Board of Public Works

Regular Meeting

Minutes

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

Monday, March 10, 2025 **7:30 PM** **Council Chambers/Virtual**

I. Call to Order

1. Roll Call

Present: James Boyd, Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln
Absent:
Excused:

Others present:
Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Tony Fietzer, Street Superintendent (Remote)
Betty Marovich, Administrative Assistant/Recording Secretary

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 February 10, 2025 Board of Public Works Meeting Minutes

Alderperson Carpenter moved to approve the February 10, 2025 Board of Public Works Meeting Minutes, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on changing the rubbish site hours

Tony Fietzer, Street Superintendent, explained the request to amend the operating hours of the MSC Rubbish Drop-off Site citing safety as a primary concern, along with matching hours of other local drop-off sites to prevent non-resident traffic.

Alderperson Carpenter moved to approve the changes to the rubbish site hours, seconded by Alderperson Ledvina.

Alderperson Carpenter asked how word would be spread about this change. Mr. Fietzer stated that staff is hoping to get it published in the Park and Recreation Summer Brochure along with social media and the

City website.

Upon vote, the motion passed unanimously.

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

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

Eric Rakers, City Engineer, explained the no-action parking and traffic discussion items including a request to install No Parking signs at the driveway of 600/604 George Street and a rapid rectangular flashing beacon on Charles Street at Webster Avenue.

Mayor Boyd stated that he travels through the intersection of Charles and Webster often and has not witnessed issues with crossing using the pedestrian refuge island. Alderperson Hansen verified that RRFB would not be paired in the same location as a bump-out. Mr. Rakers explained what the policy lays out for which improvements are added when.

Discussion only. No action necessary.

4. Consideration and possible action on Entrance Signs*

Alderperson Hansen explained his request to install additional entrance welcome structures throughout the City, specifically on Lawrence Drive, Lost Dauphin Road, and Chicago Street. Alderperson Hansen shared that there are three different signs/structures located at City entrances and stated they were included in a map provided by staff. Alderperson Hansen stated that the Preserve America signs should be considered for removal or replacement because that program is no longer active. Eric Rakers, City Engineer, added that the welcome structures are currently located on principle arterial streets coming into the City. Mr. Rakers added that the location with the entrance structures are the ones that would be used most frequently by individuals visiting the area, whereas the locations with the Preserve America and population signs are more likely to be used by individuals who live locally that come to De Pere on a regular basis. Mr. Rakers stated that if the Board wished to add the welcome structures, any location that was county highway would require Brown County approval. Mr. Rakers further added that the welcome structures take up more terrace space and the locations requested by Alderperson Hansen are in residential areas and the homeowner would be tasked with maintaining the lawn around them.

Mayor Boyd asked the price for the welcome structures. Mr. Rakers stated that staff estimated about $10,000 each. Mayor Boyd stated that if the Board recommended installing additional welcome structures, it would be a recommendation to the City Manager for future budget approval. Alderperson Carpenter suggested removing the Preserve America sign and having staff design a welcome sign to install with the population signs in those areas. Mayor Boyd asked about pricing if the signs were designed and created through the City sign department. Scott Thoresen, Public Works Director, stated staff could work on some designs to bring back to the Board for consideration and added that making them in-house would be minimal cost. Mayor Boyd commented on the difficulty of finding suitable locations to place welcome structures at the locations requested by Alderperson Hansen. Mayor Boyd asked if the Board should make a motion to remove the Preserve America signs at this time before moving forward with additional action on new signs. Mr. Thoresen suggested a two part motion; first, to remove the Preserve America signs, and second, to bring back a design incorporating the logo with an approximate cost for consideration at a future meeting. Mayor Boyd asked if the population signs needed to be green. Mr. Rakers stated he believed the green followed the Manual on Uniform Traffic Control

Devices (MUTCD) but that it was a style of design and staff would need to research options.

Mayor Boyd moved to refer back to staff to remove Preserve America signs and design welcome signs with the City logo to be installed in their place alongside the population signs, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	**Passed-Refer Back to Staff**
MOVER:	James Boyd
SECONDER:	Jonathon Hansen
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln

5. Consideration and possible action on rejection and re-award on Request for Proposals for 2025 Pond Trapping Services*

Eric Rakers, City Engineer, stated that after awarding the contract in February, the contractor, EV Large Pest Control, LLC, refused to sign the agreement with the City citing concerns over the additional umbrella liability insurance coverage required by the City. Mr. Rakers stated that EV Large Pest Control is reputable and does considerable amounts of work in Appleton, but staff did not feel comfortable eliminating the umbrella coverage. Mr. Rakers stated that in lieu of EV Large Pest Control, LLC refusing to sign the agreement with the City, staff recommends rejecting their proposal in the amount of $6,200.00 and then awarding the contract to Suamico Trap, LLC in the amount of $10,788.00. Mr. Rakers added that Suamico Trap was the City's contractor in 2024, and is aware of the insurance requirements.

