Board of Public Works

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

Regular Meeting

Final Minutes

Monday, November 7, 2022 | **7:30 PM** | **Council Chambers and Virtual**

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	Present	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Remote	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Excused	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Tony Fietzer, Street Superintendent (Remote)
Betty Sellenheim, Recording Secretary

II. Public comment upon 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. Section 6-3(f) DPMC

None

III. Items

1. Approval of the October 10, 2022 Board of Public Works Meeting Minutes

   Alderperson Carpenter moved to approve the October 10, 2022 Board of Public Works Meeting Minutes, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously (4-0)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
EXCUSED:	Dean Raasch

2. Consideration and possible action on Brown County Solid Waste Management Services Agreement Amendment #1*

   Scott Thoresen, Public Works Director, outlined the contents of the amendment to the Brown County Solid Waste Management Services Agreement.

   Mayor Boyd moved to approve Brown County Solid Waste Management Services Agreement Amendment #1, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously (4-0)

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

3. Consideration and possible action on Dumpster Collection Services at City Dumpster Corals*

Tony Fietzer, Street Superintendent, outlined the proposals received for dumpster collection services at City corals and the increase in cost compared to current services. Mr. Fietzer added that the contract will lock the vendor in to only 5% increases annually, allowing staff to properly budget for these services. Staff recommended approving GFL Environmental for the three year contract with the option of extending two additional years.

Mayor Boyd asked about the increase in cost and whether these services are paid by the businesses utilizing the dumpster locations. Mr. Fietzer explained the cost increase from the last contract to the new pricing and that the cost of these services is assessed back to the commercial property owners utilizing the dumpster locations, dependent on their service type. Alderperson Carpenter verified the City would not be charged a fuel surcharge. Mr. Fietzer confirmed.

Alderperson Carpenter moved to approve dumpster collection services from GFL Environmental at City dumpster corals, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously (4-0)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
EXCUSED:	Dean Raasch

4. Consideration and possible action on Second Amendment to 2021 Agreement for 2023 Consulting Services*

Eric Rakers, City Engineer, outlined amendment to extend the 2021 agreement with Robert E. Lee and Associates for 2023 consulting services. Mr. Rakers explained the ongoing projects that led to the request. Mr. Rakers furthered explained the new hourly rates for Robert E. Lee and Associates were still comparable with 2021 rates from other firms.
Mayor Boyd asked about the TDS work progress. Mr. Rakers explained where work is currently occurring and the projected work schedule.

Mayor Boyd moved to approve second amendment to 2021 agreement for 2023 consulting services, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously (4-0).

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

5. Consideration and possible action regarding online sales of overflow tags

Betty Sellenheim, Administrative Assistant/Recording Secretary, outlined the request and staffs recommendation to approve online sales of overflow tags with a $1 postage fee and increase the cost of overflow tags, contingent upon approval by the Finance and Personnel Committee.
Mayor Boyd verified that all fees are proposed to be increased by five percent. Scott Thoresen, Public Works Director, verified the fee for overflow tags has not increased and the current fee schedule will be approved by Finance and Personnel Committee after the budget is adopted at the public hearing. Alderperson Carpenter clarified the 2023 cost. Mr. Thoresen explained it would be $3 for 2023. Alderperson Carpenter verified that two bags are allowed to be set out per tag. Ms. Sellenheim confirmed that to be correct. Alderperson Hansen asked about the convenience fee collected for online sales. Ms. Sellenheim confirmed that online payments would require the resident to pay 2.8% fee that is collected by the credit card company, not the City.

Mayor Boyd moved to approve online sales of overflow tags and an increase from $2 to $3 per tag, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously (4-0).

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

6. Consideration and possible action on Reid Street Parking Changes*

Eric Rakers, City Engineer, outlined the proposed changes to Reid Street Parking and explained that it is a return to original restrictions prior to the hotel development. Alderperson Carpenter asked if staff spoke to all impacted properties and tenants about the changes. Mr. Rakers explained when the parking restrictions were changed, impacted properties knew it would be temporary and staff is noticing parking changes to the alley, now that it is open for use. Mayor Boyd asked the parking restrictions for the stalls in the alley. Mr. Rakers explained there is a combination of unrestricted, three-hour, and tenant/reserved. Mayor Boyd asked about the small lot behind the businesses (by Erbert & Gerbert, etc). Mr. Rakers explained that lot is private.

