



Board of Public Works

Regular Meeting

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

Agenda

Monday, October 9, 2023

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **October 9, 2023 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.com/>.

I. Call to Order

1. Roll Call

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

III. Items

1. Approval of the September 11, 2023 Board of Public Works Meeting Minutes
2. Consideration and possible action on award on Request for Proposal for 2023-24 Pond Trapping Services*
3. Consideration and possible action on Preventative Maintenance Contract for City Heating Ventilation and Air Conditioning (HVAC) Equipment*
4. Main Avenue Underpass No-Mow-Summer Evaluation
5. Consideration and possible action on City Engineer Parking and Traffic Recommendations*
6. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items
7. Consideration and possible action on 2023-2024 Sidewalk Snow & Ice Removal Rates
8. Consideration and possible action on approval for October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence
9. Consider and Possible Action on Ald. Hansen's Request Regarding Service Sign on S. Broadway*

10. Consider and Possible Action on Ald. Hansen's Request Regarding WPS Decorative Street Lighting on S. Broadway and George Street*

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, October 9, 2023 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

HURCKMAN MECHANICAL

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

SUAMICO TRAP



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the September 11, 2023 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2023 0911 BOPW_Draft Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, September 11, 2023

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	

Others present:

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Tony Fietzer, Street Superintendent
Larry Delo, City Administrator (Remote)
Pamela Manley, Finance Director
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 August 7, 2023 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the August 7, 2023 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action for Driveway Request along Main Avenue for the proposed North Shore Bank – 820 Main Avenue

Eric Rakers, City Engineer, explained the request from the proposed North Shore Bank at 820 Main Avenue to install a commercial driveway off Main Avenue, replacing two current residential driveways.

Aldersperson Hansen moved to approve the driveway request along Main Avenue for the proposed North Shore Bank at 820 Main Ave, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on award on Request for Proposals for Phragmites Mitigation*

Eric Rakers, City Engineer, outlined the project limits, budget, and proposal received for phragmites mitigation.

Alderperson Hansen moved to approve the proposal from Merjent for phragmites mitigation, seconded by Alderperson Raasch.

Alderperson Hansen asked if residents will be notified of this work occurring in their neighborhoods. Mr. Rakers stated that staff did not notify in 2022 because the work is currently only occurring on City owner property. Mr. Rakers added that residents may receive notification in the future if mitigation work occurs in easements or other rights-of-way.

Upon vote, the motion passed unanimously.

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

4. Consideration and possible action for Consultant Services for Conventional Water Rate Application*

Scott Thoresen, Public Works Director, explained the process the City needs to follow to apply for a conventional water rate case with the Wisconsin Public Service Commission (PSC) and recommended hiring Onward Accounting & Consulting LLC in the amount of \$8,900 to assist in the process. Mr. Thoresen stated that the City was not eligible for a simplified rate case and was encouraged to perform the conventional rate case. Mr. Thoresen added the rate case would likely not be completed and implemented, if deemed necessary, until 2024.

Alderperson Hansen asked staff for additional information regarding a 2022 audit for cash flow and deficits. Pamela Manley, Finance Director, was able to report that the cash flow had improved by approximately \$700,000 but stated as costs increase and additional capital improvement work is scheduled, the rate case will assess if the City will continue to gain or fall further behind. Ms. Manley explained that at the completion of the rate case, the City will be told if an increase can be requested and will need to be approved prior to submission. Alderperson Hansen added that the final decision will be in the hands of the PSC for allowing rates to increase. Ms. Manley agreed that the PSC would need to approve the increase. Alderperson Carpenter asked if the rate case would examine the current debt. Mr. Thoresen and Ms. Manley stated it would examine all expenses and deficits. Mr. Thoresen explained that costs of water main relay during capital improvement projects has almost doubled over the past few years and the PSC recommends relaying 1-2% of water mains annually. Mr. Thoresen added that the rate case will also evaluate how much the PSC will allow for water main relays.

Mayor Boyd moved to approve Consultant Services Agreement with Onward Accounting & Consulting LLC for Conventional Water Rate Application in the amount of \$8,900, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

5. Consideration and possible action on the revision of City Ordinance 82.3(5) Storage of Polycarts*

Tony Fietzer, Street Superintendent, outlined the proposed ordinance changes in the red-lined draft included in the agenda packet, as previously discussed at the August Board of Public Works meeting.

Alderperson Raasch asked how a property without storage (sheds or garages) would store their carts, specifically corner lots. Mr. Fietzer explained the screening this type of property would be required to install in order to properly store the polycarts.

Alderperson Hansen moved to approve revisions to City Ordinance 82.3(5) Storage of Polycarts, seconded to Alderperson Carpenter.

Mayor Boyd suggested an educational campaign upon approval and allow a portion of time for residents to react for compliance.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on polycart storage enforcement timeline

Tony Fietzer, Street Superintendent, outlined the memo and request from Alderperson Hansen to have the enforcement timeline reviewed for polycart storage compliance. Mr. Fietzer explained that staff currently sends three letters with 15 days between each, prior to citations being issued.

Alderperson Hansen further explained his request. Alderperson Hansen recommended sending two letters with 15 days between each. Alderperson Hansen stated there has previously been concerns that residents need time to be able to erect structures for proper screening and explained that the new ordinance changes discussed during this meeting offer options for residents to put their carts in the backyard until their screening structure is completed.

Alderperson Carpenter suggested having a single 30 day notice sent certified prior to having citations issued. Alderperson Carpenter agreed that the new ordinance language allows for flexibility in the storage location that would allow residents to complete their screening without being in violation. Mayor Boyd agreed with having a single notice with either 30 or 45 days to comply. Scott Thoresen, Public Works Director, reminded the

Board of the financial obligation of erecting a screening for carts and stated it could take longer than 30 days to complete the purchase and erect the screening. Mayor Boyd stated his belief that simply receiving a letter may be enough for some properties to find room in a garage or other area to be in compliance. Alderperson Raasch agreed with shortening the number of days following notification for compliance but cautioned the use of certified letters. Mr. Fietzer stated staff currently sends the first two letters through regular mail service and the third one is certified to prove to the court, if a citation is issued, that multiple efforts were made to notify the property. Mr. Thoresen explained that Legal has advised that having multiple notices and documentation stands as proof when citations would be addressed at court and more likely to hold up and require payment. Alderperson Carpenter stated that with the new ordinance language, properties have new options for polycart storage and would not be required in many cases to pay for a structure for screening or receive a citation. Mayor Boyd suggested waiting to change the timeline until staff can see how many properties become compliant with the flexibility allowed in the new ordinance language. Alderperson Ledvina stated that if a property receives a citation for polycart storage and claims to have not received prior notification, the court notice could serve as their first notification and would still require their carts be screened. Mr. Fietzer stated his belief that in a situation like that the judge may state that the citation would be waived if the polycarts are screened with a set number of days; which would ultimately still gain compliance of the ordinance. Mayor Boyd asked how staff will address properties with violations that had been put on hold. Mr. Fietzer explained that staff will readdress the properties on the list after the new ordinance language is approved by Council and send notices to those properties still in violation. Mayor Boyd asked the Board how to proceed. Alderperson Carpenter asked how staff would like to proceed. Mr. Fietzer explained that checking properties and sending multiple notices is burdensome on staff but ultimately leaned towards how a judge or legal would suggest proceeding for best results. Alderperson Raasch asked how many complaints staff receives in a year that require three notices. Mr. Fietzer stated he receives approximately 100 polycart storage violation complaints per year.

Alderperson Raasch moved to maintain status quo on polycart storage enforcement timeline and revisit in six months, seconded by Alderperson Carpenter.

Alderperson Hansen requested staff consult with Legal to determine whether sending two versus three notices makes a difference for the judge when citations are brought to court.

Upon vote, the motion passed unanimously.

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

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

Eric Rakers, City Engineer, outlined the parking and traffic recommendation to install three stop signs in new subdivisions including one on N. Honeysuckle Circle at Lawrence Drive, on Willie Mays Circle at Lost Dauphin Road, and on Battery Avenue at Lost Dauphin Road.

Alderson Carpenter moved to approve the City Engineer Parking and Traffic Recommendations for stop signs, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on Brown County Municipal Agreement for South Bridge Connector Segment GV-15*

Scott Thoresen, Public Works Director, explained that Brown County is requiring Municipal Agreements for each segment of the South Bridge Corridor including the four segments being presented at today's meeting. Mr. Thoresen outlined the limits of each segment. Mr. Thoresen explained that each agreement includes design, right of way acquisition, and construction.

Mayor Boyd commented that some Board members may be seeing construction costs for the first time as outlined in the agenda packet and asked if there were questions. Alderson Hansen stated he thought the City share was more than the \$11.6M listed on the memo. Mr. Thoresen clarified that amount is only for segment GV-15. Mr. Thoresen stated the total City contribution is estimated at \$27.27M. Alderson Carpenter questioned the funding source for the South Bridge project. Mayor Boyd explained that a good portion of the funding will be through multiple TIDs. Alderson Ledvina requested additional funding information be presented during Council. Mayor Boyd stated additional information can be available but full funding discussions will be brought forward as additional items in the future. Larry Delo, City Administrator, stated that additional information can be presented regarding the estimated percentage to be funded by each TID. Mr. Delo explained that the estimates are based on projected growth in each TID moving forward and amount each TID can afford to contribute to the South Bridge Corridor.

Alderson Carpenter moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-15, seconded by Alderson Raasch.

Mayor Boyd explained that the City continues to solicit additional funding for the South Bridge project to reduce the City cost share and anticipates more will become available. Alderson Hansen questioned a feature illustrated as a round circle on the proposed design maps and asked if it would be a roundabout. Mr. Thoresen confirmed they were proposed roundabouts.

Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on Brown County Municipal Agreement for South Bridge Connector Segment GV-16*

Mayor Boyd moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-16, seconded by Alderperson Raasch.

Alderperson Hansen commented that he has had constituents reaching out to him regarding public information meeting and asked staff if Brown County has provided an update on when those may be. Scott Thoresen, Public Works Director, explained the process and stated public information meetings would be scheduled once design was further along.

Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on Brown County Municipal Agreement for South Bridge Connector Segment GV-17*

Alderperson Hansen moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-17, seconded by Alderperson Raasch.

Scott Thoresen, Public Works Director, stated that Town of Ledgeview has approved their portion of segments GV-17 and GV-18. Alderperson Ledvina asked if Town of Lawrence had approved their segments. Mr. Thoresen stated he did not know. Mayor Boyd stated that Town of Lawrence was likely seeing the agreements around the same time De Pere is and would likely be approving soon. Alderperson Hansen asked if the bike and pedestrian facilities were still planned for the north side of the corridor. Mr. Thoresen stated it would be designed as an option and further explained that it will be dependent on the acquisition of right-of-way. Mayor Boyd and Mr. Thoresen briefly outlined current ruling against condemning property. Alderperson Carpenter asked how the County planned to approach the acquisition of property. Mr. Thoresen stated he did not know at this time how the County planned to approach property owners.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on Brown County Municipal Agreement for South Bridge Connector Segment GV-18*

Alderperson Carpenter moved to approve Brown County Municipal Agreement for South Bridge Connector Segment GV-18, 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

IV. Future Agenda Items

Alderperson Raasch asked staff to research installation of a guard rail/barricade at 117 Fort Howard Ave. This item will be referred to Parking & Traffic.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:16 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on award on Request for Proposal for 2023-24 Pond Trapping Services*

ATTACHMENTS:

- 2023 1009 CI_BOPW Award 22-21 (PDF)
- 2023 1002 Suamico_Trap_Proposal (PDF)
- 2023 1003 Suburban_Wildlife_Proposal (PDF)
- 2023-24_Trapping_RFP_Packet (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: October 9, 2023

RE: **Consideration and possible action on award on Request for Proposals for 2023-24 Pond Trapping Services***

The Engineering Department received a proposal for Trapping Services on October 3, 2023. The work is for the trapping of muskrats at storm water detention ponds. Many of the City's ponds are experiencing issues with muskrats burrowing into the pond embankments which can lead to side slope failures. Additionally, the City receives complaints regarding muskrats at our ponds. The proposal was sent to 19 trappers. Staff received the following proposals:

Contractor	Amount
Suamico Trap, LLC	\$14,956
Suburban Wildlife Solutions, LLC	\$19,176

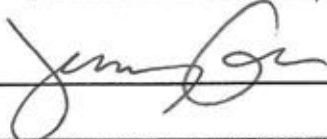
The allocated budget amount for the project is \$25,000.00 from the Storm Water Utility.

Staff's recommendation is to accept the proposal from Suamico Trap, LLC in the amount of \$14,956.00.

Attachments:

2023 1002 Suamico Trap Proposal
2023 1003 Suburban Wildlife Solutions Proposal
2023-24 Trapping RFP Packet

Proposed Fee Schedule

Company Name: Suamico Trap, LLCCompany Address: 3060 Scafer WayCompany Address: Suamico WI 54173Company Representative: Jeremy EbnerSignature: 

Item #	Description	Unit	Quantity	Total
Fall 2023 Trapping				
Fall-1	SW Business Park Pond System	ACRES	32.0	\$ 2984
Fall-2	Honeysuckle Pond and Swale	ACRES	8.4	\$ 1403
Fall-3	Lawrence Drive Pond	ACRES	1.2	\$ 400
Fall-4	Dog Park Pond	ACRES	4.8	\$ 888
Fall-5	Pecatonica Pond	ACRES	3.3	\$ 673
Fall-6	Commerce Drive Pond	ACRES	3.7	\$ 730
Fall-7	Daytona Speedway Pond	ACRES	0.5	\$ 400
Spring 2024 Trapping				
Spring-1	SW Business Park Pond System	ACRES	32.0	\$ 2984
Spring-2	Honeysuckle Pond and Swale	ACRES	8.4	\$ 1403
Spring-3	Lawrence Drive Pond	ACRES	1.2	\$ 400
Spring-4	Dog Park Pond	ACRES	4.8	\$ 888
Spring-5	Pecatonica Pond	ACRES	3.3	\$ 673
Spring-6	Commerce Drive Pond	ACRES	3.7	\$ 730
Spring-7	Daytona Speedway Pond	ACRES	0.5	\$ 400
PROPOSAL TOTAL				\$ 14,956

* Workers comp insurance would be an additional fee if required. Est \$900-1000 paid up front.

* General liability insurance policy in place. COI available.

Proposed Fee Schedule

Company Name: Suburban Wildlife Solutions LLCCompany Address: N 1940 County Rd CCCompany Address: Kaukauna WI 54130Company Representative: Kurt SchroederSignature: Kurt Schroeder

Item #	Description	Unit	Quantity	Total
Fall 2023 Trapping				
Fall-1	SW Business Park Pond System	ACRES	32.0	\$ 3060.00
Fall-2	Honeysuckle Pond and Swale	ACRES	8.4	\$ 1515.00
Fall-3	Lawrence Drive Pond	ACRES	1.2	\$ 915.00
Fall-4	Dog Park Pond	ACRES	4.8	\$ 1795.00
Fall-5	Pecatonica Pond	ACRES	3.3	\$ 806.00
Fall-6	Commerce Drive Pond	ACRES	3.7	\$ 971.00
Fall-7	Daytona Speedway Pond	ACRES	0.5	\$ 526.00
Spring 2024 Trapping				
Spring-1	SW Business Park Pond System	ACRES	32.0	\$ 3060.00
Spring-2	Honeysuckle Pond and Swale	ACRES	8.4	\$ 1515.00
Spring-3	Lawrence Drive Pond	ACRES	1.2	\$ 915.00
Spring-4	Dog Park Pond	ACRES	4.8	\$ 1795.00
Spring-5	Pecatonica Pond	ACRES	3.3	\$ 806.00
Spring-6	Commerce Drive Pond	ACRES	3.7	\$ 971.00
Spring-7	Daytona Speedway Pond	ACRES	0.5	\$ 526.00
PROPOSAL TOTAL				\$ 19,176.00

**Request for Proposals
For
Trapping Services**

The City of De Pere would like to invite your company to submit a proposal for muskrat trapping in Fall of 2023 and Spring of 2024.

Your proposal must be submitted to our office by Tuesday, October 3rd at 1:00 p.m. Proposals can be emailed to Chase Kuffel, Assistant City Engineer at ckuffel@deperewi.gov.

GENERAL INFORMATION:

The City of De Pere conducts annual inspection of its storm water facilities. We are finding these facilities are experiencing damage to pond embankments and vegetation because of muskrats. The purpose for this Request for Proposals (RFP) is to obtain services to trap muskrats around these storm water facilities.

SCOPE OF SERVICES:

The City shall grant the selected Trapper exclusive rights for trapping muskrats only on or around the following City storm water facilities:

1. SW Business Park Pond System
 - a. Specifically, behind 1741-1743 Marissa Court
2. Honeysuckle Pond and Swale
3. Lawrence Drive Pond
4. Dog Park Pond
5. Pecatonica Pond
6. Commerce Drive Pond
7. Daytona Speedway Pond

Muskrat removal shall consist of two trapping periods at each pond, one in the fall of 2023 and the second in the spring of 2024. Each trapping period shall last seven days. Upon completion of a trapping period, submit a report to the City listing the date of the trapping period and the number of muskrats removed from each pond.

The trapper is required to follow Wisconsin Trapping Regulations, latest edition, as set forth by the Wisconsin Department of Natural Resources.

SCHEDULING:

This RFP will result in an agreement between the City of De Pere and the selected trapper on or around the City's storm water facilities terminating June 1, 2023.

SITE ACCESS

Access each site as noted below and on the exhibits. Any on street parking must be accompanied by traffic control, meeting the standards set for in the United States Department of Transportation's Manual on Uniform Traffic Control Devices (MUTCD) to protect vehicles.

Access to each individual pond is anticipated to be as follows:

1. Exhibit #1: SW Business Park Pond System
 - Parking on the grassed terrace on American Boulevard
(See Exhibit #8 for traffic control requirements.)
 - Southbridge Road
 - American Court
 - Samantha Park
 - Any of the storm sewer easements shown on the exhibit, access by foot only
2. Exhibit #2: Honeysuckle Pond and Swale
 - Lawrence Drive Parking Lane
 - Red Maple Extended west of American Boulevard
 - Parking on the grassed terrace on American Boulevard
(See Exhibit #8 for traffic control requirements.)
3. Exhibit #3: Lawrence Drive Pond
 - Access site from Preserve Trail
4. Exhibit #4: Dog Park Pond
 - Access site Biotech Way from the south side of the pond.
5. Exhibit #5: Pecatonica Pond
 - East River Drive
 - Pecatonica Court
6. Exhibit #6: Commerce Drive Pond
 - Commerce Drive
7. Exhibit #7: Daytona Speedway Pond
 - Talladega Speedway
 - Storm easement between 1967 and 1975 S. Cross Creek Circle

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workers compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub-consultants in prosecuting the work.

The Trapper shall comply with all DNR regulations and licensing requirements in conducting any trapping on or around the City's storm water facilities.

PROPERTY PROTECTION:

The company shall take precautions to prevent damage to property and shall restore the site to the condition existing prior to entry.

FEE:

The proposed fee schedule shall be submitted on the attached form. A company fee schedule shall be attached for additional services offered that are not shown on the attached form. Licensure fees for muskrat trapping shall be considered incidental to the submitted unit prices.

DELIVERY:

E-mail, in PDF format, copies of trapping results specific for each storm water facility to the City Engineer. Hard copies will not need to be provided. Trapping results shall include days trapping and the number of muskrats caught.

ADDITIONAL INFORMATION:

The City will provide the following services as part of this project:

- Written notice to nearby residents of ongoing trapping activities.
- Trim vegetation around ponds if needed. Advance notice will need to be provided so the City can schedule required trimming.

A sample consultant agreement is attached. The attached agreement template is for solicitation purposes only. The selected proposal will have the ability to work with the City to modify certain terms of the attached agreement.

Exhibits of each site are attached.

Proposed Fee Schedule

Company Name: _____

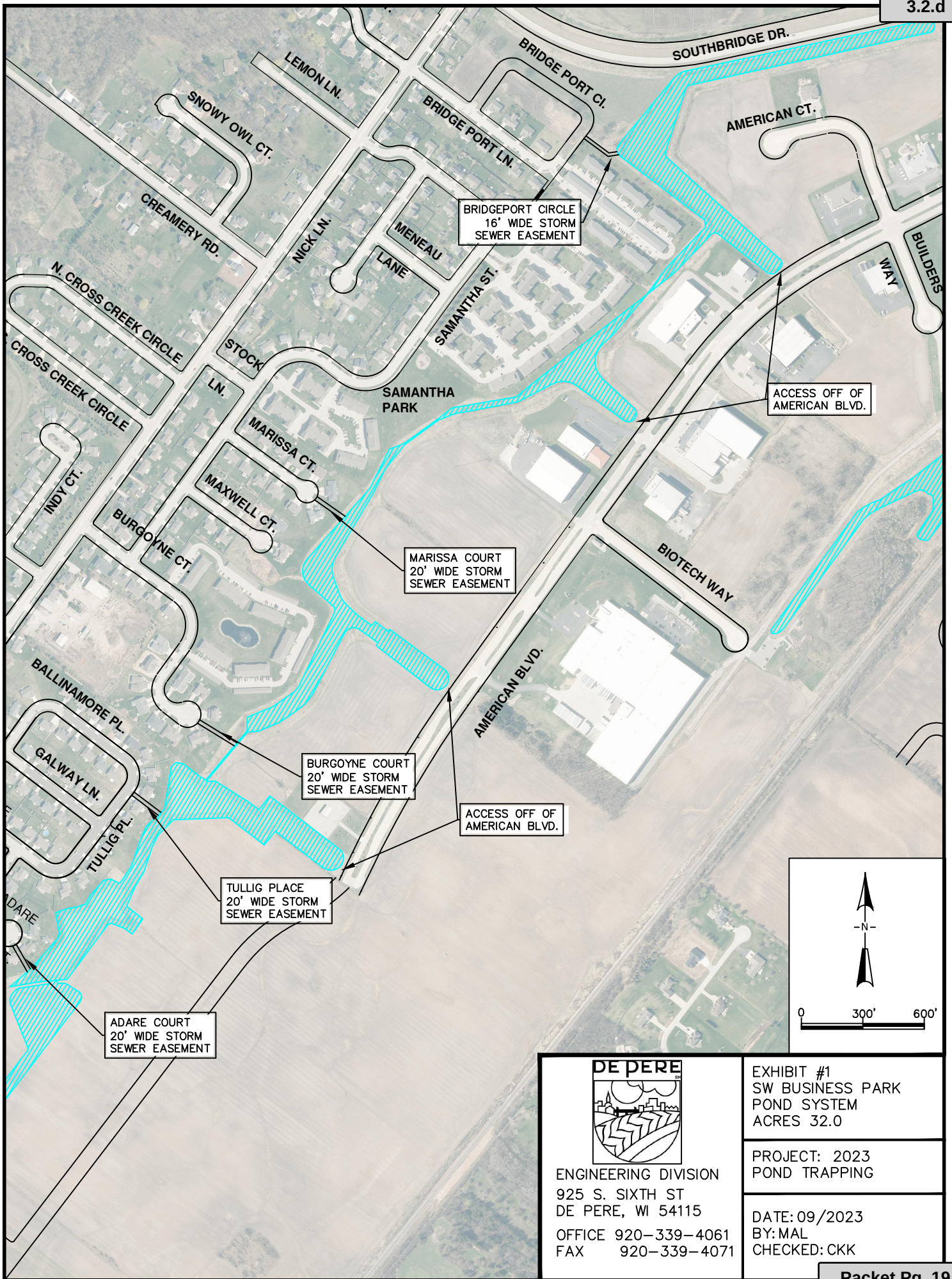
Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Item #	Description	Unit	Quantity	Total
Fall 2023 Trapping				
Fall-1	SW Business Park Pond System	ACRES	32.0	\$
Fall-2	Honeysuckle Pond and Swale	ACRES	8.4	\$
Fall-3	Lawrence Drive Pond	ACRES	1.2	\$
Fall-4	Dog Park Pond	ACRES	4.8	\$
Fall-5	Pecatonica Pond	ACRES	3.3	\$
Fall-6	Commerce Drive Pond	ACRES	3.7	\$
Fall-7	Daytona Speedway Pond	ACRES	0.5	\$
Spring 2024 Trapping				
Spring-1	SW Business Park Pond System	ACRES	32.0	\$
Spring-2	Honeysuckle Pond and Swale	ACRES	8.4	\$
Spring-3	Lawrence Drive Pond	ACRES	1.2	\$
Spring-4	Dog Park Pond	ACRES	4.8	\$
Spring-5	Pecatonica Pond	ACRES	3.3	\$
Spring-6	Commerce Drive Pond	ACRES	3.7	\$
Spring-7	Daytona Speedway Pond	ACRES	0.5	\$
PROPOSAL TOTAL				\$

