

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, April 30, 2014
ROOM 207, CITY HALL
Public Hearing 6:30 p.m.
Regular Meeting to follow**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig, Jerry Wiezbiskie

1. Election of Chair and Vice-Chair of Improvement & Services Committee.

Ald. Wiezbiskie nominated Ald. Brian Danzinger as Chair of the Improvement & Services Committee. No other nominations were presented.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the election of Brian Danzinger as Chair of Improvement & Services Committee. Motion carried.

Ald. Wiezbiskie nominated Ald. Joe Moore as Vice-Chair of the Improvement & Services Committee. No other nominations were presented.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the election of Ald. Brian Danzinger as Chair and Ald. Joe Moore as Vice-Chair of the Improvement and Services Committee.

Motion carried.

2. Approval of the minutes from the regular meeting on March 26, 2014.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on March 26, 2014.

Motion carried.

3. Approval of the agenda.

To accommodate those in attendance, the agenda was taken in this order: Item 1, 2, 3, 7, 5, 6, then return to regular order. Subsequently, the agenda was amended a second time during the meeting such that Item 17 was taken after Item 9, then the remainder of the agenda was taken in regular order.

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

4. Request by Sue Doroba, on behalf of Peace United Methodist Church, for a third garbage cart at 919 Schwartz Street (held from March 12, 2014 meeting).

At the March 12, 2014 meeting, the Committee asked Department of Public Works (DPW) staff to coordinate with Ms. Doroba to determine why a third garbage cart was being requested. DPW staff did so, and after the discussion Ms. Doroba decided the cart was no longer needed and asked that this item be removed from the agenda.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to receive and place on file the request by Sue Doroba, on behalf of Peace United Methodist Church, for a third garbage cart at 919 Schwartz Street. Motion carried.

5. Request by Garritt Bader to allow overnight on-street parking for three (3) residents from April 1 to August 15, 2014 to accommodate construction of the Whitney Park Townhouses (held from March 26, 2014 meeting).

Director Grenier briefed the Committee on the request. He asked that the floor be opened so Mr. Bader could address why the request was necessary, since access to his condominiums was not impeded by current construction.

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

Garritt Bader, 300 N. Van Buren Street, addressed the Committee. Mr. Bader clarified that the parking was not needed for the owners of the condominium project. It was being requested for the three tenants of the building directly to the east of his construction site. The construction activities are impeding access to their parking area.

A motion was made by Ald. Moore, seconded by Ald. Nennig, to close the floor to public comment and return to regular order. Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Garritt Bader to allow overnight on-street parking for three (3) residents from April 1 to August 15, 2014 to accommodate construction of the Whitney Park Townhouses. Motion carried.

6. Request by Adams Street Pub and Grill to establish an agreement for placement of dumpsters in the Cherry Street Ramp dumpster enclosure from May through August of each year.

Director Grenier reviewed the request. The Cherry Street Ramp has a dumpster enclosure that has been used in this manner in the past. DPW has an agreement that would be executed between Adams Street Pub and Grill and the City to define the terms of use. There is sufficient room to house the dumpster. DPW staff recommends approval of this request.

When asked by Ald. Nennig if the City generates revenue from this agreement, Director Grenier confirmed that there is a monthly fee associated with the agreement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Adams Street Pub and Grill to establish an agreement for placement of dumpsters in the Cherry Street Ramp dumpster enclosure from May through August of each year and authorize the Mayor and Clerk to sign said agreement. Motion carried.

7. Request by the Fritsch Park Neighborhood Association to place a neighborhood identification sign on City property on the northeast corner of W. Mason Street and La Count Road.

Director Grenier directed the Committee to a map included in their packet. DPW staff have had a chance to review the request and agree with the placement of the sign at the corner of West Mason Street and La Count Road in general, but would like the ability to approve the final location prior to installation of the sign. DPW staff recommends approval of this request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by the Fritsch Park Neighborhood Association to place a neighborhood identification sign on City property on the northeast corner of W. Mason Street and La Count Road subject to final location approval by the Department of Public Works, the execution of a Hold Harmless Agreement, and the submission of appropriate insurance. Motion carried.

8. Request by Ald. Boyce, on behalf of Foxy Lady Cruises, for an update and review of Foxy Lady Agreements, with possible action in regards to docking facilities and handicap access.

Director Grenier gave the Committee a brief review of the docking arrangements between Foxy Lady Cruises and the City. In the past, the Foxy Lady Cruise boat has been docking at City Center Marina, which is the only City-owned marina that has dedicated slips. If a person needing ADA accessible ramps books a cruise, the boat is free to pick up that passenger at either Leicht Park or the City Deck, but boat slips are issued on a first-come-first-serve basis and cannot be guaranteed.

