



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, October 10, 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	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer (Remote)
Tony Fietzer, Street Superintendent
Betty Sellenheim, Recording Secretary
Devin Gillman, 603 S. Michigan St

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. §6-3(f) DPMC

None

III. Items

1. Approval of the September 12, 2022 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the September 12, 2022 Board of Public Works Meeting Minutes, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Discussion regarding a request from Mr. Devin Gillman to financially assist the City of De Pere with purchasing and/or leasing one or more electric vehicle charging station(s)

Aldersperson Hansen, provided an overview of a request from Mr. Gillman regarding electric vehicle charging stations including preferred placement downtown and cost of the charging station.

Aldersperson Raasch moved to open the meeting at 7:34 PM, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

Mr. Devin Gillman of 603 S. Michigan Street, agreed with the summation of information provided by Aldersperson Hansen and added his hope to help make De Pere a destination location for EV charging by having access to charging stations close to downtown attractions and restaurants. Mr. Gillman stated he would treat the installation as an

experiment for the 5-year lease term, collecting data and assessing the use and need for additional stations. Mr. Gillman added that he had been researching the ChargePoint brand but was open to others. Mr. Gillman would work with staff to identify the best location and have signage installed designating the parking stall(s). Mr. Gillman also mentioned the potential fee schedule for patrons using the charging station to attempt to recoup some of the cost of installation, lease/purchase, and annual maintenance costs.

Mayor Boyd explained how the next steps could play out for the request, mentioned the current downtown parking study, outlined a few scenarios for dealing with WPS (electric installation to the charging station along with monthly charges), and offered that there might be funding sources for climate change available to assist. Alderperson Raasch requested additional information about the fees charged to users. Mr. Gillman explained that when he calculated the numbers, it was not going to be a profitable business venture, but was hoping it would come close to breaking even, hoping to keep the cost low to encourage usage and tourism traffic downtown. Alderperson Raasch asked what fees are charged at other local charging stations. Mr. Gillman stated the ones he was looking at at Titledown charged \$2-\$3 per hour. Mayor Boyd asked how long a typical charge took. Mr. Gillman stated the charging stations would not be rapid-charge and would take a couple hours, depending on how low the battery was in the car. Alderperson Carpenter asked Mr. Gillman if he knew any information regarding the EV charging stations at Titledown, including how they were funded and their usage. Mr. Gillman stated he did not have that information but agreed it would be good to follow up with them. Alderperson Carpenter asked about the upgrades for electric charging proposed in the budget at the Municipal Service Center (MSC). Scott Thoresen, Public Works Director, explained that the work proposed at the MSC is for 30 and 50 Amp circuit/outlets at strategic points in the building for charging electric vehicles in the future. Alderperson Hansen asked for additional information regarding the annual fees and potential monthly electric bill from Wisconsin Public Service. Mr. Gillman stated that he did get a breakdown of the annual fees and would pass it along but did not receive information regarding the monthly electric bill. Mr. Gillman added that ChargePoint had shared that they offer discounts for municipalities. Mr. Thoresen shared additional information and concerns about location and installation of wiring. Alderperson Carpenter shared a quick calculation based on hypothetical utilization compared to covering the cost of lease/purchase and annual maintenance. Alderperson Hansen asked if staff had spoken with WPS about a cost to get power to a charging station. Mr. Thoresen stated it will depend on how far the power needs to be run, but once established there will be a monthly meter charge plus the cost of any power used. Mr. Thoresen added that once the meter is in place, other locations could be tied in.

Mayor Boyd moved to return to regular session at 7:52 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	DISCUSSED
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3. Consideration and possible action on 400 Block Reid Street and Main Avenue District Parking *

Eric Rakers, City Engineer, outlined the parking proposal for the alley between Reid and Main, and Fourth and Fifth, to be known as 400 Block Reid Street and Main Avenue District. Mr. Rakers explained the type of stalls available: ADA/handicap, 3 hour parking, long-term parking, and private parking. Mr. Rakers further outlined one change

that would be made prior to approval at Council and that was that handicap parking could not have a time limit designated.

Mayor Boyd asked the anticipated completion. Mr. Rakers outlined the work yet to be completed. Alderperson Hansen asked if the parking stalls listed as long-term will be sufficient for the capacity of the new hotel. Mr. Rakers stated he did not know the capacity of the hotel, but the hotel does have it's own private parking not listed on the memo and exhibit, along with parking on Main Ave and Fifth Street.

Mayor Boyd moved to approve the parking on 400 Block Reid Street and Main Avenue District with the exception of having limits on handicap parking stalls, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on Policy for Second Driveways*

Eric Rakers, City Engineer, outlined concerns previously discussed about second driveways and how the policy was updated to eliminate them.

Alderperson Raasch asked for clarification on the definition of a "building". Scott Thoresen, Public Works Director, provided the definition from City municipal code. Alderperson Hansen asked if staff was still considering the elimination of asphalt as a paving surface. Mr. Rakers stated he recalled the discussion and would make note to research or propose this change before the ordinance is adopted. Mr. Thoresen explained the current options of concrete or asphalt and staff's addition of permeable pavers.

Alderperson Carpenter moved to approve the policy for second driveways, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

5. Consideration and possible action on timing, frequency, and volume for overflow collections

Tony Fietzer, Street Superintendent, provided the statistics from the most recent overflow collection following Labor Day and outlined staff's recommendation for a volume limit and change of frequency.

Alderperson Carpenter clarified approximately how many bags fill a garbage cart (5) and Mr. Fietzer agreed, using 13 gallon kitchen size garbage bags as the reference point. Mr. Fietzer pointed out that outside of the proposed quarterly collection, parcels are allowed 3 collection carts and the City offers overflow tags. Alderperson Ledvina asked if the bag size was listed on the overflow tags. Staff stated it was not and if the change is made, it could be added. Alderperson Ledvina questioned having a limit for recycling. Scott Thoresen, Public Works Director, stated the boxes used must fit within the empty cart for overflow or paper bags. Mr. Thoresen also added that recycling overflow is usually cardboard and staff provides the information to residents for dropping off at US Paper Mills off Fort Howard Avenue. Alderperson Raasch agreed with establishing a bag size

limit. Mr. Fietzer added that staff often sees carts "full" because the cardboard has not been flattened. Mr. Fietzer outlined other nuances staff encounters during overflow and large item collections. Mayor Boyd asked if social media posts state to flatten cardboard. Mr. Fietzer stated they do and staff also places orange stickers on the carts at locations where they encounter issues, such as cardboard not being flattened. Mr. Thoresen added that as a condition of the Department of Natural Resources recycling grant, staff is required to monitor contents and notify violators and issue warnings.

Aldersperson Carpenter moved to establish a 5 (13 gallon) bag limit to be collected quarterly in January, April, July, and October; the second full week for garbage and the second and third full weeks for recycling, seconded by Mayor Boyd.

Aldersperson Ledvina requested staff research offering overflow tags for purchase online. Mr. Fietzer asked about establishing a minimum to ensure postage was covered. Aldersperson Ledvina stated the resident would pay postage costs. Mr. Thoresen informed the Board members that this was the final action on this item and would not need to be approved by Council to go into effect.

Upon vote, the motion passed unanimously.

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

6. Consider and Possible Action Regarding Amending De Pere Municipal Code Sec. 82-12 Recyclable and Garbage Common Collection Districts*

Scott Thoresen, Public Works Director, outlined the amendment to City Code to reflect the creation of 400 Block Reid Street and Main Ave district for city dumpster collection and annual charges.

Aldersperson Carpenter asked if the fees would be similar to the other common collection districts. Mr. Thoresen explained that the total charges are calculated for all districts and divided equally among the properties. Mr. Thoresen added that currently the fee is going down slightly, but that might change in upcoming years since staff is putting out a new bid for collection services. Aldersperson Carpenter asked if the businesses are all aware of the new charges coming for collection services. Mr. Thoresen stated they were all sent a certified notice and about half of the receipts had been returned. Mr. Thoresen added as part of negotiations for the project, property owners were made aware of this change as well.

Aldersperson Raasch moved to approve amending De Pere Municipal Code Sec. 82-12 regarding recyclable and garbage common collection districts, seconded by Aldersperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Jonathon Hansen, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

7. Consideration and possible action on 2022-2023 Sidewalk 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. Mayor Boyd asked approximately how many properties are billed for snow or snow & ice removal. Mr. Thoresen stated it is usually 50-60 minimum.

Aldersperson Raasch moved to approve the 2022-2023 sidewalk snow & ice removal rates, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Dan Carpenter, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

IV. Future Agenda Items

Aldersperson Hansen requested staff assess criteria for sidewalk replacement specifically internal cracks within a single slab

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:25 PM, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim