



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, JANUARY 13, 2021, 6:00 PM

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 preparing docks at Leicht Park for spring fishing tournament (referred to staff at the December 9, 2020, Improvement and Services Committee meeting). (Ald. Scannell)
2. Consideration with possible action on the review and approval of the 2021 Special Assessment factors and rates.
3. Consideration with possible action on presentation by Department of Public Works staff to the Improvement and Services Committee regarding a few options for more effective downtown snow bank management. It's requested that examples be provided from the 10 largest municipalities in the state (referred back to Department of Public Works staff at the September 30, 2020, Improvement and Services Committee meeting). (Alds. Johnson and Scannell)

4. Consideration with possible action on a request by Department of Public Works to enter into a Municipal Project Agreement with Brown County for the construction of drainage improvements near Beach Lane on Nicolet Drive (CTH A).
5. Consideration with possible action on the report of the Purchasing Manager for approval of award to Shefchik, Inc. for the replacement of the roof on the Observation Building at the Bay Beach Wildlife Sanctuary for the sum of \$43,936.00. Shefchik is the only bidder to RFB #3288.
6. Consideration with possible action on the review and award of the contract BRIDGE 3-20 (MAIN STREET BRIDGE CENTER LOCKS REPLACEMENT).
7. Consideration with possible action on request by KS Energy Services to renew the annual Hold Harmless Agreement for access to the City of Green Bay sewer system to conduct inspection of the sewer mains and laterals.

8. Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Baeten Concrete, LLC
- b. Dorner Equipment Sales & Service, LLC
- c. Frank O. Zeise Construction Co., Inc.
- d. Howard Immel, Inc.
- e. IEI General Contractors, Inc.
- f. Loch Construction Co., Inc.
- g. Martell Construction, Inc.
- h. McDonald Services, LLC
- i. Ramco Construction Services
- j. Utility Traffic & Restoration, Inc.

2. Tree & Brush Trimmer

- a. Asplundh Tree Expert LLC
- b. BEST Enterprises, LLC
- c. Epic Tree Care
- d. Fall-Rite Services, LLC
- e. Holger Bros., Inc.
- f. Selner Tree & Shrub Care
- g. Urban Tree Service
- h. Yesterday's Trees LLC

3. Underground Sprinkler System

- a. Fox Valley Irrigation, Inc.
- b. Irrigation Doctors, LLC
- c. Lizer of WI, Inc.
- d. The Sprinkler Co., Inc.
- e. Wolfraths Landscaping, LLC

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 January 27, 2021.

G. 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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/82206544400?pwd=NDd1bmszNUhBWW9XRUVU5ck1zMjZ2QT09>

Meeting ID: 822 0654 4400

Passcode: 635662

One tap mobile

+13126266799,,82206544400#,,,,*635662# US (Chicago)

+19292056099,,82206544400#,,,,*635662# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 822 0654 4400

Passcode: 635662

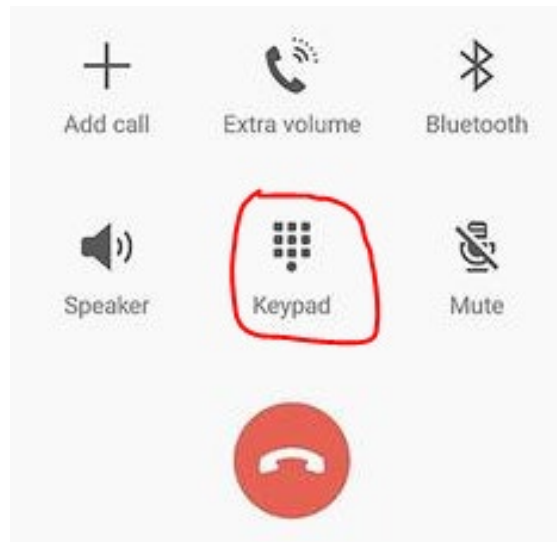
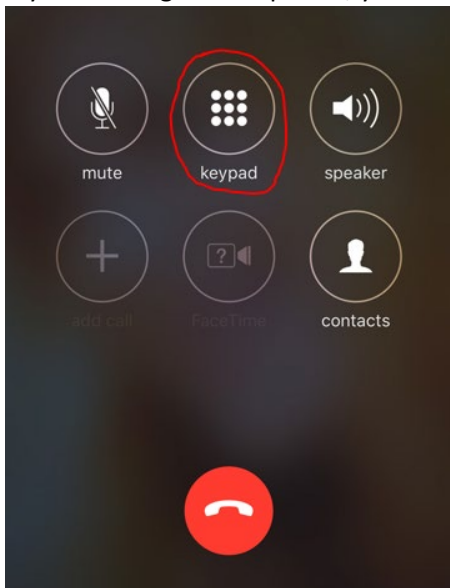
Find your local number: <https://us02web.zoom.us/j/kc7RtLdfPZ>

Additional Information

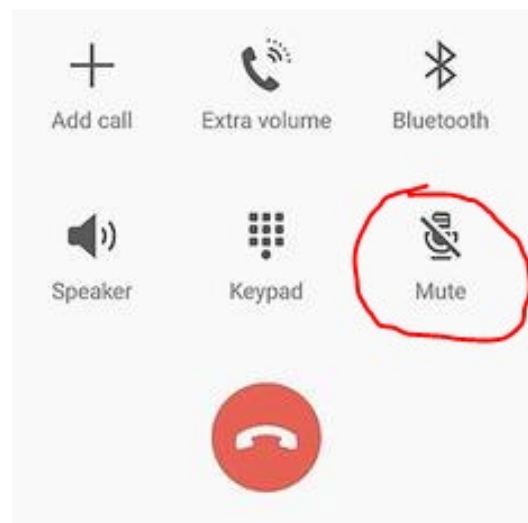
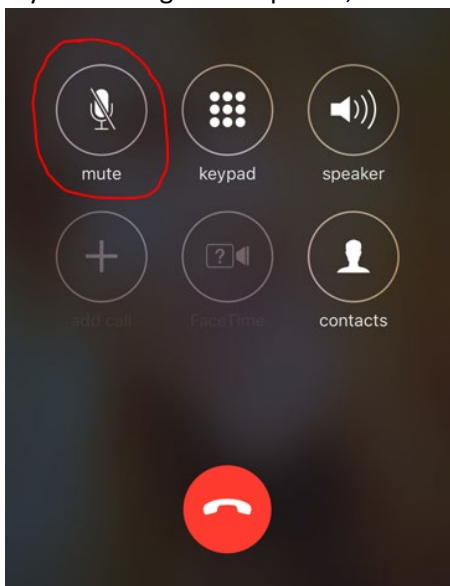
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.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

January 13, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on preparing docks at Leicht Park for spring fishing tournament (referred to staff at the December 9, 2020, Improvement and Services Committee meeting). (Ald. Scannell)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Ald. Scannell_ communications
2. Leicht Memorial Park 2021 Dock Installation 1082021 Memo

From: [Jaime Fuge](#)
To: [Steven Grenier](#)
Cc: [Jamie Destiche](#); [Elizabeth Nadolski-Spears](#)
Subject: FW: communications
Date: Wednesday, November 11, 2020 9:18:10 AM

Good Morning,

Please see below the following communication for I&S from Ald. Scannell.

Thank you,
Jaime

From: District Seven
Sent: Wednesday, November 11, 2020 9:06 AM
To: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: communications

Good morning Jamie!

Here are two communications:

I&S - Consideration with possible action on preparing docks at Liecht Park for spring fishing tournament.

P&P - Police report on the compliance and policing of the mask mandate.

Have a great day and stay safe!
Randy



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: Steven Grenier, PE , Director of Public Works

SUBJECT: Leicht Memorial Park
2021 Spring Dock Installation Options

DATE: January 8, 2021

C: James Brunette, PE, Assistant Director of Public Works
Matthew Heckenlaible, P.E., Utility Manager

Comments:

In December, 2020 a communication was brought forward to look at options as to what it would take to get the floating docks installed in the Fox River in the early spring of 2021 in light of continued Great Lakes (Fox River) high water elevations. The water elevations are approximately 3.5 to 4 feet above average lake / river elevations and are projected to continue to stay elevated as shown in the US Army Corps of Engineers graphic below.

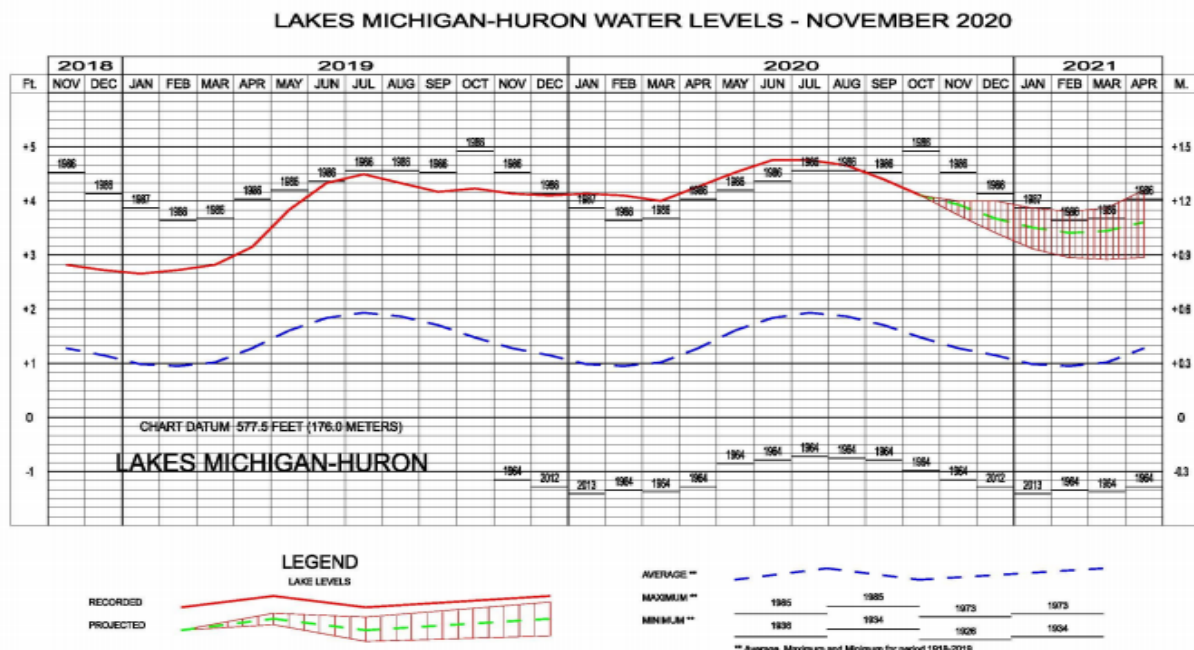


Figure 2: Recorded and projected water levels for Lake Michigan-Huron as of October 2020.
(Courtesy of US Army Corps of Engineers)



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

Because of the elevated high water levels, the Department of Public Works was hesitant to install the docks at Leicht Memorial Park in 2020 because the piles / piers driven into the river bottom are only extended to a certain height above the water surface. These piles were placed during a period when the river levels were significantly lower. With the high water elevations that we have observed over the past few years there is the potential that the docks could literally float off the top of the piles and float away.

In 2019, the docks did float off the tops of a few of the piles and started floating down river. DPW captured the docks and tied them off to the shoreline along with welding a steel bar across the top of the pilings to prevent the docks from floating off in the future. By placing the steel bar across the top of the pilings, when the river rises too high, the docks rise as well and the restrained portion of the dock then starts to twist which causes damage to the docks.

There are three (3) options that can be considered for 2021.

The first option would be hold the 2020 status quo do not install the docks until the river levels return to lower levels making it a safe installation and operation practice.

The second potential option would be to weld additional piling sections onto the six (6) primary pilings. The timing of this option would be dependent upon when it would be safe to get people out on the water to place the pile extensions, weld them in place and to fill the piling with concrete if necessary. This would be done after the ice had left the river and lower portions of the Bay and would be conservatively speaking middle of April at the earliest.

A third option that may be considered is modifying the collar / tethering device that holds the dock to the piling. This collar would then most likely be below the visible waterline. Without the brackets being removed and re-installed for each season, and preventing the brackets from supporting the weight of the docks during the offseason, the most that the brackets could be adjusted would be approximately 12-inches. With this option, in order for crews to secure the docks to the piles, the brackets would be submerged below the water line. The crews would need to have their hands, arms and tools in the frigid, early spring waters of the Fox River raising a significant health, safety concern.



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



The installation and removal of all of the City's docking facilities is contingent upon weather conditions, wind, rain, ice, waves, etc. The safety of City personnel is critical component when it comes to the installation and removal of these facilities. Typically, during "normal water elevations", the early docks at Metro Boat Launch would go in towards the beginning of April and all remaining docks would be guaranteed to be installed at least one week before Memorial Day. With the higher water elevations, the docks at Metro Boat Launch have been pieced together to make a couple of extra-long docks with the remainder of docks when possible to be installed again before Memorial Day.

If City forces were able to make modifications to the piles and brackets and contract a crane for the installation of the docks, it could be estimated to cost around \$10-\$15,000.



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the review and approval of the 2021 Special Assessment factors and rates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Assessment Rate Letter to IS for 2021
2. RATEPROPOSED



Green Bay Water Utility

631 S. Adams St. – P.O. Box 1210
Green Bay, WI 54305-1210

920-448-3480
FAX 920-448-3486
www.gbwater.org

1/6/2021

Mr. Chris Wery, Chairperson
Improvement and Service Committee
City Hall
100 North Jefferson Street
Green Bay, WI 54301

Dear Chairperson Wery:

The Green Bay Water Utility recommends the following assessment rates for 2021:

Residential and other ordinary users	\$75.00/front foot
Residential and other ordinary users (Project requiring rock excavation)	\$105.00/front foot
Users requiring larger than 8" diameter mains (commercial and industrial)	\$85.00/front foot
Users requiring larger than 8" diameter mains (commercial and industrial) (Project requiring rock excavation)	\$115.00/front foot
1" water lateral installed with new water main	\$2,300.00/lateral
1" water lateral installed with new water main (Project requiring rock excavation)	\$3,300.00/lateral
1" water lateral installed on existing main in conjunction with street reconstruction	\$3,300.00/lateral
1" water lateral installed on existing main in conjunction with street reconstruction (Project requiring rock excavation)	\$4,300.00/lateral
New 1" service connection on existing main requested by owner	Actual cost
New larger than 1" service connection on existing main requested by owner	Actual cost

Sincerely,

THE GREEN BAY WATER UTILITY

Kristin Romanowicz, P.E.
Engineering Services Supervisor

cc: Steve Grenier, Brian Powell

CITY OF GREEN BAY		
SPECIAL ASSESSMENT FACTORS AND RATES		
PROPOSED 2021 FACTORS AND RATES		
I. <u>SANITARY SEWER</u>	<u>2020 RATES</u>	<u>PROPOSED 2021 RATES</u>
Sewer	\$65.00 Per Front Foot	\$65.00
Sewer with Rock Excavation	\$95.00 Per Front Foot	\$95.00
4" Sanitary Connection with Rock Excavation	\$1,475.00 Each \$2,475.00 Each	\$1,500.00 \$2,500.00
6" Sanitary Connection with Rock Excavation	\$1,700.00 Each \$2,700.00 Each	\$1,750.00 \$2,750.00
II. <u>STORM SEWER</u>		
Sewer	\$65.00 Per Front Foot (New Streets, and Type B Streets in Urban Expansion & Reserve Districts and new main installation)	\$65.00
6" Storm Connection	\$970.00 Each	\$990.00
12" Storm Connection	\$1,720.00 Each	\$1,760.00
Stormwater Management (Fee in lieu of)	\$3,100.00 Per ERU	\$3,600.00 Per ERU
III. <u>WATER</u>		
Residential and Other Ordinary Users with Rock Excavation	\$75.00 Per Front Foot \$105.00 Per Front Foot	\$75.00 Per Front Foot \$105.00 Per Front Foot
User Requiring Larger Than 8" Mains with Rock Excavation	\$85.00 Per Front Foot \$115.00 Per Front Foot	\$85.00 Per Front Foot \$115.00 Per Front Foot
1" Lateral with New Water Main with Rock Excavation	\$1,700.00 Each \$2,700.00 Each	\$2,300.00 Each \$3,300.00 Each
1" Lateral on Existing Water Main with Rock Excavation	\$3,700.00 Each \$4,700.00 Each	\$3,300.00 Each \$4,300.00 Each
New 1" Service Connection	Actual Cost	Actual Cost
New Larger than 1" Service Connection	Actual Cost	Actual Cost

IV. <u>STREET CONSTRUCTION</u>	<u>2020 RATES</u>		<u>PROPOSED 2021 RATES</u>	
	<u>ASPHALT PAVEMENT</u>	<u>CONCRETE PAVEMENT</u>	<u>ASPHALT PAVEMENT</u>	<u>CONCRETE PAVEMENT</u>
	Assessment Factor = \$150.00	\$230.00	\$150.00	\$230.00
1. <u>Type "A" Street</u> (New Street, Not Previously Open to Traffic) Residential Zones All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$150.00	\$150.00	\$150.00	\$150.00
2. <u>Type "B" Street</u> (Existing Street, No Curb & Gutter) Residential Zones All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$90.00	\$90.00	\$90.00	\$90.00
3. <u>Type "C" Street</u> (Existing Street, Has Pavement and Curb & Gutter) A. Local Streets Residential Zones Residential Zones on Bus and/or Heavy Traffic Routes All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate) B. STP and NHS Streets Residential Zones Residential Zones on Bus and/or Heavy Traffic Routes All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$45.00	\$45.00	\$45.00	\$45.00

V. <u>ASPHALT RESURFACING</u> <u>ALL STREET TYPES</u> Assessment Factor =	2020 RATES <u>ASPHALT RESURFACING</u> \$32.00	PROPOSED 2021 RATES <u>ASPHALT RESURFACING</u> \$32.00
Residential Zones	\$19.20	\$19.20
Residential Zones on Bus and/or Heavy Traffic Routes	\$17.28	\$17.28
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$28.80	\$28.80
INTEREST RATE FOR UNPAID SPECIAL ASSESSMENTS	<u>2020 RATES</u> 3.77%	<u>PROPOSED 2021 RATES</u> TBD



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on presentation by Department of Public Works staff to the Improvement and Services Committee regarding a few options for more effective downtown snow bank management. It's requested that examples be provided from the 10 largest municipalities in the state (referred back to Department of Public Works staff at the September 30, 2020, Improvement and Services Committee meeting). (Alds. Johnson and Scannell)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Ald Johnson and Ald Scannell Joint Communication
2. 2020 WI city downtown snow policies
3. 2020 DGBI-OBİ-OMSI snow management meeting summary

From: District Nine

Sent: Monday, August 17, 2020 10:30 AM

To: Kris Teske <Kris.Teske@greenbaywi.gov>

Cc: Steven Grenier <Steven.Grenier@greenbaywi.gov>; District Seven <District.7@greenbaywi.gov>

Subject: I&S Communication

This is a joint communication from Alders Scannell and Johnson:

"To direct DPW staff to present to the Improvement and Services Committee a few options for more effective downtown snow bank management. It's requested that examples be provided from the 10 largest municipalities in the state."

Alders have received multiple communications from business owners concerned about how snowbanks are currently managed. Additionally, the concern is heightened this year with reliance on curbside pickups due to the pandemic.

Follow me on Facebook to receive regular updates on city issues. [@BrianJohnsonGB](#)

Brian H. Johnson

Alderman, District 9

City of Green Bay
100 N. Jefferson Street
Green Bay, Wisconsin 54301-5026

(e) district9@greenbaywi.gov

(p) 920.242.2206

(w) www.greenbaywi.gov

Wisconsin Large City Snow Removal Practices Survey (September 2020)

<u>City</u>	<u>Population</u>	<u>Downtown Snow Windrows Removed?</u>	<u>How Often Removed?</u>	<u>Who removes snow?</u>	<u>Who pays for snow removal?</u>	<u>Notes</u>
Milwaukee	595,000	Yes	As decided by B.I.D.	Contractor Parking Division – adjacent to parking meters	B.I.D.	City does not remove snow windrows City sells permits for contractors to dump snow at City snow dump Parking Division routinely clears paths adjacent to parking meters separate from B.I.D. snow removal activity
Madison	233,200					
Green Bay	104,100	Yes	As necessary from a roadway safety perspective	DPW Parking Division – adjacent to parking meters	City operating budget	Parking Division routinely clears paths adjacent to parking meters separate from DPW snow removal activity
Kenosha	99,200	Yes	When curbside parking is affected	DPW	City operating budget	Mayor authorizes snow removal operations
Racine	78,900	Yes	After high enough levels of snow accumulate	DPW	City operating budget Parking Division – charged for snow removal where meters are installed	Some businesses clear paths to parking meters for their patrons. But not a City requirement.

Wisconsin Large City Snow Removal Practices Survey (September 2020)

Appleton	72,600	Yes	On priority basis set by DPW	DPW, with assistance from contractor	Businesses are assessed \$1.00 to \$2.00 per L.F. depending on their zone City operating budget covers costs over and above what is collected from businesses	If snow removed in residential areas, no cost to residents
Waukesha	70,700	Yes	As deemed necessary by DPW	DPW	City operating budget	
Oshkosh	66,100	Yes	Assessed after every snowfall. Removed if snow is deep enough.	DPW	City operating budget	Snow removal is scheduled for day and night shifts, and takes up to 2-weeks to complete the process
Eau Claire	65,900					
Janesville	63,600	Yes – hybrid program B.I.D. properties push sidewalk and terrace snow in street City pushes snow to storage areas when streets are plowed Contractor hauls stored snow away	When downtown B.I.D. district storage areas are full, snow is removed On arterial streets, snow is removed only as necessary	Downtown – Contractor Arterial streets – DPW	Downtown – B.I.D. Arterials – City operating budget	No metered parking in downtown area No DPW snow removal in past 2 winters

Wisconsin Large City Snow Removal Practices Survey (September 2020)

West Allis	60,400	Yes	When curb lanes get too narrow	DPW	City operating budget	
La Crosse	51,300					
Sheboygan	49,300	Yes	If snowfall is significant enough to warrant removal	DPW, with assistance from contractor	City operating budget	Downtown businesses were charged a special assessment fee for snow removal. Charge was discontinued due to unrealistic expectations from business owners and operators.

Downtown Snow Management Business District Discussion Summary (December 2020)

Background

At its September 9, 2020 meeting, the Improvements and Services Committee considered a request for 1) options to improve on downtown snow bank management and 2) a comparison of practices throughout the State. On September 30, 2020, Department of Public Works staff presented its findings to Improvements and Services Committee regarding downtown snow management practices in larger cities throughout Wisconsin, and discussed DPW's current downtown snow management practices.

As a result of the above discussion, a meeting was held on December 10 between DPW-Operations Division staff, Alderman Scannell, and key staff from On Broadway, Inc. (OBI), Downtown Green Bay, Inc. (DGBI), and Olde Main Street, Inc. (OMSI). The group reviewed results of the State-wide survey, and discussed concerns and observations from each group. Following is a list of participants and summary of discussion points from the December 10 meeting:

- Randy Scannell, Downtown District Alderman
- Brian Johnson, OBI Director
- Jeff Mirkes, DGBI/OMSI Director
- Sally Ebeling, DGBI/OMSI Program & Business Development Specialist
- Josh Brassfield, DPW-Street Section Superintendent
- Chris Pirlot, DPW-Operations Division Director