The request for Americans with Disabilities Act (ADA) accessible ramps at City Center Marina dates back to at least 2000. Director Grenier summarized correspondence between Captain Michkowski of Foxy Lady Cruises and the City. The City is agreeable to allowing ADA accessible ramps to be installed at the City Center Marina, however they would have to be installed at the expense of the applicant, not the City.

The Director also discussed the fact that Foxy Lady Cruises has failed to pay docking fees. Additionally, the City decided in 2013 that electricity would no longer be provided free of charge for Foxy Lady Cruises. The extent of unpaid fees and the amount anticipated in the future were discussed in a series of letters and emails between the Director and Captain Michkowski, dating from July 2013 through April 16, 2014. In the April 16, 2014 letter, Director Grenier invited Captain Michkowski to a face-to-face meeting at City Hall. Captain Michkowski has yet to respond to this letter.

DPW will continue to work with Foxy Lady Cruises to define the terms of services offered by the City. The City recognizes the value of the service Foxy Lady Cruises offers to the Green Bay downtown. However, when evaluating the request to install ADA accessible ramps at City Center Marina it is important to remember that the ramp would lead to floating docks at the City Center which are not ADA accessible. Neither is the boat that Foxy Lady Cruises currently operates.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the request by Ald. Boyce, on behalf of Foxy Lady Cruises, for an update and review of Foxy Lady Agreements, with possible action in regards to docking facilities and handicap access. Motion carried.

9. Request by Ald. Wiezbiskie, on behalf of Timm Schaetz, for street lights near Hart Design & Mfg/University Heights Business Park.

Director Grenier reviewed the request with the Committee. DPW staff requests the opportunity to complete a street light study for this street light installation.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Ald. Wiezbiskie, on behalf of Timm Schaetz, for street lights near Hart Design & Mfg/University Heights Business Park and request a street light study be conducted by Department of Public Works staff. Motion carried.

10. Request by Ald. Wiezbiskie, on behalf of John Blom, to correct the drainage and water problems at 2824 Nicolet Drive.

After reviewing the location of 2824 Nicolet Drive, it was determined that portion of Nicolet Drive is under County jurisdiction. The City has contacted Brown County Public Works about this issue. This section of County Highway is scheduled for reconstruction in 2018. The County will review the situation and determine if any corrective measures can be taken prior to the reconstruction project.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Wiezbiskie, on behalf of John Blom, to correct the drainage and water problems at 2824 Nicolet Drive. Motion carried.

11. Request by Ald. Moore for information on what the City does for flooding prevention on a yearly basis and how this can affect floodplain designations.

Floodplain designations are made by the Federal Emergency Management Agency (FEMA); therefore changes to floodplain designations are done at the federal level. The City does have a City-wide alert system. Most flooding prevention activity happens during the spring thaw. In previous Director's reports Director Grenier has summarized the ice dam prevention, storm sewer work, and snow removal efforts undertaken by DPW Operations to try to prevent or minimize flooding. The City also performs annual inspections of any flood protection dikes and performs annual maintenance as needed.

The City also participates in the National Flood Insurance Rating System. This system allows the City to take credit for efforts undertaken to reduce flood risks, and allows for reduction in homeowner insurance premiums. Most of the efforts to manage this program come from Planning and Zoning Departments within the City. The City has been successful in reducing flood insurance premiums by 15% through this program. In 2014 the criteria for this program was changed significantly. It is anticipated that a much greater effort will be needed for the City to maintain the same percentage of discount into the future. The City continues to work to investigate the impacts of these changes.

Alderman Moore discussed the financial impacts associated with the 18% increase in flood insurance rates born by some residents in the City. Floodplain restrictions limit development, take away funds that could be used for home improvement or investment within the City, and have led to homes falling into disrepair or being razed. Ald. Moore intends to work with State and Federal officials to try to ameliorate the impacts of these insurance rate increases.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the report on what the City does for flooding prevention on a yearly basis and how this can affect floodplain designations. Motion carried.

12. Request by Ald. Moore to review the policy on solid waste disposal for multi-family properties, specifically those with six or more livable units.

Currently, DPW collects recycling from properties with six or fewer livable units per parcel. Trash collection can be performed at properties with any number of units on the property. However, trash is only collected once per week, and the green automated trash bins must be used. Carts must be placed at the curb for pick-up with the appropriate distance between each cart. Most businesses and many multi-family units have determined that the frequency of collection or the restricted amount of trash collected does not meet their needs, and have opted instead to contract with a private trash collection company.

The Committee discussed whether the Ordinance should be revised to limit the number of units that will be collected from a single tax parcel. The logistical and visual impacts of a large number of carts stored at a single property were discussed in detail. There are several multi-family properties in the area that are struggling with the logistics of storing many carts in a small location.

