

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, September 30, 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 September 9, 2015.

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

2. Approval of the agenda.

To accommodate those in attendance, item numbers 9, 3, 5, 6, 10, 12 and 13 will be discussed first and then the Committee will return to the proposed agenda. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the agenda as modified. 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 (held from September 9, 2015 Improvement & Service Committee meeting).

Director Grenier referred members of the Committee to Item No. 3 in their packets. Mr. Hyde is proposing to install tables and chairs in front of his business at 226 S. Broadway in the paved terrace area. Department of Public Works (DPW) recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance certificate, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Mr. Hyde was advised that if he is interested in having alcohol outside he will have to have his liquor license amended. The Protection and Welfare Committee is the committee that would hear that case.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve 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 contingent upon receiving the applicable insurance certificate, executing the required Hold Harmless Agreement, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

4. Request by Lorene Scheelk to rescind the weed control and unsightly growth charge of \$167.10 at 1400-1402 Katers Drive.

The original complaint was received by the City on July 7, 2015. The property was notified of the complaint and given notice to cut the overgrown vegetation. A re-inspection on July 9, 2015 indicated that the vegetation was not cut. The City sent a crew and cut the overgrown vegetation on July 10, 2015. The property owner was sent

an invoice for the service on July 14, 2015. DPW received a letter dated July 20, 2015 from the property owner contesting the charge of \$167.10. DPW sent a letter dated September 1, 2015 to the property owner stating that the invoice for cutting the vegetation will not be dismissed. DPW did advise the property owner that this decision could be contested at the Improvement and Services Committee meeting. DPW does not recommend dismissing the charges.

The issue was discussed by the Committee members and it was decided to rescind the original invoice and issue a new invoice in the amount of 50% of the original invoice, \$83.55.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Lorene Scheelk to rescind the weed control and unsightly growth charge of \$167.10 at 1400-1402 Katers Drive and issue a new invoice for \$83.55. Motion carried.

5. Request by D Muenster to install a temporary rack for merchandise sale in the right-of-way of 207 N. Washington Street.

Director Grenier referred members of the Committee to Item No. 5 in their packets. D. Muenster is proposing installing temporary racks for merchandise in the paved terrace area in front of her store. DPW recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance certificate, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by D Muenster to install a temporary rack for merchandise sale in the right-of-way of 207 N. Washington Street contingent upon receiving the applicable insurance certificate, executing the required Hold Harmless Agreement, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

6. Request by Amanda Patterson, owner of Café Madrid, to put tables and chairs in front of her business at 154 N. Broadway.

Director Grenier referred members of the Committee to Item No. 6 in their packets. Ms. Patterson is proposing to install tables and chairs in front of her business at 154 N. Broadway in the paved terrace area in front of her cafe. DPW recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance certificate, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. The approval of the Hold Harmless Agreement does not include allowing alcohol to be served at the outside tables and chairs. The owner will have to amend the liquor license to include the outside space. The Protection and Welfare Committee would hear the liquor license amendment case.

The floor was opened for discussion.

Ms. Patterson spoke on her behalf. She stated that she wants to follow the rules. She is willing to work with DPW staff to determine a layout that would meet code. She

stated that the space is leased and that she does not recall how the outside space was represented on the lease. She stated that she has personal experience with a wheelchair bound person and understands the special requirements for the width of walkway.

Director Grenier stated that a 5-foot wide sidewalk travel-way has to be maintained. A letter from the building owner supporting the proposed plan will be required due to Ms. Patterson not being the building owner.

The floor was closed for discussion.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request by Amanda Patterson, owner of Café Madrid, to put tables and chairs in front of her business at 154 N. Broadway contingent upon Department of Public Works staff review and approval, contingent upon receiving the applicable insurance certificate, executing the required Hold Harmless Agreement, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

7. Request by Green Bay Area Public Schools to renew the lease for Lot BE, located under the Mason Street Bridge adjacent to Howe School.

Lot BE is located under the Mason Street Bridge between Madison Street and Monroe Avenue. The school district is currently leasing the lot from the City. The lease renewal is for an initial 5-year term with three (3) 5-year renewals. The fee for leasing the lot is based upon the going rate for off-street parking. DPW recommends approving the lease as written.

A motion was made by Ald. Wiezbiskie and seconded by Ald Nennig to approve the request by Green Bay Area Public Schools to enter into a new lease for Lot BE, located under the Mason Street Bridge adjacent to Howe School. Motion carried.

8. Request by Ald. Wery to investigate options to allow overnight on-street parking on weekends except during snow emergencies in residential areas (referred to staff at September 9, 2015 Improvement & Service Committee meeting).

At this time DPW staff does not have a complete list of alternatives. DPW staff would like more time to study this issue and bring back a report to the Committee at the first meeting in January 2016.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to refer to staff with a report due at the first Improvement & Service Committee meeting in January 2016 the request by Ald. Wery to investigate options to allow overnight on-street parking on weekends except during snow emergencies in residential areas. Motion carried.

9. Request by Ald. Zima that the City replace the "carriage walks" which were removed from the terrace ways as part of the street reconstruction project in the 100 block of S. Maple Avenue.

There were five (5) carriage walks removed as part of the project. The project was originally scheduled for 2014 but it was delayed until this year. The project went through two (2) Public Information Meetings (PIM). In 2014 two (2) Maple Street residents attended the 2014 PIM. Zero Maple Street residents attended the 2015 PIM. DPW staff stated at the meeting "Carriage walks will be removed with exceptions for handicap access, reviewed case by case." No Maple Street residents presented a case for keeping their carriage walks. The carriage walks were removed during the reconstruction of the street, consistent with DPW's current policy.

Ald. Zima stated that this block of Maple Street has 17-foot wide terraces. There are homes in this block which do not have a driveway and are served by an alley. The carriage walks were the only paved access to the street. The carriage walks were useful to the residents and they should be reinstalled.

The floor was opened for discussion.

Ms. Crab from 122 S. Maple spoke for four (4) of the five (5) residents that had carriage walks. She stated that the belief of the residents was that the road construction would be completed leaving the block in a condition as good as or better than it was prior to construction. This belief included having the carriage walks in place after construction. The homes here only have alley access and the carriage walks offered access to the street. Residents on this block relied on the carriage walks for bus pick-up and/or taxi pick-up and drop-off. The residents are hoping to get the carriage walks back. The walks do not have to be exactly like the previous walks.

The floor was closed for discussion.

Ald. Moore stated that he has a carriage walk at his home and it is very useful. He uses his for locating his tipper cart. Ald. Moore stated that if it is decided to replace the carriage walks then they should be installed at a width that would match the tipper carts.

Ald. Nennig stated he has carriage walks in his district also. He feels they serve a purpose and allow street access to homes that do not have a driveway.

Ald. Danzinger asked if the assessments would cover the cost of replacing the carriage walks or if project funds would pay for the replacement walks?

Director Grenier stated that the assessed funds would not be used to fund the replacement walks. If it is decided to replace the walks the new walks would be paid for out of project funds. The cost of replacing the walks is small, between \$3,000-\$3,500. The carriage walks are different from public sidewalks. DPW would not cite residents if the carriage walks are not shoveled in the winter. If it is decided to replace all five (5) carriage walks, DPW will notify the residents at the time of replacement.

Ald. Steuer stated he is in favor of replacing the walks.

A motion was made by Ald. Wiezbiskie and seconded by Ald Moore to approve the request by Ald. Zima that the City replace the "carriage walks" which were removed from the terrace ways as part of the street reconstruction project in the 100 block of S. Maple Avenue. Motion carried.

10. Discussion and possible action on request by Ald. Steuer, on behalf of area residents, that a sidewalk study be performed on North Taylor Street from Dousman Street to Bond Street.

Director Grenier stated that the Traffic Engineer reviewed the area in question. The Traffic Engineer recommends installing sidewalk on the east side of North Taylor Street from Dousman Street north to 412 North Taylor Street. The total length is about 1,020 feet less the existing driveway sidewalk sections. The new sidewalk would bridge the gap from Bond Street south through 416 Dousman Street. The east side of Taylor Street is mostly single family residences and all minor and major collector streets in the area have sidewalks. DPW recommends receiving and placing the report on file.

Ald. Steuer stated he believes this is a safety issue considering the future development that is proposed in this area.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to receive and place on file the report of the Traffic Engineer regarding the sidewalk study for North Taylor from Dousman Street to Bond Street and order the installation of approximately 1,020 linear feet of sidewalk on the east side of Taylor Street from Dousman Street north to 412 North Taylor Street. Motion carried.

11. Distribution and discussion on the proposed Department of Public Works budget for 2016.

Director Grenier discussed the levy supported budgets for all divisions in DPW. The proposed levy supported budget items for 2016 includes an estimated 2.1% increase over the 2015 budget. Two (2) of the reasons for the increase are that the State's recycling grant for next year was greatly reduced (\$87,000) and the cost of sanitation waste disposal tipping fees have increased. The largest impact results from having to pay to dispose of recyclables where we used to receive a revenue. This change alone represents a budget impact of \$219,000.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the report of the Director regarding the proposed Department of Public Works budget for 2016. Motion carried.

