

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Wednesday, October 9, 2013  
ROOM 207, CITY HALL  
5:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, Jim Warner, Jerry Wiezbiskie (excused)

1. Correction and approval of the minutes from the regular meeting on September 25, 2013.

Approval of the following Deeds and Temporary Limited Easements (TLE) and Permanent Limited Easements (PLE):

MONROE AVENUE – CASS STREET TO MAIN STREET PROJECT ID. # 1481-07-21

Corrections:

<del>Gannett Georgia, LP</del> Pacific & Southern Co., Inc. Parcel 59	\$250.00	TLE
<del>Pacific &amp; Southern Co., Inc.</del> Gannett Satellite Information Network, LLC Parcel 68	\$4,000.00	PLE & TLE

Mr. Grenier stated that when the documents were sent for execution, the current owner notified the City that their parent organization changed, resulting in changes to the owner names on the parcels. The minutes have been amended to reflect this change.

A motion was made by Ald. Warner and seconded by Ald. Moore to approve the correction and minutes from the regular meeting on September 25, 2013.

Approval of the following Deeds and Temporary Limited Easements (TLE) and Permanent Limited Easements (PLE):

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Corrections:

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Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the agenda.  
Motion carried.

3. Request by Lois Janda to rescind the early set out charge of \$57.00 at 2978 Ferndale Drive.

Mattresses were collected at the subject property on a Tuesday; trash collection is on Thursday. Subsequently, Department of Public Works (DPW) received a letter from the resident, requesting the fee be waived. As an elderly citizen, she required assistance to move the mattress to the curb. She was only able to get that assistance on Tuesday, and didn't think that a few days would result in an early set out charge.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the request by Lois Janda to rescind the early set out charge of \$57.00 at 2978 Ferndale Drive and reissue a new invoice for half of the original cost in the amount of \$28.50 to partially cover the cost of City services rendered. Motion carried.

4. Request by Brown County to enter into Intergovernmental Agreement for reconstruction of Oneida Street between Stadium Drive and Lombardi Avenue.

This agreement covers the northerly block and a half of Oneida Street immediately south of Lombardi to the southern city limits. The street is in poor condition and needs to be repaired. Brown County has the ability to complete the design and construction administration, and has asked the City to sign a formal agreement patterned after a Department of Transportation agreement to formalize cost sharing arrangements and design considerations. Though this type of document is not required when the City works with other municipalities, Department of Public Works staff has no concerns with recommending this action, and requests that DPW staff be allowed to execute the agreement at the department level.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the request by Brown County to enter into an Intergovernmental Agreement for reconstruction of Oneida Street between Stadium Drive and Lombardi Avenue. Motion carried.

5. Request by Brown County to enter into Intergovernmental Agreement for reconstruction of Humboldt Road from Cornelius Road to Spartan Road.

This request is similar to item 4, but in this case federal funds will cover approximately 65% of the cost of the project, so the agreement focuses on the remaining 35%. It should be noted that this agreement does not stipulate a 50/50 split of the remaining work. Brown County has agreed to cost share at a higher rate than they typically would, honoring previous maintenance agreements made for this section of road, but the share still amounts to less than 50% of the total cost.

A motion was made by Ald. Warner and seconded by Ald. Moore to approve the request by Brown County to enter into an Intergovernmental Agreement for reconstruction of Humboldt Road from Cornelius Road to Spartan Road. Motion carried.

6. Request by Ald. Thomas DeWane to rescind the cost of street work done on Victoria Street owned by St Philip Parish per agreement and extension of 25-year park agreement at \$1 per year (referred back from September 25, 2013 meeting).

Mr. Grenier stated that Ald. Thomas DeWane stopped by DPW earlier on October 9, 2013 and stated he would be unable to attend the Committee meeting. He requested this topic be held to the next meeting.

A motion was made by Ald. Moore and seconded by Ald. Warner to hold until the October 23, 2013 meeting of the Improvement & Service Committee the request by Ald. Thomas DeWane

to rescind the cost of street work done at Victoria Street owned by St Philip Parish per agreement and extension of 25-year park agreement at \$1 per year. Motion carried.

7. Request by Ald. Thomas DeWane to run water to St. Philip Park from Chicago Street and Irene Street and discuss cost (referred back from September 25, 2013 meeting).

Mr. Grenier stated that Ald. Thomas DeWane stopped by DPW earlier on October 9, 2013 and stated he would be unable to attend the Committee meeting. He requested this topic be held to the next meeting.

A motion was made by Ald. Warner and seconded by Ald. Moore to hold until the October 23, 2013 meeting of the Improvement & Service Committee the request by Ald Thomas DeWane to run water to St. Phillip Park from Chicago Street and Irene Street and discuss cost. Motion carried.

8. Request by Ald. Wiezbiskie to re-install the street light on Nicolet Drive across from 2872 Nicolet Drive (near Joliet Park).

Mr. Grenier explained to the Committee that the street light in question was part of a DPW request to Wisconsin Public Service (WPS) for reinstallation. This light fell through the cracks, and was not installed. When DPW staff researched Ald. Wiezbiskie's request, the mistake was realized and corrected. The streetlight was installed on October 9, 2013.

A motion was made by Ald. Moore and seconded by Ald. Warner to receive and place on file the request by Ald. Wiezbiskie to re-install the street light on Nicolet Drive across from 2872 Nicolet Drive (near Joliet Park). Motion carried.

9. Request by Ald. Wiezbiskie, on behalf of a constituent, for the installation of street lights in new subdivision on Satellite Lane and Barronwood (bounded by North Huron Road, Spartan Road and off Humboldt Road).

Mr. Grenier directed the Committee's attention to the map included in their packet. The subdivision in question was constructed prior to 2011, so funds were not charged to pay for this installation. Since the subdivision is approximately 60% built out, DPW staff recommends installation of all eight (8) street lights, to be paid out of the street lighting account. Building all lights at once is more cost efficient than installing lights in a piecemeal fashion.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the request by Ald. Wiezbiskie, on behalf of a constituent, for the installation of street lights in new subdivision on Satellite Lane and Barronwood (bounded by North Huron Road, Spartan Road and off Humboldt Road). Motion carried.

10. Request by Ald. Warner to install street light on Reggie White Way between Lombardi Avenue and Tony Canadeo Run.

Mr. Grenier directed the Committee's attention to the map included in their packet. Staff concurs that an additional light is needed in this location. After inspecting the street, the WPS pole in the best location for optimal lighting has three transformers installed on it currently and cannot safely support the weight of an addition of a streetlight. There are two other alternate poles which could support a light, and DPW staff requests permission to install a light at one of those two locations, to be determined by street conditions and discussions with the property owners.

A motion was made by Ald. Moore and seconded by Ald. Danzinger to approve the request by Ald. Warner to install street light on Reggie White Way between Lombardi Avenue and Tony Canadeo Run. Motion carried.

11. Presentation by Department of Public Works of Draft 2014 Department of Public Works Budget for discussion and possible action.

Mr. Grenier provided the Committee members with a copy of the Draft 2014 Department of Public Works Budget for their review. Mr. Grenier summarized the budget requests for the department by division. Mr. Grenier provided clarification to the Committee regarding significant changes in funding requests between 2013 and 2014. It was noted that changes to the solid waste disposal agreement may impact the Draft 2014 Department of Public Works Budget, but will not be resolved until an agreement is in place.

A motion was made by Ald. Moore and seconded by Ald. Warner to receive and place on file the presentation by Department of Public Works of Draft 2014 Department of Public Works Budget for discussion and possible action. Motion carried.

12. Review and approval of 2014 DPW Capital Equipment Acquisition Plan.

Mr. Grenier provided a spreadsheet of proposed vehicle replacements within the Operations Division and Parking Section for 2013. Mr. Grenier stated that the equipment replacement account is segregated and is funded by equipment usage charges within the budget, which covers operation, maintenance, and depreciation on the equipment.

Mr. Grenier described the scoring and ranking process that is used by DPW staff to determine which equipment is eligible for replacement. DPW staff explained the ranking system used to determine an equipment replacement schedule. All vehicles being considered for replacement in 2014 are rated 11 or above. DPW staff then went through specific vehicle replacement requests by program.

In order to facilitate future cost savings for the City, DPW will offer equipment proposed for sale to other departments prior to selling or disposing of it. Normally, if DPW has determined that a piece of equipment needs to be replaced, it has exceeded its useful lifespan and reuse is not recommended. Replacement equipment purchases could be delayed to save some budget funds, but this is delaying an expense into the out years, not removing the expense, which may result in higher costs in subsequent years.

A motion was made by Ald. Warner and seconded by Ald. Moore to approve the 2014 Department of Public Works Capital Equipment Acquisition Plan. Motion carried.

13. Report of the Purchasing Agent:

- A. Refuse Trucks (3): The Department of Public Works requests permission to award the purchase of three fully automated refuse trucks to the low acceptable bidder. Bid tabulations and the recommended award information will be provided to the I&S Committee members at this meeting.

- B. Refuse Bodies (9): The Department of Public Works requests permission to award the purchase of nine fully automated refuse bodies to be installed on existing City owned chassis to the low acceptable bidder. Bid tabulations and the recommended award information will be provided to the I&S Committee members at this meeting.

Item 13A: The two (2) lowest prices were determined to be non-responsive, as the proposed equipment was 31 CY, not the 34 CY capacity required in the request for quotation. Therefore,

DPW staff recommends award to third lowest quote, from R.N.O.W in West Allis, which was the lowest, responsive bidder. It should be noted that the truck proposed is the same truck purchased for recycling vehicles.

Item 13B: In this procurement, the lowest price vendor is also the lowest, responsive vendor. DPW staff notes that the first four refuse bodies were included in the 2013 bond issue. The award of the remaining five refuse bodies is subject to obtaining funds in 2014. The request for proposal reflected this requirement, and the lowest, responsive bidder acknowledged this requirement. DPW staff recommends award of this procurement.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the report of the Purchasing Agent:

- A. To award the purchase of three (3) fully automated refuse trucks to the low, acceptable bidder, R.N.O.W. Inc., in the amount of \$699,129.
- B. To award the purchase of nine (9) fully automated refuse bodies to be installed on existing City owned chassis to the low, acceptable bidder, Bridgeport Truck Manufacturing, in the amount of \$865,449.

Motion carried.

14. Review and award of contract TILLEMAN BRIDGE LIGHTPOLE REPLACEMENT.

Mr. Grenier stated that this project dates back four or more years, when DPW staff became aware of issues with the light poles at the Tilleman Bridge, which is on Mason Street. Installed in 1972, the nuts that attached the light poles to the bridge can no longer be removed, so the poles cannot be replaced. The contractor is required to remove the existing poles, fabricate and install a platform that will overlay the existing base, and then install City furnished light poles on the new bases.

This contract was advertised before the closure of the Leo Frigo bridge. DPW staff recognizes that this work will cause lane closures on a bridge that is already seeing increased traffic because of the Leo Frigo bridge closure. However, DPW staff believes that this work needs to happen yet this year, to address the potential safety issue that the old light poles cause. The contract was amended to streamline the construction and limit the impact to traffic. After consulting with the Mayor's Office, DPW staff recommends award of this contract.

A motion was made by Ald. Moore and seconded by Ald. Warner to award contract TILLEMAN BRIDGE LIGHTPOLE REPLACEMENT to the low, responsive bidder, Northern Electric, in the amount of \$160,019.80. Motion carried.

15. Approval of the following Deeds and Temporary Limited Easements (TLE):

MONROE AVENUE – CASS STREET TO MAIN STREET PROJECT ID. # 1481-07-21

Appraisers, Inc. of Green Bay Parcel 8	\$250.00	TLE
Grace Evangelical Lutheran Church Parcel 38	\$250.00	TLE

These temporary limited easements are being sought in support of the upcoming Monroe Avenue contract with the Wisconsin Department of Transportation.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the following Deeds and Temporary Limited Easements (TLE):

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Appraisers, Inc. of Green Bay Parcel 8	\$250.00	TLE
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Grace Evangelical Lutheran Church Parcel 38	\$250.00	TLE
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Motion carried.

16. Request by Department of Public Works to approve the 2014-2015 Local Roads Improvement Program (LRIP) application.

Mr. Grenier informed the Committee that the Local Road Improvement Program (LRIP) is administered by the State of Wisconsin Department of Transportation, and provides money to local jurisdictions to perform improvements on local streets. Mr. Grenier stated that this program has been very successful, and the City uses the funding as part of our annual Asphalt Resurfacing Program. Mr. Grenier identified that the LRIP program provides over \$200,000 every two years to help offset City costs to administer the resurfacing program.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the request of the Department of Public Works to execute the 2014-2015 Local Roads Improvement Program (LRIP) application, and authorize the Mayor and the City Clerk to sign the application. Motion carried.

17. To receive and place on file the verbal Director's Report on the recent activities of the Public Works Department.

A motion was made by Ald. Moore and seconded by Ald. Warner to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Warner to adjourn the meeting. Motion carried.

Meeting adjourned at 7:19 p.m.