



Board of Public Works

Regular Meeting

Minutes

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

Monday, August 11, 2025

7:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll Call

Mayor Boyd called the meeting to order at 7:30 PM.

Present: James Boyd, Dan Carpenter, Shana Ledvina, Mike Eserkahn

Remote: Jonathon Hansen

Absent:

Excused:

Others present:

Scott Thoresen, Public Works Director

Chase Kuffel, Assistant City Engineer

Tony Fietzer, Street Superintendent

Betty Marovich, Administrative Assistant/Recording Secretary

Eric Zygarlicke, Water Department Supervisor (Remote)

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 June 9, 2025 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the June 9, 2025 Board of Public Works Meeting Minutes, 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 Eserkahn

2. Consideration and possible action on Entrance Signs*

Tony Fietzer, Street Superintendent, shared that at the March 10, 2025 meeting, the Board of Public Works discussed installation of welcome signs at entrance points of the City. City staff and the Branding Team worked through some designs that can be affixed to the existing 15 population signs. The two designs being considered are included in the agenda packet. Mr. Fietzer shared the cost for fabrication and installation of the new signs and stated that staff would request the funding in the 2026 budget if the Board chose to move forward with new entrance signage.

Alderson Ledvina asked the size of the new entrance signs. Mr. Fietzer stated he thought it would be 18" x 24" and would match the width of the population signs. Mr. Fietzer added that the signs could be made any available size blank from the provider within the printing limits of the sign shop. Alderson Ledvina spoke in favor of the sign design that replicated the City logo, but shared concerns over it appearing cluttered if it was too small. Mayor Boyd shared that he thought the logo version was too cluttered, especially being installed close to the entrance monuments with the same design. Mr. Fietzer stated that there are ten other locations that would not have the entrance monument. Alderson Eserkalm stated that he thought the logo version was too cluttered and the more plain option had too much blank space and would ask to have the blue portion shortened. Alderson Carpenter shared support for the logo version. Alderson Hansen shared support for the logo version, stating the other was too plain. Mayor Boyd asked staff what the monuments looked like. Staff pulled up the photo in the packet to display at the meeting. Mayor Boyd reiterated that at five locations, the entrance sign with the logo would be right by the monument which is very similar. Alderson Carpenter asked if staff could print out each of the designs at the proper size for easier visualization prior to making a decision. Mr. Fietzer stated that was possible. Scott Thoresen, Public Works Director, asked if staff could have them available for the Council meeting on August 19 in an effort to have a decision prior to budget numbers being presented. Mr. Fietzer stated that could be done. Mayor Boyd stated that it sounded like the Board was in favor of new signs, but the design needed to be finalized. Alderson Hansen asked if more designs could be considered. Mr. Fietzer stated that the internal Branding Team debated many designs before settling on these two to present.

Mayor Boyd moved to refer to Common Council for consideration with samples provided by staff, seconded by Alderson 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 Eserkalm

3. Consideration and possible action on yard waste site security and monitoring*

Tony Fietzer, Public Works Superintendent, stated the City is constructing a new yard waste site at 2000 Commerce Drive. As part of the new site, security and monitoring need to be reviewed, especially with the Town of Ledgeview terminating their shared use agreement effective December 31, 2025. Mr. Fietzer added that it will be critical for City operation and costs to monitor and control access of the users to ensure only corporate city limit residents utilize the site. As part of the construction of the new site, an eight (8) foot tall security fence will be constructed around the property in compliance with DNR requirements of the permit and have two (2) 18' driveways, an entrance and an exit. Each driveway will have a gate and cameras will be installed for security and site monitoring. Mr. Fietzer stated the Board will need to consider how the site will be monitored and laid out three options. These options included a sliding gate with a card reader system with cards being distributed to City residents for a fee to be determined, staffing the site with set hours, or status quo with open gates the same as the current site. Mr. Fietzer added that staff and the Board could consider restricting access during winter months when the use is lowest. Mr. Fietzer clarified that contrary to the memo, the provider stated that the license plate reader would not be an option for the entire population of users. Staff is recommending the installation of the sliding gate system with the card reader.

Alderson Ledvina asked if residents would need to present in person to get the card initially. Mr. Fietzer stated that was the intent. Alderson Ledvina asked if annual renewals would need to be in person. Mr. Fietzer stated he believed that could be done with an online form. Alderson Hansen asked why the license plate reader was no longer an option. Mr. Fietzer stated that in recent discussions with

the provider, it was determined that the license plate reader could be used for City vehicles, but not the entire population of users. Alderperson Hansen stated that if the license plate reader was not an option, he would be in favor of the card access system. Alderperson Hansen asked how much the annual renewal would cost. Mr. Fietzer stated that staff intended for the renewal to be free. Mayor Boyd asked if staff had considered a hybrid system of having a staff member on-site for a few months to ensure the system is working and the site is being used properly. Mr. Fietzer stated that staff is open to ideas for education and outreach regarding this change. Mayor Boyd asked if the Ledgeview site would be open at the end of the year when staff will begin restricting access. Mr. Fietzer stated he was not sure when the Ledgeview site was set to open. Alderperson Carpenter stated concerns over closing in the winter and limiting options to drop off holiday trees. Alderperson Carpenter also commented that staff will need to be prepared to offer extended hours for residents to register and collect cards. Mayor Boyd asked if they could be offered online with a postal charge to have it mailed. Mr. Fietzer stated that could be a possibility. Scott Thoresen, Public Works Director, stated that staff is looking for direction on the type of monitoring and the details can be worked out for education and outreach as construction and installation of the system progresses. Mr. Fietzer stated that staff had primarily suggested closing in the winter if the site were to be staffed, as it would be costly for a few holiday trees to be dropped off. Mayor Boyd asked how residents would exit the site. Mr. Fietzer explained that free-exit loops would be installed that would open the gates from the inside as a vehicle approached.

Mayor Boyd moved to approve the Vercada system with access cards plus three months of transition staffing on-site, seconded by Alderperson Ledvina.

Alderperson Carpenter shared considerations with staffing for a few months including hours and personnel. Mr. Thoresen shared additional considerations including restricting access to the growing season similar to the rubbish drop-off site and limiting the daily hours that the site can be accessed by card. The Board shared preference for dawn to dusk timing of access or 6 AM to 8 PM for staffing during transition time. Mayor Boyd asked next steps. Mr. Fietzer stated that the vercada card system will be recommended to Council and staff will prepare a plan to bring back to the Board for consideration on the logistical aspects including staffing transition, hours of access, card cost and distribution, etc. Mr. Thoresen added that additional funding for staff will be budgeted for 2026 to cover the transition request. Mr. Thoresen stated the cards and installation will be covered by the current budget. Mayor Boyd asked how much staff planned to charge for the cards. Mr. Fietzer stated that staff had proposed \$15 and the most recent card purchase was \$12 per card. Alderperson Carpenter added that the transition time could be reduced or dropped entirely when staff brings back the information to firm up the logistical side of the new access system.

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

4. Consider and Possible Action Regarding West Side New Yard Waste Site*

Scott Thoresen, Public Works Director, stated that with Town of Ledgeview terminating their shared use agreement, the east side yard waste site will have approximately 30% less volume. The Board of Public Works and Council approved in February 2024 moving forward with two (2) yard waste sites, one on the west side and one on the east side. Staff is in the design process for the west side site and it was determined there are wetlands on the existing site and in order to build the yard waste site, the DNR is requiring the wetlands to be mitigated at an approximate cost of \$75,000. In addition, the Town of

Lawrence has expressed interest in partnering with the City in the use of the yard waste site. The intent of the discussion with the BOPW is to determine if the City should move forward with building the west side yard waste site.

Mayor Boyd asked the cost prior to wetland mitigation. Mr. Thoresen stated that information was not available. Alderperson Carpenter asked the sizes of the two sites. Mr. Thoresen stated the west side site will be a little bigger by area than the east side site. Alderperson Carpenter stated that staff could probably take the cost of the east side site and add proportional to the size difference. Mr. Thoresen added that the west side site requires additional dirt work and could not be compared directly. Alderperson Carpenter asked for the cost of the east side site. Chase Kuffel, Assistant City Engineer, replied that the bid for the east side site construction was about \$500,000. Mr. Thoresen added that cost did not include the access system or security gates. Mayor Boyd asked how much staff would guess the west side site would cost based on the cost of the east side site. Mr. Thoresen explained with the access system, security gate, dirt work, wetland mitigation, and additional size of the west side site, it would be close to \$1,000,000. Alderperson Carpenter commented that if the City had known the Town of Ledgeview was dropping out, the City could have focused on one larger site on the west side. Alderperson Carpenter added that Town of Lawrence would not go along with partnering on an east side site and they are looking to mitigate usage concerns of their own. Alderperson Hansen spoke in favor of completing the wetland mitigation and proceeding with the west side site. Alderperson Hansen asked if staff could share what portion of costs Town of Lawrence would cover in the shared use agreement. Mr. Thoresen outlined the cost share for construction, operation, and maintenance of the site if a shared use agreement was in place with Town of Lawrence. Mayor Boyd commented that with increased City population growth, two sites could be warranted. Mr. Thoresen added that Town of Lawrence is looking to have an alternative for their current site in place by the end of 2025. Mayor Boyd shared his support for two sites and partnering with Town of Lawrence. Alderperson Eserkalm asked if there were alternate sites to consider on the west side in order to avoid the additional cost of the wetland mitigation. Mr. Thoresen shared the parameters staff used to consider sites and this was the only option on the west side.

Mayor Boyd moved to approve moving forward with the proposed west side new yard waste site with wetland mitigation, seconded by Alderperson Carpenter.

Alderperson Carpenter asked if the \$75,000 included in the memo was accurate for the cost of the wetland mitigation. Mr. Thoresen stated that amount was provided by the Wisconsin DNR.

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 Eserkalm

5. Consideration and possible action on HydroCorp Commercial Cross Connection Inspection Contract Renewal*

Alderperson Carpenter moved to approve HydroCorp Commercial Cross Connection Inspection Contract Renewal, seconded by Alderperson Ledvina. 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 Eserkalm

6. Discuss Water Main Infrastructure

Scott Thoresen, Public Works Director, shared this request came from Alderperson Carpenter to discuss the City's existing water main infrastructure. Annually, the City is required to file a PSC report regarding the water utility, which includes information on the City's existing water mains. Staff included the 2024 PSC report pertaining to the age and material types of the water mains in the packet and summarized in the information for the Board. The past few years approximately 8,000 lineal feet of water main a year has been replaced with the goal to replace all the non-pvc water main with pvc. Typically, the non-pvc water main is replaced not only because of age but also due to the corrosive clay soils the City has which deteriorates the metal pipe causing water main breaks. At the current rate of 8,000 lineal feet per year, it would take approximately 24 years to replace all the non-pvc pipe. Overall, the City Council and Board have been good at funding the water utility which has helped maintain the existing infrastructure including water mains, towers, and buildings. Mr. Thoresen shared that every three years, the DNR conducts detailed inspections of the water utility and recently commented that the City's drinking water system is in excellent condition and the City's operators should be commended. Mr. Thoresen stated that the PSC recommends replacing 1.5-2% of water main annually to account for the life of the main. Mr. Thoresen stated that pvc pipe life is believed to be about 70 years and staff will continue to replace metal pipe with pvc as the main priority.

Alderperson Carpenter thanked staff for bringing this information forward for discussion. Mayor Boyd commented on the age of the existing pipes. Mr. Thoresen stated that there are over 7,000 feet of pipe originally laid between 1920 and 1940. Mayor Boyd commented that it would be good to share this information with the residents of De Pere. Mr. Thoresen added that the City did not have a rate increase for many years and now are playing catch-up to create a positive cash flow and increase the amount of main being replaced annually and attempt to reach the 2% annual replacement rate. Mayor Boyd requested that staff bring forward any other infrastructure topics to be discussed and better understood.

Discussion only. No action necessary.

7. Consideration and possible action on award of Contract 25-21 City Hall First Floor Remodel*

Scott Thoresen, Public Works Director, stated that staff received bids on Project 25-21 City Hall First Floor Remodel on Thursday, July 31, 2025 and explained that this project includes remodel of the first floor to create more office/cubicle space due to the addition of employees over the past few years and added security to the front counter area. Mr. Thoresen stated that staff received favorable bids. Mr. Thoresen further explained that the project budget was \$780,000, including furniture, which was based off the estimate from the consultant. Mr. Thoresen stated that low bidder was IEI General Contractors with a bid of \$268,831. Mr. Thoresen explained that there were two alternate deducts in the bid. Alternate #1 included security improvements at the front counter and alternate #2 included the addition of a secure mother's room off the break room. Mr. Thoresen recommended accepting the bid from IEI General Contractors in the amount of \$268,831.00 for the full scope of work.

Mayor Boyd asked next steps once approved at Board of Public Works. Mr. Thoresen explained that upon approval at Common Council, staff will send out contracts and construction could begin around the end of September.

Mayor Boyd moved to approve award of Contract 25-21 City Hall First Floor Remodel to IEI General Contractors in the amount of \$268,831, 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

8. Consideration and possible action on update to the policy for Full Length Sanitary Lateral Replacement Program

Chase Kuffel, Assistant City Engineer, explained that in the 2024 construction season, staff implemented a pilot program for pipe bursting on City construction projects and then created the Full Lateral Replacement Policy in October 2024. Mr. Kuffel explained that pipe bursting allows homeowners to get a new sanitary lateral from the main into their home free of charge as part of the construction project and further explained how this program benefits both the homeowner and the City. Mr. Kuffel explained how the process works, which includes the City’s contractor meeting with the property owner to review the basement and confirm that the work is feasible. During these meetings this summer, a few properties were deemed to be infeasible to complete the pipe bursting into the home due to either the basement geometrics (poor basement window locations to pull the new pipe into the dwelling for pipe bursting) or the amount of finished furnishings that would need to be removed or demolished to accommodate the work. The contractor was able to provide an alternative to allow for pipe bursting to the foundation wall of these dwellings in lieu of pulling the pipe into the basement. With this alternative, a pit is dug along the foundation and the connection is made just outside the wall. Mr. Kuffel recommended adding this alternative into the Full Lateral Replacement Policy.

Alderson Carpenter asked if any of the homes utilizing this alternative option had clay pipe. Mr. Kuffel stated in the construction areas this year there was a lot of clay pipe. Alderson Carpenter asked about use of certain materials in certain areas around and under a foundation. Alderson Carpenter stated that clay pipe is notoriously the hardest to connect as it wants to break and asked how foolproof the connections are and whether the owner will have issues with the connection outside the home or in the remaining clay pipe. Mr. Kuffel stated it is on the contractor to ensure the connection is done properly and a warranty remains on the work. Staff also has to complete plumbing permits and have them signed off by Building Inspection to make sure plumbing codes are met.

Mayor Boyd moved to approve the update to the policy for Full Length Sanitary Lateral Replacement Program, seconded by Alderson 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

9. Consideration and possible action on Intergovernmental Agreement between the Town of Ledgeview and the City of De Pere for the O’Keefe Road Construction*

Chase Kuffel, Assistant City Engineer, shared that O’Keefe Road was resurfaced this summer from S. Broadway Street (CTH PP) to Red Wing Trail. The cost sharing for the resurfacing costs is equally split between the two municipalities with each municipality covering the cost for any curb and gutter removed and replaced along their corresponding frontage. The City Legal Department worked with the Town of Ledgeview Legal Team to create the attached intergovernmental agreement for the cost sharing of construction costs for the curb repair and resurfacing of O’Keefe Road. Mr. Kuffel added that Town of Ledgeview has signed the agreement and this is the City’s chance to approve and sign to firm up the details for paying for the construction.

Aldersperson Hansen moved to approve the Intergovernmental Agreement between the Town of Ledgeview and City of De Pere for the O'Keefe Road Construction, seconded by Mayor Boyd.

Aldersperson Hansen commended the City and contractor on work well done.

Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:31 PM, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich