



Board of Public Works

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Monday, February 10, 2025

7:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll Call

Alderson Carpenter called the meeting to order at 7:30 PM

Present: Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln

Excused: James Boyd

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Marovich, Recording Secretary

Other members of the public

II. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. §6-3(f) DPMC

None

III. Items

1. Approval of the January 13, 2025 Board of Public Works Meeting Minutes

Alderson Carpenter moved to approve the January 13, 2025 Board of Public Works Meeting Minutes, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Dan Carpenter
SECONDER:	Jonathon Hansen
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

2. Consider and Possible Action Regarding Proposals for City Hall 1st Floor Remodel for Design and Construction Services*

Scott Thoresen, Public Works Director, stated the 2025 approved budget included \$300,000 for City Hall first floor remodel with the intent to create more office/cubicle space due to the addition of employees of the past few years. Mr. Thoresen stated that staff solicited for design and construction services from three consultants and received two proposals which were reviewed and staff performed reference checks. Staff is recommending hiring Berners – Schober Associates in the amount of \$14,000.

Alderson Ledvina moved to approve the proposal from Berners – Schober Associates in the amount of \$14,000 for City Hall 1st Floor Remodel for Design and Construction Services, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Jonathon Hansen
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

3. Consideration and possible action on award of Contract 25-06 Concrete Street Repairs*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended award of Contract 25-06 Concrete Street Repairs to Sommers Construction Company in the amount of \$458,490.50.

Alderson Hansen moved to approve award of Contract 25-06 Concrete Street Repairs to Sommers Construction Company in the amount of \$458,490.50, seconded by Alderson Ledvina.

Alderson Hansen asked if the TID would still cover \$105,000 with the rest being covered by general obligation. Mr. Rakers explained that the \$105,000 was designated for the work on Profit Place and would cover that portion of the project with the rest being funded by general obligation.

Upon vote, the motion pass unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Jonathon Hansen
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

4. Consideration and possible action on award of Contract 25-13 Crackfilling*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended award of Contract 25-13 Crackfilling to Thunder Road, LLC. in the amount of \$83,500.00.

Alderson Carpenter moved to approve award of Contract 25-13 Crackfilling to Thunder Road, LLC. in the amount of \$83,500.00, seconded by Alderson Eserkaln. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Dan Carpenter
SECONDER:	Mike Eserkaln
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

5. Consideration and possible action on award of Project 25-19 Mudjacking – Request for Proposal*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended award of the RFP for Project 25-19 Mudjacking to J&S Concrete Services, LLC in the amount of

\$4,250.00.

Aldersperson Ledvina moved to approve award of Project 25-19 Mudjacking to J&S Concrete Services, LLC in the amount of \$4,250.00, seconded by Aldersperson Eserkaln. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Mike Eserkaln
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

6. Consideration and possible action on amending Chapter 22 of the De Pere Municipal Code Regarding Concrete Workers Licenses*

Scott Thoresen, Public Works Director, explained that staff is requesting to amend Chapter 22 of the Municipal Code to have concrete workers licenses expire at the end of the year. Mr. Thoresen explained that with the current expiration, staff sends out notices in February letting contractors know of any changes to the license including updated fees and how to apply and added that by changing the expiration date to the end of the year, it would align these notices with other notices that are provided to contractors and changes to the fee schedule. Staff recommends amending Chapter 22 of the De Pere Municipal Code Regarding Concrete Workers Licenses to have them expire December 31 annually.

Aldersperson Hansen moved to approve amending Chapter 22 of the De Pere Municipal Code Regarding Concrete Workers Licenses to have them expire December 31 annually, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Jonathon Hansen
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

7. Consideration and possible action on Quote for 2025-2027 Consulting Services*

Eric Rakers, City Engineer, stated the Engineering Department received proposals for consulting services for 2025 thru the 2027 calendar year. Mr. Rakers explained that staff anticipates using consulting services to assist with the modelling of storm water management facilities, wetland delineations, permitting (wetlands, navigable waterways, etc.), legal surveys, legal descriptions, easement preparation, and engineering issues that arise that exceed staff's availability or expertise. Mr. Rakers added that the rates will be adjusted annually based on the rate of inflation as measured by the Consumer Price Index (CPI). Mr. Rakers stated that the amounts based on the proposal are extremely close and due to this, staff gathered hours for various classifications over the last three years to further analyze the proposals. Staff discussed in detail the close results and evaluated current ongoing projects, past experience with REL, and overall experience. All three firms possess the experience and have the resources to meet City needs but, Robert E. Lee & Associates has several ongoing projects and detailed knowledge of some of the more complicated stormwater ponds, such that staff felt it is more effective to use REL with the close rates. Staff recommends approving an agreement with REL for consulting services for 2025 thru the 2027 calendar year.

