



Board of Public Works

Regular Meeting

Minutes

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

Monday, May 11, 2026

7:30 PM

City Hall, Council Chambers
335 S. Broadway

1. CALL TO ORDER

The meeting was called to order at 7:30 PM by Mayor James Boyd.

2. ROLL CALL

Present: James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

Absent:

Excused:

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Tony Fietzer, Street Superintendent

Tom Blohowiak, Maintenance Supervisor

Natalie Markelz, Administrative Assistant/Recording Secretary

3. PUBLIC COMMENTS

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

4. NEW BUSINESS

A. Approval of the April 13, 2026 Board of Public Works Meeting Minutes

Aldersperson Ledvina moved to approve the April 13, 2026 Board of Public Works Meeting Minutes, seconded by Aldersperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Ledvina
SECONDER:	Jonathon Hansen
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

B. Consideration and possible action on election of Vice Chairperson.

Mayor Boyd opened for nominations. Aldersperson Ledvina nominated Aldersperson Hansen for Vice Chairperson. Mayor Boyd asked for other nominations. No other nominations. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Ledvina
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

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

Eric Rakers, City Engineer, advised the request was to consider a 4-way stop at Charles Street and Michigan Street. Charles Street currently has a stop condition at Michigan Street. Engineering staff did traffic counts over a 7-day period. Michigan Street recorded 561 vehicles per day, Charles Street 324 vehicles per day. Provided in the memo is criteria when 4-way stops are considered. Mr. Rakers explained that since there is no accident history, no site issues, and traffic volume doesn't meet criteria, staff recommends no action.

Mayor Boyd added that he appreciates the Engineering Division taking their time to consider the request.

Discussion only. No action necessary.

D. Discuss snowplow operations

Tony Fietzer, Street Superintendent, advised each May we review annual snow operations and guidelines. He noted that included in the Agenda Packet is the annual snow ice/log which shows approximately 30 snow events and how each were responded. During this season, 700 tons of rock salt was used, consistent with last year. He noted that this year we tested solar salt which is cleaner and was efficient in both time and equipment. Mr. Fietzer discussed the snow event mid-March which was the largest in the last 138 years. Due to the nature of the storm, anyone who had CDL plowed during that time which included the Director of Public Works, Maintenance Supervisor, Engineering staff, etc.

Mr. Fietzer informed that this year staff submitted and won both the State and National Excellence in Snow and Ice Control Awards from the APWA (American Public Works Association). He believes being recognized is a testament to the operations and how we take best management practices and implement them, for this reason he recommends we continue with the current guidelines. Scott Thoresen, Public Works Director, asked Mr. Fietzer to explain the guidelines. Mr. Fietzer explained the general rule is if we receive over 3" of snow we do a full City-wide plow operation. Anything less than 3" of snow staff will plow and salt main roads with three trucks on each side of the river, then go into residential neighborhoods salting only at intersections, hills & curves. However, the 3" rule is dependent on time of year and pavement temperatures. Mr. Fietzer further explained how the City is comprised with main roads as if you go 3 blocks in any direction from a residential neighborhood, you will reach a main road that is plowed in addition to streets leading into neighborhoods.

Mayor Boyd noted that he didn't realize it's been 138 years since the last snow event this large. He stated Mr. Fietzer and Mr. Thoresen went to Cleveland, Ohio recently to accept the National award and would like to present it to Council.

Mr. Fietzer added that during the large snow event, the crew worked roughly five 16-hour shifts between plowing and snow removal downtown. Mayor Boyd said the snowstorm Facebook post was one of the top 5 popular of the year and noticed the public was filled with gratitude for the department.

Discussion only. No action necessary.

E. Discuss yard waste site operations

Tony Fietzer, Street Superintendent, discussed the new Yard Waste Site at 2005 Commerce Drive is nearing completion with an anticipated open date of June 1 in conjunction of a hard closure at the old site at 655 Rockland Road. Staff are currently working on logistics of the cameras and gate. Registration is live internally, but not public facing until we work out the kinks on the back end.

Mr. Fietzer explained how residents will register for the new site via an online form capturing the following information: name, license plate number, vehicle description, phone number, and email. At the end of registration, the resident will receive a 6-digit pin used to access the site which will need to be entered followed by a "#". He advised there are cameras on site which can read plates, if needed, to see if someone is sharing their pin, contractors are using the site, or if something seems suspicious. The concept is a one-way in on the south end, one-way out on the north end with the same capabilities as old site. Mr. Fietzer anticipates the first month of opening having staff on site to allow access for those without a code, answer questions and give them information on how to register going forward. If staff are not present, the intercom can call directly to the office during business hours.

