

PLEASE NOTE TIME CHANGE
MINUTES
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, August 10, 2016
ROOM 207, CITY HALL
6:00 p.m.

MEMBERS: David Nennig, Andy Nicholson, John Vander Leest, Chris Wery

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

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to approve the minutes from the regular meeting on July 13, 2016. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item number 5 will be discussed first and then the Committee will return to the proposed agenda

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

3. Consideration with possible action on request by Apple Tree LLC to install streetlights on Indigo Bluff Drive and Peppergrass Drive within The Preserve Phase 2 Subdivision project.

Director Grenier referred the Committee members to Item no. 3 in their packets. The subdivision is located on the far east side east of Huron Road. It was previously known as Baird Creek Preserve. Phase 1 of the project has filled in and the developer is beginning Phase 2 of the project. The developers are proposing to install two (2) 9,000 lumen LED streetlights within the Preserve Phase 2 development on Indigo Bluff Drive between lots 46 and 47 using WPS pedestal #79EE46 and on Peppergrass Drive between lots 32 and 33 using WPS pedestal #79DD37. The City will be paying \$14.47 per month or \$144.70 per year for the lights.

DPW recommends approving the request for the two (2) new streetlights.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by Apple Tree LLC to install streetlights on Indigo Bluff Drive and Peppergrass Drive within The Preserve Phase 2 Subdivision project. Motion Carried.

4. Consideration with possible action on request by Barton Design to enter into a Developer's Agreement for the construction of public infrastructure to support the Sand Ridge Park South subdivision.

Director Grenier referred the committee members to Item No. 4 in their packets. There are three options for the developer to choose from regarding the process for constructing the infrastructure in the subdivision. Option 1 is for the City to design and build the infrastructure. Option 1 is the more conventional method of constructing subdivision infrastructure. Option 2 includes the developer hiring a consultant to design the infrastructure and the City constructs the infrastructure under a City contract. Option 3 includes the developer entering into a developers agreement with the City. This option has the developer designing and constructing the infrastructure under the supervision of the City. Option 3 was chosen for this subdivision due to the fact that the timeframe for Options 1 and 2 were not met and Option 3 allowed the developer to construct this year.

The Developer's Agreement specifies the requirements that the developer must comply with, for the City to accept the Developer built infrastructure. The developer will be constructing the infrastructure with their contractor and the City will inspect the work for compliance with City standards. The developer will reimburse the City for the inspection time.

DPW recommends approving the request by Barton Design to enter into a Developer's Agreement with the City and authorizing the Mayor and City Clerk to sign the agreement.

The floor was opened for discussion. Magnus Laubenstein, representing the developer, explained where the subdivision is located. He stated that Option 1 will be chosen if they develop another subdivision in the City. The floor was closed for discussion.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the request by Barton Design to enter into a Developer's Agreement for the construction of public infrastructure to support the Sand Ridge Park South subdivision. Motion Carried.

5. Consideration with possible action on request by Brian Oleary, 1224 Nicolet Avenue, for additional overnight parking exemptions.

The Director stated that DPW had received an email from Ald. Wery regarding this address.

The floor was opened for discussion. Mr. Oleary stated they have lived at this address for 15 years. They have three boys which are all of driving age. Their driveway does not have enough space for all the vehicles especially when they have visitors. They have been calling in for exemptions as required but have used up all of their allowed exemptions for the year. They would appreciate an additional 10 exemptions for this year. The floor was closed for discussion.

Director Grenier stated that each exemption is for up to two weeks. The two weeks need to be continuous.

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to approve the request by Brian Oleary, 1224 Nicolet Avenue, for 10 additional overnight parking exemptions. Motion Carried.

6. Consideration on request by Ald. Nicholson to review, with possible action, the policy on fees for mini-sewer connection (held over from July 13, 2016 Improvement & Service Committee meeting).

Director Grenier referred the Committee members to Item No. 6 in their packets. He summarized the history of the program stating that there are documents in the files indicating the current process was in use for at least the past 16 years. He reviewed how the connection fee amount was originally calculated. DPW recommends receiving the information and placing it on file.

The Committee members discussed the program and the connection fees.

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to receive and place on file the request by Ald. Nicholson to review the policy on fees for mini-sewer connection. Motion Carried.

7. Consideration on request by Ald. Nicholson to review, with possible action, the current policy regarding parking of vehicles on vehicle aprons (held over from July 13, 2016 Improvement & Service Committee meeting).

A motion was made by Ald. Nennig and seconded by Ald. Wery to hold until the next I & S meeting the request by Ald. Nicholson to review, with possible action, the current policy regarding parking of vehicles on vehicle aprons. Motion Carried.

8. Consideration with possible action on request by Ald. Zima, on behalf of all people who cross the Walnut Street Bridge, that the Department of Public Works provide emergency repairs to the railroad crossing at about 100 West Walnut Street (held over from July 13, 2016 Improvement & Service Committee meeting) and to:

- A. Take an inventory of all of the railroad crossings in the City of Green Bay that are in serious disrepair.
- B. Legal staff look into the State law and make some suggestions of some resolutions we could send to State Legislatures to try to correct whatever those problems might be so we can try to resolve this in the long term.
- C. Have the Mayor contact the League of Cities to try to find some resolution to this big log jam that we are all suffering under.

The Director discussed the history of this item and his discussions with Ald. Zima. He reported that there are 23 crossings needing repair. Nine of those 23 crossings have been repaired. He is working with Canadian National (CN) to develop a method of repairing the crossing noted in Ald. Zima's request.

A portion of the recently earmarked infrastructure funds will be used to repair other railroad crossings.

A motion was made by Ald. Wery and seconded by Ald. Nennig to receive and place on file the request by Ald. Zima, on behalf of all people who cross the Walnut Street Bridge, that the Department of Public Works provide emergency repairs to the railroad crossing at about 100 West Walnut Street and to:

- A. Take an inventory of all of the railroad crossings in the City of Green Bay that are in serious disrepair.
- B. Legal staff look into the State law and make some suggestions of some resolutions we could send to State Legislatures to try to correct whatever those problems might be so we can try to resolve this in the long term.
- C. Have the Mayor contact the League of Cities to try to find some resolution to this big log jam that we are all suffering under.

Motion Carried.

- 9. Consideration with possible action on request by Ald. Zima that the City consider placing a sidewalk through Seymour Park to connect S. Oakland Avenue that is divided by the park using neighborhood enhancement or regular City funds.

Director Grenier stated that there are two cul-de-sacs that are separated by Seymour Park. The proposed sidewalk is in the park and as such this item should be referred to the Parks Department.

A motion was made by Ald. Vander Leest and seconded by Ald. Wery to refer to the Parks Department the request by Ald. Zima that the City consider placing a sidewalk through Seymour Park to connect S. Oakland Avenue that is divided by the park using neighborhood enhancement or regular City funds. Motion Carried.

- 10. Consideration with possible action on request by Department of Public Works for the approval of Amendment No. 2 for Professional Service Agreement between the City and Ayres Associates, Inc. in the amount of \$24,900.00.

Director Grenier referred the Committee members to Item No. 10 in their packets. The Professional Service agreement between the City and Ayres Associates is essentially a time and materials contract. The additional topographic survey work, property parcel acquisition, and right-of-way plat work items of the amendment are all related to tasks which will require additional time from the originally budgeted time. The additional time is due to specific design details which have been decided upon with the project design after the original contract was issued to Ayres. At the time the original agreement was entered, the consultant did not know specifics of the City's plan for the east side of the right-of-way. Ayres Associates' original proposal declared a certain number of parcels to be acquired for the project. Now the actual number of properties is known. The vast majority of the additional parcel acquisition costs will be borne by a sub-consultant that Ayres will use. In cases like this, Ayres will bill the City the actual cost of the sub-consultant.

The largest cost of the amendment is the additional \$8,500.00 for the change of cross-section including the 5-foot wide bike lane.

A motion was made by Ald. Wery and seconded by Ald. Nennig to approve the request by Department of Public Works for the approval of Amendment No. 2 for Professional Service Agreement between the City and Ayres Associates, Inc. in the amount of \$24,900.00. Motion Carried.

11. Consideration with possible action on request by the Department of Public Works to authorize the purchase of a Sewer Line Rapid Assessment Tool (SL-RAT) from InfoSense as a sole source provider.

The Sewer Line Rapid Assessment Tool is an ultra sonic pipe diagnostic tool used to determine in place pipe condition. It will be used to determine a rough approximation of sewer pipe condition. The tool will send a signal down a pipe and then a transceiver at the other end will read the signal. The received signal determines the condition of the pipe. The tool can be used in place of televising a sewer to determine pipe condition and will offer a quicker, simpler way of diagnosing pipe condition. DPW recommends approval and authorization to purchase the Sewer Line Rapid Assessment Tool. The tool is only available from the local manufacturer's representative. The purchase was included as part of the 2016 budget.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by the Department of Public Works to authorize the purchase of a Sewer Line Rapid Assessment Tool (SL-RAT) from InfoSense as a sole source provider. Motion Carried.

