favor of the wayfinding signs.

Mayor Boyd moved to remove the current deteriorating wayfinding signs, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Alderperson Raasch referred back to staff to provide a plan focused on public parking following the release of the parking study, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Alderperson Hansen referred back to staff to determine how much money is available in the rebranding funds and provide a skinny-down plan for wayfinding signs outside of parking, but following the release of the parking study, seconded by Mayor. 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

IV. Future Agenda Items

None

V. Adjournment

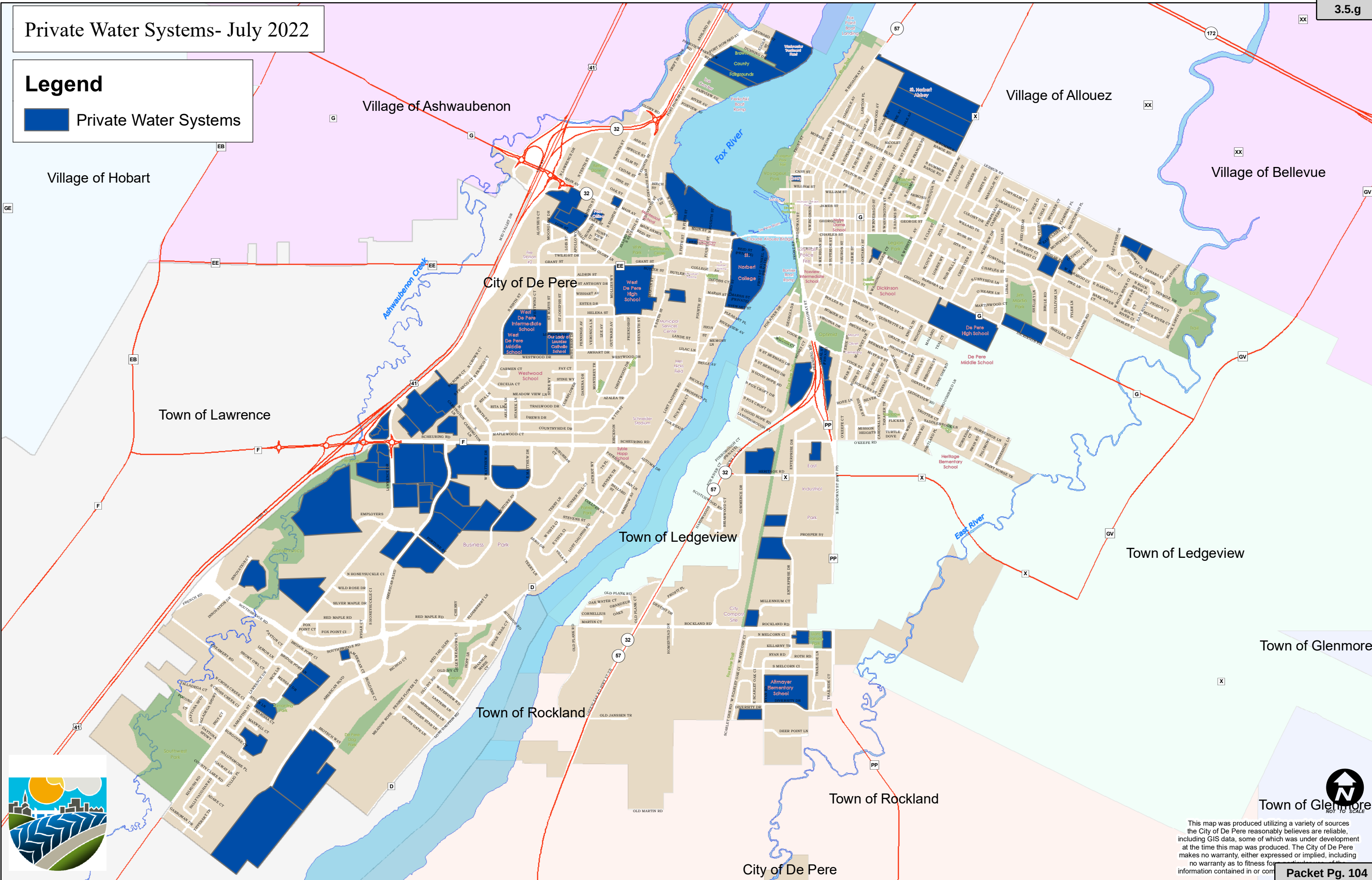
Alderperson Carpenter moved to adjourn the meeting at 9:34 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim

Private Water Systems- July 2022

Legend

Private Water Systems



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for use for purposes other than information contained in or connected with this map.

Public Information Meeting
Private Water Systems Inspection
and Maintenance Program
Wednesday, March 29, 2023
5:00 PM

Meeting Overview

- Introductions
 - Scott Thoresen, Director of Public Works
 - Eric Zygarlicke, Water Department Supervisor
- Purpose
- Terminology
- Program Overview
- Implementation
- Questions

What Is The Purpose?

- DNR 2020 Sanitary Survey recommendation: *“The department encourages the City to move forward in finalizing the development of a private water main maintenance program. Such a program would allow the City to ensure all private water mains are able to provide firefighting capacity when needed and may help reduce water loss due to locating previously unidentified leaks.”*

Project Terminology

- Public Water System
- Private Water System
- Water Main
- Hydrants
- Valves
- Leak Detection

Project Terminology

- **Public Water System**

- The [Safe Drinking Water Act](#) defines a public water system as a system that provides drinking water to at least 15 service connections, or regularly serves an average of at least 25 individuals daily at least 60 days out of the year.
- Municipal community systems, like cities, towns, and villages, serve people where they live.

Project Terminology

- **Private Water System**
 - Privately owned water main with a hydrant, and not directly controlled by a public authority or a municipality.
- **Water Main**
 - Underground pipes that deliver a steady supply of fresh, clean drinking water to residents and businesses.

Project Terminology

- **Hydrant**

- Above-ground pillar-type device serving as a connection point by which firefighters can tap into a water supply.
- A component of active fire protection
- “Private hydrant” as defined in (PSC) 185.12(15) is any hydrant whose lead is connected to a private water main, private lateral, or public main where the hydrant lead is owned by the customer.



Project Terminology

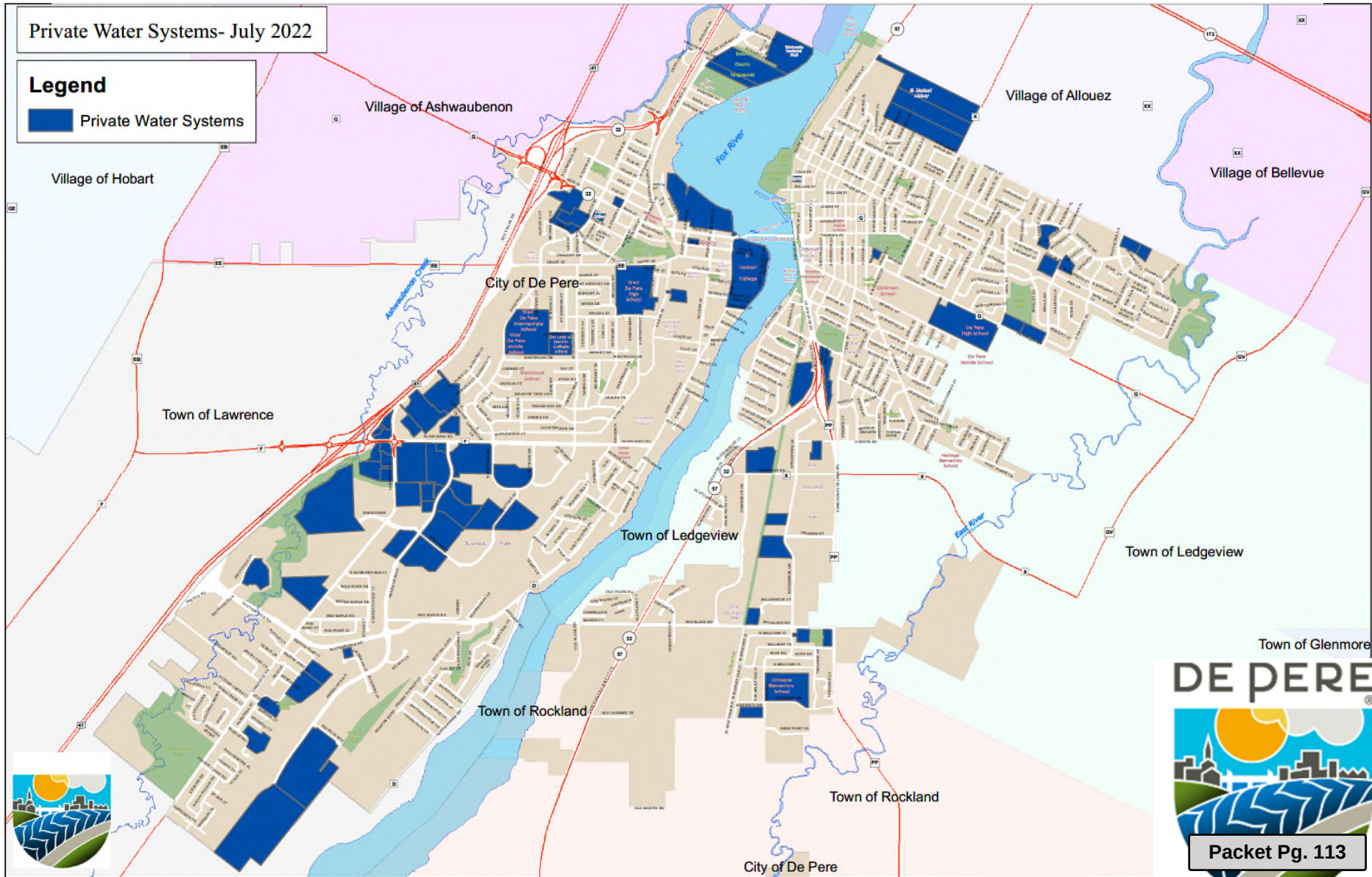
- **Valves**

- ¼ turn, gate or butterfly valves operated by mechanical means to control water flow or pressure.

- **Leak Detection**

- The process by which listening devices are used to find leaks or water loss underground.

Private Water Systems Locations



Private System Example

- St. Norbert College



DE PERE



Packet Pg. 114

Project Overview

- BOPW April 2021
- Identify Private Water Systems
- Develop a Map of Private Systems using GIS
- Notify the owners of the Private Systems
- PIM March 2023
- Receive Public Feedback
- BOPW Update April 2023

Project Overview Continued...

- BOPW Draft Ordinance June 2023
- Approved Ordinance December 2023
- Implementation of Ordinance July 2024

What would the new ordinance requirement look like?

- Enter into an agreement with the City or contractor to perform general distribution maintenance.
- Provide the City with GIS or survey data and as-builts of your system.
- Provide fire flow data
- Provide leak detection report
- Provide a Maintenance report on the operational status of all hydrants and valves

QUESTIONS?

Closing

City Contacts for Private Systems Ordinance

Eric Zygarlicke

Supervisor, Water Dept.

zygarlicke@deperewi.gov

920-339-4063

Scott Thoresen, PE

Director, Public Works

sthoresen@deperewi.gov

920-339-4060

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric Zygarlicke, Water Department Supervisor

Date: January 09, 2023

RE: Requirement for Private Water System Inspection and Maintenance

To recap, this was first brought to the BOPW in April 2021. Since then, we have put together an extensive list of the private water systems that exist throughout the City of De Pere as well as a GIS map showing the locations of these private systems (see attached map). Pending BOPW approval, we would like to move with the next phase in this process, which would include notifying all these private systems of our intent to require the maintenance portion of these private utilities as described below. This notification would include sending out a letter to inform the property owner that our records show that they have been identified as a private water customer to the City of De Pere, and of our intention to update our ordinance to include a maintenance requirement for those private utilities. The notice would also include a date and time for the public informational meeting for the customer to voice any concerns they may have with the City's intentions.

As discussed in 2021, there are many privately owned and maintained water systems throughout the City. The best example of a larger private water system is that of an apartment or condo complex that may have hundreds or thousands of feet of water main, and a dozen fire hydrants and valves. Examples would be the Coral Street apartment complex, Lake Park Estates, Nicolet Landing, The Gables, and the Nicolet Town Houses. Other examples would be industrial properties, commercial properties, and businesses such as the old ShopKo distribution warehouse on Lawrence Drive, the Walmart and Menards complex, Festival Foods on Main Street, Festival Foods Office complex on Lawrence Drive, and St. Norbert College. These water systems simply consist of extensions of water main distribution piping, valves, fire hydrants and services onto private property. Water flows from De Pere's Water Utility at the utility right of way line, into the private system to be distributed to customers for drinking and firefighting purposes. These systems must perform just like a public system to ensure that water remains clean and flows unrestricted all the way to the customer's tap and allow the Fire Department to fight fire.

Currently there are no statewide requirements for private water system maintenance. Surprisingly neither the Department of Natural Resources (DNR) nor the Department of Safety and Professional Services (private plumbing code) require this very important work. However, in the most recent Water Department Sanitary Survey, the DNR made the following recommendation: *"The department encourages the City to move forward in finalizing the development of a private water main maintenance program. Such a program would allow the City to ensure all private water mains are able to provide firefighting capacity when needed and may help reduce water loss due to locating previously unidentified leaks."*

Other than the Village of Howard, very few area municipalities have done so. Some municipalities may assume that the responsibility falls under someone else's jurisdiction. Nevertheless, private water

systems serve De Pere's customers and citizens. If private systems malfunction it compromises our customer's safety as well. Also, if private systems are leaking water, De Pere's Water Utility suffers because metering doesn't occur until the water finally reaches a building. Thus, a private water system loses water at the public's expense, and has no incentive to look for leaking water, much less fix it.

Because these water systems are private, the City of De Pere has no authority to require inspections or maintenance of this private infrastructure. In fact, City of De Pere Water Utility and Fire staff cannot legally go in to operate or inspect the hydrants or valves, or check for leaks without receiving permission, or being invited to do so. Our Water Department, along with the Engineering Department and the Fire Department would like to inspect the hydrants, and to perform the fire flow tests it relies upon to do its job.

In recent years, the City has been improving the way it operates its utilities especially as it relates to water loss and maintenance practices. The City has been doing a system wide leak detection survey every two (2) years to locate leaks in the system. A natural extension of this is to consider how private water systems maintain their critical infrastructure.

For obvious reasons, it is important that private systems provide basic annual maintenance which would offer some reasonable assurance that those water mains, hydrants, and valves will work when the need arises to fight a fire and maintain clean water. It is also important from a water loss and financial perspective as it affects the De Pere Water Utility's efficiency, and the rates paid by all consumers.

After notification and public informational meeting, staff would then draft a private water system ordinance for the BOPW to consider at a future meeting. Staff intends to invite all the customers affected by this ordinance to the BOPW in the event they want to address any concerns with the Board.



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]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Dean Raasch
EXCUSED:	Shana Defnet Ledvina

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
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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

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric Zygarlicke, Water Department Supervisor

Date: April 12, 2021

RE: Requirement for Private Water System Inspection and Maintenance

There are many privately owned and maintained water systems throughout the City. The best example of a larger private water system is that of an apartment or condo complex that may have hundreds or thousands of feet of water main, and a dozen fire hydrants and valves. Examples would be the Coral Street apartment complex, Lake Park Estates, Nicolet Landing, The Gables, and the Nicolet Town Houses. Other examples would be industrial properties, commercial properties and businesses such as the old ShopKo distribution warehouse on Lawrence Drive, the Walmart and Menards complex, Festival Foods on Main Street, Festival Foods Office complex on Lawrence Drive, and St. Norbert College. These water systems simply consist of extensions of water main distribution piping, valves, fire hydrants and services onto private property. Water flows from De Pere's Water Utility at the utility right of way line, into the private system to be distributed to customers for drinking and firefighting purposes. These systems must perform just like a public system to ensure that water remains clean and flows unrestricted all the way to the customer's tap, and also allow the Fire Department to fight fire.

Currently there are no statewide requirements for private water system maintenance. Surprisingly neither the Department of Natural Resources (DNR) nor the Department of Safety and Professional Services (private plumbing code) require this very important work. However, in the most recent Water Department Sanitary Survey, the DNR made the following recommendation: *"The department encourages the City to move forward in finalizing the development of a private water main maintenance program. Such a program would allow the City to ensure all private water mains are able to provide firefighting capacity when needed and may help reduce water loss due to locating previously unidentified leaks."*

Other than the Village of Howard, very few area municipalities have done so. Some municipalities may assume that the responsibility falls under someone else's jurisdiction. Never the less, private water systems serve De Pere's customers and citizens. If private systems malfunction it compromises our customer's safety as well. Also, if private systems are leaking water, De Pere's Water Utility suffers because metering doesn't occur until the water finally reaches a building. Thus, a private water system loses water at the public's expense, and has no incentive to look for leaking water, much less fix it.

Because these water systems are private, the City of De Pere has no authority to require inspections or maintenance of this private infrastructure. In fact, City of De Pere Water Utility and Fire staff cannot legally go in to operate or inspect the hydrants or valves, or check for leaks without receiving permission, or being invited to do so. Our Water Department, along with the Engineering Department and the Fire Department would like to inspect the hydrants, and to perform the fire flow tests it relies upon to do its job.

In recent years, the City has been improving the way it operates its utilities especially as it relates to water loss and maintenance practices. The City has been doing a system wide leak detection survey every two (2) years to locate leaks in the system. A natural extension of this is to consider how private water systems maintain their critical infrastructure.

For obvious reasons, it is important that private systems provide basic annual maintenance which would offer some reasonable assurance that those water mains, hydrants, and valves will work when the need arises to fight a fire, and maintain clean water. It is also important from a water loss and financial perspective as it affects the De Pere Water Utility's efficiency, and the rates paid by all consumers.

Staff would like to create an ordinance similar to the Village of Howards (see attached) which would establish the requirements for a private water main system.

If the BOPW supports creating a private water system ordinance then staff would bring a draft ordinance for the BOPW to consider at a future meeting. In addition, it would be staff's intent to notify owners of private systems of the City's intent to create the ordinance.



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, April 12, 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	Excused	

Others present:

Scott Thoresen, Director of Public Works (Remote)

Eric Rakers, City Engineer (Remote)

Marty Kosobucki, Director of Parks, Recreation and Forestry (Remote)

Eric Zygarlicke, Water Department Supervisor (Remote)

Betty Sellenheim, Recording Secretary (Remote)

2. Public Hearing to Levy Special Assessments

i. Notice of Public Hearing

Betty Sellenheim, recording secretary, informed the Board and audience that the notice of public hearing was published in the Green Bay Press Gazette on March 26, 2021.

ii. Recommendation from the Board of Public Works

Eric Rakers, City Engineer, informed the Board and audience that the Board of Public Works adopted the preliminary resolution to schedule the public hearing for authorizing levying special assessments on March 8, 2021.

iii. Final Resolution Authorizing Levying Special Assessments

1. Consideration and possible action on Resolution #21-01, Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals

Mayor Boyd opened the public hearing at 7:33 PM and asked if anyone in the audience wished to speak at the public hearing. There were no questions or requests to speak from the audience.

Mayor Boyd closed the public hearing at 7:34 PM.

Aldersperson Hansen moved to approve the final resolution authorizing levying special assessments for storm sewer main and/or laterals, seconded by Aldersperson Ledvina.

Aldersperson Hansen reminded impacted properties about tree replacements due to construction. Aldersperson Carpenter asked about a mini sewer in the project area. Mr. Rakers stated the property in question would be connected to the new storm sewer and the mini sewer would be abandoned. Aldersperson Hansen questioned the limits of Winnebago

Street project. Mr. Rakers provided background information regarding the Winnebago Street repairs.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

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

Alderperson Carpenter moved to approve the March 8, 2021 Board of Public Works Meeting Minutes, seconded by Alderperson Hansen.

Upon vote, the motion passed unanimously.

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

2. Consideration and possible action regarding Wayfinding and Pedestrian Node Plan

Marty Kosobucki, Parks, Recreation & Forestry Director, briefly explained the wayfinding and pedestrian node plan and introduced Daniel Grove from Kimley-Horn. Mr. Grove explained the plan more in-depth.

Alderperson Hansen questioned the naming of the locations and maintenance/management. Mr. Grove and Mr. Kosobucki explained the location names. Alderperson Hansen questioned the color scheme of the vehicular wayfinding signs. Mr. Grove explained the colorations as chosen by the steering committee. Alderperson Hansen questioned the color palette chosen. Mr. Grove explained the colors were chosen from the city logo to be incorporated. Alderperson Ledvina asked what the next steps would be for implementation. Mr. Kosobucki explained the process for submitting the plan as a proposal for future budgets to be presented and approved by Common Council. Alderperson Hansen asked if Stadium Tax/Streetscape funds could be used for implementing the wayfinding and pedestrian node plan. Scott Thoresen, Public Works Director, reminded the Board that two projects (downtown art sculpture walk and banners) were approved for funding from stadium tax, limiting any possible available funds.

Mayor Boyd moved to approve the wayfinding and pedestrian node plan, 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, Shana Defnet Ledvina
EXCUSED:	Dean Raasch

3. Consideration and Possible Action on Requirement for Private Water System Inspection and Maintenance

Eric Zygarlicke, Water Department Supervisor, explained his request to require private water systems to perform maintenance and inspections and stated if approved, staff would work to draft an ordinance that would be brought back to the Board for approval in the future. Scott Thoresen, Public Works Director, added if the time came that a draft ordinance was presented to the Board, contact would be made to the private water system owners to invite them to the meeting.

Alderperson Carpenter asked about current policies on private water systems. Mr. Zygarlicke explained the City does not have any policies or regulations for inspections and maintenance on private systems and establishing the ordinance would allow private system owners to contract on their own or with the City for inspections and maintenance. Alderperson Carpenter asked on new construction with a private water system, if the City could require a pit and meter all water. Mr. Zygarlicke stated staff would require a master meter station. Alderperson Carpenter remarked on the potential costs to the private water system owners if the City implemented the proposal. Mr. Thoresen elaborated on Alderperson Carpenter's comments. Mayor Boyd and Alderpersons Carpenter and Hansen expressed interest in pursuing an ordinance but stated it would take time to get it through.

Alderperson Ledvina moved to approve the requirement for private water system inspection and maintenance, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

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

4. Discuss City Engineer Recommendations for No-Action Parking & Traffic Discussion Items

Eric Rakers, City Engineer, explained the three items discussed at Parking and Traffic Team with no-action recommended.

Item #1 was the installation of RRFB on S. Broadway at Bomier. Mr. Rakers explained the requirements that needed to be met for installation of an RRFB. Alderperson Hansen asked Mayor Boyd to see if anyone was in the audience to speak on this item. Mayor Boyd checked with the audience and nobody requested to speak on this agenda item. Alderperson Hansen outlined concerns from Ms. Brey and his personal experience regarding this intersection. Mr. Rakers explained he has crossed this intersection without

trouble and added staff could look into placing advanced warning signs approaching the crosswalk and use this location for frogger activities. Alderperson Ledvina stated she liked staff's suggestions and asked staff to conduct a pedestrian count during summer weather. Mayor Boyd asked if staff could implement the suggestions internally. Mr. Rakers stated this location could be added for frogger and deferred to Scott Thoresen, Public Works Director, regarding the installation of advanced warning signs. Mr. Thoresen stated the signs should have been installed when the crosswalk was and public works has no issue installing the signs. Mayor Boyd asked if the state would need to approve the sign installation. Mr. Rakers stated he did not think they would need to approve the signs, but they would have needed to approve an RRFB installation. Alderperson Carpenter agreed with the sign installation and suggested the mobile speed board for this location. Alderperson Hansen requested the crosswalk be painted with the ladder style lines.

Staff to add advanced warning sign for crosswalk, investigate requirements for ladder crosswalk, and check with the Police Department to locate mobile speed board at this location

Item #2 was a request to consider reconstructing Lawrence Drive with traffic calming measures.

Item #3 was a request to consider installation of a warning sign or flashing light at the alley on George Street, between Broadway and Wisconsin. Alderperson Hansen read an email from a downtown business owner who uses this alley and has had incidents with pedestrians.

5. Consideration and possible action on award of Contract 21-01 Sewer and Water Relay and Street Resurfacing*

Eric Rakers, City Engineer, explained the project, limits, and funding sources. Alderperson Carpenter agreed with staff and added that he would want to see the COVID relief funds be prioritized for these projects. Alderperson Hansen agreed with staff and Alderperson Carpenter.

Mayor Boyd moved to approve award of Contract 21-01 Sewer and Water Relay and Street Resurfacing to Dorner, Inc in the amount of \$1,411,405.70, bonding \$170,000 with COVID relief funds being prioritized to cover the water main cost overage, 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, Shana Defnet Ledvina
EXCUSED:	Dean Raasch

6. Consideration and possible action on award of Contract 21-02 Erie Street Reconstruction and Utility Relay*

Eric Rakers, City Engineer, outlined the project, limits, and funding sources.

Alderperson Hansen moved to approve award of Contract 21-02 Erie Street Reconstruction and Utility Relay to Jossart Brothers, Inc. in the amount of \$1,417,716.50, bonding \$200,000 with COVID relief funds being prioritized to cover the water main cost overage, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on award of Contract 21-13 Crackfilling and Seal Coating*

Eric Rakers, City Engineer, outlined the project and funding sources.

Mayor Boyd moved to approve award of Contract 21-13 Crackfilling and Seal Coating to Asphalt Seal & Repair, Inc. in the amount of \$135,755.00, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on award of RFP 21-19 Mudjacking*

Eric Rakers, City Engineer, explained the annual proposal for mudjacking and funding sources.

Alderperson Hansen moved to approve award of Request for Proposal 21-19 Mudjacking to Badger Concrete Lifting in the amount of \$8,800, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on award of RFP 21-19A Sidewalk Grinding*

Eric Rakers, City Engineer, outlined the annual proposal for sidewalk grinding and funding sources.

Alderperson Ledvina moved to approve award of Request for Proposal 21-19A Sidewalk Grinding to Universal Concrete Grinding, LLC in the amount of \$15,769.20, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

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

10. Consideration and Possible Action on Reservoir Mixers*

Scott Thoresen, Public Works Director, explained proposals that were received for Ninth Street and Scheuring Road reservoir mixers and funding sources.

Alderperson Carpenter expressed concerns over the pricing differences between the responsive vendors. Mr. Thoresen explained the vendor was on the meeting if there were questions he could answer.

Alderperson Carpenter moved to open the meeting to public comment at 8:57 PM, seconded by Mayor Boyd.

Jason Metz, William Reid LTD, explained the pricing from his proposal. Alderperson Carpenter asked how the mixer would be installed at Ninth Street reservoir with the wall and pillars inside. Mr. Metz stated he explained the situation to the manufacturer and they outlined how to install the mixer properly.

Mayor Boyd moved to return to regular session at 9:00 PM, seconded by Alderperson Carpenter

Alderperson Carpenter moved to approve the reservoir mixers by William Reid LTD in the amount of \$14,995.00 per reservoir, seconded by Alderperson Ledvina.

Alderperson Hansen questioned a remark about the Merrill Street reservoir. Mr. Thoresen explained it was about the differences in Ninth Street reservoir and the pillars/walls inside. Alderperson Hansen asked if there was a mixer installed at Merrill. Mr. Thoresen stated there was not but will be in the future. Merrill Street was supposed to be completed in 2021 but there were SCADA updates that had been unaccounted for at the time of budgeting and the Board approved changing the locations.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on Leak Detection Survey*

Scott Thoresen, Public Works Director, explained the leak detection survey program and the proposals received. The 2021 survey program is a joint proposal with Village of Allouez and Village of Bellevue.

Mayor Boyd asked about the return savings from finding the leaks through this survey program. Mr. Thoresen explained the leaks and rates of water loss that were found in the 2019 program. Alderperson Ledvina verified that the communities in the joint proposal were also moving forward with obtaining approvals for leak detection. Mr. Thoresen stated they were.

Mayor Boyd moved to approve the proposal from Ferguson Waterworks Services for Leak Detection Survey in the amount of \$17,500, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderperson Hansen requested staff research the cost associated with painting the backs of new entrance signs gray.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 9:08 PM, seconded by Alderperson Carpenter. 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, April 12, 2021 so that arrangements can be made.

Agenda Sent To:

MAYOR
ALDERPERSONS
DEPARTMENT HEADS
ALEXANDRIA HUGHES
ALFRED J & MELISSA L WALKER
AMY L SADEWATER
ANDREA THORPE
ANDREW & SOFIA KRANS
ANDREW M & CHRISTINA L DEKEUSTER
ANTHONY D & KATHERINE J HAMILTON
ANTHONY J LANZ
AVERY G GARCIA, ETAL
BARBARA WOCHÉ
BEACHWALKER EXPRESS LLC
CASTLE ROCK HOMES LLC
CHRISTOPHER G & ANNETTE EASTMAN
COTTER INVESTMENTS LLC
DAVID P & MICHELLE A SPIERING
DEANNA J PETERSON
DEBORAH L THOMSON

DE PERE CHAMBER OF COMMERCE
TV, NEWSPAPERS & RADIO
KRESS FAMILY LIBRARY
JULIE MALONEY
JUSTIN M & MIRAN E MATTERN
KATHLEEN SMITS
KENNETH L CLARK
KENNETH M TOUTLOFF II
KENT A & KIMBERLY E THEEL
KODY & MORGAN SEBO
LARRY F & ROBERTA R LONGLAIS
LAURIE J BECKERS
LESLIE A PETERSON
LINDSAY J MUSHYNSKI
MARGARET A CHRIST
MARGARET A MCGINN
MARY MCDONALD
MATTHEW K & ANGELIQUE C WEGMANN
MELISSA A SCHUETTE
MELISSA HAEVERS

DEBORAH MEYER
 DENNIS N & JOANNE H O'DONNELL
 DWELL RENTAL PROPERTIES LLC
 EDWARD P & JUDITH M KASS TRUST
 AGREEMENT
 EMILY SCHULTZ
 EPL INVESTMENTS LLC
 ERIC S KORDES
 EUGENE L & KATHERINE A FORREST
 GARY W MARTIN
 GERALD H & SARAH J CEGELSKI

JANE E GANTENBEIN
 JASON & SADIE BUBOLTZ-DUBS
 JEAN A WEAVER
 JENNIFER R CLASSON
 JENNIFER SOLCZ
 JEREMY D MILLER
 JODIE L GEHM
 JOHN J & SHIELA MAE HOLDER
 DORNER, INC
 ASPHALT SEAL & REPAIR, INC
 UNIVERSAL CONCRETE GRINDING, LLC

MICHAEL D & NANCY L LEMAY
 MICHELS BONNIE J SURVIVOR'S TRUST
 MOSTEK ROBERTA L REVOCABLE TRUST

 NEW HORIZON ENTERPRISES LLC
 PENNY A SMITH
 PETER LEMPEREUR
 PHILLIP MULLINS JR
 RACHAEL M GILBERTSON
 RICK A & THERESA A VANENKEVORT
 SCOTT L & DEBORAH L RUGGLES
 SMULLEN MICHAEL J & SUSAN K REVOCABLE
 TRUST
 STEPHANIE L & CYNTHIA M MOSTEK
 STEVEN & LYNNE SMET
 STEVEN P & DEANNA J SULLIVAN
 THOMAS & JOAN KIELY
 THOMAS R & SUZANNE M VANDELIST
 VANROY NANCY L REVOCABLE TRUST
 WILLIAM REID LTD
 JOSSART BROTHERS, INC
 BADGER CONCRETE LIFTING, LLC
 FERGUSON WATERWORKS SERVICES

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.

Respectfully submitted,
 Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on updates to 2022 General Conditions and Standard Specifications

ATTACHMENTS:

- 2024 0108 CE_BOPW_2024_Specification_Updates (PDF)
- 2024 Standard Specifications UPDATED PAGES ONLY (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: January 8, 2024

RE: **Consideration and possible action on updates to 2024 General Conditions and Standard Specifications**

Listed in this memo are proposed updates to the City of De Pere's 2024 General Conditions and Standard Specifications. Specifications need to be updated on a regular basis to accommodate changes in the industry, as well as improving the clarity of the documents. The last update was completed in January 2022. There are several changes to the document. Listed below is a summary of the major changes to the specifications.

Section 00 70 00 – General Conditions

- 1) Under EXTRA WORK
 - a. Added language limiting the amount a prime contractor can markup on extra work completed, that is not included in a bid item, by a subcontractor to 5%.
- 2) Under LIQUIDATED DAMAGES
 - a. Increased the liquidated damages approximately 10%

Section 01 45 23-10 – Testing & Inspection of Pipeline & Appurtenances

- 1) Removed the lamping requirements and references throughout the section.
- 2) Under Section 1.2 References, removed ASTM C628 which is the standard method for the low-pressure air test of vitrified clay pipe.
- 3) Under Section 3.4 Televising Gravity Pipelines, updated Section D to eliminate the requirement for hard copy reports. Contractors will submit electronic reports.
- 4) Under Section 3.5 Deflection Test for Gravity Pipelines That Are Not Reinforced Concrete Pipe, has been updated as follows:
 - a. Include the requirements for Polypropylene (PP) pipe.
 - b. Allow mandrel tests to be completed prior to 30 days if approved by the Engineer.
 - c. Require testing prior to installing Inserta Tees.

Section 31 05 10 – Soils and Aggregates for Earthwork

- 1) Added the specifications for Bentonite Clay as an engineered soil along with the need to provide technical data sheets for any engineered soil used on a project.

Section 32 12 16 – Asphaltic Concrete Pavement

- 1) Under Section 3.1, Surface Preparation, updated the tack coat application rate from 0.025 gallons per square yard to between 0.05 and 0.07 gallons per square yard to match the WisDOT standard.

Section 32 13 13 – Portland Cement Concrete Pavement

- 1) Under Section 1.4, Quality Assurance/Quality Management, updated the testing being done by the City for large quantity projects.

Section 32 16 13 – Concrete Curb and Gutter

- 1) Under Section 3.7, Placing Concrete
 - a. Under Section E, updated the requirement to use mechanical vibration for all concrete curb and gutter placed with a slump of 2 inches or less.
 - b. Under Section F, updated that contraction joints can be created by sawing or forming a plane of weakness.

Section 32 16 20 – Concrete Sidewalks and Driveways

- 1) Under Section 3.6, Concrete, B., 7., added the requirement that all concrete 8" thick or greater be consolidated with mechanical vibration.

Section 33 00 02 – PVC Pipe and Fittings

- 1) Under Section 1.4, Quality Assurance, added language that the Engineer may extend the date of production of pipe up to 12 months if properly stored.

Section 33 00 03 – HDPE Pipe and Fittings

- 1) Under Section 1.4, Quality Assurance, updated language to match PVC pipe and fitting for date of production, defects, and pipe marking.

Section 33 00 05 – Double and Triple Walled Polypropylene Pipe

- 1) This is an entirely new section. Polypropylene is a pipe that the City has been using for storm sewer for several years. A special provision was included with each project manual when allowed.

Section 33 11 00 – Water Distribution Systems

- 1) Under Section 2.2, Hydrants, Section Q, deleted Mueller A-423 as an acceptable hydrant.
- 2) Under Section 2.3, Valves,
 - a. Under Section A. General, eliminated push-on joints.
 - b. Under Section D, Valve Boxes, added Sigma as an accepted manufacturer.
- 2) Under Section 2.6, Water Services D, Tapping or Service Saddles, added Smith Blair Model 372 as an accepted manufacturer.

Section 33 31 00 – Sanitary Sewer Systems

- 1) Under Section 2.2, Transition Couplings, added Maxadapter as an accepted manufacturer.
- 2) Section 3.1, Gravity Sewer Installation
 - a. Under D. Manholes, 1., f., 1), removed the requirement to mortar the joints on the inside of the manhole.
 - b. Under E. Sewer Services, 1., g., added that the clay dam needs to be made of bentonite.

- 3) Under Section 3.5, Tracer Wire, updated that the tracer wire for the sewer can be brought to the surface on the curb stop or in a tracer wire box.

Section 33 41 00 – Storm Sewer Systems

- 1) Under Section 2.1, Pipe, added the use of polypropylene pipe for storm sewer.
- 2) Under Section 2.2, Transition Couplings, added Maxadapter as an accepted manufacturer.
- 3) Under Section 3.1, Gravity Sewer Installation, D. Manholes, 1., f., 1), removed the requirement to mortar the joints on the inside of the manhole.
- 4) Under Section 3.5, Tracer Wire, updated that the tracer wire for the sewer can be brought to the surface on the curb stop or in a tracer wire box.

Standard Detail Updates

- 1) Updated C-1 – Residential Concrete Driveways – Updated for new driveways widths in the zoning code.
- 2) Updated C-2 – Duplex Driveway – Updated to eliminate the need for the small strip of landscaping between drives in the right of way.
- 3) Updated C-5 – Concrete Curb, Curb and Gutter, and Gutter – Updated the curb gutter to a 4% slope.

CITY OF DE PERE



DEPARTMENT OF PUBLIC WORKS

2024 STANDARD SPECIFICATIONS

JANUARY 8, 2024

2024 Specifications

City of De Pere

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2024 Specifications**City of De Pere**

be allowed the Contractor without the above-specified 15% added thereto. The 15% basis shall not be charged on the Contractor's equipment rates. Contractor equipment shall only be paid when it is in use for construction of the extra work as determined by the Engineer.

In the event that additional work is performed by Subcontractors, the method for determining the basis of payment shall be the same as the Contractor in the paragraph above. The Contractor may include a Subcontractor cost plus 5% basis.

INGRESS AND EGRESS. The Contractor shall at all times conduct the work in such a manner as to insure the least possible obstruction to pedestrian and vehicular traffic serving abutting properties along the project and to that end shall, at its own expense, provide and maintain in reasonably passable condition such temporary roads and temporary approaches as are deemed reasonable and practical by the Engineer.

CONTROL OF WORK

AUTHORITY OF ENGINEER. All work shall be done under the supervision of and performed to the satisfaction of the Engineer. The Engineer shall decide all questions which arise as to the quality and acceptability of materials furnished, work performed, manner of performance (excluding safety), rate of progress of the work, interpretation of the plans and specifications, acceptable fulfillment of the contract, compensation, and disputes and mutual rights between Contractors under the specifications. The Engineer shall determine the amount and quantity of work performed and materials furnished, and the decision of the Engineer estimates shall be final. The Engineer's estimate in such event shall be a condition precedent to the right of the Contractor to receive money due under the contract.

The Engineer shall have executive authority to enforce and make effective such decisions and orders as the Contractor fails to carry out promptly and, in case of failure on the part of the Contractor to execute work ordered by the Engineer, the Engineer may, after giving notice in writing to the Contractor, proceed to execute such work as may be deemed necessary and the cost thereof shall be deducted from compensation due or which may become due the Contractor under the contract.

COORDINATION OF PLANS, SPECIFICATIONS AND SPECIAL PROVISIONS. These specifications, the plans, special provisions and all supplemental documents are essential parts of the contract and a requirement occurring in one is as binding as though occurring in all. They are intended to be cooperative, to describe and provide for a complete work. In the case of a discrepancy between the plans and the specifications, the plans shall govern; between the special provisions and the specifications or the plans, the special provisions shall govern.

The Contractor shall take no advantage of any apparent error or omission in the plans or specifications, and the Engineer shall be permitted to make such corrections and interpretations as may be deemed necessary for the fulfillment of the intent of the plans and specifications.

LINE AND GRADE. The Engineer will furnish and set the construction survey stakes or reference points necessary to establish the alignment and grade for all types of work. These stakes and points shall constitute the field control by and in accordance with which the Contractor shall govern and execute the work. The Contractor shall furnish, at its own expense, such other facilities and labor as may be required by

City of De Pere

Authorizations or orders to suspend work shall be in writing. Unless otherwise specifically provided, no additional or extra compensation or additional contract time will be allowed due to such suspensions of operations.

DETERMINATION AND EXTENSION OF CONTRACT TIME. The time for completion of the Work contemplated under the Contract will be calendar days or completion date. For calendar day contracts, work will be specified in the Bid as a specific number of calendar days including Sundays and holidays on or before which the Work shall be completed. For completion date contracts, work will be specified in the bid as a date. Fifteen (15) percent of the contract time as specified is allocated to bad weather, which will not warrant an extension of contract time.

The Contract starting date, for purposes of determining contract time and extensions, will be construed to be the date construction operations are started or the tenth day following the date of written notification by the Engineer to the Contractor to begin work, whichever is earlier.

Contract time will not be charged during periods of complete suspension of operations, when ordered by the Engineer suspending operations.

Contract time will be extended by an amount as is mutually agreed upon by the Engineer and the Contractor, on the basis of contract change orders involving alterations in the contract affecting the prosecution of work, or involving extra or additional work, when such alterations are necessary for the purposes or convenience of the Engineer, or when such extra or additional work is of such character or is ordered to be done at such a time that the amount of time reasonably necessary to perform such work is disproportionate to the contract time originally set up in the bid.

Should the Contractor find it impossible to complete the Work on or before the time for completion as specified in the Contract, or extended as above set forth, the Contractor may, at any time prior to 3 days after completion of Work under the Contract, make a written request to the Engineer for an extension of time, setting forth therein reasons to justify the granting of the request. If the Engineer finds that the work was delayed because of conditions beyond the control of the Contractor, it may grant an extension of time for completion in such amount as it finds to be warranted and justified.

LIQUIDATED DAMAGES. Should the Contractor fail to complete the work within the time agreed upon in the contract, interim completion dates included in the work sequence, or within such extra time as may have been allowed by extensions, there shall be deducted from any monies due or that may become due the Contractor, for each and every calendar day, including Sundays and holidays, that the work shall remain uncompleted, a sum specified as follows:

LIQUIDATED DAMAGES		
ORIGINAL CONTRACT AMOUNT		DAILY CHARGE
FROM MORE THAN	TO AND INCLUDING	CALENDAR DAY
\$0	\$150,000	\$ <u>470</u>
\$150,000	\$300,000	\$ <u>600</u>
\$300,000	\$500,000	\$ <u>815</u>
\$500,000	\$1,000,000	\$ <u>1160</u>
\$1,000,000		\$ <u>1505</u>

Deleted: 1370

2024 Specifications

City of De Pere

SECTION 01 45 23.10

TESTING AND INSPECTION OF PIPELINE & APPURTENANCES

PART 1 – GENERAL

1.1 SUMMARY

A. Section Includes

1. Low pressure air test.
2.  Deleted: Inspection of gravity pipelines by lamping.
3. Televising gravity pipelines.
4. Deflection test for gravity pipelines that are not reinforced concrete pipe (PVC and other).
5. Pressure and leakage test for pressurized pipelines.
6. Continuity testing.

1.2 REFERENCES

A. American Society for Testing and Materials (ASTM)

1. ASTM D3034 Specification for Type PSM Poly (Vinyl Chloride) (PVC) Sewer Pipe and Fittings.
2.  Deleted: ASTM C828 Standard Test Method for Low-Pressure Air Test of Vitrified Clay Pipe Line....
3. ASTM F679S Specification for Poly (Vinyl Chloride) (PVC) Large-Diameter Plastic Gravity Sewer Pipe and Fittings.
4. ASTM C1107 Spec. for Packaged Dry, Hydraulic –Cement Grout (Nonshrink)

B. American Water Works Association (AWWA)

1. AWWA C600 Installation of Ductile-Iron Water Mains and Their Appurtenances
2. AWWA C605 Underground Installation of Polyvinyl Chloride (PVC) Pressure Pipe and Fittings for Water
3. AWWA C651-14 Disinfecting Water Mains

1.3 SUBMITTALS

A. Quality Control Submittals

1. Test reports and results.
2. Proposed method to correct deficiencies.
3. Record of deficiency repair method and location.

1.4 PROJECT/SITE CONDITIONS

- A. Notify Engineer a minimum of 48 hours prior to any testing.
- B. Notify Engineer when testing equipment is setup and ready for testing.

1/8/2024

01 45 23.10 1 Testing & Inspection of Pipeline & Appurtenances

2024 Specifications

City of De Pere

- C. Testing shall be performed in the presence of the Engineer.
- D. Provide access to test equipment to enable the Engineer to monitor and record test results.
- E. Repeat failed test after correction of deficiencies until satisfactory tests are obtained.
- F. Proposed correction of deficiencies shall be approved by Engineer prior to correction.
- G. Repair visible leaks within the pipeline and/or pipeline appurtenances.

PART 2 – PRODUCTS

2.1 EQUIPMENT

- A. Low Pressure Air Test
 - 1. Inflatable pipe lugs.
 - 2. Bracing.
 - 3. Compressor.
 - 4. Hose and fittings.
 - 5. Pressure gauge.

B.

C. Televising of Pipelines

1. Cleaning Equipment:

- a. Mechanically operated cleaning equipment shall be of the movable dam type constructed in such a way that a portion of the dam may be collapsed at any time during the cleaning operation to protect against flooding of the pipe.
 - i. Sewer cleaning balls or other such equipment which cannot be collapsed instantly is not acceptable cleaning equipment.
 - ii. Provide the movable dam with equal diameter as the pipe being cleaned.
 - iii. Provide a flexible scraper around the outer periphery to insure total removal of grease.
- b. Truck mounted hydraulically propelled high velocity cleaning equipment.
 - i. Provide a minimum of 500 feet of ¾ inch I.D. high pressure hose with a selection of two or more high velocity nozzles.
 - ii. 60 GPM nozzle capacity at a working pressure of 1000 to 1500 pound psi capable of producing a scouring action from 15° to 45° in all size pipe lines designated to be cleaned.
 - iii. Provide a high velocity gun adjustable from fine spray to narrow stream with a flow rate of 3 ½ to 27 GPM operating between 200 and 800 psi. for washing and scouring manhole walls and floors.
 - iv. Provide a 1500 gallon water tank capable of holding corrosive or caustic cleaning or sanitizing chemicals, if required by the Engineer, auxiliary engines and pumps, and hose reel.

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- 1. Battery operated light.¶
- 2. Mirror.

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3.4 TELEVISION GRAVITY PIPELINES

A. Preparation of Pipeline Before Televising

1. Clean pipelines and manholes to be televised to degree to allow visual inspection of sewer interior.
2. Completely block off water or sewage from both upstream and downstream of section being televised providing bypass pumping, if necessary to prevent sewage backup.
3. Stop any dewatering operations a sufficient time before televising to allow groundwater elevation to reach its normal level, not less than 72 hours before televising.
 - a. Provide the following equipment and services:
 - i. Street signs, barricaded detours, flashers.
 - ii. Traffic control personnel.
 - iii. Permits to work in public streets.
 - iv. Safety equipment including safety equipment for confined entry.
4. Provide utilities required to perform the work such as water, electricity, etc.

B. Televising the interior surface of the pipeline by pulling a camera through the pipeline showing on a T.V. monitor and recorded on video tape.

1. Record on the audio system concurrently with the picture the following information:
 - a. Pipeline section being inspected designated by manhole numbers at each terminus of section.
 - b. Date of survey.
 - c. Type of pipe.
 - d. Owner of pipeline.
 - e. Name of televisor.
 - f. Principal client
 - g. Description of defect with location.
2. Superimpose on television image (and on tape) the following information:
 - a. Date.
 - b. Section being televised.
 - c. Footage from entering manhole.
3. Produce still photographs from monitor of any defective section of the pipeline.

C. Televising Operation

1. Move camera through the line in either direction at a uniform rate no greater than ½ foot per second by means of cable winches in each manhole.
2. Provide telephone or other suitable means of communications between the two winches, the pulling unit, and the monitor control.
3. Halt camera and video record for a minimum of five seconds at each joint, lateral connection, leak, unusual condition, roots, collapsed sections, presence of scale or other defect.
4. While video recording, provide an audio description of the line being televised, defects encountered, infiltration/inflow sources, etc.
5. Measure location of joints, connections or defects horizontal at the ground level by means of a target in front of the camera and a meter device accurate to 0.5 feet per 100 feet.

Deleted: 3.3 INSPECTION OF GRAVITY PIPELINES BY LAMPING¶

¶

A. Whether televised or not, gravity pipelines shall be lamped and a record of the results of lamping furnished to the Engineer.¶

¶

B. Check vertical and horizontal alignment by sighting through newly constructed pipeline after illuminating opposite end with a flashlight.¶

¶

C. Light beam should be full throughout the section, but no less than two-thirds full under any circumstances.¶

¶

D. Relay any section of pipe found to be out of alignment.¶

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D. Televising Report

1. Provide the televising inspection report prepared by the televisor which includes the following items listed below. The report shall be provided in an electronic format approved by the Engineer.
 - a. Manhole section televised (using construction manhole numbering system with corresponding video tape number of manhole).
 - b. Photos with location and date photographed of all joints, lateral connections, roots, collapsed pipes, presence of scale or other observed defects, estimates of infiltration/inflow amounts, etc.

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E. Correction of Damage Caused By Televising Operations

1. Correct any damage to surfaces such as landscaping, pavement, sidewalks, roads, etc.
2. Dig up and repair streets or property, to remove equipment lodged in sewers.
3. Cleanup and/or provide restitution for damage caused to private property and sewer systems as a result of cleaning, televising or bypass pumping.

3.5 DEFLECTION TEST FOR GRAVITY PIPELINES THAT ARE NOT REINFORCED CONCRETE PIPE (PVC, PP, AND OTHER)

- A. Unless stated elsewhere, perform deflection tests per PVC gravity pipeline requirements for flexible pipes.
- B. Pipe shall not exceed a deflection of 5%.
 1. The following table shall be used for PP (polypropylene):

<u>Pipe Type</u>	<u>Pipe Diameter (Inches)</u>	<u>Minimum Inside Diameter (Inches)</u>	<u>Inside Diameter With 5% Deflection (Inches)</u>
<u>Dual Wall</u>	<u>12</u>	<u>11.90</u>	<u>11.31</u>
	<u>15</u>	<u>14.85</u>	<u>14.11</u>
	<u>18</u>	<u>17.93</u>	<u>17.03</u>
	<u>21</u>	<u>20.79</u>	<u>19.75</u>
	<u>24</u>	<u>23.90</u>	<u>22.71</u>
	<u>30</u>	<u>29.79</u>	<u>28.30</u>
<u>Triple Wall</u>	<u>30</u>	<u>29.62</u>	<u>28.14</u>
	<u>36</u>	<u>35.40</u>	<u>33.63</u>
	<u>42</u>	<u>41.31</u>	<u>39.24</u>
	<u>48</u>	<u>47.31</u>	<u>44.94</u>
	<u>60</u>	<u>59.30</u>	<u>56.34</u>

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- C. Conduct test after final backfill has been in place a minimum of 30 days unless a shorter timeframe is approved by the Engineer.

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- D. Pull test mandrel without mechanical pulling devices.
- E. Complete the mandrel test on sewer main prior to lateral installation if using Inserta Tees or other connections that prevent the use of the mandrel.
- E. The pipeline will pass the test when the mandrel passes through the entire section of pipe between manholes or other structures in one pass pulled by hand without use of excessive force.
- F. Any section of pipeline failing to pass this test is to be repaired and retested.

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2024 Specifications**City of De Pere****1.3 SUBMITTALS**

- A. Provide test reports showing the results of required material testing.
- B. Provide technical data sheets for Engineered Soils.
- C. Provide topsoil analysis performed in accordance with ASTM D5268 and demonstrating the topsoil meets Soil Conservation Service specified soil types. Also, submit results of test for nutrient levels and provide recommendations for fertilizer type and application.
- D. Daily delivery tickets for each load of material delivered to the site.

1.4 QUALITY ASSURANCE

- A. The Engineer will provide an independent testing.

PART 2 – PRODUCTS**2.1 ENGINEERED SOILS AND AGGREGATES (SOIL CLASS A)****A. General**

- 1. Material shall be clean, sound, hard, dense, durable, field or quarry stone which is free from seams, cracks, or other structural defects. It shall be angular material from shot rock (blasted) or crushed rock having substantially all face of which have resulted from artificial crushing.
- 2. Loss due to sulfate soundness test shall not exceed 10 percent.
- 3. Loss due to abrasion test shall not exceed 40 percent.
- 4. Material shall not be frozen.

B. Gradation

- 1. Riprap dimensions shall confirm to the following:

AVERAGE DIMENSION RANGES FOR EACH RIPRAP GRADE (Inches)				
FRACTION OF GROSS IN-PLACE RIPRAP VOLUME OCCUPIED BY STONES	EXTRA HEAVY RIPRAP	HEAVY RIPRAP (A-1)	MEDIUM RIPRAP (A-2)	LIGHT RIPRAP (A-3)
0%	>30	>25	>20	>16
10%-14%	22-25	18-20	14-16	11-13
15%-21%	18-22	14-18	11-14	9-11
20%-28%	8-18	6.5-14	5-11	4-9
5%-7%	<8	<6.5	<5	<4
2% or less	<1	<1	<1	<1

- 2. Soil Class A-4 through A-5 Not Used.

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5. Soil Class C-5 (Crushed Stone, Gravel or Concrete)- Granular Backfill

Sieve Size	% Passing by Weight
1-inch	100
¾-inch	85-100
3/8-inch	50-80
No. 4	35-60
No. 40	15-30
No. 200	5-15

2.3 ENGINEERED SOILS AND AGGREGATES (SLURRY BACKFILL)

A. General

1. Material shall be placed in a clean concrete mixer truck and thoroughly mixed.
2. No additional water will be allowed. The weights are damp weights.
3. Just prior to placing the slurry backfill, the mixer shall be run at mixing speed for one full minute to assure an even mixture.

B. Gradation/Mix Ratio

1. Slurry backfill ratio per cubic yard for structure abandonment and trench backfilling shall conform to the following table:

Per Cubic Yard	
Material	Weight/Amounts
Sand	1,350 lbs
A-7	750 lbs
A-6	1,150 lbs
Water	25 Gallons

2. Alternatives for the slurry backfill for pipe abandonment may be required due to site conditions and means and methods as determined by the Contractor. Changes in the slurry backfill shall be approved by the Engineer.
3. Sand for slurry backfill shall be a granular material having at least 90% passing the No. 4 Sieve and predominantly retained on the No. 200 Sieve.

2.4 ENGINEERED SOILS (BLOW SAND)

A. Blow Sand

1. Blow sand shall be M50 Grade Foundry Silica Sand or approved equal.

2.5 ENGINEERED SOILS (BENTONITE CLAY)A. Bentonite Clay

1. Material shall be clean and dust free.
2. Material shall consist of a granular sodium bentonite between 3/8" and ¾" chips.

2.6 BANK RUN SOILS

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2024 Specifications**City of De Pere****2.2 EQUIPMENT**

- A. All equipment shall conform to WisDOT Standard Specifications for Highway and Structure Construction Section 450.

2.3 SOURCE QUALITY CONTROL TESTING

- A. Materials to be tested:
1. Aggregate.
 2. Asphaltic concrete mix design confirmation.
- B. Tests for source quality control testing shall be in accordance with WisDOT Standard Specifications for Highway and Structures Construction Sections 450, 455 and 460.

PART 3 – EXECUTION**3.1 SURFACE PREPARATION**

- A. Prepare a compacted foundation in accordance with Section "Crushed Aggregate Base Course".
- B. For existing pavement remove the following asphalt:
1. Localized areas which tend to ravel, shove, or bleed.
 2. Areas unsuitable as a base.
 3. Unstable patching.
- C. Remove loose concrete and protruding joint material.
- D. Clean surface and joints of foreign material, e.g. dust, dirt, water, vegetation, etc.
- E. Control weeds with herbicide conforming to governing state or local authority, rules and regulations.
- F. ~~Apply tack coat, on existing surfaces and between layers~~ at minimum rate of 0.05 ~~to 0.07~~ gallon per square yard ~~after dilution~~.
- G. Fill potholes and depressions with a leveling course of asphaltic concrete mix compacted to required density of surface course.
- H. Adjust and reset the casting after placing the binder course and prior to placing the surface course.

Deleted: T**Deleted:** on existing asphaltic or concrete pavements**Deleted:** 2**3.2 MIX PREPARATION**

- A. Aggregates
1. Separate into three sizes as defined under mix uniformity.

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- a. Less than 150 cubic yards of structure concrete placed under a single bid item.
- b. Less than 2500 cubic yards of slip-formed pavement placed using a single mix design.
- c. Less than 1000 cubic yards of non-slipped formed pavement placed using a single mix design.

B. Small Quantity Project Requirements

1. Installation testing to be completed by the Owner includes the following:
 - a. Slump
 - b. Air-entrainment
 - c. Compressive strength test
2. Other testing per the WisDOT State Specification Sections 415 is to be completed by the Contractor including:
 - a. Probing method for depth on slipped form pavement per Section 415.3.16.4.2.
 - b. Surface Testing and Correction per 415.3.10.
3. Submit an abbreviated QMP per the WisDOT State Specification Sections 710.2.2 (2) and (3) and 710.2.
 - a. Eliminate sections regarding measurement and payment and incentive and disincentive based on the results.
4. Additional tests may be conducted by the Contractor for those conducted by the Owner.

C. Large Quantity Projects

1. Installation testing to be completed by the Owner includes the following:

- a. Slump
- b. Air-entrainment
- c. Compressive strength test

2. Other testing per the WisDOT State Specification Sections 415 is to be completed by the Contractor including:

- a. Probing method for depth on slipped form pavement per Section 415.3.16.4.2.
- b. Surface Testing and Correction per 415.3.10.

3. Modify the WisDOT QMP for concrete pavement based on the following:

- a. Arrange one pre-pour meeting to discuss concrete placement.
- b. Number of compressive strength tests to be as noted below.
- c. Eliminate sections regarding measurement and payment and incentive and disincentive based on the results.

D. Compressive Strength Testing

1. Small Quantity Projects
 - a. Tests to be taken for each 200 cubic yards of concrete placed or at least once each day for each design mix.
 - b. Test one cylinder at 7 days.
 - c. Test two cylinders at 28 days.
 - d. Remaining cylinder will be tested in the event a prior test fails.
2. Large Quantity Projects

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2024 Specifications

City of De Pere

- B. Construct curb and gutter on the prepared and moistened foundation in one course.
- C. Construct curb and gutter to the required lines and grades as shown on the drawings.
- D. Place concrete by using the slipform or fixed form method.
- E. Use mechanical vibration for concrete with slump less than or equal to two (2) inches. After consolidation strike off, and finish to the required section.
- F. Contraction Joints
 - 1. Provide joints at 10-foot intervals.
 - 2. Create contraction joints by sawing or forming an induced plane of weakness at least two (2) inches deep.
 - 3. If sawing, perform as soon as practicable after concrete has set sufficiently to preclude raveling during the sawing and before any shrinkage cracks occur.
- G. Place expansion joints as follows:
 - 1. 300 feet maximum spacing on tangent sections.
 - 2. Where radial curb and gutter meet tangent sections.
 - 3. Adjacent to existing expansion joints in abutting concrete paving.
 - 4. Three (3) feet from inlets.
 - 5. Place at right angles to the flow line and surface of the gutters.
- H. Place depressions for handicapped ramps and driveways as required and shown on the drawings.
- I. Place a concrete stamp per the detail.

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3.8 REINFORCEMENT

- A. Install two (2) - twenty (20) foot long number four (4) deformed reinforcement bars over all trenches that fall under any portion of the Concrete Curb & Gutter being constructed. The Engineer will determine the location of all deformed reinforcement bars.
- B. Install two (2) number four (4) epoxy coated deformed reinforcement bars, 12 inches long between new and existing slabs. The bars shall be drilled six inches into the existing concrete slab.

3.9 FINISHING

- A. Finish in accordance with the WisDOT Standard Specifications for Highway and Structure Construction, Latest Edition
- B. Thoroughly trowel and brush or lightly broom the face surfaces of the curb and gutter prior to concrete set.

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- A. Hot Weather Concreting
 - 1. Follow ACI 305 whenever mean surrounding air temperature equals or exceeds 80°F (27°C).
 - 2. Do not place concrete whenever air temperature equals or exceeds 90°F (32°C).
- B. Cold Weather Concreting
 - 1. Follow ACI 306 whenever mean surrounding air temperature is below 40°F (4.5°C).
- C. Do not place concrete during rain, sleet, or snow unless protection is provided.

3.6 PLACING CONCRETE

- A. Conveying Concrete
 - 1. Convey concrete from mixer to place of final deposit by methods that will prevent separation or loss of materials.
 - 2. Equipment for chuting, pumping, or pneumatically conveying concrete shall be capable of providing a supply of concrete at site of work without separation of ingredients and without interruptions sufficient to permit loss of plasticity between successive placements.
 - 3. Unless otherwise approved, conform to ACI 304.
- B. Depositing Concrete
 - 1. Place concrete on prepared and moistened foundation in a single lift.
 - 2. Deposit concrete as nearly as practicable to its final position to avoid segregation due to rehandling or flowing.
 - 3. Carry on concreting at such a rate that concrete is at all times plastic, and flows readily into spaces between reinforcing.
 - 4. Do not deposit concrete that has partially hardened or that has been contaminated by foreign materials.
 - 5. Do not use retempered or remixed concrete.
 - 6. After concreting is started, it shall be carried on as a continuous operation until placing a section is completed.
 - 7. Thoroughly consolidate concrete by suitable means during placement, and thoroughly work concrete around reinforcement and embedded fixtures, and into corners of forms.
 - a. Provide mechanical vibration for concrete eight (8) inches thick and greater.
- C. Provide a concrete stamp per the detail.

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3.7 REINFORCEMENT

- A. Install two (2) number four (4) epoxy coated deformed reinforcement bars over all trenches that fall under any portion of the concrete sidewalk or driveway being constructed. The Engineer will determine the final location of all deformed reinforcement bars. In general, reinforcement bars shall be extended into the adjacent concrete slab that is outside of the trench as follows:
 - 1. When the adjacent concrete slab is existing, drill 6" into the concrete.
 - 2. When the adjacent concrete slab is new, overlap the reinforcement bar at least 12 inches into the adjacent concrete slab.

2024 Specifications**City of De Pere****B. American Water Works Association (AWWA)**

1. C104 Cement Mortar Lining for Cast Iron and Ductile Iron Pipe and Fittings for Water
2. C110 Gray Iron and Ductile Iron Fittings, 3-inch through 48-inch for Water and Other Liquids
3. C111 Rubber-Gasket Joints for Ductile-Iron Pressure Pipe and Rittings
4. C153 Ductile-Iron Compact Fittings, 3-inch through 16-inch, for Water and Other Liquids
5. C900 Standard for Polyvinyl Chloride (PVC) Pressure Pipe, 4-inch through 12-inch for water
6. C905 Standard for Polyvinyl Chloride (PVC) Water Transmission Pipe, Nominal Diameters 14-inch through 36-inch

1.3 SUBMITTALS**A. Submit the following:**

1. Certification of productions date of all materials.
2. Manufacturer's certification that the materials delivered were manufactured, sampled, tested, and inspected in accordance with this specifications and appropriate referenced standards.
3. Product data sheet.
4. Manufacturer's recommendations for assembly.

1.4 QUALITY ASSURANCE**A. Make pipe available to the Engineer's Representative for inspection.****B. Pipe shall be considered defective and will be rejected when:**

1. Pitted or cratered.
2. Flaking.
3. Straightness varies more than ½ inch in 10 feet.
4. Any defect which prevents assembly according to manufacturer's recommendations.
5. Not utilized within six months of date of production. The Engineer may extend this date to twelve (12) months if property stored.
6. Pipe is not properly marked.

C. Material brands and/or pipe classes shall not be mixed.**D. Pipe Marking – pipe and fittings shall be marked as follows:**

1. Manufacturer's name, trademark or logo.
2. Nominal size.
3. PVC cell classification.
4. Pipe stiffness designation, dimension ration, or schedule size and pressure class.
5. ASTM or AWWA specification designation.
6. National Sanitation Foundation approval (pipe for potable water).
7. Production date.

1.5 DELIVERY, STORAGE, AND HANDLING

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PVC Pipe and Fittings

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- C. National Sanitation Foundation
 - 1. NSF No. 14 Plastics Piping Components and Related Materials

1.3 SUBMITTALS

- A. Product Data
 - 1. Provide product data on pipe and fittings including dimensions.
- B. Quality Assurance/Control Submittals
 - 1. Certification that the tests required by this specification section were performed and meet the stated minimum requirements.
 - 2. Evidence from the pipe manufacturer that the personnel completing joints is qualified to perform the thermal butt fusion.
 - 3. Manufacturer's instructions and procedures for joining the pipe and pipe fittings.

1.4 QUALITY ASSURANCE

- A. Pipe shall be available to Owner's Representative for inspection.

B. Pipe shall be considered defective and will be rejected when:

- 1. Any defect which prevents assembly according to manufacturer's recommendations.
- 2. Not utilized within six months of date of production. The Engineer may extend this date to twelve (12) months if property stored.
- 3. Pipe is not properly marked.

- C. Material manufacturer, pipe diameters and pressure classes shall not be mixed.

- D. Personnel completing the joints shall be certified by the pipe manufacturer as being qualified to perform the thermal butt fusion.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Upon delivery inspect pipe and fittings for damage, cracks, holes, or foreign inclusions.

- B. Store pipe and accessories on flat level ground with no rocks or other objects under the pipe.

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PART 2 – PRODUCTS

2.1 MATERIALS

- A. Pipe Sizes 4-inch and Larger
 - 1. Pipe and fittings shall be high density polyethylene (HDPE) meeting AWWA C906 standards.
 - 2. Materials used for the manufacture of the HDPE pipe and fittings shall be made from a PE 3608 resin compound meeting the minimum cell classification of PE 345434C in accordance

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SECTION 33 00 05DOUBLE AND TRIPLE WALLED POLYPROPYLENE PIPEPART 1 – GENERAL1.1 SUMMARYA. Section Includes:

1. Double walled polypropylene pipe for mainline gravity storm sewer.
2. Triple walled polypropylene pipe for mainline gravity storm sewer.

B. The products described are not installed under this Section.1.2 REFERENCESA. American Society for Testing and Materials (ASTM):

1. D3212 Standard Specification for Joints for Drain and Sewer Plastic Pipes Using Flexible Elastomeric Seals
2. F477 Standard Specification for Elastomeric Seals (Gaskets) for Joining Plastic Pipe
3. F2736 Standard Specification for 6 to 27 in. (152 To 762 mm) Polypropylene (PP) Corrugated Single Wall Pipe and Double Wall Pipe
4. F2764 Standard Specification for 30 to 60 in. [750 to 1500 mm] Polypropylene (PP) Triple Wall Pipe and Fittings for Non-Pressure Sanitary Sewer Applications

1.3 SUBMITTALSA. Submit the following:

1. Certification of production date of all materials.
2. Manufacturer's certification that the materials delivered were manufactured, sampled, tested, and inspected in accordance with this specifications and appropriate referenced standards.
3. Product data sheet.
4. Manufacturer's recommendations for assembly.

1.4 QUALITY ASSURANCEA. Make pipe available to the Engineer's Representative for inspection.B. Pipe shall be considered defective and will be rejected when:

1. Pitted or cratered.
2. Flaking.
3. Straightness varies more than 1/2 inch in 10 feet.

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4. Any defect which prevents assembly according to manufacturer's recommendations.
5. Not utilized within six months of date of production. The Engineer may extend this date to twelve (12) months if property stored.
6. Pipe is not properly marked.

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C. Material brands and/or pipe classes shall not be mixed.

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D. Pipe Marking – pipe and fittings shall be marked as follows:

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1. Manufacturer's name, trademark or logo.

2. Nominal size.

3. Pipe stiffness designation, dimension ration, or schedule size and pressure class.

4. ASTM specification designation.

5. Production date.

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1.5 DELIVERY, STORAGE, AND HANDLING

A. Inspect the pipe shipment to identify shifted loads, broken packaging or rough treatment, which could be an indication of damage.

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B. Unload the pipe in a manner which will not put stress on the pipe or strike anything causing damage.

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C. Place and store the pipe package units on level ground stacked no more than 8 feet high. Do not store close to heat sources.

