

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, May 14, 2014
ROOM 207, CITY HALL
6:30 p.m.**

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

1. Approval of the minutes from the regular meeting on April 30, 2014.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the minutes from the regular meeting on April 30, 2014.

Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, the agenda was taken in this order: Item 1, 2, 4, 5, 9, then return to regular order.

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

3. Request by Ronald L. Smits to enter into a rental agreement for 24 parking stalls in Lot BG, located in the 700 block of South Broadway.

Parking Lot BG is a new parking lot for the City, located underneath the Mason Street overpass west of the Fox River. This area is adjacent to the former Billy Goat's Tavern. In order to address maintenance and public nuisance concerns, the Department of Public Works (DPW) has paved the parking lot and plans on installing lighting. DPW was approached by Ronald L. Smits, the owner of the building that housed Billy Goat's Tavern. Mr. Smits wants to reopen the tavern under new management, and wants to lease 24 stalls from the City, for a term of five years, with two optional extensions of five years each. This agreement will net the City approximately \$4,800 per year in revenue.

Mr. Smits indicates in his letter that some of the spaces will be used by tenants of the apartment building above the tavern, and the remaining spaces will be used by patrons of the tavern and surrounding businesses. Parking of unlicensed or non-functional vehicles will not be allowed in these spaces.

DPW staff supports this request. The City will not profit from this rental agreement, however the funds received from it will defer some of the operation and maintenance expenses associated with this new parking lot.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Ronald L. Smits to enter into a rental agreement for 24 parking stalls in lot BG, located in the 700 block of South Broadway, and authorize the Mayor and Clerk to execute the agreement. Motion carried.

4. Request by Downtown Green Bay, Inc. to install eight (8) Farmer's Market banners on City light poles along South Washington Street.

Director Grenier referred to Committee to their packets, which contained a rendering of the proposed banners. Downtown Green Bay, Inc. (DGBI) approached DPW requesting

permission to install these banners. DPW staff will work with DGBI to determine the location and timing of the banner installation if the request is approved.

DPW staff supports this request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Downtown Green Bay, Inc. to install eight (8) Farmer's Market banners on City light poles along South Washington Street. Motion carried.

5. Request by Eric Woller, Freedom Foods LLC (Owner), on behalf of Petal Pusher (Tenant), for an Air Rights Easement regarding construction of an illuminated awning within the public right-of-way in front of 119 N. Broadway.

Director Grenier referred the Committee to their packets, which contained information on the proposed awning. He reviewed the design information with the Committee and a letter of request from the owner. The request has been coordinated with Planning and Zoning Department, who support the installation. DPW staff supports this request.

A motion was made by Ald. Wiezbiskie, seconded by Ald. Nennig, to open the floor for public comments. Motion carried.

Nicole Campbell, 119 N. Broadway, Green Bay WI: Ms. Campbell confirmed that the awning design was approved by On Broadway Inc Design Committee at Thursday, May 8, 2014 meeting.

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

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Eric Woller, Freedom Foods LLC (Owner), on behalf of Petal Pusher (Tenant) for an Air Rights Easement, subject to execution of a Hold Harmless Agreement and filing of the required insurance, regarding construction of an illuminated awning within the public right-of-way in front of 119 N. Broadway. Motion carried.

6. Request by River Center Lofts LLC (Owner), on behalf of The Haberdasher Limited (Tenant), for an Air Rights Easement regarding construction of awnings within the public right-of-way in front of 335 N. Washington Street and the 100 block of CityDeck Court.

Director Grenier referred the Committee to their packets, which contained design information and renderings for the proposed awnings. This retail space is located on the first floor of the Flats on the Fox building. The awnings are not to directly advertise for the business, but are intended to add architectural interest to the structure and highlight the entrances. Planning and Zoning Department supports this request. DPW staff recommends approval of this request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by River Center Lofts LLC (Owner), on behalf of The Haberdasher Limited (Tenant) for an Air Rights Easement, subject to execution of a Hold Harmless Agreement and filing of the required insurance, regarding construction of awnings within the public right-of-way in front of 335 N. Washington Street and the 100 block of City Deck Court. Motion carried.

7. Approval of a 2014 Docking Agreement with Foxy Lady Cruises.

Caroline Michkowski of Foxy Lady Cruises met with Director Grenier last week when she noted that the floating docks were not installed to inquire about the installation schedule for the docks. During that meeting, the outstanding invoice of approximately \$17,000, the new

docking services agreement, and the Americans with Disabilities Act (ADA) ramps were discussed. Ms. Michkowski was unaware of the DPW letter dating back 14 years that indicated that ADA ramps, if desired, were the responsibility of Foxy Lady Cruises to install. She was also made aware that in 2012 Common Council suspended the electrical, water, and sewer service provided without charge at the City Center Marina.

Ms. Michkowski and Director Grenier have come to general consensus on a new docking services agreement for 2014, which would be executed for \$4,250 per year plus actual electrical costs. She acknowledges that installation of ADA accessible ramps would be the responsibility of Foxy Lady Cruises, with input from DPW. She has also agreed to meet with DPW staff in the future to discuss the outstanding invoice.

