

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, July 15, 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 June 9, 2015.

A motion was made by Ald. Nennig and seconded by Ald Wiezbiskie to approve the minutes from the regular meeting on June 9, 2015. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item numbers 12 and 13 will be discussed after item 4, and item 9 will be discussed prior to item 7 then the Committee will return to the proposed agenda.

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

3. Request by Cliff M. Wall, owner of Cliff Wall Automotive, LLC for a refund of overpaid storm water charges from 2013 to present, in the amount of \$533.55 at 710 Diane Street.

Director Grenier stated that recently Cliff Wall acquired properties east of the existing dealership. The buildings on the acquired properties were razed and the parking lot was expanded. The acquired parcels were added to the parent parcel. The razed building was a multi-family structure and due to an accounting error the storm water bills were not discontinued after the structure was razed. Department of Public Works (DPW) staff recommends granting the refund of overpaid storm water charges in the amount of \$533.55.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Cliff M. Wall, owner of Cliff Wall Automotive, LLC for a refund of overpaid storm water charges from 2013 to present, in the amount of \$533.55 at 710 Diane Street. Motion carried.

4. Request by Maria Smith for an exemption to §16.11(b)2, Green Bay Municipal Code, requiring the mandatory connection of sump pump discharge to City's storm sewer system at 2782 Oakwood Drive.

DPW staff reviewed the soil types of the property in question. The property consists of Shawano loamy fine sand which has a Ksat value of 92.0 micrometers per second. This converts to 13.04 inches per hour. The 13.04 inches per hour is greater than the maximum 10-year storm value of 6.0 inches per hour. Therefore the soils should absorb the sump pump discharging to grade without causing a public nuisance. DPW staff recommends granting the exemption to connecting the sump pump to the storm sewer system.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Maria Smith for an exemption to §16.11(b)2, Green Bay Municipal Code, requiring the mandatory connection of sump pump discharge to City's storm sewer system at 2782 Oakwood Drive. Motion carried.

5. Request by Marek and Anna Milanowski to rescind the special waste collection charge of \$70.00 at 1820 August Street.

The apartment building in question has had an early set out charge in 2011 and this bulk pick up. DPW staff recommends to deny the request to rescind the \$70.00 fee.

Ms. Milanowski called the DPW office on Monday, July 13, 2015 and stated that they will no longer be contesting the charge. She had stated that they will mail in the \$70 fee. DPW staff recommends that this item be received and placed on file.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Marek and Anna Milanowski to rescind the special waste collection charge of \$70.00 at 1820 August Street. Motion carried.

6. 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.

DPW is reviewing the request and will have more information at the August 2015 Committee meeting.

DPW staff reviewed historical data and records regarding the flooding issues. The City has experienced two major events in the last month. In the early 1990's the Preble Area Study was performed. Of the trouble areas 104 were identified in the study. There were 19 other east side hotspots. The west side had 21 hotspots.

One issue discovered is that with the recent higher receiving water body elevations of the Fox and East Rivers many of the storm water discharge pipes are now submerged. The submerged discharge pipes means that the storm sewer pipes must fill and surcharge to develop enough head to flow water into the receiving body of water. The higher water level in the receiving water bodies may mean that the current gravity pipes may need to be supplemented with storm water lift stations.

The Preble Area Study had a 1991 cost of \$5.5 million to correct the storm sewer pipe deficiencies. That would convert to approx. \$11.5 million in today's dollars. A rough estimate to correct all the storm sewer deficiencies is \$25-\$30 million dollars.

The work that the City has performed since the Preble Area Study has improved the situation but has not remedied the issue. The Elizabeth Street storm sewer project is being discussed to determine if upsizing the pipe is prudent without correcting the submerged discharge pipe.

The tentative date for installation of the trash guards and the rebuilt third pump at the Quincy Street Storm Sewer Lift Station is tentatively scheduled for July 22, 2015. The two projects will be performed at the same time to conserve crane rental charges.

The hotspots are known and they will be prioritized to determine which areas are addressed first. The hotspots that exist are not a life safety issue at this time but are inconveniences at the time of a storm. The water in the hotspots did recede after several hours.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to refer to staff 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. Also referred to Advisory Committee. Motion carried.

7. Request by Ald. Wiezbiskie to review, with possible changes, the policy in our Department of Public Works with reference to outsourcing back logged engineering projects.

The Director stated that agenda items 7, 8, & 9 are all somewhat related. Item 9 will be discussed prior to Items 7 and 8. Items 7 and 8 will be discussed if needed after item 9.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to receive and place on file the request by Ald. Wiezbiskie to review, with possible changes, the policy in our Department of Public Works with reference to outsourcing back logged engineering projects. Motion carried.

8. Request by Ald. Tim DeWane to have staff provide an update on filling engineering staffing levels.

The last open engineer position was filled on May 21, 2015. The last engineering aide position was filled on June 1, 2015.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to receive and place on file the request by Ald. Tim DeWane to have staff provide an update on filling engineering staffing levels. Motion carried.

9. Request by Department of Public Works to award contract for engineering staff augmentation services to Patrick Engineering Inc.

DPW plans on augmenting the engineering staff using an outside consultant. The outside consultant will work out of City Hall alongside City engineering staff. The consultant will be trained on City standards. The consultant will be used to help eliminate the backlog of projects.

The Director gave a brief summary of the typical process used when an outside consultant designs a project for the City.

At this time there is not a temporary agency from which to hire engineers from on a temporary basis. The typical process is for consulting firms to “rent” staff from other consulting firms. Contracting Professional Services does not require that the Request For Proposal (RFP) process be followed. The normal RFP process would include sending out the RFP, reviewing the responses, interviewing, and final selection. The RFP process would not be fee based but instead would be based upon ability to fulfill a need. The normal RFP process would consume 2-3 months before the contracted staff would be in house. DPW does not have the luxury of waiting 2-3 months to get an engineer in house. The City was looking for a firm that could provide a Civil Engineer II. Patrick Engineering will be providing what they deem a Staff Engineer 2, the engineer will have a P.E., will cost \$90/hour, and will be available starting August 3, 2015. The engineer will work out of City Hall. The experienced engineer that will be provided will minimize the training required. Renting more than one engineer at a time is not a good idea due to the fact that the reviewers would then be backlogged. DPW does have the funding available for the augmented engineer.

The draft agreement between Patrick Engineering and the City does contain a provision for extending the services past the original 6-month term. The rider provides for two 6-months extensions. Any extensions would be brought to the Committee for approval.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Department of Public Works to award contract for engineering staff augmentation services to Patrick Engineering Inc. Motion carried.

10. Report on the effectiveness of the Department of Public Works bulk waste drop-off program.

Operations Manager Chirs Pirlot presented a short presentation that was prepared by Superintendent Debbie Epping. A copy of the presentation is attached. The tonnages of bulk waste being collected are increasing. A couple of modifications to the system are being investigated. One modification is providing a separate bulk waste area for scrap metal. Another possible change would be to implement a voluntary payment system similar to the e-cycle system for move-outs. The voluntary e-cycle compliance is working with the occasional e-cycle material causing a load to be rejected at the transfer station.

Staff is focusing on education first. The enforcement efforts have been focused on education and not revenue generation.

Salvaging is not allowed at the sites due to liability issues.

DPW has the opinion of operating as is for a period of a couple of years and monitoring the usage. After that time period changes could be made to optimize the operation.

Ald. Nennig asked how other communities in the area handle bulk waste streams? He feels that segregating scrap metal would be a good idea. Are people using the extra bags?

Ald. Danzinger thinks the stations are a good service. If required, the budget line items may have to be adjusted to reflect the tonnages that are being collected. He feels the policy should not be changed until it is allowed to operate while monitoring the policy.

DPW staff stated that the City of DePere has more strict enforcement. People are not using the extra bags.

A motion was made by Ald. Wiezbiskie and seconded by Ald Moore to receive and place on file the report on the effectiveness of the Department of Public Works bulk waste drop-off program. Motion carried.