OBI Concerns

- The section of Broadway between Walnut and Dousman Streets is most active on the west side of the downtown district. There is not a lot of room to in this zone to both store snow and accommodate free movement of business patrons during winter months.
- Business patron first impressions are important. Snow windrows are similar to a gate/wall between customers and businesses. Removing stored snow makes the downtown more inviting to visitors.
- Snow windrows ice over as winter progresses, which increases pedestrian hazard for those who move between their on-street parked car and destination. Maintaining gaps in windrows cleared down to the pavement reduces pedestrian hazards, and maintains access safe to businesses.

DGBI/OMSI Concerns

- Understands City policies and constraints related to downtown snow removal. But prefers as much snow removal activity as possible to maintain an inviting downtown.
- Is currently increasing efforts to communicate to businesses that they hold a stake in winter snow management responsibilities. The City alone is not responsible for safe and effective snow management in the downtown area.

- Some businesses have noted that pedestrian curb ramps should be cleared better. When residual snow melts, it creates slush and ice through which pedestrians must navigate. This increases hazards at official pedestrian crossing locations.

Group Observations and Discussion Points

- There was more downtown pedestrian traffic pre-pandemic. During the pandemic, there is less pedestrian traffic, but more business focus on curbside pick-up of goods. So sidewalk accessibility is still very important.
- All present realized that pedestrians should cross streets at corners. But human nature compels pedestrians to cross streets by the shortest path at mid-block locations
- Pedestrians should be afforded mid-block gaps to walk between the sidewalk and their vehicle instead of walking to the corner, and walking in the street to their mid-block parking location.
- There have been no major complaints recently regarding downtown snow management. But affected parties wish to be proactive on the issue.
- DPW attempted to remove snow several times by plowing to center of downtown streets, and removing it soon after the plow operation. But there were space and logistical issues so it was discontinued. City of Manitowoc does the same thing, but prohibits parking on downtown streets until snow is removed.
- Focus snow removal activity in specified high impact areas, to maximize benefits for the majority of business patrons.

DPW Action Ideas/Alternatives

- DPW maintains a 4-person night-shift snow management crew during winter months to address issues throughout the City. This crew can somewhat increase its activity in the downtown area without negatively impacting other areas of the City.
- Leave snow windrows in parking lanes for removal using less equipment and time. This alternative was attempted in the past with mixed results. If reintroduced, it would prohibit downtown parking until snow is removed which could be an issue.
- Plow snow to the center of downtown streets. But downtown parking would need to be prohibited until snow is removed, to facilitate safe and effective snow removal.
- DPW has numerous post-snowplow responsibilities City-wide. Without more equipment and staffing, snow cannot realistically be removed from downtown streets after every storm.

Meeting Follow-up Activity

After review of issues and discussion of possible solutions, the group agreed that a downtown snow management plan must include active participation from the 1) City, 2) business leadership groups, 3) business operators, and 4) DPW collectively. The group focused on the following action items related to downtown snow management:

- Advise businesses to manage snow to the best of their abilities, to minimize snow/ice build-up and safety concerns in front of their business. Pedestrian safety is everybody's responsibility.
- DPW will keep up with snow/ice maintenance at downtown intersection curb ramps and crosswalks.

- Business groups and the City should draft and abide by a memorandum of understanding that identifies each entity's responsibility for downtown winter snow management
- Business groups and the City should cooperatively draft a letter to distribute to all downtown businesses each winter. The letter should outline expectations of all affected parties for proper downtown snow management.
- Each business leadership group will identify what streets/areas are the most critical for snow removal/management. DPW could focus on these areas, spending less time focusing on areas that have little or no impact on business in the area.

DGBI Snow Removal Priority Zones

- Washington Street – Main Street to Doty Street
- Adams Street – Pine Street to Walnut Street
- Cherry Street – Cherry Street Ramp to Adams Street
- Pine Street – Adams Street to YMCA Building

OMSI Snow Removal Priority Zones

- Bodart Street – Monroe Avenue to Jackson Street

OBI Snow Removal Priority Zones

- List pending



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on a request by Department of Public Works to enter into a Municipal Project Agreement with Brown County for the construction of drainage improvements near Beach Lane on Nicolet Drive (CTH A).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on the report of the Purchasing Manager for approval of award to Shefchik, Inc. for the replacement of the roof on the Observation Building at the Bay Beach Wildlife Sanctuary for the sum of \$43,936.00. Shefchik is the only bidder to RFB #3288.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Report of the Purchasing Manager_01_13_21



CITY OF GREEN BAY - PURCHASING DIVISION

TO: I & S Committee
FR: Calvin Winters, Procurement Manager
DT: January 13, 2021
RE: Purchasing Report
Cc: Steve Grenier, Jamie Destiche

Report of the Purchasing Manager:

1. Approval of award to Shefchik, Inc. for the replacement of the roof on the Observation Building at the Bay Beach Wildlife Sanctuary for the sum of \$43,936.00. Shefchik is the only bidder to RFB #3288.

CITY OF GREEN BAY BID SUMMARY**RFB #3288****WLS Observation Building Reroofing**

Dept: PRF	Req #	VENDOR #1
Planholders:	CC #7700-910-912	Shefchik, Inc.
Issued: 11/4/2020	Due: 12/9/2020	Green Bay, WI
DESCRIPTION		
Base Bid 1: Reroofing of entire Observation Building per specifications		\$ 43,936.00
If Required: Roof sheathing (4'x8') - cost shall be each for replacement		\$ 180.00
If Required: Replacement of Fascia - cost shall be per linear foot		\$ 8.00
TOTAL Base Bid:		\$ 43,936.00
Lead time after notice to proceed:		Spring 2021
Payment discount terms:		None
SOQ/Bidder's Proof Expires:		Submitted

Recommendation: Award to the lowest responsive, responsible vendor



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on the review and award of the contract BRIDGE 3-20 (MAIN STREET BRIDGE CENTER LOCKS REPLACEMENT).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public BRIDGE 3-20 MAIN ST BRIDGE CENTER LOCKS REPLACEMENT

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

BRIDGE 3-20 (MAIN STREET BRIDGE CENTER LOCKS REPLACEMENT)

Tuesday, December 22, 2020

Contractor	Base Bid	Alt 1	Bid Bond
LUNDA CONSTRUCTION	\$90,862	\$11,438	5%
DRAX, INC.	\$138,000	\$8,000	5%
ZENITH TECH, INC.	\$153,000	\$35,000	5%
Any questions, call 920-448-3100			



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on request by KS Energy Services to renew the annual Hold Harmless Agreement for access to the City of Green Bay sewer system to conduct inspection of the sewer mains and laterals.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

January 13, 2021

PREPARED BY

AGENDA ITEM # E.8

Report of actions taken by Department of Public Works

A. Granting of Licenses

1. Sidewalk Builder

- a. Baeten Concrete, LLC
- b. Dorner Equipment Sales & Service, LLC
- c. Frank O. Zeise Construction Co., Inc.
- d. Howard Immel, Inc.
- e. IEI General Contractors, Inc.
- f. Loch Construction Co., Inc.
- g. Martell Construction, Inc.
- h. McDonald Services, LLC
- i. Ramco Construction Services
- j. Utility Traffic & Restoration, Inc.

2. Tree & Brush Trimmer

- a. Asplundh Tree Expert LLC
- b. BEST Enterprises, LLC
- c. Epic Tree Care
- d. Fall-Rite Services, LLC
- e. Holger Bros., Inc.
- f. Selner Tree & Shrub Care
- g. Urban Tree Service
- h. Yesterday's Trees LLC

3. Underground Sprinkler System

- a. Fox Valley Irrigation, Inc.
- b. Irrigation Doctors, LLC
- c. Lizer of WI, Inc.
- d. The Sprinkler Co., Inc.
- e. Wolfraths Landscaping, LLC

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

January 13, 2021

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

January 13, 2021

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for January 27, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None