



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, November 9, 2020

7:30 PM

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	Remote	

Others present:

Joe Zegers, Finance Director

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

II. Items

1. Approval of the October 12, 2020 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the October 12, 2020 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 on proposal from CLA LLP for Sewer Utility Rate Study*

Joe Zegers, Finance Director, explained the history of sewer utility, the attached New Water Budget, and proposal from CLA LLP for sewer utility rate study. Mr. Zegers offered the options to the Board regarding the necessity of the rate study and a potential water rate increase from Public Service Commission.

Aldersperson Carpenter verified and outlined pricing and asked if the cost and income would break even. Mr. Zegers verified it would mostly break even or minimal increase in cash reserves. Aldersperson Raasch stated he would prefer to forego the rate study and keep the rates as they are for 2021. Mayor Boyd and Aldersperson Ledvina agreed with Aldersperson Raasch. Mr. Zegers provided an example of how the prices may increase for 2021 with the water rate increase and no change for sewer.

Mayor Boyd moved to maintain the current rate and not complete the sewer utility rate study with CLA LLP for 2021, seconded by Aldersperson Raasch.

Scott Thoresen, Public Works Director, stated if the study was not completed, this agenda item would not need to be forwarded to Common Council. Mayor Boyd and Aldersperson Raasch accepted.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on Preliminary Resolution for Special Assessment for Garroman Drive*

Eric Rakers, City Engineer, explained the special assessment request for Garroman Drive and benefits to the involved property in sanitary and water main, storm sewer, and storm water management. Mr. Rakers explained the history of contact with the property owner while improvements were made with the Garrity's Glen Subdivision Fourth Addition construction work and the proposed assessment amounts and payback options.

Alderperson Raasch requested information regarding the history of the property. Mr. Rakers explained there had been an agreement that did not come to fruition and staff built a modified road section to complete the work. Alderperson Carpenter questioned when the road would be completed to full width. Mr. Rakers stated there is not a current timeline for the development of the property. Alderperson Carpenter asked if the owner needed to be provided a certain number of years or time to pay the assessment or if it could be due immediately. Mr. Rakers stated there was not a set number of years and it would be up to the Board to set if they did not approve the five years suggested by staff. Alderperson Carpenter and Alderperson Raasch expressed their interest in providing a shorter window for payback. Alderperson Raasch asked how the payback options were designed for the infrastructure for the subdivision. Mr. Rakers stated the developer is invoiced once a certain phase of work is completed and the utilities are installed.

Alderperson Carpenter moved to approve the preliminary resolution and provide two years interest free for payback and schedule a public hearing, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

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

4. Consideration and possible action regarding Alderperson Raasch's Request for Review of the Rubbish Site Operations

Alderperson Raasch explained a request from a rental property owner regarding their inability to use the rubbish site. Scott Thoresen, Public Works Director, explained the use history of the City of De Pere Rubbish Site and physical checks of residency. Mr. Thoresen explained if landlords are unable to coordinate with the scheduled free collection times offered by the city, they can call to schedule a special pickup curbside or drop items off at the Brown County Waste Transfer Station. Alderperson Ledvina asked about the special pickup service. Mr. Thoresen stated it is available for all residents but there is a charge to have items picked up in that situation. Alderperson Carpenter expressed his thoughts on these property owners being "businesses" and they get a security deposit from tenants to take care of these types of issues. Alderperson Hansen

asked if the fee could be paid at the drop-off site. Mr. Thoresen explained the special collection fee would be curbside collection. Alderperson Hansen asked if apartment complex renters can use the rubbish site. Mr. Thoresen explained anyone who can prove they reside within city limits, has access to use the site.

Discussion item only. No action required.

5. Consideration and possible action on City Engineer Parking & Traffic Recommendations*

Eric Rakers, City Engineer, explained the recommendations from the Parking and Traffic Team including: parking restrictions for the Pine Trail Crossing Subdivision (Scarlet Oak Circle, Scarlet Oak Road, Diversity Drive), parking restrictions for the Garrity's Glen Subdivision (Ballyvaughan Road, Garroman Drive, Kilrush Road, Tipperary Trail), parking changes on Lewis Street with the Notre Dame School relocation, yield sign installation on Nicolet Avenue at White Pine Avenue, "No Outlet" sign installation on Butler Street west of S. Sixth Street, and street light installation (in coordination with Brown County) at the driveway for 2198 S. Broadway (CTH PP).

Alderperson Hansen questioned the narrower streets in Pine Trail Crossing Subdivision. Mr. Rakers explained residential developers are allowed to choose from city street standards. Alderperson Hansen questioned the limits of Scarlet Oak Road. Mr. Rakers stated the road would be extended depending on future developments. Alderperson Carpenter questioned the number of yield signs being proposed. Mr. Rakers stated there would be two; one in each direction of Nicolet Avenue. Alderperson Ledvina asked if this intersection had recently been discussed for traffic control. Mr. Rakers stated it had been discussed and the resident had requested a speed bump or stop sign. Alderperson Raasch questioned the signs being installed on Butler Street. Mr. Rakers stated this is going to be the first sign of this type to be installed at this location. Alderperson Hansen agreed with the installation of the street light. Alderperson Carpenter questioned the funding for the street light. Mr. Rakers stated it would cost a couple hundred to install the light and the lighting would be funded through the street light funds.

Mayor Boyd moved to approve staff recommendations, seconded by Alderperson Hansen.

Alderperson Carpenter expressed disinterest in the installation of the yield signs without meeting standards.

Mayor Boyd revised the motion to approve items 1-3, 5, and 6, seconded by Alderperson Hansen.

Upon vote, the motion passed unanimously.

Alderperson Carpenter moved to deny the yield sign installation (item 4) on Nicolet Avenue at White Pine Avenue, seconded by Alderperson Raasch.

Upon vote, the motion failed with a 2-3 vote.

Alderperson Hansen moved to approve the yield sign installation (item 4) on Nicolet Avenue at White Pine Avenue, seconded by Alderperson Ledvina.

Upon vote, the motion passed with a 3-2 vote with Alderperson Carpenter and Alderperson Raasch voting no.

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

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

Eric Rakers, City Engineer, outlined the discussion items from Parking and Traffic Team including; parking restrictions on N. Huron Street from George Street to Ridgeway Blvd, mid-block crossing on Wisconsin Street north of George Street, yield signs on Nicolet at Glenwood, on Hickory at Glenwood, and on Randall at Glenwood, No Truck Route sign installation on Sixth at Main, and allow use of Fourth Street as a truck route. A few items are outstanding for discussion.

Alderperson Hansen questioned an outstanding item (crosswalk RRFB on Chicago at O'Hearn) and the necessity of waiting for in-person learning. Mr. Rakers stated that the most accurate pedestrian counts would come while school was in session. Alderperson Hansen requested staff look at Chicago at Crestview for a crosswalk.

Discussion item only. No action required.

III. Future Agenda Items

Alderperson Raasch requested an update on moving of a postal box on George Street and speed limit changes on S. Broadway. Alderperson Hansen requested an update on the combination compost facility with Allouez.

IV. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:48 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim