

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, August 12, 2015
ROOM 207, CITY HALL
6:15 p.m.**

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

1. Approval of the minutes from the regular meeting on July 15, 2015.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on July 15, 2015. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item numbers 5 and 10 will be discussed first and 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 Mitchell Hyde, owner of Jekyll & Hyde Bar, 226 S. Broadway, to place tables and chairs in front of his business in City right-of-way.

Department of Public Works (DPW) staff received this request in early July 2015. DPW staff reviewed the initial information and then requested additional information from the requestor. To date DPW staff has not received any additional information. DPW recommends denying the request. Denial of this request does not prevent the requestor from submitting the same request in the future.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to deny the request by Mitchell Hyde, owner of Jekyll & Hyde Bar, 226 S. Broadway, to place tables and chairs in front of his business in City right-of-way. Motion carried.

4. Request by owners of the Quinn and Platten Buildings for an easement to place dumpsters within Lot F right-of-way.

This request was received by DPW on August 4, 2015. The owners are requesting that the City grant an easement so that they can build a dumpster enclosure in place of several existing parking stalls in City owned Parking Lot F. At this time the City has not received any additional information that was requested after DPW's initial review of the submitted information. DPW staff recommends denying the request. Denial of this request does not prevent the requestor from submitting the same request in the future.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to deny the request by owners of the Quinn and Platten Buildings for an easement to place dumpsters within Lot F right-of-way. Motion carried.

5. Request by Ald. Wery to allow overnight on-street parking on weekends except during snow emergencies in residential areas.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to hold the request by Ald. Wery to allow overnight on-street parking on weekends except during snow emergencies in residential areas for the next scheduled Improvement and Service meeting. Motion carried.

6. Request by Ald. Wery, on behalf of Jayme Blohowiak at 1212 Nicolet Avenue, for ten (10) additional on-street overnight parking exemptions for 2015.

According to the current overnight parking policy, a single address/residence is allowed no more than 6 occurrences per calendar year. The subject address was having some work performed on the home through a program with West High School. Students would work on the home 2.5 hours a day. In conjunction with the project there was a job trailer parked on the site which limited the amount of on-site parking. The resident did not approach DPW prior to starting the project. If the resident had approached DPW prior to the project they could have been granted an exemption. Instead they used up their allotted occurrences. DPW does not recommend granting ten (10) additional on-street overnight parking exemptions, but would support restoring the normal allotment of six (6) exemptions.

Ald. Moore stated that he supports the program and would be in favor of granting the requestor an additional 6 occurrences for the remainder of the year.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the request by Ald. Wery, on behalf of Jayme Blohowiak at 1212 Nicolet Avenue, for six (6) additional on-street overnight parking exemptions for 2015. Motion carried.

7. Request to adopt Department of Public Works mailbox placement and repair policy.

DPW has had a long standing policy regarding mailbox damage. The policy stated that if DPW was responsible for damage to a mailbox DPW would reimburse the resident. The limit of reimbursement is recommended to be increased from \$50.00 to \$75.00 for a repaired or replacement mailbox. DPW recommends adopting the policy.

The worst year for reimbursements included approximately 200 mailboxes being repaired/replaced. Most of the time an Operation's carpenter will repair the mailboxes, but the homeowner does have the option of performing the work themselves. If a mailbox costs more than \$75.00 the resident has the option of appealing the \$75.00 reimbursement amount.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request to adopt the revised Department of Public Works mailbox placement and repair policy. Motion carried.

8. Request by the Department of Public Works to approve a service fee of \$2.00 per transaction for credit card payment of parking citations to cover costs charged by the City's service vendor.

When a resident pays for a parking citation with a credit card, the City is billed a fee by our service vendor. The proposed service fee of \$2.00 would help offset the fee charged by the service vendor. DPW recommends approval of the service fee of \$2.00 per transaction for credit card payment of parking citations.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by the Department of Public Works to institute a service fee of \$2.00 per transaction for credit card payment of parking citations to cover costs charged by the City's service vendor. Motion carried.

9. Request to amend and re-adopt the Parking Division on-street overnight parking policy.

The policy of DPW has been to allow exceptions only for residential parcels. Residential parcels refers only to 1 & 2 family residences. Multi-family sites are looked at as a commercial site in accordance with the City's Zoning Code, and as such are not eligible for parking exceptions. DPW recommends adopting the on-street overnight parking policy as it relates to 1 & 2 family residences.

A motion was made by Ald. Wiezbiskie and seconded by Ald Moore to approve the request to clarify and re-adopt the Parking Division on-street overnight parking policy whereby on-street exceptions are applicable to single family and 2-family residential properties only. Motion carried.

10. Report of the Purchasing Manager:

A. Request approval to award the purchase of chemical treatment for root control in sanitary sewers from Duke's Root Control for 2015 for an amount not to exceed the \$40,000 budgeted for this item.

Each year DPW performs a root treatment program. The program includes treating roots in sewers that were identified during the sewer televising program as having roots protruding into the sewer pipe inhibiting the flow of wastewater and also on a complaint basis. The roots are treated with a chemical to kill the roots. The chemical causes the treated roots to dry up and be flushed down the sewer. Only the roots in contact with the chemical are affected. One of the reasons Duke's was selected is that the chemical they use is more environmentally friendly than the chemicals used by the other vendors. The chemical used by Duke's is EPA approved. At one time the City's Risk Manager reviewed the various chemicals used in the root treatment program and it was decided that the chemical used by Duke's Root Control would minimize the liability exposure for the City. Duke's Root Treatment was approved as a sole source provider in 2012. Duke's has a warranty policy where if the first application is ineffective, Duke's will re-apply the chemical again without a charge to the City. DPW recommends approval of the purchase. The root treatment program will be limited to the budgeted amount or less. The budget amount is determined by past history and the amount of pipelines in the program. Chemically treating the roots will remove the roots for approximately five years.

