

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, September 11, 2013
ROOM 207, CITY HALL
6:30 p.m.**

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

1. Approval of the minutes from the regular meeting on August 14, 2013.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the minutes from the regular meeting on August 14, 2013.

Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the agenda. To accommodate those in attendance, Item 6 was taken out of order, and then returned to regular agenda order. Motion carried.

3. Request by Ald. Steuer to develop traffic calming pedestrian and yield signage within uncontrolled intersections on major arterial streets, such as Monroe, Webster and Shawano, among others.

Director Grenier noted that this request came from a late communication by Ald. Steuer. The communication requested that the Improvement & Service (I&S) Committee and Traffic Commission look into developing traffic calming pedestrian and yield signage. Based on the communication as written, Department of Public Works (DPW) staff believes this issue would be better handled by the Traffic Commission, and requests the issue be referred to the Traffic Engineer for further study.

A motion was made by Ald. Moore and seconded by Ald. Warner to refer to the traffic engineer for further study the request by Ald. Steuer to develop traffic calming pedestrian and yield signage within uncontrolled intersections on major arterial streets, such as Monroe, Webster and Shawano, among others. Motion carried.

4. Request by the Department of Public Works - Parking Division to modify the 2013 vehicle acquisition plan.

Director Grenier informed the Committee that the previously approved Parking Division vehicle purchase plan for 2013 included approval for the purchase of a right hand drive enforcement vehicle. These vehicles are only built during specific periods each year. Unfortunately, the Parking Division missed the window to order this type of vehicle in 2013. Therefore, Parking Division requests permission to purchase a full size pickup truck with plow and spreader in lieu of the enforcement vehicle in 2013, then purchasing the right hand drive enforcement vehicle in 2014. Parking Division was planning on purchasing this vehicle in 2014. The full size truck is more expensive, but the impact to the Parking Division Equipment Replacement Fund will be nullified by the end of 2014. The full sized truck will improve services provided by allowing better plowing of alleys and surface lots throughout the City.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by the Department of Public Works - Parking Division to modify the 2013 vehicle acquisition plan. Motion carried.

5. Request by the Department of Public Works for approval of an agreement with Kurt Schroeder to provide professional trapping services of nuisance animals at City storm water facilities.

Director Grenier stated that DPW has contracted with Kurt Schroeder to trap at stormwater ponds last year, at a cost of \$6,283. This proposal, for \$7,183, is higher than last year's proposal because two additional ponds were added. DPW has been very happy with the services provided by Mr. Schroeder, and has noted a marked decrease in rodent damage at the City's stormwater ponds since hiring Mr. Schroeder. Previously, the City relied on a volunteer trapper. The volunteer was able to trap 10 muskrats in Year 1 and none in Year 2. Mr. Schroeder trapped 93 muskrats in his first year. Therefore, DPW believes this is a wise use of taxpayer funds and recommends approval of the contract.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by DPW for approval of an agreement with Kurt Schroeder to provide professional trapping services of nuisance animals at City storm water facilities and authorize the Director to sign the agreement. Motion carried.

6. Request by the Department of Public Works to review and approve the U.S. Environmental Protection Agency's Administrative Consent Order for the City of Green Bay's sanitary sewer collection system.

Director Grenier asked Matt Heckenlaible, the Assistant City Engineer responsible for utilities, to present the Consent Order.

Mr. Heckenlaible stated that the Consent Order began in May 2011 when the U.S. Environmental Protection Agency (EPA) required each region to conduct sanitary sewer audits for the major systems in each area. Green Bay Metropolitan Sanitary District was selected for an audit, and as the largest user in the system, a site visit was conducted in Green Bay. The site visit raised concerns about the effectiveness of the maintenance that Green Bay was performing on the sanitary system. A portion of the concern came from the fact that the EPA considers basement backups an illicit discharge, while the Wisconsin Department of Natural Resources (DNR) does not. The EPA regulations promulgated in the Clean Water Act supersede the DNR's administrative code, but the day to day regulatory authority for the system lies with the DNR.

The EPA has requested that the City of Green Bay enter into an Administrative Consent Order to complete a Capacity, Management, Operation and Maintenance (CMOM) Program for our sanitary system. This program will formalize the operation and maintenance plan for the City's sanitary system. This agreement is optional, but the EPA has the authority to force the City into compliance, utilizing much more stringent standards than the ones negotiated in the Consent Order.

DPW had planned on creating a CMOM this year, and had budgeted funds for it. This order will formalize the timetable for an action that was already planned. Through this program, the City will move to the forefront of sanitary system maintenance in Northeastern Wisconsin. DPW has already sent out a request for proposal to six engineering firms, with proposals due at 2:00 p.m. on Thursday, September 12, 2013. A draft CMOM would be submitted in January, with a final copy to the EPA in June.