11. Request by the Department of Public Works for discussion and possible action regarding approval of Compliance Maintenance Annual Report (CMAR) and resolution for WDNR sanitary sewer collection permit.

DPW is required to complete the Compliance Maintenance Annual Report (CMAR) yearly as a condition of our sanitary sewer collection permit. The Director briefed the Committee on the requirements of the report, the information that is contained in the report, and the individual components of the report. The City's collection system received an "A" rating, the best score possible. It was noted that the CMAR now requires all communities to complete a Compliance, Maintenance, Operation and Management (CMOM) report. Staff requests approval of the attached resolution, and authorization for the Director to forward the report and resolution to the WDNR.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by the Department of Public Works for approval of Compliance Maintenance Annual Report (CMAR) and resolution for WDNR sanitary sewer collection permit and authorizing the Director to forward the report and resolution to the WDNR. Motion carried.

12. Report of the Purchasing Manager:

- A. Request approval to award a 2-year fuel contract to Hartland Fuels for ~\$3,987,794 (\$1,993,897/yr.), with options for two (2) 1-year renewals.
- B. Request approval to purchase a trailer mounted pressure washer from Hydroclean Equipment for \$19,695.
- C. Request approval to purchase electrical and traffic signal equipment from various vendors as noted below for a total of \$146,516.
- D. Request approval to purchase an electric tub grinder from Morbark for \$623,700.
- E. Request approval to award a 5-year elevator maintenance contract to Kone for \$132,100 (\$26,420/yr.), with options for two (2) 1-year renewals.

Item 12. A.

Four vendors submitted proposals for providing fuel to the City of Green Bay. Purchasing recommends awarding to the lowest responsive vendor, Hartland Fuel, for

the estimated amount of \$1,993,897.37 per year for the two year contract (total \$3,987,794.74 for two years), with options for two 1-year renewals by mutual consent.

Transit has their own fuel contract. Hartland Fuel is the incumbent vendor. The new rate is actually lower than the previous rate. There was a discussion regarding the verbage of the award. It was decided to add "approximately" before the dollar amount \$3,987,794.74 and to add "based upon the annual estimated annual fuel consumption" after (\$1,993,897/yr).

Item 12. B.

Two vendors submitted proposals for providing a trailer mounted pressure washer. The lowest quote by Hydroclean does not meet the stainless specification on the equipment. Purchasing recommends awarding to the lowest, responsive, responsible vendor, Hydroclean, for \$19,695.00 after trade-in.

Item 12. C.

Four vendors submitted proposals for providing Electrical & Traffic Signal Equipment. Purchasing recommends awarding the items to the lowest, responsive, responsible bidder for that line item with the exception of Item No. 18-Vehicle Detector System. It was determined that purchasing this equipment through the State of Wisconsin Vendornet contract afforded greater savings.

Item 12. D.

Purchasing recommends awarding the Electric Tub Grinder to Morbark in the amount of \$623,700.00. The purchase price includes the trade-in value of \$75,000.00. The tub grinder the City had asked for proposals on is a unique size. Other vendors were investigated. The existing unit is diesel engine powered and the new unit will be electric. The electric unit will offer a 3-1/2year payback period over the diesel unit. These units have a relatively long useful life. Money was budgeted for providing the required electric services required at each site.

Item 12. E.

Purchasing recommends approval to award a 5-year elevator maintenance contract to Kone for \$132,100 (\$26,420/year), with options for two 1-year renewals. Kone is participating in a program called USA Communities. The existing agreement with Kone expires in August 2015. DPW administers this contract due to the fact that DPW has the most elevators in the system. Kone will be responsible for maintaining all City owned elevators.

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

- A. To approve to award a 2-year fuel contract to Hartland Fuels for approximately \$3,987,794 (\$1,993,897/yr.) based upon the estimated annual fuel consumption, with options for two (2) 1-year renewals.
- B. To approve to purchase a trailer mounted pressure washer from Hydroclean Equipment for \$19,695.

- C. To approve to purchase electrical and traffic signal equipment from various vendors for a total of \$146,516.
- D. To approve to purchase an electric tub grinder from Morbark for \$623,700.
- E. To approve to award a 5-year elevator maintenance contract to Kone for \$132,100 (\$26,420/yr.), with options for two (2) 1-year renewals.

Motion carried.

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

- A. PAVEMENT 1-15
- B. PAVEMENT 2-15
- C. SEWERS 4-15
- D. SEWERS 5-15

The PAVEMENT 2-15 contract is included in this list as an information only item. Item 13. B., PAVEMENT 2-15, is recommended to be received and placed on file.

The Director referred the Committee members to the bid summary sheets in their packets. DPW staff recommends awarding the contracts to the low, responsive, responsible bidder for each contract.

Item 13. D. is a contract that includes making basin wide sewer repairs. Part A of the contract is for repairs that require open excavation, and Part B is for repairs that can be slip-lined.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the award of the following contracts to the low, responsive bidders:

- A. To approve to award contract PAVEMENT 1-15 to the low, responsive bidder, Peters Concrete, in the amount of \$259,162.95.
- B. To receive and place on file the bid results for contract PAVEMENT 2-15 to the low, responsive bidder, Vinton Construction, in the amount of \$273,713.25.
- C. To approve to award contract SEWERS 4-15 to the low, responsive bidder, Kruczek Construction Inc., in the amount of \$235,000.00.
- D. To approve to award contract SEWERS 5-15 to the low, responsive bidders:

Part A to PTS Contractors, Inc. in the amount of \$364,749.00

Part B to Insituform Tech USA, Inc. in the amount of \$138,187.00

Motion carried.

14. Request by Brown County Department of Public Works for a Temporary Limited Easement along City owned property (Parcels 21-372, 21-384 and 21-362-1) for the 2016 reconstruction of Humboldt Road (CTH N).

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

- A. Nelson Tree Service, Inc.
- B. Timber Edge Tree and Shrub Care

Nelsen Tree Service, Inc. and Timber Edge Tree and Shrub Care have not held a license with the City in the past. DPW staff is in the process of checking references. DPW staff recommends holding the applications until the references can be verified. DPW is requesting authorization to grant the licenses if the background checks are acceptable.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to hold the applications for Tree & Brush Trimmer Licenses and authorize Department of Public Works staff to grant the license based upon acceptable reference checks for the following:

- A. Nelson Tree Service, Inc.
- B. Timber Edge Tree and Shrub Care

Motion carried.

18. Application for an Underground Sprinkler System license by Irrigation Doctors.

Irrigation Doctors has held an Underground Sprinkler System license with the City in the past. DPW staff recommends approving the application for Underground Sprinkler System license by Irrigation Doctors.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the application for an Underground Sprinkler System license by Irrigation Doctors. Motion carried.

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

The Director reminded the Committee that he was granted the authority to award contracts at a previous meeting if the contracts met certain criteria. The criteria are that there must be money in the Capital Improvement Program (CIP) for the project, not awarding the project would create a major time delay in completing the project, and that he report back to Committee any projects so awarded. Agenda Item 13. B., PAVEMENT 2-15, is a project awarded by the Director. The project is for the reconstruction of the pavement on Adams Street between Main Street and Elm Street. The project was budgeted for in the CIP Program, the timeline with the KI Convention Center project and Hampton Inn project required the project to be completed at a certain time, and the Director is reporting the award to Committee tonight.

The contract costs received by DPW this year have risen approximately 20% over the cost received last year.

The CMOM Quarter 2 report for sanitary sewers included 60 complaints. Of those complaints 48 complaints were private issues and 12 were City issues. Of the 12 City

issues, 7 were related to the East River sewer siphon. The siphon was slated for replacement this year but do to a change in accounting practices which was recommended by the auditors the money was not available. The siphon work will be scheduled for next year. Five (5) of the issues were related to roots and/or rags.

DPW was recently contacted by the WDNR. The WDNR was not satisfied with the enforcement of the erosion control ordinance. In an effort to gain compliance and help the Inspection Department, DPW has been performing erosion control inspections. Fifteen hundred (1500) such inspections/re-inspections have been performed over the last six weeks. There are no consistent violators. In an effort to help educate homebuilders, DPW staff recently met with the Brown County Homebuilders Association. As a side note, the City of Green Bay is not alone in this ramped up erosion control effort. It has been reported to DPW staff the adjacent communities have also been put on notice by the WDNR.

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

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

Meeting adjourned at 8:32 p.m.

BULKY WASTE DROP OFF

BULK COLLECTION TONNAGE COMPARISON

YEAR	BULK STOPS	TONS COLLECTED	MISC. INFORMATION
2009	7,745	1,783	
2010	10,383	2,036	
2011	7,191	1,395	Started charging for move outs
2012	7,100	1,177	
2013	5,612	863	
2014	2,993	1,454	Bunkers opened January 1, 2014
2015	928	1,047	As of June 27, 2015

BULK OVERFLOW WEEK COMPARISON 2013 WEEKLY BULK STOP AVERAGE 108 STOPS TOTALING 17 TONS OF WASTE

- × **2014 BULK OVERFLOW WEEK**
 - + WEEK OF MARCH 17, 2014
 - × CREWS COLLECTED 140 STOPS FOR A TOTAL OF 33 TONS OF WASTE
 - + WEEK OF SEPTEMBER 17, 2014
 - × CREWS COLLECTED 157 STOPS FOR A TOTAL OF 102 TONS OF WASTE
- × **2015 BULK OVERFLOW WEEK**
 - + WEEK OF MARCH 23, 2015
 - × CREWS COLLECTED 60 STOPS FOR A TOTAL OF 136 TONS OF WASTE

BULK TONS INCLUDED BULK WASTE REMOVED FROM BUNKERS

ADDED EXPENSE OF BULKY WASTE SITES

- ✘ INCREASED TONNAGE TO BE TAKEN TO TRANSFER STATION
- ✘ EXTRA BULK TRUCK AND DRIVER ADDED TO SCHEDULE ON MONDAYS AND TUESDAYS TO EMPTY BUNKERS AFTER THE WEEKEND
- ✘ BRINGING IN A BULK CREW ON OVERTIME DURING HOLIDAY WEEKENDS TO EMPTY THE BUNKER SO DRIVE LANES FOR FUEL PUMPS REMAIN OPEN
- ✘ ASSIGNING EMPLOYEES TO BUNKERS TO CHECK FOR ILLEGAL DUMPING

BULK WASTE DROP OFF SITE PROBLEMS

- ✘ E-WASTE MIXED IN WITH BULKY ITEMS
 - + TV'S TAKEN WITH REGULAR BULK TO THE BROWN COUNTY TRANSFER STATION IS AGAINST WDNR REGULATIONS
- ✘ CONSTRUCTION DEBRIS BEING DUMPED AFTER 3:00 PM WEEKDAYS AND WEEKENDS
- ✘ CONTRACTORS USING BULKY WASTE DROP OFF AFTER 3:00 PM WEEKDAYS AND WEEKENDS
- ✘ TIRES BEING DUMPED
 - + TIRES MUST GO TO THE BROWN COUNTY TRANSFER STATION, THERE IS AN ADDITIONAL CHARGE FOR DISPOSAL
- ✘ PAINT AND CLEANING CHEMICALS BEING DROPPED OFF
 - + THESE ITEMS NEED TO BE TAKEN TO BROWN COUNTY RESOURCE RECOVERY DEPARTMENT, THERE IS A CHARGE FOR DISPOSAL
- ✘ MOVEOUT'S BEING DUMPED
- ✘ AFTER HOURS DUMPING IN FRONT OF THE CLOSED GATES

EAST SIDE BULKY WASTE DRIVE LANE



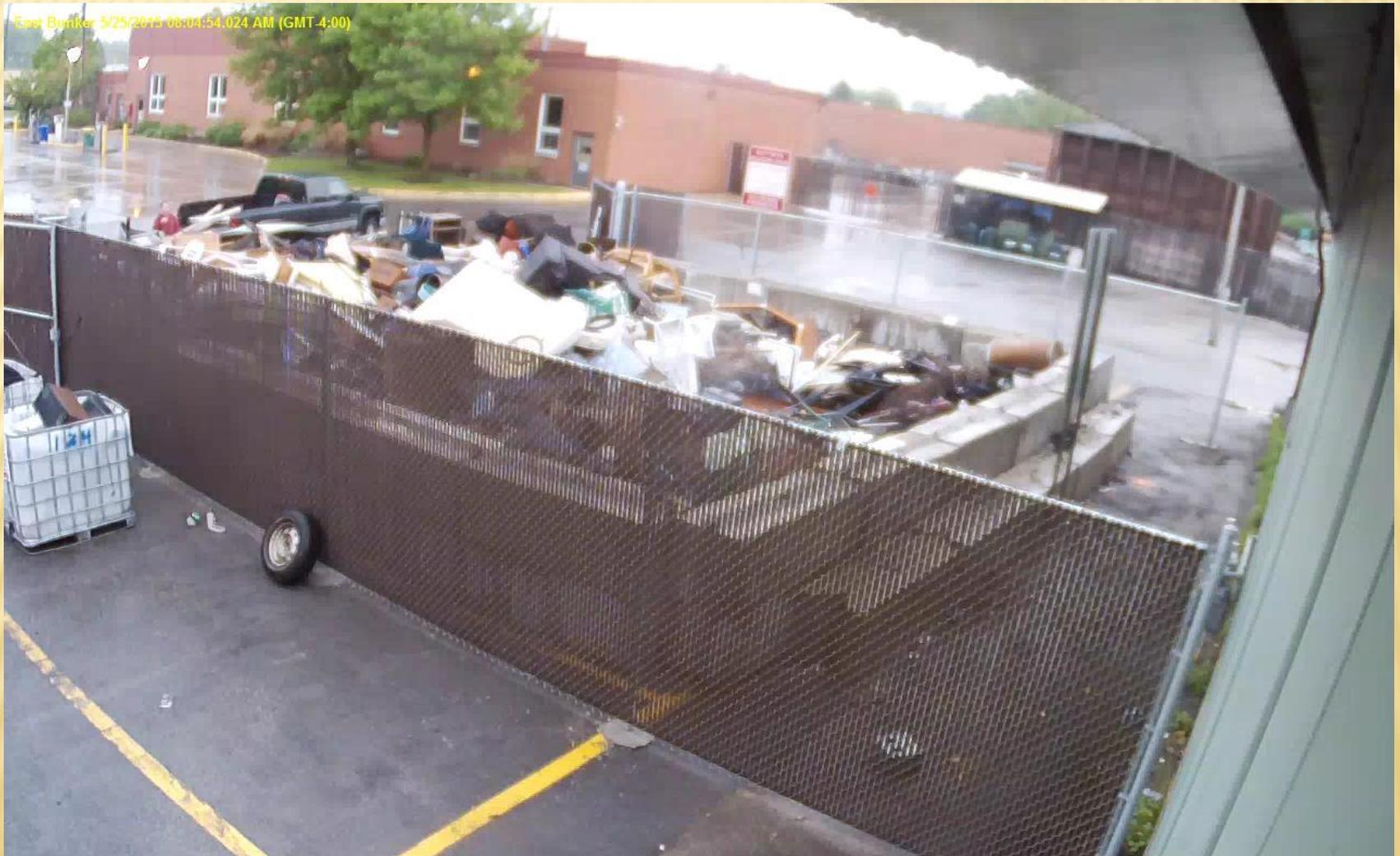
EAST SIDE BULKY WASTE DRIVE LANE



EAST SIDE BULKY WASTE DRIVE LANE



EAST SIDE BULKY WASTE TUESDAY MAY 26, 2015
OVERTIME WAS PAID TO EMPTY SITE ON SATURDAY MAY 23, 2015



WEST SIDE BULKY WASTE DRIVE LANE



WEST SIDE BULKY WASTE