Mr. Fietzer would like input on idea to close the site during off season from December 15 to March 15 when we don't have a growing season which would lessen plowing and maintenance. Mayor Boyd responded that he is in favor of closing the site from December to March and asked if the Town of Ledgeview's new site has opened. Mr. Fietzer confirmed and added our site is still open, so there is a potential of Ledgeview residents using it, however once the new site opens, the old one will close.

Mayor Boyd asked how residents will register if they are technology challenged. Mr. Fietzer directed Natalie Markelz, Administrative Assistant, to explain how to register without a computer. Ms. Markelz explained residents can call the Public Works office where staff will capture the same information as online, minus an email address. They will then verify residency and issue them a pin right away.

Mayor Boyd stated we would advertise heavily on social media of the registration to minimize concerns of residents and want to emphasize this is the City of De Pere's site and there is a cost associated with running it.

Aldersperson Hansen questioned the pin as last year they had talked about a key card. Mr. Fietzer advised the IT Director felt the code was the cheapest and easiest option to start so residents don't have to pay and the code can be recycled. The IT Director's input was that we can start with a code, but if it doesn't work could look at the key card. Aldersperson Hansen added he likes the code, so residents won't have to pay, but asked if the number is random or picked by the resident. Mr. Fietzer advised the code is random. Mayor Boyd asked if the pin pad could be accessed from your vehicle. Mr. Fietzer confirmed and explained there is an intercom with it as well, so if a resident forgot their pin or had issues they can press a button which calls the office where staff can verify their residency and let them in remotely.

Mayor Boyd asked if more input is needed on the timeframe closure. Mr. Fietzer advised he and staff would recommend it but wants to verify with alders and their constituents. Aldersperson Ledvina wonders what would happen if someone lost branches on a tree in winter. Mr. Fietzer explained the Street Department does 2 full rounds of Christmas tree collections and believes these other occurrences are few and far between to keep the site open. Mr. Thoresen added

that we can try the off-season closure for a year and in the future if we think it needs to be open year-round, we can change it back. Mr. Fietzer added that codes would be inactive during the off season.

Discussion only. No action necessary.

- F. Consideration and possible action on Proposed Easement at 925 S Sixth Street
(Parcel #: WD-142) - Project 26-16*

Mr. Blohowiak explained that with the MSC (Municipal Service Center) Expansion project, we need power to the new transformer so WPS (Wisconsin Public Service) needs approval for an easement to dig from the power pole to the new building which is a 12-foot-wide trench. Mayor Boyd asked if that is our property. Mr. Blohowiak confirmed and added that WPS will give an exact location once we get approval as we need temporary power for the remodel. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Jonathon Hansen
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

- G. Consideration and possible action on Proposed Easement 711-815 S Sixth Street
(Parcel #: WD-141-1) - Project 26-01*

Eric Rakers, City Engineer, explained this is another easement for the MSC project to relocate the storm sewer to Sixth Street and tie into Helena Street extended to the north. Staff is working with De Pere Foundry but needs Board approval. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen
SECONDER:	Shana Ledvina
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

- H. Consideration and possible action on 2026 Sidewalk Repair Orders and Special Charges

Eric Rakers, City Engineer, explained the annual Sidewalk Program where we inspect 1/8 of the City for sidewalk repairs per our policy. This year's repair area is west side of Fox River, west of Canadian National railroad tracks, south of Grant Street, north of Scheuring Road to the City limits. As part of the program we go inspect the area, document sidewalks that need repairs, then after Board approval we send repair orders. Rates have been approved by the board, anyone with over \$1,000 in repairs has the option for a 5-year payback which this year is 166 parcels. Residents have until end of June to make repairs and have options where residents can do themselves such as cracks, heaves, grind etc. If the work is not done by the end of June and did not request an extension from the Director of Public Works, the City's contractor will make repairs and through a special charge, and the owner will receive an invoice. Mr. Rakers added that this is an important program as it protects liabilities for trips and falls. He is recommending approval of special orders, then letters will go out hopefully the next day and posted in the paper.

Mayor Boyd asked if there were any residents that did not need repair as it was an extensive list. Mr. Rakers confirmed in addition to many panels that will need repairs due to City trees.

