



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, OCTOBER 14, 2020, 6:00 PM

AMENDED

Immediately following Park Committee which begins at 5 P.M.

Virtual meeting. Public may join via Zoom.

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 Bryan Hoff to appeal the nuisance, litter and solid waste materials invoice of \$411.89 at 1019 Velp Avenue (referred back to the Improvement & Services Committee at the October 6, 2020, Common Council meeting).
2. Consideration with possible action for Department of Public Works to study the costs of recycling plastics versus collecting plastics as garbage and implementing the process that saves the City the most money. (Ald. Galvin)
3. Consideration with possible action on request by Paul's Pantry, Inc. to rescind the special assessments for pavement construction levied against Parcel 20-271 associated with the North Webster Avenue reconstruction project (referred to staff at the September 30, 2020 Improvement and Services Committee meeting).

4. Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Tri-North Builders, Inc.
- b. Concrete Kings

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 October 28, 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 and Services 10-14-20

Zoom Meeting Information

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

Join Zoom Meeting

<https://us02web.zoom.us/j/85858008112?pwd=ZTgxZmgvTm5ENjhiYitybjY3eUNmUT09>

Meeting ID: 858 5800 8112

Passcode: 730192

One tap mobile

+19292056099,,85858008112#,,,,,0#,,730192# US (New York)

+13017158592,,85858008112#,,,,,0#,,730192# 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: 858 5800 8112

Passcode: 730192

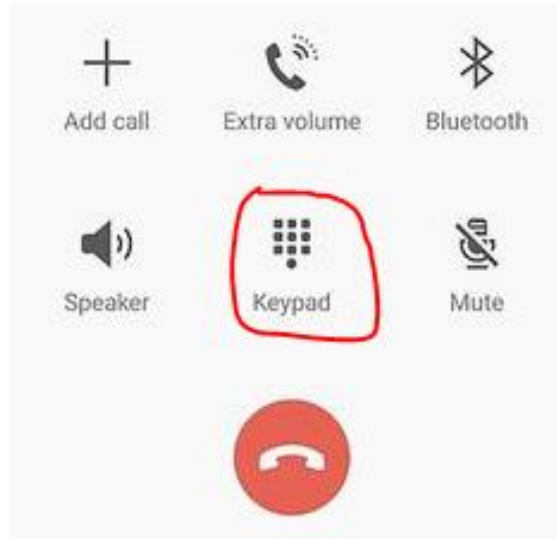
Find your local number: <https://us02web.zoom.us/u/kdb5NmPYfV>

Additional Information

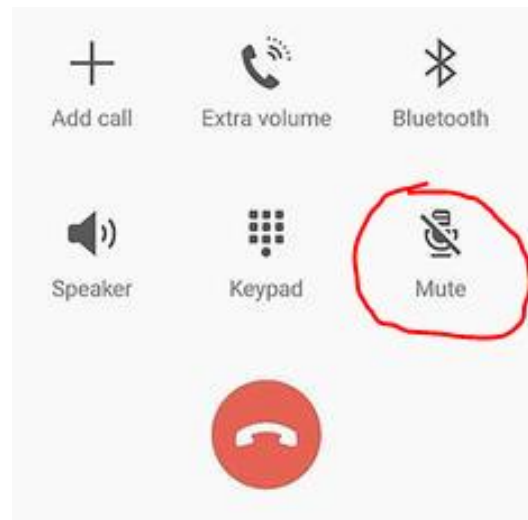
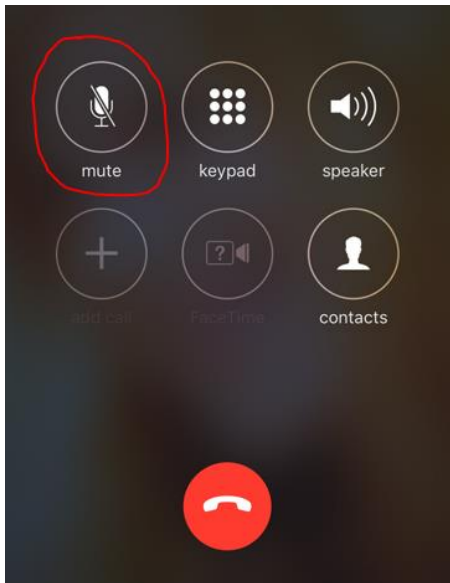
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

