

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, December 10, 2014
ROOM 207, CITY HALL
6:30 p.m.**

MEMBERS: Joe Moore, David Nennig, Jerry Wiezbiskie

MEMBERS EXCUSED: Brian Danzinger

1. Approval of the minutes from the regular meeting on October 29, 2014.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the minutes from the regular meeting on October 29, 2014. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, items number 3, 6 and 12 were taken out of order, then the Committee returned 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 NEW Water, the brand of the Green Bay Metropolitan Sewerage District, to install, maintain and remove flow monitoring equipment in City of Green Bay sanitary manholes.

Green Bay Metropolitan Sewerage District (GBMSD) is doing an Interceptor Sewer Study and determining contributing flow into their system. They are also interested in gathering data relative to inflow and infiltration. They are requesting to install portable flow meters into eighteen (18) City sanitary sewer manholes to obtain flow data into their various interceptor sewers. These portable flow meters would remain in the various City manholes for a period of approximately six (6) months beginning in February 2015. GBMSD claims that by placing these flow monitors, they will be able to obtain 95% of the City's inflow into their system. Department of Public Works (DPW) staff does recommend approval of this request provided that GBMSD's consultant obtains all necessary approvals, executing a Hold Harmless Agreement, placing on file with the City applicable insurance and authorizing the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request by NEW Water, the brand of the Green Bay Metropolitan Sewerage District, to allow their consultant to install, maintain and remove flow monitoring equipment in City of Green Bay sanitary manholes contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement, placing on file with the City applicable insurance and authorizing the Mayor and City Clerk to execute the agreement. Motion carried.

4. Request by Ald. Steuer for a report that deals with possible duplications of materials, methodologies and labor in the various garage/maintenance areas at each department.

Director Grenier stated that similar studies have been completed in the past that looked at whether there are potential opportunities to combine services for DPW, Parks, Police and Fire. The latest study was completed about 6 years ago by a consultant. Director Grenier requested that this be referenced to DPW staff to find the recent studies, summarize where the various departments were and where we are at today to see if there are efficiencies that may yet to be combined. Maintenance on fire vehicles need special certifications not currently held by the other departments.

Ald. Nennig also recalls similar studies that had been completed as far back as 15 years ago. Ald. Nennig stated that he recalls all the studies seem to have similar recommendations that we are as lean and efficient as we can be and that there is limited savings in combining services.

Ald. Steuer requested to bring these studies back to aid the new members of the Council in showing whether or not there are efficiencies out there not yet explored.

Chris Pirlot, Director of DPW-Operations, stated that the last study suggested that the City was at appropriate staffing levels for the size of the total combined fleet. However, there is not a single location that all the fleet maintenance could be completed and acquiring the necessary land and constructing a central fleet maintenance building potentially would outweigh any cost savings recognized in combining maintenance efforts.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to refer to Department of Public Works staff the request by Ald. Steuer for a report that deals with possible duplications of materials, methodologies and labor in the various garage/maintenance areas at each department. Motion carried.

5. Request by Ald. Wiezbiskie, on behalf of constituents of the Red Smith School Area, for the continuation of the walking path which currently connects Glenn Abbey and Bay Watch to extend the connection from Glenn Abbey to Bay Harbor.

Director Grenier explained that this subdivision was constructed under one of the first Developer Design-Build Agreements back in 2004. Within the Developer Agreement, it states that the Developer and/or future assignees, including individual property owners, would be responsible to construct all the appropriate sidewalks and drainage features required within the platting and development process. Since the original developer is no longer solvent, the responsibilities of fulfilling the agreement fall onto the current landowners. The Developers Agreement states that the sidewalks were suppose to be installed prior to occupancy of the homes constructed out there. The sidewalks can be ordered to be constructed in May of 2015, under DPW's normal process if that is the Committees desire. The sidewalk in question, to be installed would be for 22-1939 and 22-1940 on Glen Abbey Drive and 22-1988, 22-1989 and 22-1990 on Bay Harbor Drive.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Ald. Wiezbiskie, on behalf of constituents of the Red Smith School Area, for the continuation of the walking path which currently connects Glenn Abbey and Bay Watch to extend the connection from Glenn Abbey to Bay Harbor and to have Common Council, in May of 2015, order the sidewalks to be installed. Motion carried.

6. Request by Ald. Tim DeWane for the installation of sidewalk at Parcel No. 16-1-1 located on Porlier Street at the Fox River Trail.

Director Grenier stated the concern is that when people walk west down the sidewalk on the south side of Porlier Street, there is no sidewalk west of South Jefferson Street. People now have to cross Porlier Street, Jefferson Street and then Porlier Street again to gain access to the Fox River Trail. The request would be to extend the sidewalk across Parcel 16-1-1 and connect to the Fox River Trail. Parcel 16-1-1 is owned by Brown County. The adjoining parcel to the west is controlled by the Wisconsin Department of Natural Resources. Director Grenier asked to have this referred to DPW staff such that further discussions can take place with the Law Department as to whether official sidewalk orders can be sent to both Brown County and the Wisconsin Department of Natural Resources. Under the normal process, once sidewalk orders are issued, the property owner has 60 days to install the sidewalk. If they are not

constructed within that time period the City would then construct the sidewalk and place the bill on their taxes. Director Grenier stated that he didn't know if that was possible. He did state that in any case, the sidewalk would be constructed in 2015.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to refer to Department of Public Works staff the request by Ald. Tim DeWane for the installation of sidewalk at Parcel No. 16-1-1 located on Porlier Street at the Fox River Trail in 2015. Motion carried.

7. Request by Ald. Wery for the status of the waste agreement with the county.

Director Grenier stated that he had a discussion with Ald. Wery earlier in the day because Ald. Wery could not attend the Improvement and Service Committee meeting. Director Grenier updated Ald. Wery as to the status of the waste agreement with the county, in short, the agreement is not signed. For discussion purposes, an agreement has not been signed for two reasons. The first being the past litigation that occurred due to the Oneida Seven Generations waste to energy project. The second reason was that former Director Wiesner had concerns relative to the agreement only option for waste disposal was that of land filling. Mr. Wiesner desired Brown County to look at other more sustainable options other than digging a hole in the ground and burying the waste. Director Grenier stated that Brown County has implemented some waste sustainability initiatives and that in his opinion they are heading down a desirable path. Because of the change of conditions, it may be an appropriate time in the near future to sit down and have some discussions with Brown County about coming to a consensus on a waste agreement.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to receive and place on file the request by Ald. Wery for the status of the waste agreement with the county. Motion carried.

8. Request by Ald. Moore to add contingency limits on contracts with the Department of Transportation in regards to adjusting billable amounts after the contract is awarded.

Ald. Moore stated that he was concerned after the recent bill was approved regarding the relocation of a highway sign. The bill was almost double of the original estimate and feels there should be limits on the billable overrun amounts and contingencies.

Director Grenier stated that with most of the work we do with the Department of Transportation we have a contract agreement with a cost estimate and a contingency amount. Most of those contracted agreements are for major roadway projects that take a significant amount of time to design and implement and the costs are reviewed during the process and adjustments and communication back and forth can be made. The sign relocation was completed under a quotation process which moved along rather quickly. It is unclear whether the individuals requesting the sign to be relocated asked all the appropriate questions or were informed of additional work that needed to be performed in conjunction with the requested single sign relocation which resulted in numerous signs needing to be relocated, thus resulting in the increased charges.

Director Grenier sees this as an exception to the rule rather than the norm. Director Grenier 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 Ald. Moore to add contingency limits on contracts with the Department of Transportation in regards to adjusting billable amounts after the contract is awarded. Motion carried.

9. Request by DPW to replace a hydraulic post pounder unit for traffic sign installation due to equipment failure and hydraulic system compatibility issues.

Director Grenier informed the Committee, that the hydraulic post pounder is worn out and with the upgrades to the new sign shop vehicle, #198, there are hydraulic system compatibility issues. The old vehicle's hydraulic pump system provided more fluid to the pounder than was necessary and thereby compensated for its shortcomings. The new vehicle's hydraulic pump system provides what is necessary to operate the post pounder provided the pounder was in normal operating condition. DPW is requesting the approval to replace the hydraulic post pounder because it was not within the original 2014 equipment replacement program and that its cost is estimated to be over \$500 and not to exceed \$3,000. DPW still has funds available in its equipment replacement fund.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Department of Public Works to replace a hydraulic post pounder unit for traffic sign installation due to equipment failure and hydraulic system compatibility issues. Motion carried.