12. Request by Department of Public Works to implement a trial period of pay-by-cell for metered parking.

This item is actually a two (2) part item. Both parts are part of implementation of automating our PARCS system. The first item, which was part of the parking study, was to install smart meters in a trial area. The trial area will be selected on the basis of high parking space turnover. The new meters will be a smart meter which will allow the user to pay for parking with their smart phone. The users will download an app which contains an on-line wallet. After loading the on-line wallet they can use it to pay for parking. The users will be charged a service fee for this service. The City will not be charged a service fee. The new meters are compatible with the existing handheld meter checker. The new meters have the benefit of no Wi-Fi fees and less coins to manually collect.

Part 2 of this item includes the purchase of parking lot pay stations. The City of Appleton has two (2) brand new never used Luke pay stations that are available for \$8,000 each. The City has researched these devices in the past and the Luke brand is the preferred manufacturer. The cost of a new base model pay station is \$12,000 each, but each of these units has a host of added features which increases their value over the base cost. DPW recommends purchasing the two (2) Luke pay stations from the City of Appleton.

A motion was made by Ald. Wiezbiskie and seconded by Ald Nennig to approve the request by Department of Public Works to implement a trial period of pay-by-cell for metered parking and to purchase two (2) "Luke" pay stations from the City of Appleton in the total amount of \$16,000.00. Motion carried.

13. Report of the Purchasing Manager:

- A. Request approval to award the purchase of a Monorail Crane System for the DPW West Side Garage from Fox Cities Crane & Fab for \$37,390.
- B. Request approval to award a 5 year contract for elevator maintenance for 2 elevators at the Cherry Street parking ramp to Schindler for \$69,600 (annually \$13,920).

The monorail crane system for the west side garage was publicly and competitively bid. Four (4) vendors provided proposals. Purchasing recommends awarding the monorail crane system for DPW west side garage to the low, responsive bidder, Fox Cities Crane & Fab in the amount of \$37,390. DPW staff will work with the vendor to get a cover for the system.

The elevators at the Cherry Street parking ramp were manufactured by Schindler and have been problematic since the ramp was opened. The elevators require a great deal of maintenance and repair due to the harsh environment. Many of the parts and diagnostic equipment required to maintain these elevators is proprietary to Schindler, the manufacturer. Although other elevator companies can work on these elevators, the lead time to acquire parts and/or service is lengthy.

In order to keep these elevators running efficiently and to minimize down time when repairs are required, Purchasing has designated Schindler as the sole source provider of elevator maintenance at this location. Purchasing recommends awarding a 5-year maintenance contract for the Cherry Street ramp elevators to Schindler in the amount of \$69,600 (annually for \$13,920).

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

- A. To award the purchase of a Monorail Crane System for the DPW West Side Garage from Fox Cities Crane & Fab for \$37,390.
- B. To award a 5 year contract for elevator maintenance for 2 elevators at the Cherry Street parking ramp to Schindler for \$69,600 (annually \$13,920).

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

Thomas H Brunette Parcel 2	\$350.00	TLE
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The TLE is associated with the Humboldt Road project. DPW staff recommends granting the Temporary Limited Easement.

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
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Thomas H Brunette Parcel 2	\$350.00	TLE
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Motion carried.

15. Application for a Concrete Sidewalk Builder's License by Hooper Custom Concrete LLC.

Director Grenier has discussed the application with the applicant. DPW recommends approving the Sidewalk Builder's License application from Hooper Custom Concrete, LLC.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the application for a Concrete Sidewalk Builder's License by Hooper Custom Concrete LLC. Motion carried.

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

Director Grenier stated that the loose leaf collection dates will be October 12 through November 15, 2015. All material must be to the curb by November 15, 2015. Final round of collection will be November 16 - 20, 2015. There will be no exceptions this year. DPW is adopting the boating season as being May 1 thru the second Sunday of October. These dates were historically listed in the operating agreement for the former City Center Marina when it was in operation. Late season docks will be left in for the late season musky fishermen on a limited basis. Operations division is transitioning into winter mode at this time. Traffic Signal Repair - 2015 contract has started. DPW is investigating updating the radio system. A new patching material is being tested on East Mason Street. This year the amount of pothole patching and crack sealing material usage has increased over last year. DPW is performing more preventative maintenance on the City's roadways. The Director plans on providing a winter operation policy presentation to Council so that the Aldermen are prepared for resident questions.

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

Meeting adjourned at 8:50 p.m.