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

October 14, 2020

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on request by Bryan Hoff to appeal the nuisance, litter and solid waste materials invoice of \$411.89 at 1019 Velp Avenue (referred back to the Improvement & Services Committee at the October 6, 2020, Common Council meeting).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Invoice I33278_Reschedule Email_ Appeal Fine for Nuisance Litter_1019 Velp Ave
2. Invoice I33278_Appeal Fine for Nuisance Litter_1019 Velp Ave

From: [ClerkInquiries](#)
To: [Jamie Destiche](#)
Subject: FW: Appeal Fine for Nuisance Litter
Date: Monday, September 14, 2020 7:59:37 AM

From: Bryan Hoff
Sent: Friday, September 11, 2020 10:02 AM
To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>
Subject: FW: Appeal Fine for Nuisance Litter

Good morning

I sent this request on 8/28/20. On 9/9/20 I received a letter from the City dated 9/3/20 letter stating my appeal was to be taken up on 9/8/20.

Since I wasn't made aware of the meeting until a day after it occurred I am requesting a new date for the committee to take up this issue so I can present my side.

Could you please re-schedule so I can attend? I can only assume the mail was delayed due to the Labor day holiday. You can also e-mail me with the rescheduled date in lieu of physical mail.

Bryan Hoff
Hoff Investment Properties, LLC
920-660-3770

From: Bryan Hoff
Sent: Friday, August 28, 2020 11:26 AM
To: 'ClerkInquiries' <ClerkInquiries@greenbaywi.gov>
Subject: Appeal Fine for Nuisance Litter

Good Morning

I would like to appeal the invoice I received for a property cleanup. Invoice # 133278 for 1019 Velp Ave.

Reason for appealing the fine is because there was a discrepancy between what was allowed to be left outside for seating and tabletop. The zoning department (Brenda Seidl) couldn't define what was considered an "outdoor chair" vs an "indoor chair". They also removed some items from the firepit including unburnt logs that belong in the firepit yet left the trash they were there to clean up.

When the cleanup was done, the City employees left the seating and table items they had an issue with yet left the other smaller items that were claimed on case # 112641. Pictures attached. These

pictures were taken less than 5 min after the City employees left the property. If I'm going to be responsible to pay a cleanup fee, I expect the employees to complete the work in full and not just take certain items. The items left were part of the claimed nuisance litter.

Bryan Hoff
Hoff Investment Properties, LLC
920-660-3770



Administration
920 448 3100
Fax 920 448 3102

Engineering Division
920 448 3100
Fax 920 448 3102

Public Works Department

Operations Division
920 448 3535
Fax 920 448 3536

Parking Division
920 448 3431
Fax 920 448 3370

Traffic Division
920 448 3100
Fax 920 448 3102

September 3, 2020

Bryan Hoff
Hoff Investment Properties, LLC
3730 Nicolet Dr
Green Bay, WI 54311

Dear Mr. Hoff,

This letter is to notify you that the item(s) highlighted on the enclosed agenda will be presented before the Improvement & Services Committee of the City Council for its consideration.

The Improvement & Services Committee is scheduled for Wednesday, September 9, 2020 at 5:00 p.m. This will be a virtual meeting and the public may also join via Zoom. I have included instructions for you to join the meeting.

We recommend that you attend as the Committee discusses your request. At that time, you can provide your concerns and/or facts.

Sincerely,

Jamie Destiche
Administrative Clerk

Enclosure

From: [DPW Main](#)
To: [Brenda Seidl](#); [Tim Meves](#); [Steven Grenier](#)
Cc: [Inspection Website Mail](#); [Dustin McMullen](#); [Jamie Destiche](#)
Subject: FW: Appeal Fine for Nuisance Litter
Date: Monday, August 31, 2020 7:52:18 AM
Attachments: [Work Order.pdf](#)

Good Morning,

Please see the below email on an appeal for the clean-up at 1019 Velp Ave.

This will have to go through the I&S Meeting and then through Council for approval.

Please reach out to Bryan and provide him with the information needed to move forward with the appeal.

Attached is the work order I received to invoice against.

Thanks,
Audra

[Audra Van Gheem](#)
Administrative Clerk
City of Green Bay Public Works Department
100 N. Jefferson St. Room 300
Green Bay, WI 54301-5026
Phone: 920-448-3532 | greenbaywi.gov/DPW

From: ClerkInquiries
Sent: Friday, August 28, 2020 12:07 PM
To: DPW Main
Subject: FW: Appeal Fine for Nuisance Litter

From: Bryan Hoff
Sent: Friday, August 28, 2020 11:25 AM
To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>
Subject: Appeal Fine for Nuisance Litter

Good Morning

I would like to appeal the invoice I received for a property cleanup. Invoice # 133278 for 1019 Velp Ave.

Reason for appealing the fine is because there was a discrepancy between what was allowed to be left outside for seating and tabletop. The zoning department (Brenda Seidl) couldn't define what was considered an "outdoor chair" vs an "indoor chair". They also removed some items from the firepit

including unburnt logs that belong in the firepit yet left the trash they were there to clean up.

When the cleanup was done, the City employees left the seating and table items they had an issue with yet left the other smaller items that were claimed on case # 112641. Pictures attached. These pictures were taken less than 5 min after the City employees left the property. If I'm going to be responsible to pay a cleanup fee, I expect the employees to complete the work in full and not just take certain items. The items left were part of the claimed nuisance litter.

Bryan Hoff
Hoff Investment Properties, LLC
920-660-3770



GREEN BAY CITY TREASURER

100 North Jefferson Street, Room 106
Green Bay, WI 54301-5026

INVOICE

Invoice Date	Invoice No.
07/21/2020	133278
Customer Number	
58194	
Invoice Total Due	
\$411.89	
Customer PO	Due Date
	08/20/2020

REMOVED NUISANCE, LITTER AND SOLID WASTE
MATERIALS AT 1019 VELP AVE. ON 07-15-2020.

HOFF INVESTMENT PROPERTIES LLC
3730 NICOLET DR
GREEN BAY, WI 54311

00000182020600133278200000411892

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 07/21/2020

Customer Number: 58194

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
LABOR	1.00	\$168.23	EACH	\$168.23	\$0.00	\$0.00	\$168.23
EQUIPMENT	1.00	\$220.40	EACH	\$220.40	\$0.00	\$0.00	\$220.40
ADMINISTRATIVE FEE	1.00	\$23.26	EACH	\$23.26	\$0.00	\$0.00	\$23.26
Please put Invoice Number on your check. Make checks payable to City of Green Bay.				Invoice Total:		\$411.89	

PLEASE CALL THE DEPARTMENT OF PUBLIC WORKS AT (920) 448-3535 WITH ANY QUESTIONS.

ORIGINAL
COPY







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

MEETING DATE

October 14, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action for Department of Public Works to study the costs of recycling plastics versus collecting plastics as garbage and implementing the process that saves the City the most money. (Ald. Galvin)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. late communication (Ald. Galvin)

From: District Four
Sent: Friday, September 25, 2020 12:52 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: late communication

Kris, this from the council meeting on Thursday.

communication to Improvement and services. For DPW to study the costs of recycling plastics versus collecting plastics as garbage and implementing the process that saves the city the most money.

Bill Galvin

ALDERMAN DISTRICT FOUR

1244 Emilie St.

Green Bay, WI 54301

920-639-4640

Tada Gan Iarracht

district4@greenbaywi.gov

www.greenbaywi.gov



Think Green. Please don't print this message unless it's really necessary. Thank you.



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

MEETING DATE

October 14, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on request by Paul's Pantry, Inc. to rescind the special assessments for pavement construction levied against Parcel 20-271 associated with the North Webster Avenue reconstruction project (referred to staff at the September 30, 2020 Improvement and Services Committee meeting).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

October 14, 2020

PREPARED BY

AGENDA ITEM # E.4

Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Tri-North Builders, Inc.
- b. Concrete Kings

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

October 14, 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

October 14, 2020

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for October 28, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None