Aldersperson Carpenter moved to approve the proposal from Robert E. Lee & Associates for 2025-2027

Consulting Services, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Dan Carpenter
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

8. Consideration and possible action on Quotes for 2025 Materials Testing and Soil Borings*

Eric Rakers, City Engineer, stated the Engineering Department received proposals for materials testing that will be completed in conjunction with the City's 2025 construction projects. The total cost of this work was estimated using hours from previous construction years. Mr. Rakers explained that funds for this work are budgeted in the various capital project accounts. Staff recommends accepting the quote from ECS Midwest, LLC (ECS) for the materials testing estimated at \$49,885.00 and the quote from ECS for soil borings estimated at \$8,700.00.

Alderperson Hansen moved to approve the proposal from ECS Midwest for 2025 Materials Testing and Soil Borings, seconded by Alderperson Eserkaln. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Jonathon Hansen
SECONDER:	Mike Eserkaln
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

9. Consideration and possible action on award of Request for Proposals for Phragmites Mitigation*

Eric Rakers, City Engineer, stated the Engineering Department received a proposal for Phragmites Mitigation on January 30, 2025. The work is for treating phragmites on several swales, storm water ponds, and along the City's railroad spur line. Mr. Rakers stated the allocated budget amount for the project is \$20,000.00 from the Storm Water Utility for work on the storm water facilities with work on the City railroad spurs being funded from TID's 11 and 12 which have annual maintenance budgets. Mr. Rakers added that work may be added to this project as locations with phragmites are identified. Staff recommends awarding the Phragmites Mitigation RFP to Merjent in the amount of \$8,497.50.

Alderperson Carpenter moved to approve the proposal from Merjent for 2025 Phragmites Mitigation, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Dan Carpenter
SECONDER:	Jonathon Hansen
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

10. Consideration and possible action on award on Request for Proposals for 2025 Pond Trapping Services*

Eric Rakers, City Engineer, stated the Engineering Department received proposals for Trapping Services on January 30, 2025. The work is for the trapping of muskrats at storm water detention ponds. Mr. Rakers explained that many of the City's ponds experience issues with muskrats burrowing into the pond

embankments which can lead to side slope failures and the City receives complaints regarding muskrats at our ponds. The allocated budget amount for the project is \$25,000.00 from the Storm Water Utility. Staff recommends accepting the proposal from EV Large Pest Control, LLC in the amount of \$6,200.00.

Aldersperson Ledvina moved to approve the proposal from EV Large Pest Control for 2025 Pond Trapping Services, seconded by Aldersperson Eserkaln

Aldersperson Hansen asked if staff did a reference check on EV Large Pest Control since the City has not worked with them in the past. Mr. Rakers explained that the RFP's do not require prequalification like the construction projects do and assured that staff had no issues with accepting the proposal from EV Large Pest Control as they were very responsive during the RFP process.

Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Mike Eserkaln
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

11. Consideration and possible action on Quotes for 2025-2027 Spur Line Maintenance Services*

Eric Rakers, City Engineer, stated the Engineering Department received proposals for spur line maintenance of the City's western industrial parks on January 30, 2025. These spur lines are operated by the Canadian National Railroad (CN). Mr. Rakers explained that the contract will be for the 2025 thru 2027 calendar years with the rates adjusted annually based on the rate of inflation as measured by the Consumer Price Index (CPI). Staff recommends accepting the proposal from Railworks Track System.

Aldersperson Hansen moved to approve the proposal from Railworks Track System for 2025-2027 Rail Spur Maintenance, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Jonathon Hansen
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
EXCUSED:	James Boyd

IV. Future Agenda Items

Aldersperson Hansen requested a future discussion of additional entrance sign locations. Eric Rakers, City Engineer, stated this would be addressed with Parking & Traffic and then brought to Board of Public Works.

V. Adjournment

Aldersperson Carpenter moved to adjourn the meeting at 7:50 PM, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted by,
Betty Marovich