Director Grenier did share with the Committee that DPW has received approximately 100 requests for fewer carts at multi-family locations. DPW will work with the property owner to reduce the number of carts at a location. If excess carts were already delivered, they can be returned to DPW if the request is approved. The associated charges for the carts are refunded and future charges are removed from the tax bills.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the report of the solid waste disposal policy for multi-family properties, specifically those with six or more livable units. Motion carried.

13. Request by Ald. Tim DeWane for an update on street improvements and repairs in District 4.

This information was provided to Ald. DeWane. DPW staff recommends this request be received and placed on file.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the request by Ald. Tim DeWane for an update on street improvements and repairs in District 4. Motion carried.

14. Request by Department of Public Works to order CN Railroad to repair/replace the following crossings pursuant to §86.12 of Wisconsin Statutes:

- A. Henry Street approximately 300 feet north of Morrow Street
- B. Farlin Avenue approximately 730 feet west of Elizabeth Street
- C. Lombardi Avenue approximately 150 feet east of Ashland Avenue

The repairs at Henry Street and Farlin Avenue have appeared on DPW's Capital Improvement Plan for the last three years. The Lombardi Avenue repair was added last year. Every year, DPW has negotiated a commitment to repair the intersection only to have CN state at the end of the construction season that they ran out of money and were unable to complete the repair. If Common Council orders these crossings repaired, DPW can take the order to the Office of the Commissioner of Railroads (OCR). OCR has the authority to assist the City in seeing that repair is actually completed as promised.

In addition to the crossings listed above, DPW would also like to bring the crossing at University Avenue west of Elizabeth to OCR's attention. This repair has been ordered by Council in the past but has not been repaired by CN. It is our hope that all four crossings can be addressed at the same time.

Moving into the future, the City has begun rating rail crossings in a manner similar to our pavement rating program. Crossings will be prioritized for repair work as needed. It is anticipated that annual repair orders will be needed until our crossings have been repaired.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Department of Public Works to order CN Railroad to repair/replace the following crossings pursuant to §86.12 of Wisconsin Statutes:

- A. Henry Street approximately 300 feet north of Morrow Street
- B. Farlin Avenue approximately 730 feet west of Elizabeth Street
- C. Lombardi Avenue approximately 150 feet east of Ashland Avenue

Motion carried.

15. Request by the Department of Public Works to contract with Ayres Associates to complete Professional Engineering Services for the Bay Beach Amusement Park Green Infrastructure Parking Lot at a cost of \$32,780.00 and authorize the Director of Public Works to sign the agreement.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by the Department of Public Works to contract with Ayres Associates to complete Professional Engineering Services for Bay Beach Amusement Park Green Infrastructure Parking Lot at a cost of \$32,780.00 and authorize the Director of Public Works to sign the agreement. Motion carried.

16. Approval of the Department of Public Works 2013 Annual Report.

Director Grenier stated that the report had been provided to the Committee prior to this meeting for their review. He gave the Committee an opportunity to ask any questions they may have regarding the report. Hearing none, he requested approval of the report. Once the Committee approves the report, copies will be sent to all of Common Council.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the Department of Public Works 2013 Annual Report. Motion carried.

17. Report of the Purchasing Agent:

- A. Request to award chemical root treatment to the low, responsive vendor, Duke's Root Control, Inc.
- B. Request approval to award the 2014 contract for mudjacking to Badger Concrete Lifting for \$29,475, with options for three 1-year renewals by mutual agreement.

Item A is a sole source procurement. This item was on the April 9, 2014 Improvement & Service agenda, which was canceled. Because the contract award was time sensitive, in order to meet the timetable set to start this contract, the Department awarded the contract to one of the City's incumbent contractors, after consultation with the Committee Chair, Council President, and Purchasing. The cost increase is within acceptable tolerance and the contractor's insurance is on file.

For Item B, an open and public request for quotes was issued by Purchasing. Only one bid was received, from the incumbent vendor. There are a limited number of vendors who can do this work. Though it hasn't been studied, anecdotally, DPW staff believes that the limited number of bids results from the fact that this is a needs based contract. Mudjacking may be needed in June on the west side of the City and then not needed again until August on the east side of the City. Not many vendors are willing to commit staff to such an uncertain schedule. The proposed cost increase seems reasonable. With the option to renew the contract, the City can take a look at the proposed cost increase on a year by year basis and determine if the proposed cost increase is reasonable. If it is determined to be unreasonable, the City can choose to not exercise the option and instead go out for bids.

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

- A. To award chemical root treatment to the low, responsive vendor, Duke's Root Control, Inc., in the amount of \$38,211.79.
- B. To award the 2014 contract for mudjacking to Badger Concrete Lifting for \$29,475, with options for three 1-year renewals by mutual agreement.

Motion carried.

18. Review and award the following contracts to the low, responsive bidders:

- A. Resurfacing 1-14
- B. Sewers 1-14 (Including Water Main)

Director Grenier referred to Committee to the bid summary sheets included in their packet and summarized the bids received for each contract. Of note, the Sewers 1-14 project is smaller than years past, because the sewers on the proposed reconstruction streets are in better condition than those in years past.

- A. A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve to award RESURFACING 1-14 to the low, responsive bidders:

Part A to Martell Construction in the amount of \$297,800.00.

Part B to Northeast Asphalt, Inc. in the amount of \$1,278,150.00.

- B. To approve to award SEWERS 1-14 (INCLUDING WATER MAIN) to the low, responsive bidder, Feaker & Sons Co., Inc., in the amount of \$653,110.85.

Motion carried.

19. To award emergency sanitary sewer repair work in association with Brown County reconstruction of Oneida Street (CTH AAA) from Lombardi Avenue south to Potts Avenue to DeKeyser Construction, Co., in the amount of \$12,404.00.

The Council approved the municipal agreement for this project at a previous meeting. During the design review process, it was determined that the City needed to complete sanitary sewer repairs in association with this project. Typically, these repairs would have been included in the annual sewer repair contract. However, the accelerated schedule of the County's project did not allow the City to use this contract. In order to meet the timetable set by the County to start this contract, the Department awarded the contract to one of the City's emergency repair contracts, after consultation with the Committee Chair, Council President, and Purchasing. The work was completed last week.

Since this procurement exceeds \$10,000, it must be reported to the Council.

A motion was made by Ald. Nennig and seconded by Ald. Moore to receive and place on file the report of the award of the emergency sanitary repair work in association with Brown County reconstruction of Oneida Street (CTH AAA) from Lombardi Avenue south to Potts Avenue to DeKeyser Construction, Co., in the amount of \$12,404.00. Motion carried.

20. Application for Tree & Brush Trimmer License by A to Z Tree Service LLC.

DPW staff recommends approval of this application.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the application for Tree and Brush Trimmer License by A to Z Tree Service LLC. Motion carried.

21. Applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Bed Rock Concrete
- B. E & I Concrete Construction
- C. Frank O. Zeise Construction Co., Inc.
- D. Helmle Construction, Inc.
- E. J.C. Santy Construction, LLC.

- F. KPC Concrete Contractors, LLC.
- G. Northern Concrete Construction, Inc.
- H. R.G. Hendricks & Sons Construction, Inc.
- I. Ray Jaeger Construction, Inc.
- J. Shier Construction

DPW staff has reviewed all applications and recommends approval.

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

- A. Bed Rock Concrete
- B. E & I Concrete Construction
- C. Frank O. Zeise Construction Co., Inc.
- D. Helmle Construction, Inc.
- E. J.C. Santy Construction, LLC.
- F. KPC Concrete Contractors, LLC.
- G. Northern Concrete Construction, Inc.
- H. R.G. Hendricks & Sons Construction, Inc.
- I. Ray Jaeger Construction, Inc.
- J. Shier Construction

Motion carried.

22. Application for Underground Sprinkler System License by The Sprinkler Company.

DPW staff has reviewed the application and recommends approval.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the application for the Underground Sprinkler System License by The Sprinkler Company. Motion carried.

23. **PUBLIC HEARING**

Atkinson Drive – Hurlbut Street to cul-de-sac north

Director Grenier read the Engineer's Report for this project.

Ald. Brian Danzinger requested anyone here to speak on this project step forward.

No one was present to speak on this project, so the public meeting was closed.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to order in asphalt pavement resurfacing improvements and levy special assessments on the following streets:

ATKINSON DRIVE – Hurlbut Street to cul-de-sac north

Motion carried.

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

The Department is hopeful that the snow season has finally come to an end. Preparations have begun for next year.

Curb side yard waste collection for the spring has begun. At least one rotation throughout the City has been completed. The public is encouraged to go to the City's website for the dates of collection.

Street sweepers are out in force to clean the material that accumulated over the winter. It is estimated that they have completed their first pass of cleaning over 60% of the City.

DPW has been in contact with the Water Utility to coordinate the unidirectional flushing program. Unidirectional flushing creates higher pressure in the lines, which can result in the removal of lead, calcium, and magnesium deposits that develop in water lines over time. Residents may notice fluctuating water pressures and discoloration of their water while these operations are ongoing. DPW staff is working with Water Utility to address the impacts to our City storm sewers and to make sure that water isn't flushed onto streets that are under construction.

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. Wiezbiskie and seconded by Ald. Nennig to adjourn the meeting. Motion carried.

Meeting adjourned at 8:13 p.m.