



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

**WEDNESDAY, APRIL 29, 2020, 6:00 PM
CITY HALL**

Virtual Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

C. Election.

- I. Election of Chair and Vice-Chair.

D. Approval of the Agenda.

E. Approval of Minutes.

F. Regular Business.

- I. Consideration with possible action on request by Ald. Brunette to amend and update the Stormwater Utility ordinance to include and explain the impact trees have on stormwater retention and drainage, and to provide a dollar credit to property owners who have trees planted or growing on their property in order to be consistent and fair with what the majority of the Common Council passed in November 2019. If the ordinance and Equivalent Residential Unit calculations are not adjusted appropriately, then Forestry expenses should no longer be paid for by Stormwater utility rates effective January 2021.

2. Consideration with possible action on request by Ald. Galvin that the current process for funding sidewalk repairs contracted by the City for residents be studied with the possibility of making changes.
3. Consideration with possible action on request by Ald. Lefebvre to request committee to look at the issuing of a sidewalk café permit to Titledown Tobacco per Section 6.155 Green Bay Municipal Code – (1) Definitions: (a) sidewalk café is any group of tables, chairs, benches, or partitions maintained within the public right-of-way for use directly in front of an establishment with a valid restaurant license (held at the March 25, 2020 Improvement and Services Committee meeting).
4. Consideration with possible action on request by Ald. Steuer to have the City of Green Bay look at docking facilities at Green Bay Metro Boat Launch and see about alternatives to the existing docks, including portable docking systems, such as those at Brown County facilities in Allouez and De Pere.
5. Consideration with possible action on request by Ald. Vander Leest, on behalf of area residents, for the sink hole in the front yard of 1831 Van Oss Court near the newly installed mini storm sewer be investigated by the Public Works Department and to be fixed in the spring (referred to staff at the March 25, 2020 Improvement and Services Committee meeting).
6. Consideration with possible action on request by Ald. Wery on adjusting mini sewer hookup fees (held at the March 25, 2020 Improvement and Services Committee meeting).
7. Consideration with possible action on request by Ald. Wery for an update on repairs or resurfacing of Shawano Avenue (referred to staff at the March 25, 2020 Improvement and Services Committee meeting, and amended to request staff to find out from WisDOT how to get the project scheduled).
8. Consideration with possible action on request by Department of Public Works to approve single source purchase from Xylem for stormwater pumps and control panel for the Museum Place Storm Lift Station and approve the purchase of the pumps and control panel in the amount of \$123,750.

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

A. Purchase of Dewatering Hoses and Pipes for new pump purchased in April 2020. RFQ #3250 was issued for this and 3 responses were received. All responses received did not meet the stated specifications as required for aluminum piping. A vendor who was able to meet specifications was sourced for a cost of \$33,361. A “No Substitute” request was submitted and approved by the Director of Public Works and the Procurement Manager (see attached).

B. Awarding Edison Park Pickleball Courts project base bid and alternate to Poblocki Paving Corporation, West Allis, WI. RFQ #3245 was issued through the Purchasing Department and one response was received. The department is recommending that the base bid and alternate are awarded for the sum of \$78,557.80.

C. Request approval to purchase annual street maintenance consumables as needed for the 2020 season and for annual budgeted expenditures from 2021-2025 from the contracted vendors as noted below.

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

A. RESURFACING 1-20

B. SEWERS 3-20 MINI SEWERS

11. Report of actions taken by Department of Public Works

A. Granting of Licenses

1. Sidewalk Builder

- a. Brian's Quality Concrete
- b. Carter Trucking & Excavating
- c. Jim Fischer, Inc.
- d. KPC Concrete Contractor LLC
- e. Loch Construction Co., Inc.
- f. Melnarik Concrete, Inc.

2. Tree & Brush Trimmer license to Bay Valley Tree Service.

3. Underground Sprinkler System to Wolfraths Landscaping LLC.

G. Informational.

- 1. Director's Report on recent activities of the Public Works Department.
- 2. The next Improvement and Services Committee meeting is scheduled for May 13, 2020.

H. Public Hearings.

I. 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.

Virtual Meeting Instructions



Improvement & Services Committee for 4-29-2020

Zoom Meeting Information

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83015157976?pwd=c25RczV6aTJXRDExWnZSMzZVRUtvZz09>

Meeting ID: 830 1515 7976

Password: 137367

One tap mobile

+13126266799,,83015157976#,,#137367# US (Chicago)

+19292056099,,83015157976#,,#137367# 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: 830 1515 7976

Password: 137367

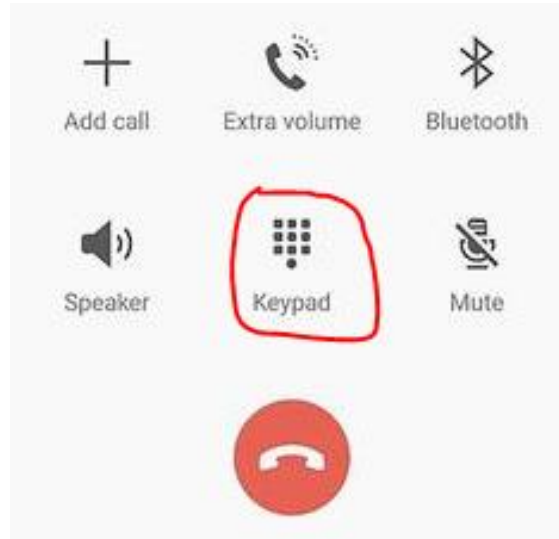
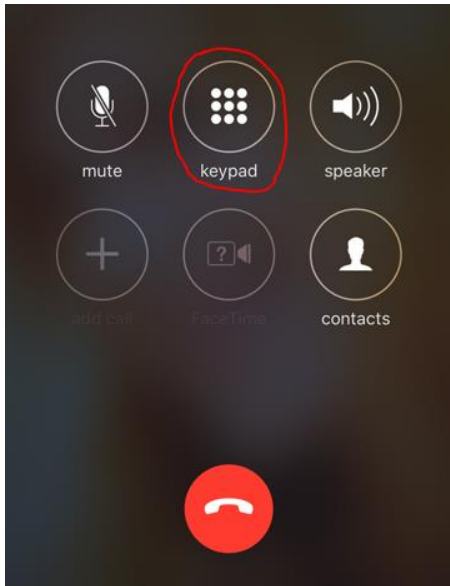
Find your local number: <https://us02web.zoom.us/u/kB53Rbkki>

Additional Information

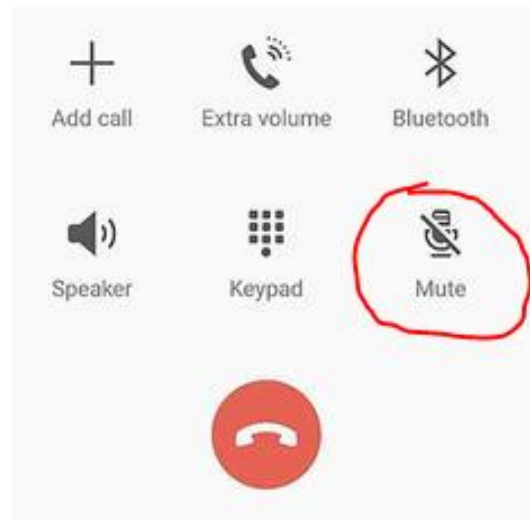
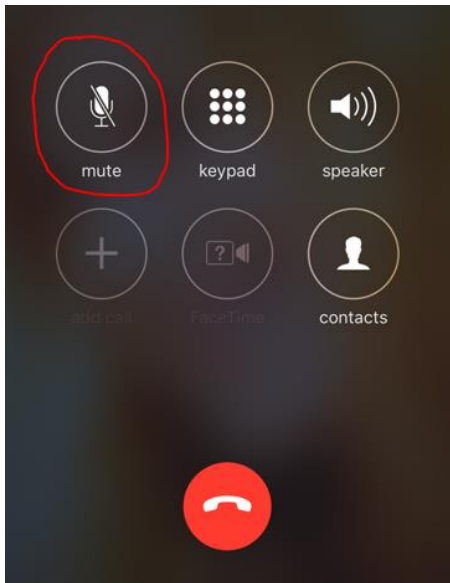
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - 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).
6. 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.
7. 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.
8. 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.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - 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.
10. 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 and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. 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 29, 2020

PREPARED BY

AGENDA ITEM # F.I

Consideration with possible action on request by Ald. Brunette to amend and update the Stormwater Utility ordinance to include and explain the impact trees have on stormwater retention and drainage, and to provide a dollar credit to property owners who have trees planted or growing on their property in order to be consistent and fair with what the majority of the Common Council passed in November 2019. If the ordinance and Equivalent Residential Unit calculations are not adjusted appropriately, then Forestry expenses should no longer be paid for by Stormwater utility rates effective January 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.2

Consideration with possible action on request by Ald. Galvin that the current process for funding sidewalk repairs contracted by the City for residents be studied with the possibility of making changes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.3

Consideration with possible action on request by Ald. Lefebvre to request committee to look at the issuing of a sidewalk café permit to Titledown Tobacco per Section 6.155 Green Bay Municipal Code – (I)

Definitions: (a) sidewalk café is any group of tables, chairs, benches, or partitions maintained within the public right-of-way for use directly in front of an establishment with a valid restaurant license (held at the March 25, 2020 Improvement and Services Committee meeting).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 12-20 - Amend 6.155 33.08(7)(h) Sidewalk Cafe Permits

GENERAL ORDINANCE NO. 12-20

AN ORDINANCE
AMENDING SECTIONS 6.155 & 33.08(7)(h),
GREEN BAY MUNICIPAL CODE,
RELATING TO SIDEWALK CAFÉ PERMITS

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 6.155, Green Bay Municipal Code, is hereby amended to read:

6.155 SIDEWALK CAFÉ PERMIT.

(1) DEFINITIONS.

(a) Sidewalk café. Any group of tables, chairs, benches, or partitions maintained within the public right-of-way for use directly in front of an establishment with a valid restaurant **Class B** license.

(b) Class B license. ~~An alcohol beverage license as is issued by the common council allowing the sale and consumption of alcohol beverages on a licensed premises.~~ **Any Class B (beer), Class B (liquor), or Class B combination license, as defined under Section 33.01, GBMC, issued by the City of Green Bay.**

(2) PERMIT REQUIRED. No person shall operate a sidewalk café without first obtaining a sidewalk café permit under this section. **The sidewalk café permit shall consist of two components: a revocable occupancy permit and an amendment of liquor license premises description to include the public right-of-way.**

(3) APPLICATION. ~~An applicant for a sidewalk café permit shall apply for a revocable occupancy permit in accordance with Green Bay Municipal Code § 9.27. Any sidewalk café permit applicant seeking to serve alcohol beverages in the sidewalk café shall make a separate application to amend the applicant's "Class B" license to conform with the location of the sidewalk café.~~

(a) **Prior to applying for a sidewalk café permit, an applicant must:**

- 1. Obtain a revocable occupancy permit by applying through the Department of Public Works.**
- 2. Following receipt of the revocable occupancy permit, submit a request to the City Clerk to amend the liquor license premises description to**

include the public right-of-way. This request must be approved by the Protection and Policy Committee and the Common Council, as provided in Section 33.08, GBMC.

(b) After having satisfied the requirements of subsection (a), an applicant shall then submit an application for a sidewalk café permit to the Department of Public Works.

1. The Director of Public Works, or their designee, shall verify that the revocable occupancy permit has been issued and that the description of the licensed premises in the applicant's liquor license has been appropriately amended as provided in this section prior to taking action on the sidewalk café permit application.

(4) APPEAL PROCEDURE. Any person aggrieved may appeal the denial or revocation of a sidewalk café permit to the Improvement and Services Committee. The applicant shall file written notice of appeal with the City Clerk within seven days after receiving notice of the denial. After obtaining receipt of the appeal, the Committee shall place the matter on the soonest Improvement and Services Committee agenda practicable for review.

(5) DUTIES OF PERMITTEE. A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

(6) REVOCATION OF PERMIT.

1. The Director of Public Works may revoke a sidewalk café permit if they determine that the permittee has violated Chapter 33, Green Bay Municipal Code, or Ch. 125, Wis. Stats.; if they determine that occupancy of the sidewalk is detrimental to the public health, safety, or welfare; or if the right-of-way subject to such permit is required for some other public purpose.
2. The sidewalk café permit shall automatically be revoked if the revocable occupancy permit is revoked, if the description of the licensed premises is amended such that it no longer includes the public right-of-way, or if the permittee no longer holds a valid liquor license.
3. Revocation of the revocable occupancy permit shall have no effect on the validity of the permittee's liquor license. Revocation of the permittee's liquor license and/or amendment of their liquor license

premises description to no longer include the right-of-way shall have no effect on the validity of the permittee's revocable occupancy permit.

(7) DURATION OF PERMIT. A sidewalk café permit shall be valid throughout the period in which the person(s) or entity(ies) identified as property owner, establishment operator, and Class B license holder on the initial sidewalk café permit application remain the same. If the identity of any such party changes, the applicant must submit a new sidewalk café permit application, including the application for a revocable occupancy permit, as well as a new application for a liquor license.

SECTION 2. Section 33.08(7)(h), Green Bay Municipal Code, is hereby amended as follows:

(h) Sidewalk Café.

1. Special Conditions for sale of alcohol beverages at sidewalk cafés.

a. No alcohol beverages may be served in a sidewalk café unless the ~~Common Council have~~ Department of Public Works has approved a sidewalk café permit issued under §6.155 of the Green Bay Municipal Code ~~and approved an expansion of the Class B license to include the area of a sidewalk café.~~

b. Violations of the requirements of this chapter or Wis. Stat. ch. 125 may result in the sidewalk café permit issued hereunder and the Class B premise expansion being repealed by the Common Council in addition to other penalties provided under those regulations.

c. Alcohol beverages shall only be served to patrons of the establishment. No carryout or carry-in of alcohol beverages by a patron to ~~and~~ or from the area of the sidewalk café shall be permitted.

d. Each sidewalk café serving alcohol beverages shall be responsible for monitoring the area of the sidewalk café to ensure that customers are of legal drinking age and that alcohol beverages are not removed from the premises.

e. The sale of alcohol beverages in sidewalk cafés shall be limited to the hours of 11:00 am to 11:00 pm. All alcohol shall be removed from the sidewalk café area no later than 11:30 pm.

2. Revocation of permit. ~~In addition to all other reasons enumerated or allowed in this section or Green Bay Municipal code, all sidewalk café permits, including the privilege to serve alcohol beverages in such area, are subject to revocation under Wis. Stats. § 66.0425 if it is determined that occupancy of the sidewalk is detrimental to the public health, safety or welfare or if the right-of-way subject to such permit is required~~

~~for some other public purpose.~~ **The sidewalk café permit is subject to revocation as described in §6.155, GBMC.**

SECTION 3. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 4. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2020.

APPROVED:

Mayor

ATTEST:

Clerk

ljm

5/5/20



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.4

Consideration with possible action on request by Ald. Steuer to have the City of Green Bay look at docking facilities at Green Bay Metro Boat Launch and see about alternatives to the existing docks, including portable docking systems, such as those at Brown County facilities in Allouez and De Pere.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.5

Consideration with possible action on request by Ald. Vander Leest, on behalf of area residents, for the sink hole in the front yard of 1831 Van Oss Court near the newly installed mini storm sewer be investigated by the Public Works Department and to be fixed in the spring (referred to staff at the March 25, 2020 Improvement and Services Committee meeting).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.6

Consideration with possible action on request by Ald. Wery on adjusting mini sewer hookup fees (held at the March 25, 2020 Improvement and Services Committee meeting).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. I-S Mini-Storm History Costs Connection Fees



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

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

INTER-OFFICE
MEMO

TO: Steven Grenier – Director of Public Works
Improvement & Service Committee
FROM: Matthew R Heckenlaible – Utility Manager
SUBJECT: Mini-storm sewer history, costs and connection fees
DATE: April 22, 2020
C: James Brunette – Assistant Director of Public Works

Comments:

Reviewing past construction files, it appears that the first contracts that DPW administered related to small diameter storm sewer installation located within the terraces were in 1976 and 1977. Those contracts were fully funded by Federal CD dollars. There was no mention within those construction contracts as to how or at what cost the private laterals would be constructed or how they were to be funded.

In 1976, the Common Council of the City of Green Bay Resolved:

"That on existing streets whenever sewer laterals are installed or where a point of connection to the storm sewer is made available that the property owner shall be required to pay a connection charge prior to making a connection to the storm sewer lateral or storm sewer. This charge shall be that charge adopted by the City Council for storm sewer connections in new areas during that year. Payment for this connection shall be made to the City Plumbing Inspector prior to issuance of a plumbing permit for the connection by the City Plumbing Inspector." Adopted February 3, 1976.

In 1979, the City hired Donohue & Associates, Inc to perform an Infiltration / Inflow Analysis. The purpose of the report was to quantify how much clear water was getting into the sanitary sewer system. This clear water in some cases was overwhelming the sanitary sewer system and causing basement back-ups. This clear water was being treated and paid for at the waste water treatment plant (Green Bay Metropolitan Sewerage District now d.b.a. NEWWater). Inflow is related to rainfall and enters the sewer through drains, manhole covers, cross connections between storm and sanitary sewers as well as from building inflow sources such as foundation drains, sump pumps and roof drains. Infiltration is primarily related to groundwater and enters the sanitary sewer system through defective pipes, connections, pipe joints and cracks in manholes and sewers.



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INTER-OFFICE
MEMO

Donohue submitted a formal report on the Inflow/Infiltration Analysis July 1, 1982. One of the significant contributors to the Inflow component was foundation drain tiles and roof drains discharging to the sanitary sewer. A recommendation within the report was to separate these direct clear water sources. Residential roof drains are relatively easy to disconnect by just having the downspouts discharge to the ground away from houses. The separation of foundation drains would drain into sump pump pits and were then pumped out of the house. The Donohue report estimated a foundation drain disconnection to cost approximately \$3,000, in 1982 dollars, assuming a 60 foot long storm lateral from the house to the storm sewer main within the street.

Around the time the Donohue study was authorized, an estimate was created as to a possible cost for providing storm laterals to a property discharging sump pumps and drain tiles to the sanitary sewer system. Within that initial cost estimate the 'storm sewer connection permit fee' was identified at \$220. That cost estimate was up-dated in July 1990 with an increased 'storm sewer connection permit fee' of \$315.

In 1991, a "Procedure to Determine Where Mini-Storm Sewers Will Be Installed" was drafted. The primary intent of the mini-storm program was to deal with drainage complaints being caused by sump pumps discharging to grade (ground) when there was no storm sewer lateral or the ability to directly connect to a storm sewer was not immediately available. The Plumbing Inspection Section's Sewer Separation Specialist would make a determination whether a direct connection to the storm sewer could be made or whether the need to have a mini-storm sewer constructed to create this point of connection. This procedure did not go beyond 'the making of the determination of requiring a mini-storm sewer or not', and not into the design, construction and connecting to the mini-storm sewer process.

In October 1994, a report was drafted and presented to the Improvement & Service Committee. This report was in response to a previous action taken by the Committee and Common Council regarding basement back-ups caused by sanitary sewer surcharging. This action was adopted by the Common Council on September 20, 1994. The action, in part, was as follows:

"That the following recommendations from the report entitled "Report on Basement Flooding Due to Sewer Back-ups on April 24 & 25, 1994" be adopted:

A.....

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.
.

M That the Department of Public Works be directed to investigate the possibility of the City setting up a financing program to permit property owners to pay their storm sewer connection fees over several years."



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INTER-OFFICE
MEMO

The report is attached to the end of this memo. Within the report it discusses 'sewer connection fees' several times.

"In addition to the sewer permit fee, an individual must pay a storm sewer connection fee before they can connect to a public storm sewer system." The report does not state that there is a difference between the storm sewer connection fee and a mini-storm sewer connection fee.

The report acknowledged the City Council's 1976 adopted decision again referencing,
"The charge shall be that charge adopted by the City Council for storm sewer connections in new areas during that year." Again referencing a single connection charge.

At the bottom of Page 2, it discusses connection to a mini-storm sewer.

"If the property owner wishes to connect to a mini-storm sewer, the property owner is required to pay the entire \$315 storm sewer connection fee (in 1995) even though the property owner is responsible for the cost of installing the storm sewer lateral between the mini-storm sewer and the house."

The report then discusses the possibility of a financing plan for storm sewer connection fees and laid out a process that was similar in nature to other types of charges. If financed over the course of five (5) years, one-fifth of the charge plus a financing fee would be placed on the annual taxes for the property. Because of the financing fee, it would increase the total payment to the City above the original storm sewer connection fee.

The remaining portion of the report explains how the City may be able to grant funds for private clear water separation work for indigence.

These recommendations were approved and adopted as part of current Municipal Code language.

The take away of the above information is that since the Council adoption of code in 1976, there has only been a single 'storm water connection fee' associated with being allowed to connect to the storm sewer system.

The attached Table, "Mini-Storm Sewer History / Comparison" shows over the course of almost 20 years what the mini-storm sewer contracts cost the City to construct, what the maximum number of probably connections could be and if we divided that number into the construction cost what it would cost per connection. The table then shows what 'revenue' is collected to allow property owners to connect to the storm sewer system by charging the adopted Storm Sewer Connection Fee and the difference of what the City spent versus collected. As can be observed is that the City, Storm Water Utility, has subsidized the benefited property owners by



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INTER-OFFICE
MEMO

over \$2.4 million over the past 18-years which on an average is \$134,290 per year. By creating a 'special' mini-storm sewer connection fee as was done in 2018, that average subsidy would then increase accordingly.

In summary, City of Green Bay Common Council resolved in 1976:

"That on existing streets whenever sewer laterals are installed or where a point of connection to the storm sewer is made available that the property owner shall be required to pay a connection charge prior to making a connection to the storm sewer lateral or storm sewer. This charge shall be that charge adopted by the City Council for storm sewer connections in new areas during that year. Payment for this connection shall be made to the City Plumbing Inspector prior to issuance of a plumbing permit for the connection by the City Plumbing Inspector." Adopted February 3, 1976.

Therefore, it is highly recommended that the storm sewer connection fee remain a single charge, not a variable fee, for what it would cost to construct a new storm sewer lateral within a new subdivision or development. Property owners are not assessed for the cost of the mini-storm sewer mains, only the same costs in connection fee and piping on private property that would be required to hook up to the main in the street.

PROCEDURE TO DETERMINE WHERE
MINI-STORM SEWERS WILL BE INSTALLED

October 21, 1991

The Department of Public Works-Engineering Division installs a mini-storm sewer at the request of the following:

1. Aldermen
2. Property owner
3. Department of Public Works-Building Inspection Division (Plumbing Section)

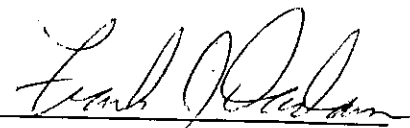
The majority of the requests to install a mini-storm sewer comes from the Department of Public Works-Building Inspection Division (Plumbing Section) Sewer Separation Specialist. One of his duties is to field check complaints of drainage problems (i.e. ponding, ice build-ups, etc.) caused by sump pump discharges. If a sump pump discharge creates a drainage problem, the Sewer Separation Specialist can issue an order to the property owner to have his sump pump connected to the storm sewer mainline if a storm sewer connection is available. When there is no storm sewer connection available, the Sewer Separation Specialist will survey the adjoining area and, if necessary, send a recommendation to the Department of Public Works-Engineering Division to install a mini-storm sewer.

After reviewing all requests for mini-storm sewers, the Department of Public Works-Engineering Division prepares a list of all the streets and property owners who will be affected by the construction of the mini-storm sewer. Around the first of May, each alderperson is sent a letter advising him(her) of the specific areas within his(her) ward where mini-storm sewers will be constructed. If the alderperson so chooses, (s)he can have the proposed mini-storm sewer installation deleted from the program at this time. Approximately two weeks later, if there is no objection from the alderperson, an informational letter is sent to all property owners who will be affected by the construction of a mini-storm sewer. The informational letter sent to the property owners states that construction of the mini-storm sewer will not start until after the first of August. This gives them ample notice (over 2 months) to decide whether or not to connect to the mini-storm sewer. If the alderperson receives complaints from the property owners that they do not want a mini-storm sewer to be constructed, the alderperson can contact the Department of Public Works-Engineering Division to cancel the mini-storm sewer construction on any street in his(her) ward.

A property owner who feels that his sump pump is not creating a drainage problem can choose not to connect to the mini-storm sewer. If complaints are received by the Department of Public Works-Building Inspection Division (Plumbing Section), the Sewer Separation Specialist can declare the property owners sump pump discharge a nuisance and order him to connect it to the mini-storm sewer.

**FINANCING POSSIBILITIES FOR STORM SEWER
CONNECTION FEES AND CLEARWATER
SEPARATION COSTS**

**PREPARED BY THE
DEPARTMENT OF PUBLIC WORKS
CITY OF GREEN BAY, WISCONSIN**

A handwritten signature in cursive script, appearing to read "Frank J. Dadam", is written over a horizontal line.

Frank J. Dadam, P.E.

January 24, 1995

This is in response to the action taken by the Improvement & Service Committee and adopted by the Common Council regarding basement back-ups caused by sanitary sewer surcharging. This action was adopted by the Common Council on Tuesday, September 20, 1994. The action, in part, was as follows:

"That the following recommendations from the report entitled "REPORT ON BASEMENT FLOODING DUE TO SEWER BACK-UPS ON APRIL 24 & 25, 1994" be adopted:

A.

M. That the Department Of Public Works be directed to investigate the possibility of the City setting up a financing program to permit property owners to pay their storm sewer connection fees over several years."

This report will address the possibility of the City setting up a financing program for property owners paying their storm sewer connection fee. It will also address the payment of clearwater separation costs for indigent persons.

In order for an individual to connect to a public sewer system, the individual is required to obtain a sewer permit prior to connection. The fee for a plumbing permit is currently \$15. In addition to the sewer permit fee, an individual must pay a storm sewer connection fee before they can connect to a public storm sewer system. The current charge for the storm sewer connection fee is normally \$315.

The amount of the storm sewer connection fee is established on an annual basis in accordance with an ordinance that was adopted on February 4, 1976 which reads, in part, as follows:

"The charge shall be that charge adopted by the City Council for storm sewer connections in new areas during that year."

Although this charge has remained relatively constant over the past several years, it is reviewed annually and subject to change as construction costs change.

In the past, this fee has been paid in cash along with the sewer permit fee. The \$315 fee for the storm sewer connection fee has been waived under the following circumstances:

1. The property owner had previously been assessed for the cost of the storm sewer main line and/or lateral.
2. The property owner pays the cost of installing a storm sewer lateral from the storm sewer mainline to the property line.
3. A group of individuals wish to construct a backyard inlet to resolve a neighborhood drainage problem.

In these cases, the only payment required is the \$15 sewer permit fee.

If the property owner wishes to connect to a mini-storm sewer, the property owner is required to pay the entire \$315 storm sewer connection fee even though the property owner is responsible for the cost of installing the storm sewer lateral between the mini-storm sewer and the house.

This is because the mini-storm sewer is located in the terrace area, the mini-storm sewer is relatively shallow, and there are no costs for pavement repair. These conditions are not usually present when installing a storm sewer lateral from the storm sewer main line. The storm sewer main line is usually located under the pavement, the storm sewer lateral is larger(6" min. vs. 4"), the storm sewer main line is usually deeper(6' vs. 4'), and there are costs for pavement repair that the property owner is required to pay. Therefore, the storm sewer connection fee is waived in these circumstances.

It should be noted that there is a significant difference between storm sewer connection **fees** and storm sewer connection **charges**. The difference is not only in their meaning, but also in the amount paid. Storm sewer connection **fees** are paid at the time an individual wants to connect to a public storm sewer system. The storm sewer connection **fee** is currently \$315 for those properties that were never assessed for the installation of the storm sewer main line and/or lateral and \$0 for those properties that were previously assessed for the installation of the storm sewer main line and/or lateral. The \$315 fee is usually associated with property located on existing streets that were previously open to traffic while the \$0 fee is usually associated with new streets that were not previously open to traffic. Storm sewer connection **charges** are collected when storm sewer main line and/or laterals are installed in conjunction with new streets created with subdivisions. At one time, storm sewer connection **charges** were able to be paid over five(5) years if the charges were levied as special assessments. This practice was discontinued with the creation of "development fees" which require the prepayment of costs associated with public improvements prior to recording a new subdivision. The cost of storm sewer **charges** for an individual lot is approximately \$2,300(\$1,985 for the storm sewer and \$315 for the storm sewer lateral). In addition, an individual lot pays for the construction of pavement, sanitary sewer and water main with the total cost being approximately \$10,000, all of which have to be pre-paid.

Stated differently, storm sewer connection **fees** are \$315 and they are usually required to be paid when a sewer permit is obtained to connect to the storm sewer main line. As previously noted, there are exceptions to the payment of storm sewer connection **fees**. Storm sewer connection **charges** are approximately \$2,300 and are required to be paid before a subdivision can be recorded. In both cases, the amount due is required to be paid in cash and in its entirety, there are no finance plans available at this time. It should be noted that some special assessments can be paid over a five(5) year period, but these are limited to pavement, sidewalks, sanitary sewers, and water main, not storm sewers.

In order for a finance plan to be created for storm sewer connection fees, the following procedures would have to be followed:

1. The permittee would have to obtain a sewer permit to connect to the storm sewer main line or mini-storm sewer. The sewer permit would also be subject to the storm sewer connection fee of \$315. The only thing required if it was a sewer permit with a \$0 storm sewer connection fee would be payment of the \$15 sewer permit fee.
2. The sewer permit would be issued after payment of the \$15 sewer permit fee. There would be no finance plan for this amount.

3. The \$315 storm sewer connection fee could be paid as a special charge over a five(5) year period provided that the property owner sign a form agreeing to pay for the \$315 storm sewer connection fee over a five(5) year period. The special charge would be levied and paid in accordance with State Statute 66.60(16).
4. Monthly, the Superintendent of Inspection would notify the City Clerk that the \$315 storm sewer connection fee was required to be paid by certain properties.
5. The City Clerk would maintain a record of the properties that owe storm sewer connection fees.
6. The City Clerk would place one-fifth(1/5) of the storm sewer connection fee on the tax roll against the affected property. The storm sewer connection fees due would be subject to the annual interest rate(1995 rate is 10.5%).
7. The City Clerk would follow Step 6 annually until the storm sewer connection fee was paid in full.
8. The storm sewer connection fees would be collected along with the property taxes and other charges contained on the tax roll.

In discussions with personnel from the Department of Public Works, Law Department, and City Clerk's offices, these procedures are already being followed for other types of charges. Therefore, it is hereby recommended that the following finance plan for storm sewer connection fees be adopted:

1. The permittee would have to obtain a sewer permit to connect to the storm sewer main line or mini-storm sewer. The sewer permit would also be subject to the storm sewer connection fee of \$315. The only thing required if it was a sewer permit with a \$0 storm sewer connection fee would be payment of the sewer permit fee.
2. The sewer permit would be issued after payment of the \$15 sewer permit fee. There would be no finance plan for this amount.
3. The \$315 storm sewer connection fee could be paid as a special charge over a five(5) year period provided that the property owner sign a form agreeing to pay for the \$315 storm sewer connection fee over a five(5) year period. The special charge would be levied and paid in accordance with State Statute 66.60(16).
4. Monthly, the Superintendent of Inspection would notify the City Clerk that the \$315 storm sewer connection fee was required to be paid by certain properties.
5. The City Clerk would maintain a record of the properties that owe storm sewer connection fees.
6. The City Clerk would place one-fifth(1/5) of the storm sewer connection fee on the tax roll against the affected property. The storm sewer connection fees due would be subject to the annual interest rate(1995 rate is 10.5%).
7. The City Clerk would follow Step 6 annually until the storm sewer connection fee was paid in full.
8. The storm sewer connection fees would be collected along with the property taxes and other charges contained on the tax roll.

In addition, several instances have arisen in the recent past where a property owner has

been ordered to separate their private clear water discharge(s) from the sanitary sewer system and they don't have the financial resources to do the work. In many cases, the granting of a time extension is sufficient to resolve the financial problem. In some cases, it is very unlikely that the property owner will be able to acquire the funds no matter how long of a time extension is given.