The paint on the sidewalk is marked green for owners who need to repair and white for the City to repair, but either way residents are notified.

Aldersperson Thill asked if the cost was less for the City to make repairs due to the volume of work or does it pay for residents to hire their own contractor. Mr. Rakers suggested homeowners get a quote first, however the challenge is contractors are busy. The City competitively bids the job, which is about the same price as last year, however, if the City contractor does the work, there is a 20% engineering fee added to the bill.

Mayor Boyd asked if the letter states what needs to be done. Mr. Rakers confirmed the letter will state what the issue is and staff is available to meet if the homeowner has questions.

Mr. Thoresen added that one of the things for the Board to discuss is the \$1,000 minimum for the 5-year payback option for repairs as it's been at this amount for years. He advised at previous meetings there was discussion on increasing the threshold. Mr. Rakers noted that in this case, if you have 3 panels for repair, you're over that amount. Going forward staff can look at a possible increase to \$1,200, for example. He added if it doesn't change with inflation, everyone will get the 5-year payback. Mayor Boyd suggested staff take account of how many people use this option.

Aldersperson Hansen added that recently it was his District's turn a few years ago some of his constituents had big cracks and used crack filler which was deemed sufficient. There are alternatives rather than slab replacements. Mr. Rakers confirmed if homeowners complete repairs themselves, they should let Engineering know so we can inspect and verify it meets criteria. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Jonathon Hansen
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

- I. Consideration and possible action on 2027 Gap Sidewalk Orders and Special Charges*

Eric Rakers, City Engineer, explained the Gap Sidewalk program where orders are giving homeowners until 2027 to complete work. Mr. Rakers explained these are vacant parcels in City see if they fall within criteria that was established September 12, 2016 which states parcels along streets adjacent to a lot where a building is constructed, if least 80% of lots are developed or 80% of the frontage is on lots that are developed on block, or if the subdivision is more than 10 years old. Mr. Rakers recommended approval and listed the parcels. He advised owners would have the same 5-year payback option.

Mayor Boyd asked if these are developers and not individual homeowners. Mr. Rakers explained they can be homeowners where a lot is purchased but have not built on yet. However, there is leeway if they plan to build shortly thereafter the deadline, but if they don't have plans to build, they will have to construct a sidewalk. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Shana Ledvina
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

- J. Consideration and possible action on Intergovernmental Agreement between the Town of Ledgeview and the City of De Pere for the Old Plank Road Construction*

Eric Rakers, City Engineer, discussed the agreement is in conjunction with a contract to pulverize and re-pave Old Plank Rd from house number 3257 to just short of the limits off Rockland Road, short of the Southern Bridge project. This is a shared road between the City of De Pere and Town of Ledgeview. Costs will be split on percentage of front foot, which is in calculations for the agreement. Additionally, individual drive work will be charged appropriately to each entity and similar to what was done last year on O'Keefe Road. Town of Ledgeview also reviewed and is bringing to their Board as well. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen
SECONDER:	Mike Eserkaln
AYES:	James Boyd, Mike Eserkaln, Jonathon Hansen, Shana Ledvina, Dustin Thill

5. FUTURE AGENDA ITEMS

Alderpersion Hansen discussed the strip mall under construction on South Ninth Street across from the Post Office (USPS). He has heard from at least one resident concerned about the connecting driveway to Festival Foods with the impact on traffic, as in that location there is the USPS, Shell Gas Station, Walgreens and Take Five Oil Change. He's wondering if there needs to be a right in, right out driveway or if left hand turns are allowed in & out of the driveway, what impact that would be.

Mayor Boyd asked if Parking and Traffic would like to review or where should this concern go.

Eric Rakers, City Engineer, advised Parking and Traffic can review or it can come back as a standalone item. Mr. Rakers said the site plan was approved, the Planning Department has been in favor of more of the interconnectivity of the driveway as they are minimizing traffic on the main roads. Staff can look at it to see if it would make any impacts. Scott Thoresen, Public Works Director, added that it will be tough to predict the traffic until the new development is complete on if it will be an issue. Mr. Rakers confirmed that a Traffic Impact Analysis (TIA) isn't usually done until it is functioning to see what's going on.

6. ADJOURNMENT

Mayor Boyd moved, seconded by Alderpersion Ledvina to adjourn the meeting at 8:10 PM. Upon vote, motion passed unanimously.

Respectfully submitted,
Natalie Markelz