10. Review and approval of the 2015 Sanitary District Rates.

Matthew Heckenlaible, Assistant City Engineer, reviewed the Sanitary Sewer budget for 2015, which has previously been approved by Council. Mr. Heckenlaible also provided the Committee with the budget, user rate history, Green Bay Metropolitan Sewerage District, now referred to as NEW Water, rates, and the City's volume charge, which are combined to create the rate to users within the City. Mr. Heckenlaible stated how NEW Water sets their rates, which are then passed through to residents as part of the user charge. The rate increase will result in an increase in sewer charges of approximately \$10.00/quarter for a typical residential customer in the City of Green Bay. See attachments for details.

Mr. Heckenlaible stated that NEW Water's rate is increasing primarily as a result of needed capital improvement projects and their large solids handling project referred to as R2E2 (Recovery to Energy). As in the past, DPW staff has reviewed the NEW Water budget and rate structure to determine if there are any potential cost savings.

The strength of waste billed to the City along with increased flow, potentially contributed towards inflow and infiltration, and had increased the amount being billed by NEW Water. Due to the extremely cold January through March 2014, Green Bay Water Utility (GBWU) had placed "let run orders" on hundreds of properties located throughout the City. That clear water was discharged down the sewers and was treated at the waste water treatment plant. GBWU did not charge these properties for that additional water that was used and as such did not charge for the treatment of the water discharged. GBMSD did bill the Sanitary District for treating that water and as such the Sanitary District had to absorb those unauthorized credits granted by the GBWU. Additional costs associated with the implementation of the EPA mandated CMOM program are also increasing operation and maintenance costs to aid in providing our residence reliable sanitary sewer service.

Mr. Heckenlaible reminded the Committee that the City has been able to soften the effect of rate increases from NEW Water in recent years by using some of our sanitary district reserve funds. However, the City is left with fewer reserves, and cannot continue this practice to the extent we had before. We did not have a lot of reserves this year and as such are seeing an increase in rates.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the 2015 Sanitary District rates. Motion carried.

11. Review and approval of the 2015 Storm Water Utility Rates.

Mr. Heckenlaible reviewed how the rates for the Storm Water Utility are developed with the Committee. He informed the Committee that the Storm Water Utility Rates are being held at the same level as in the past 5 years.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the 2015 Storm Water Utility rates as follows:

Monthly charge = \$5.87/ERU;
Yearly Charge = \$70.47/ERU.

Motion carried.

12. Report of the Purchasing Manager:

A. Request approval to award the purchase of a Portable Asphalt Recycler and Hotbox to Sherwin Industries for \$26,695.

B. Request approval for a one year extension of the existing contract for wastewater monitoring with Badger Laboratories at the current contracted rates.

Director Grenier reviewed the quotations received for the portable asphalt recycler and hotbox and recommended award to Sherwin Industries.

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

A. To award the purchase of a Portable Asphalt Recycler and Hotbox to Sherwin Industries for \$26,695.

Motion carried.

Matthew Heckenlaible reviewed the reasons behind extending the existing contract with Badger Laboratories for wastewater monitoring. In 2016, GBMSD will be changing their billing practice and moving away from billing waste water on concentrations but on a mass basis. Therefore, instead of having our wastewater monitoring quoted out for 2015 under the present process and then modifying it for 2016, it would be more desirable to make a single change in 2016 and just extending the current contract with Badger Laboratories for another year.

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

B. To approve a one year extension of the existing contract for wastewater monitoring with Badger Laboratories at the current contracted rates.

Motion carried.

13. Request by Ronald L. Smits (owner) to allow the existing awning and sign in the right-of-way adjacent to 709 S Broadway.

Director Grenier reviewed the request by Mr. Smits (owner) to allow the existing awning and sign located within the right-of-way at 709 S Broadway. Both the awning and sign existed prior to the adoption of the permitting process and therefore should be grandfathered. The awning is non-compliant and if it would need to be replaced or repairs exceeding 50% of its value was completed, the new awning would need to comply with present day requirements. Director Grenier requests the approval of this request contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement, placing on file with the City the applicable insurance and authorizing the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Ronald L. Smits (owner) to allow the existing awning and sign in the right-of-way adjacent to 709 S Broadway contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement, placing on file with the City applicable insurance and authorizing the Mayor and City Clerk to execute the agreement. Motion carried.

14. Application for a Concrete Sidewalk Builder's License by Stone Artifex.

DPW staff attempted to contact the owner's of Stone Artifex to obtain additional information and references. At the time of this meeting, no response has been received, and recommend that the issuance of the Concrete Sidewalk Builder's License for Stone Artifex be held until January 2015 to give DPW staff additional time to contact and obtain additional information.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to hold over the application for a Concrete Sidewalk Builder's License by Stone Artifex. Motion carried.

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

Since the last Improvement & Service meeting, we have encountered some winter conditions. Mr. Grenier was happy to announce that all intended leaf collection routes were completed. There have also been a few plowing operations that have occurred in the past month. The weather is raising some concerns with warm days and cold nights, these raise unfavorable conditions for keeping the ice from reforming on streets and sidewalks. With the warmer than normal weather predicted for this weekend, Operational crews are out trying to locate storm drains to allow for the snow melt to find its way to the storm sewers and not pond and freeze on the roadways. Operations is continually game planning on how to deal with winter weather events.

In the Engineering Project Development Section, we are fully staffed with three engineers, but remember a year ago two out of the three engineers were still in school. Couple that with project workloads, we still have a hole to dig out of with the young, but talented staff we now have, but we are making progress.

In the Engineering Special Projects area, we are still actively recruiting to offer assistance to Jon Mueller, Assistant City Engineer who is managing several significant projects such as the KI expansion project, the H&R landfill compliance up-grades, all of our environmental coordination, parking ramp improvements and bridge inspections to name a few.

We are also recruiting to fill the Assistant Director position and anticipate having interviews shortly after the 1st of the New Year.

Director Grenier also thanked the Improvement and Service Committee members for their service over the past two years of his being Director. With the ease for open communication with the Committee members has made his job significantly easier.

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

Meeting adjourned at 8:26 p.m.

2015
SEWER SERVICE CHARGES

SECTION (3)(c)1. NON-MONITORED USERS

Section (3)(c)1.a. Normal Sewage Strength ParametersFive year Average

(2009 was not included in average due to abnormal strengths)

Biochemical Oxygen Demand (BOD)	= 169 ppm
Suspended Solids (S.S.)	= 241 ppm
Phosphorous	= 5.5 ppm
Total Kjeldahl Nitrogen (TKN)	= 30.7 ppm

Section (3)(c)1.b. Service Charge

Service Charge = Customer Charge + Volume Charge

Section (3)(c)1.c. Customer Charge

<u>Meter Size</u> (Inches)	Monthly Billed Customers		Quarterly Billed Customers	
	<u>Allowance</u> (100 c.f.)	<u>Amount</u> (\$)	<u>Allowance</u> (100 c.f.)	<u>Amount</u> (\$)
5/8 or 3/4	1	\$ 10.90	3	\$ 21.90
1	3	18.90	9	44.90
1 1/2	5	26.90	15	67.90
2	10	47.50	30	126.20
3	20	101.00	60	281.40
4	30	151.40	90	411.00
6	65	298.50	195	819.80
8	175	695.30	510	1,928.30
10	250	989.60	750	2,806.70

c.f. = cubic feet

Section (3)(c)1.d. Volume Charge

The G.B.M.S.D. rates for the current period are:

Volume:	\$0.90799/1,000 gallons
BOD:.....	\$0.49287/pound
Suspended Solids	\$0.46806/pound
Phosphorous:	\$0.68888/pound
TKN:	\$0.76147/pound

Based On The G.B.M.S.D. Rates, The Volume Charges Are As Follows:

The G.B.M.S.D. Charge shall be: \$2.07/100 cubic feet
 The City charge shall be:..... \$1.23/100 cubic feet
 The total volume charge shall be:..... \$3.30/100 cubic feet

Section (3)(c)2. MONITORED USERS

Abnormal Strength Sewage

Section (3)(c)2.a. Service Charge

Service Charge = Monthly Customer Charge + Quantity Charge
 + Sampling Charge

Section (3)(c)2.b. Monthly Customer Charge

\$184.00 per month

Section (3)(c)2.c. Quantity Charges

	<u>G.B.M.S.D. Rate</u>	<u>City Rate</u>	<u>Total Rate</u>
Volume:	\$0.67918/100 c.f. ^(a)	\$1.23/100 c.f.	\$1.90918/100 c.f.
BOD:	\$0.49287/pound	--	\$0.49287/pound
S.S.:	\$0.46806/pound	--	\$0.46806/pound
Phosphorous:	\$0.68888/pound	--	\$0.68888/pound
TKN:	\$0.76147/pound	--	\$0.76147/pound

^(a)Equivalent to \$0.90799/1,000 gallons
 c.f. = cubic feet

Section (3)(c)2.d. Sampling Charge

2015

Sample Collection & Analysis = \$57.00 per sample

Sampler Rental = \$25.00 per day