

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, February 26, 2014
ROOM 207, CITY HALL
5:50 p.m.**

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

1. Approval of the minutes from the regular meeting on February 12, 2014.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the minutes from the regular meeting on February 12, 2014.

Motion carried.

2. Approval of the agenda.

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

3. Request by Sylvia Trevino to rescind the early set out charge of \$57.00 at 2673 Humboldt Rd.

On January 7, 2014, Department of Public Works (DPW) Operations staff noted a television set out on the curb at 2673 Humboldt Road while driving by the property. The item was tagged as an improper set out. When it was not retrieved, the television was picked up by operations staff, with an invoice sent for the work. Subsequently, DPW staff received a letter from Sylvia Trevino requesting the charge be rescinded because she is new to the area and was not notified of the trash collection policy. She apologized for the trouble caused. The Committee asked whether the tag placed on the television prior to pick up contained instructions on proper disposal. Director Grenier indicated that it did.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to deny the request by Sylvia Trevino to rescind the early set out charge of \$57.00 at 2673 Humboldt Rd. Motion carried.

4. Review and approval of proposed special assessment rates for concrete pavement construction associated with the reconstruction of Monroe Avenue from Cass Street to East River.

The Special Assessment rates for 2014 were approved by Council at the last meeting. These rates will be used for all assessable projects in 2014. However, the amount collected in special assessments cannot exceed the City cost of the project. In the case of the Monroe Avenue Department of Transportation (DOT) project, State and Federal funds will reduce the City's cost of the project. Therefore, instead of using the annual Special Assessment rate, a reduced, project specific special assessment is required. Most recently, project specific Special Assessment rates have been used on the Military Avenue and Velp Avenue reconstruction projects.

Director Grenier reviewed the most recent project cost estimate, as detailed in the State Municipal Agreement brought to the Committee on January 29, 2014. Of the items included in the estimate, the design, manhole adjustment, and joint sealing are assessable. These charges were added together, and a 20% contingency was added to cover construction administration and cost or quantity increases. This number was divided by the total frontage on Monroe Avenue, which included City held properties. City Ordinance allows residential

properties to pay 20% of the assessment rate, so a second residential rate was also calculated. Rates were then rounded to the nearest five cents for ease of accounting.

Based on these calculations, DPW staff recommends a project specific Special Assessment rate of \$13.10 per front foot for residential zones and \$65.45 per front foot for all other zone classifications. These special rates are a significant reduction from the approved 2014 Special Assessment Rates for concrete pavement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the proposed special assessment rates for concrete pavement construction associated with the reconstruction of Monroe Avenue from Cass Street to East River.

Residential zones: \$13.10/front foot
All other zone classifications: \$65.45/front foot

Motion carried.

5. Review and approval of the Department of Public Works 2014 Capital Improvement Program.

Director Grenier referred the Committee to their packets, which contain copies of the proposed 2014 Capital Improvement Program. He reviewed each of the projects proposed, answering Committee questions as they arose.

The total bonding request proposed for the 2014 Capital Improvement Program is as follows: \$260,000 in TIF supported bonding, and \$4,200,000 in tax levy supported bonding. This year's tax levy supported bonding request is slightly higher than the last four years' requests. The tax levy supported bonding includes funds for the Monroe Avenue DOT construction project and the purchase of additional automated trash collection vehicles, both atypical expenses which account for \$820,000 of the request. Once these are deducted from the 2014 request, the total request falls in line with the last four years' requests.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the Department of Public Works 2014 Capital Improvement Program and to forward bond request to the Common Council. Motion carried.

6. Report of the Purchasing Manager:

A. Request approval to purchase annual street maintenance consumables as needed for the 2014 season from the contracted vendors as noted below. Total expenditure is based on annual budget for these items of \$170,800.

Rick Jensen, the Purchasing Manager, reviewed the requested purchases for cold patch, hot mix asphalt, crack sealant, pavement marking paint, and glass spheres, used for pavement painting. All items are consumables to be used by Operations staff throughout the 2014 season. They are purchased as needed, and when the budget is expended, additional approval would be needed or purchases would cease.

Cold patch and hot mix asphalt are petroleum products and pricing is subject to market fluctuations. Local vendors are contracted, for logistical reasons. Pricing is compared annually to alternative suppliers, but transportation costs are prohibitive. Sole source procurements are recommended. Purchasing recommends approval of a purchase of an estimated 100 tons of cold patch to Scott Construction for a budgeted amount of \$9,400, and a purchase of an estimated 1600 tons of hot mix asphalt to Northeast Asphalt, Inc. for a budgeted amount of \$78,400.

For Crack Sealant, the City participates in the bidding process through the VALUE consortium to insure the best price. Purchasing recommends awarding a purchase for crack sealant to Sherwin Industries for \$44,000.

