

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Wednesday, February 24, 2016  
ROOM 207, CITY HALL  
5:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig, Jerry Wiezbiskie  
Ald. Moore and Ald. Wiezbiskie excused. Ald. Steuer attended to make a quorum.

1. Approval of the minutes from the regular meeting on January 27, 2016.

At the January 27, 2016 Improvement & Service Committee meeting Ald. Danzinger and Ald. Wiezbiskie were excused, and Ald. Steuer attended to make a quorum.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the minutes, amending the minutes to note that Ald. Moore and Ald. Wiezbiskie were excused and Ald. Steuer attended to make a quorum, from the regular meeting on January 27, 2016. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, Item No. 15 will be discussed after Item No. 3, and then the Committee will return to the proposed agenda.

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

3. Request by Jeff Tomcheck to rescind the nuisance litter and solid waste charge of \$103.12 at 605 Twelfth Avenue.

The property located at 605 Twelfth Avenue was cleaned up by the Department of Public Works (DPW) as a nuisance lot clean-up. Inspection Department performed its first inspection on October 19, 2015. Their second inspection was performed on November 2, 2015. DPW performed the lot clean-up on November 3, 2015 and the invoice was generated on November 4, 2015.

The floor was opened and Jeff Tomcheck offered his version of the process. He is the Property Manager for the owner of the parcel. Currently the home is vacant. Jeff stated that as soon as he was notified there was an issue at the site he proceeded to remove the three sinks that were in the yard. He admitted that he did not remove a five gallon bucket under a backyard hose bib and the small litter picked-up by DPW. Jeff stated that he is responsible for all of the owner's properties and he has worked with various staff from the Inspection Department but has not worked with Chad before. Other Inspection staff has called him in the past if there were issues to address and he would work with the inspector to resolve the issue.

The floor was closed to discussion.

Ald. Steuer stated he appreciates the fact that Mr. Tomcheck is willing to work with the housing inspectors to resolve outstanding issues. City staff is typically responding to complaints from neighbors in situations like this. The City did expend equipment and man hours to perform a lot clean-up.

Ald. Nennig stated that the bucket by the faucet is not a problem but the litter is a problem. The litter should have been removed when the sinks were removed. The City has a policy that all complaints are addressed. He is not in favor of rescinding the fee but would consider options.

Ald. Danzinger stated he is not in favor of rescinding the fee but would consider options.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the request by Jeff Tomcheck to rescind the nuisance litter and solid waste charge of \$103.12 at 605 Twelfth Avenue and issue a new invoice in the amount of \$51.56. Motion carried.

4. Request by Bay Settlement Investments, LLC to be on the 2016 Road Improvement Schedule via the "Developer Built" option for Eaton Heights Phase 2.

Director Grenier stated that in July, 2015, DPW had sent an informational letter to all prospective developers. The letter explained the three design options offered by the City and also contained a submittal timeline for each option. Option 1 includes having the City designing and constructing the improvements. Option 2 has the developer hiring a consultant to design the improvements and the City bids and constructs the improvements. Option 3 includes having the developer hire a consultant to design and build the improvements with City oversight. The City and the Developer will enter into a Developer's Agreement which defines the development fees and the responsibilities of the developer. Option 3 includes the developer financing the improvements.

Bay Settlement Investments, LLC, is proposing to complete the Eaton Heights Phase 2 project this summer. DPW did not receive the request in a timely fashion. If they want to construct this summer, the only option available to the developer is Option 3. The City will review the design for compliance with City requirements and will inspect the construction.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the request by Bay Settlement Investments, LLC to be on the 2016 Road Improvement Schedule via the "Developer Built" option for Eaton Heights Phase 2 and authorize the Director to execute the Developer's Agreement. Motion carried.

5. Request by Ald. Zima, on behalf of the residents of Green Bay, that the Public Works Department make a comprehensive study of the storm water sewer system in Green Bay and further that the department provide for council consideration an estimate of the cost of updating our sewer system to resolve the ongoing water problems that continue to plague numerous neighborhoods. Also referred to Advisory Committee (held over from January 13, 2016 Improvement & Service Committee meeting).

Director Grenier stated that at the January 13, 2016 Improvement & Service Committee meeting the report was discussed. As discussed at that meeting a copy of the report was forwarded to all Aldermen on January 14, 2016 to solicit comments. No comments have been received to date.

Ald. Steuer stated he appreciates all the work put into the report. The report is very thorough.

Ald. Nennig stated that the report made it clear that storm sewer maintenance is very important as it relates to the function of the system. He understands the system can be improved by design. He feels that the projects identified in the report should be given priority. He asked if improvements are made to the storm water system will the flood plain issues be affected.

Director Grenier pointed out that the flood plain is a function of elevation only as set by Federal Emergency Management Agency (FEMA). The City has had issues with residents removing manhole covers which allowed flood waters into the storm and sanitary sewer systems. The City has attempted to educate residents without much success. Director Grenier discussed the issue of Inflow and Infiltration (I&I) and how Green Bay Metropolitan Sewerage District (GBMET) bills the City. DPW as part of the CIP program does televise various basins each year which includes manhole inspections to determine the condition of the sewer system. Director Grenier stated that there are five conditions noted that lead to issues. These five conditions include: (1) ponding of water on streets which slowly flows into the sewer system but does not cause property damage; (2) certain areas around town do not have enough inlets to get the water into the sewer system; (3) mainly in the Preble area pipes are undersized; (4) the storm sewer discharges as the receiving waters are submerged; and (5) the types of storms in the recent past are more intense than what the system is designed for.

The existing topography comes into play with the storm water issues. For example on the near west side there used to be a slew. Years ago the slew was filled in and the area developed. The only area that was filled in was the slew itself. The natural topography still slopes towards the slew which is one of the areas that has recurring flooding issues.

Ald. Steuer would like to see a phased approach used to attack the problem with status updates with graphics. He thought that the projects identified in the report should be done first.

Ald. Danzinger thought the nine critical basins need to be addressed.

Ald. Nennig thought DPW should proceed with the plan outlined in the report and status reports should be issued.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to receive and place on file the request by Ald. Zima, on behalf of the residents of Green Bay, that the Public Works Department make a comprehensive study of the storm water sewer system in Green Bay and further that the department provide for council consideration an estimate of the cost of updating our sewer system to resolve the ongoing water problems that continue to plague numerous neighborhoods and to authorize staff to proceed with implementation of efforts to address storm water issues in the nine drainage basins identified. Motion carried.

6. Request by Ald. Moore for a report on activities of our Parking Division in residential areas.

Director Grenier referred Committee members to Item No. 6 in their packets. He discussed the typical operation for enforcement performed by the Parking Division.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to receive and place on file the request by Ald. Moore for a report on activities of our Parking Division in residential areas. Motion carried.

7. Report on Sewer Section air quality monitor emergency replacement project.

Director Grenier referred Committee members to Item No. 7 in their packets. The memo explains the rationale used by Sewer Section in the purchase of the air quality meters. Purchasing the testing and calibration equipment offers the advantages of less meter down time and there is a cost savings over time. DPW recommends approval of the purchase of the air quality meters and the purchase of the testing and calibration equipment.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to receive and place on file the report on Sewer Section air quality monitor emergency replacement project. Motion carried.

8. Review and approval of McMahon contract amendment for 2016 storm water facility vegetation maintenance in the amount of \$69,725.00.

The City has hired several consultants in the past to perform maintenance at storm water facilities. The City's storm water facilities were divided into two groups. Baird Creek Preserve, Northeast Pond, Larscheid Pond, Mills Street Pond, and Basten Street Wetlands Facility were awarded to McMahon. The contract amendment is for calendar year 2016 in the amount of \$69,725.00.

Director Grenier explained that the first plantings at the facilities contained over 40 different species of plants. The natural progression of the plantings through the growth cycle has dominant species that flourish in specific areas. The dominant species are now established at the facilities. Phase 2, or the next step in the progression, includes maintenance activities for these facilities and not an overall re-seeding of all 40 species again. Phase 3 is a continuation of the maintenance activities.

The costs for each facility cannot be compared on a basis of size for the facility due to the individual characteristics of each facility. Location is one of the key characteristics which may affect cost. For example a facility located adjacent to open field may be more susceptible to blowing seeds from invasive species.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to approve the McMahon contract amendment for 2016 storm water facility vegetation maintenance in the amount of \$69,725.00. Motion carried.

9. Review and approval of NES, A Division of Robert E Lee & Associates, contract amendment for 2016 storm water facility vegetation maintenance in the amount of \$69,125.00.

The City has hired several consultants in the past to perform maintenance at storm water facilities. The City's storm water facilities were divided into two groups. Royal Woods, Barina Creek, Berger Street, and Huron-Sitka ponds were awarded to NES, a Division of Robert E Lee & Associates. The contract amendment is for calendar year 2016 in the amount of \$69,125.00.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the NES, A Division of Robert E Lee & Associates, contract amendment for 2016 storm water facility vegetation maintenance in the amount of \$69,125.00. Motion carried.

10. Review of proposed plan to resurface Caroline Street as part of the 2016 Asphalt Street Resurfacing Program.

Caroline Street is in the Pavement Program this year from Oak Street to Buchanan Street. The block from Oak Street to Garfield Street is currently paved in the gutter. DPW sent a letter to all the residents to determine if they preferred to resurface the street again or to have the street reconstructed. 1109 Caroline Street voted in favor of resurfacing, and 130 Garfield Street voted in favor of reconstructing the street. Three residents did not reply.

DPW recommends resurfacing the street from Oak Street to Buchanan Street including paving in the gutter. The gutter slopes will drain and we will not have to pave onto any aprons, similar to the existing conditions. DPW needs the Committee to break the tie and determine which option is brought forward for the street pavement.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to receive and place on file the proposed plan to resurface Caroline Street as part of the 2016 Asphalt Street Resurfacing Program. Motion carried.

11. Request by Department of Public Works to approve the proposed cross-section for Gray Street and to authorize the consultant to complete the design work including the project plans, specifications, estimate and all required Wisconsin Department of Transportation reports and to make a recommendation to the City Council.

The recommended cross-section for Gray Street is to provide a 12 foot travel lane in each direction and a 6 foot bike lane in each direction for a total face-to-face width of 36 feet. The terrace width will vary between 4.375 feet and 6 feet due to varying existing right-of-way. The existing sidewalks will remain as much as possible. The existing cross-section will not expand the existing roadway footprint. A copy of the proposed cross-section is included in the Aldermen's packets.

Director Grenier stated that the City does not want to acquire property along Gray Street as that process could exceed the timeline for the project. The federal money involved with the project dictates that bike/ped accommodations be provided. The existing sidewalk will provide the pedestrian accommodations for the project and the new bike lane will provide the bike accommodations. Director Grenier summarized the resident comments received during the public information meeting.

Director Grenier stated that Gray Street is proposed to be constructed of concrete. As such the bike lane can utilize the pan of the gutter.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to approve the request by Department of Public Works to approve the proposed cross-section for Gray Street and to authorize the consultant to complete the design work including the project plans, specifications, estimate and all required Wisconsin Department of Transportation reports and to make a recommendation to the City Council. Motion carried.

12. Request by Department of Public Works to approve the proposed cross-section for Mather Street and to authorize the consultant to complete the design work including the project plans, specifications, estimate and all required Wisconsin Department of Transportation reports and to make a recommendation to the City Council.

Director Grenier referred the Committee members to Item No. 12 in their packets. The recommended cross-section for Mather Street is to provide an 11 foot travel lane in each direction and a 7 foot wide bike lane in each direction for a total face-to-face width of 36 feet. The terrace width will be 8.5 feet with a 5 foot wide sidewalk on each side. The proposed cross-section will not expand the existing roadway footprint. The cross-section for Mather Street is slightly different in that Mather Street is proposed to be paved using asphalt. On asphalt streets the requirements do not allow the gutter pan to be included in the bike lane due to the joint between the concrete gutter and asphalt street.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the request by Department of Public Works to approve the proposed cross-section for Mather Street and to authorize the consultant to complete the design work including the project plans, specifications, estimate and all required Wisconsin Department of Transportation reports and to make a recommendation to the City Council. Motion carried.

13. Request by Department of Public Works to award 6-month contract extension for engineering staff augmentation services to Patrick Engineering Inc.

Director Grenier stated that last year a staff augmentation contract was approved and awarded to Patrick Engineering. The approval included an initial contract length of 6 months and/or an amount not to exceed \$100,000.00 with two 6-month extensions. Each extension would be limited to a cost of \$100,000.00. The Director was authorized to grant the contract extensions, with the extensions being reported to the Committee.

The consultant has and will continue working on Park Department projects. The Director is reporting that a 6-month extension will be exercised.

A motion was made by Ald. Steuer and seconded by Ald. Nennig to approve the request by Department of Public Works to award 6-month contract extension for engineering staff augmentation services to Patrick Engineering Inc. Motion carried.

14. Approval of contract for Construction Materials Testing 2016 – 2017.

Director Grenier informed the Committee that the Department of Public Works periodically obtains proposals from local materials testing firms to provide professional soils testing services on City construction projects. The current contract for services has expired.

Three proposals were received. A proposal was received from American Engineering Testing (AET), River Valley Testing (RVT), and Bay Area Testing and Consulting (BATC). DPW reviews the proposals by comparing the costs of services required for a sample construction project. The proposals from BATC, RVT, AET were determined to be responsive and were evaluated by staff. Director Grenier stated that both BATC and AET had very comparable rates for both personnel and unit costs for materials testing. AET is the incumbent consultant. Review of the proposals indicated that BATC had the lowest costs for the sample project. BATC did not have a licensed engineer on staff at the time of the last letting and was therefore not considered for selection.

Director Grenier informed the Committee that in addition to testing, staff utilizes the technical expertise of the testing firm to make recommendations regarding soil conditions and requires interpretation of the test results for use on construction projects. As such, the need for experienced technical staff and engineers is great.

A motion was made by Ald. Nennig and seconded by Ald. Steuer to approve the 2016 – 2017 Construction Materials Testing contract with Bay Area Testing and Consulting and authorize the Director of Public Works to sign the contract. Motion carried.

15. Report of the Purchasing Manager:

A. Request approval to award a contract to Eland Electric for \$234,730 for electrical repairs and sandblasting & painting services for the Falling Star ride.

Purchasing Manager Jensen advised that the Falling Star ride was donated to the City's Park Department. The ride is approximately 40 years old. Parks Department hired a contractor to inspect the ride and to develop a scope of work required to refurbish the ride. Purchasing used that scope of work in developing the requirements of the proposals. In general terms the ride's electrical system will be removed and replaced and the ride's structure will be sandblasted and painted.

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

A. To award a contract to Eland Electric for \$234,730 for electrical repairs and sandblasting & painting services for the Falling Star ride.

Motion carried.

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

- A. IEI General Contractors, Inc.
- B. Larry VanRite Trucking & Excavating, Inc.
- C. Martell Construction, Inc.
- D. Northern Concrete Construction
- E. Sommers Construction Co., Inc.

All applicants have held a Sidewalk Builder's License with the City in the past. DPW recommends approval of all the applications.

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

- A. IEI General Contractors, Inc.
- B. Larry VanRite Trucking & Excavating, Inc.
- C. Martell Construction, Inc.
- D. Northern Concrete Construction
- E. Sommers Construction Co., Inc.

Motion carried.

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

- A. A Four Season Tree Care
- B. Asplundh Tree Expert
- C. Beaver Tree Specialists
- D. Big Boys Landscape & Snow Services, LLC
- E. Fall-Rite Services
- F. Hutch
- G. Selner Tree & Shrub Care, LLC
- H. Timber Edge Tree & Shrub Care
- I. Trugreen

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

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 Four Season Tree Care
- B. Asplundh Tree Expert
- C. Beaver Tree Specialists
- D. Big Boys Landscape & Snow Services, LLC
- E. Fall-Rite Services
- F. Hutch
- G. Selner Tree & Shrub Care, LLC
- H. Timber Edge Tree & Shrub Care
- I. Trugreen

Motion carried.

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

Director Grenier stated that he has been working on the re-organization for the Utility Section.

The Parking Division is working with the Purchasing Department to create the specifications for bidding out the PARCS replacement equipment.

DPW is recruiting for a sewer laborer and street laborer for Operations and a Financial Supervisor. The open positions are due to recent retirements.

City streets are now back to bare pavement. Street Division personnel are working on cleaning out inlets so they are able to accept water.

The CIP program is being worked on and it is anticipated to be brought to Committee in early April.

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

Meeting adjourned at 7:35 p.m.