Mayor Boyd moved to approve Reid Street Parking Changes, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously (4-0)

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

7. Consideration and possible action on City of De Pere Cluster Mailbox Unit Informational Guide and Policy*

Eric Rakers, City Engineer, outlined the new regulations from the US Postal Service to require cluster mailbox units in new subdivisions, the policy staff developed, and informational guide for residents.
Mayor Boyd asked how residents will be assigned to a CBU. Mr. Rakers explained it would be listed on the plat for the subdivision. Each CBU would have about 26 lots assigned to it. CBU assignments would be designated on the units internally and original keys would be handed out from the Municipal Service Center office; staff would be mostly relieved of duties after keys are handed out. Mayor Boyd asked if CBUs are well received by users. Alderperson Carpenter asked why the postal service has flip-flopped on the CBU requirements over the past 20 years. Mr. Rakers stated he was not sure why they changed requirements. Scott Thoresen, Public Works Director, added that staff will be bringing forward changes to City Ordinance regarding mailboxes to include CBU locations.

Alderperson Carpenter moved to approve City of De Pere Cluster Mailbox Unit Informational Guide and Policy, seconded by Mayor Boyd. Upon vote, the motion passed unanimously (4-0).

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

8. Consider and Possible Action on Ald. Hansen’s Request Regarding the City’s Sidewalk Repair Program Requirements*

Alderperson Hansen, explained his request to have the sidewalk repair requirements reviewed and asked if a separate requirement needs to be listed in the guidelines for vertical displacement within a single slab.
Alderperson Carpenter asked the requirements for a horizontal displacement of a crack within a single slab. Scott Thoresen, Public Works Director, read the guidelines and approved repairs. Alderperson Carpenter asked if there was not a guideline for this type of crack/displacement. Mr. Thoresen explained the guideline for this type of defect and explained they typically occur on a joint. Eric Rakers, City Engineer, offered that staff will follow the direction of the Board and asked how long the guidelines have been in place. Betty Sellenheim, Administrative Assistant/Recording Secretary, stated they have been the same since at least 1994. Mr. Rakers added for consideration that if a specific item is included for mid-slab cracks, it would be applied for everyone; which could incur extra cost for the City and residents. Mayor Boyd asked if staff knew how many cracked slabs may exist. Mr. Rakers stated staff did not know. Mr. Thoresen stated the requirement could be altered to include a vertical displacement anywhere in the slab,

rather than just at the joint. Alderperson Ledvina asked if the vertical displacement could have been ground by the resident. Mr. Thoresen stated vertical displacements can be ground or mudjacked, but this did not meet requirements and was not marked for repair. Mayor Boyd asked at what point it would meet requirements for repair. Mr. Rakers stated in this particular circumstance there shouldn't be much change because it was caused by a tree that is no longer there. Mr. Rakers added that the policy has been used for many years, very effectively across the City. Mr. Rakers stated the sidewalk could develop other defects that would require it to be repaired or replaced. Alderperson Carpenter stated if a resident is afraid of an incident, sidewalks can be repaired outside of the times the City states they have to be. Mayor Boyd added that he is not comfortable having staff complete a random check of the entire City for vertical displacement within a slab if the policy is changed, but it is good to review policies periodically. Mr. Thoresen, asked hypothetically, if the tree was still there growing and caused the sidewalk to heave further, what qualification would the City use to justify the repair or replacement. Mr. Rakers stated staff would use the qualifications included in the packet and further added that he treats all vertical displacements the same no matter where they are in the slab. Alderperson Hansen agreed with the hesitancy to create further work and assessments to residents and thanked staff for bringing the item forward for review. Mr. Rakers added that if staff receives a call about a trip hazard at a location that is not scheduled for review that year, staff does investigate and uses the same criteria to determine if it needs to be repaired or replaced. Alderperson Hansen asked in the particular location he brought forward if the resident or City would pay for that. Mr. Rakers stated it would need to be further investigated and addressed at that time.

RESULT:	**NO ACTION**

IV. Future Agenda Items

Alderperson Hansen requested an update of construction projects being carried over to 2023. Eric Rakers, City Engineer, stated that list would be included in the internal Friday Memo.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:17 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously (4-0)

Respectfully submitted,
Betty Sellenheim