



Board of Public Works

Regular Meeting

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

Agenda

Monday, October 7, 2024

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 7, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The Public or Members of the Board of Public Works, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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://deperecitywi.igmp2.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 August 12, 2024 Board of Public Works Meeting Minutes**
- 2. Consider and Possible Action on Civic Group Welcome Plaque Policy***
- 3. Consideration and possible action regarding Maintenance along County PP**
- 4. Discuss Public GIS Map Access of the City's Water Service Line Material Inventory**
- 5. Consideration and possible action on timeline for polycart storage enforcement**
- 6. Update on the Foundation Drain Disconnection Program**
- 7. Discuss Pond Algae Growth**
- 8. Consideration and possible action on City Engineer Parking & Traffic Recommendations***
- 9. Discuss City Engineer Recommendations on No Action Parking & Traffic Discussion Items**
- 10. Consideration and possible action on 2024-2025 Sidewalk Snow & Ice Removal Rates**

11. Consideration and possible action on Draft Policy for Full Sanitary Lateral Replacement Program*

IV. Future Agenda Items

V. Adjournment

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

***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 7, 2024 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

ROTARY CLUB

BOY SCOUTS OF AMERICA

VFW AUXILIARY POST 2113 & VFW POST
2113

INDEPENDENT ORDER OF ODD FELLOWS

DE PERE LIONS CLUB

CELEBRATE DE PERE

RODDY KUSKIE

GERALD DEGROOT

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

DE PERE MENS CLUB

KIWANIS CLUB

ABBOT PENNINGS COUNCIL 3955 & DE PERE

KNIGHTS OF COLUMBUS

OPTIMIST CLUB

DE PERE WOMENS CLUB

PINK FLAMINGOS

HOME COMMUNITY EDUCATION

STEVEN BORG

GEORGE HINTZ



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Board of Public Works

FROM: Betty Marovich

SUBJECT: Approval of the August 12, 2024 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2024 0812 BOPW_Draft Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, August 12, 2024

7:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 7:32 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Alderman	Present	
Mike Eserkaln	Alderman	Absent	
Jonathon Hansen	Alderman	Present	
Shana Defnet Ledvina	Alderman	Present	

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Betty Marovich, Administrative Assistant/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 July 8, 2024 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the July 8, 2024 Board of Public Works Meeting Minutes, seconded by Alderman Hansen. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Jonathon Hansen, Alderman
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
ABSENT:	Mike Eserkaln

2. Consideration and possible action on award of Contract 24-20 Open Pick Hole Manhole Replacement*

Eric Rakers, City Engineer, explained the project work to be completed along with the bids and budget.

Mayor Boyd commented on the wide range of bids received for this project.

Alderman Hansen moved to approve award of Contract 24-20 Open Pick Hole Manhole Replacement to De Groot, Inc., seconded by Alderman Ledvina.

Alderman Carpenter asked how the quantity in this project compares to the total number of open pick hole manholes to be replaced. Mr. Rakers stated it was less than one third of the total number and explained that staff chose the locations that likely contribute the larger amounts of inflow and infiltration into the system. Alderman Hansen verified

that the contractor is responsible for replacing the asphalt surrounding the manhole. Mr. Rakers verified that was correct.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
ABSENT:	Mike Eserkaln

3. Discussion on Full Sanitary Lateral Replacement Program

Eric Rakers, City Engineer, stated that the City maintains approximately 100 miles of gravity fed mains and two lift stations and explained that there are approximately that many miles of private laterals that could also contribute inflow and infiltration to the system. Mr. Rakers further explained the work the City does to maintain their portion of the system and stated that homeowners are responsible for their own laterals. Mr. Rakers explained that sanitary laterals were relayed as part of construction projects to the right-of-way and outlined the 2024 voluntary pilot program for full length lateral replacements as part of Projects 24-01 and 24-02. Mr. Rakers outlined the cost differences between pipe bursting and open-cut construction. Mr. Rakers shared the response from residents to the pilot program and explained staff's request to continue this program for 2025 construction projects and incorporate a 50% reimbursement program for residents who complete pipe bursting or lateral lining outside of City construction projects. Mr. Rakers stated he would request starting with \$100,000 in matching reimbursement funds for 2025 and would reimburse residents on a first come, first serve basis until funds were depleted. Mr. Rakers explained that work outside of the construction projects would require inspections prior to reimbursement. Mr. Rakers stated that staff would bring back a draft policy if the Board was in favor of moving forward with staff's requests.

Mayor Boyd spoke in favor of the current project and response from residents and also staff's requests to expand the program. Mayor Boyd stated he would like to highlight these programs as part of Mayor's Corner. Alderperson Carpenter asked the cost of the lateral lining. Mr. Rakers stated it was similar to pipe bursting but staff would research the cost further. Alderperson Carpenter asked if locations could be lined if they had a pvc lateral to the right-of-way from a previous City construction project. Mr. Rakers stated that the lateral could still be lined from the house into the new pvc lateral section. Alderperson Hansen asked if staff received any objections from residents regarding the pilot program. Mr. Rakers stated that staff did not receive any objections to the program and further explained that each location that expressed interest was televised to determine eligibility. Mr. Rakers added that some residents decided not to participate because they had finished basements and the work would restore the concrete floor but other aspects were the responsibility of the homeowner. Alderperson Ledvina clarified that there were certain ways that the site needed to be accessed. Mr. Rakers explained that each location varies but the contractor met with residents who had concerns about how the pipe materials were fed into the house. Alderperson Carpenter asked if staff would request the funds for 2025 if Board was in favor. Scott Thoresen, Director of Public Works, stated that the funds were included in this 2025 draft budget for Mayor to review. Mr. Rakers added if the Board was not in favor of the program then staff would remove from the draft budget before the budget workshop for Council. Mayor Boyd reiterated his support

for the program and stated that the residents that participated in the pilot program will be the best advocates and endorsements for future work. Mayor Boyd stated that residents have spoken with him at events with praise for the City sump pump (foundation drain disconnection) Program. Alderperson Hansen asked if the program would be funded by storm utility. Mr. Thoresen corrected that it would be funded from the sewage utility. Mayor Boyd asked the process moving forward. Mr. Rakers explained the next steps of drafting a policy for approval and requesting funding in the 2025 budget.

RESULT:	DISCUSSED
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4. Consideration and possible action on DOT I-41 Southbridge Interchange Bridge Concept*

Scott Thoresen, Director of Public Works, explained that the preliminary design concept for the Southbridge Interchange Bridge over I41 was included in the packet for consideration. Mr. Thoresen explained that the cost for the aesthetics associated with the bridge concept would be included in an amendment to the agreement with DOT and split with Town of Lawrence. Mr. Thoresen stated that preliminary cost is \$30,000 and added that staff was informed that CSS funding could become available for these aesthetic aspects, which would reduce the City costs for this bridge design. Mr. Thoresen explained a few modifications that would be made to the design concept that is included in the packet including a concrete paved slope rather than rip rap and retaining walls.

Alderperson Hansen questioned the inclusion of additional artistic aspects and this option over highways compared to local roads. Mr. Thoresen explained that additional artistic elements could be considered similar to that of Lombardi exit and those additional elements were approved by that individual community at the time of the widening of that section of the highway. Mr. Thoresen stated these improvements were CSS funded. Alderperson Carpenter clarified that it would be paved slopes on both sides, rather than gravel as pictured. Mr. Thoresen stated that was correct. Alderperson Carpenter commented that there was some concern about the wise use of tax dollars for funding aesthetics in the past. Mr. Thoresen explained that funds become available when the projects are fully or partially funded by federal money. Mr. Thoresen added that he is attempting to get funding for aesthetic aspects on Main Avenue work, as it also has federal funds allocated to it.

Mayor Boyd moved to approve the bridge concept as presented by staff, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dan Carpenter, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
ABSENT:	Mike Eserkaln

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

Eric Rakers, City Engineer, outlined the parking & traffic requests and staff recommendations as follows:

1. Request to relocate the crosswalk on Ninth at Park Street. Staff reviewed and is unable to relocate due to driveways and storm inlet. Staff alternatively recommends restricting

parking 75 north of the north curblin on Ninth St at Park St. Mr. Rakers stated this would eliminate approximately two stalls on each side of the road.

2. Request to install pedestrian upgrades, such as RRFB, at the roundabout of Scheuring road and I41. Mr. Rakers explained that the location did not meet warrants for RRFB but because of the higher rate of speed coming off I41, staff recommends installing pedestrian signs at roundabout of I41 and Scheuring Rd, with approval of Brown County.

3. Request to create consistency on Fox Point Cir regarding signage. Mr. Rakers stated the options were to: 1-remove the stop sign on the east end, 2-leave as it, or 3-convert east end to a yield sign and install a yield sign at the west end. Board requested the stop sign on the east end be removed.

4. Request to install four-way stop at Chicago and Ontario or other improvement for pedestrian safety. Mr. Rakers explained that this location has bumpouts and staff evaluated the safe stopping distance based on speed. Staff recommends installing yield to pedestrian sign in the center of the road at Chicago and Ontario. Alderperson Hansen asked what the criteria was for installation of a four-way stop. Mr. Rakers explained that four-way stops are generally not installed on a collector and local street combination. Mr. Rakers added that there is no crash history or visibility issues. Alderperson Ledvina clarified the type of sign being recommended. Mr. Rakers stated that staff proposed that type because it will create an extra restriction on the street with the bumpout on the outside and the sign in the middle and will encourage extra precaution and attention by the drivers at that location.

Alderperson Hansen moved to approve City Engineer Parking & Traffic recommendations and remove stop sign on the East end of Fox Point Circle, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
ABSENT:	Mike Eserkaln

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

Eric Rakers, City Engineer, outlined the no-action parking & traffic requests as follows:

1. Restrict parking on Seventh Street between Westwood and Helena. Mr. Rakers explained that if changes were made to the parking, staff would send notices to residents for feedback on the interest in restricting and the preferred side to restrict. Alderperson Carpenter stated that he drove through without a sporting event in session and there were still cars parked from the residents who live there and suggested that many adjoining residents would not be in favor of restrictions. Alderperson Carpenter stated he would support restrictions if there were issues getting emergency personnel and equipment (Fire and EMS) through this location. Mr. Rakers explained that some restrictions go into place during events such as football games, but not during track meets, and explained how traffic flow is different for these types of events.

2. Restrict parking on Lewis near Michigan. Mr. Rakers agreed that parking might get tight during larger events at Mulva Center, but added that wouldn't be a constant issue. Mr. Rakers equated this to parking on local roads north of Lambeau during Packer Games. Scott Thoresen, Director of Public Works, added that the amount of traffic has diminished since the installation of the "no left turn" from Broadway onto Lewis. Mayor

Boyd stated that he has noticed few cars parked on the street during the day. Alderperson Hansen asked if there was a setback distance from stop signs for parking. Mr. Thoresen stated it was fifteen feet. Mr. Rakers stated that drivers should ease forward if visibility is in question and added that speed is low on these streets because they are local roads. Alderperson Hansen asked how this location differs from parking restrictions on Ninth and Park St. Mr. Rakers stated that Ninth Street is a collector street with higher traffic volume and higher speeds and the parking restrictions were related to the pedestrian crosswalk, rather than for driver visibility.

3. Request for Rapid Rectangular Flashing Beacons (RRFBs) at the Claude Allouez Roundabout. Mr. Rakers stated that traffic will likely decrease with the construction of Southbridge. Mr. Rakers stated that this location has good adherence for yielding to pedestrians.

4. Consider crosswalks at Michigan and Lewis. Mr. Rakers stated that this location did not meet criteria for crosswalk installation. Alderperson Hansen requested that staff list the criteria that needs to be met. Mr. Rakers stated that it is based on volume of traffic and number of pedestrians at peak hour. Mr. Rakers added that these are local streets with low volume and not part of Safe Routes to School.

5. Request for reduced speed ahead sign for southbound Lawrence Drive near the Fortune intersection. Mr. Rakers commented that the change in number of lanes may have added to the issues but with the new roadway pattern, the number of lanes remains the same from Scheuring south and should help eliminate that issue.

6. Request to allow ATV/UTVs on City streets. Alderperson Carpenter commented that people in subdivisions or areas abutting neighboring communities that allow atv/utv use on streets are the ones asking in order to access these other areas from their homes. Mayor Boyd added that these individuals were looking for small areas to be allowed and the Police Chief had commented that it would be very difficult to enforce if there were only select areas where it was allowed. Alderperson Carpenter stated it shouldn't be more difficult than enforcing truck routes and suggested that it could be signed similarly.

7. Review bus/parked car/pedestrian interactions on Helena Street. Mr. Rakers stated that staff used a drone to video the interactions and did not see any concerns.

Mayor Boyd asked if that was all the discussion items. Alderperson Hansen commented that there were future items listed. Mr. Rakers stated that those are listed to reassure members that their requests had not been forgotten. Alderperson Hansen asked about the Neighborhood Watch program and whether that is Police led. Mr. Rakers stated that it is Police led but they had asked the Parking and Traffic Team to look at it from the aspects of number of signs within a certain area and cost of signs. Alderperson Hansen commented that a new sign design had been approved but that new signs had not been installed yet. Alderperson Hansen added that another aspect was to remove signs from inactive watch areas.

RESULT:	DISCUSSED
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IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:19 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action on Civic Group Welcome Plaque Policy*

The BOPW continued discussion at the June 10, 2024, meeting whether to continue to keep the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with removing the two (2) existing signs, amend the civic group welcome plaque policy to include the City covering the labor and equipment costs, and waiving the application fee for service groups that were on the existing signs. The civic groups would be responsible for material costs for new sign as well as the cost for their individual civic group plaques.

Since the June 10, 2024 BOPW meeting the two (2) existing signs have been removed. The existing civic group plaques were kept and stored at the MSC for the civic groups to pick up if they wanted them. The individual groups were given a date of October 15, 2024 to pick up their plaques otherwise the City would dispose of them. In addition, staff has revised the civic group welcome plaque policy (see attached) based on discussions held at the BOPW meeting. The revised civic group welcome plaque policy was forwarded to the civic groups to review. Staff did not receive any comments back on revised policy.

Once the policy is approved, staff will work with the civic groups to install new signs during the summer of 2025. The location of these signs has yet to be determined. Once the proposed locations have been determined, staff will bring this back to the BOPW and Council for approval.

Staff recommends approving the civic group welcome plaque policy.

ATTACHMENTS:

- Consider Replacing Existing Service Signs 6-4-2024 (DOCX)
- 6-10-2024 BOPW Meeting Minutes (PDF)
- Civic Group Sign Policy Revision #2 - 7-15-2024 (DOC)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members

From: Scott J. Thoresen, Director of Public Works

Date: June 4, 2024

RE: Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

The BOPW discussed at the January 8, 2024, meeting whether to continue to keep the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with keeping the signs for now and to develop a policy (see attached draft policy) to bring back to the BOPW for further discussion.

In addition, staff evaluated the existing sign structure. The typical life of treated signposts is 20 to 40 years depending on various factors. This sign was permitted on 4/30/1980. This would make the sign 44 years old. We already know the condition of the wood above ground is an issue which is the reason we have been discussing the removal of these signs in the first place. The integrity of the wood underground is definitely a concern for the City which is why the sign needs to be replaced if the civic groups want the signs to remain. The City should not take on the liability for the existing sign structures to remain. If the sign structure is replaced, we would be looking at possibly expanding so more civic signs could be added. Right now, the maximum is nine (9) signs. It is estimated the existing sign structure could be replaced for approximately \$10,000 which would include materials (\$2,500) and City staff and equipment (\$7,500).

The draft policy and costs to replace the existing signs were shared with the civic groups. Staff received email comments from the Lion's Club, De Pere Area Men's Club and Knight of Columbus Abbot Pennings Council #3955. (See attached email comments)

If the BOPW determines they want to continue with allowing service signs at these locations, staff would recommend the following:

- Remove existing signs.
- Develop a policy the City and civic groups can agree to.
- Once a policy is approved by the BOPW and Council, determine how the sign replacements are going to be funded.



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, June 10, 2024

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	
Mike Eserkaln	Alderman	Present	

Scott Thoresen, Director of Public Works
Eric Rakers, City Engineer
Chase Kuffel, Assistant City Engineer
Betty Marovich, Recording Secretary
Pat Moran, VFW Post 2113
Jack Drisoll, De Pere Area Men's Club
David Reinhardt, De Pere Rotary

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 May 13, 2024 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the May 13, 2024 Board of Public Works Meeting Minutes, seconded by Alderman Carpenter.

Alderman Hansen stated item #2i should state The Press Times, not Green Bay Press Times.

Upon vote, the motion passed unanimously.

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

2. Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

Scott Thoresen, Director of Public Works, explained that this item is a continued discussion with the Board regarding the existing service signs. Mr. Thoresen explained that at the past discussion, the Board asked staff to draft a policy to bring back for consideration. Mr. Thoresen stated the draft policy was included in the packet and had been shared with the civic groups and their comments were also attached in the packet.

Mr. Thoresen stated that staff evaluated the existing sign structure which had been installed in the 1980s and added that the timbers have been in the ground longer than the 20-40 year life expectancy. Mr. Thoresen stated that the signs require maintenance above ground and staff has concerns about the integrity below ground and suggested that the signs be removed until staff can work with the civic groups to get them replaced. Mr. Thoresen stated that a cost estimate of \$10,000 to replace two signs was provided to the civic groups. This cost included \$7,500 in staff labor and equipment and \$2,500 in materials. Mr. Thoresen stated that based on the comments from the civic groups, they are not in favor of the draft policy and the cost sharing as presented. Mr. Thoresen stated that staff recommends removing the existing signs and continuing to work with the civic groups to reach a policy that both parties can agree on.

Mayor Boyd requested Mr. Thoresen explain staff's compromise for the cost of the sign replacement. Mr. Thoresen stated that staff had discussed donating the staff labor and equipment, resulting in \$2,500 in materials to be funded by the civic groups. Mr. Thoresen added that another option would be to only replace one sign, which would result in a material cost of approximately \$1,250. Mr. Thoresen added that once a policy was agreed upon, civic groups could apply for community service grants to help fund their portion cost.

Mayor Boyd moved to open the meeting at 7:37 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Mayor Boyd reiterated the compromises Mr. Thoresen had explained and added that it would need to be approved by Board and Council.

Pat Moran, 1225 Suburban Drive, VFW Post 2113, explained how the cost would impact their group and stated that in the thirty years he has been a member of the VFW Post 2113, not one person has joined their group because of the signs and stated he felt the City gained more from the signs than the groups did. Mr. Moran stated that many of the current members are between 65-80 years old and unable to perform maintenance on the sign.

Mayor Boyd stated that if there are nine service groups and two signs, the cost for each service group based on the cost of only materials would be approximately \$277, and only half of that if there is only one sign.

Jack Driscoll, 1899 Payton Ct, De Pere Area Men's Club, asked the City's purpose or benefit of the service signs. Mr. Driscoll stated that they have not gained members from the service signs. Mr. Driscoll stated that their club does not gain a profit and distributes all funding that is brought in annually, only keeps a reserve in order to maintain their current level of giving to support groups during years like COVID. Mr. Driscoll explained their fundraising and giving efforts on an annual basis and added that it is hard for their Board to justify allocating money from their limited resources for something that is difficult to tangibly quantify.

David Reinhardy, 446 Wilcox Ct, De Pere Rotary, stated he appreciated the compromise that was presented and the time staff has invested to date. Mr. Reinhardy stated that basically every dollar the Rotary raises goes back into the community and paying for the sign takes away from their contributions. Mr. Reinhardy asked if staff had considered

other types of signs, such as an LED lighted one. Mayor Boyd stated that electronic/LED signs were not allowed in the downtown per the new code and would be very expensive to install but thanked Mr. Reinhardy for thinking outside the box. Mr. Reinhardy stated he wanted to suggest it because it would give more flexibility in regards to which service groups were included since it could be programmed.

Mayor Boyd moved to return to regular session at 7:47 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Mayor Boyd stated that he feels the signs are quaint and antiquated and don't serve much of a purpose for recruiting and visibility and added that hiring a consultant or social media team would be a better way of getting the word out about the service groups. Mayor Boyd stated that with a policy in place if a location could be determined to install one sign, he would be willing to do that, if that is what the service groups wanted to move forward with. Alderperson Ledvina clarified that the cost of materials (\$2,500) would be expected to be covered by the service groups. Mayor Boyd stated that would be the intent or half of that amount if only one sign was installed. Alderperson Carpenter asked if there were nine interested groups. Mr. Thoresen stated that there are nine logos on the current signs, but staff has not received feedback from all nine groups. Alderperson Carpenter commented that while traveling he notices these signs in other communities but added that residents may be overlooking the service signs because they are seeing them everyday and they become oblivious to it, like white noise. Alderperson Carpenter stated he was in favor of finding a location for one sign if that was the direction the service groups wanted to go and suggested that staff continue to work with service groups to come to an agreement and maybe a donation will come in for the materials. Mr. Thoresen stated that the first step will be for staff and the service groups to come to agreement on a policy and if they cannot then no signs will be installed. Mr. Thoresen added as part of staff's recommendation, the current signs would be taken down sometime this summer. Mr. Thoresen stated there is above ground decay on the timbers that will require more than a paint job, but staff's main concern is the damage that might be occurring below ground that cannot be seen and is creating unnecessary liability. Alderperson Hansen clarified that the civic groups would need to create or obtain their own plaques to be installed on the sign(s). Mr. Thoresen stated that was separate from the material cost. Alderperson Hansen clarified the \$100 application fee for new groups would not be owed by groups on either of the existing signs. Mr. Thoresen stated that with the new signs, all service groups would pay the \$100 application fee unless Board and Council chose to waive it. Alderperson Hansen asked if there had been any additional discussions with the Legal Department about what constitutes a non-profit for the definition listed in the policy. Mr. Thoresen stated that the definition provided in the policy was provided by the Legal Department. Alderperson Hansen suggested further clarification including 501c3 vs. 501c4. Alderperson Hansen stated the phrase "jointly and severally" seemed contradictory. Mr. Thoresen stated that some language surrounding the cost will change based on the recommendations from Board and Council. Alderperson Hansen clarified the section that stated "the civic group shall be responsible for the cost of the plaque" referred strictly to their logo'd sign. Mayor Boyd stated that referred to their individual plaques if they become deteriorated while on the main sign. Alderperson Hansen stated he was in favor of the compromise including the City covering the labor and equipment costs and was in favor of having at least one sign installed. Alderperson Ledvina stated she agreed with having at least one sign installed at a City entrance. Mr. Thoresen reiterated staff's recommendation to remove the existing signs and continue working with

the civic groups to create a policy agreeable to all entities. Mayor Boyd requested that staff attempt to reach out to all nine groups with a deadline to reply to determine interest in being included on the potential new sign(s) and if they do not respond they would be excluded. Alderperson Carpenter expressed concerns about the cost split if all nine current groups are not included. Mayor Boyd stated that once the policy was in place there would be further discussions prior to any monetary requests.

Alderperson Carpenter moved to open the meeting at 8:01 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Mr. Driscoll reiterated his questions of what the purpose of the sign is to the City. Mayor Boyd stated he was unsure if the Board could answer that question, except that members like having it for visibility for visitors. Mr. Driscoll stated he would like to see the purpose included as part of the policy. Alderperson Hansen stated that it was in the first paragraph and read for the audience:

"The City of De Pere hereby establishes limited public forums via this Policy regarding the placement of plaques for the purpose of publicizing civic groups active in the City and to foster an engaged community spirit".

Mr. Moran, stated concerns about funding and how many groups may be splitting the final cost. Mayor Boyd stated he was pretty sure staff had heard back from at least seven of the current groups and community service grants could be applied for and added that would be further discussed at a later date. Mr. Moran asked how long the service groups would have to make a decision. Mr. Thoresen explained that a policy needs to be developed first and once that was in place, funding could be discussed and if the cost becomes prohibitive, the civic groups decide not to have a sign installed. Mr. Thoresen added that it would likely be closer to the end of the year before a policy was in place. Mr. Moran asked if the City had restrictions on construction during winter months. Mr. Thoresen stated that if an agreement was reached during the winter, construction would be put off until the spring.

Mr. Reinhardy, asked if the grants would be for each individual civic group or for all civic groups on the sign. Mayor Boyd explained that would need to be addressed at a later time, after the policy was in place. Mayor Boyd added that the grants have ranged from \$300 to \$600 for projects in the City. Mr. Reinhardy asked if the current nine groups were not all involved, if more could be invited over the original nine (i.e. Pink Flamings). Mr. Thoresen stated that other groups could be invited. Mayor Boyd stated that more than nine groups total could cause issues due to size constraints and cost of increasing the size of the sign to accommodate more plaques.

Mayor Boyd moved to return to regular session at 8:07 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Alderperson Carpenter asked staff to reiterate staff's recommendation. Mr. Thoresen stated that staff recommends removing existing signs this summer, continued discussions with civic groups to amend policy based on their feedback and that of the Board, bring the policy back to Board around the end of summer, discuss funding with civic groups, and determine location for single sign.

Aldersperson Hansen moved to remove the two existing signs, amend the policy to include the City covering the labor and equipment costs and waiving the application fee for service groups on existing signs, seconded by Mayor Boyd.

Aldersperson Eserkaln asked if the number of service groups needed to be capped. Mr. Thoresen stated the structure that was designed could potentially accommodate twelve but it depend on the size of each individual plaque, so the exact number is not known at this time. Aldersperson Carpenter asked if the civic groups could get materials donated. Mr. Thoresen stated that once the policy was agreed upon, if a group wanted to work on getting the materials donated they would be accepted by the City. Aldersperson Hansen asked to have the definition of non-profit reevaluated as part of his motion. Mayor Boyd agreed to the amendment.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on Award of Contract 24-08 Manhole Rehabilitation*

Aldersperson Ledvina moved to approve award of Contract 24-08 Manhole Rehabilitation, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System*

Eric Rakers, City Engineer, outlined the Compliance Maintenance Annual Report with the Wisconsin Department of Natural Resources (DNR) for wastewater collection systems. The report verifies multiple aspects of funding and maintenance of the system. The City received good grades in all aspects of the report.

Mayor Boyd moved to approve submission of Compliance Maintenance Annual Report for Wastewater Collection System to Wisconsin DNR, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action on Updates to the City of De Pere Municipal Code to Mandate Sump Pump Installation*

Chase Kuffel, Assistant City Engineer, explained that the point of this item is to explain the recommended ordinance revisions to allow mandating sump pumps as early as 2025. Mr. Kuffel outlined the contact he has had with residents and the number of volunteering properties that have gone through the process and amount of money expended. Mr.

Kuffel explained that the ordinance revisions would require sump pumps city-wide, except at exempt locations per the uniform dwelling code. Mr. Kuffel explained that properties would be mandated to install sump pumps based on City televising operations that show clear water discharging into the sanitary sewer, rather than by sections of 100 properties as originally proposed. Mr. Kuffel explained the ordinance revisions including allowable inspections by the City, mandating sump pumps city-wide, outlining exemptions, and noncompliance ramifications. Mr. Kuffel stated he is talking to 1 or 2 new properties each week and guiding other properties through the process including preliminary inspections and reimbursement. Mr. Kuffel explained that the mandate could go into effect as soon as January 1, 2025 and at that time the reimbursement would drop from 80% to 50%. Mr. Kuffel stated that staff would recommend budgeting \$200,000 annually from the sewerage fund to fund the 50% reimbursements.

Mayor Boyd clarified that 80% reimbursement would terminate January 1, 2025. Mr. Kuffel stated that was the intent and added that staff also included a letter that they would like to send to homeowners outlining the drop in reimbursement amount, assuming it will spur additional volunteers. Mr. Kuffel stated that properties that contact staff before the end of the year would be added to a list and reimbursed at 80%, provided the work was completed by July 1, 2025. Mr. Kuffel added that feedback staff has received has been positive. Alderperson Hansen asked staff to explain the inequities with the former plan to mandate a section of 100 properties annually. Mr. Kuffel explained that one part was the cost; installing in year one may be significantly cheaper than year twenty. Mr. Kuffel explained that the other part was that residents in year one do not have the chance to save for the cost like residents in year twenty would. Mr. Kuffel explained that televising does rotate through the City, but there will be an added aspect of identifying the properties that are discharging clear water. Alderperson Hansen asked how water rates may be impacted. Mr. Kuffel explained that water rates are set by other agencies and not controlled by the City, but the City could see a reduction in the amount of clear water the City is paying to have treated. Eric Rakers, City Engineer, added that the treatment plant is considering expansion at the plant to accommodate increased flow and those costs would be passed on to the municipalities and decreasing the clear water could result in De Pere seeing less cost associated with an expansion. Alderperson Ledvina clarified that the City would not be penalized for being proactive in reducing the flow. Mr. Rakers explained that any amount of I & I reduction saves the City money. Mr. Rakers added that staff is contacted annually by the treatment plant to provide an update on the volume the municipality thinks they will contribute. Mr. Rakers stated that between the sump pumps and full length lateral replacements, the City is working to get the whole system in better shape. Scott Thoresen, Director of Public Works, stated that the treatment plant and surrounding communities have been reaching out to De Pere staff for information on the programs being implemented and how the resident response has been. Mr. Thoresen clarified that sewer rates could still increase from the treatment plant for their capital projects and not be related to the \$200,000 being budgeted for this mandate. Alderperson Hansen asked staff to clarify what an active foundation drain was. Mr. Kuffel explained that for the point of the letter an active foundation drain would be one that was connected and discharging to the sanitary sewer and that staff intends to continue completing preliminary inspections for these connections. Mr. Thoresen stated there are many homes, especially in older neighborhoods, that have foundation drains connected to the sanitary system. Alderperson Eserkaln asked staff why 1973 was the present date for requiring sump pumps. Mr. Kuffel explained that was the date of updates to the uniform dwelling code and prior homes were grandfathered in. Mr. Rakers added that years ago, the City

had combined sewers and having the foundation drain connected to the sanitary was standard because there was only the one pipe and that was how they were built. Alderperson Eserkaln asked how long a sump pump typically lasts. Alderperson Carpenter, Mayor Boyd, and Mr. Thoresen shared their experiences with sump pumps at their homes ranging from three sump pumps in twenty years to one sump pump in twenty five years. Alderperson Ledvina stated there are also alarm systems that can be installed for sump pump failures. Alderperson Carpenter questioned the inclusion of "sanitary sewer leaks" as part of the ordinance updates. Mr. Kuffel explained that staff's intention was to have the ordinances established for moving forward with full length lateral replacements and that City ordinance presently allows for staff to require a property to correct illicit discharges, which could include a leaking lateral. Mr. Rakers further explained that when staff sees clear water discharging into the sanitary, it will be used as a catalyst for contacting the property owner to complete an inspection for a sump pump. Mr. Rakers added that staff will be bringing back the full length lateral replacement program at a later date for consideration. Alderperson Hansen asked who will get mandate for sump pump installations if more than 100 properties are identified in a year. Mr. Kuffel explained it would be based on when they were identified with the first identified properties being contacted first. Alderperson Hansen clarified that once funding was exhausted for each year, no additional properties would be mandated. Mr. Kuffel stated that would be true as staff would be restricted by budget and unable to reimburse if the funds were exhausted. Mr. Thoresen stated if trends show the funding being exhausted annually, staff may request to increase the budget in future years. Alderperson Carpenter questioned the wording about surcharge fees for noncompliance. Mr. Kuffel explained that staff may identify a property that refuses to install a sump pump and this language allows for that property to be charged a surcharge for their clear water discharge. Mr. Kuffel added that surcharge would be brought back to Board for further consideration and approval prior to levying. Alderperson Carpenter asked what was being done with downtown businesses that likely do not have sump pumps. Mr. Kuffel stated that the program was geared towards residential but some downtown businesses have been inspected and exempted from the program. Mr. Rakers added that staff has been working with these businesses as projects are being proposed in the area and explained that many of the basement inspections have been completed along Main Avenue, along with inspections for roof drains. Mr. Rakers added that downtown businesses cannot discharge to grade, so staff has been working with businesses to get them connected to laterals when roof drains are present.

Mayor Boyd moved to approve the proposed revisions to the City Municipal Code and proposed mailer to residents provided in Exhibit 4, seconded by Alderperson Eserkaln.

Alderperson Hansen asked if the surcharge would be in addition to a fine for noncompliance. Mr. Kuffel stated that the surcharge would be the fine. Alderperson Carpenter clarified that ARPA funds for this program need to be expended by the end of 2024. Mr. Kuffel stated that was correct. Alderperson Hansen asked staff to clarify the funding on 80% reimbursement in 2025 if ARPA funding was not available. Mr. Kuffel explained that it would come from the \$200,000 budgeted from the sewerage fund.

Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:43 PM, seconded by Alderperson Carpenter.
Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich

**CITY OF DE PERE
CIVIC GROUP WELCOME PLAQUE POLICY
(5/2024)**

I. PURPOSE

The City of De Pere (“City”) hereby establishes limited public forums via this Policy regarding the placement of plaques for the purpose of publicizing civic groups active in the City and to foster an engaged community spirit. The City expressly declines to designate any of the locations identified in this policy as ‘traditional’ public forums. Further, the City finds that, in order to protect the public interest in maintaining the aesthetics of the City and in the interest of promoting the City and its civic vitality, it is in the public interest to establish this Policy.

II. PLAQUES ON CITY WELCOME SIGNS

A. Application

1. All requests or applications for the placement of civic group plaques on or around the City’s welcome sign shall be made to the Director of Public Works (“Director”). The applicant shall comply with any and all updated plaque standards created after this Policy is adopted.
2. The Director shall review the application. If any request fails to meet any of the requirements of this Policy, Director may deny the request.
3. A \$100 application fee shall accompany the application to offset the costs of review, administration, and installation. The fee applies to new civic group plaque installations.
 - i. There is no fee for plaques replaced due to fading.
 - ii. There is no fee if the City rearranges existing plaques.
 - iii. If the new plaque application is not approved, the installation portion of the fee may be returned.

B. Requirements

1. Approval of the plaque may be based upon the following:
 - (a) Plaque placement shall be for existing civic organizations active within the corporate limits of the City. A civic organization is defined as an association, society or similar group that includes one or more city non-profit organizations. Active is defined as completing at least one activity for the benefit of the community on a yearly basis.
2. Applications shall be accepted on a first come-first served basis.
3. If the City welcome signs are full, which is defined as nine (9) plaques, then any new plaques will not be added until another civic group plaque is removed or a new City welcome sign is created allowing for additional space.
4. The Director may remove civic group plaques as follows:
 - (a) The civic group is no longer located within the corporate limits of the City; or
 - (b) A civic group is no longer active within the corporate limits of the City.
5. Prior to removing a sign, the Director may direct City staff to contact to contact the appropriate civic group. If the Director determines that the plaque should be removed pursuant to the terms of this Policy, City staff will remove the plaque and return to the civic group. If the civic group does not want the plaque, City staff may dispose of the plaque. If City staff is unable to make contact or reach the civic group, the plaque may be destroyed after sixty (60) days from the date of the initial attempted notification.
6. Plaques shall not bear the name or likeness of any alcohol beverage or tobacco product.
7. All plaques shall be constructed of a material conforming to City sign standards.

III. PLACEMENT/REMOVAL OF PLAQUES

- A. When new plaques are approved, the civic group shall supply the plaque to the City. The plaque size shall conform to City standards established for the other civic group plaques on the City's sign. The plaque shall be installed by City at City's cost, which shall be included in the application fee. The civic group shall be responsible for the cost of the plaque.
- B. All plaques shall be erected and removed only by the City. If plaques become deteriorated and/or faded, the Director shall notify the Civic group of the issue. The Civic group may be given up to one month to repair or replace the plaque. If the sign repair or replacement cannot be done within one month, Director in their sole discretion may approve an extended timeline for the repair/replacement. If the plaque is not repaired or replaced during this time, City may remove the plaque.

III. MAINTENANCE OF CITY WELCOME SIGN STRUCTURE AND AREA

- A. The City shall maintain the Landscape area around the City welcome sign including without limitation trimming or removal of trees to maintain the aesthetic of the sign including a proper sight line.
- B. The City shall maintain the structure of the City welcome sign by periodic sanding, prepping, and painting. The City shall be responsible for labor and equipment for installation and maintenance of the City welcome sign. All civic groups shall be equally responsible for all material costs for installation and maintenance of the City Welcome sign.

- C. Any structural issues with the plaque may be discussed by the civic groups for possible replacement. The costs of replacement or structural issues shall be shared as follows: the City shall be responsible for labor and equipment for replacement of the plaque and all civic groups shall be equally responsible for all material costs for replacement of the plaque.

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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Brian Christnovich

SUBJECT: Consideration and possible action regarding Maintenance along County PP

ATTACHMENTS:

- Memo.County PP Maintenance Issue (PDF)
- Map (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works
From: Brian Christnovich
Date: October 7, 2024
RE: Maintenance along County PP

Staff is asking the Board of Public Works for review and consideration into a unique matter of maintenance of green space along County PP which has come to our attention through multiple concerns submitted through See Click Fix.

Summary of Issue: Along County PP we have several resident homes that have the back side of their yard facing County PP. These homes all happen to have fence outlining their property lines that create separation from the County right of way. The right of way includes green space and a sidewalk. What is unique about these properties is the back side of their yard is enclosed by fence and causes difficulty and confusion on who is responsible to maintain the property. Our Park Department mows a 5-6ft pass of grass on each side of the sidewalk but does not extend past this.

We have received a number of See Click Fix submittals referencing property owners violating the weed ordinance. From analysis, the submittals seem to have validation on the outside of the fence facing County PP. While the weed problem appears to originate on owner's private property, the weeds also grow into public right of way. In addition to maintaining any of their private property located outside the fence, we believe the property owners are also responsible for maintaining public right of way outside the fence along County PP. However, we understand the uniqueness of the situation. Local ordinance indicates that, while a property owner shall keep a terrace free and clear of noxious weeds and maintain it as a lawn, exceptions can be made in areas specifically approved by the Board of Public Works.

Staff Recommendation: Due to the uniqueness of the situation, we would propose taking care of the maintenance of this area contingent on the homeowner signing a waiver and release of liability since our maintenance operations would need to work in close proximity to their fence. If they would not sign the waiver/release of liability, then we would suggest following the current ordinance which would require them to maintain the area themselves and be subject to enforcement actions and/or fines if it were not maintained.

I have attached a map for your convenience to understand the area and its uniqueness.



8/14/2024, 9:39:29 AM

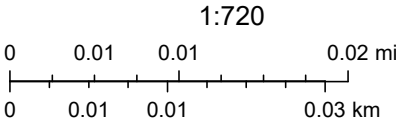
 Parcel #

2023 Aerial

 Red: Band_1

 Green: Band_2

 Blue: Band_3



1:720

Brown County WI



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Public Works

FROM: Eric Zygarlicke

SUBJECT: Discuss Public GIS Map Access of the City's Water Service Line Material Inventory

ATTACHMENTS:

- 2024 1007 CI_BOPW_Service Line Material Inventory (PDF)
- 2023 0109 CI_BOPW_Service Line Material Inventory(PDF)
- 2023 0109 BOPW_Final Minutes (PDF)

CITY OF DE PERE MEMO



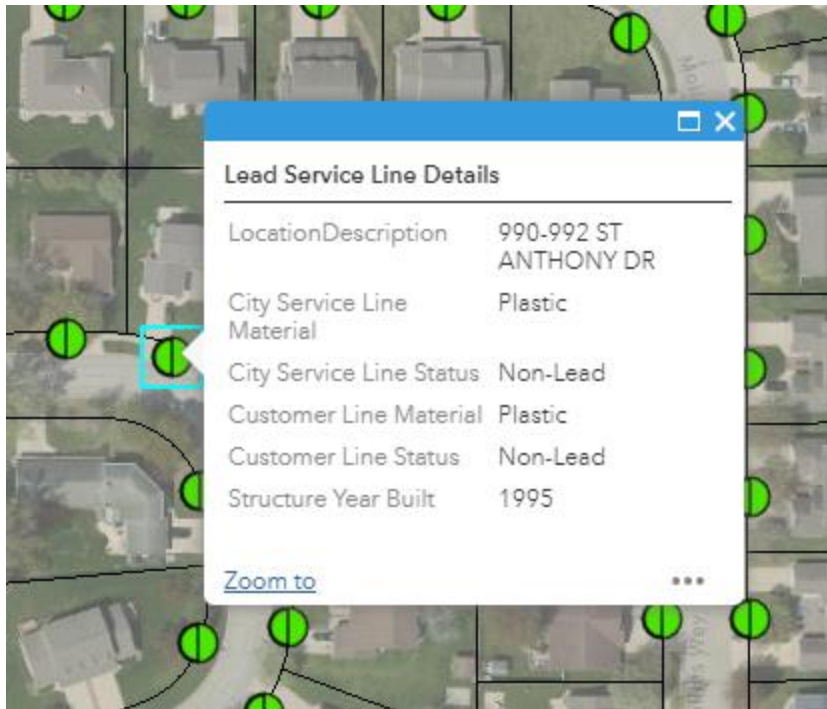
To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: October 7, 2024

RE: Public GIS Map Access of the City's Water Service Line Material Inventory

The Lead Service Line (LSL) inventory program was first discussed with the Board of Public Works (BOPW) in January 2023 (see attached memo and BOPW minutes). At that time, we discussed the EPA's Lead and Copper Rule Revision, and the Wisconsin Department of Natural Resources (DNR) mandated requirements for gathering all the water service line data throughout the City for this program. As part of the new rule there is a requirement for certification of our inventory and to provide public access to that inventory by October 16, 2024.

Utilizing the guidance and examples of other municipalities, such as Milwaukee, Green Bay, and the Village of Howard, and after careful evaluation of what might serve our utility and customers best in meeting the compliance standards, we chose to work with the GIS team to develop a map and webpage to share our LSL data. The map and webpage would be a transparent and educational site for our customers and the public, while also meeting the requirement for public access.

When the map and webpage go live this month, the public will be able to search our entire database to identify their address, and by clicking on the round icon associated with their property, they will be able to see the status and material type of the water service line at that location. (see the screenshot of the LSL map with the water service line information below). This webpage is an online portal that contains educational information about the health and safety risks of lead exposure and how to help guard and protect against that exposure. The page also contains links to additional resources and our department contact information should anyone have more questions.



The next step for our LSL program is to meet the November 15, 2024, DNR mandated deadline to mail a customer notice to all addresses that have been identified as having either lead, galvanized in need of replacement, or an unknown service line on either the customer owned half or the City's half of the water service lateral.

In the coming weeks, months and years we'll continue to improve our database with the most current information as it becomes available to us. As we input this new data, the map will reflect that new information in real-time. To that end, our main focus at the start of this program was gathering service line material information on all residential properties because residential properties are where we currently sample for lead and copper levels every three (3) years. As we move forward into our next phases of the program, we will begin to gather data on all the industrial and commercial properties. Some of this work has already begun.

There will also be information regarding the LSL program published in next year's Consumer Confidence Report (CCR) as required by the DNR.

At this time, I'd like to provide some history and background regarding the LSL program so that you all can get a feel for how much effort and energy was put into making the current iteration of the program a reality. I would also like to recognize City staff that helped to make this program a success in getting us to this point.

My first email to Bill Boyle regarding the idea of utilizing the ESRI GIS platform to record and track the service line inventory data for this DNR program was in February 2021. Bill's hard work produced the initial GIS app for the inventory, which came online in January 2022. From that point, Water department staff, Jessica Dart specifically, and our summer interns, were tasked with reviewing thousands of records such as our meter copper cards, yellow service lateral cards, utility relay project notes and plans, building inspection records, and cross connection reports for the purpose of building the database.

After we exhausted all records, we utilized the Street department's established garbage truck routes to split up the unknown properties that we didn't have data on, into manageable districts so that we could mail out appointment letters to those customers. Most of this work was undertaken by Amanda Barber who did a great job of tracking and mailing these notices to our customers. Betty Marovich and Grace Lahtela were also a tremendous help in taking customer calls and adding the appointments to our calendar.

Kim Johnson and Jason Cummings were dedicated in the task of visiting the customers' homes and properties to gather the field data necessary to increase our known service line information.

Kristen Vincent and Dan Teaters were instrumental in developing the online webpage and streamlining our map for the public. I appreciate Dan Lindstrom for making this program a department priority so that we have something valuable to present to the community.

After our records review, which was completed this spring, 1,951 of the over 7,600 residential addresses remained requiring an appointment for a field survey, and at this moment there are around 100 of those service lines yet to survey on the customer's side. That's a fantastic effort!

Thank you to all, for their dedication and hard work throughout this entire process!

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: January 9, 2023

RE: Water Service Line Material Inventory Program

In Conjunction with the Wisconsin Department of Natural Resources Lead Service Line (LSL) program, the De Pere Water Department is working to complete a citywide inventory of all water service line materials.

40 CFR § 141.84(a) which is part of the EPA's Lead and Copper Rule Revision, and section NR 809.119, Wis. Adm. Code are the basis for our requirement to gather a detailed inventory of all municipal and customer water service line materials and premise plumbing materials. The Water Department will be required to submit our inventory to the DNR on or before October 16, 2024. This information is required to be accessible to the public. The GIS platform is being used to update and track this data. Building Inspection Department housing data, Engineering Department lateral cards, Water Department copper cards and meter installation sheets, as well as Hydro Corp's cross connection inspection documents were used to build this database. However much of this information remains incomplete.

So, as part of that citywide investigation and inventory, De Pere Water staff will need to verify residential water service line materials in various neighborhoods. This is necessary to ensure that all public lead service lines have been identified and can be replaced during future projects.

As part of this program, we will be required to enter De Pere residential homes to gather this information needed to complete this inventory.

To keep things organized, we will be utilizing the established garbage routes to help us focus on particular areas of the City.

Utilizing the guidance of other municipalities, such as Stoughton Utilities, who have also initiated a similar program, we will be going door-to-door and requesting access to the customer's water service line at the water meter, typically located in the basement. The customer should ensure that there are no obstructions on the path to or near the water meter so that water department staff are able to easily access it. City staff will use a Surface Pro or iPhone to document the service line material and internal plumbing material into the GIS database.

If the customer is not home, a door hanger will be left at the home with information regarding the lead service line inventory survey and a follow up letter will be mailed to the residence detailing the intent of the program. The customer will be required to schedule an appointment to complete the inventory.

Over the next two years, an inventory of the City owned portion of the water service lines will also need to be conducted. The City owned section is identified to be from the water main in the street to and through the curb stop valve in front of the home. To complete this portion of the inventory the Water

Department will also be working to identify possible City owned lead service lines by hydro-excavating a small 2–3-foot diameter hole around the curb stop valves located throughout the City. Blue flags and markings will be used to indicate where the water curb stop valve is located in front of the customers home. Not all City owned service lines will need to be hydro-excavated if there is already existing records indicating the service material type. Holes will be filled back in with sand the same day, and water department staff or contractor will return at a later date to cover with black dirt and reseed the areas excavated. Seeding is not completed immediately to avoid creating low spots in the terrace due to settling of the fill materials. Work should not cause any interruptions in water service. A notice will be sent to the customer in advance of the hydro-excavation work to be done.



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, January 9, 2023

6:00 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:00 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	Excused	
Dean Raasch	Aldersperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Eric Zygarlicke, Water Department Supervisor
Betty Sellenheim, Recording Secretary
Larry Delo, City Administrator
Jeff Hermesen, DPCO
Amy Murphy, DPCO
Aldersperson John Quigley

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 November 7, 2022 Board of Public Works Meeting Minutes

Aldersperson Raasch moved to approve the November 7, 2022 Board of Public Works Meeting Minutes, seconded by Aldersperson Carpenter. Upon vote, the motion passed with a 4-0 vote.

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

2. Consider and Possible Action Regarding Christian Outreach Request for Additional Polycarts*

Scott Thoresen, Public Works Director, provided an overview of the request from De Pere Christian Outreach to obtain additional polycarts for the Pantry location on Dickinson Road.

Aldersperson Raasch and Mr. Thoresen clarified the ordinance regulations for total number of polycarts per parcel. Aldersperson Carpenter and Mr. Thoresen clarified that both buildings, 347 S Libal Street and 1827 Dickinson Road, share one parcel.

Alderson Raasch moved to open the meeting for public comment at 6:05 PM, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

Amy Murphy, De Pere Christian Outreach, 2464 Sunny Brook Dr, Green Bay, further explained her request and current process of disposal for recycling from the Pantry location.

Mayor Boyd moved to return to regular session at 6:08 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Alderson Raasch asked to clarify the difference between parcel and address. Mr. Thoresen explained the difference and that multiple locations across the City were in the same situation with having multiple address points for one parcel. Alderson Hansen asked how duplexes are covered in the ordinance. Mr. Thoresen, explained how duplex through four-plex units are handled in the ordinance. Mayor Boyd provided alternative cardboard recycling options. Mayor Boyd added that other locations that have been impacted by the three polycart limit have adjusted and could create issues if exceptions were allowed or changes were made to the ordinance. Alderson Raasch and Betty Sellenheim, Recording Secretary, clarified the legal definition of a duplex. Alderson Carpenter asked about the adjoining green space lot to the east of the Pantry location. Staff verified the lot was a separate parcel. Alderson Carpenter asked if that lot could have three polycarts. Mr. Thoresen stated it could if it had a structure that necessitated polycarts. Alderson Carpenter mentioned that the church could consider dividing the lot to create two parcels allowing for the additional polycarts. Alderson Raasch suggested that if Christian Outreach and Pantry utilized available options for cardboard recycling, they may eliminate their private collection service. Alderson Raasch also suggested Christian Outreach contact US Paper to discuss a partnership.

Alderson Carpenter moved to approve staff recommendation to make no changes regarding additional polycarts, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action on Request to Allow Overnight Parking on City Streets*

Alderson John Quigley outlined the request to allow overnight parking and addressed points of concern expressed in the included memo. Mayor Boyd recapped the current overnight parking restrictions on City streets. Larry Delo, City Administrator, highlighted key points from the memo and explained many different ways communities offer or restrict overnight parking and stated that the discussion was open to decide what was best for De Pere. Mayor Boyd outlined a few hybrid options for allowing overnight parking. Alderson Carpenter offered his opinion on overnight parking and garage utilization. Alderson Hansen agreed with some of Alderson Carpenter's points, but sympathized in older neighborhoods where garage and driveway space is limited. Alderson Carpenter asked Alderson Quigley if his constituents would see benefits

from allowing overnight parking in the summer, but restricting it in the winter months. Alderperson Quigley stated he could not generalize for the entire population based on a few concerns, but did further elaborate that most problem locations have more drivers than they have parking spaces. Alderperson Hansen questioned restrictions on widening driveways. Eric Rakers, City Engineer, and Scott Thoresen, Public Works Director, provided information on the width restrictions. Alderperson Raasch outlined concerns he hears from constituents, primarily around St. Norbert campus. Mr. Delo asked if allowing some form of overnight parking would make the problem better or worse. Alderperson Raasch believed they would still have complaints due to sheer number of cars that would utilize street parking, but it would no longer be against ordinance. Mayor Boyd mentioned that St. Norbert recently installed a long-term parking lot on campus. Mr. Delo stated in previous conversations with the campus, the long-term parking was inconvenient for students to use. Alderperson Carpenter outlined other areas of concerns near apartment complexes and stated he approves the ordinance as it stands. Alderperson Raasch asked if the request was to accommodate a single location or two, or if this was something city-wide that required changes. Alderperson Quigley explained the situation as outlined in the memo, whereas that household was not able to increase their driveway space due to City ordinance but also not allowed to park on the street. Alderperson Quigley is asking the City to consider overnight parking options such as other communities offer. Mr. Thoresen explained that posted parking restrictions will trump overnight parking allowances (such as alternate side). Alderperson Carpenter stated concerns about parking on narrow streets and suggested staff needs to discuss further internally. Alderperson Raasch stated concerns regarding snow plowing around parked cars and having staff return later to attempt additional snow removal. Alderperson Raasch stated his approval of the current restrictions, but agreed it required additional discussion at staff level. Mr. Delo asked for clarification on the anticipated outcome of referring back to staff. Alderperson Carpenter requested street listing by width to determine which ones could allow parking on one or both sides. Mayor Boyd requested a survey from Definitely De Pere regarding overnight parking downtown. Alderperson Carpenter stated his preference of excluding downtown from overnight parking. Mr. Delo added that parking lots are available downtown for parking and suggested exclusion. Mr. Delo further outlined that staff would evaluate street widths and year-round versus seasonal restrictions. Alderperson Quigley suggested staff survey cities that offer overnight parking and ask how they handle street sweeping and curbside collections. Alderperson Hansen recommended alternate side parking during winter months, excluding downtown. Alderperson Raasch moved to refer overnight parking back to staff for further discussion at the March 2023 meeting, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 3/13/2023 7:30 PM
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Dean Raasch
EXCUSED:	Shana Defnet Ledvina

4. Consideration and possible action on award of Contract 23-14 City Hall Boiler Replacement*

Scott Thoresen, Public Works Director, outlined the project, bids received by staff, and budget.

Alderson Hansen moved to approve award of Contract 23-14 City Hall Boiler Replacement to Tweet-Garot Mechanical, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

5. **Consideration and possible action on Project Approach for Requirements for Private Water System Inspection and Maintenance**

Eric Zygarlicke, Water Department Supervisor, outlined the next steps and project approach for requiring private water systems be inspected and maintained.

Mayor Boyd asked if there was a general idea of cost for each system. Mr. Zygarlicke explained the cost will vary for each entity based on the number of fixtures (hydrants, valves, curb boxes, etc) that need to be maintained. Mr. Zygarlicke broke down each fixtures approximate cost. Scott Thoresen, Public Works Director, outlined the steps of the process and elaborated on how it will help prevent water loss throughout the city. Alderson Carpenter asked if private system will be added and tracked in GIS. Mr. Zygarlicke stated the goal would be to have them added. Alderson Carpenter asked how leaks are detected in areas of Ledgeview and Lawrence where water is sold between the communities. Mr. Thoresen explained the agreements between communities and the Public Service Commission with regards to leaks and testing. Alderson Hansen asked if staff could enter facilities once the ordinance was in place. Mr. Zygarlicke stated that once the ordinance was in place, facilities that wish to have the City maintain their fixtures would enter into an agreement with the City, which would allow access. Alderson Raasch asked to clarify the current standards for maintenance. Mr. Zygarlicke stated there is not a standard for maintenance in private systems at this time and the ordinance would have the private systems match the maintenance level of the public water system. Alderson Raasch asked why similar programs have not been in place before now. Mr. Thoresen stated the discussions have been ongoing for a few years and staff is finally pulling the trigger. Alderson Carpenter added that facilities will need to either use the City or hire a company that is certified to complete the maintenance required by the ordinance.

Mayor Boyd moved to approve the project approach and next step of sending out notices for a public information meeting for private water system ordinance, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

6. Discuss Water Service Line Material Inventory Program

Eric Zygarlicke, Water Department Supervisor, explained the Water Department plan to survey water service lines and determine lead and galvanized services to report to the Wisconsin Department of Natural Resources by October 2024.

Mayor Boyd asked what percentage of services need to be verified. Mr. Zygarlicke provided approximately 75% will need to be determined at the curb stop and approximately 25% will need to be determined inside the dwelling. Alderperson Hansen asked what research had been done in the past to determine lead services. Scott Thoresen, Public Works Director, discussed some of the past work in the City that has revealed different service types and how the survey being mandated by the DNR and EPA will assist the City with determining services requiring replacement due to material.

Alderperson Carpenter asked if staff considered allowing residents to provide photo evidence of their dwelling services, rather than having staff enter their premises. Mr. Zygarlicke added that homes older than 1990 will be required to have their interior plumbing surveyed. Mr. Zygarlicke added that other communities he has been in contact with have had mixed results when allowing residents to provide photo evidence, but stated it would likely be an option. Mr. Zygarlicke explained the portion of the program that will take the most work will be potholing to determine the city-portion of water service lines.

RESULT:	DISCUSSED
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7. Consider and Possible Action Regarding Green Bay Metropolitan Sewerage District Request to Purchase Surplus Equipment at De Pere Waste Water Treatment Plant*

Scott Thoresen, Public Works Director, explained the request from Green Bay Metropolitan Sewerage District to purchase remaining surplus property at the De Pere Waste Water Treatment Plant in the amount of \$7,500. Staff reviewed the list of property and agreed to sell remaining assets except a man-lift.

Alderperson Raasch moved to approve the sale of remaining surplus property at the De Pere Waste Water Treatment Plant to GBMSD, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

8. Consider and Possible Action Regarding Central Brown County Water Authority First Responder Agreement*

Scott Thoresen, Public Works Director, explained the First Responder Agreement with Central Brown County Water Authority (CBCWA) allows for City staff to be reimbursed for their time while responding to CBCWA emergencies.

Alderperson Hansen asked if the agreement would be updated annually. Mr. Thoresen stated the agreement would not be updated but wage rates in Schedule B would be. Mayor Boyd moved to approve the CBCWA First Responder Agreement, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

9. Consider and Possible Action Regarding SEH Inc. Proposal for Municipal Service Center Fuel Island Design and Engineering Services*

Scott Thoresen, Public Works Director, explained the necessity of replacing the fuel island at the Municipal Service Center and explained the proposal from SEH, Inc. for design and engineering services.

Alderperson Carpenter asked if the fuel tanks would be the same size as what is currently on-site. Mr. Thoresen explained the three current underground tanks would be replaced with two aboveground tanks and there would be about 5,000 fewer gallons.

Alderperson Carpenter moved to approve the proposal from SEH, Inc for MSC fuel island design and engineering services, seconded by Mayor Boyd.

Alderperson Hansen asked if the tanks would need to be moved in the future with the MSC expansion. Mr. Thoresen stated they would be. Alderperson Hansen asked how much the relocation would cost. Mr. Thoresen stated tens of thousands. Alderperson Raasch asked if funds were available to dispose of any contaminated soil and materials. Mr. Thoresen stated there was unless it was something extreme.

Upon vote, the motion passed unanimously.

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

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

Eric Rakers, City Engineer, outlined the recommended parking and traffic change including installation of stop signs on Garroman Drive at American Boulevard and Lawrence Drive.

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

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

11. Discuss City Engineer Recommendation on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion item for no-action parking and traffic including upgrading the pedestrian crossing on Ninth Street at Park Street to a ladder style crosswalk.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Aldersperson Carpenter requested to know how close equipment can be parked to the edge of the road (specifically on Garroman Drive)

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 7:40 PM, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

***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, January 9, 2023 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

TWEET-GAROT MECHANICAL

CENTRAL BROWN COUNTY WATER

AUTHORITY

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

DE PERE CHRISTIAN OUTREACH

SHORT ELLIOT HENDRICKSON, INC

NEW WATER/GBMSD

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Board of Public Works

FROM: Tony Fietzer

SUBJECT: Consideration and possible action on timeline for polycart storage enforcement

ATTACHMENTS:

- Polycart storage timeline (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works
From: Tony Fietzer, Street Superintendent
Date: October 7, 2024
RE: Consideration and possible action on timeline for polycart storage enforcement.

The City of De Pere municipal code 82.3(5)a requires residents to store their polycarts screened from view from property line to property line from the front of the home, stored inside or stored in the backyard.

At the Sept 11, 2023, Board of Public Works meeting, there was discussion on the timeline for the enforcement of the polycart storage ordinance before citations would be issued for non-compliance. The policy approved by the Board was when staff received a complaint, the property was inspected, and a letter was drafted and sent to the property owner if non-compliant. This property was reinspected in 15 days. If non-complaint after this 15-day period, another letter was sent. The property would again be reinspected in 15 days. If the property is still not compliant, a certified letter was sent to the property owner notifying them of the non-compliance. The property would then be reinspected after 15 days and if still in violation, a citation may be issued. Members of the board discussed ideas, however decided to remain status quo and review in 6 months.

With the integration of SeeClickFix, this allows residents to see the status of the complaint. If a resident doesn't see any progress occurring, it may be frustrating for the resident.

The Community Service Officers of the De Pere Police Department are currently investigating and enforcing these complaints. In discussion with Captain Mrstik, staff is recommending amending the timeline from 15 days between violation notices to 7 days, which will be consistent with non-compliance of other ordinances. A citation may generally be issued after the third violation notice or 21 days.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Engineering

FROM: Chase Kuffel

SUBJECT: Update on the Foundation Drain Disconnection Program

ATTACHMENTS:

- 2024 1007 CI_FDDP_Update (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 7, 2024

RE: **Update on the Foundation Drain Disconnection Program**

The memo serves to update the Board of Public Works on the status of the Foundation Drain Disconnection Program.

Updates

Phase I – Education and Outreach

Staff continues to correspond with residents about the Foundation Drain Disconnection Program. Another spike of correspondence occurred after the June 20, 2024 letter was sent to residents informing them of the upcoming sump pump installation mandate starting in 2025. As of September 30, 2024, a total of 1,232 parcels have reached out to staff regarding this program. Staff has yet to hear from 1,182 properties that were included in the program area. The table below outlines the progression of outreach between staff and residents since this program's inception:

Date	Correspondence
5/5/2023	First letter is sent to residents informing them of the upcoming Foundation Drain Disconnection Program. 2,414 parcels notified.
5/22/2023	Fox 11 broadcasts story on upcoming Foundation Drain Disconnection Program.
7/5/2023	759 Parcels*
8/7/2023	794 Parcels*
10/9/2023	832 Parcels*
10/31/2023	Second letter is sent to residents informing them of the Foundation Drain Disconnection Program's reimbursement percentages.
2/12/2024	927 Parcels*
6/10/2024	955 Parcels*
6/20/2024	Third letter is sent to residents informing them of the upcoming sump pump installation mandate in 2025.
9/30/2024	1,232 Parcels*

*Cumulative number of properties that have contacted the City.

Phase II – Further Field Investigation

The Building Inspection Division and Engineering Division Staff are 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.

Phase III – Foundation Drain Disconnection Program

68 parcels have voluntarily participated in the Foundation Drain Disconnection Program and have installed sump pumps. As of September 30, 2024, \$212,379.40 of the \$341,873.00 in ARPA funds budgeted for sump pump installation have been expensed (62%). On average, a home that participates in the program receives just over \$3,000 in reimbursement funds. With the maximum reimbursement being \$4,000, staff does not have the impression that this program is being abused by homeowners or contractors as, on average, three-quarters of the maximum reimbursement is being remitted. Like the education and outreach, there has been a spike in residents requesting reimbursement since the letter was sent on June 20, 2024. The Foundation Drain Disconnection Program risks expensing all the ARPA money budgeted for this program should the reimbursement requests continue at the same rate as observed in September. Should this occur, money would then be pulled from the sewerage fund to cover reimbursement requests. Staff will continue to monitor the budget as we approach the end of the year.

The table below outlines the money expensed by the Foundation Drain Disconnection program since the program's inception. Any money not expensed as a reimbursement to residents is noted below the table.

Month	Total Expense	Residents Reimbursed
May 2023	\$1,747.67 ^[1]	0
June 2023	\$0	0
July 2023	\$0	0
August 2023	\$0	0
September 2023	\$0	0
October 2023	\$9,258.42 ^[2]	3
November 2023	\$0	0
December 2023	\$4,000.00	1
January 2024	\$21,986.90	7
February 2024	\$19,489.58	8
March 2024	\$2,681.84	1
April 2024	\$34,570.93	11
May 2024	\$10,083.20	4
June 2024	\$8,542.49 ^[3]	2
July 2024	\$16,240.00	5
August 2024	\$30,914.54	10
September 2024	\$52,863.83	16
TOTAL	\$212,379.40	68

1. May 2023 had a \$1,747.67 expense to mail the May 5, 2023 letter to residents.
2. October 2023 includes a \$1,224.02 expense to mail the October 31, 2023 letter to residents.
3. June 2024 includes \$1,046.49 in expenses to mail the June 20, 2024 letter to residents.

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.

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. Staff will also begin review of recent sewer televising to identify those properties currently discharging clear water into the sanitary sewer for including in the 2025 sump pump installation mandate.

Phase III – Foundation Drain Disconnection Program

Starting January 1, 2025, the Foundation Drain Disconnection Program will have the cost share drop to 50% for all mandated properties as originally discussed at the October 9, 2023 Board of Public Works Meeting. Any property indicating interest in the program in advance of January 1 will be granted an extension to utilize the 80% cost share through June 30, 2025. For 2025, staff requested a budget of \$200,000 per year to fund foundation drain disconnections and sump pump installations.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discuss Pond Algae Growth

ATTACHMENTS:

- 2024 1007 CI-BOPW-Pond Algae Review (PDF)
- Good-Dog-Good-Owner (PDF)
- The-Perfect-Lawn (PDF)
- grassclippingsROW (PDF)
- Leave-Your-Leaves-on-Land (PDF)
- leaf-collection(PDF)
- Pond Algae Exhibits Updated (2) (PDF)
- Basin FE070 Map_size reduced (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Rakers
Date: October 7, 2024
RE: Discuss Pond Algae Growth

The purpose for this memo is an overall discussion of algae growth in City ponds, with some specific discussion on the recently constructed pond off Franklin and Front Street. This storm water pond was constructed in 2023. The pond has had significant algae growth in 2024.

Background

The City has been issued a Wisconsin Pollutant Discharge Elimination System Number (WE-S050075-03) from the Wisconsin Department of Natural Resources (WDNR) to discharge storm water. De Pere is located within three different federally defined hydraulic unit codes 12 (HUC-12) drainage basins. These basins are defined as the Ashwaubenon Creek, Lower Fox River Mainstream, and East River. The City has different total suspended solids (TSS) and total phosphorous (TP) reduction requirements for each basin per the TMDL Report. The allocations are based on the Total Maximum Daily Load and Watershed Management Plan for Total Phosphorous and Total Suspended Solids. Of these basins, the City has the most stringent standards for TP and TSS reductions for the Lower Fox Mainstream. The City is currently meeting the permit requirements in the Ashwaubenon Creek and East River Basins, but fall short in the Lower Fox River Mainstream Basin.

One of the primary techniques that has been used throughout the City to address storm water requirements are storm water ponds. The City has been constructing ponds since the 1990's.

The City obtained a grant in 2021 for the construction of a storm water pond off Franklin and Front Street, adjacent to the Fox River Trail, to treat storm water from existing development in the City. The pond was completed in 2023. This is an important pond for storm water treatment for multiple reasons. This pond is located in the Lower Fox River Mainstream Basin, which as noted above, the City is not meeting permit requirements for TP and TSS reduction. From an environmental standpoint, this pond treats water that directly discharges to the Fox River for areas of the City already developed. 2024 is the first year of operation for this pond. There has been algae growth in the pond.

Discussion

As noted above, the City has been construction ponds since the 1990's to address storm water treatment. These ponds require inspection and maintenance. The ponds are inspected for erosion, woody vegetation growth, phragmites, rodents, dumping by adjacent property owners, and sediment depths. Maintenance is performed based on these inspections.

Algae Growth

Algae growth occurs in ponds with nutrient rich water (phosphorous and nitrogen) during the warmer summer months. As temperatures decrease in ponds, the algae growth will decline. Common algae feeders in ponds include:

- Pet/Animal Waste – Two of the big contributors to this are pets and geese. A goose can leave up to two pounds of poop a day.
- Lawn and Garden Fertilizers – The biggest contributors to this are residential areas in the City and the overuse of fertilizers.
- Grass Clippings – One of the big impacts is improperly disposing of grass clippings adjacent to ponds or paved surfaces and blowing grass clippings in the street.
- Leaves – These occur seasonally, but also because of build-up in sediment over time.

Current Steps to Address Growth

The City is addressing some of the sources of algae growth identified above.

- Pet/Animal Waste – Staff regularly engages in an educational campaign on social media, on our websites, and at public meetings with topics such as cleaning up after your pet (see attached). The attached Good Dog-Good Owner handout is also sent to residents with their dog licenses from the City Clerk's office. Addressing geese in City ponds is another issue as geese are wild. A big food source for geese is turf grass. Additionally, geese prefer mowed turf grass because they have good visibility for the approach of predators. Where possible, we are no longer mowing around ponds and allowing vegetation to grow to deter geese at the pond.
- Lawn and Garden Fertilizers – The use of fertilizers is included in our educational campaign (see attached).
- Grass Clippings – Again, staff provides educational resources about proper maintenance of grass clippings (see attached). We also send letters to property owners identified for improper dumping of grass clippings (such as by our ponds).
- Leaves – Staff provides educational resources about proper storage of leaves (see attached). We also have a program to monitor sediment build-up in ponds and dredge when applicable.

City Pond Algae Growth

Each pond is unique in the design, drainage basin, age, etc. Certain ponds in the City experience algae growth while others have minimal growth. Attached to this memo are photos from a few ponds in the City to represent this.

The photos provide an overview of ponds with various drainage basin land uses such as:

- Industrial and commercial - Scheuring Rd-Suburban and Matthew Dr-Suburban Dr
- Mixed use – American Blvd-Southbridge Rd and 2077B Lawrence Dr-Honeysuckle
- Residential – Cross Creek Cir, Optimist Park, and Diversity Dr

These ponds have been built in varying years and show different degrees of algae growth.

Franklin and Front Street Pond

The Franklin and Front Street Pond is in its first year of treatment. The pond treats water from a mixed land use of primarily residential with some commercial (see attached map). The pond had some significant algae growth this summer (see photos below). The algae growth shows the importance of this pond. The pond is treating the nutrient rich waters prior to discharging to the Fox River. The City has taken some steps to reduce algae growth.

The City will not be mowing the vegetation around the pond on a regular basis. Geese were using the pond at the beginning of the year when the vegetation was getting established. The tall vegetation may not deter geese from using the pond, but hopefully reduce the pond being used.

We have been performing education via our social media and website. For this drainage basin, we will complete some direct mailers with educational material. We will be sending out information on pet waste cleanup, lawn clippings, fertilizer use, and leaves to the properties in the basin periodically to hopefully reduce the nutrients in the water.

Finally, we modified the riprap out the outfall during the summer to minimize restrictions to water discharging from the site.



Next Steps

City staff has been reviewing options to address algae. Staff has reached out to the WDNR and will be working with our consultant to identify potential options and the pros and cons to each. These options could include removal, chemical treatment, or plantings around the pond. If it is determined that algae treatment should be performed, the impact of treating all ponds will need to be evaluated.

Renew Our Waters

Every choice counts.

GOOD DOG, GOOD OWNER

You can be a responsible pet owner and protect our waters.

Your dog brings a lot of joy to your life. Enjoying your four legged friend doesn't need to come at the price of clean water. We can have both. But to make it happen, we all need to think a little differently.

MORE TO WASTE THAN MEETS THE EYE

Pet waste is not only an unpleasant find on a yard or sidewalk, it carries bacteria that causes beach closings in the summer.

Pet waste is not only an unpleasant find on yard or sidewalk, it carries bacteria that make beach closing necessary in the summer.

Campylobacteriosis and salmonellosis are often the cause of the "24-hour bug". They're transferred through fecal material from an infected person or animal.

Toxoplasmosis is carried by a single-cell parasite that lives in infected animal feces (typically cats). In pregnant women, it can pass through the umbilical cord to the unborn fetus, causing serious abnormalities.

WASTE DISPOSAL

Prevent bacteria in our streams by carrying small plastic bags when walking your dog. Collect droppings, tie a knot in the bag, and dispose of it properly. Do not throw pet waste down the sewer.

At home, pick up pet waste often. Even waste in your backyard can pollute local waterways. You can flush the waste down the toilet, put it in your trash can (be sure to check your local ordinances first!) or bury it in your yard.

Stormwater is rain or snowmelt and water from things people do, like overwatering the lawn. As water makes its way to the storm drain it picks up pollutants like oil from car leaks and bacteria from pet waste. When we choose products carefully and dispose of products properly, we can greatly reduce the amount of pollution that enters our local waters through runoff.

Untreated runoff is the biggest threat to our nation's water quality, according to the U.S. Environmental Protection Agency. Let's make the small, important changes that will reduce that threat and improve water quality and our lives!

Realize

What touches the ground enters the water

Renew Our Waters

Every choice counts.



THE PERFECT LAWN

You can create a beautiful outdoor space and protect our waters.

A gorgeous home landscape doesn't need to come at the price of clean lakes and streams. We can have both. But to make it happen, we all need to think a little differently. Read these tips. Post this sheet in your garage near the lawnmower and garden tools. This will help us change one habit at a time, so we have good fishing, swimming, paddling and waterskiing when the work is done.

MOWING

Mow often, when the grass is 3.5 inches or shorter. Set your mower blade at 2.5 inches and let cuttings fall. Cuttings keep the soil moist and restore nutrients over time. Any mower works, but a mulching mower shreds grass finely, so you don't have to be as careful about grass height.

A healthy, mulched lawn outcompetes weeds for light, nutrients, and water. In areas where it's hot, consider prairie grasses or wild flowers instead of turf grass.

Make an effort not to blow cuttings onto pavement. If you do, sweep them up, then lay them around the roots of shrubs or vegetable plants where they help retain moisture.

If grass gets long and you decide to collect clippings, put them in a pile with other yard waste and let them decompose. Turn the pile now and

then, and in 3-6 months you'll have rich organic matter that will make almost anything in your yard grow better.

FERTILIZING & WEED CONTROL

Chemicals and weed killers are not needed for a healthy lawn, and they're one of the main reasons we have green algae in our lakes and streams.

Think before you buy. Get a soil test so you know if your lawn needs more nutrients. Mulch to keep the lawn healthy, so it can outcompete weeds for light, nutrients and water. If you must fertilize, do it in the fall. Sweep up fertilizer that falls in the street and dispose of it properly—water and fertilizer that go into the street go directly to the river or lake.

WATERING

When watering is needed, use a sprinkler that shoots low to the ground. Sprinkle soil, not the street. Shape soil so water will sink in, rather than run off. When you mow, mulch cuttings to retain moisture.

Stormwater is rain or snowmelt and water from things people do, like overwatering the lawn or letting fertilizer fall into the street drain. We can choose products carefully and shape our lawns and pavement so water sinks in. When we do, runoff is reduced, pollutants filter out and streams and groundwater are protected.

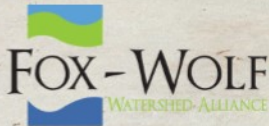
Untreated runoff is the biggest threat to our nation's water quality, according to the U.S. Environmental Protection Agency. Let's make the small, important changes that will reduce that threat and improve water quality and our lives!

Realize

What touches the ground enters the water

GRASS CLIPPINGS

Sweeping grass clippings off of the road and sidewalk helps to keep them out of our storm drains. The phosphorus in grass clippings feeds the algal blooms in our lakes and streams. Remember — ONLY RAIN IN OUR DRAINS.



**Renew
Our Waters**
Every choice counts.

Renew Our Waters

Every choice counts.

LEAVE YOUR LEAVES ON LAND

Fall leaves provide beautiful color on trees, but in local waters they contribute to algal blooms. Leaves are a leading contributor of phosphorus in our waters.

Properly cleaning up your yard in the fall will help keep our local waters clean too! Read these tips. Post this sheet in your garage near your rakes. Working together to keep leaves out of the storm drain and out of local waters will help keep green on the land and out of the water.

KEEP YOUR LEAVES ON YOUR PROPERTY

A great way to make sure leaves do not end up in local waters is to keep them on your property!

Mulch leaves in place by making several passes over the leaves with a mulching mower. This will keep leaves on your lawn and provide it with nutrients it needs for healthy grass next spring.

Collect mulched leaves and spread them in garden beds or under shrubs. Leaves provide valuable protection for plants through the winter and also provide nutrients for spring growth.

Composting is recycling your lawn trimmings and turning them into a valuable resource for your garden or houseplants!

COMPOSTING

Composting is recycling your lawn trimmings and turning them into a rich soil, known as compost - a valuable resource for your garden or houseplants.

Cold composting requires little

maintenance but can take up to 2 years to complete. To create a cold compost pile, mix non-woody yard wastes and let them sit.

Hot composting requires regular maintenance such as turning and watering, but can create compost in typically 1-3 months time. To create a hot compost pile, mix equal amounts of high nitrogen "greens" (wet and soft materials such as grass clippings) and high-carbon "browns" (dry and woody materials such as dead leaves) with 10% bulky materials such as wood chips. The mix should remain moist but not wet and should be turned often.

More information on Composting can be found on the internet.

RAKING & COLLECTION

If you decide to collect your leaves for removal from your yard, follow your community leaf collection policies and schedules. Put a tarp over leaf piles between pick-up times to prevent them from blowing away. Remove leaves and debris from the gutters and storm sewer inlets.

Stormwater is rain or snow-melt and water from things people do, like overwatering the lawn or letting fertilizer fall into the street drain. We can choose products carefully and shape our lawns and pavement so water sinks in. When we do, runoff is reduced, pollutants filter out and streams and groundwater are protected.

Untreated runoff is the biggest threat to our nation's water quality, according to the U.S. Environmental Protection Agency. Let's make the small, important changes that will reduce that threat and improve water quality and our lives!

Realize

What touches the ground enters the water

Northeast Wisconsin Stormwater Consortium

P.O. Box 1861 Appleton, WI 54912 | 920.915-5767

RenewOurwaters.org

Packet Pg. 54

LEAF COLLECTION

3.7.f

Fall leaves provide beautiful color on trees, but in local waters they contribute to green algae blooms—not so pretty. There are a few different options for dealing with leaves:

1. Mulching—you can mow over your leaves & leave them on the land
2. Composting—mix leaves in with other lawn trimmings to create a rich soil
3. Raking & Collection—be sure to follow community collection policies & cover your leaves with a tarp between pick-up times



Pond Algae Exhibits

1. American Blvd - Southbridge Rd (Photos from 2024.)



2. Cross Creek Cir (Built in 2003. Photo from 2024.)



3. Scheuring Rd – Suburban Dr (Photo from 2024.)



4. Matthew Dr – Suburban Dr (Converted from dry into wet ponds in 2023. Photos from 2024.)



5. 2077B Lawrence Dr - Honeysuckle (Built in 1996. Photo from 2023.)



6. Optimist Park (Built in 2017. Photo from 2022.)



7. Diversity Dr (Built in 2007. Photo from 2023.)



MS4 Drainage System

- Minor Outfalls
- Major Outfalls

Publicly Owned Land

- De Pere Recreational Areas
- De Pere Municipal Facilities

Natural Resources

- City Pond
- Private Storm Water Facilities
- 303(d) Impaired Waters
- WDNR Wetland Inventory (Less Than 2 Acres)
- WDNR Wetland Inventory (2 Acres or Greater)

Other Mapped Features

- Municipal Boundary
- Parcel Lines

Storm Basins

- Basin_FE070
- Fox East Basins
- East River Basins
- Fox West Basins
- Ashwaubenon Creek Basins

1 inch = 120 feet

N

W

E

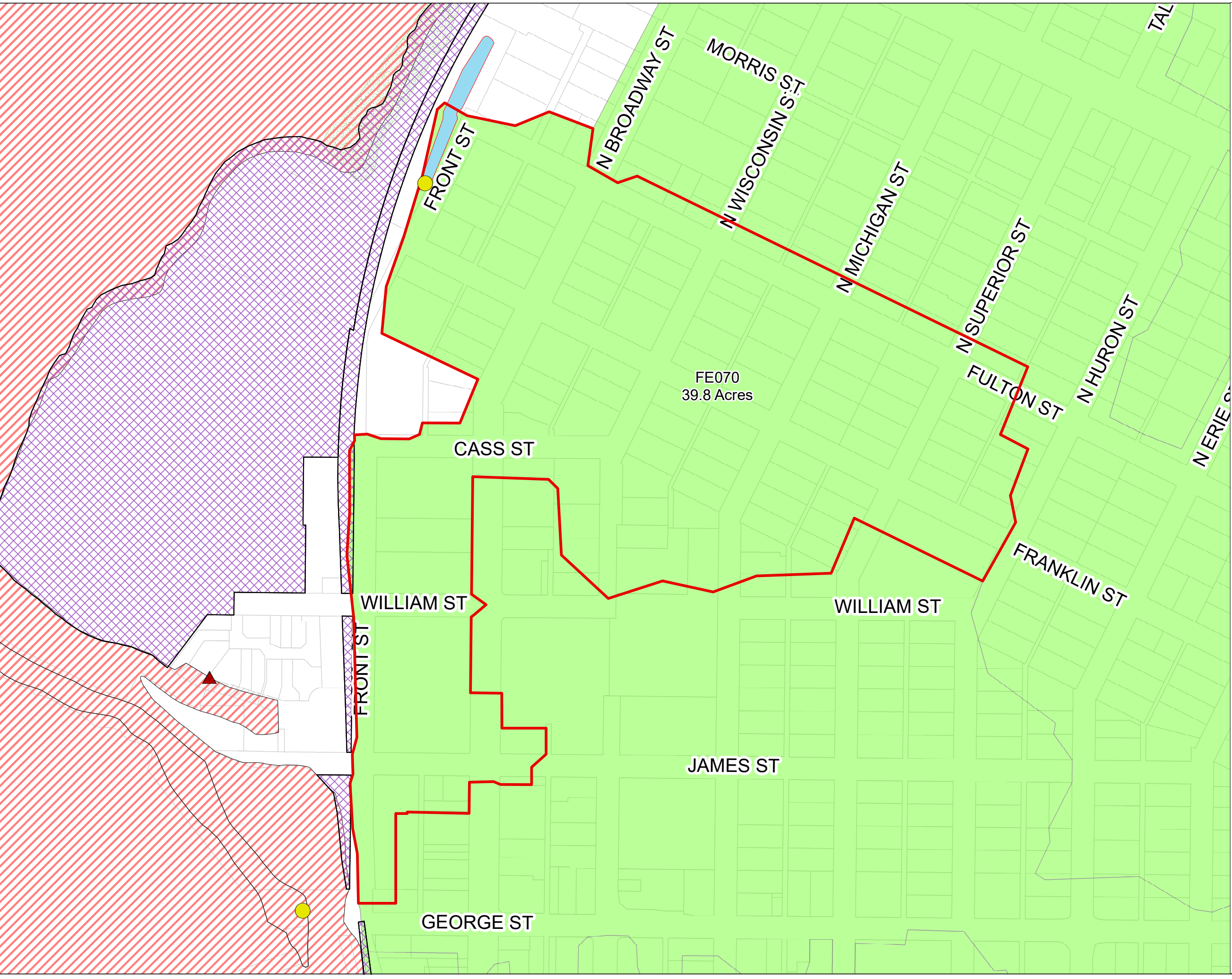
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Disclaimer: The property lines, right-of-way lines, and other property information on this drawing are developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. The City of De Pere does not guarantee this information to be correct, current or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific use. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



BASIN FE070 MAP

STORM SEWER MANAGEMENT PLAN
CITY OF DE PERE
BROWN COUNTY, WI





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

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

ATTACHMENTS:

- 2024 1007-CI-BOPW-PTTeam-RecommendationsBM (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 October 1, 2024, Meeting

Parking and Parking Lot Items:

- Consider parking restrictions on Brookline Street, Lansdowne Street and Vin Scully Lane.

Recommendation:

- This is the next phase of Waterview Subdivision. These streets are being constructed 28 feet from face of curb to face of curb, which is the City standard for parking on one side of the street.
- Restrict parking on one side of Brookline Street and Lansdowne Street.
- Restrict parking on both sides of Vin Scully Lane. Vin Scully is a very short street and located between the uncontrolled T-intersection with Brookline/Lansdowne
- Streets and Lost Dauphin Road. Both lots impacted by the restriction have access on the side road.
- Update the ordinance as follows:

No Parking

Add:

Street	Side of Street	From Curb line or Feet/Dir. of Curb line	To Curb line or Feet/Dir. of Start
Brookline Avenue	N & W	Meadow Rose Lane	Vin Scully Lane
Lansdowne Avenue	S & W	Meadow Rose Lane	Vin Scully Lane
Vin Scully Lane	S & N	Brookline Avenue	Lost Dauphin Road

- Consider ordinance updates for bike lanes on Lawrence Drive due to the reconstruction of Lawrence Drive. Bike lanes have been added from 500 feet south of Fortune to Scheuring Road. With this addition, bike lanes extend from Daytona Speedway to Scheuring Road.

Recommendation:

- Update the ordinance as follows:

Delete:

Street	Side	From	To
Bicycle Lane			

Street	Side	From	To
<i>Lawrence Drive</i>	<i>W & E</i>	<i>Daytona Speedway</i>	<i>500 feet So. of Fortune</i>

Insert:

Street	Side	From	To
<i>Bicycle Lane</i>			
<i>Lawrence Drive</i>	<i>W & E</i>	<i>Daytona Speedway</i>	<i>Scheuring Road</i>



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

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

ATTACHMENTS:

- 2024 1007-CI-BOPW-PTTeam-Discussion (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 October 1, 2024, Meeting

Parking and Parking Lot Items:

1. Restrict parking on the 300 S. Huron Street block on the east side or change to two hour parking.
 - Parking is restricted on the west side.
 - Huron Street is 24 feet from face of curb to face of curb.
 - New city standard for parking on one side is 28 feet from face of curb to face of curb, however, this is not enforced on older streets because restricting parking on both sides will impact property owners ability to use their properties and have guests visit.
 - We do not have a two hour parking restriction in the ordinance.
 - Staff did not see any safety concern issue and with only one complaint, does not feel action is warranted.
2. Request for permit parking on streets near the Fairgrounds.
 - The City does not have a parking permit process in place.
 - Parking permits are extremely difficult to administer. Additionally, if one is implemented, there will be other requests around the city.

Signs - Other

3. Consider yield or stop sign Prairie Flower Lane/Meadow Rose Lane/Cross Gate Lane.
 - This is a T-intersection on two low volume streets. Staff does not feel yield signs are warranted.
4. Consider yield or stop sign on Thoroughbred Lane/Saddlebrook.
 - This is a T-intersection on two low volume streets. Staff does not feel yield signs are warranted.
5. Consider No Engine Braking at Southbridge and Lawrence Drive.
 - No Engine Braking signs are located at various truck entrances in the City. We do not locate these signs at additional locations within the City.

Below is a list of future items to be brought to the Board.

1. Consider beam guard installation on Fort Howard. This is an old item. Need to complete a review based on WisDOT policy.
2. Review school zone signs around the City. Compare with request for Notre Dame.
3. Neighborhood Watch Sign policy/program.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on 2024-2025 Sidewalk Snow & Ice Removal Rates

ATTACHMENTS:

- 2024-2025 snow & ice removal rates 10-1-2024.doc (DOCX)
- 2024-2025 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: October 1, 2024
RE: **Consideration and possible action on 2024-2025 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 2024-2025 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 3.0% increase in 2024 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. The rates decreased from 2024 due to the retirement of the City Forester and the new wage rates for the new Park Superintendent.

Item	2024 Unit Cost	2025 Unit Cost	2024 Cost Per 90 Ft Lot	2025 Cost Per 90 Ft Lot
Snow Removal	\$1.18	\$1.13	\$106.20	\$101.70
Compacted Snow/Ice Removal	\$1.83	\$1.79	\$164.70	\$161.10

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

Staff recommends the above-mentioned 2024-2025 rates be approved.

2024-2025 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$46.82	\$39.98	\$52.78	
Labor Cost	\$23.41	\$10.00	\$26.39	\$59.79

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				\$102.03
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$1.134

2024-2025 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$46.82	\$39.98	\$52.78	
Labor Cost	\$46.82	\$10.00	\$26.39	\$83.20

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	\$80.44			\$2.01
Salt Cost				\$2.01

Total Cost				\$161.07
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.790

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

Equipment Operator hourly rate =		\$33.44
Office Assistant hourly rate =		\$28.56
Park Superintendent hourly rate =		\$37.70



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 7, 2024

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on Draft Policy for Full Sanitary Lateral Replacement Program*

ATTACHMENTS:

- 2024 1007 CI_BOPW_Lateral_Replacement_Memo (PDF)
- Draft Full Lateral Replacement Program (PDF)
- 2024 0812 CI_BOPW_Lateral_Replacement (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: October 7, 2024

RE: **Consideration and possible action on Draft Policy for Full Sanitary Lateral Replacement Program***

At the August 12, 2024 Board of Public Works Meeting, the Board discussed a policy for full sanitary lateral replacement for older private laterals in the City. Based on that discussion, a draft policy is attached for Board consideration. The August 12, 2024 memo has also been attached.

Funding has been included in the 2025 budget for the Full Lateral Replacement Program.

Staff will work with the Law Department to address any required Code updates for the new policy. If there are updates, the changes will be brought to the Board.

Staff recommends approval of the draft policy.

CITY OF DE PERE
ENGINEERING DEPARTMENT



DRAFT FULL LATERAL REPLACEMENT POLICY

October 7, 2024

DEFINITIONS

Inflow and Infiltration (I&I)

Inflow is water that enters the sanitary sewer system only during or immediately after rainfall from direct connections. Points of entry may include connections with roof and area drains, storm drain connections, and holes in manhole covers. Infiltration is the water that enters the sanitary sewer system from the surrounding soil. Common points of entry include broken pipes and defective joints in pipes or manhole walls. A cross between infiltration and inflow is the connection of foundation drains to sanitary laterals. The highest inflow occurs because of storm events or snow melt that contribute to excessive sanitary sewer flows. The highest infiltration flows are observed following storm events as water seeps into the system through its defects.



Lateral means the extension from the public sewer or other place of disposal beginning outside the building wall (Chapter 70 of the De Pere Municipal Code). Laterals are owned by the property owner. Nothing in this policy should be construed as changing ownership of or responsibility for the lateral from the private property owners to the City.

Sanitary sewer means a sewer that carries liquid- and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with small quantities of groundwaters, surface waters, and storm waters that are not admitted intentionally (Chapter 70 of the De Pere Municipal Code). For this policy, the term **main** means sanitary sewer also.

BACKGROUND

The City of De Pere has significant inflow and infiltration (I&I) into the sanitary sewer system. De Pere operates and maintains a sanitary sewer system which includes over 100 miles of gravity sewers and two lift stations. Studies estimate that there are approximately the same number of miles of private sewer and laterals. The City maintains the public sewer through cleaning, televising, reconstructing, lining, and sealing leaks. Private laterals are the responsibility of the private property owners and often not maintained. A significant amount of clear water is estimated to come from private laterals. For instance, as the City seals leaks around the main, the water table will increase until a point where a leak occurs on the private laterals.

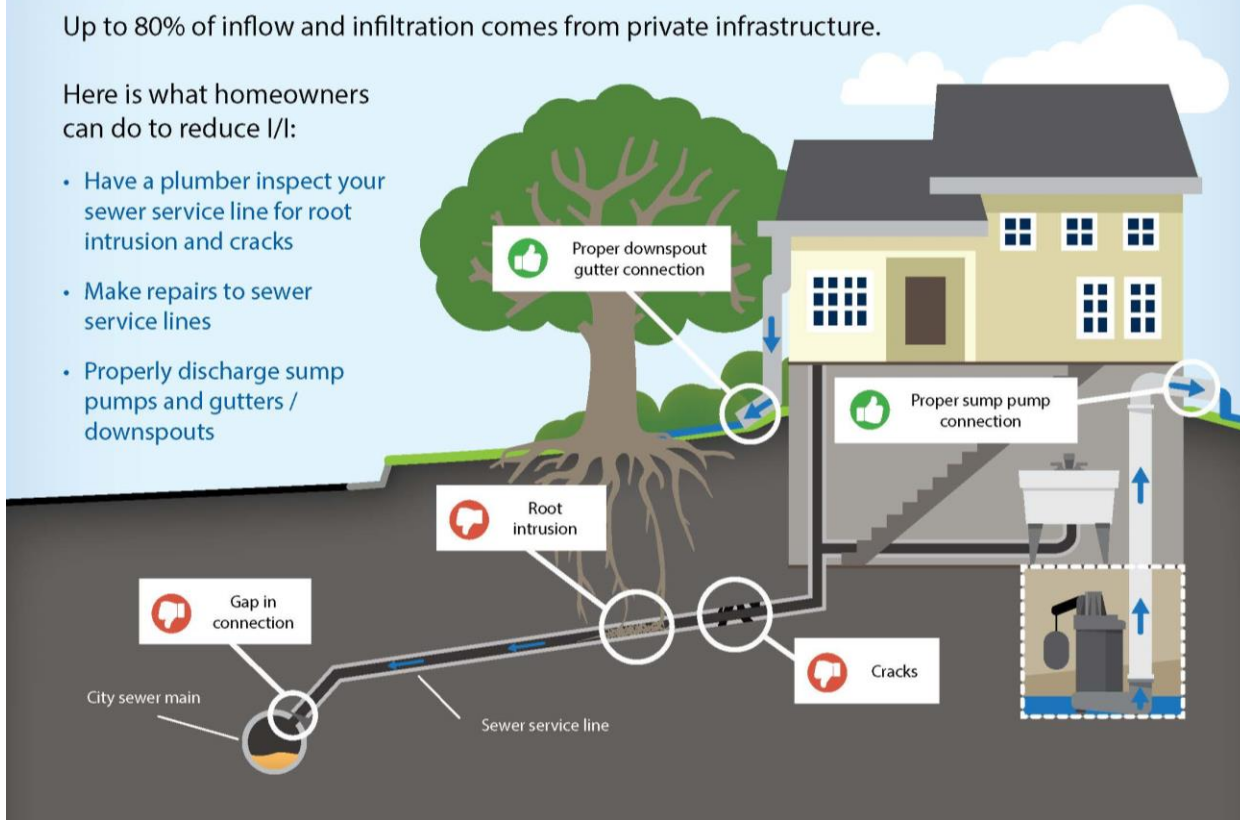
There are multiple opportunities for I&I on the private side of the sewer system. The diagram below shows multiple I&I locations including foundation drains, roof drain connections, and leaking laterals.

You can reduce inflow and infiltration

Up to 80% of inflow and infiltration comes from private infrastructure.

Here is what homeowners can do to reduce I/I:

- Have a plumber inspect your sewer service line for root intrusion and cracks
- Make repairs to sewer service lines
- Properly discharge sump pumps and gutters / downspouts



The City has taken steps to eliminate I&I from the private systems. The City has created the Foundation Drain Disconnection Program (FDDP) to provide a financial incentive for property owners to disconnect foundation drains from sanitary laterals. The FDDP was updated in 2024 to mandate sump pump installation.

The City purchased smoke testing equipment and began smoke testing the sanitary sewer system in 2024. The goal is to eliminate illicit connections such as roof drains.

One of the remaining sources of infiltration is leaking sanitary laterals. At the March 11, 2024 meeting, the Board of Public Works approved a voluntary trial program offering full length lateral replacement via a method called pipe bursting as part of City projects where sanitary laterals are being replaced to the right of way with the project.

In the past, the City has been replacing clay, concrete, ductile iron, and cast-iron sanitary sewer laterals from the sanitary sewer main, to the property line (right-of-way line) in conjunction with water service relay work. This is done by excavating down to the existing sanitary sewer lateral and physically replacing the pipe. This is considered the open cut method, as the contractor is required to open the road and dig down to the pipe needing replacement.

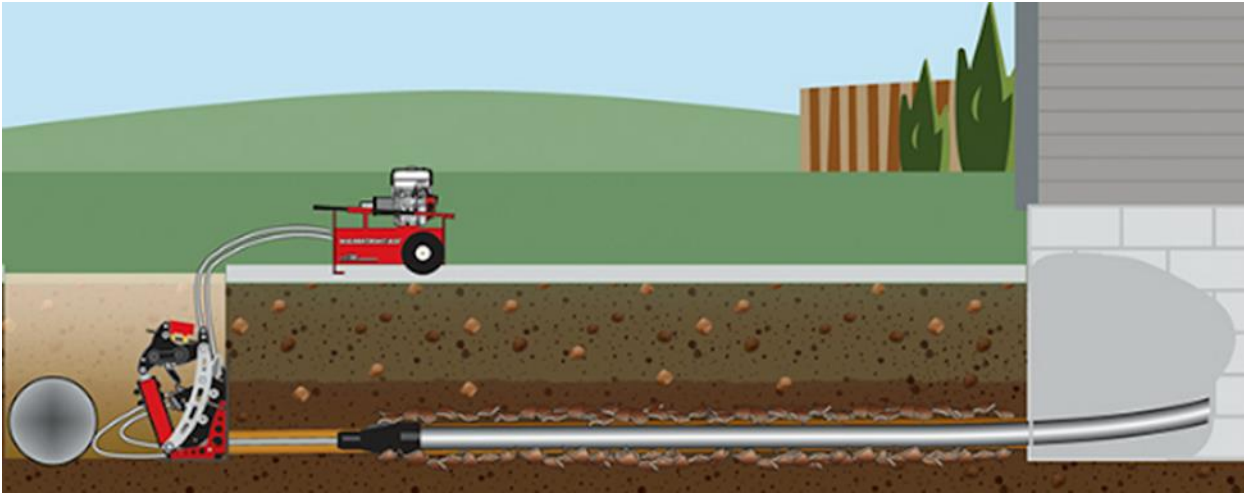
In 2024, the City led a voluntary trial program with City projects offering full lateral replacement from the main to the basement via pipe bursting. This was for utility relay projects where the sanitary laterals were scheduled to be relayed. This was fully funded by the City. The benefit to the City is that the lateral is completely replaced with plastic to minimize infiltration. The benefit to the property owner is a new lateral.

DISCUSSION

The purpose of this policy is to implement a full lateral replacement program to address I&I. The goal is to provide an incentive for property owners with clay, concrete, ductile iron, or cast-iron laterals to repair their entire lateral with trenchless technologies versus completing just spot repairs.

There are two trenchless technologies included for reimbursement with the program; pipe bursting or lateral lining.

Pipe bursting is a technique of breaking the existing lateral while pulling a new pipe through the existing lateral. There are two excavations required, one in the basement floor and the other at the sanitary sewer main. Once completed, there is a new plastic pipe from the sewer main into the basement.



Sewer lateral lining involves injecting an epoxy resin into liner that is inserted into the damaged pipe. The liner is cured with heat or light to make it hard. While the pipe diameter is reduced slightly, the capacity of the lateral is not reduced due to the smooth interior of lined lateral.



The program will be divided into two parts as follows:

- Lateral replacement as part of a City project where partial lateral relay is planned through open-cut construction.
- Private lateral relay for property owners considering a sanitary lateral replacement outside of a City project.

City Led Projects

For City projects, the program will be on a voluntary basis. Funding will be 100% like the 2024 trial program. The City will bid pipe bursting with the City project. Work will be completed by the City contractor. Funding will be for the pipe bursting, connecting the sanitary lateral at the main, and concrete restoration in the basement. In addition to this, the City will install a sump basin if it is found through pre-televising that the foundation drain is directly connected to the sanitary lateral. The property owner will be responsible for the sump pump and pump piping costs. The property owner will be eligible for partial funding of the sump pump and piping costs through the Foundation Drain Disconnection Program. Restoration of the concrete floor will be completed by the City. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.

Private Lateral Replacements

There are many situations where private laterals require repair outside of a City project. The pilot program only included full lateral replacement associated with a City project. The program will be expanded to include lateral relay outside of City project along with expanding the options for trenchless construction techniques. The City will provide an incentive up to 50% for full lateral replacement through pipe bursting or sewer lining. Laterals relayed outside of a City project, will be led by the property owner. The property owner will be responsible to hire a contractor to complete the work. Property owners will be eligible for up to a 50% reimbursement, up to \$3,000 (\$6,000 project cost). Eligible expenses will include the cost to pipe burst or line, replace the concrete floor in the basement, landscape restoration and permits. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.

In addition to pipe bursting, the project would add the option of sanitary lateral lining. Lining in sanitary sewer laterals is similar to sanitary sewer main lining completed by the City. Under this situation, the sewer is cleaned, a pipe liner is inserted into the pipe and cured. Like pipe bursting, sanitary sewer lateral lining would be eligible for 50% reimbursement by the City and the entire lateral, from the sanitary sewer main out in the road to the basement would need to be lined.

To further encourage residents to participate, the City may consider completing any hard surface repairs (roadway, curb or sidewalk) as part of its annual capital improvement program at no cost to the homeowner. These hard surface restoration costs would then be funded using the same funds allocated to complete full-length sanitary sewer replacements.

The program for private lateral replacements would be run like the Foundation Drain Disconnection Program (FDDP) with the property owner hiring a contractor to complete the work and then submitting eligible expenses for the City to reimburse. For a program like this, staff will need to work closely with the property owner to review preconstruction and post-construction televising to verify the work has been completed properly.

Other Considerations

Properties will be eligible for lateral relay or lining with City participation once. City staff will maintain a list of properties with partial and full lateral relays starting with full lateral relays completed as part of the City's 2024 construction projects.

Existing full length PVC laterals will not be eligible. For partial lateral relays that were completed by the City prior to 2025, the City will participate in the private lateral relay from the right of way to the house, like the policy identified above.

Starting in 2025, for City projects with sanitary lateral relay work, a property owner will only be eligible for the full lateral relay using pipe bursting at the time of the project. If the property owner chooses not to participate in pipe bursting and the City relays the sanitary lateral to the right of way as part of the project, this property will not be eligible for City participation in the future. For these properties, the City will have already paid to have half the lateral relayed as part of the City project, which equates to the 50% funding that the City provides in the Private Lateral Relay portion of this policy.

POLICY

City Led Projects.

- 100% funding of eligible expenses. Eligible expenses include the cost for pipe bursting/lining. Repairing the concrete floor. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.
- Sump basin installation will be completed by the City if it is found through pre-televising that the foundation drain is directly connected to the sanitary lateral. The property owner will be responsible for the sump pump and pump piping costs. Sump pump and pump piping costs are eligible for partial funding through the Foundation Drain Disconnection Program.
- All property owners will be notified of the program and given the option to voluntarily participate.
- Costs for this part of the program will be included with the capital costs for the projects.

Private Lateral Replacement.

- The entire length of the lateral is replaced by the property owner with a City approved method, which at this time is pipe bursting or lining.
- Property owners will need to contact the City and obtain permits prior to commencing the work.
- 50% funding of eligible expenses up with a maximum reimbursement of \$3,000 (\$6,000 project). Eligible expenses include the cost for pipe bursting/lining. Repairing the concrete floor. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.
- A Street Excavation Permit is required but will be treated as an emergency repair with no charge.
- Backfilling within City right of way shall be completed under the supervision of City staff.
- The City will complete asphaltic concrete pavement restoration at no cost to the property owner.
- Post construction televising will be required.
- The City will set aside a set amount of funds for the private led lateral replacement. Once the funds are exhausted for the year, property owners will need to wait until the next year to be reimbursed. Invoices will be submitted within six months of completing the work.

Other Items

Eligibility is as follows:

- Starting in 2025, for City led projects, a property owner will only be eligible for the full lateral relay using pipe bursting at the time of the project. If the City relays the sanitary lateral to the right of way as part of the project and the property owner does not participate in pipe bursting, this property will not be eligible for City participation in the future.
- For partial lateral relays that were completed by the City with a City project prior to 2025, the City will participate in the private lateral relay from the right of way to the house.
- A property is only eligible for the 50% cost share once.
- Existing clay, concrete, cast iron, or ductile iron laterals are eligible.

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: August 12, 2024

RE: Discussion on Full Sanitary Lateral Replacement Program

Staff has been investigating options for incorporating full lateral relay in the City to address inflow and infiltration in the City sanitary sewer system. Earlier this year, the Board and Council approved a test program for full lateral relay through pipe bursting on Project 24-01, Utility Relay and Street Resurfacing and Project 24-02, Ridgeway Drive Rehabilitation. This program is a voluntary program with the City paying 100% of the lateral relay, via pipe bursting, from the sewer main into the house.

The purpose for this item is to continue the discussion regarding a potential full lateral relay pilot program using a technique called pipe bursting and take possible action on the program.

Background

The City of De Pere has significant inflow and infiltration (I&I) into the sanitary sewer system. De Pere operates and maintains a sanitary sewer system which includes over 100 miles of gravity sewers and two lift stations. Studies estimate that there are approximately the same number of miles of private sewer and laterals. The City maintains the public sewer through cleaning, televising, reconstructing, lining, and sealing leaks. Private laterals are the responsibility of the private property owners and often not maintained. A significant amount of clear water is estimated to come from private laterals. For instance, as the City seals leaks around the main, the water table will increase until a point where a leak occurs on the private laterals.

At the March 11, 2024 meeting, the Board approved a voluntary test program offering full lateral replacement through pipe bursting as part of City projects where sanitary laterals are being replaced to the right of way as part of the project.

In the past, the City has been replacing clay and concrete sanitary sewer laterals from the sanitary sewer main, to the property line (right-of-way line) in conjunction with water service relay work. This is done by excavating down to the existing sanitary sewer lateral and physically replacing the pipe. This is considered the open cut method, as the contractor is required to open the road and dig down to the pipe needing replacement. Under the voluntary program, the resident provides access to the basement, and the City replaces the pipe through pipe bursting from the main to the foundation. It costs less per foot than open cut construction, but a little more to the City because of the length of replacement. The

benefit to the City is that the lateral is completely replaced with plastic to minimize infiltration. The benefit to the property owner is a new lateral.

For a road with 60-foot right-of-way, the cost to replace a sanitary sewer lateral in 2024 via this open cut method is \$3,004 as shown on Table 1.

Table 1 - Sanitary Sewer Lateral Cost for Replacement via the Open Cut Method

Item Description	Unit	Quantity	Unit Price	Total
Remove and Replace 4" or 6" PVC Sanitary Sewer Lateral	LF	30	\$88.00	\$2,640.00
Provide 4" or 6" Saddle	EA	1	\$364.00	\$364.00
Total				\$3,004.00

Most of the cost for open cut replacement of a sanitary lateral is in the actual pipe and excavation costs. This cost is anticipated to get as high as \$8,460.00 for properties with longer sanitary sewer lines like homes located at cul-de-sacs or near the upstream, dead end of a sanitary sewer mainline.

As part of the bid for Project 24-01 Sewer and Water Relay and Street Resurfacing, Engineering Staff solicited unit prices for the replacement of sanitary laterals utilizing pipe bursting. For a similar property located on a road with 60-foot right-of-way, the cost for sanitary lateral replacement using the pipe burst method ranges from \$3,900 to \$4,700. In this instance the home is usually set back from the right-of-way line another 25-feet and another 5-feet of pipe length is assumed to enter the basement to relay the full-length of the sanitary sewer lateral. A breakdown of the anticipated pipe bursting costs is shown on Table 2.

Table 2 - Sanitary Sewer Lateral Cost for Replacement via Pipe Bursting

Item Description	Unit	Quantity	Unit Price	Total
Pipe Burst 6" or 4" HDPE Sanitary Lateral	LF	60	\$10.00	\$600.00
Provide Pipe Burst Connections (Home and Sanitary Sewer Main)	EA	1	\$3,060.00	\$3,060.00
Pipe Burst Pipe Acceptance and Televising	EA	1	\$278.00	\$278.00
Total				\$3,938.00

In the ideal situation shown in Table 2, the cost to pipe burst a sanitary sewer lateral is approximately \$1,000 more per property when compared to open cutting the road to replace the sanitary sewer lateral. There is some variability in this cost as every home on a street is set back a little differently from their neighbor. However, pipe bursting sees its largest savings when long sanitary sewer laterals, like those for homes on the head of cul-de-sacs, are replaced. An extra 60 feet of pipe length only results in a \$600 increase when pipe bursting methods are employed. If the contractor were to open cut this distance, the cost would increase by over \$5,000.

There are 53 homes under Project 24-01 and another 31 under Project 24-02 that are scheduled for sanitary sewer lateral replacement in the right of way. Of these 84 total properties, 46 have volunteered to participate in the full-length sanitary sewer lateral relay program: 36 of 53 (67.92%)

homes on Project 24-01 and 10 of 31 (32.25%) properties on Project 24-02. A summary of the properties volunteering to complete a full-length sanitary sewer lateral relay is as follows:

Parcel	Address	Project	Parcel	Address	Project
ED-1423-12	711 Bomier St	24-01	ED-371-G-21	822 Virginia	24-01
ED-1423-16	807 Bomier St	24-01	ED-371-G-22	826 Virginia Dr	24-01
ED-1423-17	813 Bomier	24-01	ED-371-G-23	904-906 S Erie St	24-01
ED-1423-18	819-821 Bomier Street	24-01	ED-371-G-26	824 S Superior Street	24-01
ED-1423-22	814 Bomier St	24-01	ED-371-G-28	834-836 S Superior Street	24-01
ED-1423-23	808 Bomier St	24-01	ED-371-G-5	727 Virginia Dr	24-01
ED-1423-26	722 Bomier St	24-01	ED-371-G-6	801 Virginia Dr	24-01
ED-1423-27	716 Bomier Street	24-01	ED-371-G-7	807 Virginia Dr	24-01
ED-1423-28	710 Bomier St	24-01	ED-371-G-8	815 Virginia Dr	24-01
ED-1423-8	715 S Superior St	24-01	ED-371-G-9	819 Virginia Dr	24-01
ED-1424	700 S Superior St	24-01	WD-104	506 Butler	24-01
ED-1471	1002 S Erie Street	24-01	WD-859-1	545 Butler	24-01
ED-1471-2	830 Cook Street	24-01	WD-860	403 S. Sixth St	24-01
ED-1471-2-D	800 Cook Street	24-01	ED-35-2	840-842 Smits	24-02
ED-371-G-1	815-817 S. Superior St	24-01	ED-35-3	816-818 Smits St	24-02
ED-371-G-10	825 Virginia Drive	24-01	ED-35-8	850-852 Smits	24-02
ED-371-G-13	901-903 S Superior St	24-01	ED-582-74	817-819 Smits	24-02
ED-371-G-14	714 Virginia Dr	24-01	ED-582-77	829-831 Smits	24-02
ED-371-G-17	802 Virginia	24-01	ED-582-83	853 Smits St	24-02
ED-371-G-18	806 Virginia Dr	24-01	ED-714-N-15	1712 Ridgeway	24-02
ED-371-G-19	814 Virginia Drive	24-01	ED-714-N-4	809 Smits	24-02
ED-371-G-2	709 Virginia Dr	24-01	ED-714-N-7	808-810 Smits St	24-02
ED-371-G-20	818 Virginia	24-01	ED-582-74	817-819 Smits	24-02

Discussion

The goal of the program is to provide an incentive for property owners to repair their entire lateral with pipe bursting as part of City projects where sanitary lateral repairs are being completed. Staff would like to continue offering this voluntary option in 2025 for City projects and expand the project for lateral repairs completed privately outside of a City project.

For City projects, the program would be on a voluntary basis. Funding would be 100% like 2024.

There are many situations where private laterals require repair outside of a City project. Several property owners recently have taken the initiative to complete full lateral relay through pipe bursting. Expanding the program for lateral repairs around the City would provide an incentive for property owners to consider full lateral repairs. A 50% funding match would be offered by the City for full lateral repairs not associated with a City project. The lateral repair will need to be from the main to the basement.

In addition to pipe bursting, the project would add the option of sanitary lateral lining. Lining in sanitary sewer laterals is similar to sanitary sewer main lining completed by the City. Under this situation, the

sewer is cleaned, a pipe liner is inserted into the pipe, and cured. Similar to pipe bursting, sanitary sewer lateral lining would be eligible for 50% reimbursement by the City and the entire lateral, from the sanitary sewer main out in the road to the basement would need to be lined. To further encourage residents to participate, the City may consider completing any hard surface repairs (roadway, curb or sidewalk) as part of its annual capital improvement program at no cost to the homeowner. These hard surface restoration costs would then be funded using the same funds allocated to complete full-length sanitary sewer replacements.

The program on the private lateral would be run like the Foundation Drain Disconnection Program (FDDP) with the property owner hiring a contractor to complete the work and then submitting eligible expenses for the City to reimburse. For a program like this, staff will need to work closely with the property owner to review preconstruction and post-construction televising to verify the work has been completed properly.

For full lateral replacement as part of a project, additional funding will be included with the project. For replacement outside of a project, staff would recommend starting with \$100,000 match funds in 2025. If funds are used in a given calendar year, a waiting list will be established for the following year. This is similar to how the FDDP is being run.

Staff is requesting input from the Board to continue the program. If the Board is interested, a draft policy will be created and brought back for action with the intent that the program would become effective January 1, 2025.