Board of Public Works

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

Regular Meeting

Final Minutes

Monday, October 11, 2021 | **7:30 PM** | **Council Chambers and Virtual**

I. Call to Order

The meeting was called to order at 7:40 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Excused	
Dean Raasch	Alderperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary (Remote)
Larry Delo, City Administrator (Remote)

II. Public Comment Period

None

III. Items

1. Approval of the Board of Public Works September 13, 2021 Meeting Minutes

   Alderperson Raasch moved to approve the Board of Public Works September 13, 2021 Meeting Minutes, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action on Updating the Policy for the Installation of Gap Sidewalks along Vacant Parcels to Include Language for the Deferral of Gap Sidewalk Installation Orders

   Eric Rakers, City Engineer, explained the update to the Gap Sidewalk Installation Policy allowing for deferrals.
   Alderperson Carpenter clarified the potential twelve year timeline of installation with an extension in cases where the sidewalk is ordered to be constructed due to it being 10 years since the first building permit for the subdivision.

   Mayor Boyd moved to approve updating the policy for the Installation of Gap Sidewalks along vacant parcels to include language for the deferral of gap sidewalk installation orders, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on Phragmites Management Plan*

Eric Rakers, City Engineer, outlined staff's phragmites management plan including actions to be taken to eradicate in stormwater locations that are being negatively impacted by phragmites and budget to begin in 2023, unless funds become available or are designated in the 2022 budget.
Alderperson Hansen asked when staff thought they would know whether funds were available in 2022 to begin removals. Mr. Rakers said he would likely know by July, but staff would work to have a proposal prepared to receive bids on short notice. Alderperson Raasch clarified that funding would be designated in the budget for 2023, but if funds were available, staff would work to start the process in 2022. Mr. Rakers agreed that was correct. Scott Thoresen, Public Works Director, explained staff's current funding approach and added that $20,000 could be allocated for 2022 during the budget public hearing. Larry Delo, City Administrator, explained the Mayor could allocate the funds prior to the public hearing, as the executive budget had not been completed. Alderperson Carpenter asked for additional information on the length of time required to fight phragmites. Mr. Rakers explained with the funds being requested, he is hopeful that in the future there could be years that minimal to no work would be needed to keep it maintained.

Mayor Boyd moved to open the meeting for public comment at 7:54 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Karen Kabacinski (923 Trailside) thanked staff for establishing a plan and the Board for allowing residents to address their concerns. Ms. Kabacinski further expressed interest in funds being allocated for 2022 and detailed the work the Trailside Condo Associations has completed to remove phragmites from their lawn and landscaping.

Peter Mertens (915 Trailside) suggested staff reach out to landscaping services with experience in phragmites and explained the work Lizer performed for the Condo Associations and the results they saw.

Mayor Boyd moved to return to regular session at 7:58 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Carpenter moved to approve the Phragmites Management Plan as recommended by staff, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on Municipal Service Center Expansion*

Scott Thoresen, Public Works Director, outlined the work completed by SEH, Inc. the consultant hired by the City for designing the expansion of the Municipal Service Center and explained why the site is being considered for expansion. Mr. Thoresen stated staff had anticipated a price tag on the expansion of approximately $6 Million. Upon completion of the consultant's work, staff was presented with a cost significantly higher than anticipated (approximately $15 Million). Staff subsequently asked SEH, Inc. to present a phased approach to the project. Mr. Thoresen outlined the potential phases to completing the expansion. Mr. Thoresen explained that SEH, Inc. was under contract to complete the design and bidding documents for a full expansion plan and asked the Board to decide the direction of the expansion moving forward. Mr. Thoresen explained shelving the plans for bidding at a later date and their viability for about 2-3 years. Larry Delo, City Administrator, suggested the Board direct staff to have SEH, Inc. complete the design in phases and shelve it to be bid in 2023 and decide based on the bids whether or not to proceed with the work. Mayor Boyd asked if staff would bid phase 1a or all of it. Mr. Delo suggested bidding both – the entire project and in phases.

Alderperson Carpenter moved to approve the design and preparation of bidding documents for the Municipal Service Center Expansion in three phases to be bid and funded for 2023, seconded by Mayor Boyd.

Alderperson Hansen asked staff why the cost varied widely from what was anticipated, besides increased construction costs. Mr. Thoresen explained the square footage increased and there was previously unknown electrical relocation work, but said construction costs account for a large portion of it. Alderperson Hansen asked about the contingency amount (20%) and general conditions in each phase (15%). Mr. Thoresen stated the 20% contingency was typical but did not know about the 15% general conditions. Mr. Delo provided a list from the internet that may be included under general conditions including: job site trailers, tools, and safety and administrative costs, among others. Alderperson Hansen asked the life expectancy of the site before requiring additional expansions or relocation, if all three phases were completed. Mr. Thoresen stated a minimum of ten years but was dependent on the growth rate of the City. Alderperson Carpenter remarked on the City being landlocked and requested that other communities be offered buildings on the MSC site that would be removed due to the expansion for their use (i.e. salt shed). Alderperson Raasch expressed concerns about spending $15 Million for vehicle storage and asked how many extra years of use would be added by having all equipment under cover. Mr. Thoresen explained that equipment such as plow trucks can get 16-17 years of life but lose about 5-6 years being stored outside due to issues like UV and rodent activity. Alderperson Raasch stated that he sees many cases, especially in agricultural settings, that parking indoors increases rodent activity and has observed many companies with large equipment that does not get parked inside and life cycle of the vehicles is based more on the work put into them, rather than how they are stored. Alderperson Raasch stated he could not support a $15 million garage. Mr. Thoresen explained other improvements included in the expansion including replacing the fuel tank system. Alderperson Carpenter further added the work on the wash bay included in the expansion project and stated that in the time he worked for the City never heard of a rodent issue with vehicles stored inside but many times with those stored outside. Mr. Thoresen added the tight quarters for storing vehicles has resulted in multiple incidents of vehicle damage over the years. Alderperson Hansen asked if there were other locations, off-site, that staff could rent to store equipment. Mr. Thoresen stated staff has been looking and has not found suitable locations. Alderperson Hansen asked the cost of splitting the design into three phases. Mr. Thoresen outlined the entire cost, the cost to date, and the need to discuss changes to the contract with the consultant. Alderperson Hansen asked for updated cost estimates once the design was completed.

Upon vote, the motion passed 3-1 with Alderperson Raasch voting no.

RESULT:	**ADOPTED [3 TO 1]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen
NAYS:	Dean Raasch
EXCUSED:	Shana Defnet Ledvina

5. Consideration and possible action on 2021-2022 Snow & Ice Removal Rates

Scott Thoresen, Public Works Director, explained the annual process of approving winter snow removal rates for properties in violation of City Ordinance Section 22-18(f) that are cleared by City crews.
Alderperson Carpenter clarified conflicting numbers on the attachments. Mr. Thoresen explained it is a difference in rounding in excel.

Alderperson Carpenter moved to approve the 2021-2022 snow & ice removal rates, seconded by Mayor Boyd. Upon vote, the motion passed 3-1 with Alderperson Raasch voting no.

RESULT:	**ADOPTED [3 TO 1]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen
NAYS:	Dean Raasch
EXCUSED:	Shana Defnet Ledvina

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

Eric Rakers, City Engineer, outlined the recommended parking and traffic changes including:
1) Restricting parking on Richco Court by Green Bay Highway Products.
2) Modifying parking on west side of S. Huron Street from No Parking to No Standing, Stopping, or Parking between Signs.
Alderperson Carpenter asked if this modification had been discussed with the school. Mr. Rakers stated it had been brought forward from the Police Department and not discussed with the school, but staff worked with the school to establish all no parking in the area and there was no intention of that space being used for loading and unloading.

3) Restricting parking on west side of N. Tenth Street from Main Avenue to the south Oak Street right-of-way.

Alderperson Raasch expressed concerns about backed up traffic to Main Avenue. Mr. Rakers explained that the two way left turn lane would not fix all the backed up traffic but should decrease the number of times traffic is backed up onto Main Avenue or cars pass on the left to travel on N. Tenth Street. Mr. Rakers stated he would reach out to Starbucks regarding their implementation of new practices. Alderperson Carpenter requested staff reach out to Starbucks regarding posting a notice to pull cars closer together in the drive-thru. Alderperson Raasch suggested that Starbucks work with their property owner/management company to set aside a few parking spaces for large or complicated orders that take extra time to move cars out of the queue.

4) Reinstalling school zone signs on Ryan Road and installing a school zone sign on Diversity around Altmayer School.

5) Installing school zone signs on Lourdes Street near Our Lady of Lourdes School.

Alderperson Raasch stated the request for this item that he received was from Our Lady of Lourdes School and was primarily due to speeds with the increased traffic volume from West De Pere Middle School back parking lot.

Alderperson Carpenter moved to approve the City Engineer parking & traffic recommendations, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

7. Discuss City Engineer Recommendation for No-Action Parking & Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion items for no-action parking and traffic including:

1) Installing a Park sign on Ontario Street near Legion Park.

2) Installing a four-way stop at Ryan Road and Diversity Drive.

Alderperson Hansen read a statement from the resident who had requested this item be discussed. Mr. Rakers stated that staff has made many efforts to make the intersection safe for pedestrians and suggested that if speeding is an issue; it should be addressed in a different manner than installing a four-way stop. Mr. Rakers stated that staff was close to finalizing the crossing guard policy and suspected this location would not meet the warrants. Alderperson Carpenter remarked that with the school zone signs being installed, enforcement by the police could be increased.

Discussion only. No action necessary.

RESULT:	**DISCUSSED**

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:58 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim