



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, October 9, 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	Alderman	Present	
Jonathon Hansen	Alderman	Present	
Shana Defnet Ledvina	Alderman	Present	
Dean Raasch	Alderman	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Chase Kuffel, Assistant City Engineer
Betty Sellenheim, Recording Secretary
Marty Kosobucki, Parks, Recreation & Forestry Director (Remote)
Tom Blohowiak, Maintenance Supervisor
Alderman Devin Perock
Jeremy Ebner, Suamico Trap
Bill VanCamp, 633 Main Ave

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 September 11, 2023 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the September 11, 2023 Board of Public Works Meeting Minutes, seconded by Alderman Raasch. Upon vote, the motion passed unanimously.

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

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

Alderman Ledvina moved to approve award on request for proposal for 2023-24 Pond Trapping Services, seconded by Alderman Raasch.
Raasch

Alderman Hansen asked if staff had called references for Suamico Trap as the City had not previously used them for these services. Eric Rakers, City Engineer, stated staff did not call references but added the contractor was available in the audience to answer questions.

Mayor Boyd moved to open the meeting for public comment at 7:32 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Jeremy Ebner, Suamico Trap, 3060 Seafarer Way, outlined his experience with similar work for residential, commercial, and municipal properties, along with lake associations and private pond owners.

Mayor Boyd moved to return to regular session at 7:33 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch expressed his appreciation for the work the trappers do for the City to mitigate the muskrats in the ponds. Mr. Rakers added that having another trapper interested in the work is good for the City. Alderperson Hansen questioned the selected locations. Mr. Rakers explained how the locations were selected annually based on visual inspections. Alderperson Hansen stated that residents by Trailside pond had mentioned concerns about rodents. Mr. Rakers added that if other locations come up, staff can work with the contractor to get a price to complete them.

Upon vote, the motion passed unanimously.

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

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

Alderperson Carpenter moved to approve Preventative Maintenance Contract with Hurckman Mechanical Industries for City Heating Ventilation and Air Conditioning (HVAC) Equipment, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

4. Main Avenue Underpass No-Mow-Summer Evaluation

Marty Kosobucki, Parks, Recreation & Forestry Director, explained that staff was bringing this item back for discussion as requested when the Board approved not mowing the Main Avenue underpass for summer 2023. Mr. Kosobucki explained that staff did not receive any calls or complaints at the MSC office regarding the underpass mowing. Mr. Kosobucki explained that staff had a few minor concerns that would be addressed if the area continued to be no-mow. Mayor Boyd asked staff to provide a background on the initial request to not mow the Main Avenue underpass. Mr. Kosobucki explained that Parks staff is responsible for maintaining this location and it is quite difficult to maintain. Mr. Kosobucki added that staff had previously had a significant injury during a mowing event at this location and that Human Resources requested that staff find alternatives to mowing this location. Mr. Kosobucki stated that staff has reached out to landscape

companies and no one has been interested in maintaining the underpass. Mr. Kosobucki stated that after the approval of the planned natural landscape ordinance, staff felt that was a good opportunity to try at this location to embrace the ordinance and reduce staff risk. Mayor Boyd stated there are also traffic impacts during mowing operations on the underpass. Mayor Boyd asked staff to explain the upcoming work planned for Main Avenue (STH 32). Scott Thoresen, Public Works Director, explained that staff has requested the DOT develop a zero-maintenance plan for the underpass as part of the design for STH 32 renovation. Mayor Boyd asked if the State would fund that redesign. Mr. Thoresen explained that it would likely be City funded. Mr. Thoresen reminded Board members that closing the sidewalk at the underpass was also approved to reduce hazards and the sidewalk will be completely removed when DOT reconstructs Main Ave/STH 32. Mayor Boyd stated that no action will be taken today and that the discussion will be used to develop possible alternative plans moving forward.

Alderson Carpenter moved to open the meeting for public comment at 7:41 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Bill VanCamp of 633 Main Ave shared his frustration that the underpass had been successfully maintained for many years before this one and the City has invested in equipment to maintain it easier that is not being used. Mr. VanCamp also expressed his concerns on behalf of himself and his neighbors over the unsightliness of the long grass, the grass growing over the sidewalk, and the increased rodent population. Mr. VanCamp stated he circulated a petition amongst his neighbors that was turned in to Alderson Perock.

Alderson Raasch moved to return to regular session at 7:44 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Alderson Carpenter asked staff to explain the traffic impacts during mowing operations. Mr. Thoresen explained that one of the three lanes is closed and traffic is shifted; there are no detours to other streets. Alderson Carpenter asked if staff can use the tractor with the boom arm to mow the slope. Mr. Thoresen explained that it would only reach about 25% up the hill. Alderson Raasch asked how this injury occurred and stated his preference to have it maintained for visual appeal and rodent control. Alderson Raasch also asked why the slope could be maintained for so many years but not after the injury. Mr. Kosobucki recalled to the best of his ability that the injury that occurred was a staff member who blew out their knee from the incline and not based on a lack of training or safety precautions. Mr. Kosobucki stated that when the slope was maintained, it was done safer than it was in the past. Alderson Raasch reiterated his preference to have the slope maintained. Mayor Boyd outlined concerns with regards to maintaining the slope and stated he has received calls from residents with concerns for the safety of staff after seeing them maintaining the slope. Mayor Boyd stated his preference to improve the current situation to address the concerns including cleaning up along the roadway and sidewalk where the grass falls over, remove the trees, and mitigate the rodents. Mayor Boyd stated the safety of staff was his number one priority in this situation. Alderson Carpenter suggested spraying the vegetation to kill it back to reduce maintenance. Mayor Boyd stated that if STH 32 reconstruction work was not planned for 3-4 years away, staff would be looking closer at budgeting for a zero-maintenance landscape, but due to the upcoming work it would be money thrown away. Alderson Raasch agreed that the City shouldn't waste the money, but that something

needed to be changed especially with regards to rodent control. Alderperson Raasch suggested cutting back the tall vegetation and having Suamico Trap work that area. Alderperson Carpenter suggested having staff bring back a plan in January or February for 2024 season. Mr. Kosobucki stated that even though the Parks Department maintains it, it falls under the jurisdiction of the Board of Public Works and would request direction on what maintenance level is acceptable or unacceptable moving forward. Alderperson Ledvina stated that the change to not mow came from staff for Board consideration and recommendations should come from staff for the Board to evaluate and provide direction. Mr. Kosobucki agreed that with time, staff could evaluate options and provide recommendations to the Board for consideration. Alderperson Carpenter requested staff request pricing and have Suamico Trap inspect the slope for rodent activity. Eric Rakers, City Engineer, stated he would work with Suamico Trap to perform an inspection of the area, but clarified that any work in that area would not be funded from the stormwater utility. Alderperson Ledvina asked about the status of the remote control mower. Mr. Kosobucki stated that machine remains in the fleet but is relatively old and tired and will need to be replaced if the plan is to continue using it as it was. Mr. Kosobucki added that he estimates a new slope mower at \$30-50k and had not budgeted to replace this equipment if it will not be needed after Main Avenue reconstruction. Alderperson Hansen requested that staff attempt to get a contractor hired willing to maintain this location. Mr. Kosobucki stated that staff can try again, but added that there has been zero interest any other time staff has tried in the past ten years. Mayor Boyd added that insurance is a major factor in that work.

RESULT:	DISCUSSED
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5. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined the recommended parking and traffic change including adding crosswalk signage in the middle of the road on George Street at Washington Street.

Alderperson Hansen clarified the type of signage being recommended. Mr. Rakers stated it was the removable signs that sit on the center lines like the City has on Broadway. Mr. Rakers added that the requester was primarily concerned about crossing during pool season and the removable style signs work good for that as they are brought in during the winter months for plowing.

Alderperson Carpenter moved to approve City Engineer Parking and Traffic Recommendations, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

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

Eric Rakers, City Engineer, outlined the discussion items for no-action parking and traffic including restricting parking on Ninth Street in front of the Post Office and installing rapid rectangular flashing beacons (RRFB) on Eighth Street at Cedar Street.

Alderson Hansen commented that he recently read a news story that stated that Green Bay planned to install a large number of RRFB and he thought that might increase the number of requests De Pere sees for installation.

Mr. Rakers concluded by outlining a request to evaluate the location of "Pedestrian Ahead" sign on George Street.

Alderson Hansen commented that the sign could be in that location for the next intersection. Mr. Rakers stated that could be true or that it is to mark the entire corridor of pedestrian crossings or the school. Alderson Raasch asked a follow-up question with regards to three hour parking by Notre Dame School. Mr. Rakers and Mayor Boyd stated it was signed and there have not been any issues or complaints.

RESULT:	DISCUSSED
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7. Consideration and possible action on 2023-2024 Sidewalk Snow & Ice Removal Rates

Mayor Boyd moved to approve the 2023-24 Sidewalk Snow and Ice Removal Rates, seconded by Alderson Ledvina.

Alderson Hansen asked if staff had made any changes to the policy to provide a notice or warning to residents prior to having staff clear the sidewalks and bill the owner. Scott Thoresen, Public Works Director, stated that staff has not made any changes to the policy and outlined the process staff follows after receiving a complaint. Mayor Boyd commented that most of the time staff does not have repeat offenders. Mr. Thoresen agreed and added that about 95% of the time it does not happen again at the same location that season.

Upon vote, the motion passed unanimously.

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

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

Chase Kuffel, Assistant City Engineer, explained that his memo included two parts. The first part is an estimated City cost of treating clear water. The second part is a draft correspondence for residents outlining next steps.

Alderson Ledvina provided comments on possible edits to the resident correspondence including explaining what a foundation drain is and cleaning up the section about mandating/not mandating installations. Alderson Hansen requested a couple grammatical corrections. Alderson Hansen asked if staff should include exemptions for field stone basements. Mr. Kuffel stated that he did not plan to include in the letter but that it is included in the new dwelling code that will be on the City website where this letter will direct residents to find more information. Alderson Hansen asked about adding language with regards to timeline of billing or reimbursement. Mr. Kuffel stated he could not add language regarding billing as that will be contractor dependent based on how they bill as a company and not controlled by the City. Eric Rakers, City Engineer, stated staff could work to clarify the timeline for reimbursement once a copy of the invoice is received from the homeowner. Mr. Rakers added that if it is not included directly in the letter, it will be built into the website information. Alderson Hansen

asked for a timeline for when the list of contractors would be available for residents. Mr. Kuffel stated that should be quick to assemble and could be uploaded to the website. Alderperson Carpenter questioned how often the meters are tested for accuracy with regards to the number of gallons being treated. Mr. Rakers stated that the meters are checked but staff will look into the frequency.

Mayor Boyd moved to approve the October 2023 Foundation Drain Disconnection Program (FDDP) Resident Correspondence with requested changes, 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

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

Alderperson Hansen outlined the request he received regarding the service sign on S. Broadway Street and the responses staff received from the service groups when contacted with regards to the two service group signs in the City.

Mayor Boyd suggested removing the signs. Alderperson Raasch agreed with taking the signs down.

Alderperson Raasch moved to remove the signs and return the logos to the service groups, seconded by Mayor Boyd.

Alderperson Carpenter suggested allowing the Men's Club the option of rehabilitating the sign, since they expressed interest in keeping the signs. Scott Thoresen, Public Works Director, stated that there were many other organizations also listed on the signs and that it might not be fair to put the burden on the Men's Club. Alderperson Carpenter stated that since it would be funded by the service groups, the Men's Club could work to get the support of the other groups and staff could set a deadline and if the groups are not able to rehabilitate the signs by the deadline, staff would take them down. Mr. Thoresen explained his concerns regarding sign removal during the winter months. Alderperson Carpenter agreed that full removal during the winter months would be difficult but added that if staff wanted the signs removed during the winter months, they could be cut down and remove the remaining structure in the spring after the ground thaws. Alderperson Raasch stated that he would be okay with giving the service groups time to rehabilitate the signs and staff should notify the Men's Club of this opportunity, as they expressed interest, and let them know the responses staff received from the other groups with regards to the signs.

Alderperson Raasch amended his motion to give the service groups until January 1 to rehabilitate the signs otherwise the City will remove the signs and return logos to service groups, Mayor Boyd agreed with the amendment.

Upon vote, the motion passed unanimously.

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

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

Alderperson Hansen explained his request regarding replacing WPS-owned decorative street lights on S. Broadway St and George St to match the City-owned decorative lights. Alderperson Hansen explained that the City offered to cover the new decorative fixtures to match, but WPS refused and only uses three WPS-approved decorative fixtures. Alderperson Hansen explained that in order to have them all match, WPS would need to sell the lighting system to the City at the cost of over \$500,000. Alderperson Hansen commented that the WPS-approved Paragon fixture matches City fixtures closely. Mayor Boyd agreed that Paragon looked similar. Alderperson Hansen asked staff if WPS would proactively replace the lights with Paragon over the upcoming year. Scott Thoresen, Public Works Director, stated that WPS would replace the lights as they burn out. Mr. Thoresen added that WPS doesn't know the City's preference and once they do, it would be up to WPS to decide if there is funding to replace the lights sooner. Mayor Boyd suggested letting WPS know of the City's preference and possibly there is WPS funding to get some or all of the lights replaced sooner.

Alderperson Hansen moved to have staff request that WPS replace the existing fixtures with the Paragon fixture going forward, seconded by Alderperson Ledvina.

Alderperson Raasch asked if this type of request to WPS required action by the Board and Council. Mr. Thoresen explained why the recommendation would be made to Council. Alderperson Raasch asked why staff did not work with WPS when replacing City-owned fixtures to ensure they would match. Mr. Thoresen explained that staff had worked with Definitely De Pere and the Board of Public Works to select the fixtures and were unaware there were WPS-approved fixtures until Alderperson Hansen inquired.

Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderperson Carpenter requested Parking & Traffic review parking restrictions on the south side of Helena Street to permanently reflect the temporary police orders during school events.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:37 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich