



Board of Public Works

Regular Meeting

Minutes

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

Monday, June 9, 2025

7:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll Call

The meeting was called to order at 7:30 PM by Mayor Boyd.

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

Absent:

Excused:

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

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 May 12, 2025 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the May 12, 2025 Board of Public Works meeting minutes, seconded by Aldersperson 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 for Consultant Services for Conventional Water Rate Application*

Scott Thoresen, Public Works Director, explained that a proposal was included in the packet for a water rate case. The City needs to apply with the Wisconsin Public Service Commission (PSC) for consideration for a conventional water rate case. The intent of the application is to adjust water rates in accordance with the PSC guidelines to determine if water rates are adequate to meet the water utility's debt service requirements and to fund project capital projects such as water main replacements. The cost for these services will be funded from the water utility. Staff recommends approving hiring Onward Accounting & Consulting LLC in the amount of \$8,900.

Mayor Boyd moved to approve consultant services for conventional water rate application, seconded by

Aldersperson Ledvina.

Mayor Boyd asked if the monies approved by Joint Finance Committee for joint utility projects could be used to fund this water rate case. Mr. Thoresen stated that money was being allocated for the safe drinking water loan. Aldersperson Hansen added that he believed that funding was going for projects correcting PFAs and lead services. Aldersperson Hansen questioned why other consultants were not solicited for quotes. Mr. Thoresen explained that the recommended consultant has the City information from the previous rate study and staff was comfortable moving forward with the same company.

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

3. Consideration and possible action regarding Definitely De Pere's Request to Waive Public Works Fees*

Scott Thoresen, Public Works Director, outlined Definitely De Pere's request to waive public works fees for 2025 events to the estimated cost of \$2000. Mr. Thoresen explained that public works staff provides traffic control and set-up and removal of barricades and garbage/recycling containers for events such as Farmers Market and Art Nite. Mr. Thoresen explained that non-profit organizations receive 50% off public works fees and Definitely De Pere is requesting to have the remaining cost waived.

Mayor Boyd added that Definitely De Pere will recognize the City with in-kind sponsorship at their events.

Mayor Boyd moved to approve waiving public works fees for Definitely De Pere 2025 events, seconded by Aldersperson Ledvina.

Aldersperson Hansen shared concerns about the fairness of waiving these fees but not for other non-profits. Mayor Boyd commented that the City has a very close working relationship with Definitely De Pere compared to other organizations and added that the Business Improvement District funds Definitely De Pere and that supplementing Definitely De Pere is in the budget. Aldersperson Eserkaln asked about voiding or canceling out fees since the City pays them and then charges them. Mayor Boyd stated it could be looked at that way and added that the cost/benefit of this partnership is in the City's favor.

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

4. Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System*

Eric Rakers, City Engineer, outlined the Compliance Maintenance Annual Report with the Wisconsin Department of Natural Resources (DNR) for wastewater collection systems. The report verifies multiple

aspects of funding and maintenance of the system. The City received good grades in all aspects of the report. Staff recommends the BOPW approve the Report and Resolution for submittal to the WDNR.

Mayor Boyd asked how this report benefits the City. Mr. Rakers explained that if the City gets too many points on the report, additional work would need to be performed to get the system back up to standards including adequate funding and additional maintenance. Alderperson Carpenter added that this report can also be used to prove the maintenance is completed in the case of a lawsuit. Mr. Rakers stated that things can happen outside of City control but agreed that this report shows that the City is maintaining the system. Scott Thoresen, Public Works Director, praised staff for their aggressive approach to maintaining the system and Council for approving the budget for that work.

Alderperson Carpenter moved to approve the Compliance Maintenance Annual Report for Wastewater Collection System and Resolution for submittal to the Wisconsin DNR, seconded by Mayor Boyd. 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 Eserkalm

5. Consideration and possible action on Award of Contract 25-17 Interstate Highway 41 Utility Relocation*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers stated this is the second part of the utility relocation and had been delayed due to time needed for soil settling at the interchange. Timing is dependent on staff getting the approval from WI DOT to begin work, anticipated around October. Staff's recommendation is to award the contract to Kruczek Construction, Inc. in the amount of \$298,888.88.

Mayor Boyd moved to approve award of Contract 25-17 Interstate Highway 41 Utility Relocation, seconded by Alderperson Ledvina.

Mayor Boyd verified that the budgeted amount is used to pay the contractor and then the City is reimbursed by the state for 90% of the cost. Mr. Rakers stated that the City bonded for the portion that is not reimbursed and added that the reimbursement was pretty fast from the state for the first phase of relocation work.

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 Eserkalm

6. Consideration and possible action on award of Contract 25-22 Commerce Drive Yard Waste Site*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers stated that additional work will be needed at the site including camera installation and potential automated gates which will be completed outside of this project. Mr. Rakers stated that the intent had been to continue to have a joint compost site but Ledgeview has opted to create their own site. Staff will bring back a

discussion for options to prevent use by non-De Pere residents. Mr. Rakers added that gates and cameras could cost up to an additional \$160,000, which is not included in this project award. Mr. Rakers stated that the City plans to construct a site on the west side of the Fox River in 2026. Staff's recommendation is to accept the bid from Advance Construction, Inc. in the amount of \$481,687.00.

Mayor Boyd asked how much would Ledgeview would have contributed financially to this project and when their site will be completed. Scott Thoresen, Public Works Director, explained that they would have contributed based on a per capita rate, which would have been about 25-30% of the project cost presented. Mr. Thoresen added that Ledgeview is hopeful to have a site by the start of 2026 and they need to provide the City with a 6 month written notice to terminate their agreement. Mr. Thoresen stated that the new site may need to remain closed through the winter while the City determines the best way to move forward on preventing use by non-residents. Mayor Boyd added that staff had been surprised by the news from Ledgeview that they planned to create their own site and stated that it was nothing the City had done or not done that had led to this decision. Alderperson Carpenter asked if Town of Lawrence would participate in the west side location. Mr. Thoresen stated that staff had provided them with a copy of the agreement the City had with Ledgeview for review and staff is still in discussions with them on whether they would like to pursue an agreement for use of that site. Mayor Boyd added that he and the City Manager had a discussion with the Town Administrator and Town Chairperson and they expressed interest. Mayor Boyd asked where Town of Lawrence currently accepts yard waste. Alderperson Carpenter stated it was right at their building and that they currently deal with City residents using their site due to proximity. Alderperson Ledvina asked where Ledgeview planned to create their site. Mr. Thoresen stated the intent is to have it at the town shop at Scray's Hill. Mayor Boyd suggested signage warning Ledgeview residents in advance that the site will not be accessible for their use.

Mayor Boyd moved to approve award of Contract 25-22 Commerce Drive Yard Waste Site, seconded by Alderperson Eserkaln.

Mr. Thoresen provided some ideas for limiting access for non-residents including gates, card readers, annual fees, set hours, and staffing the site for ID checks. Mayor Boyd stated his preference for staffing the site. Alderperson Carpenter requested cost analysis for all viable options to be considered when staff brings back to Board. Alderperson Hansen added that Town of Lawrence participation could also impact the need for similar restrictions at a new west side location.

Upon vote, the motion passed unanimously.

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

7. Discuss Brown County Highway Capital Improvement Plans

Scott Thoresen, Public Works Director, stated that staff was requested to provide the Board with an update on Brown County Highway's six-year capital improvement plans. Staff met with the Brown County Highway Commissioner Chris Hardy on June 5th to discuss the County's current capital improvement plans. The County is currently in the process of revising their six-year plan which should be completed by August of this year. The County projects located within the City excluding the South Bridge project include CTH EE (Grant Street), CTH X (Webster Avenue), and CTH G (Webster Avenue and Chicago Street). Mr. Thoresen outlined the anticipated work and limits on each Brown County

project and took questions from the Board.

Discussion only. No action necessary.

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd adjourned the meeting at 8:06 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich