

MINUTES
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, November 13, 2013
ROOM 207, CITY HALL
5:30 p.m.

MEMBERS: Brian Danzinger, Joe Moore, Jim Warner, Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on October 23, 2013.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on October 23, 2013.

Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the agenda, with additional discussion on solid waste and recycling policies added for the good of the order. Motion carried.

3. Request by Ald. Brunette, on behalf of Joy Conway (1209 Marquette Avenue) for permission to park on-street overnight for more than the annual limit of six times per year.

Ald. Brunette addressed the Committee, explaining that some homes in his district are smaller, with shorter driveways and one stall garages. He requested the Committee consider this when deliberating on Ms. Conway's request, and asked that the Committee open the floor to allow Ms. Conway to address the specifics of her request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to open the floor for public comment and input. Motion carried.

Joy Conway, 1209 Marquette Avenue, addressed the Committee. She has family out of town, and her children have overnight guests who sometimes drive. With three vehicles in their garage and driveway, guests are forced to park on the street. By October, she had used her allotted six times to park on the street, and requested permission to park on the street more than six times, stipulating that she would notify Department of Public Works (DPW) at each occurrence.

Director Grenier clarified that in the past these requests have been granted by giving the requestor additional occurrences, not to exceed twelve (12) per year. Each occurrence could last up to fourteen (14) continuous days.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to close the floor for public comment and input. Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Ald. Brunette, on behalf of Joy Conway (1209 Marquette Avenue) for permission to park on-street overnight up to a maximum of twelve times per year. Motion carried.

4. Request by Ald. Wiezbiskie for a review of the street lighting in Baird Creek and Stone Garden Subdivisions.

Director Grenier explained that both of these developments had been constructed in previous seasons, but business difficulties and a slowdown in the housing market prevented development until now. With homes being built in both locations, DPW recommends three (3) lights be installed in each subdivision, as shown on the maps included in the meeting packets.

Ald. Wiezbiskie asked if a fourth (4) light could be installed at the corner of Purple Sage Drive and Peppergrass Drive. Director Grenier stated it could. Ald. Wiezbiskie requested the Committee amend staff's recommendation to include four (4) lights in the Baird Creek subdivision.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Ald. Wiezbiskie for review of the street lighting in Baird Creek and Stone Garden Subdivisions, as amended to include four lights in the Baird Creek Subdivision, and authorize the installation of lights as amended. Motion carried.

5. Request of the Department of Public Works to approve revisions to Ordinance No. 9.04 regarding solid waste.

Director Grenier reviewed the proposed revisions to Ordinance No. 9, which were included in the meeting packets. Changes to the ordinance are required as a result of the automated garbage collection program authorized by Council for implementation in 2014. Additionally, Ordinance 9.02(7)(e)(2) a – d were inadvertently stricken during the last revision. These were added back to correct the omission.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request of the Department of Public Works to approve revisions to Ordinance No. 9.04 regarding solid waste, and forward to Law Department to place in final ordinance format with distribution of the draft ordinances to all Alderpersons for review prior to the next Council meeting. Motion carried.

6. Request of the Department of Public Works to present its automated solid waste collection implementation plan.

Director Grenier referred the Committee to the summary memo and example handouts included in the meeting packet. He reviewed the changes proposed to the previously-approved implementation plan.

Residents may swap the 96-gallon cart they receive for a 65-gallon cart by filling out the post card that will be included in the packet. DPW will come to the residence to make the switch. There is no cost savings by requesting a smaller cart.

The cost of the carts will be split in half, with half of the charge appearing on the 2013 tax bill, and the remaining half billed on the 2014 tax bill.

Educational materials will be placed in a plastic bag and tied to the 96-gallon carts prior to delivery. Example bags were provided to all Alderpersons present. These packets include a question and answer sheet, a copy of the trash and recycling disposal regulations pamphlet, a trash cart exchange postcard, a diagram showing proper cart placement at the curb, a household waste collection calendar, a list of acceptable and unacceptable household items, a 2013 recycling planning calendar, and a 2014 recycling planning calendar. The question and answer sheet will also be included in a forthcoming water bill.

Communications with the media and other Alderpersons not present at the meeting was also discussed. In addition to the educational material provided, DPW provide each Alderperson

and Neighborhood Association maps showing when automated trash collection will begin in their areas.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the Department of Public Works modifications to its automated solid waste collection implementation plan, and proceed as presented. Motion carried.

7. Report of the Purchasing Agent:

A. Request approval to award the purchase and installation of a V-Plow & SS Spreader for a Parking Utility vehicle.

Director Grenier explained that the intent was to award the purchase of both pieces of equipment to the same vendor. When the costs for both the plow and spreader were combined, Badger Truck Center was the low, responsive bidder. DPW staff recommends award of this purchase.

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

A. To approve the purchase and installation of a V-Plow and SS Spreader for a Parking Utility vehicle to the low, responsive bidder, Badger Truck Center, in the amount of \$11,450.

Motion carried.

8. Request by WaterWorks Garden Supply, LLC on behalf of Bett, LLC to place a sign within the right-of-way at 133 N Broadway.

Director Grenier stated that DPW staff supports granting an air rights easement for this sign. The application appeared complete and compliant with City standards. It had not been vetted through On Broadway, Inc, prior to the meeting.

Ald. Wiezbiskie requested that all future sign requests be vetted through the appropriate Business Improvement District for comment, if one exists in the area of the proposed sign, before taking them to Improvement and Service.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by WaterWorks Garden Supply, LLC on behalf of Bett, LLC for an air rights easement within the right-of-way at 133 N Broadway, subject to execution of a hold harmless agreement, filing the required insurance with Risk Management, and authorize the Mayor and the City Clerk to sign; future requests should be vetted through the local business improvement district should one exist in the area.

Motion carried.

9. Approval and payment of the following easement:

Bus Shelter Easement at Northeast corner of Shawano Avenue and O'Brien Street

Green Bay Area Public School District	\$10.00
Parcel Number 3-1096	

Green Bay Transit requested that DPW place a bus stop in front of West High School. Though this is public property, the City of Green Bay has in the past gained easements from the Green

Bay Area Public School District to formalize the real estate agreement. DPW staff supports this easement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve and recommend payment for the following easement:

Bus Shelter Easement at Northeast corner of Shawano Avenue and O'Brien Street

Green Bay Area Public School District Parcel Number 3-1096	\$10.00
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Motion carried.

10. Approval of the following Deed, Temporary Limited Easements (TLE) and Permanent Limited Easements (PLE):

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

The Argyle Condominium Owners' Assoc. Parcel 12	\$250.00	TLE
LTB Property, LLP Parcel 18	\$2700.00	PLE & TLE
Cowles Limited Partnership Parcel 69	\$1600.00	DEED & TLE
Beverly A. French Parcel 83	\$250.00	TLE

These easements are part of the real estate acquisition supporting the 2014 Monroe Avenue Department of Transportation (DOT) project.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the following Deed, Temporary Limited Easements (TLE) and Permanent Limited Easements (PLE):

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Cowles Limited Partnership Parcel 69	\$1600.00	DEED & TLE
Beverly A. French Parcel 83	\$250.00	TLE

Motion carried.

11. For the Good of the Order, Ald Wiezbiskie requested clarification on DPW solid waste and recycling policies.

- A. How does DPW intend to address cart drop off at condos and larger multi-family units? After some discussion, it was decided that cart drop off with larger numbers of carts would be coordinated through the property manager. DPW would accommodate drop-off requests to the best of our ability, but responsibility for distribution ultimately lies with the property manager.
- B. Recycling carts in District 1 were tipped over in the terrace and not collected. How is that addressed? Operations Director Chris Pirlot stated that good customer service is emphasized to the operations workers. In the event that a cart is not collected, residents can call DPW and request the cart be collected outside of the normal collection day. Addresses of uncollected carts were forwarded to DPW operations for pickup on Thursday, November 14.
- C. How does the City police leave and grass clippings left in the terrace by lawn services? Director Grenier stated that City policy prohibits DPW from collecting brush and grass clippings left in the terrace by contractors. It is assumed that contractors are paid to remove this debris by the homeowner; the terrace pick up and yard waste site are to be used by residents only. There are locations in Brown County that accept this debris from commercial enterprises. If DPW is able to identify that the debris is left by a lawn service, it is not picked up and the service is notified that it has to come collect the debris. Enforcement is complaint driven.
- D. Ald. Wiezbiskie noted that he is seeing non-residents using the East Side Yard Waste site. He requested clarification on how this is regulated. Director Grenier stated that use of the East Side Yard Waste site is largely on the honor system. In the past, DPW staff members have gone to the site and asked for identification to verify residency. This can happen again if warranted.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the responses to Ald. Wiezbiskie's clarification questions on DPW solid waste and recycling policies, added for the good of the order to the agenda. Motion carried.

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

Director Grenier was happy to report that Jon Mueller has accepted the position of Assistant City Engineer - Special Projects, effective November 11. DPW staff is working on backfilling Mr. Mueller's previous position.

The second round of leaf collection is complete. Operations is getting ready for the snow season, but will continue to collect leaves as long as possible, acknowledging that the leaf off season has been atypical this year.

The Director would like to thank his staff for their diligence on creating a thorough education plan for automated trash collection. Many staff hours were dedicated to getting this program up and running.

Operations is gathering information on an Automatic Vehicle Location system, for possible implementation in 2015. This system would allow DPW to geospatially track vehicles. In addition, the ongoing task can be tracked. As an example, for snow plows, routes, speed, blade position, and spreader setting can be collected and viewed nearly real-time. If this concept proves to be something DPW wishes to implement, it may be brought forward in future meetings.

A motion was made by Ald. Danzinger and seconded by Ald. Wiezbiskie 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. Wiezbiskie to adjourn the meeting. Motion carried.

Meeting adjourned at 7:17 p.m.