



# **AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE**

**WEDNESDAY, MAY 12, 2021, 5:00 PM**

**PLEASE NOTE TIME CHANGE**

**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 resident at 1604 Hillcrest Drive to extend the payback period and waive the interest for the water assessments associated with the Hillcrest Drive Reconstruction project (held at the April 28, 2021 Improvement and Services Committee meeting).
2. Consideration with possible action on a constituent idea about improving fall loose leaf collection (referred to staff at the March 24, 2021 Improvement and Services Committee meeting). (Ald. Brunette)
3. Consideration with possible action on the review and award of the contract PAVEMENT 4-21 SOUTH MAPLE AVENUE RECONSTRUCTION.

4. Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Crete Workx
- b. Delahaut Custom Concrete LLC
- c. TC Concrete LLC

2. Tree & Brush Trimmer

- a. Rigo's 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 May 26, 2021.

**G. Public Hearings.**

**H. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://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

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## 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**

May 12, 2021

**PREPARED BY**

**AGENDA ITEM # E.1**

Consideration with possible action on request by resident at 1604 Hillcrest Drive to extend the payback period and waive the interest for the water assessments associated with the Hillcrest Drive Reconstruction project (held at the April 28, 2021 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

May 12, 2021

## AGENDA ITEM # E.2

Consideration with possible action on a constituent idea about improving fall loose leaf collection (referred to staff at the March 24, 2021 Improvement and Services Committee meeting). (Ald. Brunette)

## BACKGROUND

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

1. 2021 Report-keeping yard waste out of street
2. 2021 resident proposal - Chapter 9 modification

# MEMORANDUM

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To: Improvements and Services Committee

From: Christopher J. Pirlot, Operations Division Director

Re: Report on City Ordinance Prohibiting Yard Waste Placed in the Street

Date: April 26, 2021

## **Background**

The Improvements and Services Committee, at its March 24, 2021 meeting, was presented the following item for discussion:

### **“Consideration with possible action on a constituent idea about improving fall loose leaf collection.”**

The proposal requested modification of Municipal Code 9.04 to allow residents to place yard and garden waste on the paved roadway surface during Green Bay’s spring and fall curbside yard and garden waste collection periods. A mark-up copy of the resident’s proposal is attached to this report.

## **History/Discussion**

The United States Clean Water Act requires municipalities and other organizations to take steps to limit the Total Maximum Daily Load (TMDL) of pollutants of concern within storm water. On top of Federal rules, Wisconsin Administrative Code requires owners and operators of municipal separate storm sewer systems to secure and maintain a Municipal Separate Storm Sewer System (MS4) Permit through the Wisconsin Department of Natural Resources (WDNR). Green Bay is one of 291 Wisconsin communities that must have a WDNR issued MS4 permit. The MS4 permit requirements are not optional for Green Bay.

In order to comply with its MS4 permit, Green Bay must do numerous things to limit and reduce the discharge of pollutants carried by storm water runoff from 1) industrial sites, 2) construction sites, and 3) municipal storm sewer systems. The particular pollutants of concern for the Lower Fox River Basin and Lower Bay of Green Bay are suspended solids and phosphorous. Some of the activities required by the MS4 permit process include but are not limited to:

- Promoting detection of water contamination sources
- Educating the public on the subject, and encouraging them to comply with rules
- Promoting constructive re-use, and on-site re-use of contaminating materials like yard waste
- Promoting infiltration and diverting storm water into the ground so it can be naturally filtered, instead of allowing it to flow over areas where pollutants may be

present and then discharge into natural water bodies

While there are many sources of phosphorus in urban storm water, a primary contributor is organic detritus, especially in areas with a dense overhead tree canopy. Measurement of end-of-pipe phosphorus concentrations has demonstrated that phosphorus loads in urban storm water vary seasonally in certain medium density residential areas, with higher concentrations coinciding with leaf accumulation on streets. As phosphorus discharges in storm water can vary from year to year depending on timing of rainfall events, seasonal phosphorus loads were modeled over a twenty-year period to determine the average proportion that is discharged in the fall. It is estimated that on average 43% of the annual phosphorus load is discharged in the fall. (Paraphrased from WDNR Interim Municipal Phosphorus Reduction Credit for Leaf Management Programs' guidance document.)

The vast majority of storm water runoff contaminants come from yard waste like dead and decaying grass, leaves, and plants. If yard waste is allowed to be placed on impervious surfaces like roadway pavement during spring and fall collection periods, there is no chance for storm water to be filtered naturally by the ground before flowing into the street. Instead the contaminated storm water would flow through yard waste piled in the street, creating a leaf tea runoff high in phosphorus, which then drain into storm water inlets and natural water bodies with absolutely no filtration. This violates Green Bay's MS4 permit requirements.

A phosphorus pollutant reduction credit is available **IF** Green Bay provides a curbside yard waste collection program. WDNR's "Municipal Phosphorous Reduction Credit for Leaf Management Programs" requirements allow for credit **IF** the municipality has at a minimum 1) an ordinance prohibiting residents from placement of leaves in the street, 2) parking restrictions, and 3) a policy stating that residents may place leaves on the terrace in bags or piles for collection.

In addition to the above discussion, Green Bay's Storm Water Utility (not funded by property tax dollars) covers a significant cost of DPW's curbside yard waste collection program so that the City can continue to strive to achieve pollutant reduction requirements. If yard waste is allowed to be stored within the paved roadway (which by studies shows a significant release of phosphorus discharges into the storm sewer system and the natural waterway) the City would not be eligible for these pollutant reduction credits. As such, the Storm Water Utility would not provide future funding for the curbside yard waste collection program as it would not be providing a benefit in reducing pollutants of concern out of the storm water runoff.

### **Conclusion/Recommendation**

To sum up the discussion above, yard and garden waste must remain stored on the terrace so the City of Green Bay can maximize its use of MS4 pollutant reduction credits. Without these pollutant reduction credits, additional and more costly storm water management practices would need to be implemented to achieve the same level of pollutant reduction that are recognized with the current yard waste collection program. Without those credits, the Storm Water Utility cannot cover the lion's share of costs associated with curbside yard waste collection. If the Storm Water Utility doesn't

cover those costs, the general levy budget (property tax funds) would need to cover that cost.

At the present time, the City's general levy cannot support the cost of DPW's curbside yard waste collection program without the assistance of the Storm Water Utility. With no funding, the program will go away in its entirety. As a result, DPW cannot recommend or support any allowance to allow residents to store yard waste on the pavement. They must continue to store it on the terrace if the City wishes to continue to collect yard waste curbside.

## MUNICIPAL CODE CHAPTER 9 – PUBLIC WORKS

### SECTIONS 9.01(5), 9.04(4), & 9.11

#### Section 9.01. – Definitions.

(5) *Solid waste*. Solid waste consists of garbage, refuse, and other discarded, salvageable, and recyclable material, including waste material resulting from domestic use, public service activities, commercial, manufacturing, and industrial operations. Solid waste consists of the following categories:

(a) *Residential waste*. Garbage, refuse, ashes, and other waste generated from typical residential activity. This type of waste includes, but is not limited to, metal, paper, cardboard, plastic, cans, bottles, wood, rags, rubber, glass, cloth, litter, leaves, shrubbery, tree trimming, branches, trunks and stumps, grass clippings, brush, and small quantities of construction and/or demolition waste, which are either recycled or disposed of.

(f) *Refuse*. Miscellaneous combustible and noncombustible, non-recyclable waste material resulting from residential and commercial activities including, but not limited to, cans, bottles, plastic, paper, ashes, glass, lawn and garden waste, metal, rubber, street waste, wood, cloth, litter, leaves, shrubbery, brush, and cardboard.

(l) *Recyclable waste*. That portion of miscellaneous combustible and noncombustible waste material resulting from residential and commercial activities that can be recovered through processes to regain that material for human use including, but not limited to, the following:

1. *Yard waste*. Yard waste means leaves, grass clippings, garden debris, and brush, including clean woody vegetative material no greater than six inches in diameter. This term does not include stumps, roots, or shrubs with intact root balls.

#### Section 9.04. – Solid waste disposal.

(4) *Deposit in container*. No person in the city shall deposit, throw, place, or leave any solid waste upon any street, court, lane, alley, business, square, public enclosure, vacant lot, house yard, body of water, or any public place except in a container herein required. *An exception is allowed only during fall and spring yard waste*

*Proposed Amendment* → *(Collection, and only when placed 2 ft. from any street gutter or storm sewer.)*

#### Section 9.11. – Dumping prohibited.

(1) No person shall place or dump solid waste on any property, unless such person owns, controls, leases, or is otherwise authorized by the property owner and such person does so in a manner consistent with other provisions of the Green Bay Municipal Code.

(2) *Penalty*. The forfeiture for violating this section shall not be less than \$500.00, nor more than \$1,000.00.



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

**MEETING DATE**

May 12, 2021

**PREPARED BY**

**AGENDA ITEM # E.3**

Consideration with possible action on the review and award of the contract PAVEMENT 4-21 SOUTH MAPLE AVENUE RECONSTRUCTION.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



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

**MEETING DATE**

May 12, 2021

**PREPARED BY**

**AGENDA ITEM # E.4**

Report of actions taken by Department of Public Works

A. Granting of Licenses

1. Sidewalk Builder

- a. Crete Workx
- b. Delahaut Custom Concrete LLC
- c. TC Concrete LLC

2. Tree & Brush Trimmer

- a. Rigo's Landscaping LLC

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



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

**MEETING DATE**

May 12, 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**

May 12, 2021

**PREPARED BY**

**AGENDA ITEM # F.2**

The next Improvement and Services Committee meeting is scheduled for May 26, 2021.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None