DPW requests that the committee approve the Draft Consent Order and authorize the Mayor and City Clerk to execute the final agreement. Attorney Wachowicz has worked with the legal staff at the EPA to craft an agreement that complies with the EPA requirements while also meeting the DNR management requirements. If the City opts to forego executing the agreement, we will also lose the benefits we negotiated.

Ald. Danzinger expressed his support of executing the Administrative Consent Order. Though a consent order is not great, the opportunity to voluntarily address the EPA's concerns while being able to craft requirements that meet the DNR's requirements should be capitalized upon. This could be much worse without action.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by DPW to review and approve the draft U.S. Environmental Protection Agency's Administrative Consent Order for the City of Green Bay's sanitary sewer collection system and authorize the Mayor and City Clerk to execute the final agreement. Motion carried.

7. Report of the Purchasing Agent:

1. Report an award to Express Excavating, the low bidder in the amount of \$13,100, for the razing of the structure at 418 N Monroe Av (Body Shop).
- ~~2. Request approval to award the purchase of a portable platform for the City Deck Ice Rink to Wenger Corp. for \$39,512.~~
- ~~3. Request approval to award the purchase of dugout covers for the ball field at Beaver Dam Park to J.W. Industries, Inc. for \$15,250.~~
- ~~4. Request pre-approval to award the purchase and installation of a wireless data bridge to the low responsive and responsible bidder for an amount not to exceed \$15,000, and report the bid totals and award information back to the Committee at the next meeting.~~

Director Grenier explained that the last three items on the original Report of the Purchasing Agent were deleted from the agenda because they were taken up by the Finance Committee the previous evening. The remaining item, the razing of the structure at 418 N Monroe Avenue, was authorized at the previous I&S meeting, at a value not to exceed \$25,000, with a request to report back the results. The low, responsive bidder was Express Excavating, at an amount of \$13,100. Demolition will start following a press event on September 12, 2013, at 8:00 a.m.

Ald. Boyce inquired if the City would be able to profit from selling any items found in the building prior to demolition. Director Grenier indicated that anything of value had already been removed by the previous owner.

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

1. Report an award to Express Excavating, the low bidder in the amount of \$13,100, for the razing of the structure at 418 N Monroe Av (Body Shop).

Motion carried.

8. Review and award of the contract PAVEMENT 4-13.

Director Grenier explained that this project is part of the 2013 Capital Improvement Plan. The pavement at the West Side Garage was in poor condition, and in need of repair. DPW had budgeted \$185,000 for this work. DPW recommends award of this project to the low, responsive bidder, Vinton Construction Co. for an amount of \$139,000.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to award contract PAVEMENT 4-13 in the amount of \$139,000.00 to the low, responsive bidder, Vinton Construction Co. Motion carried.

9. Request by Brown County Library to install a wrought iron fence within the Pine Street right-of-way.

Director Grenier explained that DPW has received a request to install a wrought iron fence within the Pine Street right-of-way. The library has been working on the portion of their property facing Pine Street, and intends to construct a garden in that area. They want to install a six foot decorative fence to discourage foot traffic through the garden area. The retaining wall that previously stood in this area would be removed. All work would be at Brown County expense. DPW recommends approval of this request, contingent upon the execution of a hold harmless agreement and the receipt of proper insurance.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by Brown County Library to install a wrought iron fence within the Pine Street right-of-way subject to the execution of a hold harmless agreement with the City, file the required insurance with the City, and to authorize the Mayor and City Clerk to sign the hold harmless agreement. Motion carried.

10. Request by NRP Environmental Consultants, Inc. on behalf of Gigot Properties, LLC to place groundwater monitoring wells within the Street and Alley right-of-way adjacent to 140 S Adams Street.

Director Grenier stated that monitoring wells are needed for ongoing environmental work that was triggered with the sale of the property. He referred the committee to the maps presented in their packets. Based on the extent of contamination, monitoring wells are needed in City right-of-way. A hold harmless agreement would be required. It was noted that the work is being completed by the previous owner, Frederick J. Mohr, LLC, not the current owner, Gigot Properties, LLC, as listed in the agenda. DPW recommends approval of the request to place groundwater monitoring wells in the right-of-way.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by NRP Environmental Consultants, Inc., on behalf of Frederick J. Mohr, LLC, to place groundwater monitoring wells within the street and alley right-of-way adjacent to 140 S Adams Street and to authorize the Director to sign the associated License to Install and Maintain Groundwater Monitoring Well in public right-of-way. Motion carried.

11. Request by Millennium Architects, on behalf of TOHO Properties, LLC to place a fire escape, electrical panel, gas meter and guard rail to serve Platten Place at 235-243 N. Broadway within the City's alley right-of-way.

Director Grenier referred the Committee to a map included in their packets. TOHO Properties, LLC intends to convert the upper floors of the subject building into apartments. In order to meet egress requirements, fire escapes would have to be added, along with an electrical panel, gas meter, and guard rail. This alley is closed to all but pedestrian traffic already, so the addition of the extra infrastructure will not impact accessibility. If the fire escapes are in the down position, there is still enough room for pedestrian traffic and fire response. Staff supports approving this request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Millennium Architects, on behalf of TOHO Properties, LLC to place a fire escape, electrical panel, gas meter and guard rail to serve Platten Place at 235-243 N. Broadway within the City's alley right-of-way subject to the execution of a hold harmless agreement and/or air rights easement with the City, file the required insurance with the City, and to authorize the Mayor and City Clerk to sign the hold harmless agreement and/or air rights easement. Motion carried.

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

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

Fidelity National Bank Parcel 1	\$250.00	TLE
The Astor House Parcel 4	\$250.00	TLE
Adam W & Ladislava Gaines Parcel 11	\$250.00	TLE
Green Bay Area Public School District Parcel 16	\$1050.00	PLE & TLE
Lynn M Carli Parcel 19	\$800.00	DEED & TLE
KAN Rentals, LLC Parcel 24	\$3100.00	DEED & TLE
Robert Q. Frelich Parcel 26	\$500.00	DEED & TLE
Schiegg Investments, LLC Parcel 28	\$250.00	TLE
Moski Corp., Inc. Parcel 32	\$250.00	DEED & TLE
Madison Monroe Investments, LLP Parcel 34	\$250.00	TLE
Warren Family Funeral Homes, Inc. Parcel 36	\$250.00	TLE
John C & Julie A May Revocable Trust Parcel 41	\$250.00	TLE
Provenance LLP Parcel 44	\$250.00	TLE
Mark S & Kathryn A Gigot Parcel 53	\$250.00	DEED & TLE
First United Methodist Church Parcel 54	\$350.00	DEED & TLE
St Vincent Hospital of the Hospital Sisters Parcel 58	\$250.00	TLE
First Church of Christ Scientist Parcel 66	\$250.00	TLE

Trustees of First Church of Christ Scientist Parcel 67	\$300.00	DEED & TLE
Bank Mutual Parcel 70	\$250.00	TLE
Main Oriental Market, LLC Parcel 73	\$250.00	Deed & TLE
Brown County Parcel 77	\$250.00	TLE

Director Grenier stated that these properties are part of the ongoing right-of-way acquisition for the upcoming Monroe Avenue DOT project.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve and authorized payment of the following Deeds, TLEs, and PLEs.

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

Fidelity National Bank Parcel 1	\$250.00	TLE
The Astor House Parcel 4	\$250.00	TLE
Adam W & Ladislava Gaines Parcel 11	\$250.00	TLE
Green Bay Area Public School District Parcel 16	\$1050.00	PLE & TLE
Lynn M Carli Parcel 19	\$800.00	DEED & TLE
KAN Rentals, LLC Parcel 24	\$3100.00	DEED & TLE
Robert Q. Frelich Parcel 26	\$500.00	DEED & TLE
Schiegg Investments, LLC Parcel 28	\$250.00	TLE
Moski Corp., Inc. Parcel 32	\$250.00	DEED & TLE
Madison Monroe Investments, LLP Parcel 34	\$250.00	TLE
Warren Family Funeral Homes, Inc. Parcel 36	\$250.00	TLE

John C & Julie A May Revocable Trust Parcel 41	\$250.00	TLE
Provenance LLP Parcel 44	\$250.00	TLE
Mark S & Kathryn A Gigot Parcel 53	\$250.00	DEED & TLE
First United Methodist Church Parcel 54	\$350.00	DEED & TLE
St Vincent Hospital of the Hospital Sisters Parcel 58	\$250.00	TLE
First Church of Christ Scientist Parcel 66	\$250.00	TLE
Trustees of First Church of Christ Scientist Parcel 67	\$300.00	DEED & TLE
Bank Mutual Parcel 70	\$250.00	TLE
Main Oriental Market, LLC Parcel 73	\$250.00	Deed & TLE
Brown County Parcel 77	\$250.00	TLE

Motion carried.

13. Application for Concrete Sidewalk Builder's License by the following:

A. Allied Concrete Construction

Director Grenier stated that DPW had no concerns with this contractor and recommended approval of this license.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the application for Concrete Sidewalk Builder's License by the following:

A. Allied Concrete Construction

Motion carried.

14. Director's Report on the recent activities of the Public Works Department.

Operations has begun preparing for leaf collections. We are drafting a request for proposal for the purchase of automated garbage vehicles, and the request for proposal for the containers is already on the street. Progress is going well on next year's DOT project at Monroe Avenue. At this time, DPW is approximately 50% complete with right-of-way acquisitions, having worked on this for approximately 2 months. In the past, it has taken over a year to get this far on right-of-way work.

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

Meeting adjourned at 7:08 pm.