Alderperson Hansen moved to reject the proposal from EV Large Pest Control, LLC and re-award the proposal to Suamico Trap, LLC for 2025 Pond Trapping, seconded by Alderperson Eserkaln. Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on award of Contract 25-01 Sewer and Water Relay and Street Resurfacing*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended awarding Project 25-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of $1,798,868.90. Mr. Rakers explained the impacts of GV-14 from Brown County on Garroman Drive.

Alderperson Carpenter asked the progress of obtaining right-of-way for Garroman Drive. Mr. Rakers stated that the Legal Department would know better on where that stands but shared that the project contract stated that work might be able to start there mid-summer, but could be built earlier with a gravel base if the right-of-way was obtained sooner. Scott Thoresen, Public Works Director, shared that this is the first phase of Southbridge Corridor work that has been in planning stages since 1967. Alderperson Carpenter suggested installing signs or message boards on Lawrence Drive stating that it is not a truck route and having it enforced, as he sees trucks using it regularly. Mayor Boyd asked if there was a way to get the information distributed to trucking companies. Mr. Rakers stated that he could see if Dan Lindstrom in Development Services could pass along to his business contacts in the industrial parks for them to share with their trucking companies. Mayor Boyd stated he has contact for Georgia Pacific and would write something up to discuss with them. Mr. Rakers stated that the message boards would be installed by Garroman to deter semi traffic as the road is not wide enough for a semi and car to pass. Mayor Boyd offered to talk with social media and video staff to create a video post about upcoming traffic concerns/issues as discussed.

Alderperson Carpenter moved to award Contract 25-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of $1,798,868.90, seconded by Alderperson Hansen.

Alderperson Hansen asked if staff plans to utilize pulverizing on any streets during 2025 construction, as it has held up well on the streets it was used on recently. Mr. Rakers explained that all four streets in this project will be pulverized and agreed that it is holding up very well.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on award of Contract 25-03 Sewer Lining*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended awarding Project 25-03 Sewer Lining to Visu-Sewer, LLC in the amount of $530,264.00.

Mayor Boyd moved to approve Contract 25-03 Sewer Lining to Visu-Sewer, LLC in the amount of $530,264.00, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on award of Contract 25-15 Sewer Televising*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended awarding Project 25-15 Sewer Televising to Speedy Clean, Inc. in the amount of $57,280.00. Mr. Rakers added that he does not have an answer as to why National Power Rodding's bid is so high this year and added that it is the highest he has seen from them.

Alderperson Carpenter moved to approve Contract 25-15 Sewer Televising to Speedy Clean, Inc. in the amount of $57,280.00, seconded by Mayor Boyd.

Alderperson Eserkaln asked why Speedy Clean had a few line items with $0 cost. Mr. Rakers explained that sometimes contractors will choose not to bid extra for heavy cleaning because they have to perform a standard cleaning through all lines before televising and the heavy cleaning requires advanced approval for the extra cost.

Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Dan Carpenter

SECONDER:	James Boyd
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Ledvina, Mike Eserkaln

9. Consideration and possible action on policy for installation of new utility service lines to vacant lots*

Eric Rakers, City Engineer, explained the intent of this item was to create a policy for the installation of sanitary lateral and water service lines to vacant lots in existing areas of the City; specifically, vacant lots without sanitary laterals and/or water services in areas where sewer and water work is occurring as part of City construction projects. Mr. Rakers stated that in accordance with the presented policy, extension of sanitary laterals and water services would be assessed to property owners. Mr. Rakers shared three examples of properties that will be impacted as part of 2025 construction with this policy. Mr. Rakers stated that the policy for storm lateral installation would remain the same. Mr. Rakers recommended approving the policy for the installation of new utility service lines to vacant lots, which allows owners of vacant parcels that lack sanitary sewer laterals or water service lines be given the option to have sanitary sewer lines or water service lines installed at the time of the utility relay.

Mayor Boyd stated that perhaps when they receive the letter, residents may get the notion to sell and it would open up more property for housing development. Alderperson Carpenter shared that lots used to be sold at 25-foot frontage, which was not buildable, and added that likely explained the additional parcels in the older neighborhoods. Alderperson Carpenter verified that storm laterals would be installed for all parcels. Mr. Rakers stated that nothing would change for storm laterals and notices sent to the property owners would clearly lay out how many assessments a property would receive unless parcels were combined.

Mayor Boyd moved to approve the policy for installation of new utility service lines to vacant lots, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on Draft 2024 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

Eric Rakers, City Engineer, summarized the key aspects of the MS4 stormwater report and City achievements in 2024. Mr. Rakers highlighted work completed in 2024 for stormwater management and resources provided by NEWSC (Northeast Wisconsin Stormwater Consortium).

Mayor Boyd moved to approve the Draft MS4 General Permit Annual Report for submittal to the WDNR, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:18 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich