

**MINTUES**  
**IMPROVEMENT & SERVICE COMMITTEE**  
**Wednesday, January 14, 2015**  
**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 December 10, 2014.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on December 10, 2014. Motion carried.

2. Approval of the agenda.

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

3. Request by Cathy Detrie (1490 Capitol Drive) for extended on-street overnight parking exemptions.

Director Grenier read the e-mail request from Ald. Wery on behalf of Cathy Detrie, a tenant at 1490 Capitol Drive. It appears that Ms. Detrie has relatives over during the Christmas season and is under the belief that she will expend the allowable amount of exemptions per year and is requesting to have the number of exemptions doubled for this year. Due to the apparent misunderstanding of the parking exemption policy, Director Grenier is requesting to have this item referred back to staff for further discussions with Ms. Detrie.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to refer the request by Cathy Detrie (1490 Capitol Drive) for extended on-street overnight parking exemptions to staff for further discussion of the parking exemption policy. Motion carried.

4. Request by Ald. Steuer, on behalf of the resident at 1722 Boland Road, for permission to park a service truck on-street overnight annually with no limits on occurrences due to inadequate driveway space (Carried over from September 10, 2014 meeting).

Director Grenier provided the Committee with a brief overview of the original request from September 2014, stating that the property has a duplex on it with a relatively short driveway. The tenant is employed with a towing company and on call every other 48 hours. The roll off tow truck that he has to bring home is approximately 30 feet long and when backed into the driveway and touching the garage would impede the sidewalk. The motion that was made was that it be placed on a three month trial period and report back to the Committee any complaints. Director Grenier stated that he has not heard of any complaints coming into the Parking Division or from Ald. Steuer on this matter.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the request by Ald. Steuer, on behalf of the resident at 1722 Boland Road, for permission to park a service truck on-street overnight through December 31, 2015 with no limits on occurrences due to inadequate driveway space, with other accommodations being made during winter snow events as not to impede DPW Operations snow and ice control operations, and that these privileges be withdrawn in the event that the tenant moves or gains different employment that would not require the service vehicle to be parked at this property. Motion carried.

5. Review and approve the amendment to the September 30, 2013, Environmental Protection Agency Administrative Consent Order.

Director Grenier explained to the Committee that the original agreement stated that the City would have a Capacity, Management, Operation, and Maintenance (CMOM) completed within 270 days of the execution of the agreement. The CMOM report that was submitted to Environmental Protection Agency (EPA) last year was a plan on how the City would develop a more complete CMOM document. The submittal to EPA did not include a definitive schedule on when this more complete document would be completed. In discussions with EPA in November and December a formal aggressive schedule was submitted to EPA and they wish to memorialize this fact by amending the original agreement.

We request that the Committee approve the request and authorize the Mayor and Clerk to execute the amendment to the Administrative Consent Order.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the amendment to the September 30, 2013, Environmental Protection Agency Administrative Consent Order and authorize the Mayor and City Clerk to execute the amendment. Motion carried.

6. Update and possible action regarding docking agreement and outstanding invoice balance for Foxy Lady II, d.b.a. CJ Ski, Inc.

Director Grenier reminded the Committee that last year when the docking agreement with Foxy Lady II was brought forward for renewal the Committee was informed of the approximately \$17,100 of back fees that were not paid for the previous 5 years. The Committee's instruction to the Director was to execute a new agreement for 2014, work out a payment plan to receive the back payments and report back to the Committee. In 2014, Department of Public Works (DPW) received approximately \$7,500 in back docking fees leaving approximately \$9,600 outstanding.

Director Grenier informed the Committee that approximately a month ago the Green Bay Press Gazette called to do an interview regarding the departure and relocation of the Foxy Lady II down to Florida. There has been no formal discussion with the owners of Foxy Lady II regarding their departure or the payment of the remaining outstanding fees.

Director Grenier has had a recommendation by the Finance Department that a special assessment could be placed on the local business property/address which happens to be their local residential address.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore for discussion purposes to allow a special assessment to be placed on the local business property to recover the past due fees.

Ald. Moore inquired as to whether this action would impede negotiations with other interested parties that may wish to dock and run a charter service from that location. Director Grenier stated that it would not.

Ald. Nennig inquired if it would go on the tax roll as a special assessment. Ald. Danzinger stated that it would similar to an unpaid service fee. Ald. Nennig inquired as to whether the owner of the business was also the owner of the local property. Director Grenier stated that it was.

Ald. Moore asked if DPW has made notice with the business owner of the City's expectation of continued payment as per the past payment plan and whether any notice was provided or if late payments or delinquent payments occurred that an assessment would be levied. Director Grenier stated that the past payment plan was a verbal agreement and no other communication has taken place. They were making payments based upon their revenues generated this past operating season.

Ald. Dazinger suggested that an aggressive payment schedule be developed and past due payments of 30 days or more would result in the levying of a special assessment. Ald. Danzinger suggested payments of \$2,500 month.

Action was taken on the previous motion to levy the special assessment without prior communication with the business owner. The motion failed.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to provide Foxy Lady II, d.b.a. CJ Ski, Inc. with written correspondence as to the City's expectations of the continued payment plan of past due docking payments and that there is a past due payment of more than 30 days of the new invoices, that a special assessment will be placed on the local business address on file. Motion carried.

7. Request by HCW, LLC for a Permanent Limited Easement in the City-owned right-of-way for the 200 Block of Northland Avenue to construct the new façade on the Bay Lake City Center building.

Director Grenier reviewed what is being proposed on the north face of the Bay Lake City Center building with the placement of a new façade on what use to be the common wall of Bay Lake City Center and the former mall, thereby enclosing the building. On the east end of the property is an existing retaining wall that they desire to have a similar architectural look to match the existing building. In order to complete that work, the foundation and façade will extend into the public right-of-way of Northland Avenue.

If the Bay Lake City Center building is significantly altered or removed in the future and the need for the façade is no longer warranted, the easement can be vacated allowing for normal use and redevelopment of the site along Northland Avenue if necessary.

Director Grenier recommends the approval of the easement request which contains hold harmless and insurance language and authorize the Mayor and City Clerk to execute the easement agreement.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request by HCW, LLC for a Permanent Limited Easement in the City-owned right-of-way for the 200 Block of Northland Avenue to construct the new façade on the Bay Lake City Center building contingent upon obtaining all necessary approvals, executing the easement document which contains Hold Harmless language, placing on file with the City applicable insurance and authorizing the Mayor and City Clerk to execute the agreement. Motion carried.

8. Request by Reinhold Sign Services Inc. on behalf of Vertical Butterfly Investments, LLC (owner) to allow the existing sign to remain in the right-of-way adjacent to 405 W Walnut Street.

Director Grenier reviewed the request to modify the existing sign located at 405 W Walnut Street which is proposed to be renamed back to the Historic West Picture. As signs are being modified we are attempting to get a better handle of these encroachments and bringing these agreements forward. Staff recommends the approval of this agreement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Reinhold Sign Services Inc. on behalf of Vertical Butterfly Investments, LLC (owner) to allow the existing sign to remain in the right-of-way adjacent to 405 W Walnut Street contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement, placing on file with the City applicable insurance and authorizing the Mayor and City Clerk to execute the agreement. Motion carried.

9. Approval of the Purchase Agreement for the Mossy Oak Storm Water Management Facility between I-43 and Mossy Oak Circle from James L. Wiechmann (Part of tax parcel number 21-356-2).

Director Grenier informed the Committee that the reason we desire to purchase the property is to construct another storm water facility (wet pond) on the low lands west of the existing apartment complex. We presently have a storm sewer discharging near the base of the steep slope that has significantly undercut the toe / bottom of the slope and has created a ravine. The pond is to improve water quality downstream of this location and to restore the ravine back to a more natural / original elevation. We recommend the purchase of this property which will then be contiguous to Baird Park. The cost to acquire the 5.48 acres of land will be at a negotiated cost of \$300,000 which will be funded out of the Storm Water Utility Construction account. The cost of the property is somewhat higher than what we desired, but the property owner demonstrated that the remainder of the property could be developed meeting applicable zoning densities, set-backs and other applicable requirements and as such the cost of the property increased. The property that is being acquired for this storm water facility is adjacent to Baird Park and other City owned property. The cost for doing storm water management projects are escalating since the majority of the low hanging fruit have been picked and trying to retrofit projects into already developed areas increases those costs.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the Purchase Agreement for the Mossy Oak Storm Water Management Facility between I-43 and Mossy Oak Circle from James L. Wiechmann (Part of tax parcel number 21-356-2) at a cost of \$300,000.00. Motion carried.

10. Approval of the request by EXP (Consultant) on behalf of Hotel Northland, LLC (Future Owner) to place a Grease Trap within the Public Alley north of 304 N Adams Street, tax parcel number 12-78.

Director Grenier informed the Committee that as of the site and build-out plan for the renovation of the Hotel Northland there will be what is referred to as "back of the house" amenities that need to be placed such as coolers, HVAC or condensers and a grease trap. A portion of the first floor build-out is anticipated to contain a restaurant or other food services facility that will require the use of a grease trap which was not part of the original construction.

The east-west alley went into service to provide access alongside the former mall to the north-south alley which borders the Pine Street Parking Ramp. In preliminary discussions with the Developer, there could be the possibility that parcel 11-2 be sold to them for auxiliary use for the hotel. With those discussions, we have entertained the concept of possibly closing the east-west alley for public traffic as there is not a public need to utilize except for City staff to inspect and maintain the parking facility. Knowing that there is a good possibility of allowing the alley to be closed to public traffic, we are moving forward with the first step to allow for the installation of the grease trap within the public alley subject to obtaining all necessary approvals, executing the Hold Harmless Agreement, placing on file with the City the applicable insurance and authorizing the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by EXP (Consultant) on behalf of Hotel Northland, LLC (Future Owner) to place a Grease Trap within the Public Alley north of 304 N Adams Street, tax parcel number 12-78 contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement, placing on file with the City applicable insurance and authorizing the Mayor and City Clerk to execute the agreement. Motion carried.

11. Review and approval of Engineering Services Contract with Berners Schober Associates for a City-wide Building Evaluation Study.

Director Grenier explained that within the 2012 Capital Improvement Program, monies were set aside to do building evaluations for Public Works facilities. During the bonding process, further discussions were had suggesting that the scope be expanded to include more City wide facilities, buildings that were outside of Public Works. Five proposals were submitted for consideration. A quality based, cost based evaluation was utilized in making the recommendation of the selected consultant. The proposals were evaluated on the Consultants understanding of the scope and nature of the work; Experience in appraising conditions of similar type buildings; Experience preparing 20 year maintenance plans and budgets for similar type buildings; Specific knowledge in architectural and engineering concepts necessary to evaluate the building envelope, structure and interior finishes; Specific knowledge in utility and engineering concepts to evaluate the fixed equipment and systems; Specific knowledge in architectural concepts to address life safety and American with Disabilities Act items; Specific experience analyzing programmatic space needs; Ability to clearly report findings and recommendations; Propose a work schedule that meets the City's schedule; and Cost. Berners Schober Associates had the highest score with the best cost value of \$99,558.

Director Grenier recommended the award of the Engineering Services Contract to Berner Schober Associates for a City-wide Building Evaluation Study.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the Engineering Services Contract with Berners Schober Associates for a City-wide Building Evaluation Study. Motion carried.

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

Director Grenier informed the Committee that with the brief rest from major snow events and the deep cold, DPW has been performing routine maintenance on equipment and preparing equipment for the spring. Being that we are approximately halfway through the first month of the new year, DPW has done 5 plow operations and one full plow operation. With the warmer temperatures, DPW is also removing snow piles from some key corridors within the downtown area. The first snow pull was on Main Street with others scheduled for Walnut Street along with other streets. Due to narrow right-of-ways and sidewalks immediately adjacent to the roads, makes placing additional snow there difficult thus the need to perform these snow pulls.

A milestone was reached within DPW-Sewer Section with 24 reported sewer related back-ups being caused by obstructions within the City's sewer system. This number is down significantly from the 97 back-ups in 2009.

More changes are occurring in DPW-Engineering. Mike Cohen, one of our newer Civil Engineers has given notice that he will be leaving the City to take on a position with the Wisconsin Department of Transportation (WisDOT). A primary reason for Mr. Cohen leaving the City is financial. His starting salary over at the WisDOT will be a \$1.00 more per hour than what he would be making at the City and at the WisDOT they have 6 month step increases which allows him to make substantially more than what the City is able to offer, even after what

is being proposed with the Engineering Salary Study that was presented to the Personnel Committee Tuesday afternoon. If you have questions relative to the Engineering Salary Study, please feel to Contact the HR Director or Director Grenier to get clarifications. Kyle Long, Pavement Technician, primarily in charge of sidewalk and concrete pavement repairs, retired January 8, 2015 and has since relocated to Arizona. In the past year due to retirements of Kyle Long, Dave Grunwald and Mary Stutleen, approximately 106 years of experience was lost.

A bit of good news is that we may have an Assistant Director of Public Works candidate. The Candidate met with the HR Director and Mayor recently but at this time we are not able to release any further information.

Lastly, we need to report that a few weeks ago there was an incident at the West Side Garage with the passing of Dick Blazczak. When the incident occurred, DPW staff responded immediately and without hesitation. It was reported by Green Bay Fire and Rescue that without the quick attention provided by DPW staff, Dick wouldn't have had any chance of survival. Employee Assistance Program (EAP) was brought in to allow staff to talk about the incident and several staff members have taken advantage of this service.

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

Meeting adjourned at 7:45 p.m.