When the latter is the case, the only recourse is to issue a citation. A citation does not solve the problem because the property owner does not only lack the funds to do the clear water separation work, but now they also don't have the funds to pay for the citation. Therefore, it is hereby recommended that funds from the Storm Sewer Construction Account (412-00000-039203) be used to pay for the private clear water separation work.

The funds from the Storm Sewer Construction Account (412-00000-039203) would only be used for private clear water separation work on property owned by indigent persons. The process used for disbursement of the funds would be similar to the current procedure used for the deferment of special assessments for indigent persons (Section 9.42 of the Municipal Code).

The following procedures should be used and placed in ordinance form:

X. XX GRANTING OF FUNDS FOR PRIVATE CLEAR WATER SEPARATION WORK

(1) **GRANTING OF FUNDS FOR PRIVATE CLEAR WATER SEPARATION WORK.** The City may grant funds for private clear water separation work subject to this ordinance. Any repayment of funds granted for private clear water separation work to property owned by indigent persons may be deferred by the Council. Such deferment shall be granted only to owner-occupied, single-family or duplex residential real estate. Such deferment shall be by resolution directing the Director of Public Works to pay all or any portion of costs for private clear water separation work used on such property from the Storm Sewer Construction Account.

(2) **COPY OF RESOLUTION TO BE FILED WITH REGISTER OF DEEDS FOR BROWN COUNTY.** A copy of such resolution, with a statement of the amount and date paid and a description of the property, certified by the City Clerk, shall be recorded with the Register of Deeds for Brown County; the amount shall thereby become a lien upon such real property in favor of the City prior to any other lien other than prior outstanding tax certificates or prior liens hereunder, for the amount paid, with legal interest, and shall be enforceable after transfer of title of the property by sale, inheritance or will, in the manner provided by law for the enforcement of mechanics liens.

(3) **DISCHARGE OF LIEN.** The owner of such property, heirs, personal representatives, or assigns may discharge such lien at any time by paying the amount of such lien with accrued interest to the City Treasurer, who shall execute a satisfaction in such form as may be recorded with the Register of Deeds for Brown County.

(4) **PURCHASE OF LIEN.** The holder of any subsequent lien may purchase such lien by payment of the amount thereof with accrued interest to the City Treasurer, who shall execute a proper assignment thereof to such payee; and on recording such assignment, such assignee shall have the same rights the assignor had.

(5) **TRANSFER OF TITLE BY SALE, ETC.** After transfer of title by sale, inheritance or will, or when the basis for indigency no longer exists, the deferred funds shall be due and owing in full.

(6) **LIMITS FOR THE DETERMINATION OF INDIGENCY.** The Council shall establish by resolution limits for the determination of indigency. Such limits shall include:

(a) Maximum combined annual income of husband, wife, and dependents.

(b) Maximum combined assets of husband, wife, and dependents.

(7) **SUBJECT TO REVIEW.** Such income and asset figures shall be subject to periodic review and modification by the Council.

(8) **APPLICATION.** Application for deferment shall be made to the Council upon an affidavit form provided by the City Clerk verified by each applicant.

(a) The application shall list the relationship, ages, and employment status of the applicant and all dependents; a complete schedule setting forth all assets, liabilities, and income from all sources, including own and both spouses and their dependents; and any other pertinent information which may assist the City to evaluate such application.

(b) The above schedule of net worth and income shall be considered and treated as privileged information and shall not be made public without the applicant's consent.

(9) **NOTIFY CLERK OF INCREASES.** The applicant shall notify the City Clerk when there is a material change in the assets and/or annual income increases above the limits described in sub. (6).

(10) **PROVIDING FALSE OR INCOMPLETE INFORMATION.** If the applicant willfully provides false or incomplete information, or when the assets and/or annual income exceed the limits of sub. (6), the basis for indigency shall no longer exist and the special assessment shall become due and owing in full.

(11) **APPLICATION REVIEWED BY IMPROVEMENT AND SERVICE COMMITTEE.** The application for deferment shall be reviewed by the Improvement and Service Committee, which shall make a recommendation to the Council.

(12) INTEREST; DEFERMENT PERIOD. Interest may be charged during the deferment period; the interest rate shall not, however, exceed the legal rate prescribed by Wisconsin Statutes.

(misc\scffinan.fjd)

MINI-STORM SEWER HISTORY / COMPARISON

YEAR	TOTAL CONTRACT COST	MAXIMUM POSSIBLE CONNECTIONS	CONTRACT COST NUMBER OF CONNECTIONS	ADOPTED STORM SEWER CONNECTION FEE	MAXIMUM FEE COLLECTED	DIFFERENCE SPENT VS COLLECTED
2020				\$970.00		
2019	\$281,227.28	11	\$25,566.12	\$970.00	\$10,670.00	-\$270,557.28
2019	\$143,078.00	14	\$10,219.86	\$970.00	\$13,580.00	-\$129,498.00
2018	\$157,371.00	13	\$12,105.46	\$950 / \$500	\$12,350 / \$6,500	-\$150,871.00
2018	\$319,426.00	19	\$16,811.89	\$950 / \$500	\$18,050 / \$9,500	-\$309,926.00
2017	\$351,581.50	26	\$13,522.37	\$900.00	\$23,400.00	DID NOT AWARD
2016	\$226,684.00	20	\$11,334.20	\$850.00	\$17,000.00	-\$209,684.00
2015	\$228,815.00	22	\$10,400.68	\$850.00	\$18,700.00	-\$210,115.00
2014	\$169,127.00	27	\$6,263.96	\$825.00	\$22,275.00	-\$146,852.00
2013	\$191,990.00	33	\$5,817.88	\$815.00	\$26,895.00	-\$165,095.00
2012	\$192,986.00	32	\$6,030.81	\$750.00	\$24,000.00	-\$168,986.00
2011	\$190,793.00	25	\$7,631.72	\$750.00	\$18,750.00	-\$172,043.00
2010	\$116,941.00	21	\$5,568.62	\$750.00	\$15,750.00	-\$101,191.00
2009	\$133,803.00	24	\$5,575.13	\$750.00	\$18,000.00	-\$115,803.00
2008	\$127,122.00	21	\$6,053.43	\$600.00	\$12,600.00	-\$114,522.00
2007	\$168,188.00	28	\$6,006.71	\$575.00	\$16,100.00	-\$152,088.00
2006	\$241,199.65	57	\$4,231.57	\$560.00	\$31,920.00	-\$209,279.65
2005	\$281,480.49	62	\$4,540.01	\$455.00	\$28,210.00	-\$253,270.49
2005	\$131,198.79	34	\$3,858.79	\$455.00	\$15,470.00	-\$115,728.79
2004	\$173,866.01	63	\$2,759.78	\$455.00	\$28,665.00	-\$145,201.01
2003	\$106,649.88	40	\$2,666.25	\$455.00	\$18,200.00	-\$88,449.88
2002	\$123,966.25	55	\$2,253.93	\$455.00	\$25,025.00	-\$98,941.25
2001	\$263,494.05	113	\$2,331.81	\$420.00	\$47,460.00	-\$216,034.05
2000				\$380.00		
1994				\$315.00		
1990				\$315.00		
1978+/-				\$220.00		
					SUBSIDIZED	-\$2,417,231.28



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.7

Consideration with possible action on request by Ald. Wery for an update on repairs or resurfacing of Shawano Avenue (referred to staff at the March 25, 2020 Improvement and Services Committee meeting, and amended to request staff to find out from WisDOT how to get the project scheduled).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Letter_Segerstrom_Shawano Ave_SGrenier-04-23-20_Signed



Public Works Department

Administration
920.448.3100
Fax 920.448.3102

Engineering Division
920.448.3100
Fax 920.448.3102

Operations Division
920.448.3535
Fax 920.448.3536

Parking Division
920.448.3431
Fax 920.448.3370

Traffic Division
920.448.3100
Fax 920.448.3102

April 23, 2020

Wisconsin Department of Transportation
Northeast Region Office
Attn: Mr. Dan Segerstrom
944 Vanderperren Way
Green Bay, WI 54304

Dear Mr. Segerstrom:

Thank you for the opportunity to discuss the condition of Shawano Avenue/STH 29 between Hudson Street and North Oakland Avenue in the City of Green Bay. I understand that you may not be able to assist us directly, but appreciate your offer to get our request into the proper channels at WisDOT during this confusing time.

In 2005, WisDOT completed a pavement rehabilitation project on Shawano Avenue. The scope of the project, briefly summarized, was to profile mill the existing 8-inch non-dowelled pavement and place an asphaltic overlay. The overlay was a minimum 1¾-inch thickness at centerline, tapering off to a 1-inch thick longitudinal butt joint at or near the curb line.

Over the past 15 years, the asphaltic overlay has significantly deteriorated. Reflective cracks at the joint lines have continued to fail, resulting in large potholes. Large areas of asphaltic pavement have delaminated from the underlying concrete pavement. City staff has attempted to keep up with maintenance activities, including patching, filling potholes, and crack sealing, but the amount of damage to the pavement cross-section has become greater than the maintenance required for upkeep.

The City of Green Bay respectfully requests that a scoping meeting be held to evaluate the condition of Shawano Avenue/STH 29 within the limits addressed by the 2005 pavement rehabilitation project. The purpose of this scoping meeting will be to review the existing pavement condition to determine the future course of action and hopefully begin the process of including this as a future State-funded or Federally-funded STIP project.

We look forward to continuing our relationship with WisDOT and discussing this potential project. Please feel free to contact me with any questions or comments.

Sincerely,

Steven Grenier
Director of Public Works

SMG:ejns



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.8

Consideration with possible action on request by Department of Public Works to approve single source purchase from Xylem for stormwater pumps and control panel for the Museum Place Storm Lift Station and approve the purchase of the pumps and control panel in the amount of \$123,750.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Single Source Purchase

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE:

FROM: Department/Division *Sewer Utility*

REQUISITION #

List "No Substitute" Item(s) here:

Xylem Flygt Model NP-3171 Submersible Pumps with Control Panel

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ *\$123,750*
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
- Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☐ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☒ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☐ 5. Safety:
- ☐ 6. Other:

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

Sewer Utility has standardized on the Flygt brand of equipment. Maintenance staff have received training on the equipment and using one brand of equipment helps when it comes time to troubleshoot. Parts and service are readily available and service if required has been exceptional.

Approvals:

Requestor:

Date: *4/16/2020*

Department Head:

Date: *04/16/2020*

Purchasing Manager:

Date: *4/17/2020*



Xylem Water Solutions USA, Inc.
Flygt Products

March 24, 2020

City of Green Bay Department of Public Works
100 N Jefferson St #300
Green Bay WI 54301

N26 W23345 Paul Road
Pewaukee, WI 53072
Tel (262) 544-1922
Fax (262) 544-1399

Quote # 2019-PEW-0741 Alternate 1, Version 3
Re:Green Bay Museum Way LS

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

NP3171 Pump

Qty	Part Number	Description
2	3171.095-0130	Flygt Model NP-3171.095 10" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 25 HP 1150 RPM motor, 613 impeller, 1 x 50 Ft. length of SUBCAB 4G25+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve
1	14-69 00 09	START UP CHARGE FLYGT 1-TP MODELS: 3000,7000,8000
2	604 59 05	CONNECTION,DISCH 10X10" CI
2	14-40 71 29	MINI-CASII/FUS 120/24VAC,24VDC
2	14-40 71 30	SOCKET,11-PIN BACK MOUNTING
2	14-58 91 06	HOOK,SAFETY ASSEMBLY SS
2	14-58 95 35	HARDWARE,DISC CONN ASSY 304SS
2	14-59 00 00	KIT,HARDWARE 3/8IN SS (2X)
2	14-58 72 09	KIT,CHAIN FITTING 316SS+ FLYGT SWL1250#
2	661 54 01	BRACKET,GUIDE BAR U. 3" 316SS
80	14-49 01 08	TS3043 FEET 3"GUIDE RAIL 304SS
4	582 88 31	SENSOR,ENM-10 0.95-1.1 65'
2	442 18 16	SLING,CHAIN UNIT SS WIRE 10M
2	620 09 00	GRIP EYE UNIT

Control Panel

Qty	Part Number	Description
1		Control Panel to match 106 Project, Control Microsystems 334 PLC, Maple System MMI (man machine interface) and Schneider Electric VFD's will be installed in a new 304 SS Nema 4X enclosure with 18"high legs.

Total Project Price \$ 119,460.00

Freight Charge \$ 4,290.00

Total Project Price \$ 123,750.00



Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2010)
See Freight Payment (Delivery Terms) below.

Taxes: State, local and other applicable taxes are not included in this quotation.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Schedule: Submittals are not applicable. Delivery lead times are XX weeks after order acceptance.

Terms of Delivery: PP/Add Order Position

Terms of Payment: 100% N30 after invoice date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Validity: This Quote is valid for ninety (90) days.