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D. For onsite gasket installation on pipe, store gaskets away from excessive exposure to heat, direct sunlight, ozone, oil or grease.

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E. For gaskets installed on the pipe offsite, keep the protective wrap on gaskets until installation.

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F. Handle pipe in a manner to prevent impact blows, abrasion damage, gouging or cutting.

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G. When handling pipe in cold weather, provide additional care to prevent damage due to impact.

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PART 2 – PRODUCTS

2.1 NON-PRESSURE RATED PIPE

A. Mainline Gravity Sewer and Sewer Services

1. Pipe fittings and repair couplings shall be manufactured and tested in accordance with the following standards:

a. Sizes 8 inch through 27 inch and depths up to 20 feet: ASTM F2736, PSM SDR-35 PVC

b. Sizes 30 inch through 60 inch and depths up to 20 feet: ASTM F2764, PS46 PVC, T-1 minimum cell classification

2. Pipe shall have a minimum pipe stiffness of 46 PSI.

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2024 Specifications

City of De Pere

3. Minimum height of cover to the top of pipe to the existing elevation or proposed finished elevation (whichever is less) shall be two feet.
4. Elastomeric Gaskets: Conform with ASTM F477
5. Elastomeric Joints: Conform with ASTM D3212
6. Solvent Weld Joints: Not permitted.

B. Sewer Services

1. 4" and 6" pipe shall be Schedule 40 PVC and conform to section 33 00 02, Polyvinyl Chloride (PVC) Pipe and Fittings.
2. Branch laterals shall be designed to accept SDR 35.

END OF SECTION

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- I. Nozzles
 - 1. Provide three-way design with one 4 ½" NST pumper nozzle and two 2 1/2" NST hose nozzles.
 - 2. Provide nozzle caps with nut the same size as the operating nut and chain.
- J. Bury depth shall be 6.5 feet measured to the nearest ½ foot from the bottom of the connecting pipe to the ground line of the hydrant.
- K. Inlet connection shall be 6 inch mechanical joint with 304 stainless steel bolts and nuts with anti-seize mechanism.
- L. The hydrant top section shall be painted the color yellow, excluding the caps.
- M. The caps on the hydrant shall be painted per NFPA Standard 291, based on available fire flows as determined by the Engineer and shown on the plans.
 - 1. Class AA –Blue Caps M4137 Hydrant National Blue – Rated capacity of 1500 gpm or greater
 - 2. Class A –Green – Rated capacity of 1000-1499 gpm
 - 3. Class B –Orange – Rated capacity of 500-999 gpm
 - 4. Class C –Red – Rated capacity of less than 500 gpm
- N. Hydrant to have a 16" break-off section.
- O. 1 ½" pentagon operating nut to open left.
- P. Hydrant markers shall consist of a five (5) foot long 3/8 inch diameter fiberglass shaft attached to a heavy duty MIL SPEC zinc plated carbon steel spring mount with a flat bracket. The shaft shall be completely wrapped with alternating six (6) inch wide reflective tape strips so that there will be no exposed fiberglass. The reflective tape color shall match the hydrant cap color. Complete assembly shall be corrosion and UV resistant. Flat mounting bracket shall fit onto the 5/8-inch hydrant bolt.

Q. Hydrants shall be Waterous WB67250

2.3 VALVES

- A. General
 - 1. Valves shall be for buried service.
 - 2. Valve ends shall be mechanical joint for buried service.
 - 3. Operating stem shall turn counterclockwise to open.
 - 4. Shaft or stem shall be sealed using O-ring seals.
 - 5. Manufactured within one year of installation.
- B. Butterfly Valves
 - 1. Conform to requirements of AWWA C504 mechanical joint end valves, Class 150B
 - 2. Used where water main is larger than 12 inches diameter.

Deleted: Acceptable Manufacturers:

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<#>Waterous WB67250¶

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and have a durometer hardness of 70 +/- 5 when tested in accordance with ASTM Designation D-2240.

9. Operating Nut:

- a. The valve shall be equipped with a standard 2 inch square operating nut with cast-on directional arrow.
- b. Valve to open counter clockwise.

10. Valves will be fitted with a three (3) foot long extension stem with bottom bolts for tightening to the valve at 90 degrees to each other.

- a. Extension stem manufacturer shall be Ess Brothers and Sons Inc. or approved equal.

11. Acceptable Manufacturers:

- a. Mueller
- b. Kennedy
- c. American Flow Control/Waterous
- d. Clow

D. Valve Boxes

- 1. Cast iron, three-piece screw type, 5 ¼ inch shaft, round or oval base sized for valve.
- 2. Threads shall be cast into top and bottom sections.
- 3. Cover shall be anti-rattle type mark with the word "water" on top.

4. Acceptable Manufacturers:

- a. Tyler 6860DD
- b. Bingham Taylor
- c. Sigma

2.4 POLYETHYLENE ENCASEMENT FOR DUCTILE IRON PIPE AND FITTINGS

A. Conform to requirements of AWWA C105.

B. Type: I

C. Class: "A" (natural color) or "C" (black).

D. Grade: "E-1"

E. Thickness: 8 mils

2.5 WATER MAIN

A. Pipe material and size shall be stated in the Proposal and shown in the Drawings.

B. If the material is not stated, water main is to be Polyvinyl Chloride Pipe (PVC).

2.6 WATER SERVICES

A. Pipe and Tubing

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1. Pipe and/or tubing material and size shall be as stated in the proposal and shown on the drawings.
 2. Copper tubing shall conform to the requirements of ASTM B88, Type K for sizes up to 2 inches diameter.
 3. Polyethylene (PE) tubing shall be blue and conform to the requirements of AWWA C901, PE 3608, DR 9 for sizes up to 2 inches.
 4. Polyethylene (PE) pipe shall be blue and conform to the requirements of AWWA C901, PE 3608, DR 11, for sizes greater than 2 inches up to 3 inches.
 5. Polyvinyl Chloride Pipe (PVC) shall conform to the requirements of AWWA C900 for sizes 4 inches or greater.
- B. Corporation Stops/Valves
1. Conform to the requirements of AWWA C800.
 2. Ball type valve with double O-ring seals.
 3. Outlet shall include a copper flare connection for copper tubing or compression connection with stiffeners for polyethylene tubing.
 4. The pipe stiffener length for polyethylene tubing shall match the length of the fitting at the location of the compression nut.
 5. Acceptable Manufacturers:
 - a. Ford F1000
 - b. McDonald
 - 1) 1" - 74701Q
 - 2) 1 ½" & 2" – 74701BQ
- C. Curb Stops/Valves
1. Conform to the requirements of AWWA C800.
 2. Ball type valve with double O-ring seals.
 3. Inlet and outlet shall include a copper flare connection for copper tubing or compression connection with stiffeners for polyethylene tubing.
 4. The pipe stiffener length for polyethylene tubing shall match the length of the fitting at the location of the compression nut.
 5. Curb Stop to Curb Box Rod Connection
 - a. Material: Stainless steel 304
 - b. Bolt Size: ¼ - 20 x 1 ¼
 - c. Nylon Stainless Steel Locker
 6. Acceptable Manufacturers:
 - a. Ford B44-444M
 - b. McDonald 6104Q
 - c. Mueller B25155
- D. Tapping or Service Saddles
1. Stainless steel double strap designed for ductile iron pipe.
 2. Full circumference wide band stainless steel double bolt designed for PVC pipe.
 3. Required for PVC service taps and taps over 1" in diameter for ductile iron pipe.
 4. All taps shall be made with a Rockwell 372, Romac, [Smith Blair Model 372](#), or equal service

2024 Specifications**City of De Pere****1.3 SUBMITTALS**

- A. A manufacturer's certification for each product stating that the products were manufactured in accordance with the designated reference standards with test results and date of tests.

PART 2 – PRODUCTS**2.1 PIPE****A. Pipe Material**

1. PVC Sewer Pipe shall be in accordance with Section 33 00 02 Polyvinyl Chloride (PVC) Pipe and Fittings.
2. Pipeline material shall be PVC Pipe unless stated elsewhere in the proposal schedule or as shown on drawings
3. Pipe diameters shall be as shown on drawings.

B. Wyes, Tees, Risers and Fittings

1. Wyes, tees and fittings shall be the same type of material and class as the mainline pipe.
2. Risers and fittings shall be the same material and class as the service connections.
3. Tees can only be used for connecting to existing sanitary sewers when approved by the Engineer.
4. Wye branches for a lined sewer shall be a saddle type connector compatible with the lined pipe. Acceptable manufacturers:
 - a. Fernco Tap Saddle
 - b. GPK gasketed sewer fittings,
 - c. Approved equals (saddle wye gasket branch and gasket skirt with straps) will be considered.

2.2 TRANSITION COUPLINGS**A. Couplings for transition between dissimilar pipe diameters or dissimilar pipe materials**

1. Fernco Inc., Mission Rubber Company, and Maxadapter are acceptable manufacturers.
2. Conform to ASTM C1173.
3. Provide stainless steel shear rings, bands, nuts and housings of marine grade stainless steel conforming to ASTM A240.

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2.3 MANHOLES**A. Precast Reinforced Concrete Manholes**

1. Components including base sections, riser sections, grade rings (adjustment rings), eccentric cone, flat slab top and manhole reducing bench shall meet ASTM C478.
2. Base section shall include base riser section with integral monolithic bottom extending minimum of 6 inches beyond riser section.
3. Tops for manholes shall be eccentric cone or, if required elsewhere, flat slab top.
4. Adjusting rings
 - a. Precast concrete minimum of 2 inches thick.
 - b. Rubber: Infra-Riser, Pro-Ring, or approved equal.
 - c. HDPE: Tadtech or approved equal.
5. Eccentric cones, flat slab tops and adjusting rings.

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- 1) Install gravity carrier pipe in accordance with Section "Trenchless Excavation Construction" at line and grade and location shown on the Drawings.
- 2) Fill the annular space between the bore hole and the gravity carrier pipe with a bentonite slurry.

D. Manholes

1. General Installation Requirements:

- a. Depths shown on Drawings shall be considered approximate.
- b. Establish flow lines and casting elevations from grade stakes and cut sheets.
- c. Provide 6 feet minimum height from top of casting to flowline.
- d. Place bases on a minimum of four (4) inches of bedding material:
 - 1) Soil Class A-7 or A-8.
 - 2) Place and work by hand to insure all excavated voids are filled.
 - 3) The maximum amount of adjusting rings is twelve inches.
- e. Seal exterior of lift holes with bituminous plastic cement.
- f. Fill the following with mortar and finished smooth.
 - 1) Interior lift holes.
 - 2) Annular space around pipes: interior bottom half only.
- g. Construct manholes in accordance with the appropriate detail drawings.
- h. Install structures plumb.

2. Detailed Installation:

- a. Unless indicated otherwise, provide precast concrete manhole construction.
- b. Four foot diameter shall be considered standard.
- c. Pitch casting to match street crowns where applicable.
- d. Provide precast risers in a combination of lengths to minimize the number of joints.
- e. Install Butyl Rubber Joint Sealant at risers:
 - 1) Rope configuration.
 - 2) Install to be compressed by subsequent riser.
- f. Manhole adjusting
 - 1) Manholes must have only **ONE** concrete ring (2", 4", or 6") on top of the cone section.
 - a) Asphaltic Concrete Pavement - Secure ring to the pre-cast cone section with a 3 and ½ inch wide Kent Seal or equal.
 - b) Concrete Pavement – Secure ring to pre-cast cone section with concrete vibrated in place during the paving operation.
 - 2) For manholes in pavement, above the concrete ring attach ½ inch thru 3 inch thick tapered rubber ring using two (2) 5/16 inch bead above and below the ring, of sealant type as recommended by the rubber ring manufacturer. There shall be a minimum of 2" in depth of rubber rings.
- g. The maximum amount of adjusting rings is twelve inches. Do not enter manhole with pipe through cone section.
The pipe shall enter the barrel of the manhole through a flexible, watertight gasket or connector.
- h. Precast flat top may be used in lieu of a cone section when elevation is limited.
Provide Type 1 frames and covers for each manhole unless otherwise shown on the plan details.
- i. Manhole Drops:
 - 1) Conform to the detail Drawings.

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City of De Pere

- 2) Furnish where designated on Drawings.
 - j. Inverts:
 - 1) Shall conform to the following:
 - a) Shape to the lower half diameter of the largest connecting pipe.
 - b) Slope concrete bench upward to manhole wall.
 - c) Maintain a uniform flow line slope through manhole which matches minimum pipe slope.
 - 2) Precast manholes shall be furnished with a manufacturer installed invert.
 - k. Future Sewer Connections:
 - 1) Pipe stubs shall be provided as shown on the drawings.
 - 2) Stubs shall extend a maximum of 12 inches from outer wall of structure unless otherwise stated.
 - 3) Stub shall be capped or bulkheaded and water tight.
- E. Sewer Services
- 1. Laterals:
 - a. Unless otherwise specified, terminate laterals at the property line.
 - b. In the absence of grade stakes, install laterals deep enough to pick up the lowest service point, or a minimum depth of 10 feet, whichever is greater.
 - c. Install laterals in conformance with all plumbing codes and ordinances.
 - d. Provide cleanouts required by plumbing codes and ordinances as part of the lateral installation.
 - e. When a lateral is not connected for immediate use:
 - 1) Mark the location with a 4" x 4" pressure treated board, installed 4 feet in the ground and 4 feet out of the ground. Sanitary marker shall be painted green.
 - 2) Provide a watertight cap on the lateral end.
 - f. Install sewer lateral and water services with location and separation per the details.
 - g. Construct a bentonite clay dam around the lateral at the right-of-way, or at end of the new lateral.
 - 1) Clay dam is to be 12" thick
 - 2) Install in place of the bedding stone and initial backfill
 - 2. Risers:
 - a. Risers shall be located at the mainline pipe unless noted otherwise on the plans or in the special provisions.
 - b. Bends shall be 45 degrees.
 - c. Riser pipe shall be placed on a minimum of four (4) inches of bedding material.
 - 3. Service Branches:
 - a. New Sewers: Install a factory assembled wye branch wherever possible.
 - b. Existing and Lined Sewers:
 - 1) Provide "Y" branches with a saddle type connector compatible to the pipe material being used.
 - 2) Provide concrete or hard wood blocking under the wye.
- F. Connecting New Pipe to Existing Pipe
- 1. If pipe are of the same material and size, then use a coupling of the same pipe material designed for coupling of the same material and size.
 - 2. If pipe are of dissimilar material or size or there is no coupling made of the same material, then

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- D. Remove any stuck cleaning, inspection or testing equipment from sewer lines.

3.5 TRACER WIRE

- A. Provide for all non-metallic service laterals within public right-of-way.
- B. Lateral or branch tracer wire splice connections will be typical Western Union-type solder splice made by stripping the coating off the main run tracer wire and then tightly wrapping the branch tracer wire around the main run tracer wire a minimum of 8 times. Both wire splices would then be soldered with a self-flux, 50-50 rosin core solder and tightly wrapped with a 1 ½" wide by 3.2 mm Scotchfill™ electrical insulation tape, or equivalent then coated with 3M Scotchkote™ electrical coating, or equivalent so that no copper wire is exposed. A stripping tool shall be used to remove the plastic coating on the wire. The Contractor will be responsible to have all the correct types of tools necessary to install the tracer wire materials as specified above and to ensure that the tools are in good working order.
- C. Tracer wire will be securely attached to the mainline sewer pipe, within (6) six inches of each end of the pipe, and at equally spaced locations with a maximum spacing of (6) six feet. Any exposed copper wire will be sealed and covered with materials approved by the Engineer.
- D. Tracer wire at the end of laterals on new sewer construction shall be brought to the surface at the right-of-way perpendicular to the end of the lateral and will be inserted into a three (3) foot long piece of a one (1) inch PVC with a double slotted cap and securely attached to the treated four by four (4"x4"). The top of the four by four will be placed such that four (4) feet extends above the finished grade. The one (1) inch PVC shall be placed such that eighteen (18) inches extend above the finished grade. The tracer wire at the top of the PVC will protrude out of one of the slots and back into the PVC pipe through the other slot with at least eighteen inches of slack.
- E. Tracer wire at the end of laterals on sanitary sewer replacements with connections to existing laterals shall be as follows:
1. Wrapped around the curb stop if near the curb stop.
 2. Extended to the surface and installed in a tracer wire box if not near the curb stop.

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3.6 FIELD QUALITY CONTROL

- A. Provide the following service in accordance with the section on Testing and Inspection of Pipeline Appurtenances.
1. Televiser all sanitary sewers.
 2. Lamp sanitary sewers if required by the Engineer.
 3. Perform a low pressure air test.
 4. Perform a deflection test on all plastic pipes.
 5. Perform a continuity test on all tracer wire.

2024 Specifications**City of De Pere****C. Federal Specifications (FS):**

1. FS SS-C-153C Cement, Bituminous, Plastic.

1.3 SUBMITTALS

- A. A manufacturer's certification for each product stating that the products were manufactured in accordance with the designated reference standards with test results and date of tests.

PART 2 – PRODUCTS**2.1 PIPE****A. Sewer Pipe**

1. Concrete sewer pipe shall be in accordance with 33 00 01 Concrete Pipe-Reinforced.
2. PVC Sewer Pipe shall be in accordance with Section 33 00 02 Polyvinyl Chloride (PVC) Pipe and Fittings.
3. CMCP shall be in accordance with Section 33 00 04 Corrugated Metal Culvert Pipe and Fittings.
4. Polypropylene sewer pipe shall be in accordance with Section 33 00 05 Double and Triple Walled Polypropylene Pipe.
5. Pipeline material shall be as stated in the proposal schedule or as shown on drawings
6. Pipe diameters shall be as shown on drawings.

B. Wyes, Tees, Risers and Fittings

1. Wyes, tees and fittings shall be the same type of material and class as the mainline pipe.
2. Risers and fittings shall be the same material and class as the service connections.
3. Allowable lateral connections for mainline pipe greater than 12" diameter is as follows below. Installation shall conform to manufacturer's recommendation based on pipe type.
 - a. RCP Pipe - NPC Kor-N-Tee, Multi-Tite Gasket, ProFlow Gasket, ADS Inserta Tee Onefit or Engineer approved equal.
 - b. PVC/PP – Kor-N-Tee Saddle, Multi-Tite Pipe Saddle, ADS Inserta Tee Onefit or Engineer approved equal.
 - c. Lateral, Fernco Multi-Tite Pipe Gaskets or Saddle Connector as recommended by the manufacturer may be used where mainline pipe is greater than 12" diameter.

2.2 TRANSITION COUPLINGS**A. Couplings for transition between dissimilar pipe diameters or dissimilar pipe materials**

1. Fernco Inc., Mission Rubber Company, and Maxadapter are acceptable manufacturers.
2. Conform to ASTM C1173.
3. Provide stainless steel shear rings, bands, nuts and housings of marine grade stainless steel conforming to ASTM A240.

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2.3 MANHOLES AND INLETS**A. Precast Reinforced Concrete Manholes and Inlets**

1. Components including base sections, riser sections, grade rings (adjustment rings), eccentric cone, flat slab top and manhole reducing bench shall meet ASTM C478 and rectangular, inlets

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- 2) If in rock, place Soil Class A-7 or A-8 material 6" below pipe to 12" above the pipe and work by hand to insure all excavated voids are filled.

C. Pipe Installation

1. Open Cut Method:

- a. Trench requirements shall conform to Section "Trenching, Backfilling, and Compacting."
- b. Do not use support blocking.
- c. Proceed pipe laying upgrade with spigot pointing in direction of flow.
- d. Lay each pipe true to line and grade within tolerances required for lamping.
- e. When pipe installation is not in progress, provide the forward end of the pipe with a temporary plug to prevent foreign material from entering.
- f. Push "home" the spigot end of the pipe joint in the socket before proceeding to install the next pipe.

When connecting to an existing sewer not terminating in a manhole, uncover the end of the existing sewer prior to laying sewer to allow horizontal and vertical adjustments.

- g. Install pipe such that pipe joints are located far enough from the manhole outside wall to permit future pipe repair without damaging the manhole and the joints shall not fall within manhole walls.

2. Trenchless Excavation Method

- a. Auger horizontal earth boring (boring and jacking)
 - 1) Bore and jack steel casing pipe at location and diameter or larger shown on the Drawings in accordance with Section "Trenchless Excavation Construction" at line and grade to accommodate the gravity carrier pipe.
 - 2) Install the gravity carrier pipe at line and grade through the casing pipe blocked to prevent contact with the casing pipe.
 - 3) Fill the annular space between casing pipe and gravity carrier pipe with sand or Engineer approved equal.
- b. Horizontal directional drilling
 - 1) Install gravity carrier pipe in accordance with Section "Trenchless Excavation Construction" at line and grade and location shown on the Drawings.
 - 2) Fill the annular space between the bore hole and the gravity carrier pipe with a bentonite slurry.

D. Manholes and Inlets

1. General Installation Requirements:

- a. Depths shown on Drawings shall be considered approximate.
- b. Establish flow lines and casting elevations from grade stakes and cut sheets.
- c. Provide four feet eight inches (4'-8") minimum height from top of casting to base.
- d. Place bases on a minimum of four (4) inches of bedding material:
 - 1) Soil Class A-7 or A-8.
 - 2) Place and work by hand to insure all excavated voids are filled.
- e. Seal exterior of lift holes with bituminous plastic cement.
- f. Fill the following with mortar and finished smooth.
 - 1) Interior lift holes.
 - 2) Annular space around pipes
- g. Construct manholes and inlets in accordance with the appropriate detail drawings.
- h. Install structures plumb.

2. Detailed Installation:

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2024 Specifications

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be used to remove the plastic coating on the wire. The Contractor will be responsible to have all the correct types of tools necessary to install the tracer wire materials as specified above and to ensure that the tools are in good working order.

- C. Tracer wire will be securely attached to the mainline sewer pipe, within (6) six inches of each end of the pipe, and at equally spaced locations with a minimum spacing of (6) six feet. Any exposed copper wire will be sealed and covered with materials approved by the Engineer.
- D. Tracer wire at the end of laterals will be brought to the surface at the right-of-way perpendicular to the end of the lateral and will be inserted into a three (3) foot long piece of a one (1) inch PVC with a double slotted cap and securely attached to an eight (8) foot long, treated four by four ("4x4"). The top of the four x four will be placed such that thirty (30) inches extend above the finished grade. The one (1) inch PVC shall be placed such that eighteen (18) inches extend above the finished grade. The tracer wire at the top of the PVC will protrude out of one of the slots and back into the PVC pipe through the other slot with at least eighteen inches of slack.
- E. Tracer wire at the end of laterals on storm sewer replacements with connections to existing laterals shall be as follows:
 - 1. Wrapped around the curb stop if near the curb stop.
 - 2. Extended to the surface and installed in a tracer wire box if not near the curb stop.

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3.6 FIELD QUALITY CONTROL

- A. Provide the following service in accordance with the section on Testing and Inspection of Pipeline Construction.
 - 1. Televiser all storm sewers.
 - 2. Perform a deflection test on all mains that are not reinforced concrete.
 - 3. Perform a continuity test on all tracer wire.

END OF SECTION



DEPARTMENT OF PUBLIC WORKS

STANDARD DETAILS

JANUARY 8, 2024

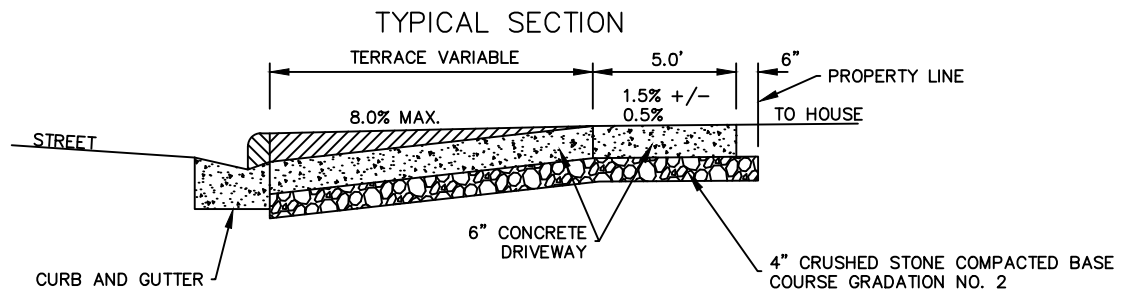
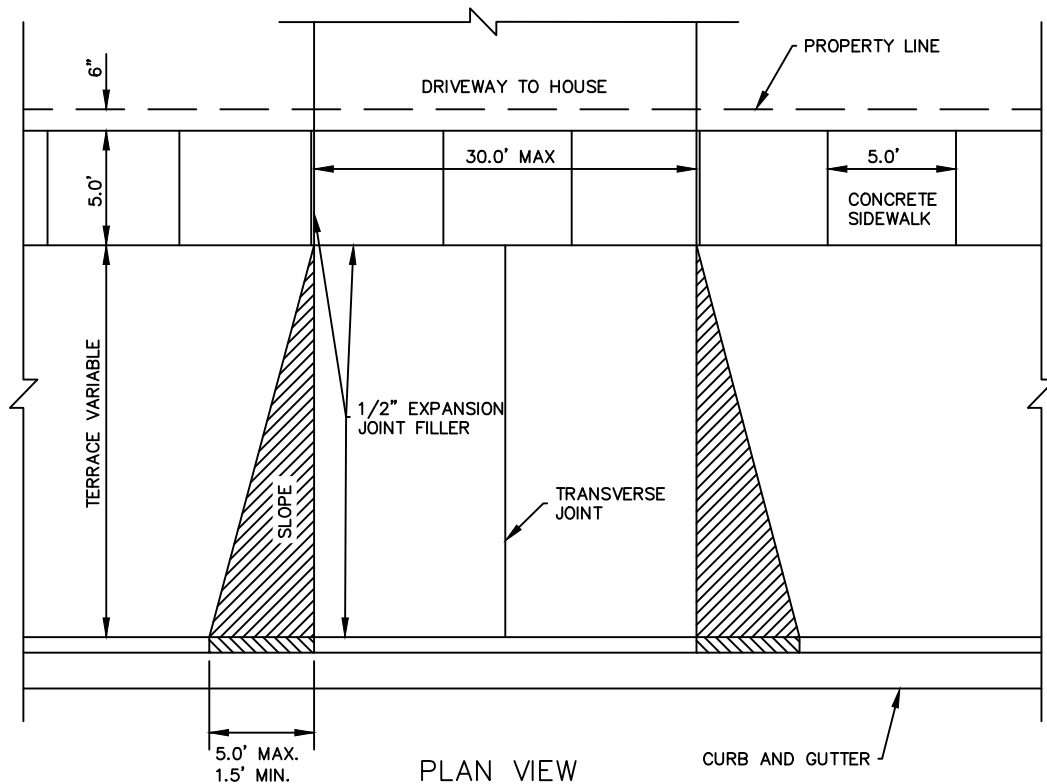
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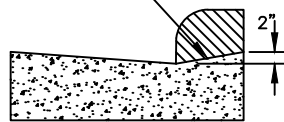
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STANDARD DETAIL DRAWINGS

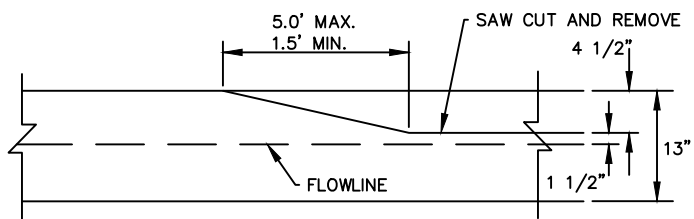
<u>Section</u>	<u>Title</u>
DIVISION 31	
TB-1	TRENCHING AND BACKFILLING
DIVISION 32	
C-1	RESIDENTIAL CONCRETE DRIVEWAYS
C-2	DUPLEX DRIVEWAYS REVIEW UPDATE
C-3	CONCRETE SIDEWALKS AND DRIVEWAYS
C-4	CONCRETE SIDEWALK REINFORCEMENTS
C-5	CONCRETE CURB, CURB AND GUTTER, AND GUTTER REVIEW UPDATE
C-6	TRANSVERSE JOINTS
C-7	LONGITUDINAL JOINTS
C-8	CONCRETE STAMP
C-9	CONCRETE SIDEWALKS GRINDING DETAIL
C-10	CRACKED CONCRETE SIDEWALK REPAIR DETAIL
P-1	EXCAVATION IN ASPHALT PAVEMENT
P-2	PATCH WORK IN ASPHALT PAVEMENT
P-3	EXCAVATION IN CONCRETE PAVEMENT
P-4	PATCH WORK IN CONCRETE PAVEMENT
P-5	CORE OR BORE HOLE REPLACEMENT DETAIL IN CONCRETE OR ASPHALT
DIVISION 33	
S-1	PRECAST CONCRETE MANHOLE
S-2	OUTSIDE DROP MANHOLE
S-3	PRECAST CONCRETE CONES AND COVERS ASTM C478
S-4	CHANNELIZATION
S-5	CHANNELIZATION
S-6	TYPE B INLET
S-7	SANITARY, STORM, AND WATER SERVICES
S-8	RISER FOR SERVICE CONNECTIONS
FI-1	TYPE A FIELD INLET
TW-1	SEWER TRACER WIRE
TW-2	WATER TRACER WIRE
W-1	HYDRANT
W-2	RESILIENT SEATED GATE VALVE
W-3	BUTTRESS FOR TEES, PLUGS, AND BENDS
W-4	WATERMAIN OFFSET



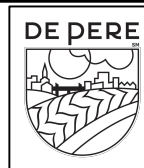
ALL CURB CUTS WILL BE MADE BY A RAIL MOUNTED, HYDRAULICALLY CONTROLLED OR HIGH CYCLE ELECTRIC, LARGE DIAMETER CONCRETE SAW DESIGNED SPECIFICALLY FOR THIS METHOD OF THE CURB HEAD REMOVAL.



CURB CUT SIDE VIEW



CURB CUT BACK VIEW



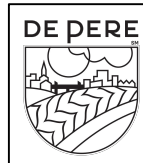
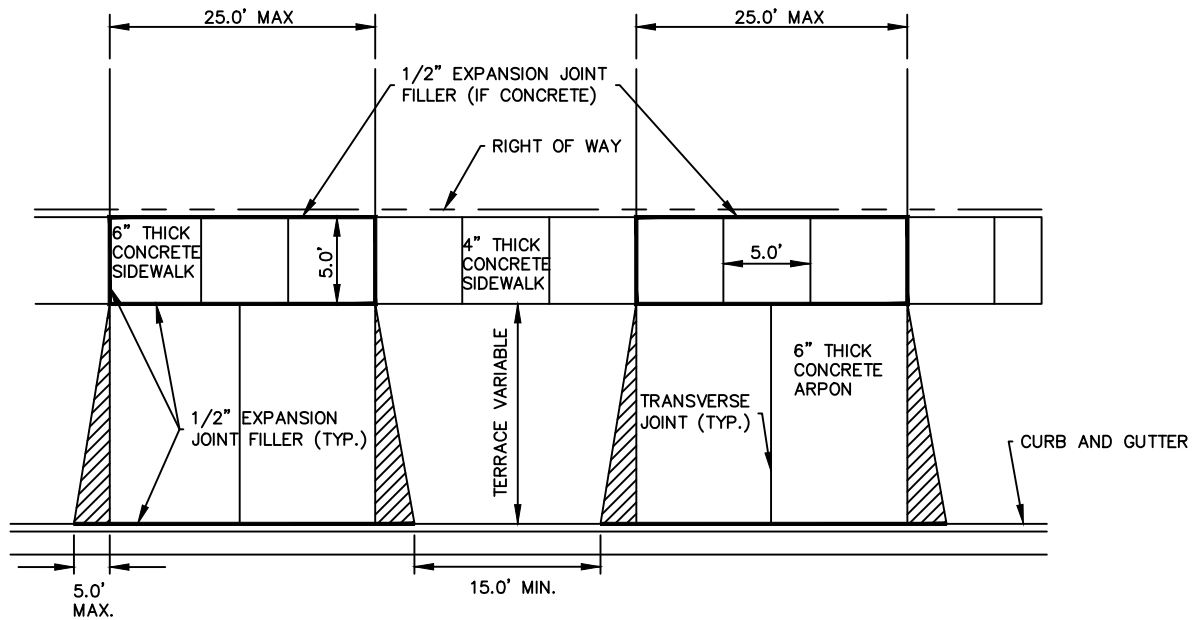
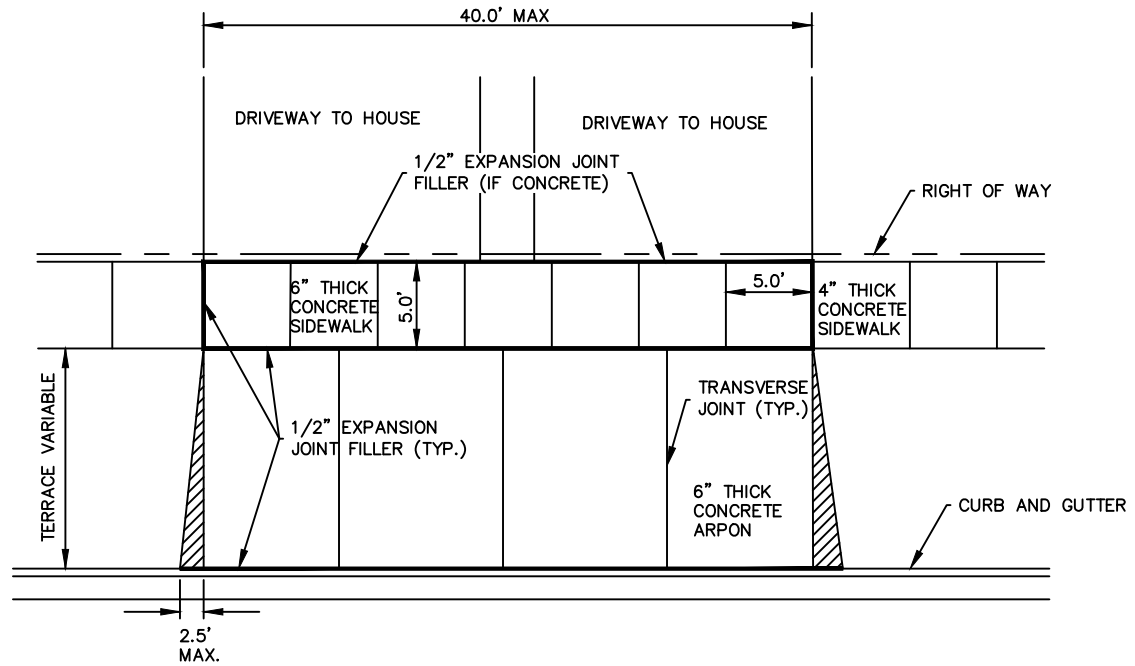
ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
RESIDENTIAL
CONCRETE DRIVEWAYS

DIVISION: 32

DRAWING NO:
C-1

DATE: 01/2024
BY: MJT
CHECKED:



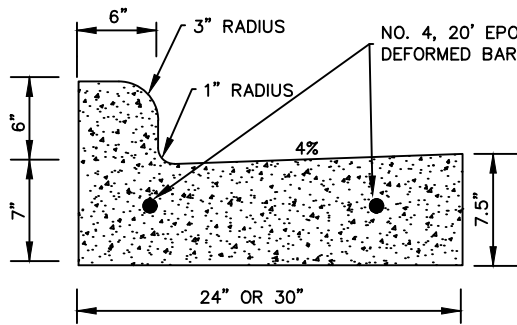
ENGINEERING DIVISION
 925 S. SIXTH ST
 DE PERE, WI 54115
 OFFICE 920-339-4061
 FAX 920-339-4071

TITLE:
 DUPLEX DRIVEWAYS

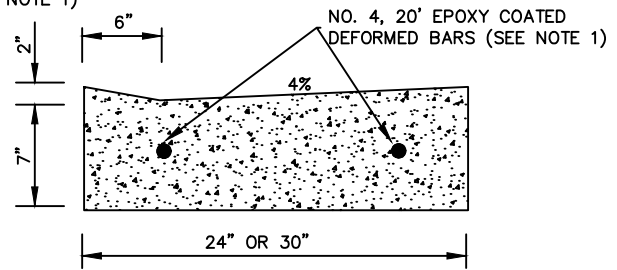
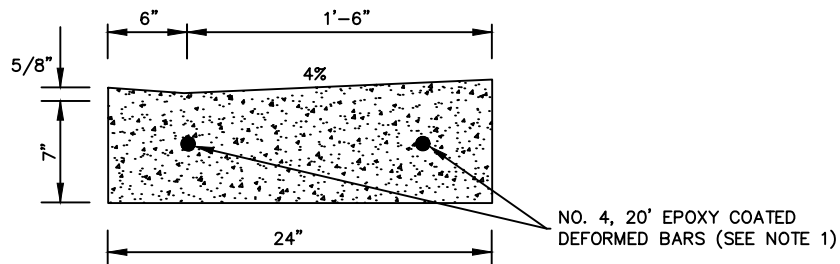
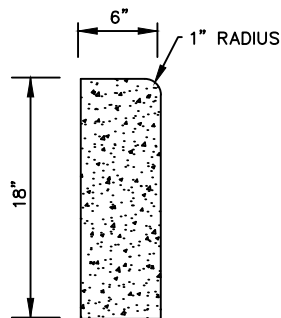
DIVISION: 32

DRAWING NO:
 C-2

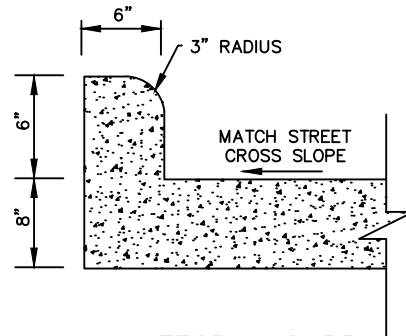
DATE: 01/2024
 BY: MJT
 CHECKED:



CURB AND GUTTER

DRIVEWAY
GUTTERPEDESTRIAN CURB RAMP
GUTTER

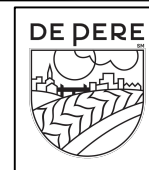
CURB



INTEGRAL CURB

NOTES:

1. 2--NO. 4, 20' EPOXY COATED DEFORMED BARS SHALL BE INSTALLED CENTERED OVER EACH SERVICE AND UTILITY TRENCH OR AS DIRECTED BY THE ENGINEER. FOR TRENCHES LYING UNDER THE CURB AND RUNNING PARALLEL TO THE CURB THE BARS SHALL BE INSTALLED FULL LENGTH OF THE TRENCH.
2. ALL EXPOSED EDGES OF THE CONCRETE SHALL BE FINISHED WITH AN EDGING TOOL HAVING A RADIUS OF 1/4 INCH UNLESS OTHERWISE NOTED.



ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115

OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
CONCRETE CURB
CURB AND GUTTER
AND GUTTER

DIVISION: 32

DRAWING NO:
C-5

DATE: 01/2024
BY: MJT
CHECKED: FPR



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on City Engineer Parking and Traffic Recommendations*

ATTACHMENTS:

- 2024 0108-CI-BOPW-PTTeam-Recommendations (PDF)
- Broadway-Merrill (PDF)
- Main_Corridor (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



City Engineer Parking and Traffic Recommendations January 3, 2024 Meeting

Parking and Parking Lot Items:

1. Consider painting parking stalls in front of 437 and 441 Main Avenue.
 - This area was previously a driveway for the bank drive-through.
 - There is no ordinance update for this item.

Recommendation:

- Staff recommends painting parking stalls in 2024.

2. Consider parking on James Street from Front Street to Broadway Street
 - The street is 27 feet from face of curb to face of curb. The standard for parking on one side when designing new streets is 28 feet.

Recommendation:

- Staff is not opposed to adding parking on one side in this block even though it is a foot below standard. If added, staff recommends allowing parking on the north side of James Street. If parking is approved, update the Ordinance, Chapter 150-23, Schedule G as follows:

Street	Side of Street	From Curb line or Feet/Dir. of Cub line	To Curb line or Feet/Dir. of Start
James	N.	Front	Broadway

Traffic Signals

3. Consider flash operation on signals at night for Broadway and Merrill Street.
 - Current streets that operate in flash mode from midnight to 5 am include Tenth/Main, Ninth/Main, Eighth/Main, Fourth/Main, Fifth/Reid, Fourth/Reid.
 - Traffic volumes at Broadway/Merrill are like other intersections such as Main/Eighth and Main/Ninth.

Recommendation:

- Staff recommends updating the Ordinance, Chapter 150-23, Schedule E as follows:

Delete:

Intersection	Normal Operation	Flashing Operation
Broadway/Merrill	24 Hours Daily	Emergency Only, Yellow-Broadway, Red-Merrill Street

And insert:

Intersection	Normal Operation	Flashing Operation
Broadway/Merrill	5:00 a.m.-12:00 a.m.	12:00 a.m.-5:00 a.m., Yellow-Broadway, Red-Merrill Street

4. Remove Lawrence/Main traffic signal information from Schedule E in Chapter 150.

- Signal was replaced with roundabout.

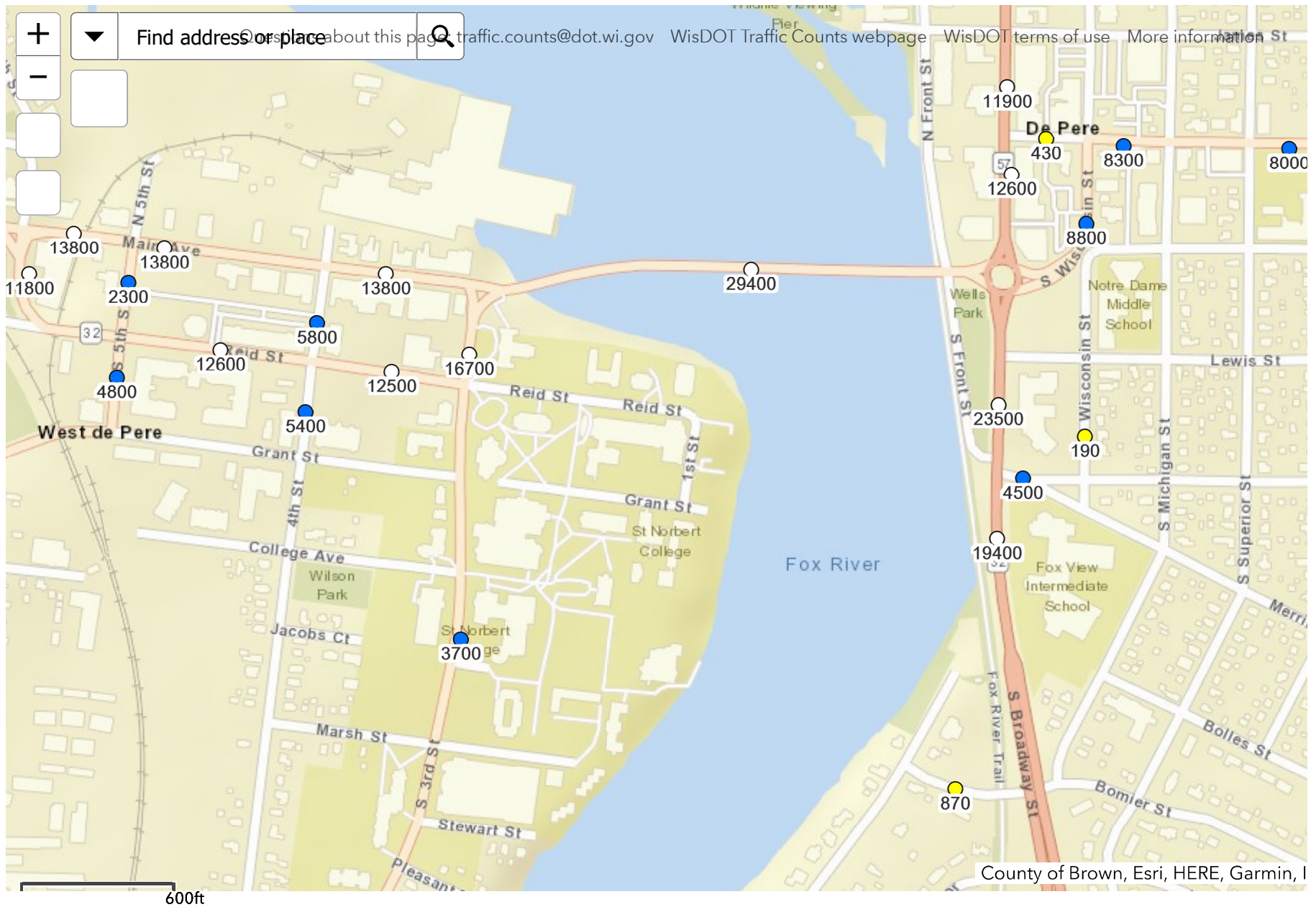
Recommendation:

- Staff recommends updating the Ordinance, Chapter 150-23, Schedule E as follows:

Delete:

Intersection	Normal Operation	Flashing Operation
Lawrence/Main	5:00 a.m.-12:00 a.m.	12:00 a.m.-5:00 a.m., Yellow-Main Avenue, Red-Lawrence Drive

