



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, JUNE 10, 2020, 6:00 PM

Virtual Meeting
Public may also view meeting 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. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

- I. Consideration with possible action on request by Jack Umentum, 1620 Franz Avenue, to refund \$470 in connection fees for mini-storm sewer connection.
2. Consideration with possible action on request that due to the recent notification to the City that the grant proposal to deal with the flooding on Beach Road will not be funded, an alternate source of funding be located to deal with the flooding this year. The County has set aside \$500,000, in this budget year, to help with this project. There is a high likelihood that this funding may not be available next year (Ald. Dorff).
3. Consideration with possible action to create a draft ordinance and guidelines that would permit the installation of parklets in retail and commercial areas (referred to staff at the February 25, 2020 Improvement and Services Committee meeting) (Ald. Johnson).
4. Consideration with possible action requesting Department of Public Works look into the storm water sewer backups starting from East Shore Circle to California/East Shore Drive (Ald. Lefebvre).

5. Consideration with possible action, on behalf of Tina Bunker, to have the City of Green Bay own and maintain the storm water management ponds as part of the Grandview subdivision(s) (held at the March 25, 2020 Improvement and Services Committee meeting) (Ald. Nicholson).
6. Consideration with possible action to study and report out on the feasibility of utilizing the “even-odd” residential address overnight parking scenario, as is done in Milwaukee, in order to relieve the parking problems at residences with limited parking spaces with Department of Public Works staff creating draft ordinances that allow even-odd overnight on street parking during summer months and/or year round and present at the January 8, 2020 Improvement and Services Committee meeting (tabled at the February 4, 2020 Common Council meeting) (Ald. Steuer).
7. Consideration with possible action on request by Department of Public Works regarding approval of the annual Compliance Maintenance Annual Report (CMAR), authorize the Mayor and City Clerk to execute the resolution, and authorize the Director of Public Works to submit the report to Wisconsin Department of Natural Resources (WDNR) sanitary sewer collection permit.
8. Consideration with possible action on request by Department of Public Works to enter into a State-Municipal Agreement with the Wisconsin Department of Transportation for the reconstruction of the Larsen Street Bridge over Beaver Dam Creek.
9. Consideration and possible action on Intergovernmental Agreement between City of Green Bay and Village of Allouez for combined CIPP Liner contract, Sewers 4-20 Basin Repair.
10. Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Absolute Concrete LLC
- b. Ramco Construction Services LLC

2. Tree & Brush Trimmer license to A to Z Tree Service LLC.

3. Underground Sprinkler System license to Fox Valley Irrigation, Inc.

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 June 24, 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.

Virtual Meeting Instructions



Improvement & Services Committee for 6-10-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89995609699?pwd=Z21tMFNQSm1aaTFaNGdwQit0YUZUZz09>

Meeting ID: 899 9560 9699

Password: 629665

One tap mobile

+19292056099,,89995609699#,,1#,629665# US (New York)

+13017158592,,89995609699#,,1#,629665# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 899 9560 9699

Password: 629665

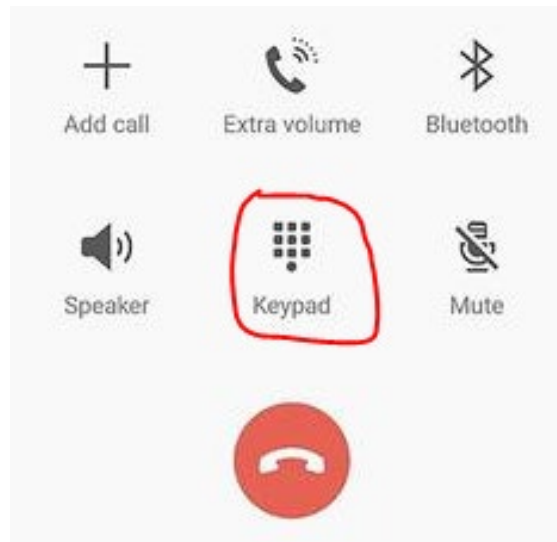
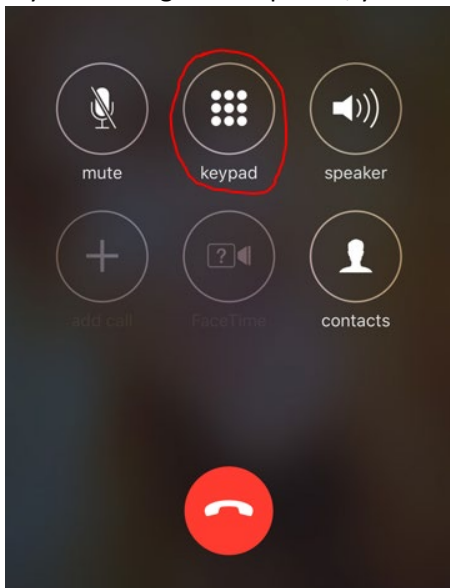
Find your local number: <https://us02web.zoom.us/j/89995609699?pwd=Z21tMFNQSm1aaTFaNGdwQit0YUZUZz09>

Additional Information

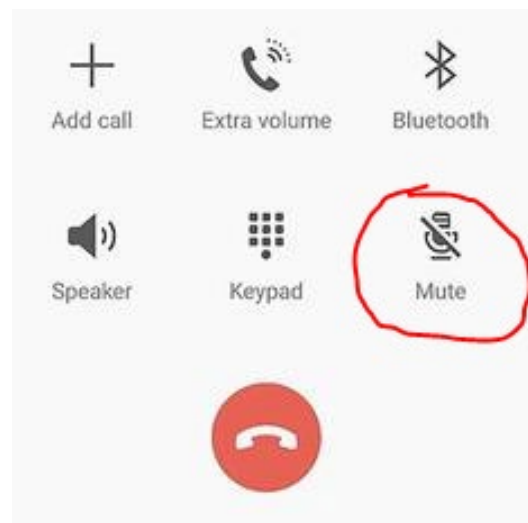
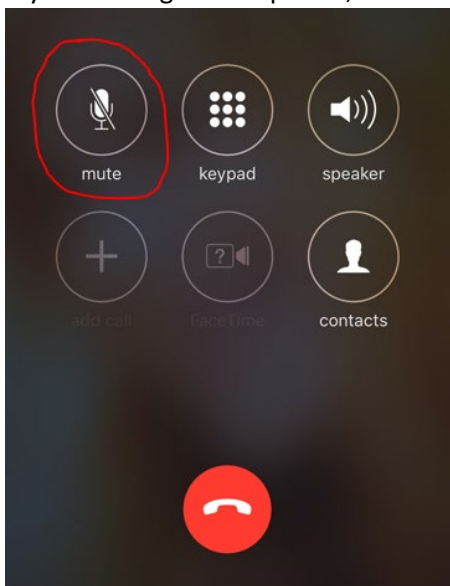
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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

June 10, 2020

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on request by Jack Umentum, 1620 Franz Avenue, to refund \$470 in connection fees for mini-storm sewer connection.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. John Umentum 1620 Franz Ave

Dept of Public Work

I got a Permit for Storm
Sewer I paid \$1000.00 for
it 1620 Fromme G.B.,
over neighbor at 1630 Fromme
PD \$530.00 one day later
I Request the same amount
of money as my neighbor PD
for the Permit

John E. Umentum
1620 Fromme
Green Bay Wis.
54302

tel 920-468-5182



1265 LOMBARDI AVE.
GREEN BAY, WI 54304
920.669.7500
PACKERSPROSHOP.COM



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on request that due to the recent notification to the City that the grant proposal to deal with the flooding on Beach Road will not be funded, an alternate source of funding be located to deal with the flooding this year. The County has set aside \$500,000, in this budget year, to help with this project. There is a high likelihood that this funding may not be available next year (Ald. Dorff).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action to create a draft ordinance and guidelines that would permit the installation of parklets in retail and commercial areas (referred to staff at the February 25, 2020 Improvement and Services Committee meeting) (Ald. Johnson).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Minneapolis PARKLET APPLICATION MANUAL
2. Parklets_Handbook_Final
3. DRAFT GO XX-20 - Adopt 6.158 Parklet - LM revisions

City of Minneapolis

PARKLET APPLICATION MANUAL

Spring 2016



About This Manual

The City of Minneapolis Parklet Application Manual is intended to guide applicants through the process and procedures for applying for a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets in the City right-of-way. Business owners, property owners, and other potential applicants are encouraged to read the manual prior to the application process.

The Minneapolis Parklet Manual was created by the City of Minneapolis Departments of Community Planning and Economic Development and Public Works.

Content for the Manual was provided by:

Lacy Shelby
Mackenzie Turner Borgen
Rachel Kerber

Special recognition is given to the San Francisco Parklet Manual and the San Francisco Planning Department's City Design Group Staff.

For more information on the parklet program please contact:

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Public Works
Mackenzie.Turner@minneapolismn.gov

Lacy Shelby
Community Planning and Economic Development
Lacy.Shelby@minneapolismn.gov

City of Minneapolis
Public Works
350 South 5th Street
RM 203 City Hall
Minneapolis, MN 55415

Community Planning and Economic Development
105 Fifth Avenue South, #200
Minneapolis, MN 55401
<http://www.ci.minneapolis.mn.us/>



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Parklet Overview
Program Goals
Roles and Responsibilities



Site Selection
Minimum Requirements
Planning



Accessibility Requirements
Design Guidelines
Materials



Implementation Overview
Project Timeline
FAQ



Eligibility Checklist
Parklet Application
Maintenance Letter
Maintenance Checklist



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CITY OF MINNEAPOLIS GOALS

Living Well

Minneapolis is safe and livable and has an active and connected way of life

One Minneapolis

Disparities are eliminated so all Minneapolis residents can participate and prosper

A Hub of Economic Activity and Innovation

Businesses - big and small - start, move, stay and grow here

Great Places

Natural and built spaces work together and our environment is protected

A City that Works

City government runs well and connects to the community it serves



Parklet on Bloomington Ave S , Minneapolis Photo: Mariano Espinoza



ABOUT



Parklet on Emerson in North Minneapolis

ABOUT

About This Manual

The City of Minneapolis Parklet Application Manual is intended to guide applicants through the process and procedures for applying to install a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets in the City right-of-way. Business owners, property owners, and other potential applicants are encouraged to read the manual prior to the application process.

About Parklets

Parklets are an innovative and cost effective way to add public gathering space to public streets. Parklets are streetscape enhancements, providing an economical solution for increased public open space. Parklets provide amenities like seating, plantings, bike parking and public art. While parklets are typically funded and maintained by neighboring businesses, residents and community organizations, they are publicly accessible and open to all. Parklets are located in the parking lane adjacent to the curb designed as an extension of the sidewalk. Advertising and other commercial activities are not permitted in the parklet.

Parklets Should

Respond
to the local
surroundings
and conditions

Respect
accessibility and
users of the street
environment

Use durable
quality
materials

Engage the
community and
generate interest
in the public
realm



PARKLET PROGRAM

Purpose

The program objective is to enable and empower community groups and businesses to enhance the pedestrian friendliness of their street and encourage people's engagement with the urban environment through the creation of alternative public space.

Program Goals

The goal of the parklet program is to make the City more livable, walkable, and beautiful. This program is a step towards the enhancement of the public realm using new tools and techniques.

Program Benefits

- *Transform underutilized street space into vibrant public space*
- *Support local business communities by activating community corridors*
- *Foster community interaction and social engagement*
- *Empower more groups and entities to provide pedestrian enhancements that contribute to livability*
- *Attract pedestrians*



Parklet on Emerson Ave. N., Minneapolis

ROLES AND RESPONSIBILITIES

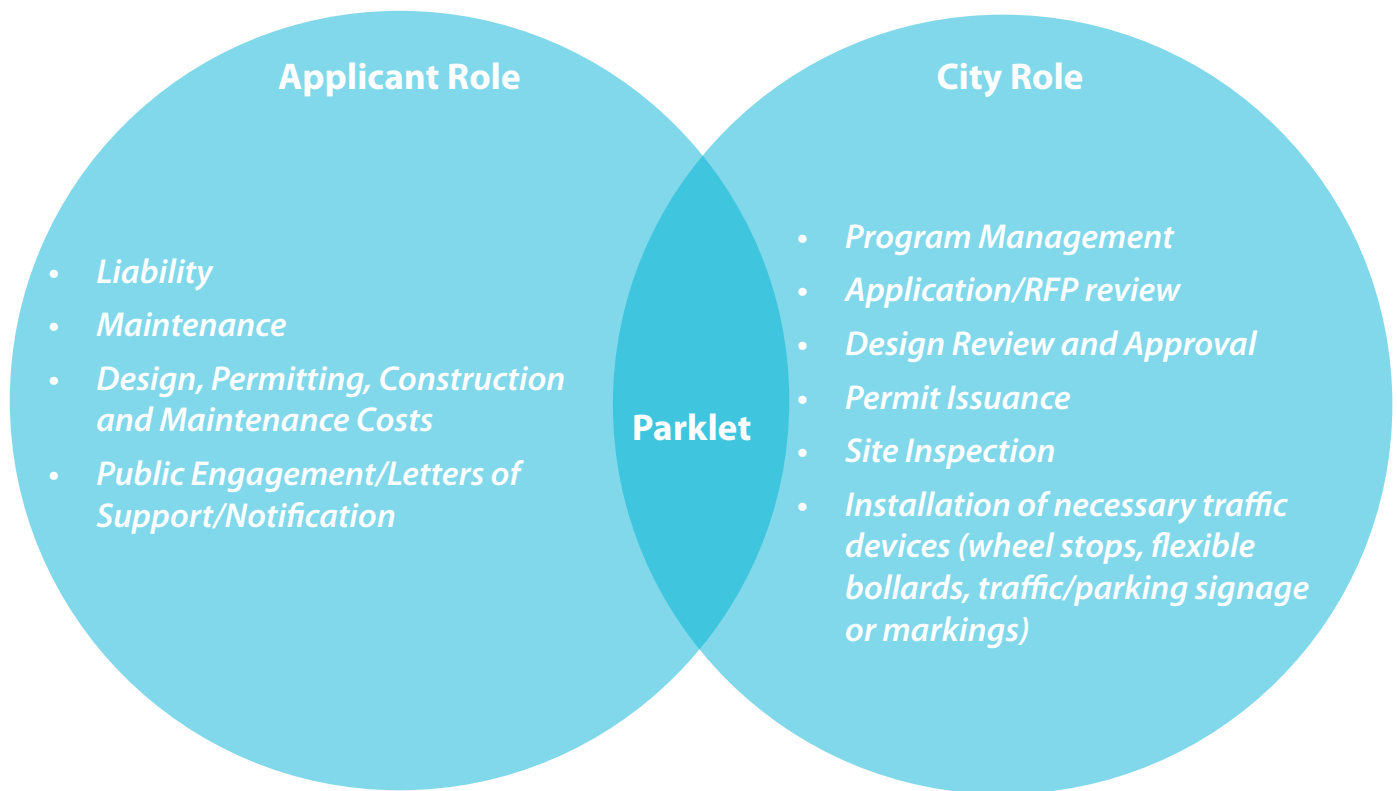
Eligible Applicants

Eligible applicants must have the organizational capacity to conduct outreach with the community and provide daily maintenance. Eligible applicants may be, but are not limited to:

- *Neighborhood organizations*
- *Ground-floor businesses owners*
- *Fronting property owners*
- *Non-profit and community based organizations*
- *Special Service Districts*
- *Others on a case-by-case basis*



Parklet on Central Ave NE, Minneapolis



Applicant Responsibilities

Design and installation, capital costs, liability insurance, performance bond (if required), maintenance and upkeep.

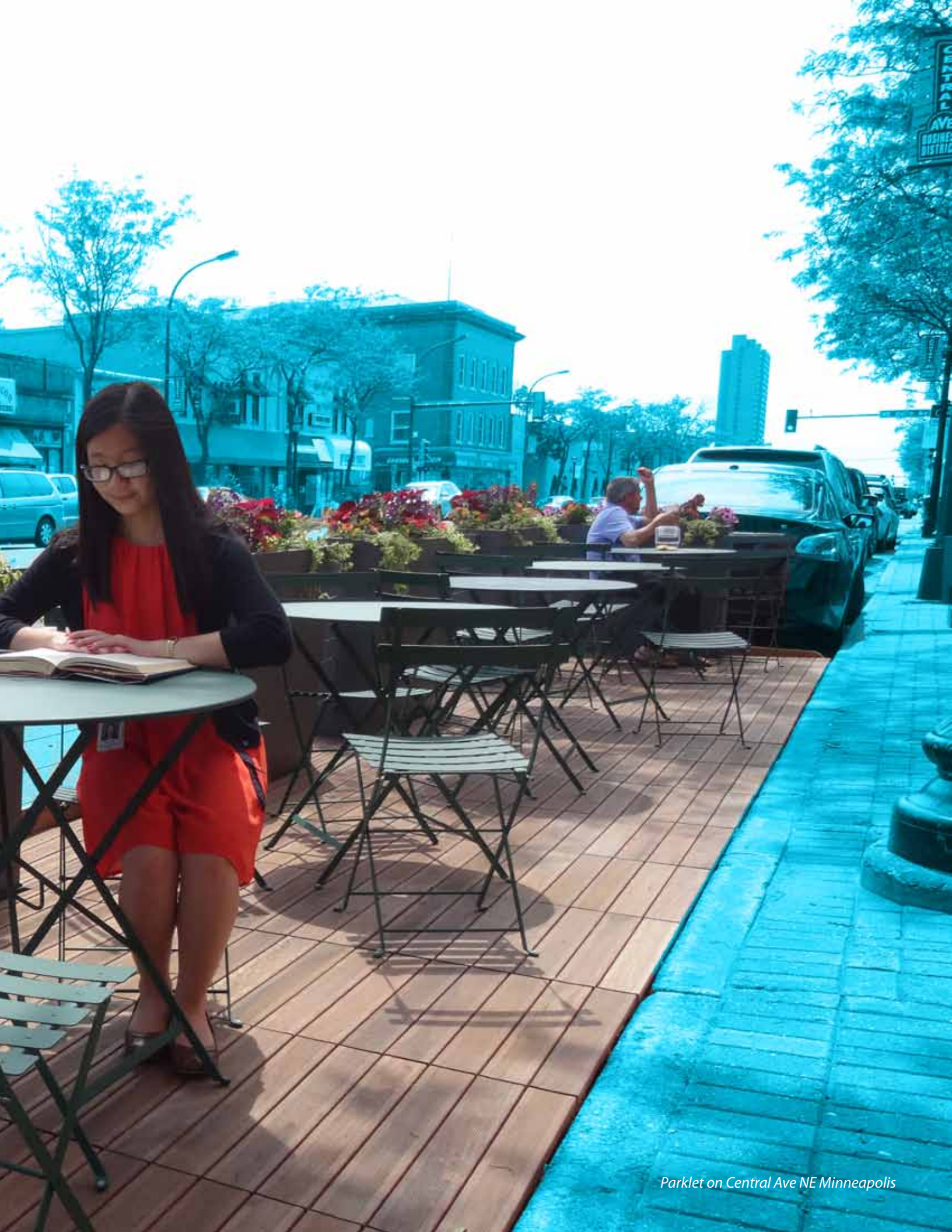
Successful applicants will be required to enter into a Memorandum of Understanding (MOU) and receive an Encroachment Permit with the City that commits them to the following:

- *Carry Comprehensive General Liability Insurance of \$1M and Workers’ Compensation Insurance, per City of Minneapolis policies*
- *Keep the parklet and the surrounds clean and clear of debris*
- *Maintain landscape, weeding, watering and pruning*
- *Secure furniture and other movable items as deemed appropriate after business hours*
- *Installation and removal adhering to the dates specified in the Permit and MOU*

Applicants will accept the responsibility for the design, installation, operation, management, maintenance and removal of the parklet. Applicants will maintain the parklet structure and furniture in good repair.



SITE



Parklet on Central Ave NE Minneapolis

SITE SELECTION

Parklet Site Selection

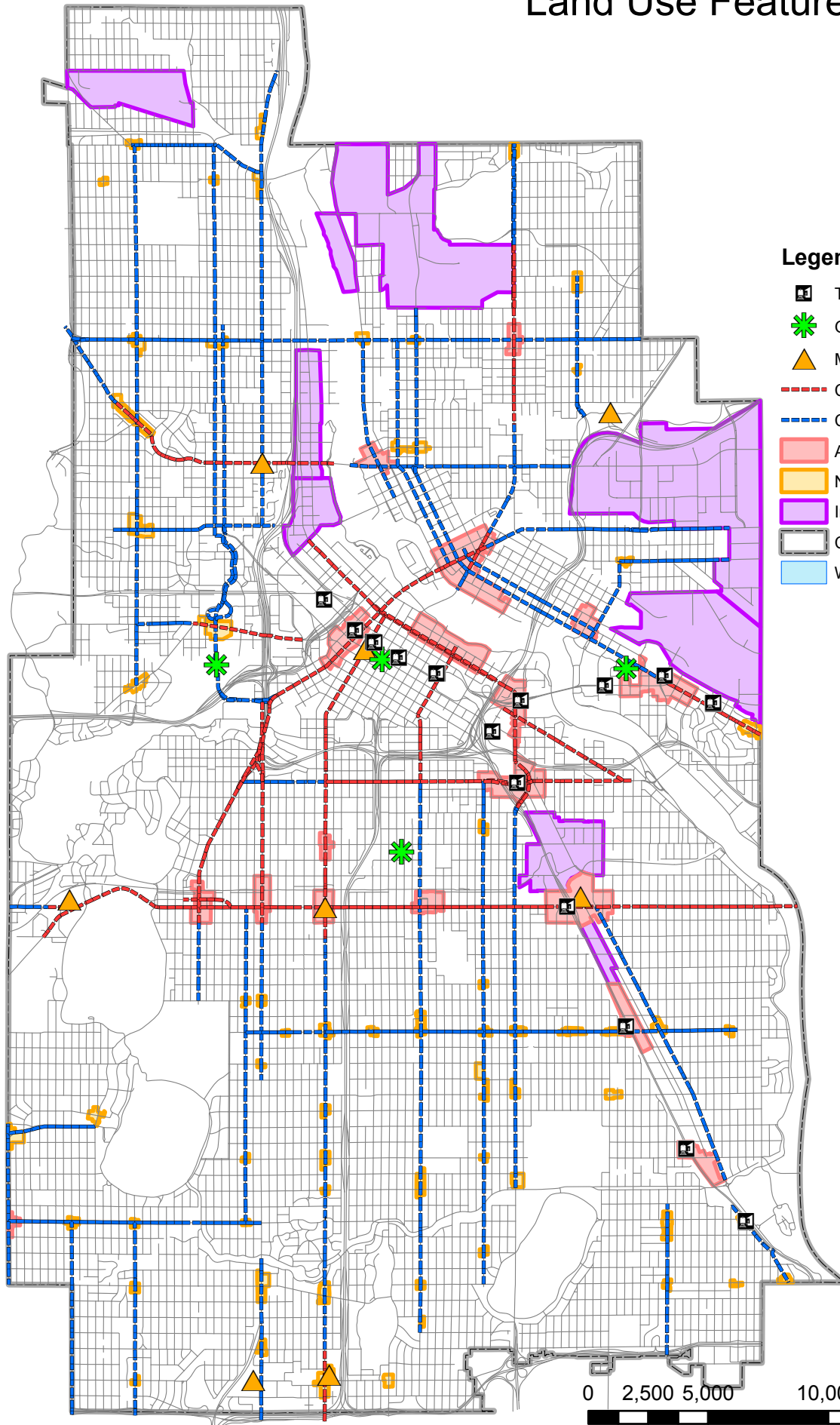
- Should be located in a commercial corridor, community corridor, activity center, commercial node as identified in the Land Use Chapter of The Minneapolis Plan for Sustainable Growth.
- Should be located in an unrestricted parking lane, parallel to the curb edge, adjacent to the sidewalk
- Located on streets with traffic speeds 30 mph or less
- Does not block access to public utilities, hydrants, alleys or driveways
- Design does not block existing street drainage patterns
- Parklets must be 15' from catch basins,
- Must be at least one 20' parking space away from the nearest intersection
- Can occupy between one and two parking spaces, length may not exceed 32'
- Cannot be located in a bus stop
- Parklets cannot be located on streets with steep slopes

Unrestricted Parking Lane

An unrestricted parking lane is one that does not have signs restricting the time or type of vehicle that can park there.



Land Use Features



Legend

- Transit Station
- Growth Center
- Major Retail Center
- Commercial Corridor
- Community Corridor
- Activity Center
- Neighborhood Commercial Node
- Industrial Employment District
- City Boundary
- Water



Source:
City of
Minneapolis

Created by:
Minneapolis Community
Planning and Economic
Development Department
Planning Division
Adopted by City Council
October 2, 2009
Amended March 22, 2011
Amended August 16, 2011

0 2,500 5,000 10,000 15,000
Feet

image- Eligible Parklet Corridors



**ON STREETS WITH
TRAFFIC SPEEDS OF
30 MPH OR LESS**

**LOCATED IN A
COMMERCIAL
CORRIDOR**

**DOES NOT
IMPEDE EXISTING
DRAINAGE
PATTERNS**

REQUIREMENTS



**MUST BE IN AN
UNRESTRICTED
PARKING LANE**

**DO NOT BLOCK
PUBLIC UTILITIES**

PLANNING

Application

1. Applicant must submit online *Confirmation of Eligibility Checklist* for the City's consideration prior to application submittal.

As part of the preliminary screening process the City will review proposed sites for:

- *Potential conflicts with future street projects*
- *Traffic patterns*
- *Street regulations*
- *Roadway geometry*
- *Operational considerations.*

Proposed locations may be turned-down if a streetscape improvement project or an adjacent development project is planned during that calendar year.

APPROVAL

Applications that are deemed eligible for consideration will advance to the full application process.

2. Applicant submits parklet application with application checklist and understanding of commitment letter as well as a preliminary project budget.

Street and curb restoration plan required for installations that fasten to or penetrate the surface of the street.

APPROVAL

3. Applicant submits an Encroachment Permit Application (Non-Residential fee \$75): http://minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_272083.pdf
4. Applicant demonstrates relevant insurance and bonding as required by the permit.
5. City sends permit

A parklet is approved for one season of use through the encroachment permit process. Applicant is responsible for off-season storage.



BEFORE



Parklet on West 29th Street, Minneapolis

AFTER



Parklet on West 29th Street, Minneapolis

To apply for a parklet, you must submit a completed application, which includes the following information:

- *Site Checklist*
- *Site Plan*
- *Photos of Location*
- *Documentation of Community Support*

An Encroachment Permit is required for any existing or proposed structure or portion thereof that projects onto, under or over any municipal right of way, under the authority outlined in Title 5, Chapter 95, of the City of Minneapolis Code of Ordinances. The Encroachment Permit gives the permit-holder permission to use a specific portion of the right of way until such time as that portion of the right of way is needed by the City of Minneapolis for public purposes. Encroachment Permits are revocable at any time in the interest of public safety.

A parklet is approved for one season of use through the encroachment permit process. Applicant is responsible for off-season storage.

PLANNING

Community Coordination

1. Parklets will launch with the support of the adjacent business/property partner acting as the parklet sponsor. Proposed sites must adhere to criteria including traffic considerations, street operations, adjacent property uses and drainage.
2. Applicant is required to present to the neighborhood organization of parklet intent. This will be in the form of a plan and narrative. No formal approval by the neighborhood organization is required, although it is welcome.
3. At the site of the proposed parklet a notice will be installed within the adjacent business' or property's window for a period of two weeks.
4. The parklet will be maintained by the applicant for the duration of the season which will extend to October 31 (weather permitting) at which point the parklet must be removed and stored for the winter by the applicant before November 7.

Tip for Success:
The relationship with the fronting business is key for a successful parklet season, consider what type of business it is, and how people on the sidewalk currently interact with the business frontage.



Parklet on Bloomington Ave Minneapolis



Parklet on Bloomington Ave Minneapolis .
image Mariano Ezpinoza





DESIGN



Parklet on West 29th Street, Minneapolis image- Musicant Group

DESIGN

Minimum Requirements include by not limited to:

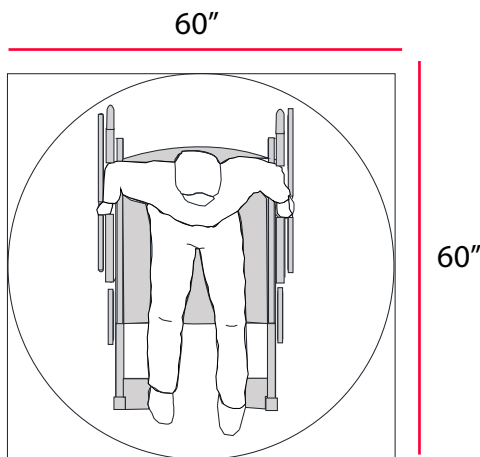
- *ADA Compliant (Accessible from sidewalk, space for wheelchair to turn around)*
- *Platform flush with sidewalk using slip resistant materials*
- *Curbside drainage not blocked*
- *Platform meets intended use*
- *Publicly Accessible with sign indicated public space*
- *Must include a continuous physical barrier along the three street edges*
- *Not wider than 6' and no longer than 32'*
- *Sidewalk facing edge must be open to pedestrians*
- *Must have vertical elements to be visible to passing vehicles*
- *Constructed of durable, quality materials*
- *Public Works will provide wheel stops and flexible bollards for each Parklet approved by Public Works, additional traffic devices may be required.*
- *Must maintain clear, unobstructed sightlines to and from the street*

Design to be
approved by Public
Works staff.

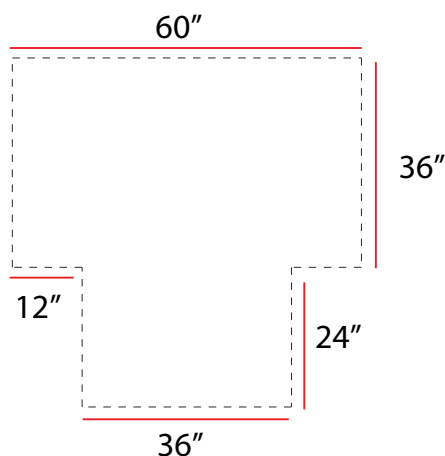
ADA Accessibility

- *Parklets must be in compliance with The American's with Disabilities Act (ADA) (<http://www.ada.gov/>)*
- *Please reference The American's with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG) (http://www.ada.gov/2010ADASTandards_index.htm)*

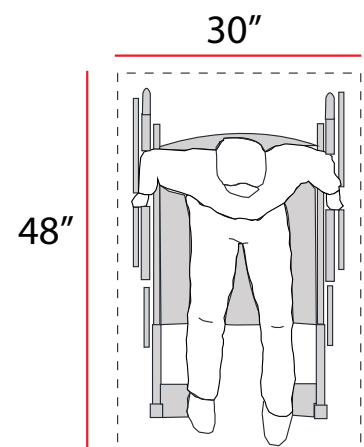
Wheelchair Turning Space



"T" Shaped Turning Space



Wheelchair Resting Space



DESIGN

Process

Designing a parklet is an iterative process. Expect to work with the community and the City to come up with multiple versions of the proposed parklet to reach the final design proposal.

Each parklet design has four main components, (platform, seating, enclosure, and vegetation) with endless ways for them to be arranged, consider the surrounding conditions and community desires when coming up with parklet proposals.

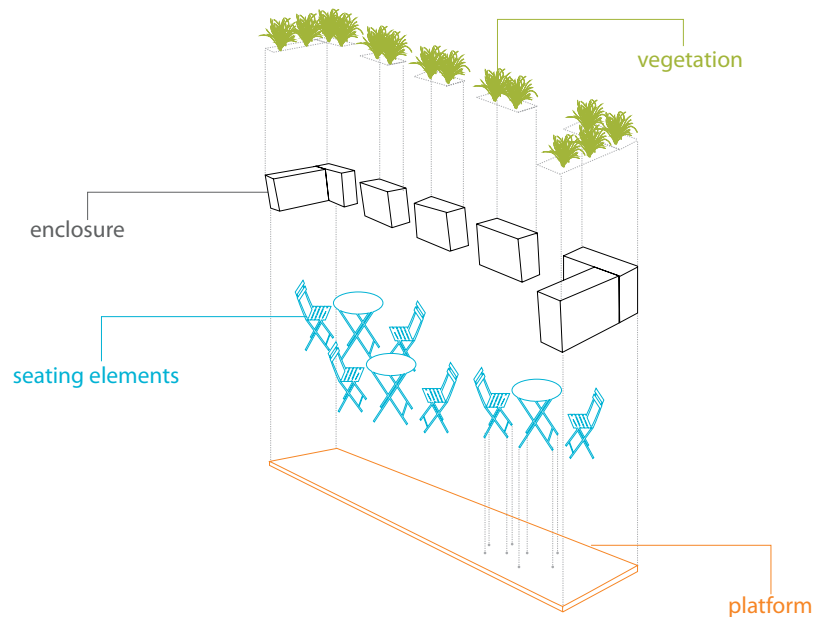
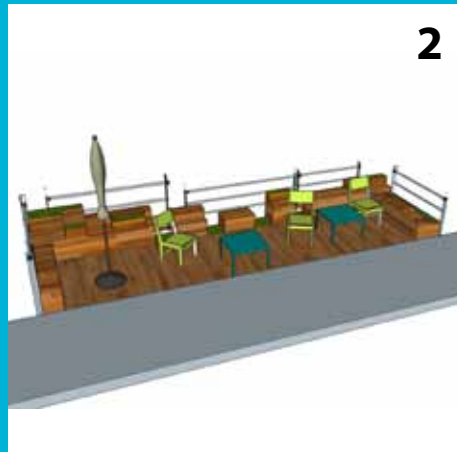


Image: Sarah Sualrz



Past Project Example

The 2015 parklet at Bryant Ave South worked closely with the community and fronting business host to develop a series of designs that led to a final design and a successful parklet.

Images

1. Community engagement for the early design
2. Design concept 1
3. Design concept 2
4. Installed parklet

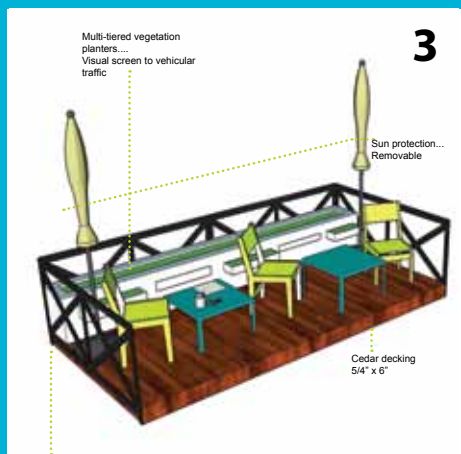
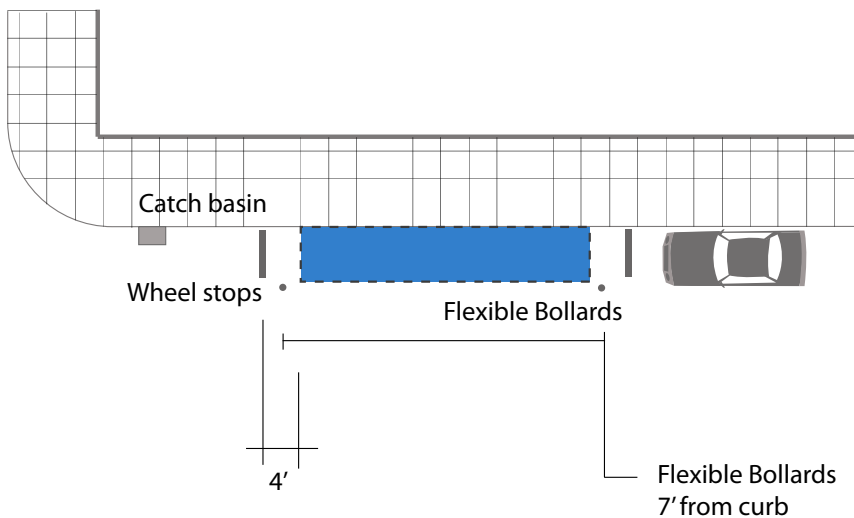


Image: Sarah Sualrz

DESIGN | SAFETY & SIGNAGE

Traffic Control Devices

The City will provide traffic control devices for each approved parklet location. The City requires each parklet to have two wheel stops and two flexible bollards at minimum.

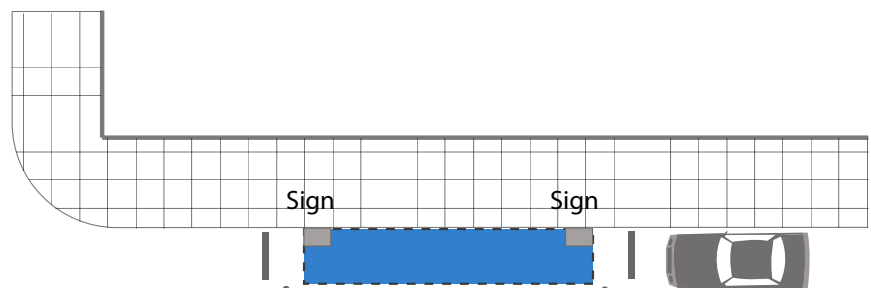


wheel stops

flexible bollards

Public Parklet Sign

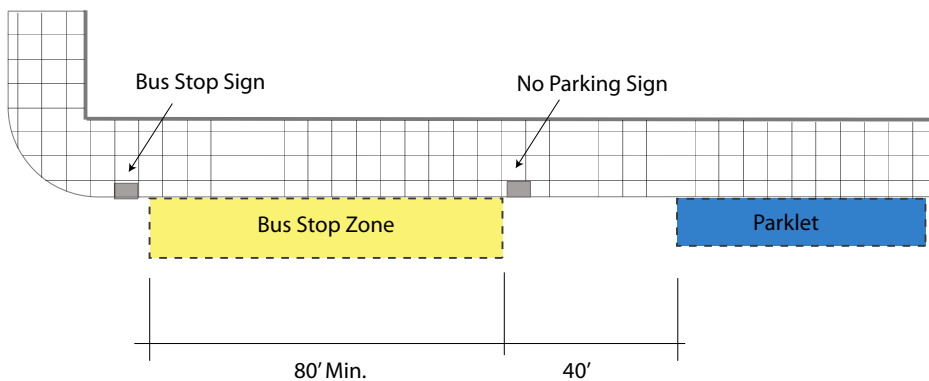
Each parklet will also be required to have two public parklet signs affixed to the parklet. Public Works staff will evaluate if additional signage is required.



DESIGN SITING CONSIDERATIONS

Proximity to Bus Stops

Parklets must be located a minimum of 40' behind the bus stop zone, marked by the bus stop no parking sign. When proposing a parklet near a bus stop be sure to locate the two signs to help determine parklet placement locations



Typical signs to look for



bus stop sign



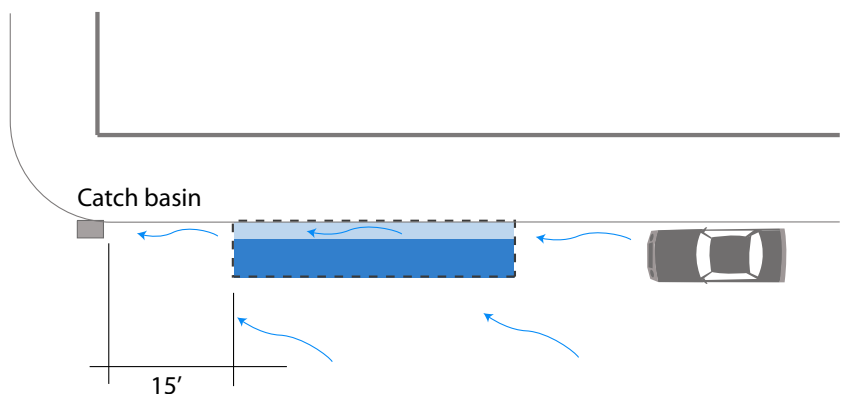
bus stop no parking sign

Proximity to Catchbasins

Parklets must be located a minimum of 15' from a catchbasin.



catchbasin



DESIGN | PLATFORM

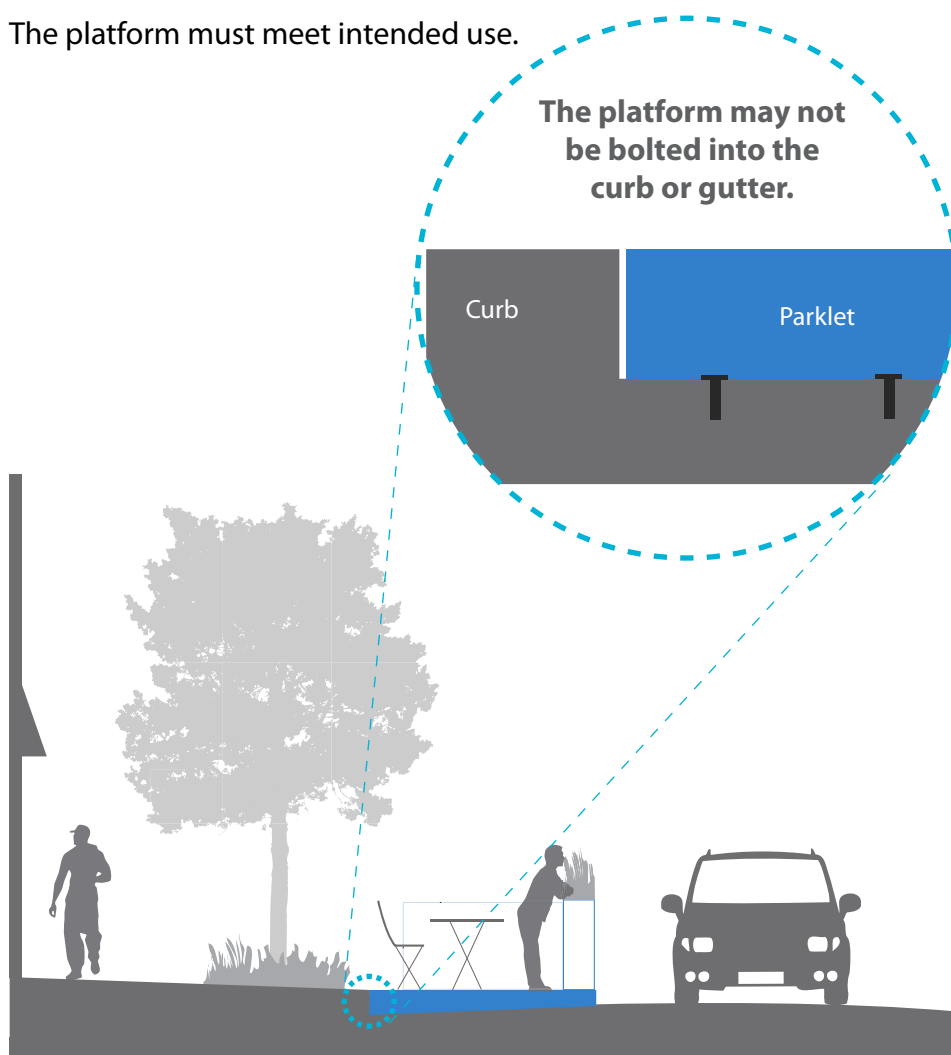
Platform

Parklets are an extension of the sidewalk. The Platform is the structural base for the parklet. It supports the weight of the amenities as well as providing the framework for the design. The City strongly encourages working with a design or construction professional to ensure the platform's durability.

The platform may be bolted into the roadway, with the submittal and approval of a restoration plan and bond.

The surface of the platform must be flush with the sidewalk. To comply with accessibility minimums the maximum gap between the curb and parklet can be no larger than one-half inch.

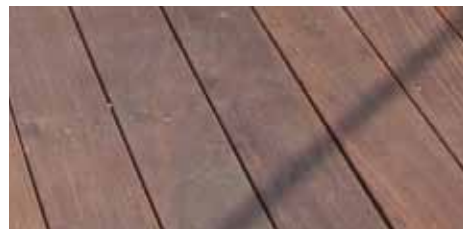
The platform must meet intended use.



Platform Surface Materials



Stone



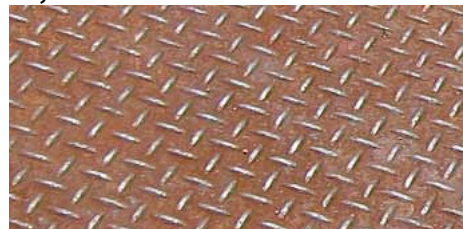
Wood



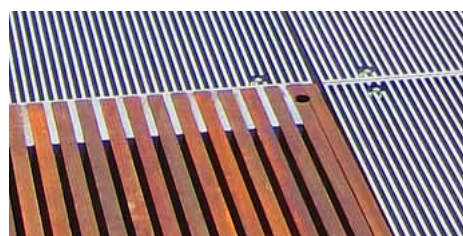
Concrete



Synthetic



Metal



Combination

DESIGN | PLATFORM

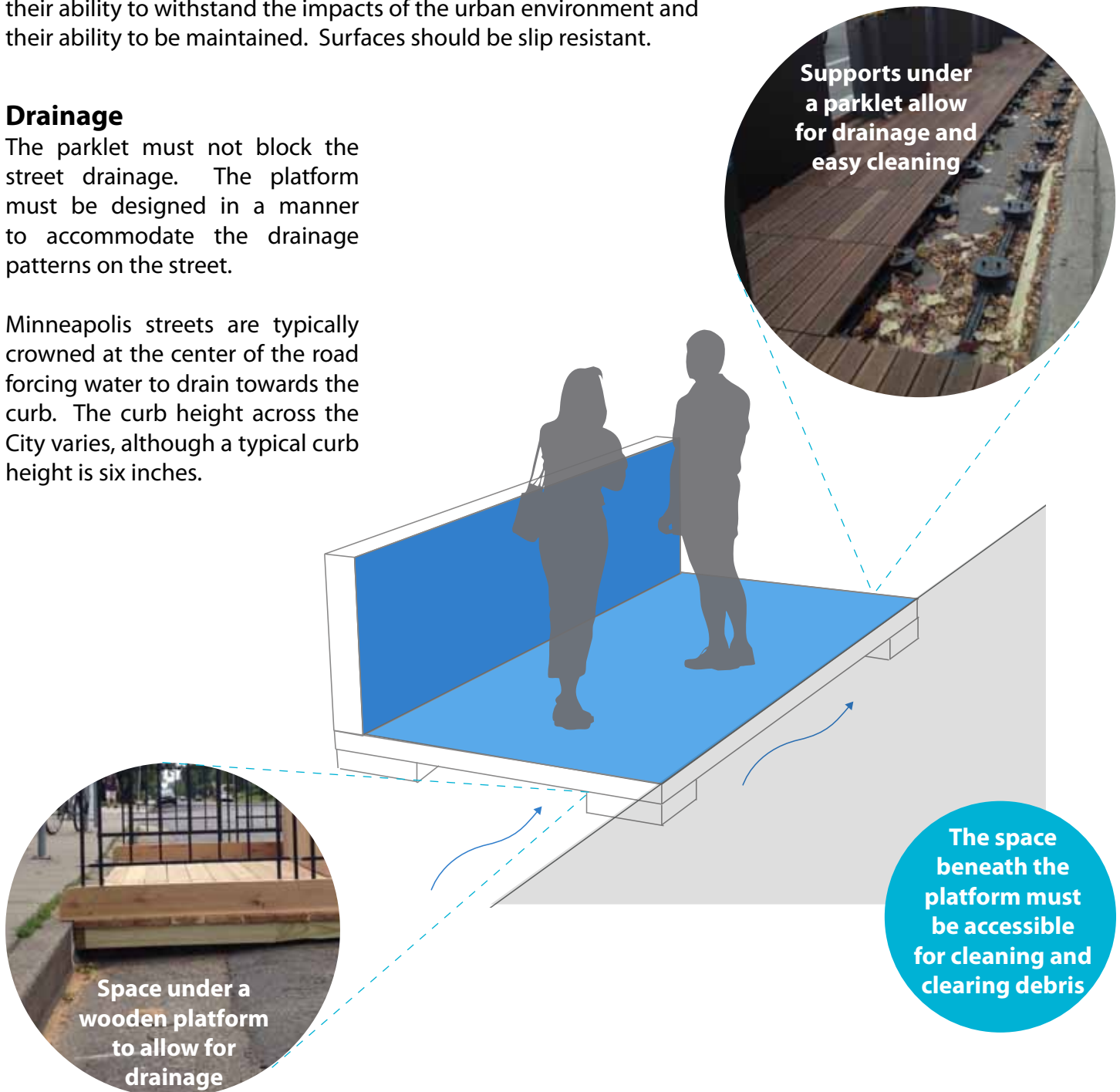
Materials

The City encourages applicants to consider local and sustainable materials. Additionally, using recycled and reclaimed materials can reduce costs to the applicant. Materials should be selected based on their ability to withstand the impacts of the urban environment and their ability to be maintained. Surfaces should be slip resistant.

Drainage

The parklet must not block the street drainage. The platform must be designed in a manner to accommodate the drainage patterns on the street.

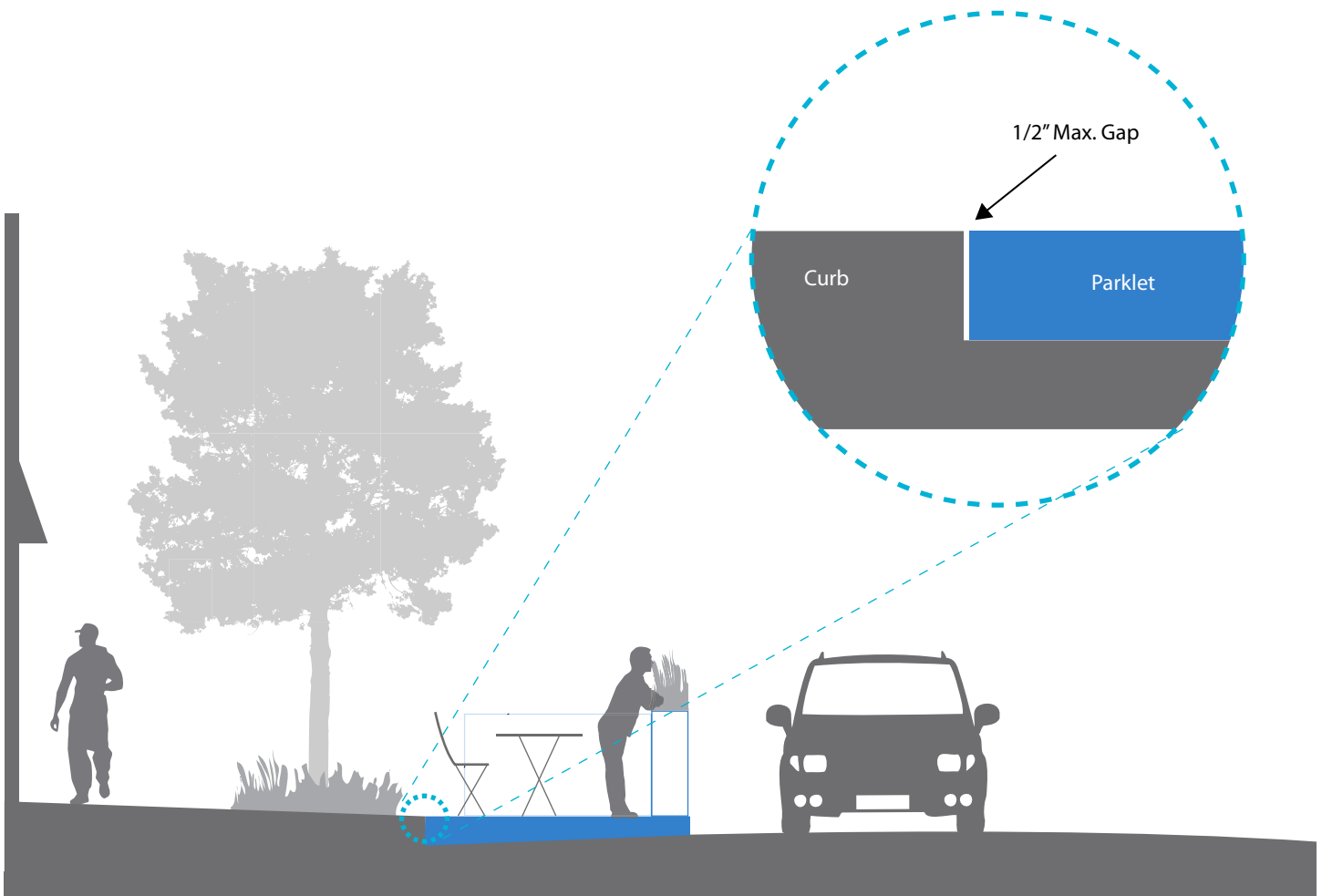
Minneapolis streets are typically crowned at the center of the road forcing water to drain towards the curb. The curb height across the City varies, although a typical curb height is six inches.



DESIGN | PLATFORM

“Spanning the Gap”

The Parklet must have a seamless connection to the existing curb to meet ADA requirements. Below are examples of connections found at other parklets.



DESIGN ENCLOSURE

Enclosure Materials



Wood



Concrete



Metal

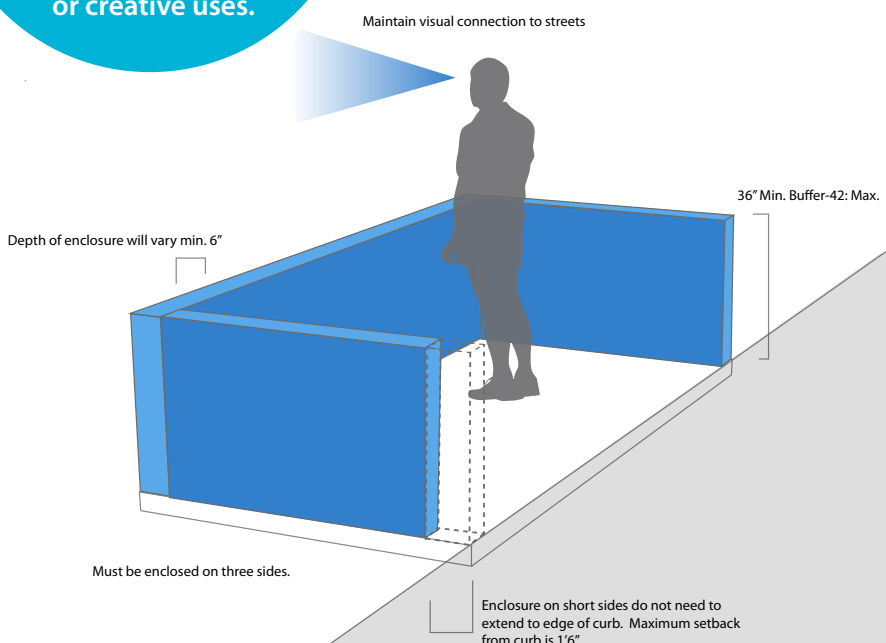
Enclosure

There are a few main features to consider when designing the enclosure. See diagram below. The enclosure functions to differentiate the parklet edge. The purpose is to create a sense of space while functioning as a buffer between users of the parklet and traffic. The enclosure can be designed creatively with a range of materials while adhering to the basic guidelines below. Overhead elements will be considered on a case-by-case basis, with a minimum vertical clearance of 84".

Materials

The City encourages applicants to consider local and sustainable materials. Additionally, using recycled and reclaimed materials can reduce costs to the applicant. Materials should be selected based on their ability to withstand the impacts of the urban environment and their ability to be maintained.

There are a few main features to consider when designing the enclosure. Clear, unobstructed sightlines to and from the street. The enclosure can also function as art panels, planters, or other inventive or creative uses.



DESIGN | SEATING

Seating

The City requires that each parklet include seating or benches. These features encourage gathering, rest and enjoyment of the public space. Seating can be movable or stationary.



DESIGN | VEGETATION

Vegetation

Vegetation adds character to a parklet and can be used in a range of ways. Vegetation should be selected on hardiness, durability, and interest. Plants are not to be poisonous, noxious or invasive. Plants must be pruned to maintain clear sight lines to and from the street.

Plants can be integrated into the enclosure creating a beautiful buffer.



Parklet in San Francisco



Parklet in San Francisco



Parklet on Nicollet Ave, Minneapolis

DESIGN | OTHER AMMENITIES

Other Amenities

Amenities are the features that create a sense of place in a parklet. These features range from seating, tables, umbrellas, planting, bike racks, to perhaps art. The integration of amenities in a parklet will make the space desirable.

The City invites a range of designs, layouts and forms to be submitted. Minneapolis has a rich artistic heritage and we would encourage that expression on our streets in the designs. Diversity of design can lead to a diversity of use.

Parklets designed by artists or parklets that include public art must be approved by the Arts Commission.



Parklet on Bryant Ave S, Minneapolis



Parklet in San Francisco



Parklet in San Francisco

Integrating bike parking into a parklet is an option. You may also be interested in coordination with the Bike Corral Program.



Parklet on West 29th St. Minneapolis



IMPLEMENT



Parklet on Nicollet Ave, Minneapolis

IMPLEMENTATION | TIMELINE

- 1 Request for Parklet Proposals (February/March)**

The City will notify the opening of the parklet pre-application. This time will be reserved for completing and submitting the confirmation of eligibility form.
- 2 Applicant Confirmation of Eligibility Form (March/April)**

Applicants are required to submit a Confirmation of Eligibility form in advance of the full application. Applicants must submit Confirmation of Eligibility forms by the end of the two-week proposal window.
- 3 The City staff reviews eligibility (March/April)**

The Confirmation of Eligibility form will be reviewed by City staff to ensure the site meets minimum requirements and does not conflict with any capital or street maintenance or adjacent development projects for that year. The staff review time is 10 business days from the pre-application closing date.
- 4 Applicants notified of eligibility to proceed to full application (March/April)**

Following approval of the site based on the Confirmation of Eligibility form, and barring any street conflict, applicants are invited to proceed to the full application stage.

City Staff Committee Review (April)
Following submission of applications, City staff will review applications based on the following criteria:

 - *Accessibility*
 - *Property owner support*
 - *Capacity to design, construct and maintain*
 - *Adherence to the design minimum requirements*
 - *Quality of design proposal*

City staff requires four weeks for proposal review

Applicants Notified of Approved Sites (April/May)
Following committee review, applicants will be advised if their site and application has been approved. At this stage the applicant will begin construction drawings of the approved proposal.
- 5 Site visit with City staff**

Following notification of approval applicants will be required to attend a site visit with City staff to the site to discuss any traffic, operations or design issues that should be considered. This will be scheduled within two weeks of notification.
- 6 Applicant Submits final construction plans**

Applicant has four weeks to submit construction plans to the City.

IMPLEMENTATION | TIMELINE

7

Applicant applies for encroachment permit

Applicant will apply for an encroachment permit and will discuss with a representative of the City parking services to discuss meter hooding and fees. Applicant will also apply for any additional construction permits as required by City ordinance including: Lane Use/Obstruction Permit for construction.

8

Encroachment Permit

Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-use-permits
Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_272083.pdf

9

Lane Use/Obstruction Permit

Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-streetuse-permits
Application: http://www.minneapolismn.gov/publicworks/permits/public-works_laneuse

10

Maintenance Agreement

The City will send the applicant a maintenance agreement regarding the parklet and the daily services required. The applicant must sign document and submit to the City.

11

Construction (1 week)

Following signing of the maintenance agreement and receipt of the agreement by the City, the applicant will be approved to begin construction. The applicant has no more than one week for construction. It is strongly encouraged that applicants assemble as much of the parklet offsite as possible, therefore reducing the time within the right-of-way. Any contractors and sub-contractors performing installation and removal must acquire appropriate obstruction permits and traffic control approvals via Lane Use Permitting, City of Minneapolis Traffic.

12

Construction Inspection

At some point during the construction period City staff will visit the site.

13

Activities

Activate the parklet with events, activities and amenities throughout the season to attract the people and keep the community involved.

14

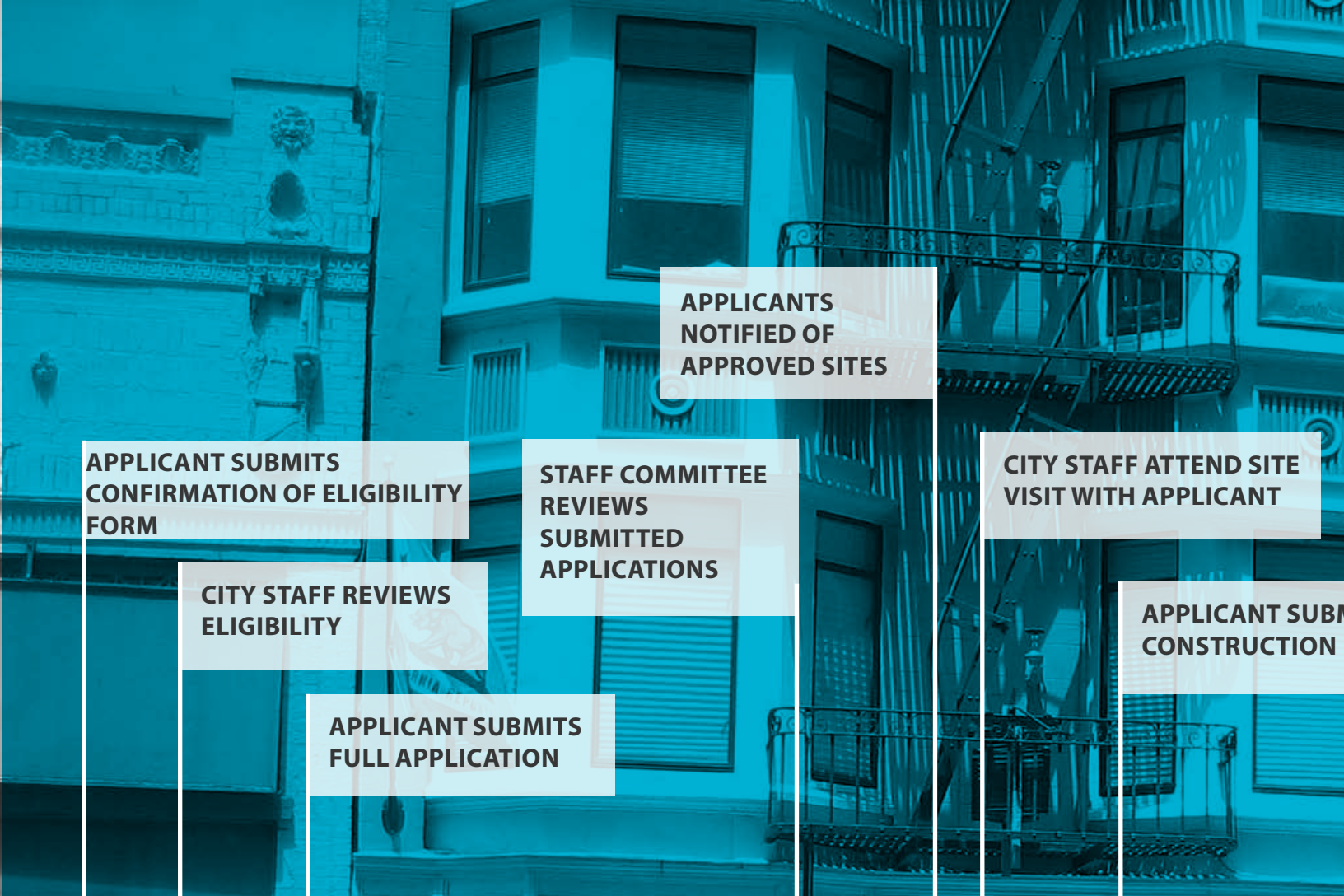
Maintenance

The parklet will be maintained by the applicant for the duration of the season which will extend to October 31 (weather permitting).

15

Removal (November)

Removal of the parklet at the beginning of November



APPLICANTS
NOTIFIED OF
APPROVED SITES

APPLICANT SUBMITS
CONFIRMATION OF ELIGIBILITY
FORM

STAFF COMMITTEE
REVIEWS
SUBMITTED
APPLICATIONS

CITY STAFF ATTEND SITE
VISIT WITH APPLICANT

CITY STAFF REVIEWS
ELIGIBILITY

APPLICANT SUBMITS
CONSTRUCTION

APPLICANT SUBMITS
FULL APPLICATION

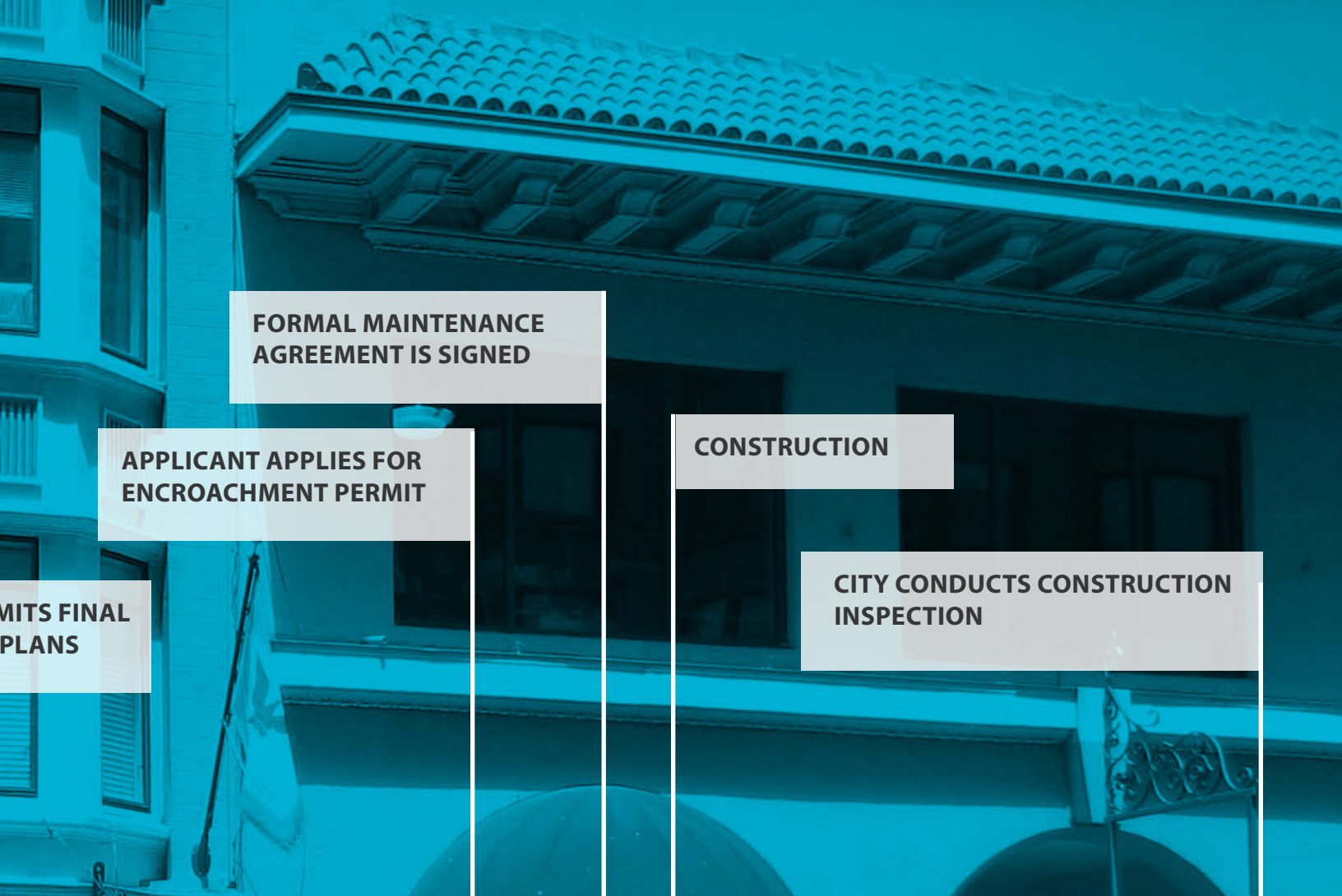


0 MONTHS

1 MONTH

2 MONTHS

TIMELINE



**FORMAL MAINTENANCE
AGREEMENT IS SIGNED**

**APPLICANT APPLIES FOR
ENCROACHMENT PERMIT**

CONSTRUCTION

**CITY CONDUCTS CONSTRUCTION
INSPECTION**

**SUBMITS FINAL
PLANS**



3 MONTHS

4 MONTHS

MATERIALS & MAINTENANCE

Materials and Construction

Approval required by Public Works. All locations will include flexible bollards and wheel stops as directed by Public Works.

Parklet construction and installation must be overseen by an insured, certified contractor.

Elements should be assembled offsite to the extent possible, thereby reducing the amount of time of installation in the street.

Operations and Maintenance

The parklet sponsor is responsible for the day-to-day upkeep, including debris removal, garbage clearing, plant pruning and watering and securing furniture at night.

- *Parklets will be open to the public.*
- *Parklets will be installed May-June and will be removed at the end of October of the same year.*
- *Parklets are positioned adjacent to the sidewalk and will be no greater than 32' long by 6' wide.*
- *Parklets require a letter of support from a business/property partner committing to sponsor the parklet for the term of the installation.*
- *Parklet sponsors are responsible for day-to-day management and upkeep, including debris removal, garbage clearing, plant pruning and watering, graffiti removal and securing furniture at night.*

Funding and Insurance Costs Born by Applicant

Permit Fees
Encroachment
Lane Use and
Obstruction
permits

Design,
Installation
and
materials

Ongoing
maintenance

Removal/
storage and
restoration
of pavement

Insurance



ACTIVITIES

Programming a Parklet

One of the most crucial aspects to a successful Parklet is programming. Programming is the planned use of the site in the form of events or performances. Parklets can be successful based on a number of criteria, including siting, adjacent uses, attractiveness of design and of course program. Examples of successful programs in parklets exist across the country and include activities such as:

- Yoga Instruction
- Book Club
- Knitting Circle
- Kids Activities
- Concert
- Pop-up Art Gallery
- Gardening Workshop
- Game Night
- Performance
- Coffee Club

Talk with
neighbors
and community
groups for creative
ways to activate
your parklet



FAQ

What is a Parklet?

A parklet is a temporary space in the public right-of-way dedicated for public use. It is an expansion of the existing sidewalk designed for the public to relax and enjoy the urban environment.

Are Parklets open to the public?

Yes, parklets are public spaces.

Who pays for a Parklet?

Parklets are funded and maintained by the sponsor group or organization.

Are Parklets permanent or temporary?

Temporary. Parklets are deployed in the spring after street sweeping and are removed in the fall.

Can businesses serve patrons in a Parklet?

Currently, businesses are not allowed to establish table service in a parklet, although just as in any public space, people may buy food or refreshment inside a cafe and then bring it outside to the parklet. The City plans to explore whether allowing private or semi-private parklets in some cases would be allowable in some cases, but for now all parklets must operate as public space without exception.

Where can I put a Parklet?

Parklets are to be located in commercial corridors, community corridors, activity centers, or commercial nodes; be placed within unrestricted parking lanes; not block existing drainage patterns; be located in streets where traffic speeds are 30 mph or less; be located in areas of demonstrated community support; and not block existing critical infrastructure.

How do I apply for a Parklet?

Follow link here: <http://www.minneapolismn.gov/pedestrian/>



FAQ

Do Parklets require permits?

Yes, parklets require an encroachment permit and a Lane Use/Obstruction wPermit.

Encroachment Permit

Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-use-permits

Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_272083.pdf

Lane Use/Obstruction Permit

Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-streetuse-permits

Application: http://www.minneapolismn.gov/publicworks/permits/public-works_laneuse

Do Parklets have to comply with the Americans with Disabilities Act?

Yes, parklets must be in compliance (<http://www.ada.gov/>) and feature a level base flush with the curb.

Can Parklets be forcibly removed?

Parklets may need to be temporarily or permanently removed under certain circumstances. The City reserves the right to remove part or all of the parklet for street improvements, utility work, emergencies, violation of the agreement and/or permit or other outstanding circumstances deemed necessary by the City.







Parklet on Bryant Ave S, Minneapolis image- Sarah Sularz

EXAMPLE FORMS

2/4/2016

Proposed Parklet Site: Confirmation of Eligibility

Proposed Parklet Site: Confirmation of Eligibility

1. Namefirst and last name

.....**2. Contact Information**email address and a phone number where we
can reach you

.....**3. Parklet Sponsor**business, organization, property owner, or
other entity

.....**4. Proposed Parklet Site Address**

.....**5. Is the proposed Parklet site on Commercial Corridor, Community Corridor, Activity Center or Commercial node?**

View map (pdf) below this form or follow link and see page 15.

<http://minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-137706.pdf>*Mark only one oval.*

- ☐ yes
☐ no
☐ unsure

6. Is the proposed Parklet site in an unrestricted parking lane?*Mark only one oval.*

- ☐ yes
☐ no

7. Is the proposed Parklet site on a street with a steep slope?*Mark only one oval.*

- ☐ yes
☐ no

2/4/2016

Proposed Parklet Site: Confirmation of Eligibility

8. Is the proposed Parklet site at least one parking space (20 feet) away from nearest intersection?*Mark only one oval.*☐ yes☐ no**9. Is the proposed Parklet site at least 20 feet from a the nearest bus stop?**

bus stop is defined as the entire bus loading area that is signed No Parking

Mark only one oval.☐ yes☐ no**10. Is the proposed Parklet site at least 15 feet away from any catch basins (storm drains)?***Mark only one oval.*☐ yes☐ no**11. Will the proposed Parklet site block or impede any existing utilities?**

utilities = street lights, fire hydrants, utility boxes, manhole covers.

Mark only one oval.☐ yes☐ no**12. Are adjacent business and property owners supportive of this proposed Parklet site?***Mark only one oval.*☐ yes☐ no☐ pending

2/4/2016

Parklet Application

Parklet Application

The Parklet program objective is to enable and empower community groups and businesses to enhance the pedestrian friendliness of their street and encourage people's engagement with the urban environment through the creation of alternative public space. The goal of the parklet program is to make the City more livable, walkable, and beautiful. This program is a step towards the enhancement of the public realm using new tools and techniques.

Program Benefits

- Transform underutilized street space into vibrant public space
- Support local business communities by activating community corridors
- Foster community interaction and social engagement
- Empower more groups and entities to provide pedestrian enhancements that contribute to livability
- Attract pedestrians

1. Proposed Parklet Location

Address

.....

2. Cross Street

.....

3. Sponsor Name/Organization

.....

4. Mailing Address

.....

5. Contact Name

.....

6. Contact Phone Number

.....

7. Contact Email Address

.....

2/4/2016

Parklet Application

8. I have read and understood the Parklet Manual including the applicant roles and responsibilitiesPlease find Application at this link: <http://bit.ly/1zrahEy>*Check all that apply.*☐ Yes☐ No**9. Name of Adjacent Property Owner (s)**

.....

10. Property Owner Address

.....

11. Property Owner Phone Number

.....

12. Property Owner Email Address

.....

13. Designer Information*Mark only one oval.*☐ I don't know yet☐ I will design myself☐ I will hire a designer**14. Designer Name/Firm**

.....

15. Designer Phone Number

.....

16. Designer Email Address

.....

17. Parking Information

Parking Spaces to be occupied

Mark only one oval.☐ 1☐ 2

2/4/2016

Parklet Application

18. Meter Numbers

.....

19. City Council Ward*Mark only one oval.*

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12
☐ 13

20. Email the following materials to: parklets@minneapolismn.gov

In subject of email please use: "Site Name_Document Type", example: "Spyhouse Coffee_Site Plan"

Check all that apply.

- ☐ Site Plan
☐ Site Photos, please label
☐ Specification or materials sheet-i.e. photos of proposed materials used for construction

EXAMPLE MAINTENANCE LETTER

Maintenance Letter Example

1

Jane Smith
The Coffee Shoppe
123 Main Street
Minneapolis, MN 12345

May 12, 2015

Mackenzie Turner Borgen
309 South Second Avenue – Room 300
Minneapolis, MN 55401

Agreement to Support and Maintain Parklet in the Public Right of Way

Dear Mackenzie Turner Borgen,

On behalf of The Coffee Shoppe, we are writing to express our support of our/design team's proposal to implement a temporary Parklet outside The Coffee Shoppe on Main St.

We are enthusiastically in support of the creation of a publicly accessible temporary seating area adjacent to The Coffee Shoppe. We recognize that the Parklet will be installed immediately adjacent to the curb within the confines of two parking spaces. Further The Coffee Shoppe understand the following:

- The Parklet will be installed and removed by November 7, 2015.
- The Parklet will be open to the public.
- The Parklet is temporary

The Coffee Shoppe agrees to keep the Parklet free and open to all members of the public, regardless of whether or not they patronize the business or any other businesses on Main St. The Coffee Shoppe will not provide table service at the Parklet. Further we will provide timely tidying as necessary in the Parklet to ensure it remains clean and well maintained.

The Coffee Shoppe will notify the City of installation at least one week prior to installation and removal. Further, The Coffee Shoppe will be notified at least one day in advance of any changes or modifications which may impact use or operation of the space.

The Coffee Shoppe will be responsible for the day-to-day operation and maintenance of the Parklet. This includes, but is not limited to, the removal of debris and garbage, the watering and pruning of plants, and securing the movable furniture when The Coffee Shoppe is closed. The Coffee Shoppe has the staff capacity to complete the day-to-day maintenance.

Thank you for the opportunity.

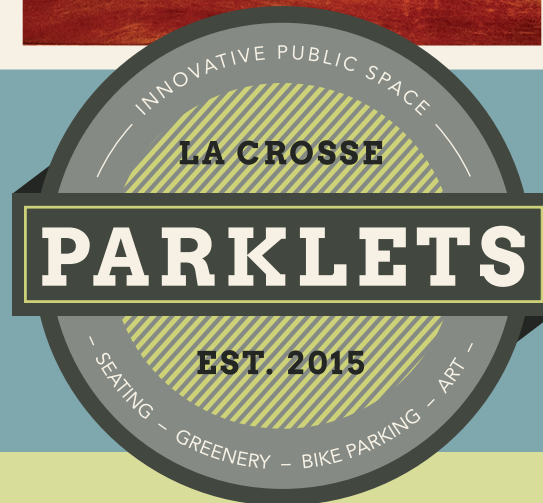
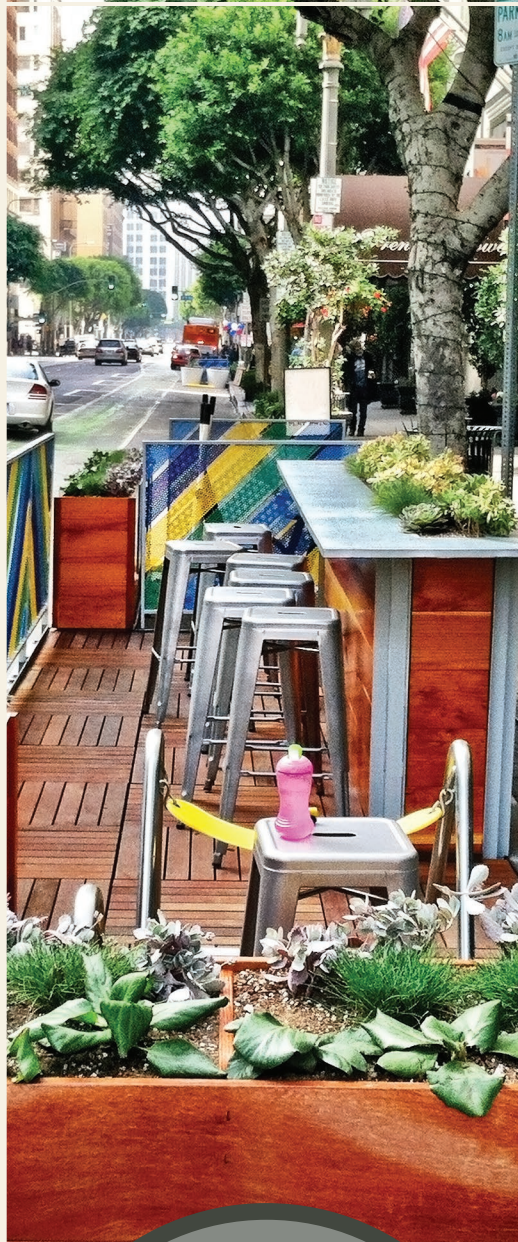
Sincerely,

Jane Smith
The Coffee Shoppe

*Maintenance Checklist Example***City of Minneapolis Parklet Program
Daily Care and Upkeep Checklist**

- ☐ Clean up rubbish within and around the parklet
- ☐ Sweep the area in and around the parklet
- ☐ Remove debris against the outside edge of the parklet
(Especially at the curb to help maintain free flow of storm water drainage.)
- ☐ Water, and maintain plantings
- ☐ Place furniture each morning
- ☐ Place and open umbrellas, weather permitting (keep an eye on the wind)
- ☐ Wipe down tables and chairs as needed
- ☐ Take down and secure furniture and umbrellas overnight
- ☐ Comments, questions, or concerns?

Please direct community members to provide feedback through 311, by phone or online. You may also forward feedback to parklets@minneapolismn.gov Feedback collected will be used to evaluate the parklet program.



La Crosse Parklets Handbook

ACKNOWLEDGMENTS

The Parklet pilot program was created by the City of La Crosse, in partnership with Downtown Mainstreet, Inc. Thanks to I&S Group and Metre for the donation of their service to complete this handbook.



INTRODUCTION

WHAT ARE PARKLETS?

Parklets are the reuse of on-street parking spaces to provide amenities and green space for the general public to sit and enjoy and to provide an economical solution to the desire and need for wider sidewalks where existing narrow sidewalks would preclude such occupancy. Parklets have the potential to add value to the surrounding area, increase commercial and residential occupancy, encourage pedestrian traffic, highlight the character of the neighborhood, and provide pleasant views and entertainment space.

The purpose of the pilot program is to increase streetscape amenities and interconnection between parks. The City of La Crosse chose to develop a 1-year pilot Parklet program to judge the demand for, response to, and success of Parklets in La Crosse. If the pilot program is successful, a more permanent policy may be investigated.



WHO CAN CONSTRUCT A PARKLET?

The following applicants are eligible to apply for the installation of Parklets within the public right-of-way:

- 1 Ground floor business owners
- 2 Non-profit and community organizations
- 3 Fronting property owners
- 4 Other applicants considered on a case by case basis



INTRO, CONT.

WHO APPROVES THE LOCATION AND CONSTRUCTION OF A PARKLET?

Parklet applicants must work through the following outlined process in order to receive approval to begin construction of a Parklet. City staff reviews and the Board of Public Works ultimately approves all proposed Parklets.

It should also be noted that neighborhood support is required for all approved Parklet applications and documentation of the support is required in several of the required forms within the application package. While unanimous support is not required, it is important that a Parklet has the backing of the majority of the neighborhood in which it is located. It is recommended applicants work on building this support for their proposed Parklet prior to beginning the application process to avoid spending time and resources on an unsupported Parklet. Be educated about the purpose, benefits, challenges, design, construction, and maintenance of a Parklet. Be specific in explaining the purpose and goals for your particular Parklet to potential supporters.

City staff reviews and the Board of Public Works ultimately approves all proposed Parklets.



APPLICATION

PRE-APPLICATION

All applicants are required to schedule an appointment with the Planning and Development Department staff to verify the viability of the location and proposed elements. Parklets should be proposed in areas where they are likely to be well used and active. Applicants can also pick up a copy of the application and instructions for completing the application in the Planning and Development Department. The results of the pre-application meeting do not guarantee approval of the Parklet location and design.

- 1 An initial site plan showing the footprint/outline of the proposed Parklet, including dimensions of Parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, etc.

REQUIREMENTS AND APPROVAL PROCESS

After the pre-application meeting, the applicant may begin the process of completing the application and supporting materials. A completed application will include:

- 1 A Revocable Occupancy/Street Privilege Permit Application (*subject to annual renewal*).
- 2 A letter requesting the Parklet and type(s) of elements being proposed to be placed on the Parklet; e.g. tables and chairs, benches, planters/landscaping, bicycle parking, etc.
- 3 Final dimensioned site plan, including all details, finishes, plant species, furniture types, etc.
- 4 Maintenance plan, including access panels and how drainage will be provided along the existing gutter.
- 5 A description of how the proposed Parklet meets each of the criteria set forth in Subsection (4) of Resolution 13-0490, which is attached to this application package.
- 6 Provide documentation of support from adjacent property/business owners. Community support shall be evidenced by:
 - a Letter of support from the property owner,
 - b Letter(s) of support from adjacent property owners,
 - c Letter of support from the district council member,
 - d Letter of support from the Neighborhood Association, if applicable,
 - e A petition indicating that 51% of residents and/or business owners on the potential Parklet's block are in support of the Parklet.
- 7 An nonrefundable application fee of \$200.00, payable to the City Treasurer.

The application package, including all supporting materials, should be submitted to the Planning and Development Department. The application will be reviewed by City staff to determine if the application meets the above requirements. Reviewing staff will also be looking at aspects of the application and plan for elements such as enhancement of streetscape quality, location, community support, and a maintenance plan. If more than five acceptable, complete applications are received, applications will be ranked in the staff recommendations to the Board of Public Works based on these elements.

City staff shall determine whether an application is complete within five business days of receipt. Should the application be determined by City staff to be incomplete, in non-conformance with standards, or in any other way not acceptable for being part of the pilot Parklet program, the application materials will be returned to the applicant with a description of why the application was rejected. The applicant will need to address all deficiencies prior to re-submittal of the application for review.

Reviewing staff will also be looking at aspects of the application and plan for elements such as enhancement of streetscape quality, location, community support, and a maintenance plan.

APPROVAL

Once City staff determines an application is complete and meets the standards set by the City of La Crosse, the Planning and Development Department will forward the request and application to the Board of Public Works within fifteen business days. The Board of Public Works will review the final detailed site plan and maintenance details. The Board of Public Works may issue a Street Privilege Permit or a Revocable Occupancy Permit for the approved Parklet. The Applicant shall submit the following information and fees to the Department of Public Works for permit issuance:

- 1 The City of La Crosse must be listed as an additional insured endorsement to the sponsor's insurance policy with general liability coverage of not less than \$1 million.
- 2 An application fee and annual fee pursuant to the Revocable Occupancy/Street Privilege Permit Application requirements of the City of La Crosse Municipal Code Section 25.01. Currently these fees are \$50 each for a total of \$100.



DESIGN

The Parklet design, location, and seasonality shall conform to the following standards, as well as any additional standards made part of the approval of the individual Parklet:

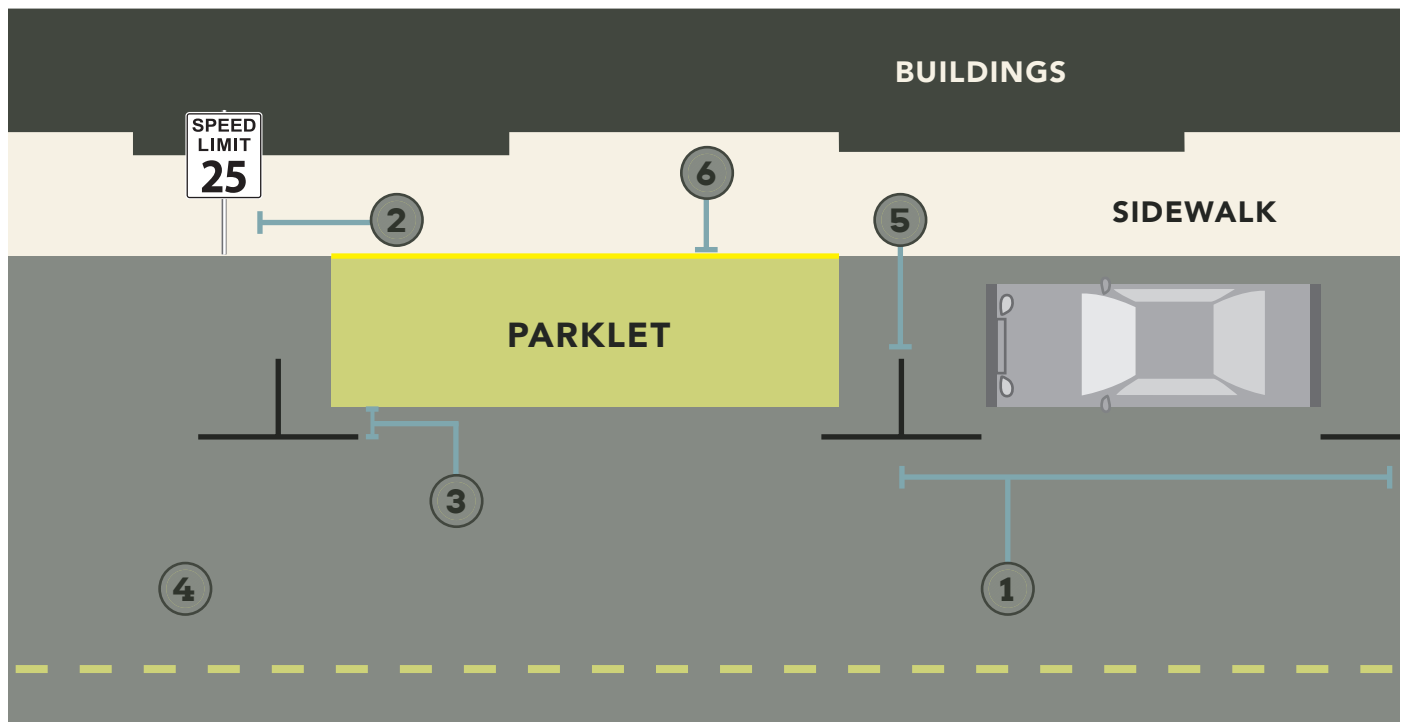


- 1 The proposed Parklet shall be permitted from May 1st through October 31st, unless the applicant can demonstrate that the Parklet will not be a hazard for snow plows or vehicles.
- 2 The proposed Parklet site shall be located at least one parking spot in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner.
- 3 The proposed location shall be in an area with a posted speed limit of 25 mph or slower. In the event the posted speed limit is changed, the Parklet permit is subject to revocation. Streets with higher speed limits may be considered on a case by case basis.
- 4 The proposed street has parking lanes that will not become a tow away lane, and the Parklet and appurtenances thereof shall be a minimum of 2 feet from the nearest edge of traveled way, as determined by the City Traffic Engineer.
- 5 The proposed street has a street grade of no greater than 5%.
- 6 Parklets shall be required to have reflective tape, soft hit posts, wheel stops, and depending on the proposed location, may also require edging such as planters, railing or cables.
 - a Any edge shall be visually permeable.
 - b If cables are used, vertical spacing between cables may not exceed 6".
- 7 Parklets shall not be allowed where there is no parking allowed or in parking spaces for people with disabilities.
 - a Parklets may replace yellow parking zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and the applicant is willing to pay additional fees for relocating these zones.
- 8 Parklets shall not be allowed in front of a fire hydrant, or over a manhole or public utility valve or cover.
 - a Parklets shall have 1 sign no more than 1 foot by 1 foot in size and may include any sponsorship information. Parklet shall be labeled with the following information:
"Public Parklet. All seating is open to the public. Smoking is not permitted."
Sponsorship text and images may not be larger than text of the above information.
- 9 All elements of the above mentioned Parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of the City of La Crosse's Building Code, The Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

DESIGN, CONT.

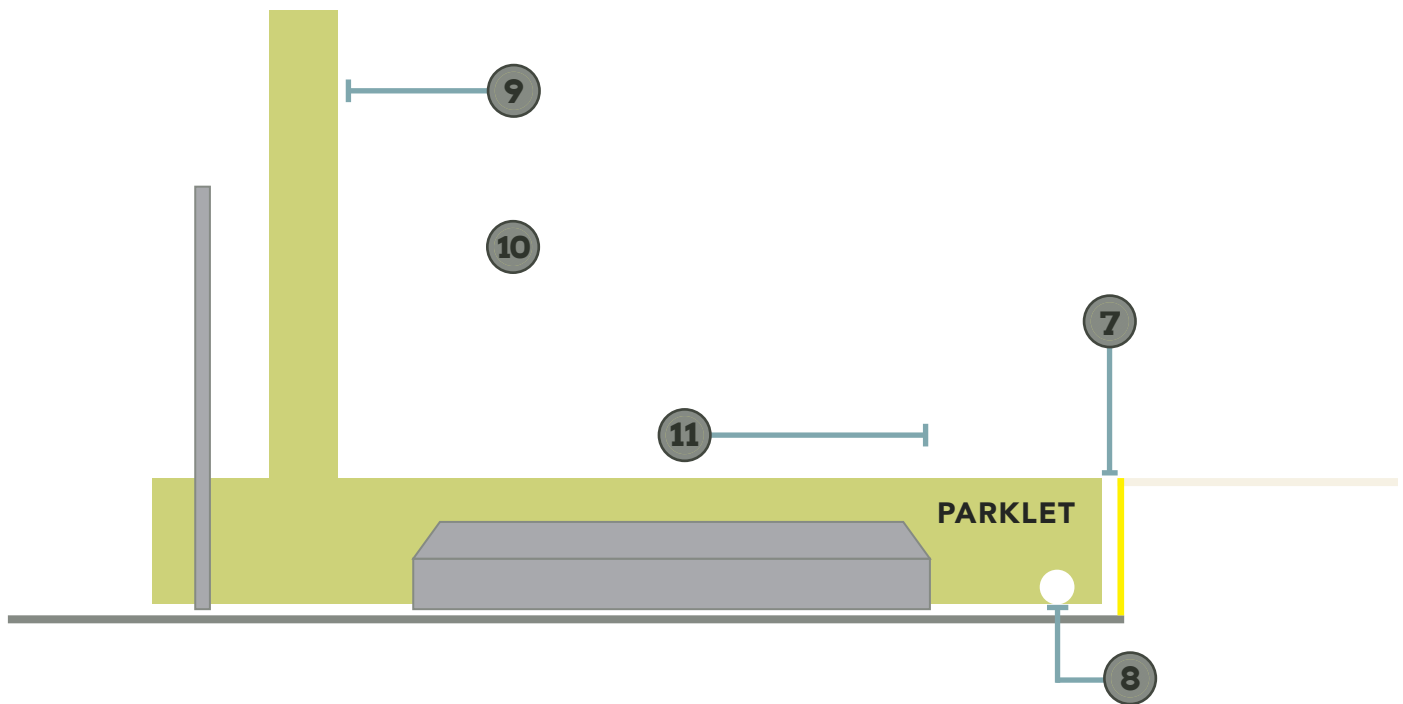
PLACEMENT GUIDELINES

Diagram of design standards.



1. Located at least one parking spot from corner (*protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner*).
2. In an area with a posted speed limit of 25 mph or slower.
3. Minimum of 2 feet from the nearest edge of traveled way.
4. Street has a grade of no greater than 5%.
5. Must have reflective tape, soft hit posts, wheel stops, and may also require edging.
6. Not allowed in red and blue parking zones; may replace yellow parking zones or motorcycle parking.

DESIGN, CONT.



- 7.** Parklet decking must be flush with the curb and may not have more than a $\frac{1}{2}$ " gap from the curb. If this is impossible, the Parklet must be ADA accessible. A minimum 36" ADA accessible entryway to the Parklet must be maintained for all Parklets.
- 8.** The platform should allow for easy access underneath the platform and curbside drainage may not be impeded. A gap of 6" should be maintained between the body of the deck and the curb, to facilitate the movement of water.
- 9.** All edging shall be visually permeable. If cables are used, vertical spacing between cables may not exceed 6".
- 10.** All rails must be capable of withstanding a 200 lb horizontal force.
- 11.** Platforms shall not exceed a 2% cross slope.

INSTALLATION

At least 10 business days prior to beginning installation of the Parklet, contact the Public Works Department to schedule a time to meet an inspector in the field to review the site. The Public Works Department will issue a Notice to Proceed after the field review of the site and plans. The City shall post temporary no-parking signs in the spaces approved for the Parklet for a minimum of 72 hours before installation. The applicant shall install the soft-hit posts and wheel stops per the plan prior to installation. The Parklet sponsor is encouraged to take before and after pictures of the Parklet location.

Installation shall be completed within 30 calendar days of the Notice to Proceed. The work site shall be clean and safe and no obstructions shall be left in the street, sidewalk, or adjacent parking spaces. Thought shall be put into the construction and installation phasing to assure these requirements are met each day. Notify the Public Works Department within five business days of the anticipated completion of the Parklet installation for a final field review to verify the Parklet was built according to the approved plans and application materials.

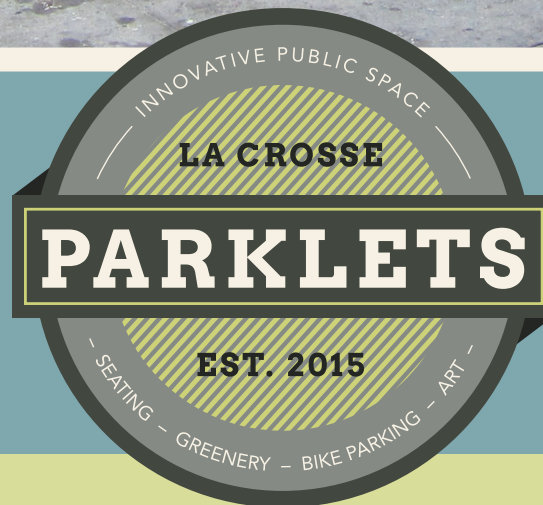
Installation shall be completed within 30 calendar days of the Notice to Proceed.

MAINTENANCE AND REMOVAL

Parklet sponsors are responsible for keeping the Parklet in the condition of the approved plans and application materials. Maintenance shall be performed according to the approved maintenance plan, and conditions on the approved permit, and any directives given by the Public Works Department. Any directives given by the Public Works Department shall be addressed to the satisfaction of the inspector within 72 hours.

The City of La Crosse reserves the right to revoke a permit for a Parklet at any time. The Parklet sponsor is responsible for removal of the Parklet, whether the removal of the Parklet is initiated by the sponsor or the City. A Parklet shall be removed within five business days of the request for removal from the City or October 31st, whichever comes first. The City reserves the right to remove a Parklet for public safety emergencies with little or no notice. Once a Parklet is removed, it may not be reinstalled without a new approved application.





Appendix

Parklet Application Checklist

PRE-APPLICATION

- ☐ Initial site plan showing the footprint/outline of the proposed Parklet, including the dimensions of the Parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, etc.
- ☐ Schedule and attend a pre-application meeting with the Planning and Development Department staff. Contact Lewis Kuhlman at 608.789.7361 or kuhlmanl@cityoflacrosse.org.

APPLICATION

- ☐ Completed Revocable Occupancy/Street Privilege Permit Application. Available online at <http://www.cityoflacrosse.org/DocumentCenter/Home/View/4332>.
- ☐ Letter requesting the Parklet and explain the elements being proposed to be placed on the Parklet.
- ☐ Final dimensioned site plan, including all elements of initial site plan plus all details, finishes, plant species, furniture types, etc.
- ☐ Maintenance plan, including access panels and how drainage will be provided along the existing gutter.
- ☐ A description of how the proposed Parklet meets each of the criteria set forth in Subsection (4) of Resolution 13-0490.
- ☐ Community support evidenced by:
 - ☐ Letter of support from the property owner,
 - ☐ Letter(s) of support from adjacent property owners,
 - ☐ Letter of support from the district council member,
 - ☐ Letter of support from the Neighborhood Association, if applicable,
 - ☐ A petition indicating that 51% of residents and/or business owners on the potential Parklet's block are in support of the Parklet.
- ☐ A nonrefundable application fee of \$200.00, payable to the City Treasurer.

BOARD OF PUBLIC WORKS

- ☐ Attend the Board of Public Works meeting during which the Parklet application is reviewed.
(optional, but strongly encouraged)

If approved:

- ☐ Produce a certificate of insurance from the sponsor with the City of La Crosse listed as an additional insured and a general liability coverage of not less than \$1 million.
- ☐ Pay a permit fee pursuant to the Revocable Occupancy/Street Privilege Permit Application.

CONSTRUCTION/INSTALLATION

- ☐ Contact the Public Works Department at least 10 business days prior to the proposed installation date to schedule a pre-installation field review with the inspector.
- ☐ Install no parking signs as directed by the Public Works Department a minimum of 72 hours before the proposed beginning of installation.
- ☐ Install soft hit posts and wheel stops per the plan or direction of the Public Works Department prior to any other installation.
- ☐ Complete installation within 30 calendar days of the date on the Notice to Proceed.
- ☐ Contact the Public Works Department at least 5 business days prior completion of installation for a final field review.

MAINTENANCE/REMOVAL

- ☐ Address any written directives given by the Public Works Department to the satisfaction of the inspector within 72 hours of receipt.
- ☐ Remove the Parklet within 5 business days of request for removal from the City or October 31st, whichever comes first.

[Date]

Lewis Kuhlman, Associate Planner – Community Development
City of La Crosse Planning Department
3rd Floor
400 La Crosse Street
La Crosse, WI 54601

Re: [Street Name/Location of Potential Parklet] Parklet

Mr. Kuhlman:

I am writing to express my support for the Parklet application submission by [applicant's name/organization] on [street name].

I am a [identify your relationship, such as City Council office, immediate neighbor, business owner, representative of local organization]. [Describe why you or your group supports the Parklet].

[If applicable, describe what role you or your organization will play in the installation or ongoing maintenance, operations, or programming of the Parklet].

I strongly encourage you to prioritize and approve the application for this Parklet.

Sincerely,

[your signature]

[name, title, organization, contact information, if not provided within letterhead]

I support a Parklet on [name of street/location].

Thanks for working to enhance the vibrancy of our neighborhood!

[illegible]

On State Highway?
☐ Yes ☐ No

**REVOCABLE OCCUPANCY/
STREET PRIVILEGE PERMIT APPLICATION**
City of La Crosse Legal Department - Phone: (608)789-7511
<http://www.cityoflacrosse.org>

Permit Number:
#

APPLICANT

Name: _____ Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone #: () _____ Cell #: () _____ Fax #: () _____
Email: _____

PROPERTY OWNER *If different from applicant

Name: _____ Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone #: () _____ Cell #: () _____ Fax #: () _____
Email: _____

ENCROACHMENT TYPE (Check one):

- | | |
|--|--|
| ☐ AWNING/ON-PREMISE SIGN/OVERHEAD HEATER/CANOPY | ☐ OUTDOOR DINING AREA |
| ☐ FIRE ESCAPE/ RESCUE PLATFORM/BALCONY | ☐ AESTHETIC APPURTENANCE |
| ☐ VENDING MACHINE/NEWSBOX | ☐ GROUNDWATER MONITORING WELL |
| ☐ UNDERGROUND WIRES AND INFRASTRUCTURES | ☐ BOATHOUSE/HOUSEBOAT |
| ☐ AUTOMATIC IRRIGATION SYSTEM/SIDEWALK ENCROACHMENT | ☐ OFF-PREMISE SIGN |
| ☐ OTHER: _____ | |

DESCRIPTION OF ENCROACHMENT/WORK TO BE PERFORMED:

Desired Start Date: _____

Est. Completion Date: _____

CONTRACTOR/SIGN CO.:

Phone #: () _____

Cell #: () _____

PERSON IN CHARGE:

Fax #: () _____

For timely review, City Ordinance requires that applications be submitted at least 45 days prior to the need for any encroachment. Notwithstanding approval of the application, a permit is not valid until it is signed, recorded and compliance with all other permit conditions is verified. All necessary permits from other City Departments must also be obtained before the encroachment can be installed/erected.

I authorize the applicant listed above to apply for a Street Privilege Permit through the City of La Crosse.

STATE OF WISCONSIN)
)SS.

Property Owner Signature: _____

COUNTY OF LA CROSSE)
Personally came before me this ____ day of _____, 20____, the
above named _____

A signed letter from the property owner or management company may be used in lieu of this signature **

_____ to me known to be the
person(s) who executed the foregoing instrument and acknowledged the
same.

Signature of Property Owner **must** be notarized **

Tax Parcel ID #:

Notary Public, _____ County, _____
My commission expires: _____

I certify that I have reviewed the Municipal Code and understand all that is related to this permit request. I further certify that I have the full authority to make the foregoing application; the information in the application and the required submittals are complete and correct; the Work or Use performed shall comply with all the laws of the State of Wisconsin, and all ordinances, rules, regulations, policies, and special conditions of the City of La Crosse. The applicant agrees to perform the work or use covered by an approved permit with diligence and convenience to the public. After approval, applicant shall be responsible for obtaining any final documents and follow all procedures as defined in the City Municipal Code. Approval of this application is subject to the conditions that appear in the actual permit to be signed after approval is obtained.

Signature of Applicant: _____

Date: _____

Please return this completed application along with required information and fees noted on checklist to: City of La Crosse, Legal Department, 400 La Crosse Street, 6th Floor, La Crosse WI 54601. With questions please contact the Legal Department at (608)789-7511. You will then be given notice of when your request will be on the Board of Public Works agenda.

Approved By: _____

Approval Date: _____

Required items to be provided by Applicant

Scale drawing of encroachment ☐
Legal Description ☐
Certificate of Insurance ☐
Initial Application Fee \$ _____ ☐
Annual Permit Fee \$ _____ ☐

All items due prior to approval

Gray Shaded Areas to be Completed by City Staff

☐ Special Conditions of Approval Attached

NON-REFUNDABLE ANNUAL PERMIT FEE

\$ _____ Payable to City Treasurer (See fee schedule)

Check # _____ Date Received: _____

13-0490

Resolution approving the creation of a pilot program to allow the installation of up to five parklets.

AMENDED RESOLUTION

WHEREAS, the City of La Crosse Comprehensive Plan calls for an increase in streetscape amenities and an interconnection between parks; and

WHEREAS, parklets are the reuse of on-street parking spaces to provide amenities and green space for the general public to sit and enjoy and to provide an economical solution to the desire and need for wider sidewalks where existing narrow sidewalks would preclude such occupancy; and

WHEREAS, parklets have the potential to add value to the surrounding area, increase commercial and residential occupancy, encourage pedestrian traffic, highlight the character of the neighborhood, and provide pleasant views and entertainment space; and

WHEREAS, the concept has been supported by Downtown Mainstreet, Inc. and has proven successful in cities such as Olympia, WA (pop. 47, 266); and

WHEREAS, planning staff recommends a pilot project due to the novelty of this project and will identify any necessary changes to existing or proposed ordinances;

WHEREAS, (Park)ing Day on Friday , September 20th was established by Rebar, a San Francisco art and design studio, and would be a great opportunity to build awareness of parklets.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of La Crosse, that it hereby approves the creation of a pilot program to allow the installation of up to five parklets; and

BE IT FURTHER RESOLVED that the City recognizes and supports participation in ~~(Park)ing~~ Park(ing) Day on the third Friday in September, as way for citizens to think differently about how they can use public space; and

BE IT FURTHER RESOLVED that the installation of parklets shall require review and approval by the Board of Public Works via a Street Privilege Permit or Revocable Occupancy Permit and be subject to the attached provisions.

BE IT FURTHER RESOLVED, that the Common Council directs the appropriate City officials to take all action necessary to effectuate this Resolution.

BE IT FURTHER RESOLVED that this resolution shall sunset in September, 2015.

Parklet Application and Review Process

(1) Application

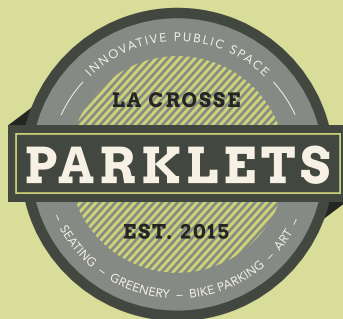
- (a) The following applicants are eligible to apply for the installation of Parklets within the public right-of-way:
 - (i) Ground floor business owners
 - (ii) Non-profit and community organizations
 - (iii) Fronting property owners
 - (iv) Other applicants considered on a case by case basis
- (b) Pre-application Meeting
Applicant shall schedule an appointment with Planning and Development Department staff to verify the viability of the location and proposed elements.
- (c) The following shall be included in the application with the City's Street Privilege Permit or Revocable Occupancy Permit forms:
 - (i) A letter requesting the parklet and an initial site plan showing the footprint/outline of the proposed parklet, including dimensions of parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, etc.
 - (ii) Type(s) of elements being proposed to be placed on the parklet; e.g. Tables & Chairs, benches, planters/landscaping, bicycle parking, etc.
 - (iii) Final dimensioned site plan, including all details, finishes, plant species, furniture types, etc.
 - (iv) Maintenance details, including access panels and how drainage will be provided along the existing gutter.
 - (v) A description of how the proposed parklet meets each of the criteria set forth in Subsection (4).
 - (vi) Provide documentation of support from adjacent property/business owners. Community support shall be evidenced by:
 - 1. Letter(s) of support from the property owner,
 - 2. Letters of support from adjacent property owners,
 - 3. Letter of support from the district council member,
 - 4. Letter of support from Neighborhood Association,
 - 5. A petition indicating that 51% of residents and/or business owners on the potential parklet's block are in support of the parklet.
 - (vii) An nonrefundable application fee of ~~\$100~~ \$200.00, payable to the City Treasurer

(2) Review Process

- (a) Application shall be submitted to the Planning and Development Department to be reviewed by the Director of Planning and Development, the City Traffic Engineer, the Street Superintendent, and the City Engineer for consideration and recommendation based on the following criteria:
 - (i) Meets established design criteria of Subsection (4)
 - (ii) Enhancement of streetscape quality

- (iii) Location (parklet is likely to be well used and active)
 - (iv) Community support
 - (v) Maintenance plan
- (b) Upon a review by the City Officials, the Planning and Development Department shall forward the request for a parklet to the Board of Public Works.
- (3) Approval Process
 - (a) The Board of Public Works shall review the final detailed site plan and maintenance details. Applicant shall submit the following information and fees to the Department of Public Works for permit issuance:
 - (i) The City of La Crosse must be listed as an additional insured endorsement to the insurance policy with general liability coverage of not less than \$1 million.
 - (ii) A permit fee pursuant to the Street Privilege Permit or Revocable Occupancy Permit requirements of the City of La Crosse Municipal Code Section 25.01.
 - (b) The Board of Public Works may issue a Street Privilege Permit or a Revocable Occupancy Permit for the approved Parklet.
- (4) Appropriate Seasonal, Location, and Design Criteria
 - (a) The proposed parklet shall be permitted from May 1st through October 31st, unless the applicant can demonstrate that the parklet will not be a hazard for snow plows or vehicles.
 - (b) The proposed parklet site shall be located at least one parking spot in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner.
 - (c) The proposed location shall be in an area with a posted speed limit of 25 mph or slower. In the event the posted speed limit is changed, the parklet permit is subject to revocation. Streets with higher speed limits may be considered on a case by case basis.
 - (d) The proposed street has parking lanes that will not become a tow away lane, and the parklet and appurtenances thereof shall be a minimum of two (2) feet from the nearest edge of traveled way, as determined by the Traffic Engineer.
 - (e) The proposed street has a street grade of no greater than 5%.
 - (f) Parklets shall be required to have reflective tape, soft hit posts, wheel stops, and depending on the proposed location, may also require edging such as planters, railing or cables.
 - (i) Any edge shall be visually permeable.
 - (ii) If cables are used, vertical spacing between cables may not exceed 6"
 - (g) Parklets shall not be allowed in red and blue zones.
 - (i) Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and the applicant is willing to pay additional fees for relocating these zones.
 - (h) Parklets shall not be allowed in front of a fire hydrant, or over a manhole or public utility valve or cover.
 - (i) Parklets shall have one (1) sign no more than one foot by one foot in size and may include any sponsorship information. Parklet shall be labeled with the following information: "Public Parklet. All seating is open to the public. Smoking is not permitted." Sponsorship text and images may not be larger than text of the above information.

- (j) All elements of the above mentioned parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of La Crosse Building Code, The Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).



GENERAL ORDINANCE NO. 18-20

**AN ORDINANCE
CREATING SECTION 6.158
GREEN BAY MUNICIPAL CODE,
RELATING TO PARKLET PERMITS**

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

SECTION 1. Section 6.158, Green Bay Municipal Code, is hereby created to read:

6.158 PARKLET PERMIT.

(1) DEFINITIONS.

(a) Parklet. A temporary extension of the terrace area into the parking lane of a public street which provides additional space for amenities, including, but not limited to, seating, dining, bike racks, and/or landscaping. A Parklet may occupy up to two (2) parking spaces or parking space equivalent units.

(b) Parking Space. A designated area between the travel lane of a street and the face of curb, marked by the City of Green Bay Department of Public Works, and dedicated solely for use as automobile parking.

(c) Parking Space Equivalent Unit. An unmarked area located between the travel lane of a street and the face of curb, measuring eight (8) feet perpendicular from the curb face by twenty (20) feet parallel to the curb face.

(2) **PERMIT REQUIRED.** No person shall operate a Parklet without first obtaining a permit under this section. The Parklet permit shall be valid to occupy the Parking Space(s) or Parking Space Equivalent Unit(s) between the dates of May 1 through October 31, inclusive, annually.

(3) **TECHNICAL STANDARDS.** Parklets shall conform to the following technical standards:

(a) The Parklet shall provide for unimpeded and ADA-complaint pedestrian access to the sidewalk.

(b) The Parklet shall maintain drainage of storm water in curb line without impediment.

- (c) The finished surface of the parklet shall be flush with the top of curb within one-half (1/2) inch in vertical difference.
- (d) The Parklet shall not prohibit access to utilities located within the public right-of-way, and must be able to be removed upon 72-hour notice to provide access to utilities, if requested.
- (e) The Parklet owner shall be responsible for maintenance within the Parklet area, including garbage collection.
- (f) Reflective soft-hit posts shall be installed on each corner of the Parklet.
- (g) The outside, traffic-facing edge of the Parklet shall be protected by Manual of Uniform Traffic Control Devices-compliant object markers.
- (h) If the Parklet is to be used as a Sidewalk Café, as defined under Section 6.155, GBMC, applicant must also obtain a Sidewalk Café permit.
- (i) Parklet applicant shall be required to provide a Certificate of Insurance, listing the City of Green Bay as an additional insured, for the classifications and limits established by the City of Green Bay Risk Management Department.

(4) APPLICATION. Applications may be submitted between the dates of November 1 and February 1. The Department of Public Works will consider all submitted applications between February 15 and May 1 of any given year, unless the Department of Public Works grants an extension due to issues raised during the application process.

(5) FEE. The fee for a Parklet permit shall represent the equivalent cost of the daily parking meter bagging fee, multiplied by five (5) days per week, for a period of twenty six (26) weeks, per stall occupied.

(6) DURATION OF PERMIT. A Parklet permit shall be valid throughout the period of three (3) calendar years, beginning on the date of issuance. The Parklet permit is non-transferrable without the written consent of the Director of the Department of Public Works.

(7) APPEAL PROCEDURE. Any person aggrieved may appeal the denial or revocation of a Parklet permit to the Improvement and Services Committee. The applicant shall file written notice of appeal with the City Clerk within seven (7) 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.

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

(9) REVOCATION OR SUSPENSION OF PERMIT.

- (a) The Director of Public Works may revoke a Parklet permit if they determine that the permittee has violated the Technical Standards contained herein; if they determine that occupancy of the parklet 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.
- (b) The Director of the Department of Public Works may revoke a Parklet permit if the applicant has misrepresented or provided false information in the application.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. 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

SMG

5/5/20



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action requesting Department of Public Works look into the storm water sewer backups starting from East Shore Circle to California/East Shore Drive (Ald. Lefebvre).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action, on behalf of Tina Bunker, to have the City of Green Bay own and maintain the storm water management ponds as part of the Grandview subdivision(s) (held at the March 25, 2020 Improvement and Services Committee meeting) (Ald. Nicholson).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Storm Water Pond Memo - 1-02-2020 MRH
2. 2018 ADP 129 OMA 18-01 Comments mrh 2-7-2018



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: Improvement & Service Committee

FROM: Matthew Heckenlaible, PE – Utility Manager

SUBJECT: Storm Water Facility / Pond Memo

DATE: January 2, 2020

C: Steven Grenier, PE – Director of Public Works
James Brunette, PE – Assistant Director of Public Works

Overview:

In the late 1990's, the City was notified by the WDNR that we would need to prepare and submit a Storm Water Permit Application to be a monitored municipality which would require the City to make improvements to water runoff being discharged within the City of Green Bay.

As such, the City started looking at projects that could potentially benefit from storm water discharge benefits. As the City did not have an ordinance to actively enforce, all we could do was 'plan' and 'suggest' storm water management be incorporated into developments and projects.

The City required storm water management to be incorporated into the University Highlands Subdivision off of Spartan Road as was indicated in preliminary drawings, but as there wasn't an ordinance the subdivision was constructed without any such BMP's.

West Mason Street Facility – new storm water facility constructed as part of the WISDOT reconstruction of West Mason Street in 1997

In 1998 the City requested the new Aurora Hospital complex to manage storm water which they willingly accommodated.

Barina Creek Parkway – 1998 to 2000, relocation of unnamed tributary streams, modification of floodplain and environmentally sensitive designations from Brown County for the drainage from the roadways associated with the Red Smith School construction and associated future residential developments.

June 2001, Proctor and Gamble proposed to construct a large warehouse facility immediately east of S Huron Road in which the City requested them to manage storm water not only for their property but also 'Out Lots' that would be between their warehouse and S Huron Road. They willingly accommodated.



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INTER-OFFICE
MEMO

Storm Water Ordinance was adopted December 2001 and with implementation and enforcement of the ordinance to commence immediately but there wasn't any 'guidance' in how to do that. It was a slow and gradual implementation.

Residential / Commercial Development in somewhat of a chronological order:

Summer Place Estates (2000) – Developer was required to manage storm water in the northerly portion of the development prior to discharging to the West Mason Street / Hillcrest Road ditch system which ultimately discharges in to waters controlled by the Oneida Nation. This was constructed by the developer prior to the road right-of-way infrastructure improvements being completed.

McAuliffe Hghts Sub'd: started the platting process in 2000; Plat recorded 2/2001 – City had the desired to require / do storm water management along the south side of Sitka but again no ordinance to enforce (No Storm Water Required) Christa McAuliffe Storm Water Facility retrofitted into Park in 2014.

McAuliffe Hghts Sub'd Phase II: Plat recorded 1/2002 – just past Storm Water Ordinance being adopted; process started prior to ordinance (No Storm Water Required) Christa McAuliffe Storm Water Facility retrofitted into Park in 2014.

McAuliffe Hghts Sub'd Phase II: 1/2003 – no land available to City charged "Fee in Lieu of"

University Highlands (Spartan Road) – initial phases constructed in 2001, storm water requested but developer refused to do as there was no ordinance to require it. City RETROFITTED Larschied pond into the southwesterly portion of the subdivision in 2010 to aid in meeting our WDNR Permit TSS reduction requirements.

Huron-Sitka Pond: As the City had limited knowledge on the design and construction of storm water facilities, the City opted to hire a consultant to do the 'design' to not only meet water quantity reduction requirements but also address a water quality benefit. Robert E Lee began the design of this facility in 2001 in anticipation of the Huron Road reconstruction along with preventing the ditches from further eroding from the storm sewer discharge point to Baird Creek. Constructed 2002 for Huron Road Reconstruction

Woodside Heights Sub'd – Plat / Fees 2003; City charged "Fee in Lieu of" as the Huron – Sitka Pond existed.

Subsequent phases of Woodside Heights Sub'd also were charged "Fee in Lieu of"

Wood Winds Estates (Star Creek Court) – Plat / Fees 2003; City charged "Fee in Lieu of" as the Huron – Sitka Pond existed.

Due to next phases of Huron Road (Woodside Road) construction / reconstruction, the City again hired Robert E Lee to look at the corridor and recommend storm water facility locations and ultimately perform storm water facility design services. Three (3) storm water facility locations



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INTER-OFFICE
MEMO

were selected Huron Pond #2 – Northeast corner of Huron Road and Whittier Drive; Huron Pond #3 – Southeast corner of Huron Road and Baird Creek; and Huron Pond #4 – Northeast corner of Huron Road and Baird Creek.

Royal Woods Estates: Final Plat / Fees - 12/2003; City Charged “Fee in lieu of” AND required the Developer to pay for the land on which the future storm water facility would be located (1.5 acres). The City opted to design and construct this storm water facility due to the encouragement and significant concerns expressed by both the City’s Park, Recreation and Forestry Department and the Baird Creek Preservation Foundation about letting storm water discharge from the subdivision unchecked and uncontrolled and ultimately eroding out the steep slopes immediately adjacent to the subdivision leading into the south branch of Baird Creek.

Huron Pond #2 and #3 were ultimately constructed in phases by the developers of Baird Creek Preserve / The Preserve beginning in 2006 which also allows Huron Road and Whittier Drive water to be discharged and managed within them prior to being discharged into Baird Creek.

Huron Pond #4 was ultimately constructed by the developer of the Stone Garden Development

Eaton Heights: Final Plat / Fees - 3/2005; Developer had a consultant prepare a storm water report, design and ultimately constructed the storm water facility; Developer owned this storm water facility up until 2019 when they deeded it over to the City. City designed and constructed the infrastructure.

Largo Ridge: 9/2004 plat review comments – Storm water management will need to be addressed and implemented for all areas. (Did not proceed with Development)
3/2005 – same requirements (Did not proceed with Development)
5/2006 – same requirements (Did not proceed with Development)

Brown County Farm Pond: Constructed 2007

Largo Ridge: 7/2012 – small development, 10 lots which the Developer hired a consultant to design - ERU as Brown County Farm Pond was constructed
3/2013 – expanded development to 39 lots still consultant design – ERU (Did not proceed with Development)
3/2014 – expanded development to 39 lots still consultant design – ERU City constructed infrastructure from consultant design.

Mackinaw Estates (2004) – Developer was required to design and build a small storm water facility in the northwesterly portion of the property. City designed and constructed the infrastructure.

Hannah Heights / Platten Place (2004) Developer was required to prepare and implement a storm water management plan which was a infiltration swales along the rear of the properties/lots and dry detention area that discharged into an infiltration facility prior to being discharged to the rail



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road ditch in the southeasterly corner of the development. City designed and constructed the infrastructure.

Thomas J Juza's Shorewood Height's 1st Addition (2004) Developer was required to prepare and implement a storm water management plan which included a wet detention pond east of Sussex Road and south of Chruch Road. Developer design and construction of infrastructure.

Excalibur 2nd Addition (2005) Developer was required to prepare and implement a storm water management plan which included a wet detention pond in the southeast corner of Kathy Drive and Paula Street. Developer design and construction of infrastructure.

Ponds @ Baird Creek (2005) – Developer Design / Build which allow the streets to discharge storm water into them and be managed by these storm water facilities.

Majestic Heights Subdivision (Remington Road / Lost Ridge Court)(2005) Developer was required to prepare and implement a storm water management plan which was a wet pond in the northwest corner of Remington Road and Lost Ridge Court prior to discharging to an unnamed tributary to Baird Creek. Developer design and construction of infrastructure.

Mahon Creek Sub'd & 1st Addition – City Designed the right-of-way infrastructure; Developer was required to design and implement storm water management.

Sand Ridge Park Sub'd (2017) – Developer was required to prepare and implement a storm water management plan which included a wet detention pond north of West Point Road west of Sandstone Place. Developer design and construction of infrastructure.

Pine Acres Estates (2018) – Developer was required to prepare and implement a storm water management plan which included a wet detention pond and bio-filtration in the southwesterly portion of the development near Buckthorn Trail and Crestwood Springs Court. Developer design and construction of infrastructure.

The Rail Yard – (2018/2019) Developer was required to prepare and implement a storm water management plan which included a wet detention pond east of Donald Driver Way. Developer design and construction of infrastructure.

Conclusion / Considerations:

- Grandview Heights / Grandview Place (development in question) Area Development Plan 129 dating back to November 11, 2003 and Official Map Amendments 14-01 (November 17, 2014), 15-01 (June 24, 2015) and 18-01 (February 7, 2018) storm water management has been noted within a continuous memo stating that “The developer(s) will need to meet the City of Green Bay's Storm Water Management Ordinance for all proposed areas and create a formal storm water management plan”. Attached and highlighted is the continuous memo. Area Development Plans and Official Map



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Amendments aid in planning, design and reserves appropriate land for necessary improvements.

- Per 30.06 (1) “*Responsible party. The landowner* or the post-construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain post-construction storm water BMPs is the responsible party and shall comply with this chapter.”
- As there is no agreement between the City and Developer for Grandview, the ‘landowner is the responsible party’ to comply with the Storm Water Management Requirements.
- The majority of the development projects listed above the Developer designed and implemented the required storm water management features.
- Since 2004, the majority of the projects listed above were consultant designed with
- Some of the above storm water management features were or will be turned over to the City for future maintenance and up-keep.
- DPW’s Position as it relates to the management of storm water for NEW development, reconstruction and/or redevelopment of properties is placed on the Developer as can especially be seen in most of the development examples listed above.
- HOWEVER?
 - Developer complete a prepares a storm water management plan;
 - Developer prepares a storm water management design that is consistent with City / DPW standards and requirements;
 - Developer deeds over all necessary lands (no cost to the City)
 - Developer grants all necessary easements for conveyance of storm water; and
 - Developer agrees to pay actual costs associated with the construction, stabilization and final vegetation of the proposed storm water facility;
 - The City / DPW would be willing to construct said storm water facility as part of Infrastructure construction contracts.



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MEMO

TO: Steven Grenier – Director of Public Works

FROM: Matthew Heckenlaible – Utility Manager

SUBJECT: ADP 129 – OMA ~~14-01~~ ~~15-01~~ 18-01
Storm Water / Sanitary Sewer / Pavement
Comments

DATE: November 17, 2014
Revised/Up-dated June 24, 2015
Revised/Up-dated February 7, 2018

C: James Brunette – Assistant Director of Public Works
Tom Giese – Right-of-way Specialist

Comments:

November 11, 2003 Interoffice Memo:

We have reviewed the proposed amendment to ADP 129 and have the following comments to the proposed street layout, and for providing sanitary sewer service and storm water management for the subject development:

1. Besides Rocky Arbor Trail, there should be an east-west corridor that connects Erie Road to Grandview Road. The unnamed road that intersects Erie Road to the south of Ashby Lane would be the ideal choice. This road could connect to Grandview to the north or south of the existing home at Grandview. This road shall have a right-of-way width of 70 feet. (Copper Falls Way)
2. The connecting east-west roads would not have to be a straight shot, which would lend itself to possibly faster speeds through the subdivision. There could be some reverse curves put in to help with traffic calming, like the one shown near the Erie Road intersection.
3. The east-west roadway should line up with a through roadway east of Grandview Road. (Through modifications of the ADP – this no longer occurs. There are offset intersections at Grandview for proposed Road E and proposed Road D which is not desirable as this creates conflict points for motorists.)
4. Internal sanitary sewer would come off of the proposed southern reach of the Baird Creek Interceptor Sewer with a portion of this sewer being constructed during the winter of 2003-2004 and should be available at the northwestern reaches of the proposed ADP by April 2004. (Sanitary Interceptor Sewer has been constructed; additional infrastructure required. The route of the proposed north-south portion of the sanitary interceptor sewer through the remainder of the proposed development has been altered and will be constructed within Erie Road and Grandview Road. The interceptor will need to be



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extended from its current location within Rocky Arbor east to Grandview within Rocky Arbor. The route modifications were due to existing wetlands that WDNR had concerns about permitting per a meeting with WDNR and City Staff 12/2017.).

5. The developer(s) will need to meet the City of Green Bay's Storm Water Management Ordinance for all proposed areas and create a formal storm water management plan. DPW – Engineer is reserving a minimum of five (5) locations for storm water facilities, which will range in size from 2.4 Acres to 7.6 Acres of land. The approximate locations of the storm water facilities are shown on the attached sketch. A formal storm water management plan will need to be prepared identifying locations and sizes for storm water management facilities such that appropriate land areas can be set aside along with appropriate access, right-of-way and/or easements, to these facilities. The proposed ADP is identifying locations for proposed storm water management facilities but does not address access, proper sizing of the facilities, existing and proposed drainage basins and routing of the proposed storm sewers to and from the proposed storm water facilities.
6. Storm water management will be a challenge in these areas due to the rolling terrain a combination of swales and sewers would strongly encouraged in this area. Provided the ADP is adopted, advance planning of the storm water management plan for this area could be formally designed and completed. The storm water management plan may require pre-grading of the site and additional easements to convey storm water. (Still applicable, The above comment is still applicable for OMA 18-01.)
7. Upon review of the WDNR's 1986 Wetlands Inventory Map it appears that there may be some wetlands in the proposed ADP development, and prior to final approval of the ADP that a wetlands study be completed and submitted to the City. (Still relevant and not addressed. A wetland determination/delineation had been completed, but prior OMA's did not address avoidance as OMA 18-01 is attempting to now address.)
8. The wetland determination / delineation report indicated that there is a waterway in the southerly portion of the proposed development near the intersection of proposed Road A and Road F. The report did not indicate whether that waterway was navigable or not and WDNR indicated concerns during the 12/2017 meeting with WDNR and City Staff and recommended that a formal navigability determination be made. It was too late in the season to have that determination made as winter set in. This could have a significant impact on the proposed road and lot layout near the intersection of Road A and Road F.

November 14, 2014 Comments:

A review of the 2014 aerial photographs and the WDNR Wetland Inventory documents indicate that there may be wetlands or areas suspected to have wetland indicator soils. Per the proposed official map amendment 14-01, several of the storm water facility are shown to be in these areas. Per WDNR requirements, storm water facilities cannot be located within a water way or wet land area. (Still applicable)



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It is also DPW's practice not to accept any road right-of-way that contains wetlands. (Still applicable. Rights of way proposed within OMA 18-01 are avoiding wetlands but as indicated above there is a concern about a potential navigable waterway near the intersection of Road A and Road F.)

Therefore, it would be recommended that a wetland determination of the amendment area be completed. Still recommended. A wetland determination and delineation has been completed and concurred with by WDNR.

OMA 15-01 does not address storm water management facility locations and wetland concerns which are still relevant topics as this may impact the proposed layout, platting and construction of this area. OMA 18-01 address location but does not address access, adequate area as would be detailed within a formal storm water management plan as required in Chapter 30 of the City's storm water ordinance.

Based upon OMA 14-01 : Utilizing a quick area calculation based upon old WDNR guidance documents the minimum pond surface area shall be 2% of the drainage area. Additional land will then be required for sloping and buffering. (For conceptual land areas required, actual areas would need to be determined based upon a formal storm water management plan)

Area 1 – Approximately 16 acres of drainage area which will be mixed multi-family, residential and senior living. $16 \text{ Ac} \times 2\% = 0.32 \text{ Acres} \times 2$ for buffer and sloping so a minimum of 0.64 acres should be reserved for this particular storm water facility.

Area 2 – Approximately 46.7 acres of drainage area which will be mixed multi-family, residential and senior living. $46.7 \text{ acres} \times 2\% = 0.93 \text{ acres} \times 2$ for buffer and sloping, so a minimum of 1.86 acres should be reserved for this particular storm water facility.

Area 3 – Approximately 46.4 acres of drainage area which will be mixed, multi-family, Townhomes, Senior living, commercial and residential. $46.4 \text{ acres} \times 2\% = 0.92 \text{ acres} \times 2$ for buffering and sloping, so a minimum of 1.84 acres should be reserved for this particular storm water facility.

Area 4 – Approximately 7.5 acres of drainage area which will be mixed residential and commercial. $7.5 \text{ acres} \times 2\% = 0.15 \text{ acres} \times 2$ for buffering and sloping, so a minimum of 0.30 acres shall be reserved for this particular storm water facility.

Area 5 – The drainage basin extends outside of the proposed map amendment and should account for the drainage down to Finger Road. Therefore the overall drainage basin would be around 120 acres which would be mixed uses of Townhomes, commercial, and residential. $120 \text{ acres} \times 2\% = 2.4 \text{ acres} \times 2$ for buffering and sloping, therefore a minimum of 4.8 acres shall be reserved for this particular storm water facility.



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Area 6 – the cul-de-sac and northerly east-west roadway appears that it could be in areas of wetlands or in areas of wetland indicator soils. Therefore, developing this area and providing storm water management may have to be completed by enlarging another storm water facility, such as Area 5 to offset the non-treatment in this area.

Area 7 – A storm water facility was not indicated in this area but it would be treating Rocky Arbor Trail, northerly portions of Wissota Way and Buckhorn Lane along with the north-south roadway north of Rocky Arbor Trail. This storm water facility would also manage the runoff from the proposed park property. This drainage basin is approximately 37.1 acres of mixed uses, park, townhomes, residential and multi-family. $37.1 \text{ acres} \times 2\% = 0.74 \text{ acres} \times 2$ for buffering and sloping, so a minimum of 1.48 acres shall be reserved for this particular storm water facility.

The sanitary interceptor sewer has been installed from Erie Road east along Rocky Arbor Trail (OMA 2014) (in 2003 referred to as Ashby Lane) to Buckhorn Lane and then south on Buckhorn Lane to approximately 500 feet south of Rocky Arbor Lane on Buckhorn Lane. The sanitary interceptor sewer is to extend to the south along Buckhorn Lane until the intersection of the southerly most east west street/cul-de-sac (which is now Road G in OMA 15-01). From there it will go east 295 feet to the westerly property line extended of parcel 21-13. It would then proceed southerly along the westerly property line of parcel 21-13 until it crosses Finger Road at which time it would join up with the existing sanitary sewer easement on the south side of Finger Road to East Mason Street. The sanitary interceptor sewer route has been modified due to wetland permitting concerns and conflicts as indicated above.

~~In OMA 15-01, Buckhorn Lane is now proposed to terminate at Road E and turn into pedestrian ways from Road E to Road G. In order to construct and maintain the sanitary interceptor sewer, a 60 foot permanent easement centered on the sanitary interceptor sewer will be required and a 30 foot limited easement on the easterly side of the 60 foot permanent easement will also be required. The sanitary interceptor sewer in this area ranges from 24 to approximately 30 feet deep. It is intended to service undeveloped areas south of Finger Road. No longer applicable.~~

~~The City has already obtained the easterly portion of the 60 foot permanent easement and the 30 foot limited easement from Parcel 21-13. Looking at the lot layout, there is no common property line with the westerly lot line of Parcel 21-13. As such, the sanitary sewer would then need to go through the entire lot. No longer applicable.~~

~~Due to the depth of the sanitary interceptor sewer, constructing it to South Grandview Road from Road E would not be desirable due to other existing utilities already occupying the road right-of-way, primarily a 36 inch water transmission line and an 8 inch water distribution line on the east side of the road with gas and electric on the other side. The sewer excavation would consume the majority of the road right-of-way and put these existing utilities at risk. No longer applicable.~~



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The sanitary interceptor sewer was constructed in 2003 down Erie Road from Whittier south to just north of the southerly branch of Baird Creek. A dead end manhole was constructed at the a proposed roadway as shown in the currently approved ADP 129. It appears that Copper Falls Way is being proposed approximately 100 to 150 feet north of where the originally proposed street had been located. (DPW NOTE: NO AS-BUILT PLAN FOR SEWERS 10-03 EXIST WITHIN THE ERIE ROAD SCANNED PLANS) **This is still applicable regarding OMA 18-01.**

Without needing to add a new manhole in Erie Road, it would be my recommendation that the proposed Copper Falls Way be relocated south to where it is shown on the Official Map today. **OMA 15-01 still has the proposed Copper Falls Way located north of the originally located roadway where a sanitary sewer manhole and sewer stub has been previously constructed. This is still applicable regarding OMA 18-01.**

The westerlys portion of Copper Falls Way, Peninsula Place and Blue Mound Circle to the proposed pedestrian walk way should be able to be serviced with sanitary sewer from the existing sanitary sewer in Erie Road. **(Still applicable) This is still applicable regarding OMA 18-01.**

The portion of Rocky Arbor Trail **(OMA 14-01)** and the southerly portion of the unnamed street on the east side of the park would be serviced from a sanitary sewer coming from the existing Rocky Arbor Trail. The northerly portion of the unnamed street on the east side of the park would need to be serviced from a sanitary sewer that loops around from the north side coming from Grandview Road. **(Still applicable) Due to the modification of the sanitary sewer interceptor route, servicing this area has not been reviewed and will need to be determined at a later time and will not be addressed regarding OMA 18-01.**

The proposed layout east of Grandview Road would ultimately be serviced from the proposed 18-inch sanitary interceptor sewer in Buckhorn Lane. A 15-inch sewer would be extended to the easterly limits down Copper Falls Way at minimum slope (0.16%) such that the sewer could be extended further to the east. **(Still applicable) Due to the modification of the sanitary sewer interceptor route, servicing this area has not been reviewed and will need to be determined at a later time and will not be addressed regarding OMA 18-01.**

The remainder of the proposed layout east of Grandview Road could be serviced from the proposed 15-inch sewer in Copper Falls Way. Preliminary layout was completed utilizing the slope for an 8-inch sewer (0.40%). Exact sizing and slopes would need to be completed in order to service this Official Map Amendment and properties east and abutting both sides of Northview Road and possibly as much as ½ east of Northview Road if necessary for future development needs. **(Still applicable) Due to the modification of the sanitary sewer interceptor route, servicing this area has not been reviewed and will need to be determined at a later time and will not be addressed regarding OMA 18-01.**



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~~From OMA 14-01: General sanitary sewer service; undeveloped drainage basins; and wetlands and/or areas of wetland indicator soils (wetlands) are attached again.~~

The following were from the OMA 14-01 pavement review completed by Kristin Romanowicz.

The findings of my review of the Official Map Amendment for the Grandview Place Traditional Neighborhood Development Plan are summarized as follows:

Based upon the information provided, it appears that the proposed street layout would meet most of the applicable requirements for subdivision and platting. Accommodations for radii on corner lots, proposed right of way widths, visibility requirements appear to be adequately addressed with the proposed layout. Some potential exceptions include:

1. The right of way width for Copper Falls Way and South Grandview Road were not specifically called out in the narrative, but should meet the minimum requirement for collector street classification (70').
2. The street grades were not able to be reviewed with the information provided, but with the rolling topography would be expected to be within the allowed limits.
3. The radius for the approach to a cul-de-sac turnaround needs to be a minimum 30 feet. This requirement should be reviewed for the southernmost cul-de-sac off Buckhorn Lane to ensure it is sufficient and the proposed lot layout is feasible.
4. Is the intent of Rocky Arbor Trail to be a collector street in its design? If so, the alignment should include a minimum 100' tangent between reverse curves.
5. The right of way of Road A, north and south of Copper Falls Way appear to have angle points as transitions and not a curved transition.
6. There are offset intersections at Grandview for proposed Road E and proposed Road D which is not desirable as this creates conflict points for motorists.

The position of Copper Falls Way is shifted to the north apparently due to the presence of the south branch of Baird Creek. This shift is acceptable based on pavement related concerns and construction and permit related concerns with construction over wetlands/creek, but does still have the sewer connection concerns identified by M. Heckenlaible in his memo dated 11/14/14.

Street names will need to have the appropriate suffix for the street type.

The development to the east of this location impacts the classification of the east-west street exiting to the east from Grandview, immediately to the south of Copper Falls Way. Based on the near spacing of this street to Copper Falls Way, this street should be classified as a local street.

Within the portion east of Grandview Copper Falls Way is used as a roadway. As it is not continuous with the westerly Copper Falls Way, a different name shall be utilized.



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Block lengths in residential areas shall not exceed 1500 feet and dedicated pedestrian ways not less than 15 feet wide through center of blocks more than 900 feet long and/or at the end of cul-de-sacs should be provided. Copper Falls Way, between Erie and Buckhorn, exceeds 1500 feet; and Grandview Road, between Unnamed Street to south and Copper Falls Way exceeds 900 feet; and Grandview Road, between Copper Falls Way and Rocky Arbor Trail exceeds 900 feet.

Similar to that referenced in M. Heckenlaible's memo, the proximity of the stormwater pond to wetlands and south branch of Baird Creek would present challenges in permitting and construction. In addition, the illustrated proximity of the stormwater pond to the roadway and adjacent properties may not be accurate in considering constructability and design.

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**SUBDIVISION AND
 CERTIFIED SURVEY MAP
 CHECKLIST & COMMENTS**

Approved By: [Signature]
 Date: 03/19/19

Date Received: 3/13/19		CP 16-09 GRANDVIEW PLACE PRE-FINAL - 2019	
☐ Preliminary Plat		☒ Pre-Final Plat	☐ C.S.M.
SANITARY AND STORM SEWER		COMMENTS:	
1	Sanitary Sewer Service Available? ☒ Yes ☐ No ☒ Can be made available	Storm water management will need to conform to the requirements found in Chapter 30 of the City's Ordinance Codes and WDNR requirements. Grading plan and storm water plan shall meet the requirements found in 14-208, with specific attention being paid to 14-208(b)(2) that the elevations must be in the City Datum. The grading plan shall also extend beyond the proposed development limits to show any impact on existing lands 14-208(b)(1).	
2	Sewer Easement(s) Required? ☒ Yes ☐ No		
3	Backyard Drainage Required? ☒ Yes ☐ No Amount of Drainage Bond =		
4	Stormwater Management Plan Required? ☒ Yes ☐ No ☐ Fee in lieu of		
Reviewed By: RDP		Date: 3/19/19	
STREET GRADES		COMMENTS:	
5	Contours Required? ☒ Yes ☐ No	The City will need the property for the pond maintenance in the northwest corner of the west pond. The +/- 10 foot wide area in this corner needs to be included with the pond so that it is available for maintenance. The easement that is parallel to the ATC lines is listed as a utility easement and shall be called a storm sewer easement. The utility easement along Erie Road is similar, it shall be called a storm sewer easement. There is an easement between lots 13 and 14 that runs north/south. This easement will be a private easement. The City will need an easement for all of the east pond. The project will be submitted to WDNR for a common permit. If the property is not under common control the permit may not be issued. Lastly, the easement for the cul-de-sac should be included.	
	Grading Required? ☒ Yes ☐ No Amount of Bond =		
HORIZONTAL ALIGNMENT			
R/W Widths ☒ OK ☐ See Comments			
Curves ☒ OK ☐ See Comments			
Intersections ☒ OK ☐ See Comments			
6	Meet alignment of streets in adjoining plats ☒ OK ☐ See Comments		
	Street Names ☒ OK ☐ See Comments		
	Sidewalks Note Required? ☒ Yes ☐ No		
Reviewed By: EJB		Date: 3/13/19	
DO LOTS AND STREETS HAVE IMPROVEMENTS?		COMMENTS:	
7.	Sanitary Laterals ☐ Yes ☒ No	Parcel is currently a farm field with sanitary sewer running within the proposed Right of Way of Rocky Arbor Trail. Erie Road is a rural asphalt roadway without curb and gutter.	
	Storm Laterals ☐ Yes ☒ No		
	Pavement ☐ Yes ☒ No		
	Curb & Gutter ☐ Yes ☒ No		
Reviewed By: MMA		Date: 3/18/2019	
8 UTILITY EASEMENTS/STREET LIGHTS			
COMMENTS:			
New street lights required due to new road and Intersection: 1 - 14,000 lumen LED street light at the NE corner of Erie Rd and Rocky Arbor Trail; and 5 - 9,000 lumen LED street lights across from Lots 3 & 4, at Lots 6 & 7; across from Lots 10 & 11; at Lots 13 & 14, and on the SE corner of Rocky Arbor Tr and future Wissota Way.			
Reviewed By: DJAH		Date: 03/14/2019	
ADDITIONAL COMMENTS:			
1) Identify by name the beneficiary of Storm Sewer, Sanitary Sewer and Drainage Easements including all conditions of easements. (thg) 2) Correct distance on line at NW corner of Outlot 1, line with bearing of S33°24'11"W should be 64.37'. (thg) 3) Check curve data table for information of curve on Lot 18, does not seem to match map. (thg)			



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action to study and report out on the feasibility of utilizing the “even-odd” residential address overnight parking scenario, as is done in Milwaukee, in order to relieve the parking problems at residences with limited parking spaces with Department of Public Works staff creating draft ordinances that allow even-odd overnight on street parking during summer months and/or year round and present at the January 8, 2020 Improvement and Services Committee meeting (tabled at the February 4, 2020 Common Council meeting) (Ald. Steuer).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2019 Overnight On-Street Parking Request
2. Overnight Parking Locations

City of Green bay, WI
2019 Overnight On-Street Parking Request
Data/Statistics
(October 2019)

Current Actual Information:

- There were 7,917 overnight on-street parking requests documented between 1/1/19 and 10/8/19 (281 day period); which translates to 10,284 requests per year
- There are approximately 34,000 residences in the City of Green Bay
- Overnight on-street parking requests are relatively evenly-spaced between I-41 on the west side and the Bader Street/Danz Avenue line on the east side (see map)
- Overnight on-street parking requests are still prevalent outside of the zone noted above (see map)
- Data does not support any specific areas toward the core of the City that have a higher overnight on-street parking request rate (see map)
- Actual data identifies that there are an average of only 28 overnight on-street parking requests each night
- Actual data identifies that only 0.08% of total City residences are requesting overnight on-street parking permission each night

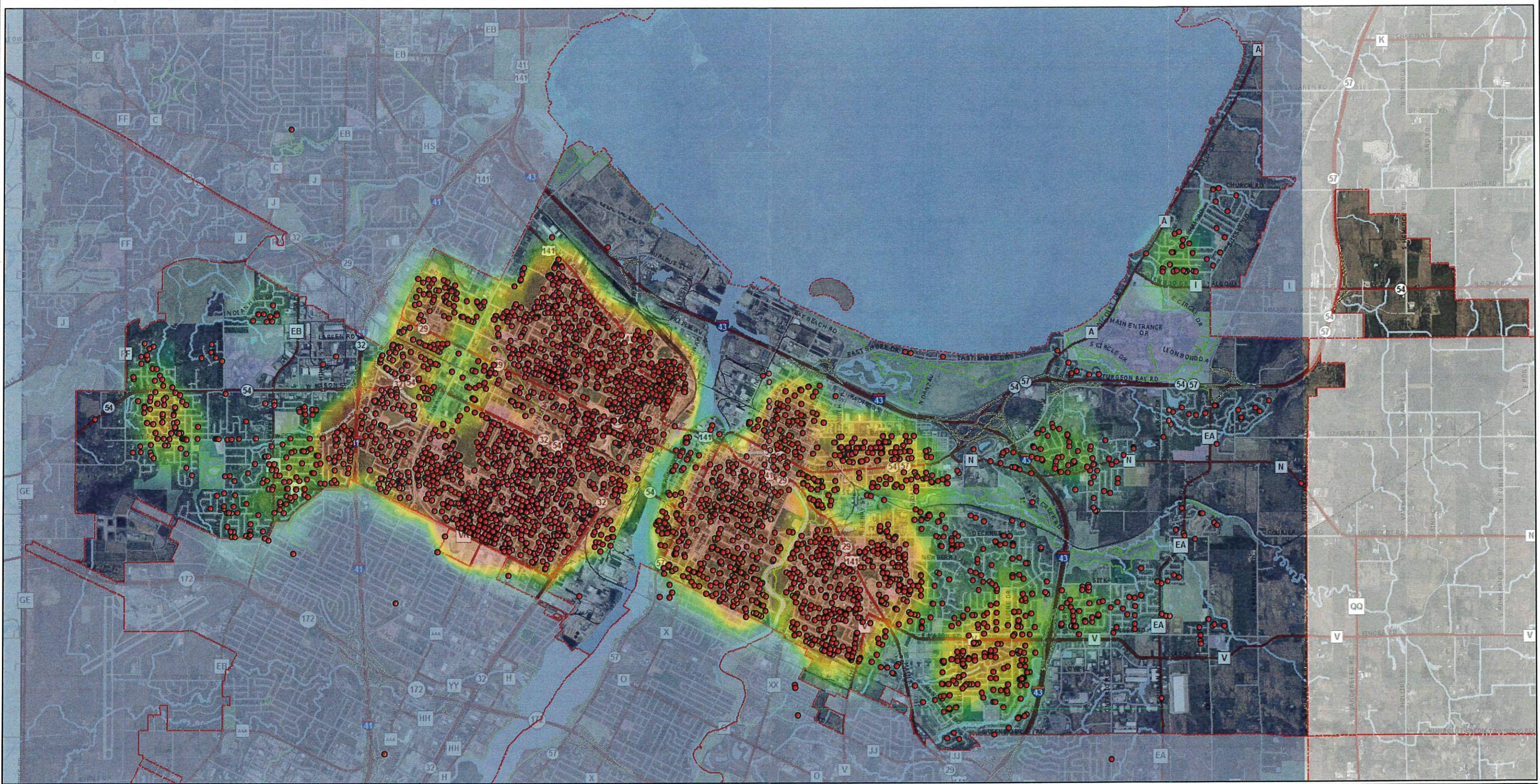
Worst-Case Information:

If *all* residences use their allowed six (6) overnight parking events each year, then:

- Six (6) 2-week events & zero (0) 1-day events = 2,856,000 vehicle-parking-nights/year
- Five (5) 2-week events & one (1) 1-day event = 2,414,000 vehicle-parking-nights/year
- Four (4) 2-week events & two (2) 1-day events = 1,972,000 vehicle-parking-nights/year
- Three (3) 2-week events & three (3) 1-day events = 1,530,000 vehicle-parking-nights/year
- Two (2) 2-week events & four (4) 1-day events = 1,088,000 vehicle-parking-nights/year
- One (1) 2-week events & five (5) 1-day events = 646,000 vehicle-parking-nights/year
- Zero (0) 2-week events & six (6) 1-day events = 204,000 vehicle-parking-nights/year
- Compared to worst-case numbers, the City of Green Bay currently is granting between 0.4% and 5.0% of the possible number of daily overnight on-street parking variations each year

Conclusions:

- At a 5% overnight on-street parking request rate (compared to the possible maximum number of requests) the current overnight on-street parking program is very manageable by Parking Division without any modifications
- The City's current overnight on-street parking program includes allowances for special circumstances
- Parking Division maintains that there currently is no need to establish an overnight on-street parking permit program in the City of Green Bay



0 5,000 10,000
Feet
1" = 5,000'
1:60,000

Legend

- Overnight Parking Locations
- High Density of Overnight Parking
- Low Density of Overnight Parking

Overnight Parking Locations City of Green Bay

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.

Map prepared by City of Green Bay Department of Public Works, B. Rhode
Date Printed: 08 Oct 2019
X:\PubWorks\GIS_Projects\Parking\OvernightParking\OverNight_Parking.mxd



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on request by Department of Public Works regarding approval of the annual Compliance Maintenance Annual Report (CMAR), authorize the Mayor and City Clerk to execute the resolution, and authorize the Director of Public Works to submit the report to Wisconsin Department of Natural Resources (WDNR) sanitary sewer collection permit.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. eCMAR I-S Summary 6-10-2020
2. 2019 eCMAR - DRAFT 5-26-2020



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INTER-OFFICE
MEMO

TO: Improvement & Services Committee
Steven Grenier – Director of Public Works

FROM: Matthew Heckenlaible – Utility Manager

SUBJECT: Compliance Maintenance Annual Report
Executive Summary

DATE: June 10, 2020

C: James Brunette – Assistant Director of Public Works

Sanitary Sewer System Background

Each year the Department of Public Works is required to submit a report to the Wisconsin Department of Natural Resources (WDNR) as to the status of the City's sanitary sewer collection system. This is done through the Compliance Maintenance Annual Report (eCMAR).

The CMAR is broken into two (2) sections to be evaluated, Financial Management and the Sanitary Sewer Collection Systems.

The Financial Management section is inquiring whether or not we have ample revenue to meet expenditures and if we are planning for capital projects / costs. In 2017, the Wisconsin Office of Energy Innovation in conjunction with the WDNR, added a subsection pertaining to Energy Efficiency and Use. The Office of Energy has been obtaining energy usage data from potable water systems for years and are somewhat aware that in a time of energy needs what it would take to keep potable water systems operational, but they have very little appreciable data on what energy needs are associated with waste water treatment plants and collection systems. The Office of Energy and WDNR will be requesting this information to also aid entities to track their own energy usage and determine if there are any deficiencies to lift stations or similar mechanisms could be improved thereby saving municipalities money. In 2019, the City again was in favorable standing receiving an "A" rating for this section.

The Sanitary Sewer Collection System section inquires about the various components of a CMOM (Capacity, Management, Operations & Maintenance) program along with the maintenance performed within our collection system and the number of sanitary sewer related complaints and back-ups. The City had an EPA mandate to develop and implement a CMOM in July of 2013. The WDNR mandated that all collection and treatment facilities of a CMOM in place and begin implementing by August 1, 2016 as was noted in the CMAR presentation at the June 2016 Improvement and Service Committee meeting. In 2014, the City submitted a draft copy of the CMOM to EPA for review and consideration. EPA submitted comments back to the City and revisions were made to the initial draft document. In 2015, the City began formalizing a CMOM and began implementing various components that were ready. The CMOM program is a living document that is reviewed, revised, trained upon and



**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**

implemented on an annual basis. With existing programs that were in place and regrettably one (1) 'reportable' sanitary sewer overflows (September 12, 2019 – Main Street), we were able to achieve a favorable standing in 2019 receiving an “A” rating for this section.

Year	Financial Rating	Sewer System Rating	Overall Rating	% System Cleaning	% System Televised	Total No. of Sewer Complaints	Back-ups from City Main	SSOs
2006	A	A	A	33.53*	3.19	323	207	0
2007	A	A	A	30.6*	3.2	332	249	0
2008	A	A	A	29.3*	2.9	364	239	0
2009	A	C	C+	8.85	3.5	359	267	2
2010	A	A	A	11.37	2.4	317	238	0
2011	A	A	A	24.75	10.59	299	72	0
2012	A	A	A	19.5	9.7	281	57	0
2013	A	A	A	43	19.4	272	43	0
2014	A	A	A	31.2	34.9	321	25	0
2015	A	A	A	31.03	16.04	248	42	0
2016	A	A	A	38.06	16.44	178	13	0
2017	A	A	A	61.9	16.1	174	11	0
2018	A	A	A	71.6	25.9	214	6**	0
2019	A	A	A	58.1	25.0	182	7**	1

* Double counting of footages

** Excluded complaints due to flooding, contractor damage (2019)

4 – Due to Contractor damage

2 – Due to surcharging of sanitary mains due to rain / river

Action Necessary

The Department of Public Works is requesting the Improvement & Service Committee and Common Council to adopt the Resolution Approving the Wisconsin Department of Natural Resources NR-208 Compliance Maintenance Annual Report and authorize the Mayor and City Clerk to execute the resolution and allow the Director of Public Works to forward these document to WDNR.

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/26/2020 2019

Financial Management

1. Provider of Financial Information

Name:

Matthew Heckenlaible PE - Utility Manager

Telephone:

(920) 448-3100

(XXX) XXX-XXXX

E-Mail Address
(optional):

MattHe@greenbaywi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2019

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2019

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 2,076,532.60

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

+

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 2,076,532.60

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 844,955.00

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/26/2020 **2019**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 741,262.07

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 2,180,225.53

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Purchase of manhole inspection truck, equipment, SL-RAT, SMART Covers, and SCADA Radios.

3.3 What amount should be in your Replacement Fund? \$ 2,180,225.53

0

Please note: If you had a CWWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Hinkle Steet Reconstruction (Larsen to W Mason)	250000	2013
2	Harvey Street Reconstruction (Jackson to Webster)	150000	2014
3	Grandview Interceptor Sewer Extension	1000000	2020
4	Grandview Estates Subdivision Collection System - Phase I	500000	2020
5	Sitka Street Reconstruction	370000	2019
6	Superior Road Reconstruction	110000	2019
7	Bradley Estates Sub'd	160000	2020
8	Eaton Heights Sub'd	250000	2019
9	Superior Heights Sub'd	260000	2020
10	Annual Rehabilitation and Reconstruction Contracts	1100000	2020
11	Annual Repair, Reconstruction and Rehabilitation Contracts	850000	2020
12	Contract Annual Sewer Cleaning & CCTV	666000	2020
13	East Mason - East River Siphon Removal Project	500000	2020

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

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Green Bay Sewage Collection System

Last Updated: Reporting For:
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COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	6,879	
February	4,924	
March	5,159	
April	6,845	
May	7,482	
June	5,857	
July	6,854	
August	6,310	
September	6,178	
October	5,883	
November	8,072	
December	8,277	1
Total	78,720	1
Average	6,560	1

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☒ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

☒ No

☐ Yes

Year:

By Whom:

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/26/2020 **2019**

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Attempt to locate, detect and reduce I/I which will reduce the amount of pumping in selecting areas especially during wet weather events / periods.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

1. Review, modify and continue implementation of the current CMOM (2019)
 2. Continue with the development of written operating procedures (SOPs) primarily within DPW-Engineering and Sewer Operations Sections.
 3. Review and modify existing SOPs that during implementation and training need to be changed.
 4. Continue to fill vacant Utility Section positions due to retirements, advancement by staff and staff opting to take other positions elsewhere, and newly created positions.
 5. Continue to strive for zero (0) basement back-up complaints that originate from the City's sewer system.
 6. Determine significant sources of Inflow & Infiltration (I/I).

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

1. The CMOM document is a document that needs continued review, modification and as such training to properly implement. The City views this as an on-going goal and task.
 2. The City continues to develop, review, modify and train and implement SOPs. This is an on-going goal / task.
 3. The City continue to go through normal recruitment practices when vacancies arise within DPW-Utility Section (Sewers & Engineering).
 4. The City continues to see a relatively low number of basement back-ups and is for the most part keeping them in check with regular maintenance. Unforeseen circumstances due to water breaks, large sewer main failures, significant rain events and abnormal spring thaw resulted in several impacts to basements / properties in 2019.

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

- ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapter 21-Utilities; Chapter 16-Plumbing

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If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2019-12-17

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance
- ☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☐ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

0

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☐ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	58.1	% of system/year
Root removal	00	% of system/year
Flow monitoring	0	% of system/year

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/26/2020 **2019**

Smoke testing	0	% of system/year																																				
Sewer line televising	25	% of system/year																																				
Manhole inspections	11	% of system/year																																				
Lift station O&M	4	# per L.S./year																																				
Manhole rehabilitation	.04	% of manholes rehabbed																																				
Mainline rehabilitation	.56	% of sewer lines rehabbed																																				
Private sewer inspections	0	% of system/year																																				
Private sewer I/I removal	0	% of private services																																				
River or water crossings	0	% of pipe crossings evaluated or maintained																																				
Please include additional comments about your sanitary sewer collection system below:																																						
The City continuously monitors with SmartCovers, and at a minimum, bi-annually cleans two (2) pairs of inverted siphons that cross under the East River. All other river/waterway crossings are inspected or maintained on a rotating basis within a three (3) year schedule.																																						
3. Performance Indicators 3.1 Provide the following collection system and flow information for the past year. <table border="1"> <tr> <td> 48.63 </td> <td>Total actual amount of precipitation last year in inches</td> </tr> <tr> <td> 29.52 </td> <td>Annual average precipitation (for your location)</td> </tr> <tr> <td> 461.96 </td> <td>Miles of sanitary sewer</td> </tr> <tr> <td> 13 </td> <td>Number of lift stations</td> </tr> <tr> <td> 0 </td> <td>Number of lift station failures</td> </tr> <tr> <td> 1 </td> <td>Number of sewer pipe failures</td> </tr> <tr> <td> 13 </td> <td>Number of basement backup occurrences</td> </tr> <tr> <td> 182 </td> <td>Number of complaints</td> </tr> <tr> <td> 19.8 </td> <td>Average daily flow in MGD (if available)</td> </tr> <tr> <td> 751.11 </td> <td>Peak monthly flow in MGD (if available)</td> </tr> <tr> <td> 0 </td> <td>Peak hourly flow in MGD (if available)</td> </tr> </table> 3.2 Performance ratios for the past year: <table border="1"> <tr> <td> 0.00 </td> <td>Lift station failures (failures/year)</td> </tr> <tr> <td> 0.00 </td> <td>Sewer pipe failures (pipe failures/sewer mile/yr)</td> </tr> <tr> <td> 0.00 </td> <td>Sanitary sewer overflows (number/sewer mile/yr)</td> </tr> <tr> <td> 0.03 </td> <td>Basement backups (number/sewer mile)</td> </tr> <tr> <td> 0.39 </td> <td>Complaints (number/sewer mile)</td> </tr> <tr> <td> 37.9 </td> <td>Peaking factor ratio (Peak Monthly:Annual Daily Avg)</td> </tr> <tr> <td> 0.0 </td> <td>Peaking factor ratio (Peak Hourly:Annual Daily Avg)</td> </tr> </table>			48.63	Total actual amount of precipitation last year in inches	29.52	Annual average precipitation (for your location)	461.96	Miles of sanitary sewer	13	Number of lift stations	0	Number of lift station failures	1	Number of sewer pipe failures	13	Number of basement backup occurrences	182	Number of complaints	19.8	Average daily flow in MGD (if available)	751.11	Peak monthly flow in MGD (if available)	0	Peak hourly flow in MGD (if available)	0.00	Lift station failures (failures/year)	0.00	Sewer pipe failures (pipe failures/sewer mile/yr)	0.00	Sanitary sewer overflows (number/sewer mile/yr)	0.03	Basement backups (number/sewer mile)	0.39	Complaints (number/sewer mile)	37.9	Peaking factor ratio (Peak Monthly:Annual Daily Avg)	0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)
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4. Overflows																																						

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:

5/26/2020

2019

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
0	9/12/2019 3:30:00 PM - 9/12/2019 6:00:00 PM	1560 Main Street Latitude: 44.504166 Longitude: -87.98694	Rain, Plugged Sewer, Broken Sewer, Broken Sewer, Flooding	0.0002 - 0.0002

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

1. The pipe that failed was from 1930's, originally NEWWater's facility that was turned over to the City.
2. Besides age, the pipe appears to have significantly deteriorated due to H2S.
3. The sewers in that area were re-evaluated by a CCTV Contractor along with Man Hole structures.
4. The City is planning on doing a significant CIPP lining and manhole rehabilitation contract during the Summer of 2020.
5. The City has also purchased an 8-inch portable pump and hose/piping that will aid in by-pass pumping around any damaged pipe in the future IF this should happen again.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☒ Yes

☐ No

If Yes, please describe:

The City continues to be cognizant of inflow and infiltration (I/I) in the past several years due to basement back-up complaints that arise during or shortly after significant and/or sustained precipitation events. The City has dollars available for consultant service to assist in developing a sewer system model to better assess I/I.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☒ Yes

☐ No

If Yes, please describe:

The City continues to be cognizant of inflow and infiltration (I/I) in the past several years due to basement back-up complaints that arise during or shortly after significant and/or sustained precipitation events. The City has dollars available for consultant service to assist in developing a sewer system model to better assess I/I.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

The City continues to be cognizant of inflow and infiltration (I/I) in the past several years due to basement back-up complaints that arise during or shortly after significant and/or sustained precipitation events. There were two (2) documented I/I performance related instances in 2019 due to significant / sustained precipitation events. There were no documented I/I performance related instances in 2019 due to normal precipitation events.

5.4 What is being done to address infiltration/inflow in your collection system?

The City has been installing cured in place pipe (CIPP) liners and inject chemical grout into mainline and manhole joints to aid in the reduction of I/I. In late 2016, the City acquired SmartCovers to monitor flow elevations within portions of our sanitary sewer system and track any indication of increased flows during and after precipitation events. The City has budgeted in the past several years to acquire additional SmartCovers to continue to narrow down suspected areas that may contribute to I/I within our sanitary sewer system.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/26/2020 2019

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/26/2020 2019

Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Green Bay

Date of Resolution or
Action Taken:

2020-06-30

Resolution Number:

WDNR

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

The City will continue to review and implement written policies, procedures and CMOM documents to aid in better understanding financial constraints that exist in order to better operate, manage and maintain the City's sanitary sewer system.

Review the Energy Usage within the sanitary sewer system and better determine if there are additional cost savings that can be considered in years to come like I/I reduction.

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

The City will continue to audit and implement our CMOM program on an annual basis. Within the CMOM, tasks, goals will be continually created, reviewed and up-dated to continue the CMOM to evolve to be the important resource to effectively manage and maintain the City's sanitary sewer collection system.

To continue to strive a Fat, Oil, Grease (FOG) program that will assist in reducing FOG from entering the sanitary sewer collection system which will reduce unnecessary preventative maintenance. A FOG inspector was budgeted for in the 2019 budget with recruitment beginning late fall of 2019.

The City has augmented its portable by-pass pumping arsenal by acquiring an 8-inch pump that will aid dealing with storm water flooding conditions as well as IF large diameter sanitary sewers should happen to plug or fail again similar to September of 2019.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

The City will continue to audit and implement our CMOM program as required by EPA and WDNR. The goal is to better manage and maintain the City's sanitary sewer infrastructure in the most economical fashion possible while providing a high quality of service and minimize infrastructure back-ups.



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.8

Consideration with possible action on request by Department of Public Works to enter into a State-Municipal Agreement with the Wisconsin Department of Transportation for the reconstruction of the Larsen Street Bridge over Beaver Dam Creek.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 4987 12 00_71 C Green Bay Larsen Road Bridge ORG 05-20



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET LOCAL
BRIDGE PROJECT**

Program Name: Local Bridge

Sub-program #: 205

Cycle: 2020-2025

Date: JUNE 2, 2020

I.D.: 4987-12-00/71

Road Name: LARSEN ROAD

Bridge ID: P-05-0731

**Location: BEAVER DAM CREEK BRIDGE AND
APPROACHES**

Limits: LAMBEAU STREET – S TAYLOR STREET

County: BROWN

Project Length: 147 FT

Facility Owner: CITY OF GREEN BAY

Project Sponsor: CITY OF GREEN BAY

Construction scheduled for State Fiscal Year: 2024

The signatory, City of Green Bay, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway, street or local bridge improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Funding is limited to the minimum eligible project scope necessary for a safe and effective facility per WisDOT Performance-Based Practical Design policy. The funding for the project for both structure and approach is limited to:

- replacement or rehabilitation of the existing facility,
- or, meeting minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code,
- or, an approved justification based on engineering principles that exceed either Performance-Based Practical Design or the FDM.

The Municipality may elect to construct alternative designs but approved Local Bridge Improvement Assistance Program (s84.18(2)(e)) funding will be limited to a maximum of 80 percent of the cost of the minimum eligible scope of the project.

TABLE A

	Existing Facility – Current structure and condition	Proposed Improvement – Approved scope	Notes:
Type of facility	Bridge		
Bridge ID	P-05-0731		
Structure passes over	Beaver Dam Creek		
Clear bridge width	46 FT	46 FT	
Bridge length	37 FT	47 FT	
Total length of approach work		100 FT	
Number of spans	1	1	
Special safety issues	No		
Sidewalk	Yes	Yes	
Sidewalk along approach	No	Yes	
Bicycle / pedestrian improvements required		Yes	
Improvement type as indicated on project application		Replacement – existing alignment	
Acquisition of right-of-way		Yes	Minimal anticipated, less than 0.5 acre of fee and temporary limited easements.
Approach width and type	45 FT	58 FT wide, Concrete	
Approach shoulder width and type		Curb and Gutter	
Bridge rail		Yes	
Beam guard		Yes	

Non-participating work, additional notes:

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:

A municipality may elect to design a bridge or elements that exceed the current Performance-Based Practical Design policy, or that exceed minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code, or are not justified as necessary based on current engineering principles. All costs for these features will be paid for 100% by the Municipality.

None identified.

The Municipality agrees to the following 2020-2025 Local Bridge Program project funding conditions:

Project Design costs are funded with up to 80% state/federal funding up to a funding limit of \$193,440. The Municipality agrees to provide the remaining 20% and any funds in excess of the \$193,440 state/federal funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Project Construction costs are funded with up to 80% state/federal funding up to a funding limit of \$791,920. The Municipality agrees to provide the remaining 20% and any funds in excess of the \$791,920 state/federal funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2024**. **In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2020-2025 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State per WisDOT Change Management policy. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal/state participation, and actual costs will be used in the final division of cost for billing and reimbursement.

In no event shall federal or State funding exceed the estimate in the Summary of Costs table, unless such increase is approved in writing by the State through the State's Change Management policy prior to the Municipality incurring the increased costs.

Additional funds will not be approved for projects where increased costs are due to changes outside of the project scope that were identified in the original application or the most recent State Municipal Agreement (SMA) (whichever is most current). Exceptions to this policy will be allowed when the change is necessary based on safety, conformance with applicable minimum federal and state standards, projected traffic needs, or other factors as determined by WisDOT.

**TABLE B
SUMMARY OF COSTS**

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
ID 4987-12-00					
Design	\$ 213,600	\$ 170,880	80%	\$ 42,720	20% + BAL
State Review	\$ 28,200	\$ 22,560	80%	\$ 5,640	20% + BAL
<i>Project total</i>	\$ 241,800	\$ 193,440		\$ 48,360	
ID 4987-12-71					
Participating Construction	\$ 854,500	\$ 683,600	80%	\$ 170,900	20% + BAL
Construction Engineering	\$ 119,800	\$ 95,840	80%	\$ 23,960	20% + BAL
Non-Participating Construction	\$ 0	\$ 0	0%	\$ 0	100%
State Review	\$ 15,600	\$ 12,480	80%	\$ 3,120	20% + BAL
<i>Project total</i>	\$ 989,900	\$ 791,920		\$ 197,980	
Total Est. Cost Distribution	\$ 1,231,700	\$ 985,360		\$ 246,340	
*Design ID 4987-12-00 federal/state funding is limited to \$ 193,440 .					
*Construction ID 4987-12-71 federal/state funding is limited to \$ 791,920 .					

This request is subject to the terms and conditions that follow (pages 4 – 9) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: City of Green Bay (please sign in blue ink.)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink.)	
Name (print)	Title
Signature	Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal or state funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable federal and state laws, executive orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable federal or state laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Highway Bridge Replacement and Rehabilitation Program, including but not limited to 23 U.S.C. 144.

- h. State statutes that govern the Local Bridge Program, including but not limited to Wis. Stat. 84.18.
- i. Bridge approaches funding policy. The Federal Highway Administration (FHWA) and Wis. Stat. 84.18(2)(e) limit bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
- j. State administrative rule that implements Local Bridge Program: Ch. Trans 213.

STATE RESPONSIBILITIES AND REQUIREMENTS:

- 4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2018-2022 Local Bridge Program. Federal/state financing will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Preliminary engineering and design.
 - j. State review services.
- 5. State is authorized by Wis. Stat. 84.18(6) to exercise whole supervision and control over the construction of the project. The work will be administered by the State and may include items not eligible for federal/state participation.
- 6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

- 7. Work necessary to complete the 2020-2025 Local Bridge Program improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.

- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards.
 - h. Real estate for the improvement.
 - i. Other 100% Municipality funded items: None identified
8. This line intentionally left blank.
9. FHWA limits bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the Municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
10. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
11. Work to be performed by the Municipality without federal/state funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
12. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
13. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
14. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing limits or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
- 15. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2020-2025 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

16. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
17. The Municipality will at its own cost and expense:
- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 - e. Provide complete plans, specifications, and estimates to State upon request.
 - f. Provide relocation orders and real estate plats to State upon request.
 - g. Use the *WisDOT Utility Accommodation Policy*, unless it adopts a policy that has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
18. It is further agreed by the Municipality that:
- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
 - b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
 - c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
 - d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the FHWA.
 - e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within

its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the FHWA, and that now such installations will be permitted to be erected or maintained in the future.

- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted Oversize and Overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

19. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
20. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
21. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
22. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
23. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

24. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

25. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

26. The Municipality agrees to the following 2020-2025 Local Bridge Program project funding conditions:

- a. **ID 4987-12-00:** Design is funded with 80% state/federal funding up to a funding limit of \$ 193,440, where applicable when the Municipality agrees to provide the remaining 20% and any funds in excess of the \$ 193,440 state/federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 80% with state/federal funding and 20% by the Municipality.
- b. Real estate acquisition is 100% the responsibility of the Municipality.
- c. Any railroad items are 100% the responsibility of the Municipality.
- d. Utility items are 100% the responsibility of the Municipality.
- e. **ID 4987-12-71:** Construction
 - i. Costs for construction, engineering, and state review are funded with 80% state/federal funding up to a funding limit of \$791,920, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the \$791,920 state/federal funding limit.
 - ii. Non-participating costs for are funded 100% by the Municipality. Costs include construction delivery.



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.9

Consideration and possible action on Intergovernmental Agreement between City of Green Bay and Village of Allouez for combined CIPP Liner contract, Sewers 4-20 Basin Repair.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. VOA_GB_IGA_ DRAFT

INTERGOVERNMENTAL AGREEMENT FOR CIPP Lining St. Mary Boulevard Sanitary Sewer

THIS AGREEMENT is made and entered into as of the 15th day of June, 2020 pursuant to the authority of Section 66.0301(2), Wis. Stats., as an intergovernmental agreement by and between, the Village of Allouez (hereinafter "ALLOUEZ"), and the City of Green Bay (hereinafter "GREEN BAY"), both parties being municipal corporations organized under the laws of the State of Wisconsin, collectively hereinafter referred to as the PARTIES.

WITNESSETH

WHEREAS, the PARTIES are interested in creating a contractual relationship to perform the CIPP Lining of sanitary sewer on St. Mary Boulevard in ALLOUEZ as part of the Green Bay Sewers 4-20 Basin Repair contract;

NOW, in consideration of the mutual covenants and promises contained herein, the PARTIES covenant and agree as follows:

1. PROJECT RESPONSIBILITIES: Green Bay will be responsible to create the contract documents for the project. Allouez shall provide AutoCad drawings of their work for inclusion in the contract plan set. Green Bay will be responsible for advertising the project on Quest CDN, opening bids, making the award of contract, and contract administration throughout the life of the contract. Allouez will be responsible for inspecting the work on St. Marys Boulevard with the assistance of Green Bay personnel.
2. COSTS AND INVOICING: GREEN BAY shall be responsible for direct compensation to the contractor. GREEN BAY will invoice ALLOUEZ for reimbursement of actual contract costs for work completed in ALLOUEZ.
3. Insurance: ALLOUEZ shall maintain a comprehensive general liability policy in the amount of \$1,000,000 aggregate, including property damage and bodily injury, and it shall name GREEN BAY as an additional insured for and during such time as employees of GREEN BAY are engaged in contractual services associated with installation of CIPP liner in the sanitary sewer on St. Marys Boulevard in the ALLOUEZ and are otherwise performing work for ALLOUEZ as contemplated by this Agreement. Both PARTIES agree to maintain workers compensation insurance coverage and be responsible for any job-related injury occurring to employees performing work for their respective entity under this Agreement.

4. Indemnification. ALLOUEZ shall hold harmless, indemnify and defend GREEN BAY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of ALLOUEZ or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on GREEN BAY, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the other party, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the other party, its elected and appointed officials, officers, employees, agents, representatives and volunteers. This indemnity provision shall survive the termination of the Agreement.
5. Immunity: Notwithstanding any other portions of this agreement, nothing contained herein is intended to waive or estop the PARTIES or their insurers to rely upon the limitations, defenses, and immunities contained within Sections 345.05 and 893.80 of the Wis. Stats. To the extent that indemnification is available and enforceable, the PARTIES or their insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.
6. Scheduling of services: GREEN BAY will make all reasonable and deliberate efforts to perform under this Agreement but enters this Agreement with ALLOUEZ under the understanding that there are items outside the control of both parties. The work in ALLOUEZ will be scheduled to be completed before the contract work in GREEN BAY.
7. Term of Agreement: The term of this Agreement shall be for The life of the Sewers 4-20 Basin Repair contract.
8. Termination of Agreement: Either party may terminate this Agreement with or without cause upon a thirty (30) business day written notice to the other party.
9. Authorized Agents & Notice: The following authorized agents are designated as the representatives of the respective municipalities and such offices are authorized by this Agreement to administer the provisions

hereof, including entering into agreements concerning schedules as provided in this Agreement. All required notices under the terms of the Agreement shall be deemed delivered as of the postmark date, postage prepaid to:

VILLAGE OF ALLOUEZ

Director of Public Works
Village of Allouez
1900 Libal Street
Green Bay, WI 54301
(920) 448-2802

CITY OF GREEN BAY

Director OF Public Works
Green Bay City Hall
100 N. Jefferson Street
Green Bay, WI 54301
(920) 448-3100

10. Miscellaneous:

- (a) Entire Agreement: This Agreement supersedes any and all agreements previously made between the PARTIES relating to the subject matter of this Agreement and there are no understandings or agreements other than those incorporated in this Agreement. This Agreement may not be modified except by an instrument in writing duly executed by all PARTIES.
- (b) Assignment: It is expressly understood that the parties may not assign any rights or obligations hereunder without the prior written consent of the other party.
- (c) Law Governing: This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Wisconsin.
- (d) Severability: If any provisions of this Agreement shall under any circumstances be deemed invalid or inoperative, this Agreement shall be construed with the invalid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.
- (e) Amendments: Any amendments to this Agreement shall be agreed upon by both PARTIES in writing.

IN WITNESS WHEREOF, the PARTIES hereby set their hands and seals
as of the date first written above.

VILLAGE OF ALLOUEZ

Brad Lange, Administrator

Debbie Baenen, Clerk-Treasurer

CITY OF GREEN BAY

Eric Genrich, Mayor

Kris Teske, Clerk



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

MEETING DATE

June 10, 2020

PREPARED BY

AGENDA ITEM # E.10

Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Absolute Concrete LLC
- b. Ramco Construction Services LLC

2. Tree & Brush Trimmer license to A to Z Tree Service LLC.

3. Underground Sprinkler System license to Fox Valley Irrigation, Inc.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 10, 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

June 10, 2020

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for June 24, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None