12. Consideration with possible action on request by the Department of Public Works to authorize the purchase of SMARTCOVER Monitoring Systems as a sole source product/provider.

The Smartcover Monitoring Systems is a flow monitoring system which does not require entry into manholes by personnel. The system can be used in sanitary or storm manholes to determine the liquid depth which can then be converted into a flow value. The device is another diagnostic tool in solving the flow issues in the City's sewer system. DPW recommends approval and authorization to purchase the Smartcover Monitoring System. The purchase was included in the 2016 budget.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by the Department of Public Works to authorize the purchase of SMARTCOVER Monitoring Systems as a sole source product/provider. Motion Carried.

13. Discussion and possible action regarding the installation of sidewalks along Taylor Street from Dousman Street to 730' S/O Bond Street and levying of special assessments therefore.

Ald. Vander Leest stated he had talked with Ald. Steuer regarding this issue. Ald. Steuer had stated that he wanted to offer more time for the residents to prepare for the sidewalk installation. He would prefer to rescind the original orders and reconsider the sidewalk for installation in 2017.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to rescind the order and reconsider the installation of sidewalks along Taylor Street from Dousman Street to 730' S/O Bond Street and levying of special assessments therefore in 2017. Motion Carried.

14. Consideration with possible action on report of the Purchasing Manager:

- A. Request approval to purchase a Trailer from Badger Trailer for \$10,400.

Director Grenier stated that the trailer is for the Operations Division of DPW. The 24,000# capacity trailer will be used for transporting equipment mainly. The purchase was competitively bid with 12 vendors providing a cost. DPW recommends approval of the low, responsive bidder, Badger Trailer in the amount of \$10,400.00.

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

- A. To purchase a Trailer from Badger Trailer for \$10,400.

Motion Carried.

15. Consideration with possible action on request by SEE Ventures, LLC construct a Natural Gas Service and Meter, an Electrical Service, Meter and Panel, a Roof Access Ladder and a Door Swing Area within the Alley right-of-way at 139 N Broadway.

Director Grenier referred the Committee members to Item No. 15 in their packet. The building recently went through a tenant change and the building was renovated. The natural gas meter and service, electrical meter and service, roof access ladder and a door that swings into the alley right-of-way were added. DPW recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance, the owner receiving all necessary City approvals, and authorizing the Mayor and Clerk to execute the agreement for the items to be in the right-of-way.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the request by SEE Ventures, LLC to execute a Hold Harmless Agreement contingent upon receiving the applicable insurance, the owner receiving all necessary City approvals and authorizing the Mayor and Clerk to execute the agreement for a Natural Gas Service and Meter, an Electrical Service, Meter and Panel, a Roof Access Ladder and a Door Swing Area within the Alley right-of-way at 139 N Broadway. Motion Carried.

16. Consideration with possible action on application for a Concrete Sidewalk Builder's License by the following:

- A. Consolidated Construction Co.
B. N & L Concrete Construction, LLP
C. Titan Concrete, LLC

N & L Concrete Construction, LLP has held a license with the City in the past and DPW recommends approving the application for Concrete Sidewalk Builder's License.

Consolidated Construction, Co. and Titan Concrete, LLC have not held a license with the City in the past. DPW will request and review references for these two contractors. DPW requests authorization to issue the licenses if the reference reviews are favorable.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the application from N&L Concrete Construction, LLP and to conditionally approve the applications from Consolidated Construction Co. and Titan Concrete, LLC pending staff review. Motion Carried.

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

Director Grenier stated that he does not have much to report other than he is in the process of preparing the 2017 budget. He did want to report that two of the engineering staff had recently had new additions to their families. Both new babies are doing fine.

Ald. Wery had asked if someone has been assigned to review the Colburn Pool plans. Director Grenier advised that the plans received are only 75% plans. As such they are not intended to be considered complete. DPW has assigned a staff member to review the plans. After the review, the plans will be returned to the consultant. The design will continue and once the plans are 90% complete they will be resubmitted to the City for another review prior to being finalized.

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

Meeting adjourned at 6:50 p.m.

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT WWW.GREEN-BAY.ORG
- 2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting, resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative should be present at this meeting.