



Board of Public Works

Regular Meeting

Minutes

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

Monday, December 8, 2025

7:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll Call

Present: James Boyd, Dan Carpenter, Mike Eserkaln (remote), Jonathon Hansen

Excused: Shana Ledvina

Also present: Public Works Director Scott Thoresen, City Engineer Eric Rakers, and City Clerk Carey Danen.

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 October 13, 2025 Board of Public Works Meeting Minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Dan Carpenter
AYES:	James Boyd, Dan Carpenter, Mike Eserkaln, Jonathon Hansen

2. Consider and Possible Action Regarding Lease Agreement for 1201 Enterprise Drive*

Public Works Director Scott Thoresen reported that the consultant is preparing to bid the Municipal Service Center expansion project, with bid opening scheduled for February 26th. Construction is anticipated to start the first part of April. Because operations will have to be temporarily relocated during the project, staff found office space to lease at 1201 Enterprise Drive. It is just over 4,000 square feet and the rent is \$4,500 per month. Thoresen explained that funding for the lease is included in the borrowing for the expansion. Discussion followed regarding the lease payment funding, and plans for signage while MSC staff are occupying the space.

RESULT:	APPROVED PENDING LEGAL APPROVAL [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Jonathon Hansen
AYES:	James Boyd, Dan Carpenter, Mike Eserkaln, Jonathon Hansen

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

City Engineer Eric Rakers reviewed the five recommendations under consideration:

- Staff is recommending to change the parking restriction on Scheuring Road from No Parking to No Stopping/Standing/Parking. If the board agrees, this will have to go to the county for final approval.
- Add No Parking signage to the hammerhead at the end of Martin Street. These bump outs were installed for City vehicles to turn around (garbage trucks, snowplows, etc.).
- Add No Parking signage to the hammerhead on Washington Street at Braisher Park. Rakers reported that staff has not notified individual residents, but has posted temporary signage.
- An ordinance update to include the bike lanes on American Boulevard that were installed in 2022.
- Install three additional One Way signs in the median of American Boulevard. There are several businesses that do not have access all the way through, and staff has received complaints about wrong-way drivers in that area.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Dan Carpenter
AYES:	James Boyd, Dan Carpenter, Mike Eserkaln, Jonathon Hansen

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

The first request was to install a crosswalk sign at the intersection of Fourth Street and Lande Street. Staff evaluated the request, and determined that average daily traffic numbers did not warrant an additional crosswalk sign. City Engineer Eric Rakers noted that there are multiple crosswalks along the Fourth Street corridor, and not all of them have signage. The second request was to replace the stop sign at the intersection of Fourth and Third Streets with a yield sign. Staff determined that the sharp angle of that intersection makes it difficult for drivers to look left and therefore feel that the stop sign is safer.

5. Consideration and possible action on 2026 Private, Full-Length Sanitary Sewer Lateral Reimbursement Rates. *

City Engineer Eric Rakers reported that current policy allows for the City to contribute up to \$3,000 if a property owner is doing their own work on their sanitary line. Staff is recommending that the reimbursement be increased to \$3,300 in order to reflect current costs; he noted that staff plans to update the amount each year going forward.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Dan Carpenter
AYES:	James Boyd, Dan Carpenter, Mike Eserkaln, Jonathon Hansen

6. Discuss Southbridge Corridor Sidewalk

Public Works Director Scott Thoresen reported that staff asked Brown County if they would be willing to construct the sidewalk out of concrete instead of asphalt; the county responded that this would significantly increase costs. Discussion followed. Thoresen confirmed that the sidewalk base will be constructed to accommodate the weight of maintenance vehicles. He stated that the City will handle snow removal on the sidewalk, and will confirm whether replacement costs would be the responsibility of the property owners.

IV. Future Agenda Items

None.

V. Adjournment

Mayor Boyd moved, seconded by Alderperson Carpenter to adjourn the meeting at 8:00 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
City Clerk Carey Danen