For pavement marking paint and glass spheres, the City piggy-backs off of the State contract for these items to insure the product meets State specifications at the best price. Purchasing recommends award of the pavement marking paint purchase to Baltimore Paint & Chemical, a Division of Sherwin-Williams, in the amount of \$28,000. For glass spheres, Purchasing recommends award of a purchase to Flex-o-Lite, a Division of Potter Industry, in the amount of \$11,000.

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

- A. To approve the request to purchase annual street maintenance consumables as needed for the 2014 season from the contracted vendors. Total expenditure is based on annual budget for these items of \$170,800.

Motion carried.

- 7. Review and approval of contract with Mann and Associates for appraisal services associated with the acquisition of right-of-way required for Monroe Avenue.

Director Grenier explained that this request is in support of the 2014 Monroe Avenue DOT project. Typically, the City is given 12-18 months to obtain the real estate interests needed for projects. This gives us the time to negotiate with landowners and make arms length transactions with most projects. For the Monroe Avenue project, we were only given 6 months to complete the transaction. As a result, DPW staff has had to perform more appraisals than initially estimated. DPW staff now anticipates that the additional work will cause the current contract to exceed \$20,000. DPW staff requests Committee approval of this contract so that the real estate appraisal work may continue.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the contract with Mann and Associates for appraisal services associated with the acquisition of right-of-way required for Monroe Avenue. Motion carried.

- 8. Approval of the following Awards of Damage for Permanent Limited Easement (PLE) and Temporary Limited Easement (TLE):

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

TKD Petroleum, LLC	\$7,450.00	PLE & TLE
Parcel 62		

These easements are required to complete the 2014 Monroe Avenue DOT project.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the following Awards of Damage for Permanent Limited Easement (PLE) and Temporary Limited Easement (TLE):

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

TKD Petroleum, LLC	\$7,450.00	PLE & TLE
Parcel 62		

Motion carried.

9. Applications for Concrete Sidewalk Builder's Licenses by the following:
 - A. Delrar, Inc.
 - B. Holtger Bros, Inc.
 - C. Larry VanRite Trucking & Excavating, Inc.

DPW staff has reviewed all applications and recommends approval for all three companies.

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

- A. Delrar Inc.
- B. Holtger Bros., Inc.
- C. Larry VanRite Trucking & Excavating, Inc.

Motion carried.

10. Application for a Tree & Brush Trimmer License by S & D Tree Services, LLC.

DPW staff has reviewed this application and recommends approval.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the application for a Tree and Brush Trimmer License by S & D Tree Services, LLC. Motion carried.

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

Director Grenier explained to the Committee the events leading up to and causing the icy conditions currently observed on some City streets.

During the week of February 10, the City had two snow events which each had snow totals of less than two inches. For many years, City policy has been to not plow residential streets unless snow totals equal or exceed two inches. That material had accumulated on the streets. Over the weekend of February 15-16, the City had a larger snow event of about 3.5 inches. Crews were called out and plowing operations occurred in residential areas on Sunday, February 16. On Monday, February 17 into Tuesday, February 18, the City had a much larger event, which was also plowed, but there was still some accumulated snowpack on the streets. On Wednesday, February 19 the City experienced unseasonably warm conditions, with temperatures in the 40s. This caused the snowpack to turn to slush, which froze in the evening when temperatures fell below freezing. The City has a lot of inlets that are currently not open, which prevent streets from draining. On Thursday, February 20, the City got rain. On Friday, February 21, temperatures again fell below freezing, which turned the rain to ice. Temperatures have remained below freezing since this rain event.

The only way to clear the accumulated snowpack is with vehicles with down pressure. The City owns or has rental agreements for 11 graders that can be used to remove snowpack. With 435 miles (centerline measurement) of streets and six hours to remove the snowpack before everything froze back down again, there was a very limited window of time when the snowpack could be removed. The need exceeded the City's equipment capability, which caused current conditions in residential neighborhoods.

As of Monday, February 24, every piece of equipment available is working to remove ice. Work started on the west side of the City, but is now ongoing on both the east and west sides of the City. The brine trucks are being used to break the bond between the ice and underlying pavement. In areas where crews have been working, we've had good success on peeling ice up off the pavement. In areas where the ice isn't able to be removed, DPW staff is sanding the

street. Sand does not melt the ice, but adds grit which increases traction. Even though current temperatures limit the efficacy of the brine, DPW staff continues to work to address the ice on local streets.

The Committee thanked DPW staff for their efforts to address this problem and noted that surrounding communities have roads that are as icy as or icier than City of Green Bay streets. The conditions have been difficult for everyone to deal with effectively.

A motion was made by Ald. Danzinger and seconded by Ald. Moore 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 6:48 p.m.