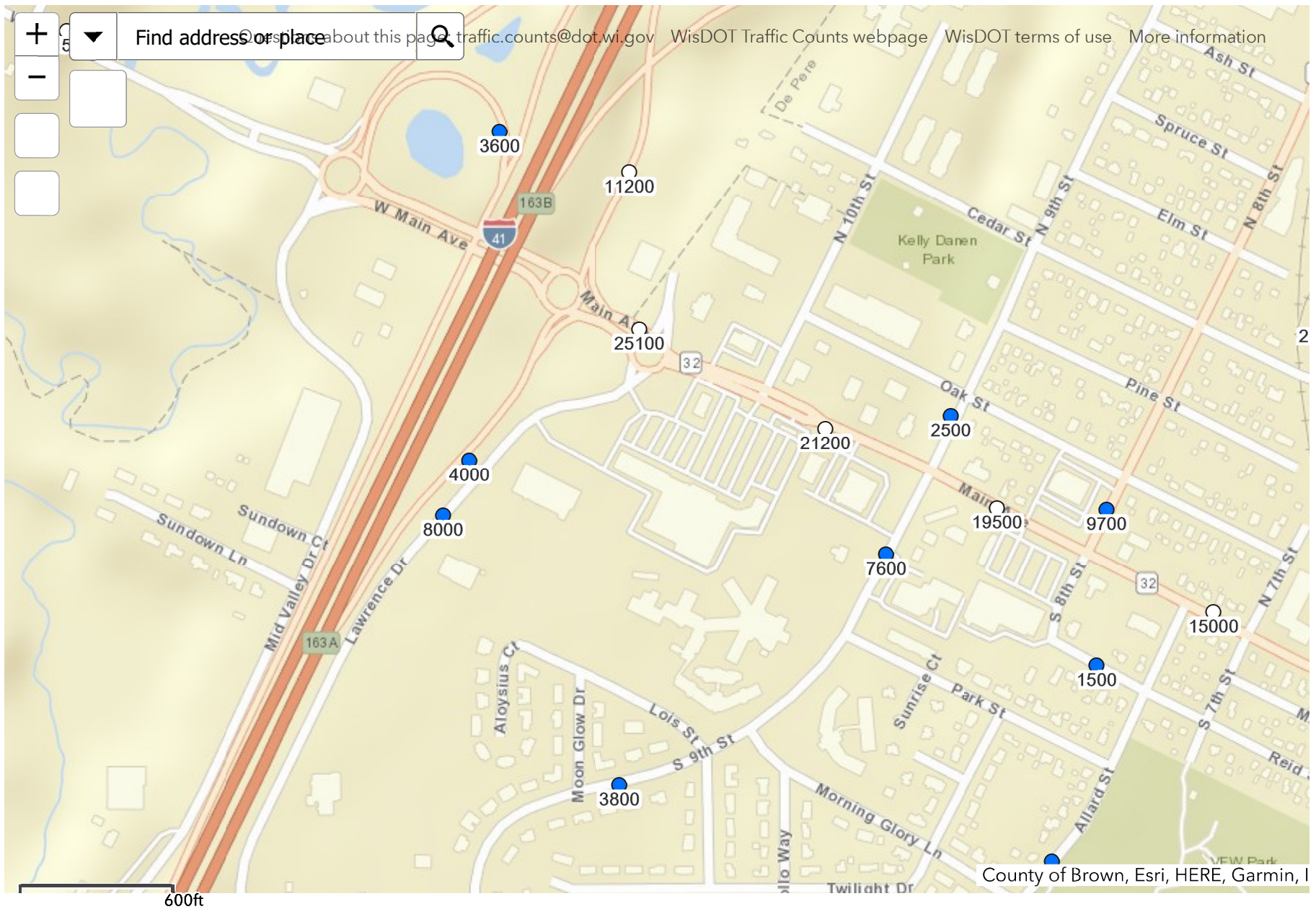
WisDOT Traffic Counts TCMAP



88°02'48"W 44°27'01"N

All rights reserved

WisDOT Traffic Counts TCMAP



88°05'01"W 44°27'19"N

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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

ATTACHMENTS:

- 2024 0108-CI-BOPW-PTTeam-Discussion (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items January 3, 2024, Meeting

Parking and Parking Lot Items:

1. Discussed parking restriction on Main Annex across from 622 Reid.
 - There is a parking restriction on the south side.
 - This section of the Main Annex is only 20 feet wide.
 - Street width for parking on one side is 28 feet.
 - Eliminates the possibility of on-street parking for 633 thru 665 Main Annex (seven properties)
 - PD has not observed any safety issues.

Because there is only one complaint, and the potential impact to multiple properties, staff is recommending no action.

2. Discussed parking restriction on the Maplewood cul de sac
 - Issue was overnight parking at the apartment. Overnight parking has been enforced since this request.
 - Temporary no parking signs by police order were installed but have been taken down.

With the recent enforcement of overnight parking and signage, overnight parking has stopped. Staff is recommending no action.

Signs - Other

3. Discussed the installation of a no truck route sign on Garroman Drive at American Boulevard. This is a follow-up item to discuss after we had the traffic counters in place.
 - Traffic counts completed in August indicated on average there were four semi-trucks using Garroman Drive per weekday.
 - Police have done a lot of education and enforcement which has decreased the truck usage of Garroman Drive.

Staff is recommending no action at this time.

Below is a list of future items to be brought to the Board.

1. Restrict parking on one side of Superior Street from Bomier to Bolles Street.
2. Consider RRFB on Broadway at Randall.
3. Consider a school zone on Michigan, Superior, and Charles Street adjacent to the Notre Dame School.
4. Consider beam guard installation at 117 Fort Howard Avenue.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on the 2024 Storm Lateral Assessment Charge for Existing Residential Properties

ATTACHMENTS:

- 2024 0108 CI_BOPW_Storm_Lateral_Assessment_Costs-Res (PDF)
- CI-CALC_2024_Residential_Storm_Assessments (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: January 8, 2024

RE: **Consideration and Possible Action on the 2024 Storm Lateral Assessment Charge for Existing Residential Properties**

The purpose for this item is to establish the special assessment cost for storm main and laterals installed in 2024 to residential lots in developed areas.

Background

In 2016, Section 13-8 (f) of the Municipal Code was updated for the assessment of new storm sewer and storm lateral provided to residential properties in developed areas.

Based on the Municipal Code, the assessment will be presented to the Board of Public Works each year. The cost for the storm assessment will be based on the previous three year's construction cost for storm sewer and appurtenances on a weighted average for the cost and amount installed on applicable projects. The assessment will be based on the following charges:

- a. 100% of the storm lateral cost will be included in the assessment. This includes the lateral piping and connection to the storm sewer main. The lateral piping cost will be based on an average 30 foot long storm sewer lateral length.
- b. 20% of the storm sewer main will be included in the assessment. The remaining 80% of the storm sewer main will be charged to the storm water utility. Storm sewer main cost will be based on the following:
 - i. 12 inch diameter storm sewer main.
 - ii. Four foot diameter manholes with an average depth of five feet and a spacing of 300 feet.
 - iii. Average lot width of 60 feet.

Staff has reviewed the cost of storm sewer main and laterals for projects in existing developed areas over the last three years. The calculations have been attached. Based on the calculations the special assessment rate for 2024 in existing residential areas is as follows:

- Storm Lateral Assessment - \$2,246.27 per each lateral.
- Storm Main Assessment - \$606.38 per parcel
- Total for a Lateral and the Main Assessment - \$2,852.65

Recommendation

Staff recommends approval of the 2024 storm assessments for residential lots in developed areas as follows:

- Storm Lateral Assessment - \$2,246.27 per each lateral
- Storm Main Assessment - \$606.38 per parcel

Attachments

Schedule B & C Exhibits

Schedule B
2024 Storm Sewer Cost Evaluation - Residential
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects
City of De Pere
Date: December 19, 2023

Mainline Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-02	Remove and Relay 12" PVC or RCP (Class III) Storm Sewer	LF	114.00	\$74.00	\$8,436.00	
21-02	ST-02	Remove and Relay 12" PVC or RCP (Class III) Storm Sewer	LF	130.00	\$63.00	\$8,190.00	
21-02	ST-04	Provide 12" PVC or RCP Class III Storm Sewer	LF	767.50	\$62.00	\$47,585.00	
22-01	ST-04	Remove and Relay 12" PVC or RCP Class III Storm Sewer	LF	298.00	\$67.00	\$19,966.00	
22-01	ST-05	Provide 12" PVC, RCP Class III, or PP Storm Sewer	LF	1,683.00	\$67.00	\$112,761.00	
22-02	ST-05	Provide 12" PVC or RCP (Class III) Storm Sewer	LF	961.78	\$90.00	\$86,560.20	
22-04	ST-01	Remove and Relay 12" RCP Class V Storm Sewer	LF	10.00	\$134.00	\$1,340.00	
22-04	ST-02	Provide 12" Class V Storm Sewer	LF	248.00	\$64.65	\$16,033.20	
22-07	ST-08	Remove and Relay 12" PVC or RCP (Class III) Storm Sewer	LF	187.30	\$92.44	\$17,314.01	
23-01	ST-03	Remove and Replace 12" PVC, RCP Class III, or PP Storm Sewer	LF	89.00	\$115.00	\$10,235.00	
23-01	ST-04	Provide 12" PVC, RCP Class III, or PP Storm Sewer (Granular Backfill)	LF	2,616.00	\$71.00	\$185,736.00	
23-01	ST-05	Provide 12" PVC, RCP Class III, or PP Storm Sewer (Natural Backfill)	LF	149.00	\$62.00	\$9,238.00	
23-02	ST-01	Provide 12" PVC, Class IV, or PP Storm Sewer	LF	68.00	\$89.00	\$6,052.00	
Total				7,321.58		\$529,446.41	
Average Cost Per Foot						\$72.31	

Schedule B
2024 Storm Sewer Cost Evaluation - Residential
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects
City of De Pere
Date: December 19, 2023

Lateral Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-04	Provide 6" PVC Storm Sewer Lateral	LF	300.00	\$46.00	\$13,800.00	
21-02	ST-06	Provide 6" PVC Storm Sewer Lateral	LF	1,340.00	\$48.00	\$64,320.00	
22-01	ST-08	Provide 6" PVC Storm Sewer Lateral	LF	2,126.00	\$62.00	\$131,812.00	
22-02	ST-07	Provide 6" PVC Storm Sewer Lateral	LF	537.00	\$57.00	\$30,609.00	
23-01	ST-08	Provide 6" PVC Storm Lateral	LF	1,896.00	\$53.00	\$100,488.00	
Total				6,199.00		\$341,029.00	Average length of lateral is based on a 60 foot right of way and several laterals being connected to inlets.
Average Cost Per Foot						\$55.01	
Average Cost per Lot at 30 Feet of Lateral (100% to Resident)						\$1,650.30	

Storm Wye Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-05	Provide 36" x 6" Storm Branch or Inserta Tee	EA	1	\$746.00	\$746.00	
21-01	ST-06	Provide 12" x 6" Storm Branch or Inserta Tee	EA	1	\$746.00	\$746.00	
21-01	ST-07	Provide 8" x 6" Storm Branch or Inserta Tee	EA	8	\$180.00	\$1,440.00	
21-02	ST-07	Provide 30" x 6" Storm Branch or Inserta Tee	EA	9	\$250.00	\$2,250.00	
21-02	ST-08	Provide 12" x 6" Storm Branch or Inserta Tee	EA	2	\$250.00	\$500.00	
21-02	ST-09	Core Drill Storm Sewer and Provide Lateral Connection	EA	25	\$250.00	\$6,250.00	
21-02	ST-21	Core Drill Storm Manhole (6" Opening)	EA	1	\$300.00	\$300.00	
22-01	ST-09	Provide 18" x 6" Storm Branch or Inserta Tee	EA	8	\$250.00	\$2,000.00	
22-01	ST-10	Provide 15" x 6" Storm Branch or Inserta Tee	EA	14	\$250.00	\$3,500.00	
22-01	ST-11	Provide 12" x 6" Storm Branch or Inserta Tee	EA	20	\$250.00	\$5,000.00	
22-01	ST-12	Provide 8" x 6" Storm Branch or Inserta Tee	EA	24	\$200.00	\$4,800.00	
22-01	ST-13	Provide Lateral Connection to Existing Storm Sewer	EA	16	\$200.00	\$3,200.00	
22-02	ST-08	Provide 24" x 6" Storm Branch or Inserta Tee	EA	1	\$200.00	\$200.00	
22-02	ST-09	Provide 21" x 6" Storm Branch or Inserta Tee	EA	3	\$200.00	\$600.00	
22-02	ST-10	Provide 18" x 6" Storm Branch or Inserta Tee	EA	2	\$200.00	\$400.00	
22-02	ST-11	Provide 12" x 6" Storm Branch or Inserta Tee	EA	2	\$200.00	\$400.00	
22-02	ST-12	Provide 8" x 6" Storm Branch or Inserta Tee	EA	4	\$120.00	\$480.00	
23-01	ST-09	Provide 12" x 6" Storm Branch or Inserta Tee	EA	23	\$225.00	\$5,175.00	
23-01	ST-10	Provide 8" x 6" Storm Branch	EA	23	\$150.00	\$3,450.00	
Total				187		\$41,437.00	
Average Cost Per Wye						\$221.59	

Schedule B
2024 Storm Sewer Cost Evaluation - Residential
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects
City of De Pere
Date: December 19, 2023

Storm Sewer Manhole

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-09	Remove and Replace 4' Diameter Storm Manhole	VF	9.40	\$530.00	\$4,982.00	
21-01	ST-10	Provide 4' Diameter Storm Manhole	VF	7.69	\$546.00	\$4,198.74	
21-02	ST-10	Remove and Replace 4' Diameter Storm Manhole	VF	10.35	\$450.00	\$4,657.50	
21-02	ST-13	Provide 4' Diameter Storm Manhole	VF	36.89	\$570.00	\$21,027.30	
22-01	ST-15	Remove and Replace 4' Diameter Storm Manhole	VF	16.16	\$600.00	\$9,696.00	
22-01	ST-17	Provide 4' Diameter Storm Manhole	VF	89.09	\$600.00	\$53,454.00	
22-02	ST-13	Remove and Replace 4' Diameter Storm Manhole	VF	5.64	\$775.00	\$4,371.00	
22-02	ST-15	Provide 4' Diameter Storm Manhole	VF	56.97	\$845.00	\$48,139.65	
22-04	ST-07	Provide 4' Diameter Storm Manhole	VF	5.69	\$912.00	\$5,189.28	
22-07	ST-04	Provide 4' Diameter Storm Sewer Manhole	VF	4.66	\$803.83	\$3,745.85	
22-07	ST-05	Remove and Replace 4' Diameter Storm Sewer Manhole	VF	58.39	\$703.36	\$41,069.19	
23-01	ST-11	Remove and Replace 4' Diameter Storm Manhole	VF	10.00	\$676.00	\$6,760.00	
23-01	ST-12	Provide 4' Diameter Storm Manhole	VF	96.00	\$867.00	\$83,232.00	
23-02	ST-02	Remove and Replace 4' Diameter Storm Manhole	VF	14.00	\$733.00	\$10,262.00	
Total				420.93		\$300,784.51	
Cost Per Foot						\$714.57	
Cost for a 5 foot Deep Manhole						\$3,572.85	
Average Per Foot Cost with a 300 Foot Spacing						\$11.91	

Schedule C
2024 Storm Sewer Cost Evaluation - Residential
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.
City of De Pere
Date: January 5, 2024

Storm Mainline Cost

Item Description	Cost Per LF	Comment
12" Storm Sewer Main	\$72.31	
4' Diameter Storm Manhole	\$11.91	300 foot spacing with a 5' depth
Mainline Cost Per Street Foot	\$84.22	
Cost Per Side of Street	\$42.11	
Cost Per Lot	\$2,526.60	60 foot wide lot
Assessable Amount (20%)	\$505.32	Remaining 80% funded by Storm Water Utility
Engineering and Administration (20%)	\$101.06	
Total Mainline Costs	\$606.38	

Storm Lateral Cost

Item Description	Cost Per EA	Comment
6" Storm Lateral	\$1,650.30	30 foot average length. Some laterals will be connected to inlets.
Storm Wye Cost	\$221.59	
Assessable Amount (100%)	\$1,871.89	
Engineering and Administration (20%)	\$374.38	
Total Lateral Costs	\$2,246.27	

Total Cost

Mainline	\$606.38
Storm Lateral	\$2,246.27
Total Cost	\$2,852.65



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on the 2024 Storm Lateral Assessment Charge for Existing Non-Residential Properties

ATTACHMENTS:

- 2024 0108 CI_BOPW_Storm_Lateral_Assessment_Costs - Non (PDF)
- CI-CALC_2024_Non-Residential_Storm_Assessments (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: January 8, 2024

RE: **Consideration and Possible Action on the 2024 Storm Lateral Assessment Charge for Existing Non-Residential Properties**

The purpose for this item is to establish the special assessment cost for storm main and laterals installed in 2024 to non-residential parcels in developed areas.

Background

In 2014, Section 13-8 (f) of the Municipal Code was updated for the assessment of new storm sewer and storm lateral provided to non-residential parcels in developed areas.

Based on the Municipal Code, the assessment will be presented to the Board of Public Works each year. The cost for the storm assessment will be based on the previous three year's construction cost for storm sewer and appurtenances on a weighted average for the cost and amount installed on applicable projects. The assessment will be based on the following charges:

- a. 100% of the storm lateral cost will be included in the assessment. This includes the lateral piping and connection to the storm sewer main. The lateral piping cost will be based on an average 35 foot long storm sewer lateral length.
- b. 20% of the storm sewer main will be included in the assessment. The remaining 80% of the storm sewer main will be charged to the storm water utility. Storm sewer main cost will be based on the following:
 - i. 18 inch diameter storm sewer main.
 - ii. Four foot diameter manholes with an average depth of five feet and a spacing of 300 feet.

Staff has reviewed the cost of storm sewer main and laterals for projects over the last three years. The calculations have been attached. Based on the calculations the special assessment rate for 2024 in existing non-residential areas is as follows:

- Storm Main Assessment - \$11.00 per foot of parcel frontage
- 6-Inch Storm Lateral Assessment - \$2,576.33 per each
- 8-Inch Storm Lateral Assessment - \$3,198.12 per each
- 12-Inch Storm Lateral Assessment - \$3,637.02 per each

Each individual parcel will have the appropriate lateral sized to accommodate projected runoff needs.

Recommendation

Staff recommends approval of the 2024 storm assessments for non-residential lots in developed areas as follows:

- Storm Main Assessment - \$11.00 per foot of parcel frontage
- 6-Inch Storm Lateral Assessment - \$2,576.33 per each

- 8-Inch Storm Lateral Assessment - \$3,198.12 per each
- 12-Inch Storm Lateral Assessment - \$3,637.02 per each

Attachments

Schedule B & C Exhibits

Schedule B

**2024 Storm Sewer Cost Evaluation - Existing Development Other Than Residential up to Two Units per Building
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.**

City of De Pere

Date: December 19, 2023

Mainline Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-01	Remove and Relay 18" PVC, PP, or RCP (Class III) Storm Sewer	LF	19.00	\$81.00	\$1,539.00	
22-01	ST-01	Remove and Relay 18" PVC, RCP Class III, or PP Storm Sewer	LF	154.00	\$81.00	\$12,474.00	
22-01	ST-02	Provide 18" PVC, RCP Class III, or PP Storm Sewer	LF	130.00	\$80.00	\$10,400.00	
22-02	ST-03	Provide 18" RCP (Class III), or PP Storm Sewer	LF	143.19	\$78.00	\$11,168.82	
Total				446.19		\$35,581.82	
Average Cost Per Foot						\$79.75	

Schedule B
2024 Storm Sewer Cost Evaluation - Existing Development Other Than Residential up to Two Units per Building
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.

City of De Pere

Date: December 19, 2023

Storm Sewer Manhole

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-09	Remove and Replace 4' Diameter Storm Manhole	VF	9.40	\$530.00	\$4,982.00	
21-01	ST-10	Provide 4' Diameter Storm Manhole	VF	7.69	\$546.00	\$4,198.74	
21-02	ST-10	Remove and Replace 4' Diameter Storm Manhole	VF	10.35	\$450.00	\$4,657.50	
21-02	ST-13	Provide 4' Diameter Storm Manhole	VF	36.89	\$570.00	\$21,027.30	
22-01	ST-15	Remove and Replace 4' Diameter Storm Manhole	VF	16.16	\$600.00	\$9,696.00	
22-01	ST-17	Provide 4' Diameter Storm Manhole	VF	89.09	\$600.00	\$53,454.00	
22-02	ST-13	Remove and Replace 4' Diameter Storm Manhole	VF	5.64	\$775.00	\$4,371.00	
22-02	ST-15	Provide 4' Diameter Storm Manhole	VF	56.97	\$845.00	\$48,139.65	
22-04	ST-07	Provide 4' Diameter Storm Manhole	VF	5.69	\$912.00	\$5,189.28	
22-07	ST-04	Provide 4' Diameter Storm Sewer Manhole	VF	4.66	\$803.83	\$3,745.85	
22-07	ST-05	Remove and Replace 4' Diameter Storm Sewer Manhole	VF	58.39	\$703.36	\$41,069.19	
23-01	ST-11	Remove and Replace 4' Diameter Storm Manhole	VF	10.00	\$676.00	\$6,760.00	
23-01	ST-12	Provide 4' Diameter Storm Manhole	VF	96.00	\$867.00	\$83,232.00	
23-02	ST-02	Remove and Replace 4' Diameter Storm Manhole	VF	14.00	\$733.00	\$10,262.00	
Total				420.93		\$300,784.51	
Cost Per Vertical Foot						\$714.57	
Cost for a 5 foot Deep Manhole						\$3,572.85	
Average Per Foot Cost with a 300 Foot Spacing						\$11.91	

Schedule B
2024 Storm Sewer Cost Evaluation - Existing Development Other Than Residential up to Two Units per Building
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.
City of De Pere
Date: December 19, 2023

Lateral Cost

Lateral 6"

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-04	Provide 6" PVC Storm Sewer Lateral	LF	300.0	\$46.00	\$13,800.00	
21-02	ST-06	Provide 6" PVC Storm Sewer Lateral	LF	1,340.0	\$48.00	\$64,320.00	
22-01	ST-08	Provide 6" PVC Storm Sewer Lateral	LF	2,126.0	\$62.00	\$131,812.00	
22-02	ST-07	Provide 6" PVC Storm Sewer Lateral	LF	537.0	\$57.00	\$30,609.00	
23-01	ST-08	Provide 6" PVC Storm Lateral	LF	1,896.0	\$53.00	\$100,488.00	
Total				6,199.0		\$341,029.00	
Average Cost Per Foot						\$55.01	Average length of lateral is based on a 70 foot right of way.
Average Cost per Lot at 35 Feet of Lateral (100% to Owner)						\$1,925.35	

Lateral 8"

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-03	Provide 8" PVC Storm Sewer	LF	413.00	\$50.00	\$20,650.00	
21-02	ST-05	Provide 8" PVC Storm Sewer	LF	260.50	\$58.00	\$15,109.00	
22-01	ST-06	Provide 8" PVC Storm Sewer	LF	1,006.00	\$64.00	\$64,384.00	
22-02	ST-06	Provide 8" PVC Storm Sewer	LF	301.26	\$59.00	\$17,774.34	
23-01	ST-06	Provide 8" PVC Storm Sewer	LF	1,116.00	\$66.00	\$73,656.00	
Total				3,096.76		\$191,573.34	
Average Cost Per Foot						\$61.86	Average length of lateral is based on a 70 foot right of way.
Average Cost per Lot at 35 Feet of Lateral (100% to Owner)						\$2,165.10	

Schedule B
2024 Storm Sewer Cost Evaluation - Existing Development Other Than Residential up to Two Units per Building
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.
City of De Pere
Date: December 19, 2023

Lateral Cost

Lateral 12"

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-02	Remove and Relay 12" PVC or RCP (Class III) Storm Sewer	LF	114.00	\$74.00	\$8,436.00	
21-02	ST-02	Remove and Relay 12" PVC or RCP (Class III) Storm Sewer	LF	130.00	\$63.00	\$8,190.00	
21-02	ST-04	Provide 12" PVC or RCP Class III Storm Sewer	LF	767.50	\$62.00	\$47,585.00	
22-01	ST-04	Remove and Relay 12" PVC or RCP Class III Storm Sewer	LF	298.00	\$67.00	\$19,966.00	
22-01	ST-05	Provide 12" PVC, RCP Class III, or PP Storm Sewer	LF	1,683.00	\$67.00	\$112,761.00	
22-02	ST-05	Provide 12" PVC or RCP (Class III) Storm Sewer	LF	961.78	\$90.00	\$86,560.20	
22-04	ST-01	Remove and Relay 12" RCP Class V Storm Sewer	LF	10.00	\$134.00	\$1,340.00	
22-04	ST-02	Provide 12" Class V Storm Sewer	LF	248.00	\$64.65	\$16,033.20	
22-07	ST-08	Remove and Relay 12" PVC or RCP (Class III) Storm Sewer	LF	187.30	\$92.44	\$17,314.01	
23-01	ST-03	Remove and Replace 12" PVC, RCP Class III, or PP Storm Sewer	LF	89.00	\$115.00	\$10,235.00	
23-01	ST-04	Provide 12" PVC, RCP Class III, or PP Storm Sewer (Granular Backfill)	LF	2,616.00	\$71.00	\$185,736.00	
23-01	ST-05	Provide 12" PVC, RCP Class III, or PP Storm Sewer (Natural Backfill)	LF	149.00	\$62.00	\$9,238.00	
23-02	ST-01	Provide 12" PVC, Class IV, or PP Storm Sewer	LF	68.00	\$89.00	\$6,052.00	
Total				7,321.58		\$529,446.41	
Average Cost Per Foot						\$72.31	
Average Cost per Lot at 35 Feet of Lateral (100% to Owner)						\$2,530.85	

Average length of lateral is based on a 70 foot right of way.

