



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, APRIL 8, 2020, 5:00 PM

Telephonic Meeting

Public may also view at:

www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information.

- I. The attached documents contain telephone numbers and instructions for calling into this Zoom Meeting.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

- I. Consideration with possible action on request by Hyatt Equities, LLC to assign rights and interests in a Parking Agreement, dated October 15, 2012, and all subsequent modifications and amendments, to HR Current Owner, LLC, a wholly-owned subsidiary of Hyatt Equities, LLC.
2. Consideration with possible action on request by Ald. Dorff, due to great concern regarding the possibility/probability of extensive flooding to the homes and roads on the South Shore of the Bay of Green Bay due to the current height of the bay, to provide for a full report on the progress that has been made on obtaining funding to fix the dike on the south shore of the bay of Green Bay, a timeline on when work on the dike will begin, and how we can finance this work even if we are not able to obtain state and federal grants.

3. Consideration with possible action on request by Ald. Nicholson for (1) review of the Department of Public Works completion date expectations with possible action, and (2) notification to the Brown County Home Builders Association about the meeting as Department of Public Works staff will be meeting with Brown County Home Builders Association on December 12, 2019 (referred to staff at the January 7, 2020 Improvement and Services Committee meeting).
4. Consideration with possible action on request by Ald. Scannell for the City of Green Bay to adopt "No Mow May" to provide habitat for early season pollinating species.
5. Consideration with possible action on behalf of Department of Public Works to award licenses for Concrete Sidewalk Builders, Tree and Brush Trimmers, and Underground Sprinkler Installers at a staff level and report out award of said licenses at the next regularly scheduled meeting of the Improvement & Services Committee for the duration of the declared emergency resulting from the COVID-19 pandemic.
6. Consideration with possible action on approval of the 2019 Department of Public Works Annual Report.
7. Consideration with possible action on request by Department of Public Works to temporarily suspend late fees and provide arrangements for payment plans for sanitary sewer bills for the duration of the declared emergency due to the COVID-19 pandemic, plus a period following the expiration of the declared emergency not to exceed 60 days, consistent with the actions taken by the Public Service Commission for their regulated utilities.
8. Consideration with possible action on request by Brown County Drainage Board to adopt a new Intergovernmental Agreement for Surface Water Management for Drainage District No. 4.
9. Consideration with possible action on request by Wisconsin Department of Transportation to enter into a Lift Bridge Maintenance Agreement for the Ray Nitschke (Main Street) Memorial Bridge.
10. Report the award of the contract PAVEMENT 4-20 DOTY STREET RECONSTRUCTION.
11. Consideration with possible action on the review and award of the following contracts:
 - A. PAVEMENT REPAIR - 2020
 - B. SEWERS 2-20 (INCLUDING WATER MAIN)

F. Informational.

1. Director's Report on recent activities of the Public Works Department.
2. The next Improvement and Services Committee meeting is scheduled for April 29, 2020.

G. Public Hearings.

H. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Improvement and Services Committee meeting and will 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.

Zoom Improvement and Services

Topic: Improvement and Service Committee

April 8, 2020

Join Zoom Meeting

<https://zoom.us/j/513604980?pwd=SmZ1dFhZcjBuSkdlTy83ak9nSlpsUT09>

Meeting ID: 513 604 980

Password: 745729

One tap mobile

+13126266799,,513604980# US (Chicago)

+19292056099,,513604980# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 513 604 980

Find your local number: <https://zoom.us/u/ar8eimGum>

Zoom Meeting Instructions

For Committee members and persons who have agenda items

1. You will receive a zoom meeting invitation from the host. It will be scheduled the same time as your meeting time.
2. You can receive the invitation in an email or in a calendar invite.
3. Here is what a zoom meeting invitation will look like:

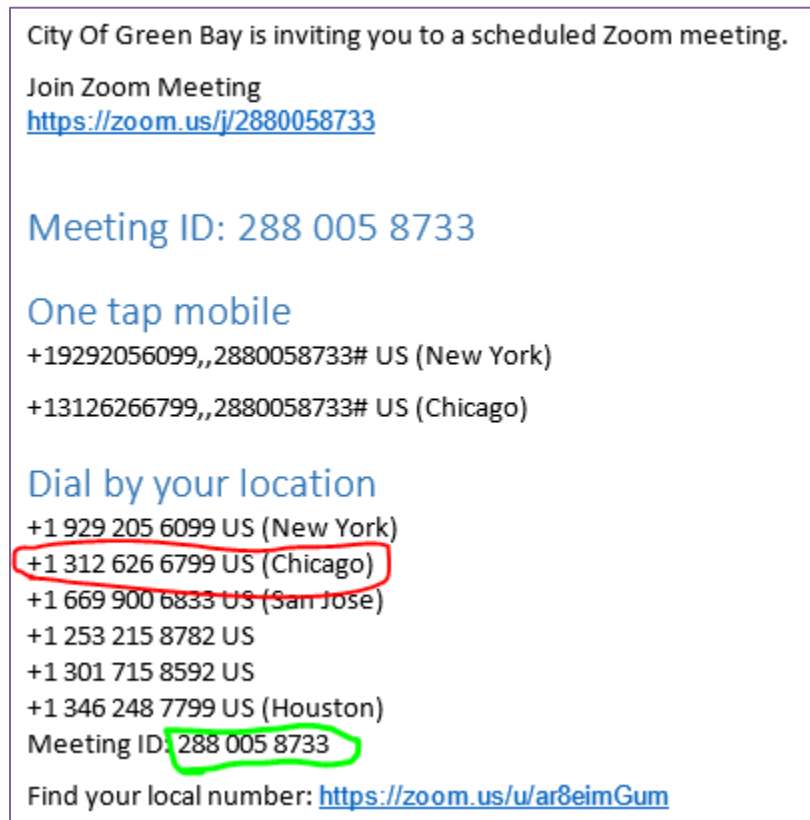
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.	The person who has invited you and is the host is named here.
Topic: A committee meeting 1/1/20	Host can choose a topic and description
Time: January 1, 2020 05:00 PM Central Time (US and Canada)	Host chooses the time and time zone. The host may allow you to join before the time. City meetings are recommended to let members join ahead of time.
Join Zoom Meeting https://zoom.us/j/810766649	This is what you'll use if you join via computer. City meetings are recommended to allow both phone and computer.
Meeting ID: 810 766 649	This is the ID that you will input after you dial the telephone number
One tap mobile +19292056099,,810766649# US (New York) +13126266799,,810766649# US (Chicago)	If you're using a mobile telephone number, use can simply click on these numbers and they will appear on your smart phone. The pink is the telephone number and the green is the meeting id.
Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)	Use these numbers for all types of phones. The trick here is to dial the first number, and if that doesn't work, go down the list until you find a number that works. Usually the first or second number will work.
Meeting ID: 810 766 649	Repeating the meeting id.
Find your local number: https://zoom.us/u/adbdyTaAgU	If these above numbers don't work, click this link to find other, local numbers.

4. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
5. Once you are in the meeting please mute yourselves. City recommended practice is to:
 - a. Allow a waiting room—this means the host will admit you to the meeting
 - b. Mute upon entry—this means that your phone or computer will be muted when you are allowed into the meeting. You can still hear the meeting's proceedings.
6. Waiting room
 - a. Committee members will remain in the meeting until it's concluded
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting). There is a process the committee will undertake called "opening the floor." Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay
 - c. The host of the meeting may ask you to identify yourselves, if you're calling in with a phone.
7. Using Zoom with a tablet or computer

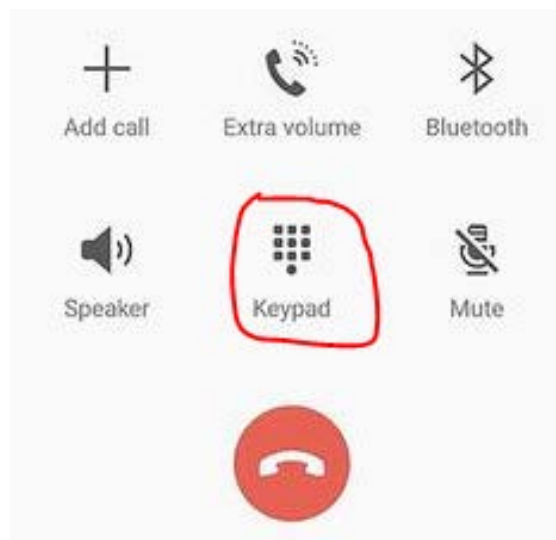
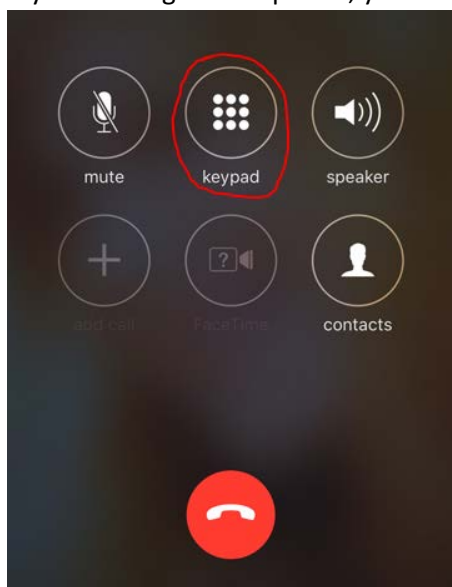
- a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
- 8. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will still be tied to an email.
- 9. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can "raise your hand" in the zoom meeting (you'd need to use a computer or tablet) to let the host know you'd like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can "raise your hand" but you'd need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has "opened the floor for interested parties to speak." Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again. Once muted, you can still hear the meeting.
- 10. Staffing
 - a. During a committee meeting, there will be at least one staff member in one of the recording rooms (council chamber, 207, 310, 604).
 - b. The staff members will be the hosts of the meeting and will manage callers with muting and admitting.
- 11. What devices should I use?
 - a. Smart phone (please see more detailed instructions on pages 3 and 4 for telephones)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You'll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
- 12. Zoom etiquette
 - a. Muting yourselves when you're not talking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number.
- 13. Closed session
 - a. During this time when we are using virtual meetings, we may use YouTube (www.youtube.com/CityOfGreenBay) for the public. We can't turn-off the You Tube recording, so all closed session items will be discussed in an adjoining room, where there is no video equipment.
 - b. Persons listening in will hear the committee take a vote to go into closed session and will then hear no voices until the committee returns.

Please allow yourself ample time to get set up before your meeting starts!
If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.

1. Review the calendar invite you received from the meeting host. DO NOT use the phone numbers listed in this image below – this is only an example!