Exclusions: This Quote includes only the items listed specified above.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Matthew Mueller
Outside Sales Representative
Phone: 262-506-2356
Cell: 262-282-1978
Matthew.mueller@xyleminc.com



Nick Walloch
Inside Sales Engineer
Phone: 262/506-2341
Cell: 262/200-1885
nicholas.walloch@xyleminc.com





*Xylem Water Solutions USA, Inc.
Flygt Products*



Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2019-PEW-0741 Alternate 1, Version 3
Customer Name: City of Green Bay Department of Public Works
Job Name:
Total Amount: \$ 119,460.00
(excluding freight)

Signature: _____	Name: _____ (PLEASE PRINT)
Company/Utility: _____	PO: _____
Address: _____	Date: _____
_____	Phone: _____
_____	Email: _____
_____	Fax: _____





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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.9

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

A. Purchase of Dewatering Hoses and Pipes for new pump purchased in April 2020. RFQ #3250 was issued for this and 3 responses were received. All responses received did not meet the stated specifications as required for aluminum piping. A vendor who was able to meet specifications was sourced for a cost of \$33,361. A "No Substitute" request was submitted and approved by the Director of Public Works and the Procurement Manager (see attached).

B. Awarding Edison Park Pickleball Courts project base bid and alternate to Poblocki Paving Corporation, West Allis, WI. RFQ #3245 was issued through the Purchasing Department and one response was received. The department is recommending that the base bid and alternate are awarded for the sum of \$78,557.80.

C. Request approval to purchase annual street maintenance consumables as needed for the 2020 season and for annual budgeted expenditures from 2021-2025 from the contracted vendors as noted below.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Sole Source-8 Inch Pipes and Hoses 4-21-20
2. 4-29-2020 IS Agenda Report

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 04/21/20

FROM: Department/Division *Public Works-Sanitary Sewer*

REQUISITION # 3250

List "No Substitute" Item(s) here:

Eight (8") inch dewatering pipes, hoses and fittings. Thirty (30) aluminum pipes, ten (10) suction hoses, twenty (20) lay flat hoses, three (3) elbows and two (2) suction strainers.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$33,361
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
- Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☐ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☒ 5. Safety: *Weight of the aluminum pipes verses galvanized pipes.*
- ☐ 6. Other: _____

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

The City received three (3) quotes in reference to RFQ# 3250, after review, none of the bidding vendors met specification by being able to supply aluminum pipes. Aluminum pipe is preferred due to the weight of the aluminum pipe is half the weight of the quoted galvanized pipe and is safer and easier to setup and takedown. A vendor who is able to meet specifications was sourced. Therefore I recommend the purchase of the eight (8") pipes and hoses to EPA Sales for the amount of \$33,361 as acceptable and meets all the required specifications. The price includes delivery and operator training.

Approvals:

Requestor: _____

Date: _____

Department Head: _____

Date: 04/21/2020

Purchasing Manager: _____

Date: 4/21/2020



CITY OF GREEN BAY - PURCHASING DIVISION

TO: I & S Committee
FR: Calvin Winters, Procurement Manager
DT: April 29, 2020
RE: Purchasing Report
Cc: Steve Grenier, Jamie Destiche

Report of the Purchasing Manager:

1. Purchase of Dewatering Hoses and Pipes for new pump purchased in April 2020. RFQ #3250 was issued for this and 3 responses were received. All responses received did not meet the stated specifications as required for aluminum piping. A vendor who was able to meet specifications was sourced for a cost of \$33,361. A "No Substitute" request was submitted and approved by the Director of Public Works and the Procurement Manager (See attached).
2. Awarding Edison Park Pickleball Courts project base bid and alternate to Poblocki Paving Corporation, West Allis, WI. RFQ #3245 was issued through the Purchasing Department and one response was received. The department is recommending that the base bid and alternate are awarded for the sum of \$78,557.80.

3. Request approval to purchase annual street maintenance consumables as needed for the 2020 season and for annual budgeted expenditures from 2021-2025, from the contracted vendors as noted below.

CONSUMABLES FOR DPW ANNUAL STREET MAINTENANCE - Request approval of 2020 purchases, plus pre-approval of annual budgeted expenditures for 2021-2025:				2020 Budget (includes):		
High Performance Cold Patch	101503 Operations Division	Northeast Asphalt or MCC - TBD	Market Price est. \$118 per ton	\$10,500	As needed for six years	3/25/2020 I & S Committee pushed this back to Steve Grenier & Purchasing to work with Brown County to buy this product from them. NOTE: Per Paul Fontecchio to Calvin on 4/2/2020 at 2:09pm - they do not produce High Performance Cold Patch. They buy that commercially as well.
Asphalt-Hot Mix	101503 Operations Division	Brown County or Northeast Asphalt	Market Price est. \$58 per ton	\$91,200	As needed for six years	NOTE: 3/25/2020 I & S Committee pushed this back to Steve Grenier & Purchasing to work with Brown County to buy this product from them. Brown County will sell us their MT3 and MT4 product at \$49.50 per ton. Northeast Asphalt will sell us their Grade 4 (9.5mm) product at \$56.25/ton and their 4LT (12.5mm) product at \$58.75/ton.

Cold Patch and Hot Mix: These products are petroleum based and pricing is subject to market fluctuations. Local vendors are contracted for logistical reasons. Pricing is compared annually to alternative suppliers, but transportation costs are prohibitive.



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

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.10

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

- A. RESURFACING 1-20
- B. SEWERS 3-20 MINI SEWERS

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public SEWERS 3-20 MINI SEWERS

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

SEWERS 3-20 MINI SEWERS

Tuesday, April 21, 2020

Contractor	Bid	Bid Bond
DEGROOT, INC.	\$324,752.50	5%
JOSSART BROTHERS, INC.	\$414,119.25	5%
HIGHWAY LANDSCAPERS, INC.	\$423,037.50	5%
ADVANCE CONSTRUCTION, INC.	\$431,616.00	5%
DAVID TENOR CORP.	\$444,526.00	5%
DORNER, INC.	\$457,463.00	5%
VAN STRATEN CONSTRUCTION CO., INC.	\$498,125.00	5%
Any questions, call 920-448-3100		



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AGENDA ITEM # F.II

Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Brian's Quality Concrete
- b. Carter Trucking & Excavating
- c. Jim Fischer, Inc.
- d. KPC Concrete Contractor LLC
- e. Loch Construction Co., Inc.
- f. Melnarik Concrete, Inc.

2. Tree & Brush Trimmer license to Bay Valley Tree Service.

3. Underground Sprinkler System to Wolfraths Landscaping LLC.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
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MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # G.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
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of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # G.2

The next Improvement and Services Committee meeting is scheduled for May 13, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None