Schedule B
2024 Storm Sewer Cost Evaluation - Existing Development Other Than Residential up to Two Units per Building
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.
City of De Pere
Date: December 19, 2023

Connection Cost**Storm Wye Cost (6")**

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-01	ST-05	Provide 36" x 6" Storm Branch or Inserta Tee	EA	1	\$746.00	\$746.00	
21-01	ST-06	Provide 12" x 6" Storm Branch or Inserta Tee	EA	1	\$746.00	\$746.00	
21-01	ST-07	Provide 8" x 6" Storm Branch or Inserta Tee	EA	8	\$180.00	\$1,440.00	
21-02	ST-07	Provide 30" x 6" Storm Branch or Inserta Tee	EA	9	\$250.00	\$2,250.00	
21-02	ST-08	Provide 12" x 6" Storm Branch or Inserta Tee	EA	2	\$250.00	\$500.00	
21-02	ST-09	Core Drill Storm Sewer and Provide Lateral Connection	EA	25	\$250.00	\$6,250.00	
21-02	ST-21	Core Drill Storm Manhole (6" Opening)	EA	1	\$300.00	\$300.00	
22-01	ST-09	Provide 18" x 6" Storm Branch or Inserta Tee	EA	8	\$250.00	\$2,000.00	
22-01	ST-10	Provide 15" x 6" Storm Branch or Inserta Tee	EA	14	\$250.00	\$3,500.00	
22-01	ST-11	Provide 12" x 6" Storm Branch Inserta Tee	EA	20	\$250.00	\$5,000.00	
22-01	ST-12	Provide 8" x 6" Storm Branch or Inserta Tee	EA	24	\$200.00	\$4,800.00	
22-01	ST-13	Provide Lateral Connection to Existing Storm Sewer	EA	16	\$200.00	\$3,200.00	
22-02	ST-08	Provide 24" x 6" Storm Branch or Inserta Tee	EA	1	\$200.00	\$200.00	
22-02	ST-09	Provide 21" x 6" Storm Branch or Inserta Tee	EA	3	\$200.00	\$600.00	
22-02	ST-10	Provide 18" x 6" Storm Branch or Inserta Tee	EA	2	\$200.00	\$400.00	
22-02	ST-11	Provide 12" x 6" Storm Branch or Inserta Tee	EA	2	\$200.00	\$400.00	
22-02	ST-12	Provide 8" x 6" Storm Branch or Inserta Tee	EA	4	\$120.00	\$480.00	
23-01	ST-09	Provide 12" x 6" Storm Branch or Inserta Tee	EA	23	\$225.00	\$5,175.00	
23-01	ST-10	Provide 8" x 6" Storm Branch	EA	23	\$150.00	\$3,450.00	
Total				187		\$41,437.00	
Average Cost Per Wye						\$221.59	

Core Storm Tee Cost (8" & 12")

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
21-02	ST-20	Core Drill Storm Manhole (12" Opening)	EA	1	\$500.00	\$500.00	
22-04	ST-06	Cor Drill Storm Sewer and Provide 8" Inserta Tee	EA	5	\$500.00	\$2,500.00	
Total				6		\$3,000.00	
Average Cost Per Connection/Core						\$500.00	

Schedule C
2024 Storm Sewer Cost Evaluation - Existing Development Other Than Residential up to
Two Units per Building
Summary Based on 2021-2023 Asphalt Reconstruction and Resurfacing Projects.
City of De Pere
Date: December 19, 2023

Storm Mainline Cost

Item Description	Cost Per LF	Comment
18" Storm Sewer Main	\$79.75	300 foot spacing with a 5' depth
4' Diameter Storm Manhole	\$11.91	
Mainline Cost Per Street Foot	\$91.66	Remaining 80% funded by Storm Water Utility
Cost Per Side of Street	\$45.83	
Assessable Amount (20%)	\$9.17	
Engineering and Administration (20%)	\$1.83	
Total Mainline Cost Per Front Lot Foot	\$11.00	

Storm Lateral Cost

Item Description	Cost Per EA	Comment
6" Storm Lateral	\$1,925.35	35 foot average length.
Storm Wye Cost	\$221.59	
Assessable Amount (100%)	\$2,146.94	
Engineering and Administration (20%)	\$429.39	
Total Lateral Costs	\$2,576.33	

Storm Lateral Cost

Item Description	Cost Per EA	Comment
8" Storm Lateral	\$2,165.10	35 foot average length.
Storm Wye Cost (Core)	\$500.00	
Assessable Amount (100%)	\$2,665.10	Average of cost to core pipe
Engineering and Administration (20%)	\$533.02	
Total Lateral Costs	\$3,198.12	

Storm Lateral Cost

Item Description	Cost Per EA	Comment
12" Storm Lateral	\$2,530.85	35 foot average length.
Storm Wye Cost (Core)	\$500.00	
Assessable Amount (100%)	\$3,030.85	Average of cost to core pipe
Engineering and Administration (20%)	\$606.17	
Total Lateral Costs	\$3,637.02	



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discussion on Concrete Restoration Requirements for Work Completed by Utility Companies

ATTACHMENTS:

- 2024 0108 CI_BOPW_Utility_Concrete_Restoration (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: January 8, 2024

RE: **Discussion on Concrete Restoration Requirements for Work Completed by Utility Companies**

Aldersperson Hansen received a complaint from Daniel and Debra Brunnquell at 1826 Saddlebrook Lane after a subcontractor working for TDS had cored holes in their driveway to expose underground utilities. Figure 1 shows the core holes that resulted in this complaint:



Figure 1 - Utility Coring at 1826 Saddlebrook Lane

Based off this complaint, Aldersperson Hansen is requesting that the Board of Public Works discuss concrete restoration requirements for future utility excavations.

Background

Concrete/asphalt coring and potholing is common practice used by utility companies to verify the depths of existing utilities. As shown in Figure 1, two cores were taken from the driveway at 1826 Saddlebrook Lane to pothole down and verify the depths of the gas main and a gas service to ensure these facilities were not hit as part of construction. As part of our excavation permit review, Engineering Staff works with utility companies to prevent the following:

- Placement of new facilities under sidewalks to avoid excessive concrete cores.
- Additional cores over City utilities where depths can be verified at nearby manholes or water valves. The depths of other facilities (e.g. gas lines) cannot be determined and safely crossed without excavating down to verify their depths.

However, with the number of utilities in the public right-of-way, it is not always feasible to avoid coring and potholing to verify utility depths.

As part of the City's excavation permit package for utility work within the public right-of-way, the construction detail shown in Figure 2 is provided as guidance to our contractors for the replacement and reestablishment of cores taken from asphalt or concrete surfaces.

CORING OR BORE HOLE REPLACEMENT DETAIL

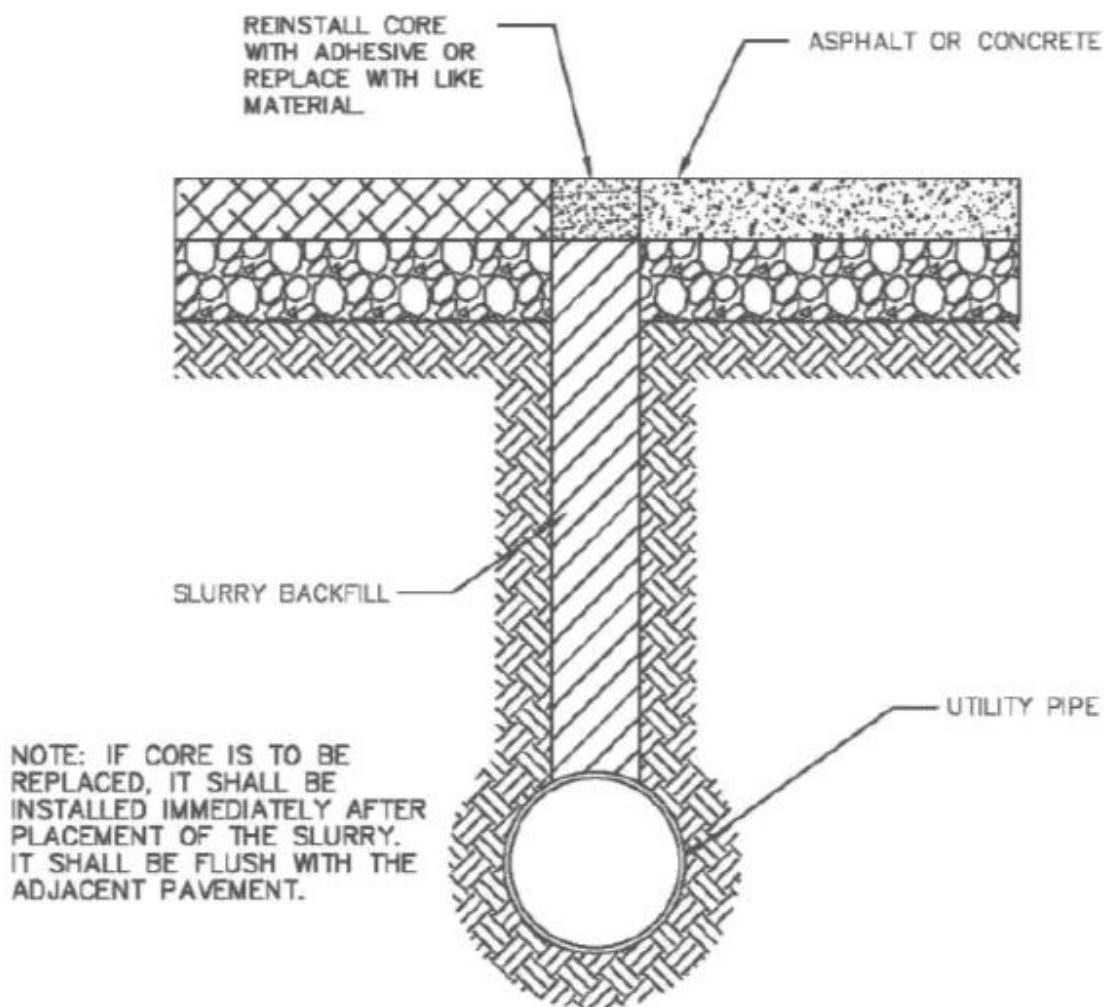


Figure 2 - Coring or Bore Hole Replacement Detail

While portions of the TDS installation were completed in public right-of-way, the cores shown in Figure 1 are on private property within a utility easement. The City's excavation permit process governs the installation of utilities within the public right-of-way and not on private property. In this instance, TDS

chose to follow the City’s excavation permit guidelines and the homeowner was instructed to call the TDS Construction hotline at 1-855-259-8576 to file their complaint regarding the construction process. In the end, TDS chose to replace the panel that had the two cores at the request of the homeowner. Public Works staff reached out to surrounding communities to see what other municipalities are permitting when it comes to coring of hard surfaces within the public right-of-way. Table 1 shows the feedback that staff received.

Table 1 - Surrounding Municipality Core Restoration Policies

Municipality	Policy
City of Green Bay	Concrete cores are to be restored similar to the City of De Pere’s policy.
Village of Ashwaubenon	Full panel replacement is required.
Village of Allouez	Asphalt cores are to be patched using infrared. Concrete cores are to be restored similar to the City of De Pere’s policy.
Village of Denmark	Full panel replacement is required.
Village of Howard	Coring of driveways is not permitted.
Village of Suamico	Current policy is to fuse cores back into place, similar to the City of De Pere. Most utility work is completed in a rural environment with minimal impacts to concrete.

A typical core hole can be patched back into place using a tube of concrete repair epoxy which costs less than \$35. Should full panel replacement be required, staff estimates that the cost of the repairs would increase to the following based off the City’s 2023 sidewalk repair costs:

- \$320 for a 5-foot by 5-foot, 4-inch-thick sidewalk panel.
- \$360 for a 5-foot by 5-foot, 6-inch-thick sidewalk panel.

Staff estimates the repair at 1826 Saddlebrook Lane would have cost over \$1,350 to complete given the size of the driveway panel that TDS was required to replace. Utility rates for everyone would ultimately adjust to reflect these additional costs. The Wisconsin Public Service Commission (PSC) provides the following guidance on their website:

“How are utility rates determined?”

Similar to how prices are set in other industries, utility rates are set by taking into consideration the costs of providing natural gas and electric services to customers. These costs include operating expenses such as labor, cost of materials (e.g. fuel expenses) and a return on capital investments used to buy equipment. Unlike many other industries, Wisconsin’s electric and natural gas utilities are a state-regulated monopoly where the PSC sets the rates that utility customers pay for energy services. In return for monopoly status, utilities have an obligation to serve all customers and cannot increase rates without authorization from the PSC.

Utilities seeking authorization to adjust rates are required to submit an application and provide evidence justifying the request to change rates. Applications are thoroughly reviewed by

PSC staff, which includes a comprehensive audit of utility accounting and financial information. Evidence is further gathered through testimony and exhibits from the utility, PSC staff, and interested parties. Public hearings then create the record that is considered by commissioners when setting new rates.

How often do utilities adjust their rates?

The frequency that utilities adjust their rates depends upon economic factors and the need to recover the costs of providing utility service. For instance, volatile fuel costs may necessitate rate changes. In addition to economic factors, investments in construction projects or technology upgrades necessary to provide safe and reliable utility service may compel a request to adjust rates.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 8, 2024

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action on WPS Replacing Decorative Street Lighting in the Downtown Areas*

ATTACHMENTS:

- Consider WPS Replacing Decorative Street Lighting in Downtown Areas 1-2-2024 (DOCX)
- Consider Ald. Hansen's Request Regarding Decorative Street Lighting on S. Broadway & George Street 9-25-2023 (PDF)
- BOPW October 9, 2023 Meeting Minutes (PDF)
- WPS Paragon Lighting East (PDF)
- WPS Paragon Lighting West (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members

From: Scott J. Thoresen, Director of Public Works

Date: January 2, 2024

RE: Consider and Possible Action on WPS Replacing Decorative Street Lighting in the Downtown Areas*

The BOPW discussed at the October 9, 2023 meeting Alderperson Hansen's request for replacing the decorative streetlights owned by WPS. (See attached staff memo) The BOPW recommended moving forward with having WPS replace the existing lights with the Paragon fixture. (See attached minutes). Since this meeting, staff did receive the following costs from WPS (See attached) for the decorative fixture replacements:

- East side lighting = \$12,426.17
- West side lighting = \$11,748.38

There was no funding budgeted for this in the 2024 budget. Therefore, if the BOPW wants to move forward with having WPS replace the decorative lights the funding would need to come from unassigned reserves.

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: September 25, 2023
RE: Consider and Possible Action on Ald. Hansen's Request Regarding WPS Decorative Street Lighting on S. Broadway and George Street*

Aldersperson Hansen requested at the July 18, 2023, Council meeting discussion at the BOPW about the decorative streetlights on S. Broadway and George Street. These lights are owned and maintained by Wisconsin Public Service (WPS). (See attached maps)

The City has replaced the fixtures on City owned and maintained decorative lights throughout the downtown areas with the fixture seen below.



Staff has asked WPS if they would replace their existing decorative light fixtures (See light below)



with the same LED fixture the City has. WPS informed staff they would only replace their decorative fixtures with their own fixtures which do not match the City's new decorative fixtures. The fixtures WPS currently offers are seen below.



WPS did offer to turn over WPS's decorative lighting if the City purchased their decorative lighting system which would include the fixtures and wiring in the ground. The costs to purchase the decorative lighting from WPS is as follows:

- East side lighting = \$315,845.16
- West side lighting = \$198,038.23

The intent of the discussion is to determine how the BOPW wants to proceed with replacing the decorative light fixtures owned by WPS.



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, October 9, 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
Chase Kuffel, Assistant City Engineer
Betty Sellenheim, Recording Secretary
Marty Kosobucki, Parks, Recreation & Forestry Director (Remote)
Tom Blohowiak, Maintenance Supervisor
Aldersperson Devin Perock
Jeremy Ebner, Suamico Trap
Bill VanCamp, 633 Main Ave

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 September 11, 2023 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the September 11, 2023 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on award on Request for Proposal for 2023-24 Pond Trapping Services*

Aldersperson Ledvina moved to approve award on request for proposal for 2023-24 Pond Trapping Services, seconded by Aldersperson Raasch.
Raasch

Aldersperson Hansen asked if staff had called references for Suamico Trap as the City had not previously used them for these services. Eric Rakers, City Engineer, stated staff did not call references but added the contractor was available in the audience to answer questions.

Mayor Boyd moved to open the meeting for public comment at 7:32 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Jeremy Ebner, Suamico Trap, 3060 Seafarer Way, outlined his experience with similar work for residential, commercial, and municipal properties, along with lake associations and private pond owners.

Mayor Boyd moved to return to regular session at 7:33 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch expressed his appreciation for the work the trappers do for the City to mitigate the muskrats in the ponds. Mr. Rakers added that having another trapper interested in the work is good for the City. Alderperson Hansen questioned the selected locations. Mr. Rakers explained how the locations were selected annually based on visual inspections. Alderperson Hansen stated that residents by Trailside pond had mentioned concerns about rodents. Mr. Rakers added that if other locations come up, staff can work with the contractor to get a price to complete them.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on Preventative Maintenance Contract for City Heating Ventilation and Air Conditioning (HVAC) Equipment*

Alderperson Carpenter moved to approve Preventative Maintenance Contract with Hurckman Mechanical Industries for City Heating Ventilation and Air Conditioning (HVAC) Equipment, 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

4. Main Avenue Underpass No-Mow-Summer Evaluation

Marty Kosobucki, Parks, Recreation & Forestry Director, explained that staff was bringing this item back for discussion as requested when the Board approved not mowing the Main Avenue underpass for summer 2023. Mr. Kosobucki explained that staff did not receive any calls or complaints at the MSC office regarding the underpass mowing. Mr. Kosobucki explained that staff had a few minor concerns that would be addressed if the area continued to be no-mow. Mayor Boyd asked staff to provide a background on the initial request to not mow the Main Avenue underpass. Mr. Kosobucki explained that Parks staff is responsible for maintaining this location and it is quite difficult to maintain. Mr. Kosobucki added that staff had previously had a significant injury during a mowing event at this location and that Human Resources requested that staff find alternatives to mowing this location. Mr. Kosobucki stated that staff has reached out to landscape

companies and no one has been interested in maintaining the underpass. Mr. Kosobucki stated that after the approval of the planned natural landscape ordinance, staff felt that was a good opportunity to try at this location to embrace the ordinance and reduce staff risk. Mayor Boyd stated there are also traffic impacts during mowing operations on the underpass. Mayor Boyd asked staff to explain the upcoming work planned for Main Avenue (STH 32). Scott Thoresen, Public Works Director, explained that staff has requested the DOT develop a zero-maintenance plan for the underpass as part of the design for STH 32 renovation. Mayor Boyd asked if the State would fund that redesign. Mr. Thoresen explained that it would likely be City funded. Mr. Thoresen reminded Board members that closing the sidewalk at the underpass was also approved to reduce hazards and the sidewalk will be completely removed when DOT reconstructs Main Ave/STH 32. Mayor Boyd stated that no action will be taken today and that the discussion will be used to develop possible alternative plans moving forward.

Alderson Carpenter moved to open the meeting for public comment at 7:41 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Bill VanCamp of 633 Main Ave shared his frustration that the underpass had been successfully maintained for many years before this one and the City has invested in equipment to maintain it easier that is not being used. Mr. VanCamp also expressed his concerns on behalf of himself and his neighbors over the unsightliness of the long grass, the grass growing over the sidewalk, and the increased rodent population. Mr. VanCamp stated he circulated a petition amongst his neighbors that was turned in to Alderson Perock.

Alderson Raasch moved to return to regular session at 7:44 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Alderson Carpenter asked staff to explain the traffic impacts during mowing operations. Mr. Thoresen explained that one of the three lanes is closed and traffic is shifted; there are no detours to other streets. Alderson Carpenter asked if staff can use the tractor with the boom arm to mow the slope. Mr. Thoresen explained that it would only reach about 25% up the hill. Alderson Raasch asked how this injury occurred and stated his preference to have it maintained for visual appeal and rodent control. Alderson Raasch also asked why the slope could be maintained for so many years but not after the injury. Mr. Kosobucki recalled to the best of his ability that the injury that occurred was a staff member who blew out their knee from the incline and not based on a lack of training or safety precautions. Mr. Kosobucki stated that when the slope was maintained, it was done safer than it was in the past. Alderson Raasch reiterated his preference to have the slope maintained. Mayor Boyd outlined concerns with regards to maintaining the slope and stated he has received calls from residents with concerns for the safety of staff after seeing them maintaining the slope. Mayor Boyd stated his preference to improve the current situation to address the concerns including cleaning up along the roadway and sidewalk where the grass falls over, remove the trees, and mitigate the rodents. Mayor Boyd stated the safety of staff was his number one priority in this situation. Alderson Carpenter suggested spraying the vegetation to kill it back to reduce maintenance. Mayor Boyd stated that if STH 32 reconstruction work was not planned for 3-4 years away, staff would be looking closer at budgeting for a zero-maintenance landscape, but due to the upcoming work it would be money thrown away. Alderson Raasch agreed that the City shouldn't waste the money, but that something

needed to be changed especially with regards to rodent control. Alderperson Raasch suggested cutting back the tall vegetation and having Suamico Trap work that area. Alderperson Carpenter suggested having staff bring back a plan in January or February for 2024 season. Mr. Kosobucki stated that even though the Parks Department maintains it, it falls under the jurisdiction of the Board of Public Works and would request direction on what maintenance level is acceptable or unacceptable moving forward. Alderperson Ledvina stated that the change to not mow came from staff for Board consideration and recommendations should come from staff for the Board to evaluate and provide direction. Mr. Kosobucki agreed that with time, staff could evaluate options and provide recommendations to the Board for consideration. Alderperson Carpenter requested staff request pricing and have Suamico Trap inspect the slope for rodent activity. Eric Rakers, City Engineer, stated he would work with Suamico Trap to perform an inspection of the area, but clarified that any work in that area would not be funded from the stormwater utility. Alderperson Ledvina asked about the status of the remote control mower. Mr. Kosobucki stated that machine remains in the fleet but is relatively old and tired and will need to be replaced if the plan is to continue using it as it was. Mr. Kosobucki added that he estimates a new slope mower at \$30-50k and had not budgeted to replace this equipment if it will not be needed after Main Avenue reconstruction. Alderperson Hansen requested that staff attempt to get a contractor hired willing to maintain this location. Mr. Kosobucki stated that staff can try again, but added that there has been zero interest any other time staff has tried in the past ten years. Mayor Boyd added that insurance is a major factor in that work.

RESULT:	DISCUSSED
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5. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined the recommended parking and traffic change including adding crosswalk signage in the middle of the road on George Street at Washington Street.

Alderperson Hansen clarified the type of signage being recommended. Mr. Rakers stated it was the removable signs that sit on the center lines like the City has on Broadway. Mr. Rakers added that the requester was primarily concerned about crossing during pool season and the removable style signs work good for that as they are brought in during the winter months for plowing.

Alderperson Carpenter moved to approve City Engineer Parking and Traffic Recommendations, 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. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion items for no-action parking and traffic including restricting parking on Ninth Street in front of the Post Office and installing rapid rectangular flashing beacons (RRFB) on Eighth Street at Cedar Street.

Alderson Hansen commented that he recently read a news story that stated that Green Bay planned to install a large number of RRFB and he thought that might increase the number of requests De Pere sees for installation.

Mr. Rakers concluded by outlining a request to evaluate the location of "Pedestrian Ahead" sign on George Street.

Alderson Hansen commented that the sign could be in that location for the next intersection. Mr. Rakers stated that could be true or that it is to mark the entire corridor of pedestrian crossings or the school. Alderson Raasch asked a follow-up question with regards to three hour parking by Notre Dame School. Mr. Rakers and Mayor Boyd stated it was signed and there have not been any issues or complaints.

RESULT:	DISCUSSED
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7. Consideration and possible action on 2023-2024 Sidewalk Snow & Ice Removal Rates

Mayor Boyd moved to approve the 2023-24 Sidewalk Snow and Ice Removal Rates, seconded by Alderson Ledvina.

Alderson Hansen asked if staff had made any changes to the policy to provide a notice or warning to residents prior to having staff clear the sidewalks and bill the owner. Scott Thoresen, Public Works Director, stated that staff has not made any changes to the policy and outlined the process staff follows after receiving a complaint. Mayor Boyd commented that most of the time staff does not have repeat offenders. Mr. Thoresen agreed and added that about 95% of the time it does not happen again at the same location that season.

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

8. Consideration and possible action on approval for October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence

Chase Kuffel, Assistant City Engineer, explained that his memo included two parts. The first part is an estimated City cost of treating clear water. The second part is a draft correspondence for residents outlining next steps.

Alderson Ledvina provided comments on possible edits to the resident correspondence including explaining what a foundation drain is and cleaning up the section about mandating/not mandating installations. Alderson Hansen requested a couple grammatical corrections. Alderson Hansen asked if staff should include exemptions for field stone basements. Mr. Kuffel stated that he did not plan to include in the letter but that it is included in the new dwelling code that will be on the City website where this letter will direct residents to find more information. Alderson Hansen asked about adding language with regards to timeline of billing or reimbursement. Mr. Kuffel stated he could not add language regarding billing as that will be contractor dependent based on how they bill as a company and not controlled by the City. Eric Rakers, City Engineer, stated staff could work to clarify the timeline for reimbursement once a copy of the invoice is received from the homeowner. Mr. Rakers added that if it is not included directly in the letter, it will be built into the website information. Alderson Hansen

asked for a timeline for when the list of contractors would be available for residents. Mr. Kuffel stated that should be quick to assemble and could be uploaded to the website. Alderperson Carpenter questioned how often the meters are tested for accuracy with regards to the number of gallons being treated. Mr. Rakers stated that the meters are checked but staff will look into the frequency.

Mayor Boyd moved to approve the October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence with requested changes, 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

9. Consider and Possible Action on Ald. Hansen's Request Regarding Service Sign on S. Broadway*

Alderperson Hansen outlined the request he received regarding the service sign on S. Broadway Street and the responses staff received from the service groups when contacted with regards to the two service group signs in the City.

Mayor Boyd suggested removing the signs. Alderperson Raasch agreed with taking the signs down.

Alderperson Raasch moved to remove the signs and return the logos to the service groups, seconded by Mayor Boyd.

Alderperson Carpenter suggested allowing the Men's Club the option of rehabilitating the sign, since they expressed interest in keeping the signs. Scott Thoresen, Public Works Director, stated that there were many other organizations also listed on the signs and that it might not be fair to put the burden on the Men's Club. Alderperson Carpenter stated that since it would be funded by the service groups, the Men's Club could work to get the support of the other groups and staff could set a deadline and if the groups are not able to rehabilitate the signs by the deadline, staff would take them down. Mr. Thoresen explained his concerns regarding sign removal during the winter months. Alderperson Carpenter agreed that full removal during the winter months would be difficult but added that if staff wanted the signs removed during the winter months, they could be cut down and remove the remaining structure in the spring after the ground thaws. Alderperson Raasch stated that he would be okay with giving the service groups time to rehabilitate the signs and staff should notify the Men's Club of this opportunity, as they expressed interest, and let them know the responses staff received from the other groups with regards to the signs.

Alderperson Raasch amended his motion to give the service groups until January 1 to rehabilitate the signs otherwise the City will remove the signs and return logos to service groups, Mayor Boyd agreed with the amendment.

Upon vote, the motion passed unanimously.

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

10. Consider and Possible Action on Ald. Hansen's Request Regarding WPS Decorative Street Lighting on S. Broadway and George Street*

Alderperson Hansen explained his request regarding replacing WPS-owned decorative street lights on S. Broadway St and George St to match the City-owned decorative lights. Alderperson Hansen explained that the City offered to cover the new decorative fixtures to match, but WPS refused and only uses three WPS-approved decorative fixtures. Alderperson Hansen explained that in order to have them all match, WPS would need to sell the lighting system to the City at the cost of over \$500,000. Alderperson Hansen commented that the WPS-approved Paragon fixture matches City fixtures closely. Mayor Boyd agreed that Paragon looked similar. Alderperson Hansen asked staff if WPS would proactively replace the lights with Paragon over the upcoming year. Scott Thoresen, Public Works Director, stated that WPS would replace the lights as they burn out. Mr. Thoresen added that WPS doesn't know the City's preference and once they do, it would be up to WPS to decide if there is funding to replace the lights sooner. Mayor Boyd suggested letting WPS know of the City's preference and possibly there is WPS funding to get some or all of the lights replaced sooner.

Alderperson Hansen moved to have staff request that WPS replace the existing fixtures with the Paragon fixture going forward, seconded by Alderperson Ledvina.

Alderperson Raasch asked if this type of request to WPS required action by the Board and Council. Mr. Thoresen explained why the recommendation would be made to Council. Alderperson Raasch asked why staff did not work with WPS when replacing City-owned fixtures to ensure they would match. Mr. Thoresen explained that staff had worked with Definitely De Pere and the Board of Public Works to select the fixtures and were unaware there were WPS-approved fixtures until Alderperson Hansen inquired.

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

IV. Future Agenda Items

Alderperson Carpenter requested Parking & Traffic review parking restrictions on the south side of Helena Street to permanently reflect the temporary police orders during school events.

V. Adjournment

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

Respectfully submitted,
Betty Marovich

WISCONSIN PUBLIC SERVICE CORPORATION-WI

CONTRACT FOR OUTDOOR LIGHTING SERVICE

This contract is for the installation of Outdoor Lighting entered into on 10/27/2023 (Contract Date) between
CITY OF DE PERE (Customer) and Wisconsin Public Service Corporation (WPSC).

The Customer desires WPSC to own, install and maintain the outdoor lighting system.

Site Address/Description/Location: STREET LIGHTING EAST in the
CITY of DE PERE, County of BROWN, State of WI.

This lighting system is comprised of 55 LED Lamps under a LS-1 rate schedule on
 pole number(s) See Attached Pole Number Sheet.

Now in consideration of the mutual promises herein contained, the parties hereto agree as follows: The customer agrees to comply with all terms and conditions as stated on page 2 of this contract, including the commencement date of Minimum Charges and all appropriate WPSC tariffs on file with the PSCW.

The Customer will pay WPSC on a monthly basis for the outdoor lighting service according to the following:

1. Monthly Fixture Charges	Quantity	Monthly Rate	Monthly Billing
Class M - LED Med Output Post Top, Parag	55	\$ 31.48	\$ 1,731.40
Sub-Total Monthly Bill			\$ 1,731.40

2. Monthly Non-Standard Charges	Quantity	Monthly Rate	Monthly Billing
Span			
Wood Pole			
Mast Arm > 6'			
Sub-Total Monthly Non-Standard Charges			\$ -

Total Monthly Bill			\$ 1,731.40
Sales Tax (If applicable)			\$ -
Total Monthly Bill with Sales Tax			\$ 1,731.40

3. Advance Payment - Special Facilities	Advance Payment
a. Assigned Special Facilities Non-Refundable	\$ 12,426.17
b. Assigned Special Facilities Ornamental	\$ -
Sub-Total Special Facilities	\$ 12,426.17

4. Ornamental System Maintenance Payment

The customer agrees to pay future system maintenance due to the higher cost of maintaining ornamental facilities. The company agrees to maintain and replace the above ornamental lighting system as per the LS-1 Lighting Tarriff. The customer agrees to make an advance payment as a special facilities payment under the company's Electric Extension Rules equal to:

Special Facilities Ornamental Payment from 3b:	\$ -	\$ -
	24.00%	\$ -
5. Total Advance Payment		\$ 12,426.17

WPSC Signature

Customer Signature

Customer Mailing Address

WR/Revisions: 3389035-1
 IFRIS Project: 21800071EC, 21800071ER
 Database: _____

CITY OF DE PERE
335 S BROADWAY
DE PERE, WI 54115-2526

1. This Contract is not effective until signed by both WPSC and the Customer. If the Customer fails to return the Contract to WPSC within sixty days of the WPSC signature date or contract date, the Contract is null and void.
2. The minimum term of this contract is 3 years beginning with the first billing. It may be terminated by either party at the expiration date and at any time thereafter by giving ninety days written notice.
3. All the terms and conditions of the Contract shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto. If the Customer leases, sells, or otherwise disposes of the property herein described, he shall complete the payments according to this Contract unless he shall have secured an assumption of his remaining obligations under this Contract, satisfactory to and approved by WPSC.
4. In the event that WPSC decides to use any of the poles and spans for some purpose other than outdoor lighting service, the monthly charges for those poles and spans shall cease during the period that they are used for other purposes.
5. The Customer agrees, when possible, to report promptly to WPSC the failure of any lamp to burn or any dangerous equipment, and the location thereof, to the end that such lamp and/or equipment may be inspected and the trouble therewith remedied. No credit will be allowed for outages.
6. The payment calculation of this Contract is subject to change if the Customer causes a construction delay, there is a change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new Contract shall be executed. Adjustment of customer requirements (refunds or additional payment) to reflect actual investment for changes in the size or number of units installed, major rock, or frost removal, and similar items affecting the scope of the project, shall be made if the adjustment is greater than \$20. This adjustment, if applicable, will normally occur within six months of completion of construction. Any changes shall be reviewed with the Customer.
7. As a condition of receiving service, the Customer agrees to grant WPSC, at no cost, an easement for the necessary construction, operation, and maintenance of any portion of the extension necessary to serve the Customer.
8. Whether stated or not, a special facilities charge will be applied during Winter Construction period, as stated in WPSC's approved tariffs.
9. **Any lawn restoration or surface repair on private property, as a result of this installation, shall be the Customer's responsibility.**
10. The Customer, irrespective of subsequent change of ownership, shall provide at no expense to WPSC, soil graded within six inches of the finished grade prior to installation of facilities. Survey stakes indicating property lines shall be installed by the Customer at no expense to WPSC prior to installation of facilities. WPSC shall be notified in advance of any change in grade levels. Any and all costs incurred as a result of such grade changes shall be at the expense of the Customer.
11. In no event shall the Customer place any decorative element on the pole without the prior written approval of WPSC. Such approval will be under the terms of the Pole Attachment Policy and Procedure in effect at the time of such request. A copy of the Pole Attachment Policy will be furnished by WPSC to the Customer upon request.
12. **The Customer agrees to provide WPSC, or its authorized contractor, the location within 18", of all underground facilities such as those for the transmission of electricity, water, cable TV, sewer, telephone, gas or fuel which are owned by the Customer on the premises, and which may be encountered by WPSC or its authorized contractor during the proposed installation of the facilities. If the Customer is unable to locate any underground facility, or fails to provide the location of any underground facility, or if the underground facility in question is encountered more than 18" from the location identified by the Customer, the Customer shall defend, indemnify, and hold WPSC harmless, as well as its agents, employees, assigns, affiliates, officers, administrators, predecessors, successors, subsidiaries, members and managers from and against any claim, action, proceeding, liability, loss, damage, cost or expense including, without limitations, attorneys' fees, arising out of or in connection with the Customer's use of services.**
13. Upon written request and at the expense of the Customer, WPSC will relocate any pole and/or change the position of any lamp.
14. **In no event, except for a breach by the Customer of section 11 above, shall either party be responsible to the other for any consequential, incidental, special or punitive damages whatsoever, whether arising from breach of warranty or other breach of contract, negligence or other tort, or any other theory of law. In a case of a breach by the Customer of section 11 above, the Customer shall be liable for consequential, incidental, special and punitive damages.**
15. If any provision of this Contract is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provision of the Contract.
16. This contract shall be governed by and construed in accordance with the internal laws of the State of Wisconsin and/or Michigan.
17. The Customer and WPSC hereby agree to abide by and be subject to the rules, regulations, and schedules of WPSC as filed with and approved by the Wisconsin Public Service Commission from time to time, as well as the rules and regulations of the Wisconsin Administrative Code.
18. In the event of a conflict between this Contract and WPSC's approved tariffs, the tariffs shall prevail.

WISCONSIN PUBLIC SERVICE CORPORATION-WI

CONTRACT FOR OUTDOOR LIGHTING SERVICE

This contract is for the installation of Outdoor Lighting entered into on 10/25/2023 (Contract Date) between
CITY OF DE PERE (Customer) and Wisconsin Public Service Corporation (WPSC).

The Customer desires WPSC to own, install and maintain the outdoor lighting system.

Site Address/Description/Location: STREET LIGHTING WEST in the
CITY of DE PERE, County of BROWN, State of WI.

This lighting system is comprised of 52 LED Lamps under a LS-1 rate schedule on
 pole number(s) 52 Lights Here See Attachment Task 100.

Now in consideration of the mutual promises herein contained, the parties hereto agree as follows: The customer agrees to comply with all terms and conditions as stated on page 2 of this contract, including the commencement date of Minimum Charges and all appropriate WPSC tariffs on file with the PSCW.

The Customer will pay WPSC on a monthly basis for the outdoor lighting service according to the following:

1. Monthly Fixture Charges	Quantity	Monthly Rate	Monthly Billing
Class M - LED Med Output Post Top, Parag	52	\$ 31.48	\$ 1,636.96
Sub-Total Monthly Bill			\$ 1,636.96

2. Monthly Non-Standard Charges	Quantity	Monthly Rate	Monthly Billing
Span			
Wood Pole			
Mast Arm > 6'			
Sub-Total Monthly Non-Standard Charges			\$ -

Total Monthly Bill			\$ 1,636.96
Sales Tax (If applicable)			\$ -
Total Monthly Bill with Sales Tax			\$ 1,636.96

3. Advance Payment - Special Facilities	Advance Payment
a. Assigned Special Facilities Non-Refundable	\$ 11,748.38
b. Assigned Special Facilities Ornamental	\$ -
Sub-Total Special Facilities	\$ 11,748.38

4. Ornamental System Maintenance Payment

The customer agrees to pay future system maintenance due to the higher cost of maintaining ornamental facilities. The company agrees to maintain and replace the above ornamental lighting system as per the LS-1 Lighting Tarriff. The customer agrees to make an advance payment as a special facilities payment under the company's Electric Extension Rules equal to:

Special Facilities Ornamental Payment from 3b:	\$ -	\$ -
	24.00%	\$ -
5. Total Advance Payment		\$ 11,748.38

 WPSC Signature

 Customer Signature

 Customer Mailing Address

WR/Revisions: 3389034-1
 IFRIS Project: 21800071EC, 21800071ER
 Database: _____

CITY OF DE PERE
335 S BROADWAY
DE PERE, WI 54115-2526

1. This Contract is not effective until signed by both WPSC and the Customer. If the Customer fails to return the Contract to WPSC within sixty days of the WPSC signature date or contract date, the Contract is null and void.
2. The minimum term of this contract is 3 years beginning with the first billing. It may be terminated by either party at the expiration date and at any time thereafter by giving ninety days written notice.
3. All the terms and conditions of the Contract shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto. If the Customer leases, sells, or otherwise disposes of the property herein described, he shall complete the payments according to this Contract unless he shall have secured an assumption of his remaining obligations under this Contract, satisfactory to and approved by WPSC.
4. In the event that WPSC decides to use any of the poles and spans for some purpose other than outdoor lighting service, the monthly charges for those poles and spans shall cease during the period that they are used for other purposes.
5. The Customer agrees, when possible, to report promptly to WPSC the failure of any lamp to burn or any dangerous equipment, and the location thereof, to the end that such lamp and/or equipment may be inspected and the trouble therewith remedied. No credit will be allowed for outages.
6. The payment calculation of this Contract is subject to change if the Customer causes a construction delay, there is a change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new Contract shall be executed. Adjustment of customer requirements (refunds or additional payment) to reflect actual investment for changes in the size or number of units installed, major rock, or frost removal, and similar items affecting the scope of the project, shall be made if the adjustment is greater than \$20. This adjustment, if applicable, will normally occur within six months of completion of construction. Any changes shall be reviewed with the Customer.
7. As a condition of receiving service, the Customer agrees to grant WPSC, at no cost, an easement for the necessary construction, operation, and maintenance of any portion of the extension necessary to serve the Customer.
8. Whether stated or not, a special facilities charge will be applied during Winter Construction period, as stated in WPSC's approved tariffs.
9. **Any lawn restoration or surface repair on private property, as a result of this installation, shall be the Customer's responsibility.**
10. The Customer, irrespective of subsequent change of ownership, shall provide at no expense to WPSC, soil graded within six inches of the finished grade prior to installation of facilities. Survey stakes indicating property lines shall be installed by the Customer at no expense to WPSC prior to installation of facilities. WPSC shall be notified in advance of any change in grade levels. Any and all costs incurred as a result of such grade changes shall be at the expense of the Customer.
11. In no event shall the Customer place any decorative element on the pole without the prior written approval of WPSC. Such approval will be under the terms of the Pole Attachment Policy and Procedure in effect at the time of such request. A copy of the Pole Attachment Policy will be furnished by WPSC to the Customer upon request.
12. **The Customer agrees to provide WPSC, or its authorized contractor, the location within 18", of all underground facilities such as those for the transmission of electricity, water, cable TV, sewer, telephone, gas or fuel which are owned by the Customer on the premises, and which may be encountered by WPSC or its authorized contractor during the proposed installation of the facilities. If the Customer is unable to locate any underground facility, or fails to provide the location of any underground facility, or if the underground facility in question is encountered more than 18" from the location identified by the Customer, the Customer shall defend, indemnify, and hold WPSC harmless, as well as its agents, employees, assigns, affiliates, officers, administrators, predecessors, successors, subsidiaries, members and managers from and against any claim, action, proceeding, liability, loss, damage, cost or expense including, without limitations, attorneys' fees, arising out of or in connection with the Customer's use of services.**
13. Upon written request and at the expense of the Customer, WPSC will relocate any pole and/or change the position of any lamp.
14. **In no event, except for a breach by the Customer of section 11 above, shall either party be responsible to the other for any consequential, incidental, special or punitive damages whatsoever, whether arising from breach of warranty or other breach of contract, negligence or other tort, or any other theory of law. In a case of a breach by the Customer of section 11 above, the Customer shall be liable for consequential, incidental, special and punitive damages.**
15. If any provision of this Contract is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provision of the Contract.
16. This contract shall be governed by and construed in accordance with the internal laws of the State of Wisconsin and/or Michigan.
17. The Customer and WPSC hereby agree to abide by and be subject to the rules, regulations, and schedules of WPSC as filed with and approved by the Wisconsin Public Service Commission from time to time, as well as the rules and regulations of the Wisconsin Administrative Code.
18. In the event of a conflict between this Contract and WPSC's approved tariffs, the tariffs shall prevail.