

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Wednesday, January 27, 2016  
ROOM 207, CITY HALL  
5:30 p.m.**

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

1. Approval of the minutes from the regular meeting on January 13, 2016.

A motion was made by Ald. Nennig and seconded by Ald Steuer to approve the minutes from the regular meeting on January 13, 2016. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item number 8 will be discussed first and then the Committee will return to the proposed agenda.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the modified agenda. Motion carried.

3. Request by Ald. Zima that the City consider allowing any person with a junk pickers license permission to remove items from the household waste dump sites on both the east and west side, which would reduce the amount of household waste, which eventually ends up in the landfill at an increased cost to City taxpayers (held over from January 13, 2016 Improvement & Service Committee meeting).

Director Grenier referred the Committee members to Item No. 3 in their packets. He stated that the main items the junk pickers like are the scrap metal objects because they can recycle them. Currently the City recycles the scrap metal from the bunkers.

Ald. Steuer asked what the annual recycling revenue is for a year?

Director Grenier stated that the City revenue from the scrap metal is approximately \$2,000 per year. The Director said that this idea was forwarded to Cities and Villages Mutual Insurance (CVMIC) for their thoughts. CVMIC stated that they did not think the City should allow junk pickers into the bulk waste facilities due to liability issues. If the City allowed the pickers in CVMIC stated that the City would have to get a liability waiver from each picker.

Ald. Steuer asked if other local communities allow junk pickers in their bulk waste.

Chris Pirlot, Operations Director stated that the City of DePere used to allow pickers into their bulk waste facility. Several differences between their facility and Green Bay's are that DePere only has one facility and their facility is easily monitored by office staff in the administration building. DePere has discontinued allowing pickers into their bulk waste due to enforcement issues.

Ald. Nennig asked if the pickers are allowed to pick from items placed at the curb during scheduled City bulk waste days.

Director Grenier stated that once items are placed at the curb, in the right-of-way, the items become City property. Technically the pickers are not allowed to pick those bulk waste items. The City does not strictly enforce this item.

Ald. Nennig does not think pickers belong in the bunkers. There are plenty of options available for residents to donate these types of items too. Ald. Nennig understands that if the City allowed pickers into the bunkers that the City could be open to liability suits.

The Director stated that the bunkers are messy right now with people being allowed to deposit material. If pickers are allowed to go through the bunkers to retrieve items the mess would escalate.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to receive and place on file the request by Ald. Zima that the City consider allowing any person with a junk pickers license permission to remove items from the household waste dump sites on both the east and west side, which would reduce the amount of household waste, which eventually ends up in the landfill at an increased cost to City taxpayers. Motion carried.

4. Request by Ald. Tim DeWane to consider a re-use day, four times a year, where people can put items, such as windows, metal doors, cabinets, etc., out to the curb for pick up (held over from January 13, 2016 Improvement & Service Committee meeting).

Director Grenier referred the Committee members to Item No. 4 in their packets. Chris Pirlot, Operations Director had prepared a memo dated January 27, 2016 titled Examination of Proposed City-Wide Quarterly Re-use Program. The Director touched on the details of the Durham, Ontario Canada's program. Germany also has a waste reducing program whereby the manufacturers are charged a fee based upon the amount of product packaging.

Department of Public Works (DPW) has just completed the delivery of the yearly information packet to residents. The packet included information on the yearly pick-up schedules and educational information on local existing re-use options currently available.

Ald. Nennig stated that one more program would confuse residents and could cause residents receiving set out fees for improperly placed items. He feels it is important to educate the residents on current organizations that currently exist.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to receive and place on file the request by Ald. Tim DeWane to consider a re-use day, four times a year, where people can put items, such as windows, metal doors, cabinets, etc., out to the curb for pick up. Motion carried.

5. Request by Ald. Thomas DeWane to discuss, with possible action, the cost for permits for storm sewer work (held over from January 13, 2016 Improvement & Service Committee meeting).

Ald. DeWane notified Director Grenier that the resident which had prompted the request has not contacted Ald. DeWane to discuss the item. Ald. DeWane requested that the item be received and placed on file. The item may be re-opened in the future.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to receive and place on file the request by Ald. Thomas DeWane to discuss, with possible action, the cost for permits for storm sewer work. Motion carried.

6. Request by Parking Division to secure quotes for replacement of its parking access and revenue control system (PARCS) equipment.

Director Grenier stated that this item is an informational item only. The Committee had approved the purchase at the December 9, 2015 Improvement and Service meeting. Recently, the Parking Division had been informed that the 3M Company will be shutting down their PARCS parts business. The City's current PARCS equipment does break down quite frequently and each outage costs the City money due to lost parking revenue.

The Parking Utility puts money aside each year for major purchases. They are proposing to borrow money internally and then replace the borrowed money with money from a bond issue.

Ald. Steuer asked what type of useful life can be expected from the equipment.

Chris Pirlot, Operations Director stated that the industry standard is ten (10) years.

Ald. Nennig asked if the equipment is available from multiple vendors.

Director Grenier stated that the City has had multiple vendors express interest in helping the City calculate costs and select equipment. There should be strong competition for providing the equipment which should lower the cost to the City. The amount of the bonding required will be brought to this Committee for approval.

Ald. Moore stated that this sounds like a good application for the budget surplus money.

Ald. Steuer asked how much money could be lost during equipment downtime.

Director Grenier stated that most of the money generated by Parking Utility comes from the three parking ramps. If the PARCS equipment is not operating, approximately 80% of that revenue could be lost.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to receive and place on file the request by Parking Division to secure quotes for replacement of its parking access and revenue control system (PARCS) equipment. Motion carried.

7. Review and approval of the 2016 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 2016 special assessment factors and rates against the 2015 factors and rates, explaining the cause of requested increases for sewer, water, and concrete pavement reconstruction. All other rates are proposed to remain at 2015 levels. A copy of the proposed 2016 Special Assessment factors and rates is attached to the minutes.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the 2016 Special Assessment factors and rates. Motion carried.

8. Report of the Purchasing Manager:

A. Request approval to purchase Pump Controllers from Berg-Johnson Associates for \$12,350.

Director Grenier stated that this request is for pump controllers at the Broadway/Clinton storm lift station, former H&R Paper Landfill, and Lambeau Field sanitary surge tank.

These controllers are the only controllers compatible with the programming software and training that the City currently uses. The controllers are the only controllers compatible with the remote programming and firmware upgrade features through our Supervisory Control and Data Acquisition (SCADA) system.

The controllers are manufactured by Schneider Electric and are only available locally through the territorial distributor, Berg-Johnson Associates. The provided quote was within the available comparables.

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

A. To approve the request to purchase Pump Controllers from Berg-Johnson Associates for \$12,350.

Motion carried.

9. Request by KS Energy Services to renew the annual Hold Harmless Agreement for access to the City of Green Bay sewer system to conduct inspection of the sewer mains and laterals.

This is an annual agreement between KS Energy Services and the City. KS Energy Services installs natural gas piping and services throughout the City. The agreement allows access to the City's sanitary sewer system so that they can document the location of laterals and perform post gas service installation inspections to verify that the sanitary sewer was not affected by their installation. If a natural gas leak were to occur it could get into the sanitary sewer lateral and into a residents home if the natural gas piping penetrated the sewer lateral. DPW recommends approval of the annual Hold Harmless Agreement.

Ald. Steuer asked if the inspections are City project driven.

Director Grenier pointed out that KS Energy Services is a sub-contractor for Wisconsin Public Service (WPS) and their work is not related to City projects.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the request by KS Energy Services to renew the annual Hold Harmless Agreement for access to the City of Green Bay sewer system to conduct inspection of the sewer mains and laterals contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

10. Applications for Tree & Brush Trimmer Licenses by the following:

- A. A-1 Tree Service, Inc
- B. Best Stump Grinding
- C. Economy Tree Service, LLC
- D. Nelson Tree Service, Inc
- E. Ripley's Stump Grinding

All applicants for the Tree & Brush Trimmer Licenses have held a license with the City in the past. DPW recommends approval of all applicants.

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

- A. A-1 Tree Service, Inc
- B. Best Stump Grinding
- C. Economy Tree Service, LLC
- D. Nelson Tree Service, Inc
- E. Ripley's Stump Grinding

Motion carried.

11. Director's Report on recent activities of the Public Works Department.

Director Grenier stated that the Personnel Committee had approved four new employees for the department.

The Monday, January 25, 2016 snow event dropped between 4 to 5-1/2 inches of snow. The plows started at 11:00 p.m. and by 9:00 a.m. Tuesday, January 26, 2016 the crews were done. The crews did go back out to re-plow the Tuesday garbage routes due to residents having bins out which prevented plowing to the curb.

Director Grenier stated that there is another storm coming next week. The forecast right now is approximately 1 week out. Weather forecasting is not that accurate until three days out. DPW starts to game plan at least 1 day in advance of a storm. DPW analyzes various forecasts looking at items such as temperature, time frame of the storm, water content of the snow and wind conditions. Snow plowing is very scientific.

There is a lot of thought that goes into preparing the brine or salt and even how to plow.

Ald. Steuer stated that he thought DPW did a very good job with this storm. If he sees or is made aware of plowing issues he will contact DPW. He also asked how long it takes to train a plow driver?

Director Grenier stated that it takes approximately one season for a plow driver to get comfortable. DPW tries to have the same driver plow the same routes. Long storms make that impossible though due to limits on duty time for the drivers.

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

Meeting adjourned at 6:50 p.m.

<b>CITY OF GREEN BAY</b>		
<b>SPECIAL ASSESSMENT FACTORS AND RATES</b>		
<b>PROPOSED 2016 FACTORS AND RATES</b>		
<b>I. <u>SANITARY SEWER</u></b>	<b><u>2015 RATES</u></b>	<b><u>PROPOSED 2016 RATES</u></b>
Sewer	\$47.00 Per Front Foot	\$47.00
Sewer with Rock Excavation	\$95.00 Per Front Foot	\$95.00
4" Sanitary Connection with Rock Excavation	\$1,300.00 Each \$2,300.00 Each	\$1,300.00 \$2,300.00
6" Sanitary Connection with Rock Excavation	\$1,500.00 Each \$2,500.00 Each	\$1,500.00 \$2,500.00
<b>II. <u>STORM SEWER</u></b>		
Sewer	\$60.00 Per Front Foot (New Streets, and Type B Streets in Urban Expansion & Reserve Districts)	\$60.00
6" Storm Connection	\$850.00 Each	\$850.00
12" Storm Connection	\$1,525.00 Each	\$1,550.00
Stormwater Management (Fee in lieu of)	\$2,100.00 Per ERU	\$2,400.00
<b>III. <u>WATER</u></b>		
Residential and Other Ordinary Users with Rock Excavation	\$30.00 Per Front Foot \$50.00 Per Front Foot	\$33.00 \$63.00
User Requiring Larger Than 8" Mains with Rock Excavation	\$37.00 Per Front Foot \$57.00 Per Front Foot	\$41.00 \$71.00
1" Lateral with New Water Main with Rock Excavation	\$1,000.00 Each \$2,000.00 Each	\$1,100.00 \$2,000.00
1" Lateral on Existing Water Main with Rock Excavation	\$2,000.00 Each \$3,000.00 Each	\$2,100.00 \$3,000.00
New 1" Service Connection	Actual Cost	Actual Cost
New Larger than 1" Service Connection	Actual Cost	Actual Cost

IV. <u>STREET CONSTRUCTION</u>  <u>ASSESSMENT RATES</u> Assessment Factor =	<u>2015 RATES</u>		<u>PROPOSED 2016 RATES</u>	
	<u>ASPHALT PAVEMENT</u>	<u>CONCRETE PAVEMENT</u>	<u>ASPHALT PAVEMENT</u>	<u>CONCRETE PAVEMENT</u>
	\$115.00	\$200.00	\$115.00	\$205.00
1. <u>Type "A" Street</u> (New Street, Not Previously Open to Traffic)				
Residential Zones	\$115.00	\$115.00	\$115.00	\$115.00
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$115.00	\$200.00	\$115.00	\$205.00
2. <u>Type "B" Street</u> (Existing Street, No Curb & Gutter)				
Residential Zones	\$69.00	\$69.00	\$69.00	\$69.00
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$103.50	\$180.00	\$103.50	\$184.50
3. <u>Type "C" Street</u> (Existing Street, Has Pavement and Curb & Gutter)				
A. Local Streets				
Residential Zones	\$34.50	\$34.50	\$34.50	\$34.50
Residential Zones on Bus and/or Heavy Traffic Routes	\$31.05	\$31.05	\$31.05	\$31.05
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$74.80	\$130.00	\$74.80	\$133.30
B. STP and NHS Streets				
Residential Zones	\$23.00	\$23.00	\$23.00	\$23.00
Residential Zones on Bus and/or Heavy Traffic Routes	\$20.70	\$20.70	\$20.70	\$20.70
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$74.80	\$130.00	\$74.80	\$133.30

<p>V. <u>ASPHALT RESURFACING</u> <u>ALL STREET TYPES</u> Assessment Factor =</p>	<p><u>2015 RATES</u> <u>ASPHALT RESURFACING</u> \$28.40</p>	<p><u>PROPOSED 2016 RATES</u> <u>ASPHALT RESURFACING</u> \$28.40</p>
<p>Residential Zones</p> <p>Residential Zones on Bus and/or Heavy Traffic Routes</p> <p>All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)</p>	<p>\$17.00</p> <p>\$15.30</p> <p>\$25.60</p>	<p>\$17.00</p> <p>\$15.30</p> <p>\$25.60</p>
<p>INTEREST RATE FOR UNPAID SPECIAL ASSESSMENTS</p>	<p><u>2015 RATES</u> 4.00%</p>	<p><u>PROPOSED 2016 RATES</u> 4.00%</p>