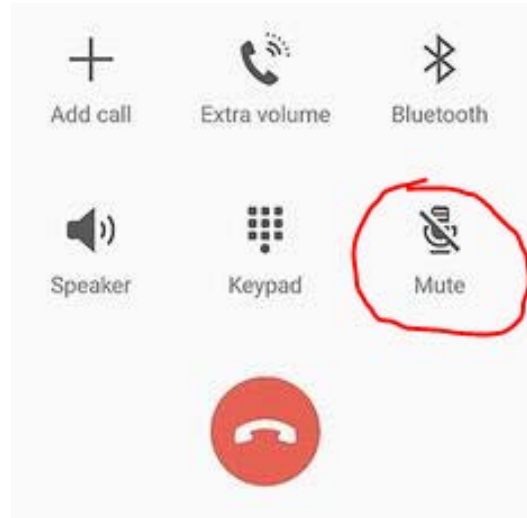
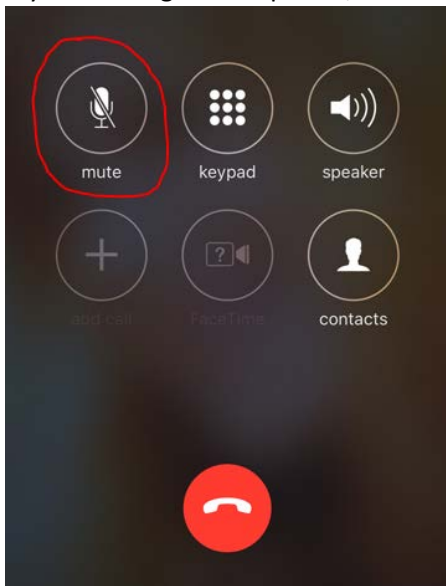


2. Use your phone to dial the phone number listed in Chicago location (red circle in example image above)
3. When prompted, enter the Meeting ID number (green circle in example image above) followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



4. Once you are in the meeting, notify the meeting host that you are in and state your name.
5. If you do not need to talk, please make sure your phone is on **Mute**

- a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on request by Hyatt Equities, LLC to assign rights and interests in a Parking Agreement, dated October 15, 2012, and all subsequent modifications and amendments, to HR Current Owner, LLC, a wholly-owned subsidiary of Hyatt Equities, LLC.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on request by Ald. Dorff, due to great concern regarding the possibility/probability of extensive flooding to the homes and roads on the South Shore of the Bay of Green Bay due to the current height of the bay, to provide for a full report on the progress that has been made on obtaining funding to fix the dike on the south shore of the bay of Green Bay, a timeline on when work on the dike will begin, and how we can finance this work even if we are not able to obtain state and federal grants.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on request by Ald. Nicholson for (1) review of the Department of Public Works completion date expectations with possible action, and (2) notification to the Brown County Home Builders Association about the meeting as Department of Public Works staff will be meeting with Brown County Home Builders Association on December 12, 2019 (referred to staff at the January 7, 2020 Improvement and Services Committee meeting).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. EC Final Site Inspection 2019 Memo



**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

**DPW – FINAL SITE
INSPECTION MEMO
2019**

SITE INFORMATION: ADDRESS: _____ **Project #** _____
Contractor Name: _____
Owner Name: _____

INSPECTION DATE: (Month/Day/Yr) _____

BMP – Issue	Required Y/N	Complete Y/N	To Be Installed Y/N	N/A	Quantity Req'd	Units	Estimated Cost to Complete	Comments
Inlet Protection						Each		
Tracking Pad						Each		
Silt Fence						LF		
Silt Log						LF		
Vegetated Buffer						SY		
Straw/Mulch						SY		
Erosion Mat						SY		
Vegetated Cover Seeded / Established						SY		
Sidewalk						SF		
Driveway						Each		
Driveway Apron (25' Wide Opening)						Each		
Storm Water BMP Installation / Functioning								
Total Cost							\$	

Remaining items noted above that require corrective action or work to be completed will require a Cash Bond in the amount identified above to be deposited with the City of Green Bay Treasurer's office per Municipal Code Section 15.16(4) prior to the issuance of the Certificate of Occupancy. If corrective actions noted above are not completed by the dates agreed upon below, the City can utilize the cash bond to make the corrections.

If all corrective actions noted above are completed prior to the completion listed dates below, contract the DPW Representative identified below to request the release of the cash bond.

Party Responsible for Installation/Repair of Erosion Control BMP's:		Work Must be Completed By:	
Party Responsible for Final Site Stabilization:		Work Must be Completed By:	
Party Responsible for Sidewalk/Driveway/Apron Installation:		Work Must be Completed By:	

Contractor Signature: _____

Date: _____

Homeowner Signature: _____

Date: _____

DPW Representative Signature: _____

Date: _____

☐ Copy to Contractor

☐ Copy to Owner

☐ Copy to Owner

☐ Copy to File (ECLIPS)



DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

DPW – FINAL SITE INSPECTION MEMO 2019

COSTS	2019	2019 + 20% Admin Fee
Inlet Protection	\$75.00 /EA	\$90.00 /EA
Tracking Pad	\$2,000 / EA	\$2,400 / EA
Silt Fence	\$2.00 /LF	\$2.40 /LF
Silt Log	\$2.00 /LF	\$2.40 /LF
Vegetated Buffer	\$1.50 / SY	\$1.80 / SY
Straw/Mulch	\$1.00 / SY	\$1.20 / SY
Erosion Mat	\$2.00 /SY	\$2.40 /SY
Vegetated Cover (Rye)	\$1.50 / SY	\$1.80 / SY
Sidewalk	\$6.50 / SF	\$7.80 / SF
Driveway (25' wide x 25' deep =	\$6.50 / SF \$4,100 / EA	\$7.80 / SF \$4,875 / EA
Driveway Apron (Based upon 25' opening @ R/W, 35' @ curb 12' deep)	\$6.50 / SF \$2,350 / EA	\$7.80 / SF \$2,820 / EA

DPW COMPLETION DATE EXPECTATIONS

CO's to be issued on sites prior to October 15 WILL BE SEEDED for final/temporary vegetated cover and ALL concrete work WILL be completed.

CO's to be issued on sites after October 15 and prior to November 1, final seeding will require a Cash Bond and ALL concrete work WILL be completed.

CO's issued AFTER November 1 will require Cash Bond for E/C, Vegetated Cover and ALL Concrete Work.

70% Vegetated Cover to be established prior June 1, E/C requirements perimeter controls enforced until vegetative cover is established

ALL outstanding concrete work to be completed prior to May 1



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on request by Ald. Scannell for the City of Green Bay to adopt “No Mow May” to provide habitat for early season pollinating species.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on behalf of Department of Public Works to award licenses for Concrete Sidewalk Builders, Tree and Brush Trimmers, and Underground Sprinkler Installers at a staff level and report out award of said licenses at the next regularly scheduled meeting of the Improvement & Services Committee for the duration of the declared emergency resulting from the COVID-19 pandemic.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on approval of the 2019 Department of Public Works Annual Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Complete 2019 Annual Report

City of Green Bay Wisconsin



2019 DEPARTMENT OF PUBLIC WORKS ANNUAL REPORT

TO: The Mayor and
Common Council

FROM: Steven M. Grenier, P.E.
Director of Public Works

I am respectfully submitting the 2019 Annual Report for the Department of Public Works. This report includes a detailed summary of the activities and the operations of the Department of Public Works.

The achievements and activities of the Department were made possible with the cooperation of the Mayor and Common Council and the support of the employees of this Department.

CITY OF GREEN BAY
DEPARTMENT OF PUBLIC WORKS
2019 ANNUAL REPORT

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2019 ANNUAL REPORT
DEPARTMENT OF PUBLIC WORKS

The Department of Public Works functions under the Mayor and Common Council, and in particular, the following committees and commissions, which report to the Common Council. In 2019, the members of these committees and commissions were as follows:

1. Improvement & Services Committee

Members: Andy Nicholson, Chairperson
 Brian Johnson, Vice-Chairperson
 Chris Wery
 Jesse Brunette

2. Traffic, Bicycle, & Pedestrian Commission

Members: Matt Kuepers, Chairperson
 Daniel Theno, Vice-Chairperson
 Craig Stevens
 Lieutenant Brad Strouf
 Brighid Riordan
 Ray Smith
 Stephanie Birmingham

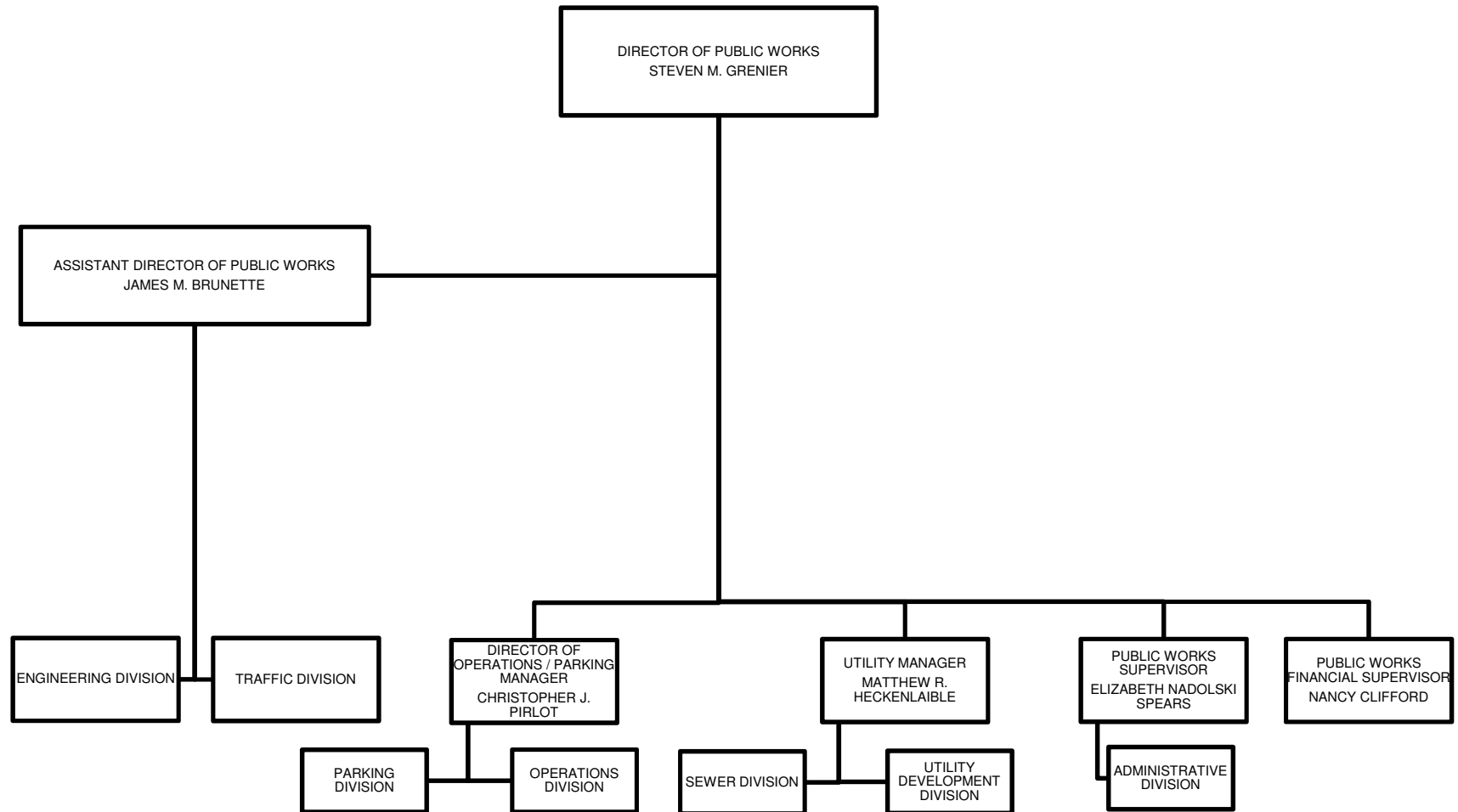
Following the direction of the Mayor and Common Council, the Improvement & Services Committee, Traffic, Bicycle, & Pedestrian Commission, Director of Public Works, Department of Public Works, consisting of 200 employees within its six divisions (Engineering, Traffic, Operations, Utility, Executive Support, and Parking System Division), provides the basic municipal services to the citizens of Green Bay.

To a large degree, the general safety, welfare, and appearance of the community depends on the Department of Public Works carrying out its responsibilities in an expeditious manner through the design, construction, and maintenance of street pavements, sewers, bridges, sidewalks, traffic control devices, street lighting, public parking facilities, the issuance of permits, the collection of solid waste, the control of snow and ice, and the control of noxious weeds on public and private property.



DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART

2019 Annual Report
Department of Public Works
City of Green Bay, Wisconsin





2019 DEPARTMENT OF PUBLIC WORKS STATISTICS

<u>Area:</u>	46.12 square miles
<u>Population:</u>	104,879 (estimate)
<u>Streets:</u>	Connecting highways 22.8 miles
	County trunk highways 17.4 miles
	Local streets <u>417.2 miles</u>
	TOTAL STREETS 457.4 miles
<u>Sewers:</u>	Storm sewers 514.6 miles
	Inlets 14,499
	Storm manholes 7,635
	Sanitary sewers 462.0 miles
	Sanitary manholes 9,384
	TOTAL SEWERS 976.6 miles
<u>Lift Stations:</u>	19 storm
	14 sanitary
<u>Street Lights:</u>	8,384
<u>Traffic Signals:</u>	102 intersections
<u>Bridges:</u>	30

CONSTRUCTION SUMMARY

Sanitary sewer construction/reconstruction	3.86 miles	\$ 1,776,912.41
Storm sewer construction/reconstruction	3.38 miles	2,911,671.89
Pavement repair		1,363,377.64
Asphalt resurfacing/replacement	3.56 miles	788,981.75
Sidewalk construction		181,053.20
Mudjacking		25,700.54
Bridge & Building construction repair		720,285.00
Water main construction	4.15 miles	3,403,772.93
Community Development contracts		297,741.72
Park improvements		4,309,042.87
Miscellaneous contracts		<u>1,473,199.30</u>
TOTAL		<u>\$17,251,739.25</u>

ENGINEERING DIVISION

The Engineering Division was responsible for the administration of the following Public Works Contracts. References to the percentage of work completed relate to project status as of December 31, 2019.

I. BRIDGE AND BUILDING CONSTRUCTION AND REPAIR CONTRACTS

A. WEST SIDE MUNICIPAL GARAGE TRENCH DRAIN REPLACEMENT

The work performed under this Contract consists of removing and replacing the existing trench drain and adjacent concrete slab with a new fiberglass trench drain and concrete as described in the plans and the Technical Specifications.

Project is complete: \$38,825

B. BRIDGE 1-19 (WIESNER STREET PEDESTRIAN BRIDGE)

The work on this project consisted of removing the existing precast structure, railings, and steel pile cap; cleaning and painting the existing steel piles; reconstructing approach sidewalks; installation of a 22-foot by 8-foot prefabricated timber bridge and approach railings; stream realignment and placement of riprap.

Project is complete: \$78,305

C. MASON MANOR ROOF REPAIRS

The work under the Contract consisted of roof repairs including repairing flashings, replacing failed sealants, and addressing any additional failure or potential failure within the EPDM roof system.

Project is complete: \$32,585

D. FIRE STATION #6 KITCHEN REMODELING

This work under the Contract consisted of installation of new ceramic floor tile, installation of drywall and paint, and new casework.

Project is complete: \$61,680

E. PARKING RAMP REPAIRS – 2019

This repair work in general consists of concrete repairs, expansion joint replacement, joint and crack repairs, and traffic bearing membrane. A majority of the Contract work will take place in the Pine Street Ramp. Some work will also take place in the Cherry Street Parking Ramp and may have some work in the Main Street Parking Ramp as well. There will also be some post-tension cable investigation repairs.

This project is 80% complete: \$539,700

F. FIRE STATION #2 PRECAST CONCRETE REPAIRS

The work required the forming of two barrier walls and replacing concrete per plans and specifications.

Project is complete: \$6,077

G. FIRE STATION #6 GARAGE DOOR REPAIRS

The work requires the removal of existing lumber backing and installation of new lumber blocking for garage door replacement per plans and specifications.

Project is complete: \$678

H. EAST SIDE GARAGE ASBESTOS FLOOR TILE REMOVAL

The work required the removal and abatement of 450 square feet of asbestos containing vinyl floor tiles at the East Side Garage Office and Hall areas.

Project is complete: \$2,325

I. CITY HALL LAW OFFICE ASBESTOS FLOOR TILE REMOVAL

The work required the removal and abatement of 650 square feet of asbestos containing vinyl floor tiles at the City Hall Law Office and Vault areas.

Project is complete: \$3,830

J. MAIN STREET PARKING RAMP SKYWALK MASONRY REPAIRS

The work included removing deteriorated masonry from the north and south sides of the walkway, tuck-pointing and placing new caulk above the masonry on top of the columns per plans and specifications.

Project is complete: \$6,600

K. MAIN STREET PARKING RAMP SKYWALK WINDOW REPLACEMENT

The work included removing fifteen (15) defective window panes and replacement of said window panes which shall include installation of the new panes per plans and specifications.

Project is complete: \$20,150

L. PINE STREET RAMP TOWER REROOFING

The work under this Contract consists of removing existing gravel surfaced roofing and associated substrate on five (5) stair tower/elevator roofs and replacing with fully adhered EPDM roofing, also removal of parapet caps and flashing and replacement as specified.

The work under this Contract has not started. This work has been postponed until spring of 2020 due to excessive rain events in 2019.

M. DPW BOILER ROOF AND UPPER ROOF REROOF, PARAPET FLASHINGS AND CHIMNEY REPAIRS

The work under this Contract consists of re-roofing the 1,100 square foot boiler room and the 7,600 square foot upper roof, removing 400 linear feet of existing concrete parapet wall caps and installing metal caps. Work also includes the demolition of approximately 7' of masonry chimney and replacing the concrete chimney cap.

The work under this Contract has not started. This work has been postponed until spring of 2020 due to excessive rain events in 2019.

N. RAY NITSCHKE MEMORIAL BRIDGE HYDRAULIC REPAIRS - REBID

The work under this Contract included complete repairs to the hydraulic span drive system of the bridge's two bascule leaves. The work generally included removing, replacing, and installing new hydraulic pumps and associated hydraulic circuitry; cleaning the existing system and implementing a preventative maintenance and monitoring program which will increase the new hydraulic motors and breaks; and performance testing of each bascule leaf before and after performing the repair work.

This project was not awarded.

II. PAVEMENT CONTRACTS

A. PAVEMENT 1-19 (ERIE ROAD RECONSTRUCTION)

This Contract includes construction of approximately 3,400 linear feet of 12" water main, including 125 linear feet of 1" new water service and 3,400 linear feet of water main construction staking; 3,350 linear feet of 8", 10", and 12" sanitary sewer construction including sanitary sewer lateral construction, sanitary sewer manhole construction, 3,400 linear feet of 12", 18", and 42" storm sewer construction including storm sewer lateral construction, storm manhole construction, 7,560 cubic yards of excavation, 2,890 cubic yards of 1½" crushed aggregate base course, 55 cubic yards of breaker run; 15,000 square yards of 8" integral concrete pavement, 100 tons of HMA pavement; construction staking; and site restoration.

This project is 96% complete: \$2,666,866.28

B. PAVEMENT 2-19 (S. CHESTNUT AVENUE RECONSTRUCTION)

The work under this Contract includes construction of approximately 1,025 linear feet of 6" and 8" water main including water services and water main construction staking; 35 linear feet of 10" sanitary sewer including sanitary sewer laterals, sanitary sewer manhole replacement, 1,360 linear feet of 12", 30", and 36" storm sewer construction including storm sewer laterals, storm sewer manhole construction and replacement, 2,490 cubic yards of excavation; 1,020 cubic yards of 1½" crushed aggregate base course; 630 cubic yards breaker run; 800 tons of HMA pavement; 2,020 linear feet of curb and gutter; 4,670 square feet of

concrete sidewalk and driveway; 800 square yards of 8" concrete pavement reconstruction; and sod restoration.

This project is 94% complete: \$1,163,590.03

C. PAVEMENT 3-19 (S. CHESTNUT AVENUE RECONSTRUCTION)

This Contract includes approximately 1,080 linear feet of 6", 8", 10", and 12" water main including service relays; 877 linear feet of 8" sanitary sewer including sanitary sewer lateral relays, sanitary sewer construction and reconstruction, and sanitary sewer manhole construction and replacement; 149 linear feet of 12" to 15" storm inlet lead construction, spot repairs, construct storm sewer laterals, and construction of storm sewer inlets.

Project is complete: \$894,234.27

D. PAVEMENT 4-19 (HAVEN PLACE RESURFACING)

The work under this Contract includes replacing existing culvert pipe crossings, pulverizing 7,875 square yards of existing asphalt pavement, and 1,393 tons of asphalt paving.

Project is complete: \$192,501.39

E. PAVEMENT 5-19 (N. WEBSTER AVENUE RECONSTRUCTION)

The work under this Contract includes construction of approximately 400 linear feet of 6" and 8" water main including service relays and staking; 810 linear feet of 8" and 10" CIPP sanitary sewer including sanitary sewer laterals, sanitary sewer manhole reconstruction and rehabilitation, 420 linear feet of 42" storm sewer construction including storm sewer laterals, storm sewer manhole construction and replacement, 745 cubic yards of excavation; 670 cubic yards of 1½" crushed aggregate base course; 1,600 square yards of 8" concrete pavement; 1,600 square yards of 8" integral concrete pavement; 30 tons of HMA pavement; 30 linear feet of curb and gutter; 5,370 square feet of concrete sidewalk and driveway; and sod restoration.

This project is 94% complete: \$1,163,590.03

F. PAVEMENT 6-19 (SITKA STREET AND SUPERIOR ROAD RECONSTRUCTION)

The work under this Contract includes construction of approximately 2,000 linear feet of 8" and 12" water main including service construction and staking; 3,010 linear feet of 8" sanitary sewer including sanitary sewer laterals, and sanitary sewer manhole construction, 4,710 linear feet of 12", 15", 18", 24", 27", and 30" storm sewer construction including storm sewer laterals, storm sewer manhole construction, and storm sewer inlets and inlet leads; 11,750 cubic yards of excavation; 2,950 cubic yards of 1½" crushed aggregate base course; 2,060 cubic yards breaker run; 3,670 tons of HMA pavement; 6,480 linear feet of curb and gutter; 1,150 square feet of concrete sidewalk and driveway; and site restoration.

This project is 43% complete: \$1,076,344.26

G. RESURFACING 1-19: VARIOUS STREETS THROUGHOUT THE CITY

PART A

This Contract includes 14,969 square feet of concrete sidewalk and driveway reconstruction, 568 square feet of curb ramp detectable warning field cast iron, 5,359 linear feet of reconstruction of concrete curb and gutter, and 3,004 square yards of terrace restoration at various locations associated with asphalt streets resurfaced in 2019.

Project is complete: \$444,792.87

PART B

This Contract includes 68,532 square yards of asphalt milling, 10,883 tons of asphalt pavement resurfacing, and patching.

This project is 95% complete: \$1,041,315.24

H. SIDEWALKS 2019: VARIOUS SIDEWALKS THROUGHOUT THE CITY

This Contract includes 17,680 square feet of concrete sidewalk construction and reconstruction, 176 square feet of curb ramp detectable warning field cast iron, and 317 square yards of terrace restoration at various locations throughout the City.

Project is complete: \$181,053.92

I. PAVEMENT REPAIR 2019: VARIOUS LOCATIONS THROUGHOUT THE CITY

This Contract includes 53,313 square feet of concrete sidewalk and driveway reconstruction, 376 square feet of curb ramp detectable warning field cast iron, 5,825 square yards of concrete pavement reconstruction, replacement of 46 storm sewer inlets, replacement of 210 linear feet of inlet leads, and reconstruction of 4,881 linear feet of concrete curb and gutter at various locations throughout the City.

Project is complete: \$1,363,377.64

J. MUDJACKING 2019

This Contract includes mudjacking/raising 6,110 linear feet of curb and gutter, 279 square yards of concrete apron/ramp, which had settled and was causing ponding and unsafe conditions. This work was completed by purchase order after quotations were received.

Project is complete: \$25,700.54

K. N. WEBSTER AVENUE RECONSTRUCTION (WISCONSIN DEPARTMENT OF TRANSPORTATION-WisDOT)

The work under this WisDOT Contract includes construction of approximately 7,000 linear feet of 8", 10", 12", 15", 18", 24", 36", 42", 54", 19"x30", 24"x38", 29"x45", and 34"x53" storm sewer construction including storm sewer laterals, storm sewer manhole construction, and storm sewer inlets and inlet leads; sanitary manhole and water valve adjustments;

construction staking; 38,000 cubic yards of excavation; 18,200 tons of base aggregate dense 1¼"; 17,500 tons of base aggregate dense 3"; 12,000 square yards of geogrid; 30,060 square yards of 8½" concrete pavement; coloring concrete; 1,730 tons of HMA and asphaltic pavement; 17,800 linear feet of curb and gutter; 26,030 square feet of concrete sidewalk; 650 square yards of concrete driveways; pavement markings; street lighting and associated bases, conduit, and wire; traffic signals and associated equipment, bases, conduit, and wire; and site restoration.

This project is 98% complete: \$4,677,437.24 (WisDOT)
\$1,223,974.11 (City)

III. SEWER CONTRACTS

A. SEWERS 1-19: VARIOUS STREETS THROUGHOUT THE CITY (INCLUDING WATER MAIN)

PART A

This Contract includes approximately 88 linear feet of 6" water main, 4,102 linear feet of 8" water main, including 2,119 linear feet of ¾" to 1½" water service transfer and relays and 4,190 linear feet of water main staking; 30 linear feet of sanitary sewer spot repairs, sanitary manhole replacement, reconstruct and rehabilitation; 528 linear feet of 12" storm sewer construction and relay, storm sewer spot repairs, storm sewer manhole replacement, 522 linear feet of 12" storm inlet lead construct and relay and storm inlet construction, replacement and repairs.

Part A is complete: \$1,127,915.07

PART B

This Contract includes approximately 202 linear feet of 6" water main, 3,828 linear feet of 8" water main, including 446 linear feet of ¾" to 1½" water service transfer and relays and 4,030 linear feet of water main staking; 30 linear feet of sanitary sewer spot repairs, sanitary manhole replacement and reconstruct; 4,337 linear feet of 12" to 48" storm sewer construction and relay, storm sewer spot repairs, storm sewer manhole replacement, 711 linear feet of 12" storm inlet lead construct and relay and storm inlet construction, replacement and repairs.

Part B is complete: \$1,436,216.63

PART C

This Contract includes approximately 25 linear feet of 4" water main, 478 linear feet of 6" water main, 3,036 linear feet of 8" water main, including 1,450 linear feet of ¾" to 2" water service transfer and relays and 3,538 linear feet of water main staking; sanitary sewer spot repairs, sanitary manhole replacement and reconstruct; 821 linear feet of 12" to 15" storm sewer construction and relay, storm sewer spot repairs, storm sewer manhole replacement, 61 linear feet of 12" storm inlet lead construct and relay and storm inlet construction, replacement and repairs.

Part C is 98% complete: \$804,230.77

B. SEWERS 2-19: VARIOUS LOCATIONS THROUGHOUT THE CITY (MINI-SEWERS)

This Contract includes approximately 1,450 linear feet of 6" mini-storm sewer, inlets, inlet leads, and other storm sewer appurtenances, 2,150 square feet of 6" concrete sidewalk and driveways, 1,650 square feet of 4" concrete sidewalk, curb and gutter, pavement replacement, and terrace restoration.

Project is complete: \$281,227.28

C. SEWERS 3-19: VARIOUS LOCATIONS THROUGHOUT THE CITY (BASIN REPAIR)

PART A

This Contract includes approximately 591 linear feet of 8" to 12" sanitary sewer remove and relay, sanitary sewer spot repairs, replacement of a sanitary manhole, and sanitary manhole rehabilitation; approximately 143 linear feet of 12" to 15" storm sewer remove and relay, and storm sewer spot repairs.

Part A is complete: \$300,607.50

PART B

This Contract includes approximately 5,821 linear feet of 8" CIPP sanitary sewer, 1,503 linear feet of 10" CIPP sanitary sewer, 4,445 linear feet of 12" CIPP sanitary sewer, 1,552 linear feet of 15" CIPP sanitary sewer and chemical grout sanitary sewer.

Part B is 91% complete: \$399,887.11

D. SEWERS 4-19: VARIOUS LOCATIONS THROUGHOUT THE CITY (MINI-SEWER)

This Contract includes approximately 1,730 linear feet of 6" mini-storm sewer, inlets, inlet leads, and other storm sewer appurtenances, 1,670 square feet of 6" concrete sidewalk and driveways, 1,050 square feet of 4" concrete sidewalk, curb and gutter, pavement replacement, and terrace restoration.

This project is 95% complete: \$143,077.90

E. SUPERIOR ROAD STORM WATER POND

This Contract includes construction of approximately 44,700 cubic yards of excavation, 7,100 square yards of clay liner, 34 cubic yards of medium and extra heavy rip rap, 308 linear feet of 15", 18" and 30" storm sewer, 1,155 linear feet of 18" storm sewer directional boring, 816 linear feet of venting trench, 2-4" vents, 140 linear feet of 6" non-perforated PVC storm sewer, 4 apron endwalls, 1 pond outlet structure, 1 antiseep collar, 48" and 60" diameter manhole construction, construction staking and site restoration.

This project is 76% complete: \$828,757.40

IV. PARK IMPROVEMENTS

A. BAY BEACH WILDLIFE SANCTUARY OBSERVATION BUILDING RTU REPLACEMENT

The work under the Contract consisted of removal of an existing furnace, carpentry including new stud walls and construction of a new roof top curb, as well as mechanical work including installation of a new roof top unit and ductwork.

Project is complete: \$47,650

B. ELEVATOR MODERNIZATION GREEN BAY CITY HALL – REBID

The work under this Contract consisted of replacing the controls and mechanical operations of twin elevators including electrical upgrades.

This project is 65% complete: \$911,277

C. PARKS PROJECT 1-19 (RED SMITH PARK SHELTER)

The work under this Contract shall consist of demolition; pavement and concrete; construction of water, sanitary and storm sewer and structures; electrical work; asphalt pavement; construction of a wood post-framed building; construction staking; erosion control and restoration, and all incidental items necessary to complete the work as shown on the plans and included in the proposal and Contract.

This project is 96% complete: \$313,660.65

D. PARKS PROJECT 2-19 (EAST RIVER OPTIMIST PARK)

This Contract includes approximately 825 cubic yards of excavation, 900 cubic yards of stripping topsoil, and 1,800 cubic yards of borrow; 565 linear feet of 8", 10", 12", 15" and 60" storm sewer, storm manhole removal and construction, and storm inlet removal and construction; 2,200 tons of CABC, 170 tons of breaker run, 500 linear feet of 24" curb and gutter, 2,865 square feet of 4" and 6" concrete sidewalk and driveway, 155 square feet of sidewalk curb retaining wall, 675 tons of HMA pavement and epoxy pavement markings; contractor staking, erosion control practices and site restoration.

This project is 78% complete: \$296,419.22

E. PARKS 3-19 (COLBURN PARK POOL AND BATHHOUSE RENOVATION)

This project consisted of bathhouse renovations including installation of new doors, louvers, windows, roofs, hardboard siding, tongue and groove paneling, painting, staining, new fixtures, electrical, utility and plumbing work, and new HVAC system. The project also includes a pool renovation including cleaning and patching of the pool basin, installation of a commercial vinyl pool liner, concrete pool deck, concrete pool gutter, handrail, ladders and various hardware along with all new pool mechanics in the bathhouse basement.

This project is 85% complete: \$2,740,316

V. COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACTS

A. CD 19-01:

PART “A” SIDEWALK AND PAVEMENT REPAIR

This Contract includes 3,789 square feet of concrete sidewalk replacement, 32 square feet of curb ramp detectable warning field, 27 linear feet of curb and gutter replacement, and 123 square yards of terrace restoration at various locations.

Project is complete: \$42,159.92

PART “B” ALLEY RESURFACING

This Contract includes 234 lineal feet of sanitary sewer relay, 3,176 square yards of asphalt pavement removal, and 696 tons of asphalt pavement.

Project is complete: \$255,581.20

VI. MISCELLANEOUS CONTRACTS

A. GBWU DREDGING OF SLUDGE LAGOON NO. 2

The work under this Contract shall consist of land application field permitting, dredging sludge from Lagoon No. 2, transporting and land application of sludge and reporting.

This work under this Contract has not started. This work has been postponed until 2020 due to excessive rain events and wet field conditions in 2019.

B. RDA 19-01 (SHIPYARD – MASS GRADING)

The work under this Contract consists of approximately 58,000 cubic yards of borrow, 120 linear feet of 12” storm sewer construction, storm sewer manhole construction, sanitary sewer manhole reconstruction, 180 tons of ¾” crushed aggregate base course, 43,700 square yards of topsoil and associated site restoration, construction staking, and erosion control.

This project is 20% complete: \$233,229.90

C. EATON HEIGHTS 2ND ADDITION PHASE 1 - SUBDIVISION

The work under this Contract includes construction of approximately 2,220 linear feet of 8”, 12”, and 16” water main including water services; 1,450 linear feet of 8” and 12” sanitary sewer including sanitary sewer laterals, sanitary sewer manhole construction, 1,210 linear feet of 12”, 15”, and 18” storm sewer construction including storm sewer laterals, storm sewer manhole construction, 480 cubic yards of excavation; 3,490 cubic yards of borrow; 1,000 cubic yards of 1¼” crushed aggregate base course; 700 cubic yards breaker run; 550 tons of HMA pavement; 1,850 linear feet of curb and gutter; and site restoration.

This project is 91% complete: \$1,098,092.65

D. EXCALIBUR 3RD ADDITION - SUBDIVISION

This Contract is a Developer Design and Build with review and inspection by the City of Green Bay. The work under this Contract includes construction of approximately 500 linear feet of 8" water main including water services; 352 linear feet of 8" sanitary sewer including sanitary sewer laterals, sanitary sewer manhole construction, 1,090 linear feet of 12" and 15" storm sewer construction including storm sewer laterals, storm sewer manhole construction, 1,000 cubic yards of excavation; 500 cubic yards of 1¼" crushed aggregate base course; 190 cubic yards breaker run; 240 tons of HMA pavement; 890 linear feet of curb and gutter; and site restoration.

This project is 95% complete: Developer Design/Build

E. RAILYARD

This Contract is a Developer's Design and Build with review and inspection by the City of Green Bay. The work under this contract includes construction of approximately 2,000 linear feet of 12" water main including services; 1,600 linear feet of 8" sanitary sewer including sanitary sewer laterals, sanitary sewer manhole construction, 2,500 linear feet of 18", 24", 30" and 36" storm sewer construction including storm sewer laterals, storm sewer manhole construction, drainage pond, and 2,200 centerline linear feet of street construction, including excavation, base course material placement, curb & gutter, and asphalt pavement.

This project is 70% complete: Developer Design/Build

F. BLONDE AVENUE RETAINING WALL

This Contract includes removal of existing stone retaining, construction of 852 square feet of retaining wall that included underdrain, 124 linear foot guard rail and landscape restoration.

This project is 99% complete: \$141,806.75

UTILITY DIVISION

Utility Division personnel prepared two requests for quotations for the televising of sewers to determine the conditions of the sewers and the nature of repairs or replacement that was required. The first televising contract was for the sanitary and storm sewers for all streets that are scheduled for reconstruction or resurfacing. The second televising contract was for all the sanitary sewers located within specific drainage basins. This has proven to be invaluable in determining the condition of sewers at these locations. Some new sewer installations are televised in areas where questionable load bearing soils are encountered. An analysis of the videotape can determine if any failure has occurred to the sewer. Between the two contracts, a total of 464,929 linear feet (88.1 miles) of sewer was televised in 2019 at a cost of \$366,433.

The Division also updates the City maps annually; maintains records of the location of sewer laterals; maintains "as-built" plans of street and sewer systems; and other records required for a Public Works Department to function effectively. Personnel scans the construction plans to

make them more readily available to all DPW staff.

The storm water program continues to make progress towards meeting the Wisconsin Department of Natural Resources' permit requirements. Design continues on major storm water pond projects. Engineering personnel continue to investigate the causes of various reported high water instances on City streets and private property. Some of the causes are easy to identify and resolve, while other areas continue to be investigated and require substantial resources to fully resolve. Engineering personnel continue to investigate reports of illegal dumping of substances into the storm sewer system, also known as illicit discharges. This includes working with the responsible party to contain and clean up the discharges prior to it reaching waters of the State, and educating these parties about the impact of these events. In 2019, the City contracted with Kurt Schroeder to remove muskrats from 16 City storm water facilities. Stormwater personnel also continue to monitor the City's storm water facilities and storm sewer outfalls to prevent deterioration of the facilities. Storm water personnel have been working with multiple schools and neighborhood associations to encourage public participation and education relative to good storm water management behaviors. The "WDNR MS4 2019 Annual Report" is a listing of storm water activities undertaken and reported by the City to the WDNR for permit compliance.

In the summer of 2013, the City received an EPA administrative order for our sanitary sewer system. The order is requiring the City to prepare and implement a capacity, management, operation, and maintenance (CMOM) program. The City has developed a CMOM and is continually being implemented throughout DPW.

Engineering Division personnel are responsible for the administration of the Sewer Service Charge Ordinance. The ordinance addresses two types of users: non-monitored and monitored. The non-monitored users are billed directly by the Water Utility. Non-monitored customers' bills are computed using their water usage and pre-determined values for the strength of the sewage discharge. The non-monitored residential customers' quarterly water usage is based on the winter quarter water usage and adjusted yearly. The majority of the time spent on the administration of the Ordinance can be attributed to the monitored customers. Studies are conducted to determine which industries require monitoring, approve monitoring frequency and equipment, compile data for the computer billings, record and analyze all billing information, and meet regularly with customers. Personnel contracts with a consultant to collect samples and make laboratory analysis of sewage discharge for monitored customers.

Engineering Division personnel are also responsible for the review of site plans for new buildings and parking lots, issuance of excavation permits for sand and gravel pits, permits for the installation of utility transmission facilities (gas, electric, water, telephone, cable TV, etc.) in City-owned right-of-way, street excavation permits, street obstruction permits, newspaper vending machine permits, and the issuance of permits for the movement of oversize and overweight loads on all streets in the City.

SEWER AND BRIDGE SECTION (UTILITY DIVISION)

Through December 1, 2019 DPW Utility Division Sewer and Bridge Section was responsible for operation of the three Green Bay (3) lift bridges over the Fox River. These three bridges are staffed on a continuous basis from April 1 to December 1 of each year, and on an on-call basis depending on

weather during the off-season. Effective December 1, 2019 WisDOT and Brown County-DPW established an agreement for operation of lift bridges. The City of Green Bay does not operate lift bridges anymore. However, the Main Street Bridge is owned by the City of Green Bay. So Green Bay-DPW is responsible for physical maintenance of that bridge. The other two Green Bay lift bridges are owned and maintained by WisDOT.

Utility Division Sewer and Bridge Section also assists with maintenance on Green Bay's 23 fixed span bridges and 4 pedestrian bridges as needed. During 2019, DPW only has records for bridge lifts completed through June. Lack of a complete record is due to change-over from manual (on-site control) bridge lifts to remote (off-site control) bridge lifts, change-over to Brown County-DPW operation. Following is the number of bridge lifts recorder over the Fox River through June of 2019:

1. Mason Street (Donald A. Tilleman) Bridge –210 total lifts
2. Walnut Street Bridge – 1,051 total lifts (controls remote operation of other 2 bridges; 402 Walnut Street Bridge lifts)
3. Main Street (Ray Nitschke) Bridge –439 total lifts

In addition to the above, the Sewer and Bridge Section is responsible for maintenance of 466 miles of sanitary sewer, 516 miles of storm sewer, 33 sewer lift stations, 15 storm water sedimentation ponds and 16 storm water sedimentation units. Sewer Section maintenance responsibilities include but are not limited to:

1. Steaming and flushing culvert pipes
2. Recording flow levels at 17 industrial/commercial sewage metering stations
3. Cleaning sewer lift stations
4. Flushing dead-end sewers
5. Cleaning sanitary sewers
6. Cleaning storm sewer catch basins
7. Repairing manhole and sewer inlet structures
8. Cleaning and maintenance of stormwater and sanitary surge tank systems at Lambeau Field
9. Maintenance and cleaning of one (1) recreational vehicle sanitary dumping station
10. Installation, removal, repair, and maintenance of City-owned boat docks at the City marina downtown and Metro boat landing at the mouth of the Fox River
11. Assisting with the City's snow plowing functions as necessary
12. Assisting with the City's curbside lawn and garden waste collection program during the spring and fall of each year

During 2019, Sewers and Bridges Section completed the following tasks:

1. Inspected 933,288 feet of sanitary sewer
2. Televised 165,034 feet of sanitary pipe
3. Cleaned 257,377 feet of storm sewer
4. Recorded 201 industrial sewage meter readings
5. Responded to 184 sewer trouble calls
6. Cleaned 23,965 feet of sanitary sewer pipe on the special grease/trouble spot list four times during the year
7. Repaired 490 sewer structures

8. Located 12,639 City-owned sewers for excavation activities conducted by utility companies and contractors
9. Completed 1,334 sewer structure digital scans

DPW's goal is to clean the entire sanitary sewer system once every four (4) years using existing staffing and equipment. The current plan targets older sewers in the core of the City where more frequent sanitary issues occur; sewers in the core of the City are cleaned once every two (2) years. Newer sewers are intended to be cleaned at least once every four (4) years. The City is also utilizing contracted services to assist with sewer cleaning as necessary.

With the use of a device called an SLRAT (Sewer Line Rapid Assessment Tool) during the past several years, Sewer Section has greatly improved the efficiency and effectiveness of sewer cleaning operations above current goals. The SLRAT quickly identifies which sewer lines need cleaning before cleaning equipment is placed into the sewer pipe. This saves significant time and allows Sewer Section to clean only the pipes that need to be cleaned. Previously, all pipes were cleaned whether they needed it or not, which expended valuable time that could be spent cleaning sewers that actual needed cleaning.

Delays in pipe cleaning can lead to increased risk of sewer back-ups. The revised SLRAT sewer cleaning program now allows Sewer Section to visit all sanitary sewer pipes on approximately a two (2) year interval and clean those more often than prior to introduction of the SLRAT system. Prior to 2011, issues in the City's sewer system were responsible for approximately twenty-five percent (25%) of all sanitary sewer related issues. In 2019 that rate dropped to 7.06%, or 13 out of the 184 total calls for assistance.

TRAFFIC DIVISION

The Traffic Division of the Department of Public Works (DPW) is responsible for the study, engineering, design, installation, and maintenance of all City-owned traffic control systems and devices and roadway lighting systems. In addition, the Traffic Division is responsible for all traffic-related studies for the Department. These tasks are performed by (1) Traffic Engineering technical staff; (2) Street Section-Signing and Marking Shop; and (3) Traffic Division Electrical Section. Signing and Marking Shop and Electrical Section are managed through Operations Division, but their operations are funded through the Traffic Division budget. Activities of Signing and Marking Shop are reported in the Operations Division section of this report.

Traffic Engineering technical staff consists of one (1) Traffic Engineer, one (1) Traffic Engineering Technician, and two (2) Seasonal Engineering Aides (May through August). The Traffic Engineer reports to the Assistant Director of Public Works. The Traffic Engineering Technician and Seasonal Engineering Aides report to the Traffic Engineer.

The Traffic Engineer oversees day-to-day operation of the City's traffic signal systems including timings; determines appropriate intersection control; prepares and reviews engineering drawings and specifications for construction projects; conducts traffic studies (crash, speed zone, pedestrian, parking, street lighting, school zone, work zone, etc.); responds to complaints and

suggestions from the public, other City staff, and City Council members; represents DPW at City Traffic, Bicycle, and Pedestrian Commission meetings; assists Green Bay Police Department with public education and enforcement efforts; trains City staff on proper temporary work zone traffic control practices; reviews and authorizes oversize and overweight vehicle permits (single trip permits); assists in coordination of traffic-related work assignments for the Electrical Section and Signing and Marking Shop; and maintains the official City ordinance indexes related to traffic and parking regulations.

The Traffic Engineering Technician performs duties similar to the Traffic Engineer but expends more hands-on time with data collection, management of fieldwork assignments, real-time problem solving, CADD design, and associated mapping. The Traffic Engineering Technician also plans and coordinates DPW work activities for special events such as the Cellcom Marathon, Holiday Parade, Packers Home Games, July 4th Celebration, etc.; trains and supervises seasonal Traffic Engineering Aides; designs and administers both in-house pavement marking and contracted traffic signal repair programs; develops and maintains traffic maps and related records; designs public parking lots and on-street parking; functions in the capacity of the Traffic Engineer during their absence; and assists in the coordination of daily work activities of the Electrical Section and Signing and Marking Section.

The two (2) Seasonal Traffic Engineering Aides primarily conduct intersection turning movement traffic counts, assist in the maintenance of the City's street sign inventory system, assist in maintaining the official City traffic and parking ordinance indexes, inspect and document condition of City-owned street lighting systems, and conduct other engineering duties as assigned.

TRAFFIC SIGNAL AND STREET LIGHT REPAIR

Traffic signal and street lighting projects completed during 2019 are as follows:

1. Completed the full reconstruction of traffic signals at North Webster Avenue and Radisson Street (work began during 2018)
2. Full reconstruction of traffic signals at North Webster Avenue and University Avenue
3. New construction of the street lighting system on North Webster Avenue from University Avenue to Radisson Street
4. Street light base repair project on Main Street, Ontario Road, Velp Avenue, West Walnut Street, West Mason Street, and East Mason Street

During 2019, Traffic Division also completed numerous maintenance, repair, and improvement projects for DPW and other City facilities. Following is a list of the most significant of those projects:

1. Assisted with Common Council's adoption and implementation of the City's Safe Walk and Bike Plan
2. Planning/design of 2020 traffic signal repair projects along West Mason Street corridor
3. Planning/design of 2020 traffic signal LED replacement project along connecting highways within the City limits
4. Planning/design of 2020 Rail Yard street lighting
5. Planning/design of 2020 Legends District street lighting

6. Completed multiple STOP, traffic signal, adult crossing guard, speed, parking, and traffic safety studies; and implemented recommendations related to findings
7. Reviewed and approved Traffic Impact Analysis (TIA) reports associated with major private developments
8. Evaluated and incorporated traffic signal and streetlight details associated with update of the 2020 City Construction Standards and Specifications Manual
9. Completed annual intersection turning movement traffic counting program (39 signalized and/or study intersections)
10. Developed oversize-overweight permit process to accommodate heavy load delivery for Project Wolfpack
11. Evaluated and updated traffic signal timing programs
12. Performed structural inspection of all City-owned steel street light poles
13. Coordinated DPW activities related to special events and Packer game day traffic control
14. Assisted Water Utility with design and implementation of traffic control zones for water main repair projects
15. Participated in all Traffic, Bicycle, and Pedestrian Commission meetings, including preparation of meeting minutes and Council Reports, and implementation of ordinance text changes related to traffic and parking (ordinance book and sign installations)
16. Continued development of City-wide streetlight database
17. Continued development of City-wide sign database

ELECTRICAL SECTION

DPW Electrical Section consists of six (6) full-time Electricians and one (1) summer/seasonal Laborer. It also received assistance from other DPW sections throughout the year as needed. Electrical Section is responsible for the maintenance and repair of City-owned streetlight, traffic signal, and data transmission equipment at 103 intersections and 27 flashing beacon installations. The Electrical Section is also responsible for maintenance of electrical equipment in all City-owned buildings, parks, parking ramps, 33 sewer lift stations, the City Deck, and the Main Street Bridge over the Fox River. The other two lift bridges over the Fox River are owned by the State of Wisconsin and maintained through WisDOT. In addition, Electrical Section installs and maintains a network of City-owned data transmission and traffic signal coordination networks.

The Electrical Section is instrumental in reducing City costs by performing services for all City departments, ranging from design/installation to maintenance/repair of City-owned electrical systems. Items maintained by Electrical Section include but are not limited to traffic signals, roadway lights, walkway lights, parking access and revenue control systems (PARCS) equipment, lighting controls, electrical power distribution systems, data cable networks, sewer lift stations, amusement park rides, building electrical services, HVAC equipment, and other commercial equipment, as well as project planning and plan review for all of these systems.

During 2019, Electrical Section completed numerous projects of varying size and complexity. Following is a list of the most significant Electrical Section projects:

DPW PROJECTS

1. Completed 40 traffic signal controller inspections and conflict monitor tests for City of Green Bay and City of De Pere traffic signals per Federal requirement
2. Repaired and/or replaced approximately 150 damaged traffic signals and traffic signal cable/wiring faults
3. Re-programmed numerous traffic signals and flashing beacon controllers to accommodate special events, road construction, school schedules, and other traffic needs
4. Assisted in planning and design of West Mason Street corridor traffic signal replacement contract
5. Per agreement, responded to numerous traffic signal repair requests for Brown County DPW and City of De Pere
6. Installed 1 traffic signal video vehicle detection system at Mason/Baird
7. Programmed traffic signal data communication equipment at Mason/Baird, Mason/Main, University/Clement, University Avenue/STH 54-57, University Avenue/University Way, University/Humboldt, and Walnut/Baird
8. Drafted and submitted incentive/rebate requests to WI Focus on Energy for energy saving lighting projects
9. Repaired numerous outlets for ornamental lighting and Christmas decorations
10. Repaired and/or replaced many streetlight fixtures and streetlight poles
11. Assisted with planning and design of sewer lift stations, lighting systems, and traffic signal systems
12. Assisted Utility Division with numerous sewer lift station repairs
13. Installed electrical service cables for a new back-up power system on Main Street Bridge
14. Upgraded numerous exterior and interior lighting to LED technology
15. Assisted with programming of new architectural bridge lighting systems on Main and Walnut Street Bridges
16. Maintained and repaired new LED lighting and wireless lighting control system in Cherry Street Ramp
17. Removed and re-installed numerous light fixtures to accommodate parking ramp repair contractor activity
18. Repaired numerous control system faults on Main Street Bridge
19. Reviewed and/or marked approximately 12,000 Digger's Hotline underground facility identification requests
20. Updated and maintained electrical hardware, specifications, traffic signal control, and traffic signal inspection databases
21. Assisted with wiring of new Utility Division mobile generator system
22. Upgraded and re-programmed sewer lift station SCADA radio communication system
23. Repaired lighting control panels and network controls at 2 parking ramps
24. Labeled streetlight poles and updated streetlight pole inventory
25. Added electrical wiring and equipment at Yard Waste Sites for new yard waste tub grinder heating system
26. Installed and maintained various electrical systems for yard waste tub grinder operation
27. Maintained inventory for traffic signal equipment
28. Assisted with splicing of fiber optic data cable at numerous locations
29. Re-located street lighting controller and electrical service on Velp Avenue
30. Assisted with planning and design of LED traffic signal replacement projects on connecting highways

31. Updated 2 traffic signal systems with new wiring and terminations
32. Assisted with planning and inspection of Webster and University Avenue corridor traffic signal and streetlight system upgrades

PROJECTS FOR OTHER CITY DEPARTMENTS

1. Assisted with construction of new Big Wheel ride at Bay Beach
2. Replaced 3 large electrical heaters at various parking ramps
3. Replaced 1 electrical service panel at Main Street Parking Ramp
4. Installed electrical service and back panel for baseball field lighting project at Beaver Dam Park
5. Assisted with planning and specifications of Colburn Pool bathhouse and concessions building projects
6. Performed numerous equipment repairs at Bay Beach, Wildlife Sanctuary, and City parks
7. Completed numerous remodeling and repair projects for Fire Department
8. Installed power systems for 2 new public warning system sirens
9. Assisted with construction of new sewer lift station at Lincoln/Mary
10. Installed electrical wiring and lighting systems for numerous remodeling projects
11. Maintained network-controlled lighting system for City Deck
12. Installed new light poles with LED lights in Whitney Park

COMMUNICATIONS AND ELECTRONICS SECTION

The Communications and Electronics Section consists of one (1) Communications and Electronics Technician. This section is managed by Operations Division and funded by Traffic Division. Communications and Electronics Section is responsible for the specification, installation, maintenance, and repair of City-owned two-way radio equipment, public address systems, and some closed circuit video systems. Equipment responsibilities include all City departments, Green Bay Metro Transit system, Green Bay Water Utility, and the Brown County Drug Task Force. Most Police Department radio equipment is installed and serviced by others. Two-way radio equipment maintained by Communications and Electronics Section includes:

- 6 Radio repeater systems
- 62 Control bases
- 26 Mobile data terminals
- 71 Radio remote units
- 534 Mobile radios
- 504 Portable radios
- Numerous radio antennas, cabling, and transmission lines

The Communications and Electronics Section also works with the I.T. Department on telecommunications system and data transfer issues as requested.

During 2019, the Communications and Electronics Section responded to 200 official service requests in addition to miscellaneous repairs that occur every business day. Equipment service begins at the time of initial installation and continues with planned maintenance, re-programming, and repairs necessary to keep it functioning. Repair requests are handled predominantly in-house. Warranty repairs are sent to the manufacturer or an authorized vendor. Some non-warranty repairs are sent to outside vendors due to limited time/resources during high volume work periods.

Operations Division Communications and Electronics Section completed numerous repairs and projects during 2019. Following is a list of the most significant Communications and Electronics Section projects:

1. Researched, specified, and coordinated replacement of entire Parks Department analog radio system with all new digital radio equipment, including all base station, antenna, cables, portable radio, and mobile radio equipment
2. Reprogrammed and updated software/firmware for 37 Fire Department portable radios
3. Reconditioned hundreds of portable radio batteries to extend battery life and minimize battery replacement costs
4. Upgraded communications and P.A. system equipment for Fire Department
5. Researched and upgraded mobile data radio antennas for Fire Department
6. Participated on the Fire Department Vehicle Committee to reduce mobile radio equipment placement and installation issues associated with new vehicles built off-site
7. Installed and programmed data and communication equipment in 5 new Fire Department vehicles
8. Assisted Electrical Section with SCADA sewer lift station communication equipment issues
9. Installed and programmed data and communication equipment in new buses for Transit Department
10. Upgraded and replaced exterior antennas for DPW
11. Upgraded all mobile radio handsets for Transit Department
12. Consulted with Fire Department and vehicle manufacturer on proper design and installation of data and communication equipment in 2 new rescue squads
13. Researched and purchased new hearing protection equipment that incorporates radio communication capabilities for Forestry Department
14. Prepared all retired City radio and data equipment for proper re-use, auction, or recycling

OPERATIONS DIVISION

The Operations Division of the Department of Public Works (DPW) is responsible for (1) maintenance of all City streets, alleys, and transportation-related amenities and appurtenances; (2) maintenance of flood control dikes; (3) collection and transportation of trash and residential recyclable material; and (4) acquisition, disposal, maintenance, and repair of all DPW equipment and vehicles. Operations Division consists of the Street Section, Sanitation Section, Motor Equipment Section, Buildings and Grounds Section, and Administrative Section. The Operations Director leads activities of the Operations Division. Coordination of daily assignments is managed by a Superintendent in each section who reports to the Operations Director. Sewer and Bridge Section falls under the direction of DPW Utility Division and is led by the DPW Utility Director. Operations Division works with Sewer Section to assure that they have all resources necessary to complete daily tasks.

SANITATION SECTION

DPW Operations Division Sanitation Section is responsible for collection and transportation of most residential and some commercial solid waste generated within the corporate limits of Green Bay. Sanitation Section operates five (5) trash collection routes per day on the east side of the

Fox River, five (5) trash collection routes per day on the west side of the Fox River, and two (2) bulky residential waste collection sites. An average of 520 tons of tipper cart and bulk trash (27,256 total tons) were collected each week by DPW and delivered to the Brown County Transfer Station for land filling during 2019. In addition, a total of 6,644 tons of recyclables were also collected. The trash tipping fee (paid to bury trash in a landfill) was \$43.00 per ton for all of 2019.

Sanitation Section also removes white goods (refrigerators, stoves, washer, dryers, computers, televisions, etc.) at curbside for a fee. During 2019, only 112 appliances were removed at the request of residents. This is an increase over 2018 as the company that collected appliances at DPW locations discontinued this practice.

City of Green Bay ordinance does not allow refuse and recycling carts to be set out earlier than twelve (12) hours prior to the beginning and end of the scheduled day of collection. Trash and recycling tipper carts can legally be at the curb from noon on the day before collection until noon on the day after collection. Despite the legal 48-hour set-out window, DPW still finds and enforces violations of the early setout ordinance. When violations are identified, property owners are invoiced for DPW's actual cost of collection. Habitual violators can receive citations. Regular/routine enforcement continued throughout 2019 with 103 invoices sent for collection of early set-out trash and recycling.

With the use of tipper carts, bulk/special waste placed at the curb outside a tipper cart must be collected manually. Bulk/special waste includes but is not limited to concrete, roofing material, carpet/flooring, other construction/remodeling debris, and large household items such as mattresses and furniture. During 2019, 1,814 bulk stops were recorded for construction material and bulky waste. Fees for collection of loose waste placed to the curb during 2019 were charged at the following rates:

- Up to three (3) cubic yards of household waste per address per project - \$80
- Three (3) to ten (10) cubic yards of household waste per address per project - \$160
- Over ten (10) cubic yards of household waste per address per project - \$240

The above rates help offset the cost of curbside bulk/special waste collections, which are above and beyond the standard scope of sanitation services offered by DPW.

As noted above, DPW maintains two (2) bulky waste drop-off centers for large-sized household waste items. The bulky waste drop-off sites accept ONLY bulk waste from typical household activity. Waste left at the sites must be (1) too large to fit in the trash tipper cart and (2) non-construction debris. Bagged household waste is NOT accepted at these sites. If household waste is small enough to fit in a trash bag, then it must be (1) placed in the tipper cart; (2) brought to the Brown County transfer station; or (3) held until one of the City's four (4) annual curbside overflow trash collection weeks.

During 2019, a total of 1,758 tons of bulk waste and construction/demolition/remodeling debris was collected from the bulky waste drop-off centers and curbside from 1,814 stops. The City's total bulk waste collection volume remained basically unchanged from 2018 to 2019.

Residential recycling of paper, cardboard, plastic, glass, tin, and aluminum is mandatory (by law) in the State of Wisconsin. All City residents are required to separate recyclable material from other solid waste and place it in a City-approved recycling container for collection and proper processing. Sanitation Section operates six (6) recycling routes on the east side of the Fox River and six (6) recycling routes on the west side of the Fox River to provide weekly collection service to residents. Recycling collection alternates with a bi-weekly collection on each side of the Fox River. During 2019, DPW collected 6,644 tons of recyclable material through its curbside collection program.

Prior to the introduction of recycling carts in 2014, 20.3% of solid waste collected by DPW was diverted to the recycling stream. That recycling rate peaked at 24.0% in 2014 and steadily declined to 20.8% in 2019. The 2019 recycling rate was down 0.3% from 2018. It is believed that recycling volume is going down primarily due to cost saving measures by manufacturers who are reducing the amount of material used to package goods for sale.

Revenue from recyclables collected during 2019 varied between negative \$20.00 per ton (charge to City) and negative \$34.00 per ton (charge to City) for an average of negative \$29.67 per ton (charge to City) over the entire year. Although the City paid to dispose of recyclable material all year, it paid 31% less than if it was diverted to a landfill. Also, recycling helps the environment by reducing the need for natural resources in the manufacturing industry.

Recycling revenue rates fluctuate with market values for plastic, aluminum, paper, cardboard, and steel. During 2019, domestic recyclable market rates continued to be low. One major contributing factor is plastic recycling market volatility due to changes in import rules for foreign market recyclables. The United States exports a significant amount of recyclable material. So the domestic recycling market is affected by global recycling issues.

Sanitation Section also collects brush year-round as a DPW core service. Brush crews are not scheduled unless a full day's work is available. 12,833 brush stops were recorded in 2019. Brush is chipped and hauled to a City-operated yard waste center for processing and re-use.

During 2019, the City of Green Bay continued its yard waste-recycling program. This is a very popular program for City residents. DPW maintains and operates two (2) yard waste facilities for collection, processing, and constructive reuse of brush, and yard/garden waste. One yard waste facility is located on the west side of the City at 1470 Hurlbut Street. The other facility is located on the east side of the City at 2530 East Shore Drive. Both sites are open to the public from April to December daily from 8:00 a.m. to sunset. During winter months they are open only on Saturdays and Sundays from 8:00 a.m. to sunset.

The City's yard waste site process allows City of Green Bay residents to deliver their yard/garden waste and brush to the sites. DPW grinds the material on-site and places it in windrows for proper composting. The final compost product is made available at no charge to City of Green Bay residents. It is also sold to interested vendors, contractors, and other end users for use as ground cover, boiler fuel, topsoil supplement, and lawn/garden nutrient manufacturing.

DPW also maintains two (2) waste oil recycling centers for public use. The facilities are located at the West Side Municipal Garage (519 South Oneida Street) and at the East Side Municipal Garage (1820 Mills Street). Both locations are available to the public year-round 24/7/365. The waste oil recycling sites are available only for City of Green Bay residents. The sites accept engine oil, transmission fluid, power steering fluid, hydraulic oil, gear oil, and other lubricants. Gasoline, fuel oil, and brake fluid cannot be left at the waste oil recycling centers. DPW monitors waste and recycling facilities for compliance. Violators and non-residents are turned away, invoiced for services, and/or issued citations.

DPW Operations Division Sanitation Section, upon request from City of Green Bay Inspection Department, also cleaned up 181 nuisance properties and secured 41 vacant properties during 2019. This activity is completed through a cooperative inter-departmental effort with Inspection Division to keep the City clean and sanitary.

MOTOR EQUIPMENT SECTION

DPW Operations Division Motor Equipment Section is responsible for specification, acquisition, maintenance, repair, and disposal of all DPW equipment. Preventative maintenance and repair is performed on a wide variety of vehicles and equipment including but not limited to road graders, front end loaders, dump trucks, garbage compactor units, recycling trucks, excavators, leaf vacuums, tub grinder, tractors, street sweepers, brush chippers, pickup trucks, vans, automobiles, chain saws, lawn mowers, and weed eaters. Repairs are also made to equipment from other City departments on a time and materials basis. Thirteen (13) Mechanics and two (2) Parts Clerks are involved in DPW's equipment repair and maintenance process. The Motor Equipment Section is also responsible for seasonal change-over of equipment for snow and ice control, leaf collection, street cleaning, and other projects completed by DPW.

During 2019, DPW vehicles consumed 206,055 gallons of diesel fuel; 29,792 gallons of unleaded gasoline; 1,771 gallons of motor oil; 1,596 gallons of hydraulic fluid; 82 gallons of transmission fluid; 382 gallons of antifreeze; 1,080 pounds of grease; and 91 gallons of gear oil were dispensed. Engine oil usage is down from previous years due to an oil sampling program and resulting changes in DPW's preventive maintenance program discussed above. Grease usage is up over previous years due to increased training and activity in maintenance of equipment with grease fittings and moving parts.

Motor Equipment Section is also responsible for preparing specifications for the purchase of new and replacement equipment each year. After new equipment is received, it is verified that it meets all bid specifications. The 2019 DPW equipment replacement program involved specification, build coordination, acquisition, and inspection of the following equipment and vehicles:

- 1 Combination jet/vacuum sewer truck
- 1 3/4 ton pickup truck with power lift gate
- 1 Full sized van
- 1 Sewer inspection camera system
- 1 Sewer inspection assessment tool
- 2 Diesel powered trailer mounted dewatering pumps

DPW's equipment preventative maintenance program includes a computerized asset management system to (1) record parts and labor expended on each piece of equipment; (2) identify mechanical issues; (3) report when equipment needs to be serviced; (4) manage life-cycle costs; and (5) determine when equipment should be replaced. An in-house engine oil testing program is also in place, which includes oil-sampling at prescribed maintenance intervals. Used oil testing identifies many things about internal combustion engine wear and efficiency. It also identified that DPW can safely extend the oil drain intervals for its fleet, which saves money in the preventative maintenance program.

DPW has seen a downward trend in equipment replacement associated with reduced funding available for equipment replacement and increasing purchase prices of commercial vehicles. Increasing prices are associated with updated technology and extended service life of modern equipment. DPW continues to do its best while working under a constrained equipment budget. Repairs continue to be made to older equipment until it is economically impractical or unsafe to maintain the equipment.

BUILDINGS AND GROUNDS SECTION

The Fleet Manager also serves as DPW's Buildings and Grounds Superintendent. The Buildings and Grounds Section currently includes a staff of four (4) Building Maintenance Technicians, with assistance from other DPW Operations Division sections as needed to complete projects. Building Maintenance Technicians work rotating shifts that provide 24/7/365 coverage for emergency response and proper care and maintenance of DPW facilities. Around-the-clock Building Maintenance Technician coverage provides DPW first responder assistance for emergencies such as sewer back-ups, snow/ice issues, water breaks, and Fire and Police Department emergency calls.

STREET SECTION

DPW Operations Division Street Section is responsible for maintenance of 456 centerline miles of street, 23 miles of alley, 4 miles of flood-control dike, and 2 yard waste centers. Maintenance responsibility for this infrastructure includes but is not limited to snow plowing, snow removal, ice control, street sweeping, dust control, leaf collection, pavement repair, street amenity maintenance and repair, joint and crack sealing, ditch cleaning, rural roadway shoulder repair, greenway clearing and cleaning, grass/weed cutting, downtown banner/flag/Christmas decoration maintenance, and other labor tasks associated with maintaining items located within City street right-of-way. Street Section is also responsible for daily supervision of the Signing and Marking Shop. Signing and Marking Shop is a subsection of Street Section but conducts work as assigned by Traffic Division.

During 2019, Operations Division Street Section completed numerous projects. Following is a list of the most significant Street Section projects:

1. Completed 16 (City-wide) snow plow operations
2. Completed 39 (arterial and collector street) snow/ice control operations
3. Cleared 3,341 storm water inlets to facilitate drainage of melting snow and ice

4. Collected over 100,000 cubic yards of curbside yard and garden waste and processed it into compost at the two yard waste sites
5. Completed 4 spring curbside yard and garden waste collection rotations
6. Completed 5 fall curbside yard and garden waste rotations, making 2,079 bales of leaves
7. Applied 51,000 pounds of rubberized pavement joint and crack filling compound to asphalt and concrete roadways
8. Applied 160,020 pounds of polymer mastic pavement repair compound to concrete roadways
9. Repaired 470 roadway excavation cuts (1,972 tons of asphalt) resulting from sewer and water repairs and maintained all records for proper invoicing
10. Repaired 187 mailboxes damaged during winter operations
11. Repaired 7 crash-damaged beam guard rails
12. Removed branches, garbage, and debris and cut foliage and overgrowth 2 times from 53 greenway (natural drainage) sites and 74 culvert locations
13. Filled 21,481 potholes with both special cold mix and standard hot mix asphalt
14. Swept the equivalent of 17,716 miles of street, sweeping the City completely 17 times and emptying street sweeper hoppers 3,415 times. USEPA and WIDNR mandate street sweeping to remove sediment that can be washed off roadways and into rivers, lakes, and streams. Those particles remain suspended in the lakes and streams and do not settle out.
15. Repaired rural roadway shoulders using salvaged millings and gravel with a shouldering machine. Rural roadway shoulders are re-graded to protect the edge of the blacktop pavement from crumbling and cracking.
16. Repaired top cover on two closed landfills located on Danz and North Military Avenues. Top cover restoration required 3,000 cubic yards of fill and many hours of grading and seeding.
17. Filled 4,000 sandbags for use during high water/flooding issues. Sandbags are also used for barricade weights when wind currents are strong.
18. Installed and maintained 1,250 feet of snow fence at 5 locations and vehicle sandboxes at 7 locations throughout the City
19. Trimmed overgrown trees and brush in alleys to accommodate safe and efficient maintenance activities and traffic flow
20. Repaired numerous terraces due to inadvertent leaf collection and/or snow plow damage
21. Organized and hosted the APWA Wisconsin Chapter Snow Plow Roadeo
22. Organized and managed contract weed control for select pavement joints and medians
23. Completed 8 rounds of grass cutting on City properties under DPW maintenance. Some areas required cutting more frequently.
24. Tagged 1,017 parcels/properties for long grass or weed complaints, cut 336 noncompliant properties, and generated \$74,835 in revenue
25. Cleared snow/ice on 230 non-compliant properties and generated \$27,983 in revenue
26. Provided traffic control for 12 Green Bay Packer football games (2 pre-season, 1 family night, 8 regular season, and 1 playoff)
27. Secured numerous properties for RDA, Police Department, and Inspection Department

28. Assisted other City departments with projects that needed specialized DPW equipment and operators
29. Shoveled all intersections crosswalks numerous times throughout the winter that are staffed by Police Department crossing guards to make the areas safer for children
30. Assisted with set-up and removal of numerous large and small special events
31. Completed 2 seasonal changeovers for Christmas decorations and July 4th celebrations, including 200 banner, 65 flag, 160 Christmas decoration locations, and the County Peace Tree installation and removal
32. Re-finished all snow plows and plow wings, including rust removal, sanding, priming, and re-painting

SIGNING AND PAVEMENT MARKING SECTION

Signing and Pavement Marking Section is a sub-section of DPW-Operations Division Street Section. This section includes five (5) full-time employees, with help from other DPW full-time and seasonal/summer employees during the pavement marking season. Signing and Pavement Marking Section is responsible for installation and maintenance of all official traffic signing and pavement marking in the City. The section is also responsible for installing and maintaining work zone traffic control devices for DPW activities. Signing and Pavement Marking Section work orders are generated by both Traffic Division and Operations Division.

In addition to responsibilities noted above, the Signing and Pavement Marking Section also maintains pavement markings for the communities of Allouez, De Pere, and Bellevue through inter-governmental agreements. Those communities reimburse the City of Green Bay for material, equipment usage, and labor required to complete pavement marking work. The City of De Pere began its inter-governmental pavement marking agreement with the City in 1989. The Village of Bellevue began its inter-governmental pavement marking agreement with the City in 2010. The Village of Allouez began its inter-governmental pavement marking agreement with the City in 2015.

During 2019, Signing and Pavement Marking Section applied 7,080 gallons of pavement marking paint and 40,000 pounds of reflective glass beads. These materials were used to mark 58 miles of De Pere streets, 15 miles of Bellevue Streets, and 315 miles of Green Bay streets. Green Bay pavement marking tasks including painting 339 intersections with crosswalks, 117 school legends, 110 intersections with stop bars, 33 directional arrows, and 0 bicycle symbols. Bike symbols were not completed due to lack of adequate summer/seasonal help. This section also installed and replaced approximately 2,497 signs due to normal replacement, traffic crash repair, and vandalism.

City of Green Bay-DPW exclusively uses 3M Corporation Diamond Grade high visibility retro-reflective sign sheeting (DG³ sheeting) exclusively for all new and replacement traffic signs. This material has proven supreme durability, longevity, visibility, and motorist guidance during both daytime and nighttime hours compared to similar products from other manufacturers.

In 2009, the technique of relief grinding concrete pavement prior to painting was employed to extend the life of pavement markings in safety-sensitive areas such as curves and dedicated turn lanes. Although more time consuming than just re-painting, this process allows less wear from vehicle tires

and snow plows by recessing pavement markings slightly below the surface. This translates into longer pavement marking life. The use of thermoplastic (hot-applied) and epoxy pavement markings is also employed at high traffic locations as budget allows. Thermoplastic and epoxy provide high resistance to wear and abrasion and provide a longer service life than paint. Signing and Marking Section also uses high-solids long-life pavement marking paint for crosswalks and stop bars where vehicles make stopping and turning movements on the pavement markings.

Traffic signs continue to be installed using a unique break-away V-loc™ system. This installation method causes less damage to vehicles and sign assemblies during collisions and makes sign post repair/replacement less labor-intensive and less costly. V-loc™ sign installations are less expensive to replace because the part of the assembly in the ground typically sustains no damage, and the post breaks away saving the sign from damage oftentimes. All traffic signs that have a high risk of impact (like KEEP RIGHT signs in medians) are installed using the V-loc™ system.

In addition to the above activities, the Signs and Marking Section completed numerous traffic counts and 98 traffic control/barricading projects during 2019. Signs and Marking Section installs and maintains barricades and traffic control devices for all Green Bay Packers home games, as well as street closures for Artstreet, July 4, Holiday Parade, weekly Farmer's Markets during summer months, other special events, and DPW maintenance activities that occur within public street right-of-way. Signs and Marking Section also assisted Planning Department by installing multiple Neighborhood Association identification signs.

PARKING SYSTEM DIVISION

Green Bay's Parking System Division is a financially stand-alone subdivision of the Department of Public Works. Parking Division is not funded through the City's tax levy program. Its operating expenses are generated only through user fees and citation revenue. Parking Division operates four (4) parking ramps (Main Street Ramp, Pine Street Ramp, Cherry Street Ramp, and River Ramp) containing a total of 3,486 stalls and one off-street parking facility (Adams Street Lot) containing 122 stalls in the core of the downtown area. In addition, Parking Division owns and/or operates 16 parking lots with a total of 1,060 total stalls and 745 metered stalls in and adjacent to the downtown area.

Parking Division is led by the Parking Manager who develops and oversees budget, agreements, policies, strategic planning, and practices of the division. A Parking Division Superintendent oversees and coordinates daily field activities including facility and equipment maintenance, parking enforcement, security, safety, and training. The current Parking Division Superintendent replaces a 30+ years-of-service Superintendent who retired in March of 2019. An Administrative Division Supervisor oversees office staff, coordinates processing of revenue and citations, and manages established parking agreements. Parking Division field operations consists of 20 employees comprised of supervisory, clerical, enforcement, building/equipment maintenance, and summer seasonal staff.

Parking Division is responsible for operation and maintenance of all City-owned off-street parking facilities, on-street meters, and enforcement of the City's parking ordinances. As noted above, only

revenue collected through Parking Division activity covers operating expenses. Tax levy funding does not go to Parking Division. During 2019, Parking Division collected revenue in the following amounts:

<u>Revenue Source</u>	<u>2019 Revenue</u>
Parking ramps	\$1,649,695
Parking lots	468,572
Parking meters	339,912
Parking citations	937,196
Interest	0
Service fees	7,326
Miscellaneous	6,052
TOTAL:	\$3,408,753

Due to ongoing developments and business retention activities, it is important for Parking Division to keep up with downtown parking issues and needs. To assist in this area, Parking Division maintains a strong working relationship with business groups such as Downtown Green Bay, Inc. (DGBI), Olde Main Street, Inc. (OMSI), and On Broadway, Inc. (OBI). These relationships help to (1) supplement public relations with business owners/operators and parking patrons, and (2) cooperatively educate the public on parking rules and initiatives.

During 2013, Parking Division sanctioned a downtown parking study to identify functions that can be improved and document trends and needs for future parking in the downtown area. The study's report was approved, and a ten-year action plan was drafted in 2014 to effectuate recommendations of the study. In 2018, the last of the study's recommendations were presented and acted upon by Council. Overall, some study recommendations were implemented and some were not. One study recommendation that was approved but not completed yet is to identify a feasible site for a new parking ramp in the northern part of downtown. Parking Division continues to closely monitor downtown parking trends in association with the search for an acceptable parking ramp site. When a future parking ramp site is identified, a plan for construction will be made. However, industry norm is to update a ten-year plan before the ten-year period has expired. Since it has been seven (7) years since the last parking study was completed, Parking Division has programmed funding in its 2020 budget to update its downtown parking study. By the time the study is complete and recommendations would be ready for action, it will be close at the nine-year mark.

In June of 2017, Parking Division implemented a pay-by-phone parking fee payment program. The pay-by-phone app that was implemented (Passport, Inc.) is very popular in the parking industry because most people do not carry large amounts of cash and change with them anymore. A pay-by-phone app provides parking patrons with the following benefits:

- 1) Pay parking fees through a Smartphone app
- 2) Eliminate the need to carry cash for parking meters
- 3) Provide receipts for those who need them for tax or business purposes
- 4) Receive text messages prior to parking session expiration to reduce the possibility of receiving parking citations

Although the pay-by-phone parking program does not allow parking meter sessions to be extended past the maximum parking zone time limit (per City ordinance), additional time can be added to a parking session remotely if the parking meter was paid for the zone's maximum time limits when the vehicle was initially parked. The pay-by-phone app also notifies parking patrons of expiration of pending parking session so they can avoid parking citations. Adams Street Lot parking is not time limited, so parking sessions can be extended as many times as needed.

The pay-by-phone program also reduces Parking Division staff time associated with collecting coins from parking meters. Following is a summary of Passport pay-by-phone parking app activity over the past 3 years.

YEAR	TRANSACTION COUNT	REVENUE	NOTE
2017	30,534	\$56,845	Partial year (start-up)
2018	42,586	\$77,829	Full year of use
2019	53,660	\$94,388	Full year of use

Regionally, the Cities of Appleton and Fond du Lac have also implemented a pay-by-phone parking program using the same company (Passport, Inc.). This allows parking patrons in these communities to use the same app on their phone but still keep transactions for each community separate.

Associated with its commitment to provide clean and safe parking facilities to the citizens and visitors of Green Bay, Parking Division let a contract for \$539,700 during 2019 for structural repair of the Pine Street Ramps. \$263,460 of the contract was completed before winter of 2019/20 began. The remainder of that project will be completed in the spring of 2020.

Repair of deteriorated parking ramp concrete and installation of traffic wear coatings over those repaired areas (1) minimizes future deterioration and (2) maximizes traction for pedestrians and vehicles under all weather conditions. In addition to surface repairs, Parking Division maintains an aggressive effort of high pressure power washing, painting, litter control, spider/bug control, and landscape maintenance in parking ramps to prolong their life.

One of Parking Division's significant maintenance challenges during 2019 continued to be maintenance of River Ramp, which Parking Division started managing for the owner in 2015. River Ramp is a 160-stall private parking ramp built in 2011 in association with the Watermark and Children's Museum Buildings. It was built without PARCS equipment, so access and revenue control cannot be managed like a typical parking ramp. River Ramp parking is managed with a mix of signed/dedicated parking stalls, hang tags, parking meters, and enforcement. During 2018, River Ramp was sold to a new private owner. Parking Division has now established a new management agreement with updated terms.

For 2019, Parking Division budgeted for a new citation issuance equipment and data management system. A vendor (Passport Labs, Inc.) was selected, and the system went live on July 22, 2019. The new system adds the following benefits to parking patrons:

- 1) Online viewing and payment of parking citations
- 2) Online viewing and payment of monthly rental fees

- 3) Immediate (real-time) upload of parking citation data. The current system only updated itself five times per week.

The new citation management system improves unpaid parking citation collection procedures and allows enforcement staff to include high quality pictures in the citation database for visual evidence of any infraction.

During 2019, Parking Division also completed numerous projects in addition to those noted above. Following is a list of the most significant Parking Division projects:

- 1) Issued parking citations as follows:

<u>QUANTITY</u>	<u>DESCRIPTION</u>
10,628	\$15 = expired meter and time zone violations
17,695	\$25 = no permit, no parking, night parking violations
3,004	\$35 = tow zone, fire hydrant, snow emergency and trespass parking violations
77	\$100 = heavy vehicle night parking violations
692	\$150 = handicap parking violations
TOTAL= 32,096	TOTAL REVENUE = \$937,196

- 2) All property owners who invite Parking Division onto their property for parking enforcement were contacted, and enforcement agreements were updated.
- 3) Collaborated with Green Bay Area Public Schools to improve school signing and parking compliance and reduce complaints and confusion for staff, students, and parents
- 4) Transitioned to a new citation issuance and back office management system, including new ticket writing hardware and software and new back office management software system
- 5) Upgraded all lights in Main Street Ramp from fluorescent to LED and made improvements to the electrical system in that facility (built in 1976)
- 6) Replaced exterior fire extinguisher boxes and re-finished citation fine collection boxes
- 7) Maintained the pedestrian skywalk connecting Main Street Ramp to the KI Convention Center, including repairs as necessary
- 8) Re-painted pavement markings in all parking ramps and lots
- 9) Completed 20 snow/ice control operations and eight (8) plow events that had snow accumulation of over three (3) inches. Each snow operation includes clearing snow from parking lots, sidewalks, ramps, stairs, and elevator landings. It also requires removing snow from ramp interiors, applying ice control agents, hauling snow from ramp roofs, and maintaining pathways between the street and parking meters.

ADMINISTRATIVE DIVISION

Under the administration of the Director of Public Works, the Administrative Division provides necessary budget management, payroll, parking citation and rental management, and clerical support services for the Department of Public Works. The employees in this division track finances and complete administrative and clerical tasks requested by members of the City's largest department. In some instances, staff members generate and prepare their own daily assignments

within prescribed policies and procedures of the department. Duties performed by the division include:

1. Tracking general and specialized accounts from 3 revenue-generated budgets, a tax-generated budget, and from federal and state grants;
2. Administering bi-weekly payrolls, workers compensation, and from tax-based budget and 3 revenue-generated budgets for departmental employees;
3. Generating, organizing, processing, distributing, and maintaining a variety of written departmental materials;
4. Selling solid waste/recycling containers;
5. Updating and distributing contractual bidding documents;
6. Preparing requisitions, change orders, and receiving on payments owed;
7. Processing and distributing meeting agendas and minutes for alderpersons and citizen member committees and commissions supervising the department;
8. Directing incoming callers and persons to appropriate staff;
9. Issuing permits for a variety of street and property work;
10. Issuing various invoices;
11. Processing documents for the purchase and payment of equipment, materials, tools, and supplies;
12. Keeping records of various monthly fees paid;
13. Tracking various records using databases and spreadsheets;
14. Generating and maintaining public notices and newsworthy items on the Department's website and official newspaper;
15. Issuing monthly parking passes and collecting of parking citations and monthly fees; and
16. Applying for, maintaining records for, and meeting reporting requirements for intergovernmental revenues.

2019 PUBLIC WORKS BUDGET

<u>ACCOUNT</u>	<u>SECTION</u>	<u>AMOUNT</u>
101 50 500	Engineering	\$ 1,252,722.00
101 50 503	Operations	12,917,432.00
101 50 504	Traffic	<u>3,602,720.07</u>
	TOTAL:	\$17,772,874.07
201 50 520	Sanitary Sewer District Budget	\$25,995,950.00
202 50 505	Parking Division	2,888,239.00
205 50 525	Storm Water Utility	6,135,971.00



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on request by Department of Public Works to temporarily suspend late fees and provide arrangements for payment plans for sanitary sewer bills for the duration of the declared emergency due to the COVID-19 pandemic, plus a period following the expiration of the declared emergency not to exceed 60 days, consistent with the actions taken by the Public Service Commission for their regulated utilities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.8

Consideration with possible action on request by Brown County Drainage Board to adopt a new Intergovernmental Agreement for Surface Water Management for Drainage District No. 4.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.9

Consideration with possible action on request by Wisconsin Department of Transportation to enter into a Lift Bridge Maintenance Agreement for the Ray Nitschke (Main Street) Memorial Bridge.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.10

Report the award of the contract PAVEMENT 4-20 DOTY STREET RECONSTRUCTION.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public PAVEMENT 4-20 DOTY STREET RECONSTRUCTION

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

PAVEMENT 4-20 DOTY STREET RECONSTRUCTION

Tuesday, March 31, 2020

Contractor	Base Bid	Alternate	Bid Bond
DORNER, INC.	\$3,751,956.86	\$4,019,356.56	5%
PETERS CONCRETE CO.	\$3,828,285.89	\$3,989,479.94	5%
PTS CONTRACTORS, INC.	\$3,950,182.93	\$4,199,826.68	5%
SOPER GRADING & EXCAVATING LLC	\$3,962,615.23	\$3,996,134.37	5%
DEGROOT, INC.	\$4,040,487.74	\$4,294,189.22	5%
ADVANCE CONSTRUCTION, INC.	\$4,386,680.99	\$4,482,162.29	5%
Any questions, call 920-448-3100			



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # E.11

Consideration with possible action on the review and award of the following contracts:

- A. PAVEMENT REPAIR - 2020
- B. SEWERS 2-20 (INCLUDING WATER MAIN)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public PAVEMENT REPAIR - 2020

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

PAVEMENT REPAIR - 2020

Tuesday, March 31, 2020

Contractor	Bid	Bid Bond
FISCHER-ULMAN CONSTRUCTION, INC.	\$1,354,485	5%
Any questions, call 920-448-3100		



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # F.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

April 8, 2020

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for April 29, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None