DPW staff requests approval of this motion so an agreement for the 2014 season can be executed. Updates on the progress of the invoice discussion will be given at future meetings.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the 2014 Docking Agreement with Foxy Lady Cruises and authorize the Mayor and Clerk to execute the agreement. Motion carried.

8. Review and approval of the 2014 Mini-Storm Sewer Program.

Director Grenier explained the purpose of the Mini-Storm Sewer Program, and outlined the streets included in the 2014 program. The current estimate is under the 2014 Capital Improvement Plan estimate. It was noted that additional streets could be added to the program. To date, DPW has not received any nuisance requests from Inspections. With room in the program, these requests could be accommodated if received before the project is bid out.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the 2014 Mini-Sewer Program. Motion carried.

9. Report of the Purchasing Manager:

- A. Request approval to award the purchase of two V-Plows to Monroe Truck Equipment for \$15,568.
- B. Request approval to award the purchase of a dump body with tailgate spreader to Monroe Truck Equipment for \$28,628.
- C. Request approval to award the purchase of an enclosed service body to Olson Trailer & Body for \$28,775.
- D. Request approval to award the purchase of Emergency Egress Lighting and Exit Signs for Parking Ramps to Grainger for \$15,098.
- E. Request approval to award the purchase of a Digital Radio System Analyzer to Tessco for \$26,855.

All of these purchases were bid through the Purchasing Department. In each case, DPW staff recommends award of the purchase to the low, responsive bidder.

For Item A, eleven (11) vendors downloaded plan sets, with two (2) submitting quotes. For Item B, twelve (12) vendors downloaded plan sets, with three (3) submitting quotes. For Item C, eight (8) vendors downloaded plan sets with four (4) submitting quotes. For Item D, twenty (20) vendors downloaded plan sets, and seven (7) submit quotes.

Item E was available on the GSA contract, which was competitively bid through the Federal Government. In order to insure competition, the City also completed an open solicitation. The GSA contract price was lower than any of the quotes received by the City, so purchase through the GSA contract is recommended.

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

- A. To award the purchase of two V-Plows to Monroe Truck Equipment for \$15,568.
- B. To award the purchase of a dump body with tailgate spreader to Monroe Truck Equipment for \$28,628.
- C. To award the purchase of an enclosed service body to Olson Trailer & Body for \$28,775.
- D. To award the purchase of Emergency Egress Lighting and Exit Signs for Parking Ramps to Grainger for \$15,098.
- E. To award the purchase of a Digital Radio System Analyzer to Tessco for \$26,855.

Motion carried.

10. Review and award of the contract PAVEMENT REPAIR – 2014.

Director Grenier referred the Committee to their packets, which contained a bid summary for this contract. It was noted that the bids were very competitive for this contract.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve to award contract PAVEMENT REPAIR - 2014 to the low, responsive bidder, Fischer-Ulman Construction, Inc., in the amount of \$393,347.50. Motion carried.

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

- A. Allied Concrete Construction, Inc.
- B. Evraets Concrete
- C. Jim Fischer, Inc.
- D. Howard Immel, Inc.
- E. Ken's Concrete
- F. Melnarik Concrete, Inc.
- G. Tom Phillips Construction, Inc.
- H. Precision Flatwork
- I. Tilleman Construction

DPW staff reviewed these applicants and recommends approval of these licenses.

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

- A. Allied Concrete Construction, Inc.
- B. Evraets Concrete
- C. Jim Fischer, Inc.
- D. Howard Immel, Inc.
- E. Ken's Concrete
- F. Melnarik Concrete, Inc.
- G. Tom Phillips Construction, Inc.

- H. Precision Flatwork
- I. Tilleman Construction

Motion carried.

12. Application for Underground Sprinkler System License by Lizer Lawn Care.

DPW staff reviewed this application and recommends approval.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the application for Underground Sprinkler System License by Lizer Lawn Care. Motion carried.

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

Director Grenier met with the Finance Committee earlier this evening to request permission to award two (2) contracts, SIDEWALKS 2014 and PAVEMENT 1-14 (NORTHLAND AVE) prior to the next Improvement & Service meeting. With the Council entering into the summer session, waiting until the next Council meeting will negatively impact DPW's ability to construct these projects. This request was approved by the Finance Committee and will be part of the next Council meeting.

Three (3) rounds of brush pick-up have been completed. Operations staff members are transitioning back to our normal spot pick-up services.

Streets Section has completed summerizing our snow removal equipment. Street sweeping operations are ongoing. We hope to finish our first round of street sweeping shortly.

All floating docks have been installed for the summer, including those needed for Foxy Lady Cruises.

The Electrical Department has been busy assisting Parks Department to get Bay Beach open for the season.

On May 27, 2014, Monroe Avenue from Chicago to Main Street will be shut down for the DOT construction contract. This portion of Monroe Avenue will remain closed until the project is completed in October. There will be phased construction from Chicago to Cass Streets, which will allow some traffic access in those areas.

DPW staff has been working on developing an implementation plan for the Parking Study, which was approved by the Committee at a previous meeting. The implementation plan will be brought forward for approval at a future meeting.

A motion was made by Ald. Moore and seconded by Ald. Nennig 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 8:19 p.m.