B. Request pre-approval to purchase chemical treatment for root control in sanitary sewers from Duke's Root Control for 2016, 2017, 2018, and 2019 for amounts not to exceed the annual budgets for this line item.

DPW performs this root treatment program every year. DPW recommends pre-approval to purchase chemical treatment for root control in sanitary sewers from Duke's for 2016, 2017, 2018, and 2019. The amounts will not exceed the budgeted amounts for this line item.

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

- A. To award the purchase of chemical treatment for root control in sanitary sewers from Duke's Root Control for 2015 for an amount not to exceed the \$40,000 budgeted for this item.
- B. To award pre-approval to purchase chemical treatment for root control in sanitary sewers from Duke's Root Control for 2016, 2017, 2018, and 2019 for amounts not to exceed the annual budgets for this line item.

Motion carried.

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

- A. PARKING RAMP REPAIRS - 2015
- B. PAVEMENT 3-15

There were two (2) bids for the Parking Ramp Repairs-2015 project. DPW recommends awarding the contract to the low, responsive, responsible bidder, Central Restoration LLC, in the amount of \$512,200.00. Central Restoration LLC has provided these services to the City in the past.

There were three (3) bids for Pavement 3-15 contract. DPW recommends awarding the contract to the low responsive, responsible bidder, Peters Concrete Co., in the amount of \$259,972.65

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

- A. To approve to award contract PARKING RAMP REPAIRS - 2015 to the low, responsive bidder, Central Restoration LLC, in the amount of \$512,200.00.
- B. To approve to award contract PAVEMENT 3-15 to the low, responsive bidder, Peters Concrete Co., in the amount of \$259,972.65.

Motion carried.

12. Report the award of the contract PARKS PROJECT 2-15 AMUSEMENT RIDE DISTRIBUTION AND CONTROL SYSTEM REPLACEMENT to the low, responsive bidder.

There was one (1) bidder for the Parks Project 2-15 Amusement Ride Distribution and Control System Replacement project. The project bid cost was below the engineer's

estimated cost and there was a timeliness factor in awarding the contract. The project was awarded to Eland Electric Corp. in the amount of \$72,200.00.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the bid results for contract PARKS PROJECT 2-15 AMUSEMENT RIDE DISTRIBUTION AND CONTROL SYSTEM REPLACEMENT to the low, responsive bidder, Eland Electric Corp., in the amount of \$72,200.00. Motion carried.

13. Request by Wisconsin Public Service Corporation for a 15 foot wide Utility Easement across lands owned by City of Green Bay (Tax Parcel Number 6-7-1) adjacent to Hurlbut Street.

DPW recommends approval of the 15-foot wide utility easement across lands owned by the City adjacent to Hurlbut Street. The easement is required so that Wisconsin Public Service can provide an electric service to run the new tub grinder at the west side yard waste site.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Wisconsin Public Service Corporation for a 15 foot wide Utility Easement across lands owned by City of Green Bay (Tax Parcel Number 6-7-1) adjacent to Hurlbut Street. Motion carried.

14. Approval of the following Temporary Limited Easements (TLE):

HUMBOLDT ROAD (CTH N) CORNELIUS DRIVE TO SPARTAN ROAD PROJECT ID. # 4987-02-56

Mark P Peterson Parcel 4	\$475.00	TLE
Kenneth L & Diane M Cook Parcel 6	\$200.00	TLE

The Temporary Limited Easements are for the sidewalk construction associated with the Humboldt Road project. DPW recommends approval of the easements.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the following Temporary Limited Easements (TLE):

HUMBOLDT ROAD (CTH N) CORNELIUS DRIVE TO SPARTAN ROAD PROJECT ID. # 4987-02-56

Mark P Peterson Parcel 4	\$475.00	TLE
Kenneth L & Diane M Cook Parcel 6	\$200.00	TLE

Motion carried.

15. Application for an Underground Sprinkler System License by The Sprinkler Company, Inc.

The Sprinkler Company has held an Underground Sprinkler System License in the past. DPW recommends approving the license application by The Sprinkler Company.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the application for an Underground Sprinkler System License by The Sprinkler Company, Inc. Motion carried.

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

The Director stated that as of the last meeting Scott Hermsen has resigned from the Special Projects engineer position and has taken employment at a local consulting firm. The position is actively being recruited to fill the position. As of August 3, 2015 DPW has in place an augmented engineer. The augmented engineer is from Patrick Engineering.

The Parks Project 3-15 BAY BEACH TOT RIDES contract has been advertised and will bid on August 18, 2015. Assuming the project bid amount is acceptable to the Parks Department, DPW will award the project prior to the next meeting. The project construction schedule has a tight time schedule in order to be completed this year.

The Parking Division will be more strictly enforcing the limited time parking zones in the Broadway district in the very near future. The business associations in the area have been notified and are in favor of more strict enforcement. Parking will start with a week of educational efforts and follow that with active enforcement.

The Director stated that he has notified the Office of the Commissioner of Railroads office of the difficulties the City is having with the various railroad crossings in town. All new information regarding this issue will be brought to the attention of this Committee as it becomes available. The Director is in the process of determining and establishing a policy and procedure to repair/replace rough railroad street crossings.

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. Nennig and seconded by Ald. Wiezbiskie to adjourn the meeting. Motion carried.

Meeting adjourned at 7:30 p.m.