

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, February 12, 2014
ROOM 207, CITY HALL
6:30 p.m.**

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

1. Approval of the minutes from the regular meeting on January 29, 2014.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the minutes from the regular meeting on January 29, 2014. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, Item 10 was taken after Item 2, and then the meeting returned to regular order.

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

3. Request by Ald. Brunette for discussion, with possible action, regarding pedestrian and handicap accessibility around the Meyer Theatre.

Director Grenier briefly discussed this item with Ald. Brunette after the last Common Council meeting. Currently, the drop-off area in front of the Meyer Theatre has a full height curb head. The Theatre is interested in having a landing or curb cut installed in front of the theater to accommodate theater attendees with limited mobility. The curb cut would have to meet all Americans with Disabilities Act (ADA) requirements for accessibility.

Director Grenier requested this item be referred back to Department of Public Works (DPW) staff for further investigation. Requests like this have come up in the past, and DPW would like additional time to review how those requests were handled. Additional research is also needed to ensure any proposed modification is compliant with ADA requirements.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to refer to Department of Public Works staff for further investigation the request by Ald. Brunette for pedestrian and handicap accessibility around the Meyer Theatre. Motion carried.

4. Review and approval of the 2014 Special Assessment factors and rates.

Director Grenier referred the Committee to the Special Assessment factors and rates listed in their packets. He reviewed the proposed 2014 factors and rates against the 2013 factors and rates, explaining the cause of requested increases for sewer, 6" Sanitary connection with and without rock excavation, 6" storm connection 12" storm connection, and 1" lateral with new water main rates. All other rates are proposed to remain at 2013 levels. The Committee questioned why pavement rates have remained at the same level for many years. The Director explained that the construction costs for these projects have remained constant during that time, due in part to the market correction since 2008. Costs are creeping up, but still within a range that DPW is comfortable holding current rates. If construction costs continue to rise in 2014, a rate adjustment may be needed in 2015.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the 2014 Special Assessment factors and rates. Motion carried.

5. Approval of 2014 interest rate for unpaid special assessments.

Director Grenier explained that residents are given 30 days from the receipt of the special assessment invoice to pay the bill. If the assessment is not paid in that time, it is posted to the tax roll. The City has to bond to cover the amount of the unpaid assessment, and incurs administrative expenses to handle the transaction. Traditionally, the City charges interest on unpaid special assessments equal to our current borrowing rate plus a 2% administrative fee. The Finance Department has informed DPW staff that this year's borrowing rate is 3.25%; therefore, DPW staff requests the 2014 interest rate for unpaid special assessments be set at 5.25%.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the 2014 interest rate for unpaid special assessments. Motion carried.

6. Report of the Purchasing Manager:

A. Request approval to award the purchase of traffic signals and poles to TAPCO for \$52,153.

B. Request approval to purchase two Flygt submersible pumps and accessories for the Moraine Terrace pump station from Xylem Water Solutions USA, Inc. for \$14,217.

These purchases were discussed individually.

Item 6a is a traditional request for quotes to purchase stock items for traffic signals and poles for the 2014 signal reconstruction at Main and Auto Plaza and Main and Manitowoc/Guns. Rick Jensen, the Purchasing Manager, referred the Committee to the quote summary included in their packet. DPW staff recommends approval of the purchase to the low, responsive bidder, TAPCO, in the amount of \$52,153.

Item 6b is a sole source purchase request. Director Grenier explained that operations staff has substantial experience with submersible pumps, used at our lift stations. Based on experience, DPW staff knows which pumps are historically reliable and which pumps traditionally have maintenance issues. It is in the best interest of the City to use a single pump manufacturer if possible. This allows for better interoperability, maintenance and replacement part inventory. For those reasons, DPW staff has recommended a sole source purchase of a Flygt pump. DPW staff has requested and obtained sole source purchase authority for these pumps in the past.

Mr. Jensen stated that Purchasing has reviewed DPW's sole source request and concurs that it is in the best interest of the City to make this purchase. Therefore, DPW staff recommends the approval of two Flygt submersible pumps and accessories for the Moraine Terrace pump station from Xylem Water Solutions, USA, Inc. for \$14,217.

DPW continues to review the products currently available prior to each pump purchase, to insure that Flygt pumps are still competitive both in cost and function prior to recommending a sole source purchase. DPW staff will be looking to hold a discussion at a future time to obtain approval for a sole source arrangement for Flygt pumps for our lift stations. This would allow the purchases to be reported out to Committee instead of bringing it to Committee prior to purchase.

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

- A. To award the purchase of traffic signals and poles to TAPCO for \$52,153.
- B. To approve the purchase of two Flygt submersible pumps and accessories for the Moraine Terrace pump station from Xylem Water Solutions USA, Inc. for \$14,217.

Motion carried.

7. Approval of the following Permanent Limited Easements (PLEs) and Temporary Limited Easements (TLEs):

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

St Francis Xavier Congregation Parcel 57	\$21,150.00	PLE & TLE
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Gary D Wisneski Parcel 61	\$975.00	TLE
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These easements are being obtained to construct the Monroe Avenue Department of Transportation (DOT) project in 2014.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the following Permanent Limited Easements (PLEs) and Temporary Limited Easements (TLEs):

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

St Francis Xavier Congregation Parcel 57	\$21,150.00	PLE & TLE
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Gary D Wisneski Parcel 61	\$975.00	TLE
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Motion carried.

8. Applications for Tree & Brush Trimmer Licenses by the following:
- A. Holtger Bros., Inc.
 - B. Wright Tree Service, Inc.

Both applicants have held licenses in the past. DPW staff recommends approval.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the applications for Tree & Brush Trimmer Licenses by the following:

- A. Holtger Bros., Inc.
- B. Wright Tree Service, Inc.

Motion carried.

9. Applications for Concrete Sidewalk Builder's Licenses by the following:
- A. Martell Construction, Inc.
 - B. Fischer Ulman Construction, Inc.
 - C. Fisher Concrete Sawing, Inc.

All three applicants have held licenses in the past. DPW staff recommends approval.

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

- A. Martell Construction, Inc.
- B. Fischer Ulman Construction, Inc.
- C. Fisher Concrete Sawing, Inc.

Motion carried.

10. Request by Jeff Tomcheck to rescind snow and/or ice removal charge of \$90.00 for property located at 1176 E. Walnut Street.

On January 13, 2014, DPW received a complaint from Inspections that the sidewalk in front of 1176 E. Walnut Street was not being maintained. On January 16, 2014, DPW staff determined that the sidewalk was still not cleared and returned to clear the walk. DPW staff reviewed photos taken at the time the sidewalk was cleared with the Committee. Upon receiving an invoice for the work, DPW staff was contacted by Mr. Jeff Tomcheck both in writing and in person. Mr. Tomcheck stated that the walk was cleared, but a combination of heavy snowfall and high winds caused the sidewalk to drift closed after he cleared it. Mr. Tomcheck requested the charge be rescinded due to the inclement weather over the weekend.

A motion was made by Ald. Warner, seconded by Ald. Wiezbiskie, to open the floor to public comment. Motion carried.

Mr. Jeff Tomcheck (no address given) addressed the Committee. Mr. Tomcheck is responsible for sidewalk maintenance at that property. He stated that his records indicate that he had shoveled and salted the sidewalk at that location. He also noted that rain over the previous weekend, followed by heavy snowfall and high winds had made blowing and drifting a problem. He didn't know why the sidewalk was plowed by the City after his crew had attended to it, but assumed it had drifted closed after his crew left. He stated he is a graduate of East High School, and recognizes the safety implications of his work to local pedestrians and high school students. He is in the snowplowing business, and takes pride in his work. He assured the Committee that this was an isolated incident; he had been working for many years in Green Bay without ever having to come before the Committee and intends to work for many more without having to reappear.

A motion was made by Ald. Warner, seconded by Ald. Wiezbiskie, to return to regular order. Motion carried.

DPW staff and the Committee reviewed the photos supplied by Mr. Tomcheck, and those taken by operations staff both prior to and after plowing. Upon further review, it was noted that evidence of the ice melt Mr. Tomcheck referenced in his statement can be seen in one photo taken prior to plowing.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the request by Jeff Tomcheck to rescind snow and/or ice removal charge of \$90.00 for property located at 1176 E. Walnut Street. Motion carried.

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

DPW's Engineering Department welcomed Jennifer McCartney into our group this week. Jennifer comes from the Wisconsin DOT and fills the construction inspection manager position.

On Monday, Feb. 17, Ben Walczyk joins us as an engineering aide. These hires are part of DPW's ongoing efforts to fill the vacancies within our department.

The conversion to automated trash collection continues to go well. DPW staff has compiled lessons learned from the rollout of Phase 1 and will sit down with the cart vendor prior to the beginning of Phase 2 to discuss what was learned. Phase 2 cart rollout will begin in mid-March.

The Sewer Section continues with preventative maintenance of the City's sewers. They are taking advantage of colder weather to complete some training. They have also begun steaming inlet leads in anticipation of upcoming snow melt and runoff.

The Streets Section completed two major snow pulls on Shawano Avenue and Main Street. Removing accumulated snow increases driver visibility and gives better pedestrian access in the area. In other areas, shelving and benching of snow banks has been completed to allow for better visibility and more snow storage. They are also working on a new Composting Plan and are preparing for the start of the pothole repair season, which peaks as the frost comes out of the ground.

Director Grenier also briefed the Committee on changes in the snow removal policy. As we move closer to spring, warmer temperatures and longer periods of sunshine allow us to take advantage of natural snow removal processes, which in turn allow us to change our snow removal operations. Warmer temperatures allow us to use brine to control ice, instead of the rock salt required as temperatures plunge below 15 degrees. Brine requires less road salt than a direct salt application. Additionally, when rock salt is applied, it will be applied at a slower rate. With snow melting, applied salt is washed off the road and into our storm sewers, which discharge directly into the bay. Reducing the amount of salt applied through the use of brine and reduction in application rates is good financial and environmental stewardship for the City.

First priority primary streets, which serve to move traffic throughout the City, service schools, hospitals, and emergency services, and act as bus routes, will be treated with brine and granular salt as needed. Salt will be applied at reduced rates. Second priority primary streets will receive brine and granular salt at the intersections and curves. Traffic will track the salt onto the straight-line locations, which will open the drive paths. If needed, straight-line sections may be spot treated upon demand. Sand, which doesn't melt snow but does increase traction, may also be spread.

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

Meeting adjourned at 7:19 p.m.