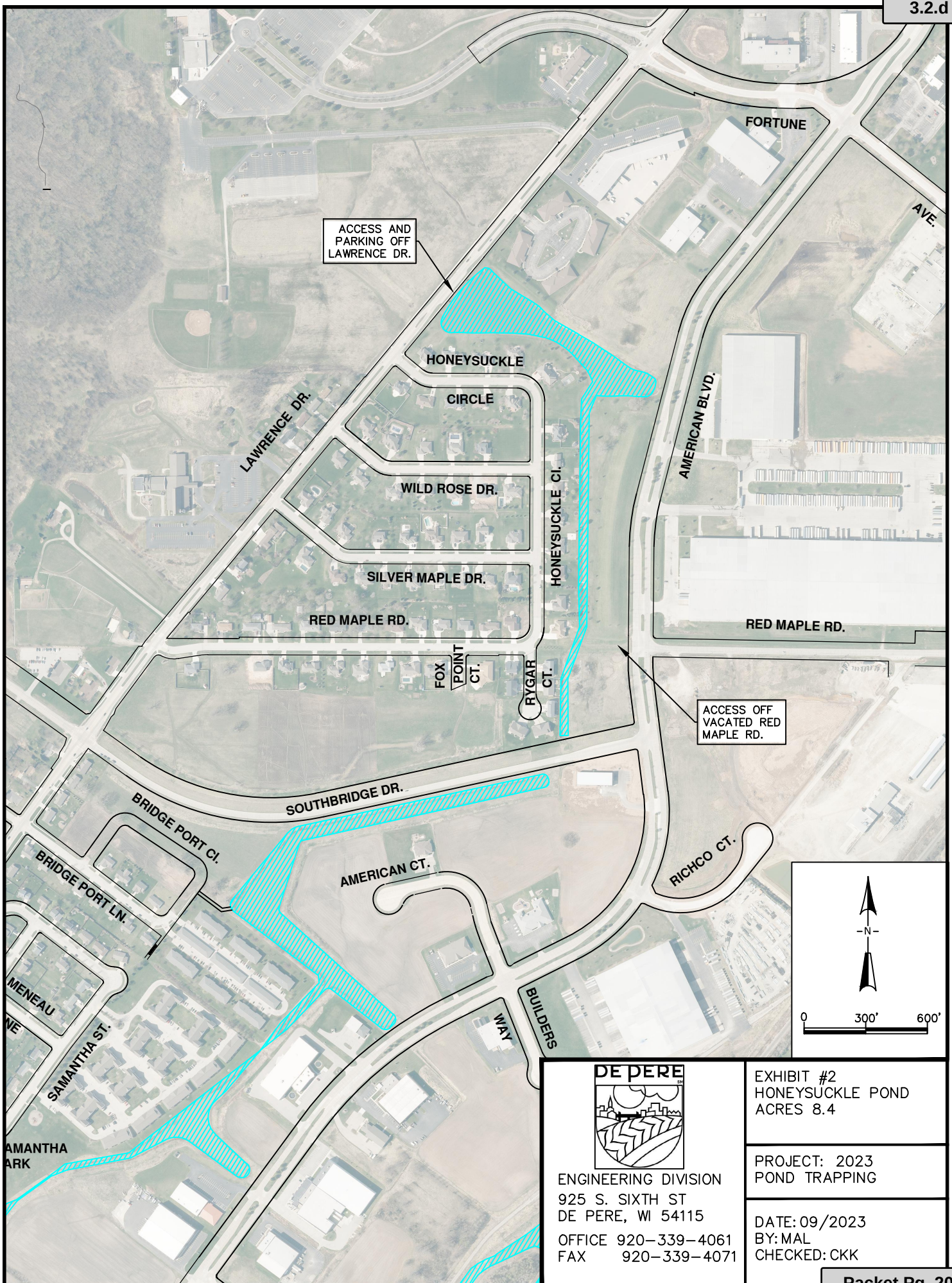


ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #1
SW BUSINESS PARK
POND SYSTEM
ACRES 32.0

PROJECT: 2023
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK



ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115

OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #2
HONEYSUCKLE POND
ACRES 8.4

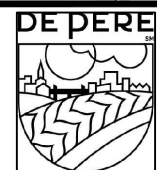
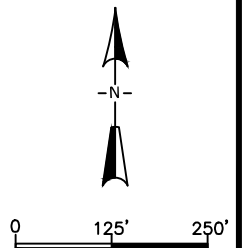
PROJECT: 2023
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK

SCHEURING RD.

LAWRENCE DR.

USE PRESERVE TRAIL
TO ACCESS POND

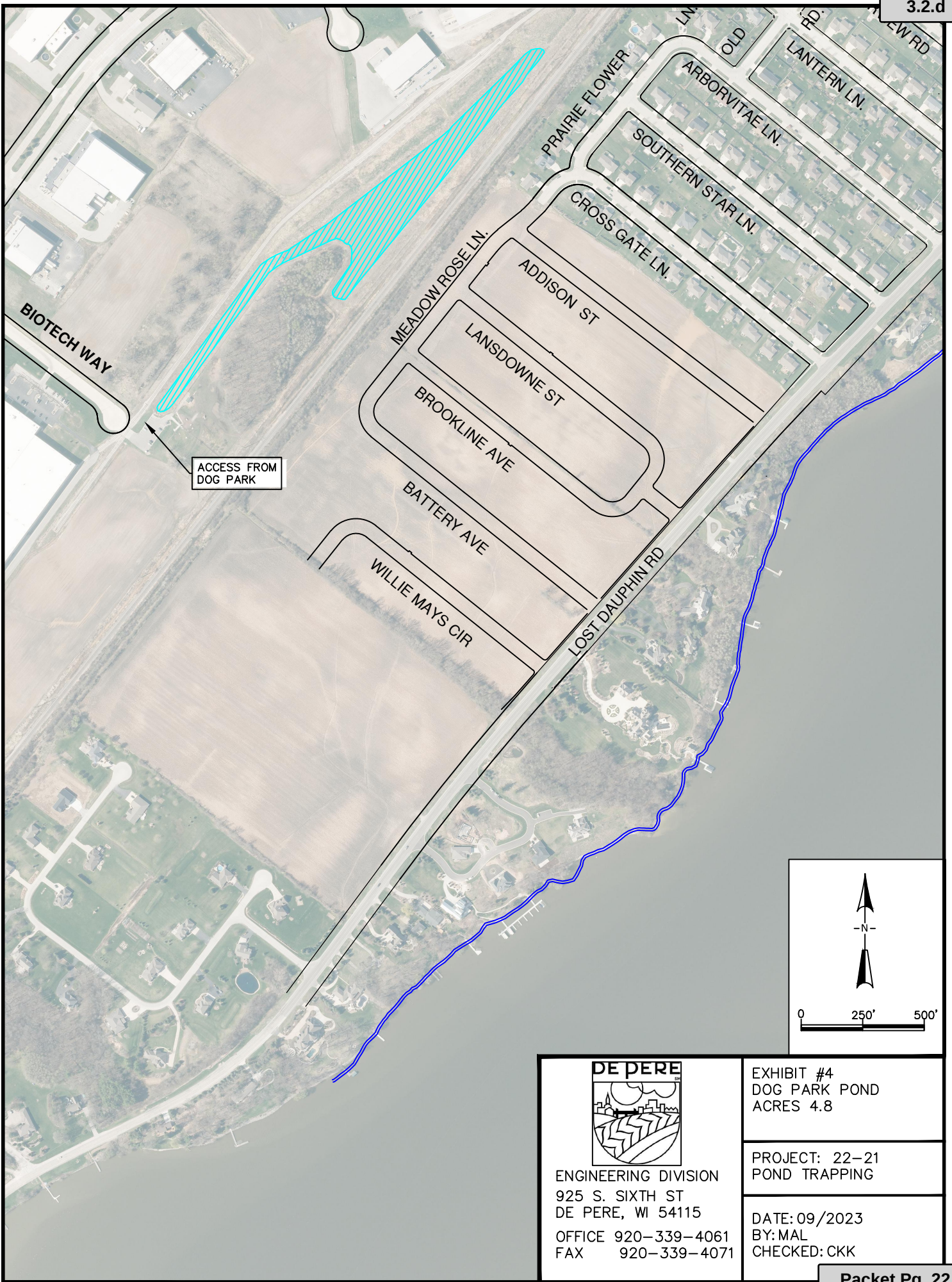


ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #3
LAWRENCE DRIVE POND
ACRES 1.2

PROJECT: 2023
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK

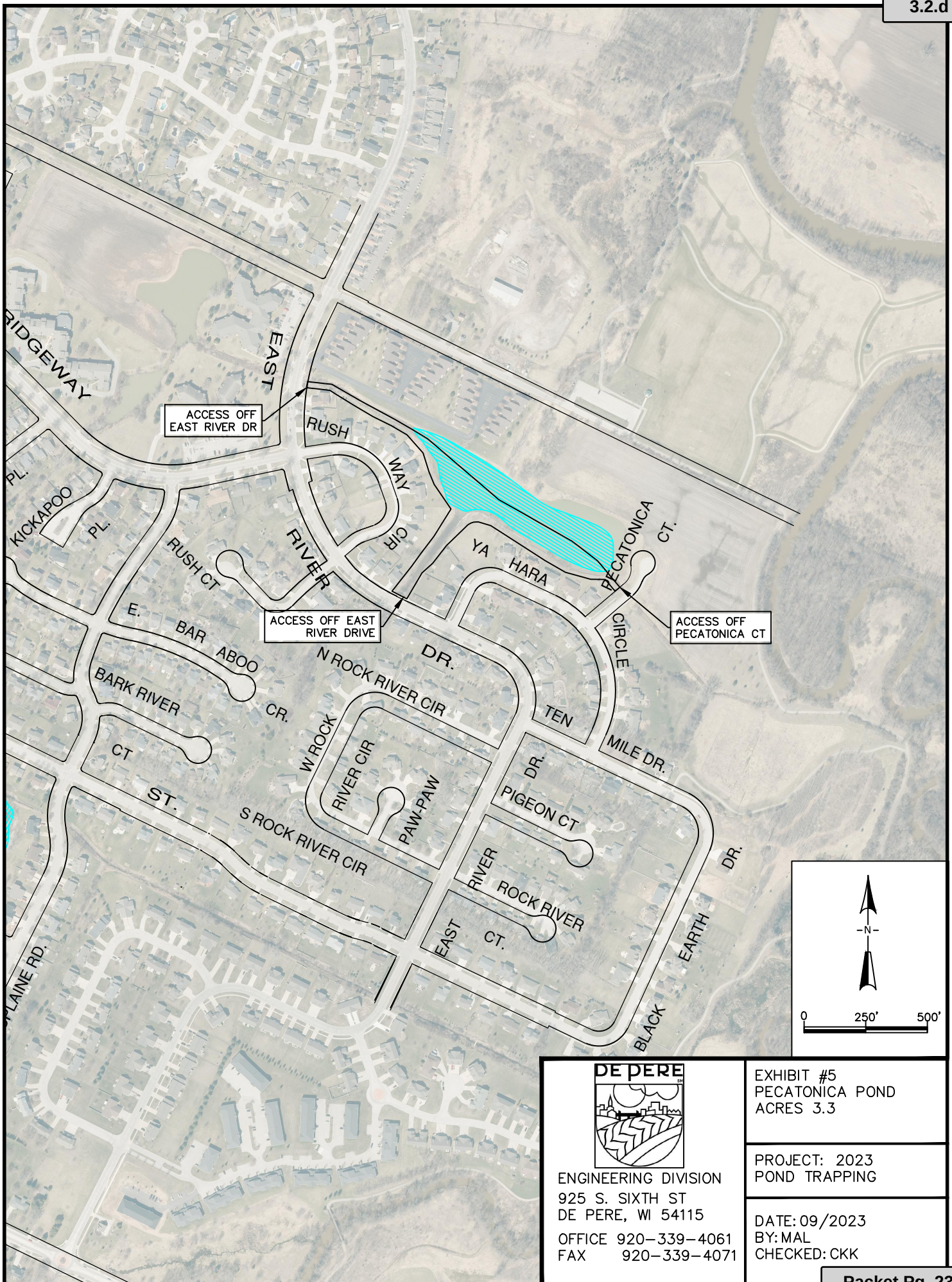


ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #4
DOG PARK POND
ACRES 4.8

PROJECT: 22-21
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK

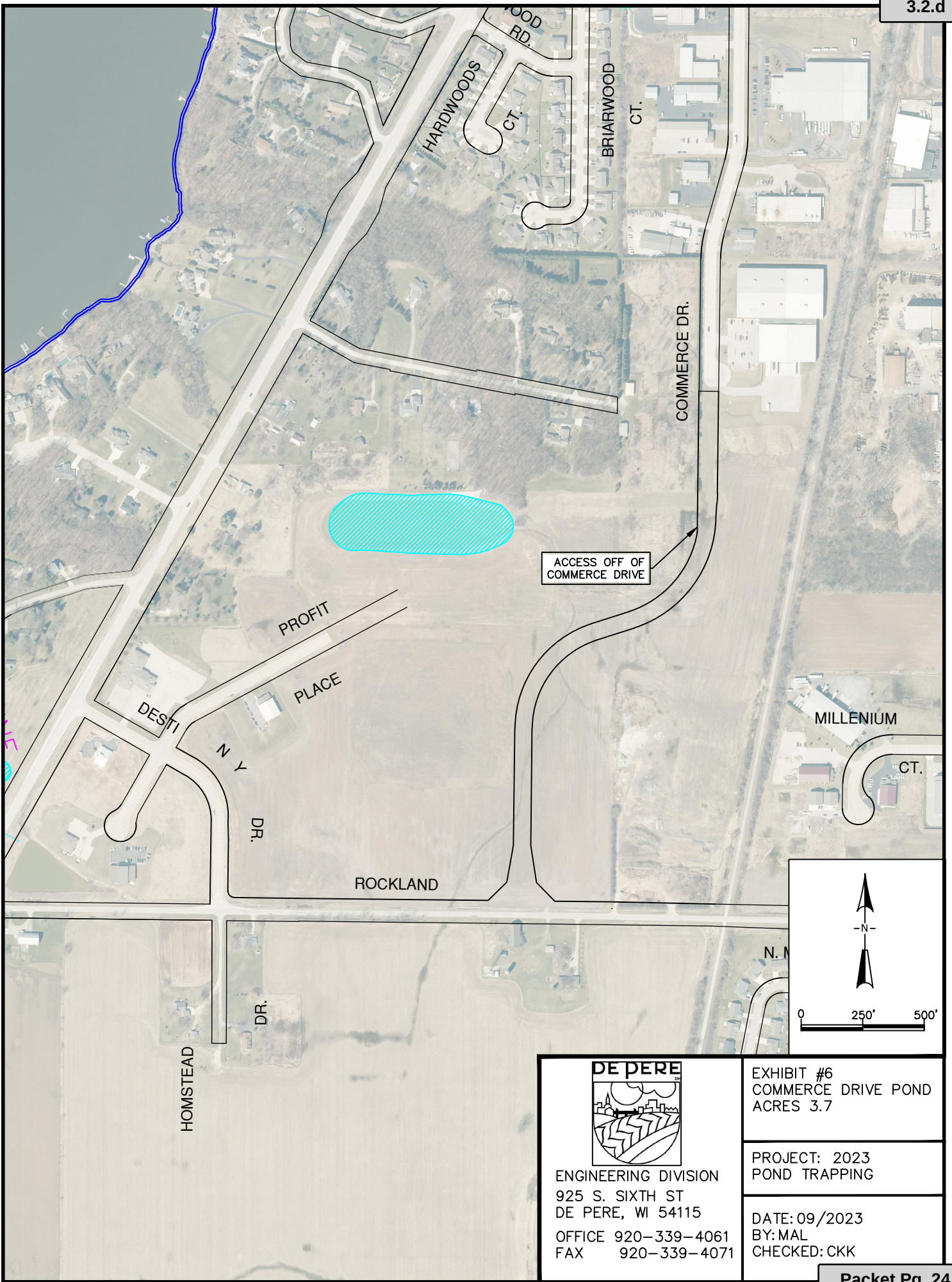


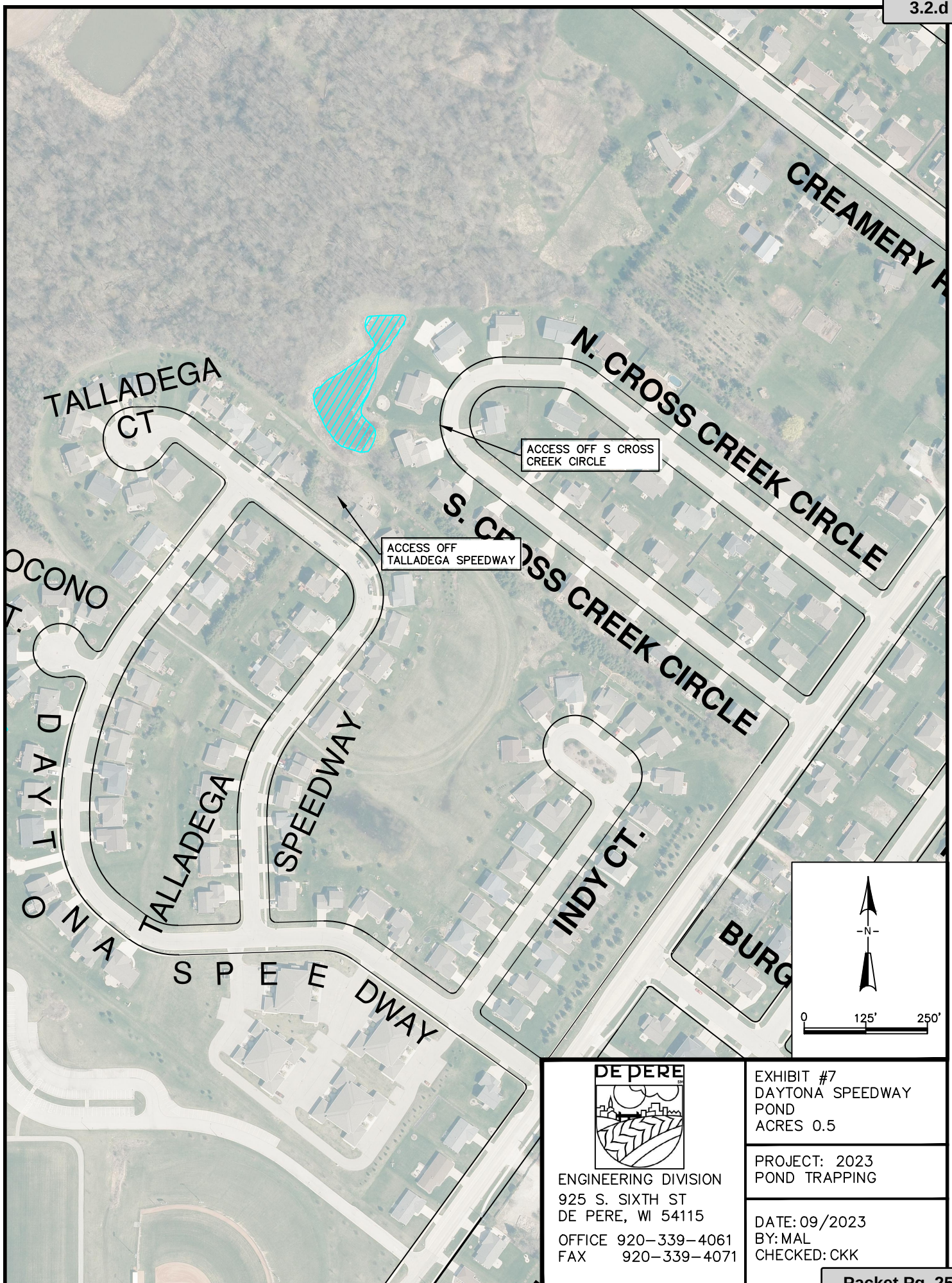
ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #5
PECATONICA POND
ACRES 3.3

PROJECT: 2023
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK





ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115

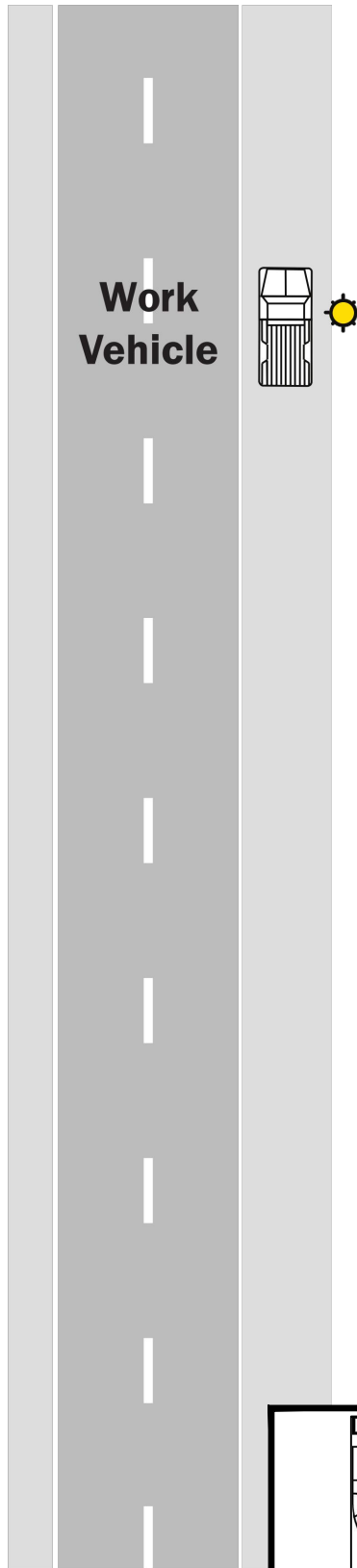
OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #7
DAYTONA SPEEDWAY
POND
ACRES 0.5

PROJECT: 2023
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK

1. The Work Vehicle should be pulled over as far off the roadway as possible, and shall display and operate a 360-degree flashing beacon.



ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

EXHIBIT #8
WORK VEHICLE PARKED
ON SHOULDER

PROJECT: 2023
POND TRAPPING

DATE: 09/2023
BY: MAL
CHECKED: CKK

**AGREEMENT FOR SERVICES BETWEEN THE
CITY OF DE PERE AND _____ (CONSULTANT NAME)
(Project Name)**

THIS AGREEMENT made and entered into this ____ day of _____, 2023, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), and _____ ("Consultant").

WITNESSETH

WHEREAS, the City is in need of _____ (project description) _____; and

WHEREAS, the Consultant has available and offers to provide qualified personnel and facilities necessary to accomplish the work within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the ____ (date) ____ City Request for Proposals (Exhibit A) and Consultant's Proposal thereto dated ____ (date) ____ (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. No standard terms or conditions of Consultant's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTING SERVICES

Consultant agrees to perform those services described in Exhibits A and B. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

III. SCOPE OF CITY SERVICES

City agrees to provide the Consultant items such as existing plans, standard specifications, and other information concerning the project that may be applicable in the design of the project, as are available.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the City grants the Consultant specific authorization to proceed with the work described herein.

For special services, the authorization by the City shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the City and the Consultant.

V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City and Consultant shall not be considered the owner of any such document nor shall the Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall include copyright, trademark, or patent rights therein, unless City fails to pay Consultant for such drawings, specifications and other documents, in which case the ownership and all rights shall revert to the Consultant.

City hereby grants Consultant a non-exclusive license to use the documents created pursuant to this Agreement, including any standard details used herein.

Consultant acknowledges that, as the Consultant to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Consultant agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Consultant as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Consultant for its reasonable costs incurred in complying with this paragraph.

Consultant further agrees to indemnify the City from all costs City incurs should Consultant fail to comply with these requirements.

VI. AUDITOR ACCESS

Consultant shall, upon request of City or its auditors, provide access to and furnish the auditors with copies of requested records, reports and any other documentation in its possession or custody pertaining to financial transactions, records or other financial information held by Consultant in conjunction with or related to Consultant's obligations under this Agreement.

VII. CONFIDENTIALITY OF INFORMATION

Consultant understands that, during the course of work under this contract, Consultant may become privy to confidential information of City. Consultant shall maintain the confidentiality of all information specifically designated confidential by City unless withholding such information would violate the law, create a significant harm to the public, or create a risk of significant harm to the public.

VIII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City as soon as the delay in response time is known.

IX. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid in a lump sum at the conclusion of the work. Payment to the Consultant is due upon receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

X. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations, consistent with the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity.

XI. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national

origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XII. INSURANCE

A. The Consultant shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage for a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

B. Consultant shall also maintain professional liability insurance covering damages to City resulting from errors and omissions of the Consultant. The limit of liability under said policy shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

C. Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

XIII. ALLOCATION OF RISKS

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City, City's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to all fees and charges of engineers, architects,

attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and Consultant's Consultants in the performance and furnishing of Consultant's services under this Agreement.

To the fullest extent permitted by law, Consultant's total liability to City and anyone claiming by, through or under City for any cost, loss or damages caused in part by the negligence of Consultant or Consultant's subcontractor and in part by the negligence of City or any other negligent entity or individual, shall not exceed the percentage share that Consultant's or Consultant's subcontractor negligence bears to the total negligence of City, Consultant and all other negligent entities and individuals.

XIV. SUBCONTRACTS

The Consultant shall obtain the written consent of the City prior to subcontracting any portion of the work to be performed under this project. The Consultant shall be responsible to the City for the actions of person and firms performing subcontract work.

XV. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the City or Consultant without the prior written consent of the other.

XVI. INTEGRATION

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XVII. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XVIII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Consultant make normal progress in the performance of the work impossible. The Consultant may request that work be

suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. If agreed, the time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XIX.

XIX. TERMINATION OF WORK

The City may terminate all or a portion of the work covered by this Agreement for its convenience. Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Consultant shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed 10 percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

XX. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed of by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Consultant shall attempt to resolve claims, disputes and other matters in question between them by mediation. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.

Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

XXI. NOTICES

Any notification required or needed under the contract shall be sent via First Class Mail to the following:

If to City:

If to Consultant:

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

(COMPANY NAME)

CITY OF DE PERE, WISCONSIN

By: _____
Name: _____

By: _____
James G. Boyd, Mayor

By: _____
Name: _____

By: _____
Carey E. Danen, City Clerk

J:\Law\Agreements\Consultant Agreement Template1-3-23.docx



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Mechanical

FROM: Tom Blohowiak

SUBJECT: Consideration and possible action on Preventative Maintenance Contract for City Heating Ventilation and Air Conditioning (HVAC) Equipment*

ATTACHMENTS:

- Memo for Preventative Maintenance for HVAC Equipment 2023 (PDF)
- RFP HVAC PM 2023 final (PDF)
- Hurckman Mechanical Industries Inc. Proposal (PDF)
- Tweet Garot Mechanical Proposal (PDF)
- Bassett Mechanical Proposal (PDF)

CITY OF DE PERE

MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Thomas Blohowiak, Maintenance Supervisor

Date: October 9, 2023

RE: **Consideration and possible action on Preventative Maintenance Contract for City Heating Ventilation and Air Conditioning (HVAC) Equipment***

Several departments throughout the City of De Pere have HVAC Equipment. Our contract for Preventative Maintenance (PM) Service is up for renewal. I have grouped the entire list of HVAC Equipment under one Request for Proposal (RFP).

The City of De Pere requested proposals from 5 vendors for this service. Hurckman Mechanical is our current vendor for PM Service. Only 3 vendors did the walk through the buildings. The following three quotes (see attached) were received for consideration.

Vendors	Total (Year - 2024)	Total (Year - 2025)	Total (Year - 2026)	Grand Total
Hurckman Mechanical Industries	\$11,079.00	\$12,300.00	\$12,586.00	\$35,965.00
Tweet Garot Mechanical	\$17,859.30	\$18,662.98	\$19,502.80	\$56,025.08
Bassett Mechanical	\$22,740.00	\$22,740.00	\$23,424.00	\$68,904.00
A&J Mechanical				No Bid
Robinson Heating & Cooling				No Bid

Attached

1. RFP HVAC PM 2023 final
2. Hurckman Mechanical Industries Inc. Proposal
3. Tweet/Garot Mechanical Proposal
4. Bassett Mechanical Proposal

Staff is recommending the contract be given to Hurckman Mechanical Industries, the lowest proposal for the service and our current contractor.

JULY 10-AUGUST 3
CITY OF DE PERE
ADVERTISEMENT FOR QUOTES
HVAC PREVENTATIVE MAINTENANCE

The City of De Pere is accepting quotes to conduct Preventative Maintenance on all HVAC equipment within the city. Proposals are due by August 3, 2023, at 2:30 pm at the Municipal Service Center at 925 South Sixth Street, De Pere, WI, 54115. Interested contractors are welcome to participate in a city walkthrough on July 25th, starting at 8:00am at the Municipal Service Center (925 S. Sixth Street). Any questions or concerns may be directed to Thomas Blohowiak, Maintenance Supervisor at (920) 339-4072 ext. 2250, or e-mail at tblohowiak@deperewi.gov

Agreement:

- The agreement shall be a period of three (3) years, with an option to renew on a yearly basis contingent on both parties' approval for a maximum total of five (5) years.
- The city will use its standard Contractor Agreement (sample attached). No standard terms and conditions of any firm or entity responding to this proposal will be incorporated into the Contractor Agreement.

Scope of Services:

- Conduct a spring and fall maintenance check of listed HVAC related equipment owned by the City of De Pere.
- Provide a status/condition report of each piece of equipment within one (1) week of seasonal maintenance completion.
- Cover all necessary labor and preventative maintenance to maintain listed HVAC related equipment. Preventative Maintenance shall consist of cleaning, aligning, calibrating, adjusting, change filter, replace belts, and lubricating. Schedule A provides a general list of HVAC related equipment owned by the City of De Pere.
- Submit Schedule B and C for consideration.

Customer Responsibilities:

- Customer assumes that all equipment is in satisfactory working condition. Any equipment found in need of repair upon initial inspection or seasonal start-up will be reported to the owner's representative with a written estimate to repair the item in question.
- Repair work shall not commence unless authorized by City representative.
- Customer shall provide all belts and air filters for replacement.
- Customer will cover the cost of repair parts outside of preventative maintenance agreement.
- Redesign, repair, or adaptation of any equipment due to the obsolescence or unavailability of refrigerant and/or replacement parts is beyond the scope of the agreement.
- Customer shall provide reasonable means of access to all equipment.
- Customer shall make available all Material Safety Data Sheets.
- Customer agrees to pay for any authorized work performed outside of preventative maintenance contract.

Submittal Requirements:

- Contractor shall submit all required documents by the deadline.
- Contractor must submit Schedule B indicating contact information and references related to preventative maintenance.
- Contractor shall submit Schedule C, indicating proposed fees.

Questions:

For any questions or to review City HVAC equipment please contact Thomas Blohowiak, Maintenance Supervisor at (920) 339-4072 ext. 2250, or e-mail at tblohowiak@deperewi.gov

City of De Pere
 HVAC Preventative Maintenance
 Schedule A
 Generalized Inventory of HVAC

The below list is a representation of HVAC units and equipment throughout the City of De Pere. The list should be used as a guide and not as an accurate inventory. Contractors are welcome to visit or contact City representatives to get further information.

Location				
Community Center	HW Boilers	Hot Water Pumps	Train Condenser unit	Air Handler Unit
Municipal Service Center	Hot Water Boilers	AC Condenser	Oil Fired Unit Heater	Air Handler Unit
City Hall	HW Boilers	HW Pumps	Split System Unit	Roof Condenser
	Condenser Fan Motor	Roof Top Packaged Unit	Air Handler Units	
Water Department Building	Ninth St Pump Station HW Boiler			
Fire Station (East)	HW Boilers	Hot Water Pumps	Roof Compressor	Air Handler Unit
Police Station	Roof Top Packaged Unit			
Park Pool Buildings	Pool boilers VFW	Pool Boilers Legion		

City of De Pere
HVAC Preventative Maintenance
Schedule B
Contact and Reference Page

Schedule B should be completed accurately and completely. For questions or concerns, contact Thomas Blohowiak, Maintenance Supervisor at (920) 339-4072 ext. 2250, or e-mail at tblohowiak@deperewi.gov Proposals shall be submitted to the Municipal Service Center by August 3, 2023, at 2:30 pm. The Municipal Service Center is located at 925 South Sixth Street, De Pere, WI, 54115.

Contact Information

Company Name:	
Contact Person:	E-mail:
Phone:	Cell Phone:
Address:	

Reference Information

1. Company: _____		Phone: _____
Contact Person: _____		Address: _____

2. Company: _____		Phone: _____
Contact Person: _____		Address: _____

3. Company: _____		Phone: _____
Contact Person: _____		Address: _____

City of De Pere
HVAC Preventative Maintenance
Schedule C
Price Quote

Please indicate price quotes based on the scope of services for each of the indicated City of De Pere locations. Price quotes should reflect the total fee per year Fall PM and Spring PM.

Location	Price			
	2024	2025	2026	TOTALS
Community Center				
Municipal Service Center				
City Hall				
Water Department				
Fire Department (East)				
Police Station				
Park Pool Buildings				

Total (Year –2024)	
Total (Year - 2025)	
Total (Year - 2026)	
Grand Total	

City of De Pere
HVAC Preventative Maintenance
Schedule B
Contact and Reference Page

Schedule B should be completed accurately and completely. For questions or concerns, contact Thomas Blohowiak, Maintenance Supervisor at (920) 339-4072 ext. 2250, or e-mail at tblohowiak@deperewi.gov Proposals shall be submitted to the Municipal Service Center by August 3, 2023, at 2:30 pm. The Municipal Service Center is located at 925 South Sixth Street, De Pere, WI, 54115.

Contact Information

Company Name: Hurckman Mechanical Industries Inc.	
Contact Person: Dave Taylor	E-mail: davetaylor@hurckman.com
Phone: (920) 499-8771	Cell Phone: (920) 609-0595
Address: 1450 Velp Avenue, Green Bay, WI 54303	

Reference Information

1. Company: <u>Associated Bank</u>		Phone: <u>(920) 433-7752</u>
Contact Person: <u>Steve Kerscher</u>		Address: <u>200 N Adams</u> <u>Green Bay, WI</u> <u>54301</u>
2. Company: <u>Wisconsin Public Service</u>		Phone: <u>(920) 445-0778</u>
Contact Person: <u>Wade Handrich</u>		Address: <u>2850 S Ashland Ave</u> <u>Green Bay, WI</u>
3. Company: <u>Georgia Pacific</u>		Phone: <u>(920) 438-4173</u>
Contact Person: <u>Steve Becker</u>		Address: <u>1919 S Broadway</u> <u>Green Bay, WI</u> <u>54307</u>

City of De Pere
HVAC Preventative Maintenance
Schedule C
Price Quote

Please indicate price quotes based on the scope of services for each of the indicated City of De Pere locations. Price quotes should reflect the total fee per year Fall PM and Spring PM.

Location	Price		
	2024	2025	2026
Community Center	\$2472.00	\$2583.00	\$2643.00
Municipal Service Center	\$2553.00	\$2615.00	\$2676.00
City Hall	\$1860.00	\$2807.00	\$2872.00
Water Department	\$415.00	\$425.00	\$435.00
Fire Department (East)	\$1308.00	\$1340.00	\$1371.00
Police Station	\$805.00	\$824.00	\$843.00
Park Pool Buildings	\$1666.00	\$1706.00	\$1746.00

Total (Year –2024)	\$11,079.00
Total (Year - 2025)	\$12,300.00
Total (Year - 2026)	\$12,586.00
Grand Total	\$35,965.00

City of De Pere
HVAC Preventative Maintenance
Schedule B
Contact and Reference Page

Schedule B should be completed accurately and completely. For questions or concerns, contact Thomas Blohowiak, Maintenance Supervisor at (920) 339-4072 ext. 2250, or e-mail at tblohowiak@deperewi.gov. Proposals shall be submitted to the Municipal Service Center by August 3, 2023, at 2:30 pm. The Municipal Service Center is located at 925 South Sixth Street, De Pere, WI, 54115.

Contact Information

Company Name: Tweet/Garot Mechanical, Inc.	
Contact Person: Josh Andrews	E-mail: josh.andrews@tweetgarot.com
Phone: 920-498-0400	Cell Phone: 920-606-7325
Address: 325 Reid St, De Pere WI 54115	

Reference Information

1. Company: <u>Nsight/Cellcom</u> Phone: <u>920-676-7052</u>	
Contact Person: <u>Aksel Schnell</u>	Address: <u>1580 Mid Valley Dr</u> <u>De Pere, WI 54115</u>
2. Company: <u>Greater Green Bay YMCA</u> Phone: <u>920-436-1219</u>	
Contact Person: <u>Tom Wyckoff</u>	Address: <u>235 N. Jefferson St</u> <u>Green Bay, WI 54301</u>
3. Company: <u>School District of West De Pere</u> Phone: <u>920-337-1393</u>	
Contact Person: <u>Bob Neuville</u>	Address: <u>400 Reid St, Suite W</u> <u>De Pere, WI 54115</u>

City of De Pere
HVAC Preventative Maintenance
Schedule C
Price Quote

Please indicate price quotes based on the scope of services for each of the indicated City of De Pere locations. Price quotes should reflect the total fee per year Fall PM and Spring PM.

Location	Price			
	2024	2025	2026	TOTALS
Community Center	\$3,575.40	\$3,736.29	\$3,904.43	\$11,216.12
Municipal Service Center	\$3,929.40	\$4,106.22	\$4,291.00	\$12,326.62
City Hall	\$4,607.90	\$4,815.26	\$5,031.94	\$14,455.10
Water Department	\$531.00	\$554.90	\$579.87	\$1,665.77
Fire Department (East)	\$1,711.00	\$1,788.00	\$1,868.45	\$5,367.45
Police Station	\$973.50	\$1,017.31	\$1,063.09	\$3,053.90
Park Pool Buildings	\$2,531.10	\$2,645.00	\$2,764.02	\$7,940.12

Total (Year –2024)
Total (Year - 2025)
Total (Year - 2026)
Grand Total

\$17,859.30
\$18,662.98
\$19,502.80
\$56,025.08

City of De Pere
HVAC Preventative Maintenance
Schedule B
Contact and Reference Page

Schedule B should be completed accurately and completely. For questions or concerns, contact Thomas Blohowiak, Maintenance Supervisor at (920) 339-4072 ext. 2250, or e-mail at tblohowiak@deperewi.gov Proposals shall be submitted to the Municipal Service Center by August 3, 2023, at 2:30 pm. The Municipal Service Center is located at 925 South Sixth Street, De Pere, WI, 54115.

Contact Information

Company Name: Bassett Mechanical	
Contact Person: Brian Bartelt	E-mail: brian.bartelt@bassettmechanical.com
Phone: 920-462-1716	Cell Phone: 920-750-8704
Address: 1215 Hyland Ave. Kaukauna, WI 54130	

Reference Information

1. Company: <u>Oshkosh School District</u>		Phone: <u>920-424-0395</u>
Contact Person: <u>Jesse Wild</u>		Address: <u>Multiple sites</u>
2. Company: Winona Foods		Phone: <u>920-593-6198</u>
Contact Person: Justin Champine		Address: <u>1251 Brookfield Ave</u> <u>Green Bay, WI 54313</u>
3. Company: Dental Associates		Phone: <u>920-517-0854</u>
Contact Person: Ryan Mielke		Address: <u>Multiple sites</u>

City of De Pere
HVAC Preventative Maintenance
Schedule C
Price Quote

Please indicate price quotes based on the scope of services for each of the indicated City of De Pere locations. Price quotes should reflect the total fee per year Fall PM and Spring PM.

Location	Price		
	2024	2025	2026
Community Center	\$3,408	\$3,408	\$3,516
Municipal Service Center	\$5,724	\$5,724	\$5,892
City Hall	\$4,680	\$4,680	\$4,824
Water Department	\$516	\$516	\$528
Fire Department (East)	\$2,472	\$2,472	\$2,544
Police Station	\$2,364	\$2,364	\$2,436
Park Pool Buildings	\$3,576	\$3,576	\$3,684

Total (Year –2024)
Total (Year - 2025)
Total (Year - 2026)
Grand Total

\$22,740
\$22,740
\$23,424
\$68,904



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Parks

FROM: Marty Kosobucki

SUBJECT: Main Avenue Underpass No-Mow-Summer Evaluation

ATTACHMENTS:

- Memo.Main Avenue Underpass (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works
From: Marty Kosobucki
Date: October 9, 2023
RE: Main Avenue Underpass

At a previous Board of Public Works meeting you approved allowing the Main Avenue Underpass to grow naturally. As part of the action taken, you requested staff monitor comments and complaints throughout the summer and report back at the end of the summer. Below is the evaluation notes from the summer.

- The MSC did not receive any calls or complaints with regard to the Main Avenue Underpass being left to grow naturally.
- Several minor concerns were brought up from staff regarding the natural growth.
 - o Periodically staff should coordinate trimming of any grass folding over into the street.
 - o Periodically trees begin to grow. As this occurs we should direct staff to snip/cut the trees before they get too large.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on City Engineer Parking and Traffic Recommendations*

ATTACHMENTS:

- 2023 1009-CI-BOPW-PTTeam-Recommendations (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



City Engineer Parking and Traffic Recommendations July 19, 2023, Meeting

Pedestrian and Bicycle Items

1. Consider additional crosswalk signage or a sign in the middle of the road on George Street at Washington Street.
 - The crosswalk at this location is not currently signed but does have adequate night lighting.
 - The ADT is 7600 vehicles.

Recommendation:

- Staff recommends utilizing a crosswalk sign in the middle of the road.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

ATTACHMENTS:

- 2023 1009-CI-BOPW-PTTeam-Discussion2 (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items July 19, 2023, Meeting

Parking and Parking Lot Items:

1. Restrict parking on Ninth Street in front of the Post Office.
 - Parking was restricted in front of the Post Office several years ago to improve visibility. Parking is restricted 35 feet south of the driveway flare. With the last update, visibility is better than most driveways and alleys in the commercial area where parking is allowed.
 - Ninth Street is 44 feet wide (face to face of curb). This is adequate for parking on both sides of the street. An ongoing concern on Ninth Street is speed. On street parking is a deterrent to speed.
 - There have been four accidents near that location in recent years. Two in 2020 which were non-reportable with no injury, one in 2022 that was non-reportable, and one listed as the parking lot at the Post Office that was reportable. Non-reportable accidents are low on damage and can be described as “fender benders”.

No action. Staff does not feel this is a hazard.

Pedestrian and Bicycle Items

2. Consider rapid rectangular flashing beacons (RRFB) on Eighth Street at Cedar Street.
 - A pedestrian count was conducted on September 13th from 6:30 to 8:00 am and 2:30 to 4:30pm. There was a total of two adult and two student crossings of Eighth Street in the morning and two adult and three student crossings in the afternoon.
 - Per the City crosswalk policy, RRFB’s are not installed unless there are 20 or more pedestrians crossing during a single hour of an average day.

No Action.

3. Evaluate “Pedestrian Ahead” sign on George Street. Specifically, the comment is *“There is a “Pedestrian Ahead” sign at the George / S. Ontario crosswalk that is for the George / S. Erie crosswalk. Maybe we should look into moving that “Pedestrian Ahead” sign a little further west so that it’s not so close to a different crosswalk, which might lead to drivers looking past the George / S. Ontario crosswalk immediately in front of them.”*
 - Sign appears to have been placed at this location so the existing light pole could be utilized.

No action.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on 2023-2024 Sidewalk Snow & Ice Removal Rates

ATTACHMENTS:

- 2023-2024 snow & ice removal rates 9-25-2023.doc (DOCX)
- 2023-2024 Snow & Ice Removal Rates(PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Scott J. Thoresen, Public Works Director
Date: September 25, 2023
RE: **Consideration and possible action on 2023-2024 Sidewalk Snow & Ice Removal Rates**

The City's Snow Removal Ordinance Sec. 22-18 (f), regulating snow removal from sidewalks, requires the Director of Public Works to report the cost for the removal of snow and compacted snow and ice to the Board of Public Works. The Board is then required to establish snow and ice removal rates that will be in effect for the year 2023-2024 snow season. These rates are charged to property owners who fail to remove snow and ice from the sidewalk resulting in the City performing the work.

After review of the labor and equipment utilized for sidewalk snow removal during last year's storms, I have computed (see attached spreadsheet) the following unit costs for inspection, billing and removal utilizing a projected 5.0% increase in 2023 labor rates in addition to updating the equipment rates and salt rates. It takes on average approximately one hour to perform the inspections, removal of snow and ice, and billing for each lot.

Item	2023 Unit Cost	2024 Unit Cost	2023 Cost Per 90 Ft Lot	2024 Cost Per 90 Ft Lot
Snow Removal	\$1.12	\$1.18	\$100.80	\$106.20
Compacted Snow/Ice Removal	\$1.77	\$1.83	\$159.30	\$164.70

- Recommended minimum charge of \$80.00 per lot. The minimum charge has been \$80.00 per lot since 2021.

Staff recommends the above-mentioned 2023-2024 rates be approved.

2023-2024 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$45.46	\$37.87	\$64.25	
Labor Cost	\$22.73	\$9.47	\$32.12	\$64.32

Equipment	Trackless		Pickup Truck	Total
Hours	0.5		0.5	
Rate	\$67.24		\$17.24	
Equipment Cost	\$33.62		\$8.62	\$42.24

Total Cost				\$106.56
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$1.184

2023-2024 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$45.46	\$37.87	\$64.25	
Labor Cost	\$45.46	\$9.47	\$32.12	\$87.05

Equipment	Trackless		Pickup Truck	Total
Hours	1		0.5	
Rate	\$67.24		\$17.24	
Equipment Cost	\$67.24		\$8.62	\$75.86

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$70.96			\$1.77
Salt Cost				\$1.77

Total Cost				\$164.68
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.830

**Note: Rate = 1.4(for benefits) * hourly rate

Equipment Operator hourly rate =		\$32.47
Office Assistant hourly rate =		\$27.05
City Forester hourly rate =		\$45.89



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Engineering

FROM: Chase Kuffel

SUBJECT: Consideration and possible action on approval for October 2023
Foundation Drain Disconnection Program (FDDP) Resident
Correspondence

ATTACHMENTS:

- 2023 1009 CI_Sump_Pump_Correspondence_Action (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Chase K. Kuffel, PE, Assistant City Engineer
Date: October 9, 2023

RE: **Consideration and possible action on approval for October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence**

Purpose Statement

The Foundation Drain Disconnection Program (FDDP) policy was approved by the Common Council on September 5, 2023. This memo provides the Board of Public Works the opportunity to review the next correspondence to be mailed out to City of De Pere residents with information pertaining to the FDDP.

Updates

Phase I – Education and Outreach

Inflow and Infiltration Costs

Staff has been provided the following information for metered (sold) water for each property and treated water leaving the City to the NEW Water treatment facility:

Table 1 - Estimated Inflow and Infiltration (I&I) from 2014 to 2022

Year	Water Sold (1,000 GAL)	Water Treated (1,000 GAL)	Estimated I&I (1,000 GAL)	I&I Treated (%)
2014	624,128	1,319,779	695,651	52.7%
2015	605,216	1,227,668	622,452	50.7%
2016	604,208	1,414,901	801,693	57.3%
2017	595,435	1,281,498	686,063	53.5%
2018	601,578	1,285,574	683,996	53.2%
2019	590,077	1,664,164	1,074,087	64.5%
2020	571,200	1,228,738	657,538	53.5%
2021	600,415	1,216,808	616,393	50.7%
2022	599,752	1,241,412	641,660	51.7%
Average	599,112	1,320,060	720,948	54.2%

For municipalities, NEW Water charges the following treatment rates:

Cost of Service Title	Unit	2023 Cost of Service Rate
Volume	1,000 Gallons	\$0.74231
Biochemical Oxygen Demand	LBS	\$0.33401
Suspended Solids	LBS	\$0.37324
Phosphorus	LBS	\$2.01844
Total Kjeldahl Nitrogen	LBS	\$0.59012

With inflow and infiltration being comprised of mainly clear (clean) water, there would be a negligible amount of biochemical oxygen demand, suspended solids, phosphorus, and Kjeldahl nitrogen to be treated. Conservatively, the treatment cost of \$0.74231 per thousand gallons could then be applied to the estimated inflow and infiltration volumes provided in Table 1. In 2022, the City would have paid approximately \$476,310 to treat this clear water. Based on average, the City of De Pere pays a little over \$500,000 to treat inflow and infiltration using the 2023 treatment rates.

Additional Outreach

Staff continues to correspond with residents about the FDDP. In total 832 residents have reached out to staff in response to the letter sent out on May 5, 2023. Additionally, the City of De Pere website has been updated to reflect the new FDDP policy approved by the Board of Public Works on August 7, 2023 and the De Pere Common Council on September 5, 2023.

Phase II - Further Field Investigation

The Building Inspection Department is also confirming the presence of sump pumps as part of their inspections, where applicable, and are sharing if homes would potentially be eligible for reimbursement as part of this program. To date, two properties have completed sump pump installation work and have requested reimbursement through this program.

Phase III – Foundation Drain Disconnection Program

Included with this memo as Exhibit 1, staff has drafted a letter to be mailed out to residents regarding the recently approved FDDP policy. Staff will mail this letter to those properties who either haven't responded or have indicated they currently do not have a sump pump.

Next Steps

Phase I – Education and Outreach

Engineering Staff will continue to receive calls and answer property owners' questions regarding the FDDP. Staff will also continue updating the City's website and Facebook page with new information as it is made available. Once approved, the mailer included as Exhibit 1 will be mailed out to approximately 1,740 properties.

Phase II – Further Field Investigation

Staff will continue to field investigate and research to verify the existence of sump pumps in the properties that indicated that they currently have sump pumps.

Phase III – Foundation Drain Disconnection Program

Staff is working on several parts of the program including:

- Updates to the ordinance to order sump pump installation for the program.
- A 20-year map for areas to have sump pump installation ordered.
- Reimbursement forms. Examples of what work is covered under this program and forms for residents to fill out for reimbursement.

Recommendation

Staff recommends that the Board approve the letter provided as Exhibit 1 to those properties who either haven't responded or have indicated they currently do not have a sump pump.

EXHIBIT 1

OCTOBER 2023 OUTREACH LETTER

CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering



DATE

Property Owner
Owner Street
City, State Zip Code

Re: Foundation Drain Disconnection Program – **October 2023 Update**
LOCATION, (PARCEL ID#)

Dear Property Owner,

This letter serves to update you on the City's Foundation Drain Disconnection Program. The City previously sent correspondence introducing you to this program on May 5, 2023. Since our last letter, City staff has spoken to over 800 property owners regarding this program. Based on the input we received, a policy was drafted and approved for the Foundation Drain Disconnection Program at the August 7, 2023 Board of Public Works Meeting and September 5, 2023 Common Council Meeting.

SUMP PUMP INSTALLATION IS NOT BEING MANDATED AT THIS TIME.

The Foundation Drain Disconnection Program will start out as a voluntary program. A mandate will go into effect once properties stop volunteering to participate and disconnect foundation drains (where present) and install sump pumps. The City anticipates completing the program over the next 20 years.

The Foundation Drain Disconnection Program is a property owner led project, meaning property owners are responsible for completing the work, having work inspected, and submitting for reimbursement. Once the foundation drain disconnection and sump pump installation work is permitted and inspected by the City's Building Inspection team, the City will reimburse the property owner directly per the terms and conditions of the program. The City will cover the following costs for the disconnection of foundation drains, installation of sump pumps, and associated appurtenances:

1. 80% of work with a maximum reimbursement of \$4,000. This covers up to \$5,000 in total work completed for those properties volunteering to participate in the FDDP.
2. 50% of work with a maximum reimbursement of \$2,500. This covers up to \$5,000 in total work completed for those properties where the City mandates that foundation drains are disconnected and a sump pump is installed.

Work required to dig through the basement floor to disconnect foundation drains and to install a sump pump crock, sump pump and associated plumbing appurtenances to discharge the clear water to the

lawn would be considered reimbursable through this program. Additional underdrain installation or storm sewer lateral installation to the right-of-way would not be reimbursable under this program.

Exemptions

Any property not required to have a sump pump pursuant to the Uniform Dwelling Code shall be considered exempt from this program. These properties include any home constructed on slab or built with a crawl space.

Inspection

Permitting and inspection will be completed through the City's Building Inspection Department. Contractors will be required to obtain a plumbing permit for the improvements related to disconnecting foundation drains and installing sump pumps. Work will need to be approved either through an in-person inspection by Building Inspection staff or through the review of a post-construction televising of the property owner's sanitary sewer lateral with a signed affidavit from a licensed/master plumber that the work is following the City's Municipal Code.

For more information and updates regarding this program, please visit the City of De Pere website at [LINK](#).

Respectfully yours,
DEPARTMENT OF PUBLIC WORKS



Chase K Kuffel, PE
Assistant City Engineer

cc. Eric Rakers, City Engineer
Scott Thoresen, Director of Public Works

EXHIBIT 2

FOUNDATION DRAIN DISCONNECTION PROGRAM DRAFT POLICY

FOUNDATION DRAIN DISCONNECTION PROGRAM POLICY**UPDATED: AUGUST 7, 2023****TIMELINE**

Retroactively beginning January 1, 2023 the City of De Pere is administering a Foundation Drain Disconnection Program to promote the disconnection of foundation drains in homes built prior to July 17, 1973. The goal of this program is to promote the installation of sump pumps and the disconnection of foundation drains throughout the City to decrease the amount of clear water entering the sanitary sewer system. Less clear water in the sanitary sewer system results in improved capacity in our sanitary sewer systems and a decreased amount of sewage being treated at the NEW Water sewage treatment plant. Failure to curtail this clear water from entering the sanitary sewer system may result in future increased costs because of higher treatment fees, the upsizing of sanitary sewers, or upsizing of facilities at the treatment plant.

The City's goal is to have foundation drains disconnected and/or sump pumps installed at approximately 100 properties a year until the program is completed. It is anticipated that this program will take 20 years to complete. The program will first start with those property owners who choose to voluntarily participate in this program. After the volunteer list is depleted and there is no more interest, the City will begin mandating the installation of sump pumps and the disconnection of foundation drains. To complete this mandate, the City will be segmented off into regions containing approximately 100 properties that meet the criteria of this program. The City will then mandate sump pumps be installed and foundation drains be disconnected one region at a time, on an annual basis, until the program is completed.

APPLICABILITY

This program is available to all homes built prior to July 17, 1973 that currently do not have sump pumps and/or have foundation drain systems under their homes which discharge into the sanitary sewer system. All homes built prior to July 17, 1973 that confirm an existing sump pump will be reviewed through the Building Inspection Department to see if a record of a permit or inspection is on file tying that home to a sump pump system. If no record can be found, City staff will complete physical inspections to verify the existence of sump pump systems.

FUNDING

Being a property owner led program, preliminary funding for work will be the responsibility of the property owner except for payment plans provided by contractors/plumbers. Once work is permitted and inspected by the City's Building Inspection team, the City will reimburse the property owner directly per the terms and conditions of the program.

The City will cover the following costs for the disconnection of foundation drains, installation of sump pumps, and associated appurtenances:

1. 80% of work with a maximum reimbursement of \$4,000. This covers up to \$5,000 in total work completed for those properties volunteering to participate in the FDDP.
2. 50% of work with a maximum reimbursement of \$2,500. This covers up to \$5,000 in total work completed for those properties where the City mandates that foundation drains are disconnected and a sump pump is installed.

Project funding through December 31, 2024 will be through the American Rescue Plan Act (ARPA) funding allocated by Common Council on March 7, 2023. In total, \$341,873 was made available to fund this program through the end of 2024. Reimbursements will be made to all properties which follow the terms and conditions of this program, having work completed after January 1, 2023.

EXEMPTIONS

Any property not required to have a sump pump pursuant to the Uniform Dwelling Code shall be considered exempt from this program. These properties include any home constructed on slab or built with a crawl space. Older homes with field stone basements, or those homes who can prove that they do not have foundation drains may request an exemption as part of this program for the City's consideration and approval. Any property deemed exempt from the FDDP may have their exempt status removed should the City find that ground water is being discharged into the City sanitary sewer system at their lateral through the annual sewer televising program. These homes will be ordered to take corrective action pursuant to Municipal Code 26-5 Storm Drainage.

INSPECTION

Permitting and inspection will be completed through the City's Building Inspection Department. Contractors will be required to obtain a plumbing permit for the improvements related to disconnecting foundation drains and installing sump pumps. Work will need to be approved either through an in-person inspection by Building Inspection staff or through the review of a post-construction televising of the property owner's sanitary sewer lateral with a signed affidavit from a licensed/master plumber that the work is following the City's Municipal Code.

CORRECTION/PENALTY

Any person who is the owner of any building that has been identified to not have an exemption to this program or an existing sump pump shall be subject to a penalty.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action on Ald. Hansen's Request Regarding Service Sign on S. Broadway*

ATTACHMENTS:

- Consider Ald. Hansen's Request Regarding Service Sign on S. Broadway 9-25-2023 (DOCX)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members

From: Scott J. Thoresen, Director of Public Works

Date: September 25, 2023

RE: Consider and Possible Action on Ald. Hansen's Request Regarding Service Sign on S. Broadway*

Aldersperson Hansen requested at the August 1, 2023, Council meeting discussion at the BOPW about the future of the service club sign at the corner of S. Broadway and S. Michigan.



Staff did attempt to contact the service groups on the sign and received the following feedback:

Kiwanis Club

The De Pere Kiwanis Club met and discussed the Welcome signs. They are in support of the City taking the signs down since they are deteriorating. If that is the decision that is made they are happy to take their logos.

Lions

The Lions Club expressed some initial interest in keeping the sign when originally talked to. However, the most recent update from them seems to indicate this may not be viable. They informed the City they were attempting to connect with a local Eagle Scout group, however; they had not been successful. The Lions would like the signs to remain but does not have a timely solution.

Men's Club

The Men's Club is interested in new signage and could contribute financially if necessary. They would need to know how much money before making a total commitment. If necessary, one of their members would volunteer to be on a "Sign Committee" and help review options and costs.

Staff did not hear back from the other service groups or had difficulty obtaining contact information.

The intent of the discussion is for the BOPW to determine what they want to do in the future with this sign. In addition, as part of the discussion, the BOPW should also consider what should be done with the other service sign located in Bicentennial Park located off Main Avenue and Reid Street.





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action on Ald. Hansen's Request Regarding WPS Decorative Street Lighting on S. Broadway and George Street*

ATTACHMENTS:

- Consider Ald. Hansen's Request Regarding Decorative Street Lighting on S. Broadway & George Street 9-25-2023 (DOCX)
- WPS Decorative Lighting East Side (PDF)
- WPS Decorative Lighting West Side (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: September 25, 2023
RE: Consider and Possible Action on Ald. Hansen's Request Regarding WPS Decorative Street Lighting on S. Broadway and George Street*

Aldersperson Hansen requested at the July 18, 2023, Council meeting discussion at the BOPW about the decorative streetlights on S. Broadway and George Street. These lights are owned and maintained by Wisconsin Public Service (WPS). (See attached maps)

The City has replaced the fixtures on City owned and maintained decorative lights throughout the downtown areas with the fixture seen below.



Staff has asked WPS if they would replace their existing decorative light fixtures (See light below)



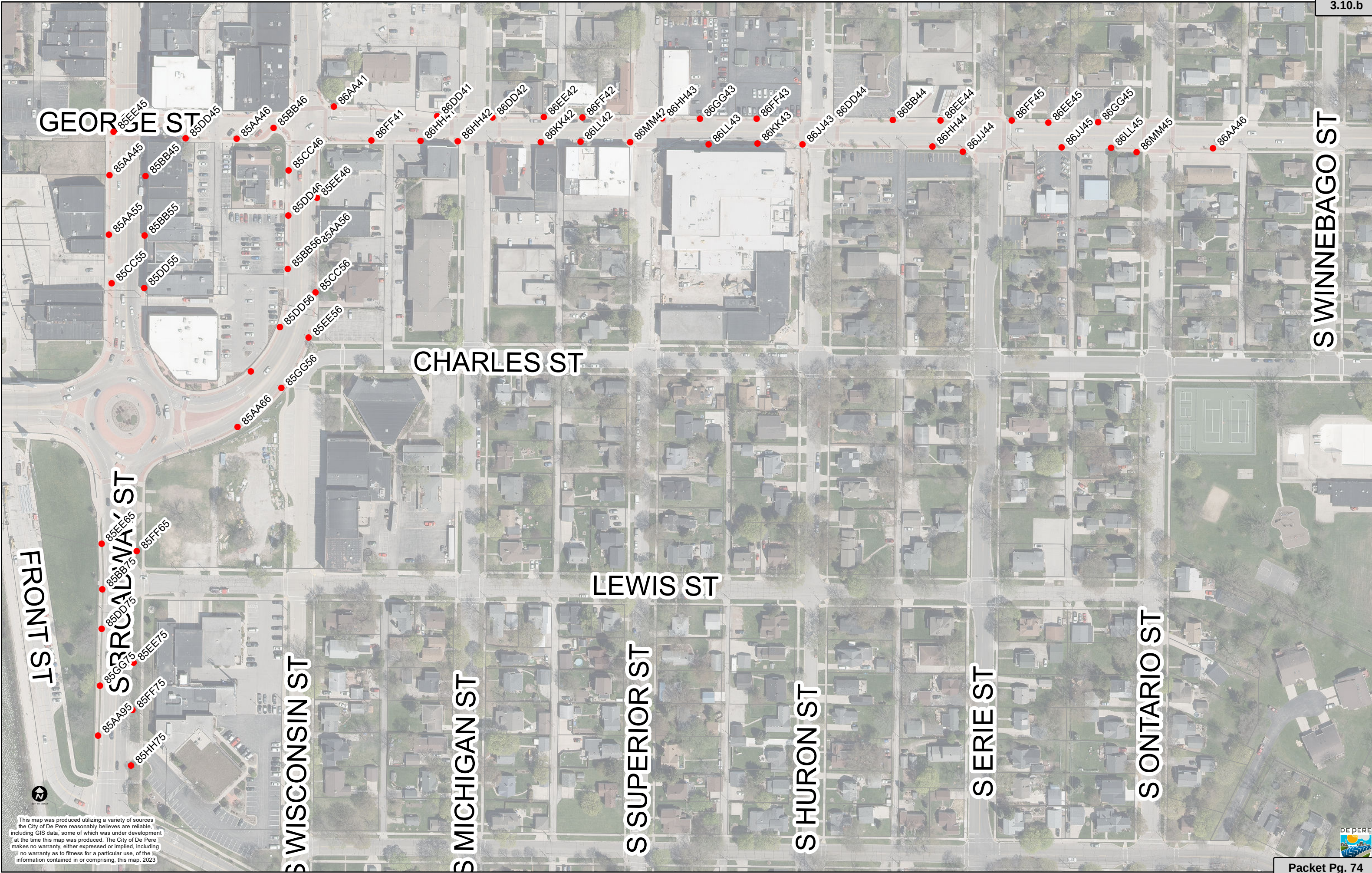
with the same LED fixture the City has. WPS informed staff they would only replace their decorative fixtures with their own fixtures which do not match the City's new decorative fixtures. The fixtures WPS currently offers are seen below.



WPS did offer to turn over WPS's decorative lighting if the City purchased their decorative lighting system which would include the fixtures and wiring in the ground. The costs to purchase the decorative lighting from WPS is as follows:

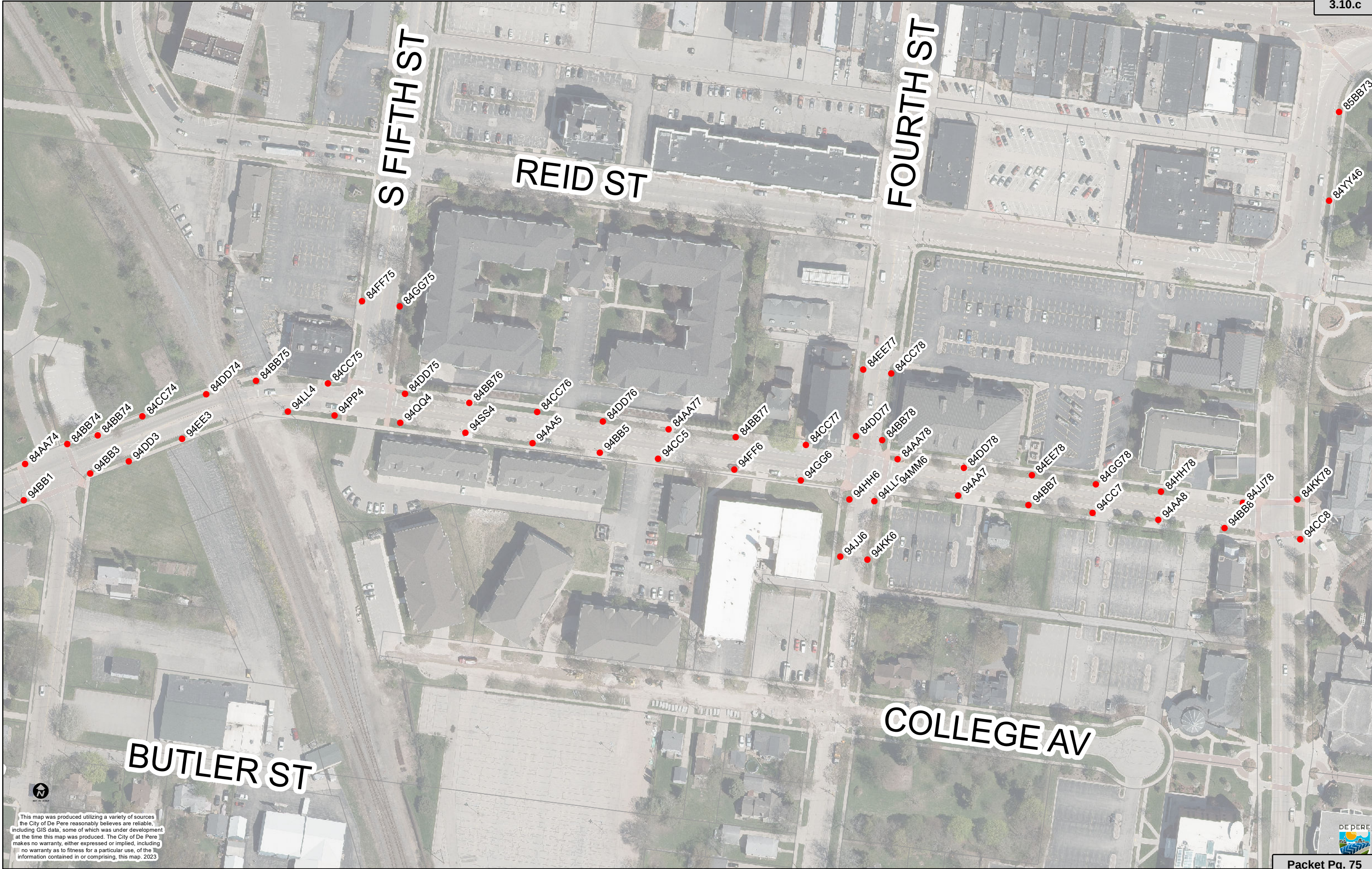
- East side lighting = \$315,845.16
- West side lighting = \$198,038.23

The intent of the discussion is to determine how the BOPW wants to proceed with replacing the decorative light fixtures owned by WPS.



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map. 2023





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