



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, SEPTEMBER 29, 2021, 5:00 PM

Virtual Meeting. Public may join via Zoom.

PLEASE NOTE TIME CHANGE

A. Zoom Meeting Information.

1. 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.

1. Consideration with possible action on the request by Shannon Jansen, 819 Roy Avenue, for up to 25 total requests for overnight on-street parking.
2. Consideration with possible action to create a sound barrier or berm to buffer residential properties on parts of West Mason Street west of Country Club Road to the City limits on the north side of the road. (Ald. Brunette)
3. Consideration with possible action on a request by the Procurement Manager to award a contract to B.E.S.T. Enterprises LLC to provide plowing services for the remainder of the term of the contract awarded to Express Excavating on August 20, 2019, in connection with RFQ #3164.
4. Consideration with possible action on the review and award of the contract ESG I-21 MECHANICS BAY REROOF.

5. Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

a. MP Concrete 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 October 13, 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

September 29, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the request by Shannon Jansen, 819 Roy Avenue, for up to 25 total requests for overnight on-street parking.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. FW_ I & S Agenda Addition

From: [Elizabeth Nadolski-Spears](#)
To: [Jamie Destiche](#)
Subject: FW: I & S Agenda Addition
Date: Friday, September 10, 2021 11:13:22 AM

Hi, Jamie!

Chris has an item for the September 29 I&S agenda below please. Thanks so much!

Beth

From: Chris Pirlot <Chris.Pirlot@greenbaywi.gov>
Sent: Friday, September 10, 2021 11:11 AM
To: Elizabeth Nadolski-Spears <Elizabeth.Nadolski-Spears@greenbaywi.gov>
Cc: Steven Grenier <Steven.Grenier@greenbaywi.gov>; James Brunette <James.Brunette@greenbaywi.gov>
Subject: RE: I & S Agenda Addition

That's just fine. I have some call-backs to make today, including to Shannon. She had the following item on the 1/29/20 I&S agenda:

“Consideration with possible action on the request by Shannon Jansen, 819 Roy Avenue, for up to 25 total requests for overnight on-street parking”

I recommend we word it like that again

Christopher J. Pirlot, P.E.
Operations Director/Parking Manager
City of Green Bay
Department of Public Works
920.492.3736 office
920.680.6166 cellular
greenbaywi.gov

From: Elizabeth Nadolski-Spears
Sent: Friday, September 10, 2021 11:03 AM
To: Chris Pirlot <Chris.Pirlot@greenbaywi.gov>
Subject: FW: I & S Agenda Addition

Hi, Chris!

Audra sent me the message below, but usually you review these to put on the agenda so I'm passing along.

Thanks so much!

Beth

From: Audra Van Gheem <Audra.VanGheem@greenbaywi.gov>
Sent: Friday, September 10, 2021 10:59 AM
To: Elizabeth Nadolski-Spears <Elizabeth.Nadolski-Spears@greenbaywi.gov>
Cc: Jamie Destiche <Jamie.Destiche@greenbaywi.gov>
Subject: I & S Agenda Addition

Hi Beth,

I received a call today from Shannon Jansen who resides at 819 Roy Ave. She would like to have an agenda item added to the I&S meeting. I took her information and advised that it is more than likely that her item would be added to the meeting scheduled for September 29th, but that she would receive confirmation via mail.

She would like to add an item for "More overnight Parking in front of her house."
She did this a few years ago and received approval.

Thank you,
Audra

Audra Van Gheem
Administrative Clerk - DPW
City of Green Bay
Public Works
920.448.3535
greenbaywi.gov



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

MEETING DATE

September 29, 2021

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to create a sound barrier or berm to buffer residential properties on parts of West Mason Street west of Country Club Road to the City limits on the north side of the road. (Ald. Brunette)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2021-09-24 Dist 12 to I and S



Alders' Petitions and Communications

Name:

Committee Name:

Today's Date:

Text of Communication:

Upon completing this form, please email it to the City Clerk.



Report to the
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of the City of Green Bay

MEETING DATE

September 29, 2021

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on a request by the Procurement Manager to award a contract to B.E.S.T. Enterprises LLC to provide plowing services for the remainder of the term of the contract awarded to Express Excavating on August 20, 2019, in connection with RFQ #3164.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 9-29-21 IS Agenda Report_Procurement Manager



CITY OF GREEN BAY - PURCHASING DIVISION

TO: I&S Committee
FR: Calvin Winters, Procurement Manager
DT: September 29, 2021
RE: Purchasing Report
Cc: Steve Greiner, Jamie Destiche

Report of the Procurement Manager:

1. Discussion and possible action on re-awarding of original RFQ #3164. Contract has been cancelled by the Vendor (Express Excavating) due to ending plowing services business. Council approved this 6 year contract on 8/20/19. Reporting back on the new recommended Vendor of B.E.S.T. Enterprises LLC from RFQ 2021-32 that will be fulfilling the already approved contract.

\$42,000 - DPW Parking
\$14,500 - GBPD



Report to the
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MEETING DATE

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PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the review and award of the contract ESG I-21 MECHANICS BAY REROOF.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public ESG I-21 MECHANICS BAY REROOF

CITY OF GREEN BAY, WISCONSIN

SUMMARY OF BIDS FOR CONTRACT

ESG 1-21 MECHANICS BAY REROOF

Tuesday, September 21, 2021

Contractor	Bid	Bid Bond
WEINERT ROOFING	\$79,890	5%
PHD ROOF DOCTORS, INC.	\$84,000	5%
NORTHEASTERN ROOFING, INC.	\$86,975	5%
CRAFTS, INC.	\$88,752	5%
NORTHERN METAL & ROOFING CO., INC.	\$96,700	5%
Any questions, call 920-448-3100		



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

MEETING DATE

September 29, 2021

PREPARED BY

AGENDA ITEM # E.5

Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

a. MP Concrete LLC

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
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MEETING DATE

September 29, 2021

PREPARED BY

AGENDA ITEM # F.1

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
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MEETING DATE

September 29, 2021

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for October 13, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None