



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, MARCH 9, 2022, 5:00 PM

Immediately following Parks Committee.

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

- I. Consideration with possible action on request by Brown County Library to enter into a parking management and enforcement agreement with Parking Division for the downtown library parking lot.
2. Consideration with possible action to direct Department of Public Works staff to develop a comprehensive plan for Green Infrastructure for the City of Green Bay (as discussed at the City Council meeting on Wednesday, February 16, 2022). (Ald. Dorff)
3. Consideration with possible action on review and approval of the 2021 Annual Wisconsin Department of Natural Resources Storm Water Report.
4. Consideration with possible action on the review and award of the following contracts:

A. ESG 2-22 WINDOW REPLACEMENT

B. PARKS 2-22 ARNIE WOLFF SPORTS COMPLEX PARKING LOT EXPANSION

C. PAVEMENT REPAIR 2022

5. Report of actions taken by Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

- a. Allied Concrete Construction Inc.
- b. J & S Concrete Services LLC
- c. JD Concrete Corp.
- d. Verheyen Construction Co.

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 March 23, 2022.

G. Public Hearings.

- 1. Public Hearing 6:00 p.m.

ASPHALT PAVEMENT

FINGER ROAD – Superior Road to Challenger Drive

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 Committee

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/82206544400?pwd=NDd1bm5zNUhBW99RVU5ck1zMjZQT09>

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 DC)

+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>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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 #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





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

MEETING DATE

March 9, 2022

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on request by Brown County Library to enter into a parking management and enforcement agreement with Parking Division for the downtown library parking lot.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022 Lot L enforcement agreement DRAFT

BROWN COUNTY LIBRARY PARKING LOT ENFORCEMENT AGREEMENT

(City Designation = LOT L)

THIS AGREEMENT is made on this ____ day of _____, 2022 by and between the CITY OF GREEN BAY, a Wisconsin municipal corporation (hereinafter “CITY”), and Brown County Library (hereinafter “LIBRARY”).

1. The CITY hereby agrees to install, operate, and enforce parking meters in the 42 stall parking lot located adjacent to the Brown County Main Branch Library Building at 515 Pine Street; City Tax Parcel 11-263. The parcel is currently owned by Brown County, WI.

2. This Agreement authorizes the CITY to 1) install and maintain parking meters, 2) enforce parking laws, and 7) collect parking meter revenue on behalf of the LIBRARY.

3. The LIBRARY shall remain responsible for construction, maintenance, and repair of all parking lot pavement surfaces, curbs, medians, sidewalks, underground utilities, fencing, lighting, signing, pavement markings, and associated landscaping.

4. The LIBRARY shall designate the quantity and distribution of stalls within the lot to be used for 1) building occupants, 2) employees, and 3) transient metered parking; and shall install and maintain signing to designate each zone accordingly.

5. The LIBRARY shall define parking rates and hours of operation for the lot. The CITY will advise the LIBRARY of current parking industry market rate trends, and enforcement practices/methods when changes are being considered by either party.

6. The CITY shall install and maintain parking meters per LIBRARY direction, and provide parking enforcement services to control orderly and proper use of the parking lot.

7. The CITY shall enforce parking restrictions in the lot during normal parking enforcement rounds, and at other times upon special request by the LIBRARY as CITY staffing is available, using City enforcement policies and practices. The CITY shall retain any parking citation revenue generated through its activity in the lot.

8. Subject to proper signing, the LIBRARY retains the right to have vehicles ticketed and towed if found parking in violation of the designated use of parking stalls.

9. The CITY shall summarize and forward all parking revenue to the LIBRARY on a quarterly basis. The LIBRARY shall be responsible for reporting and payment of all applicable parking meter revenue sales taxes to the appropriate entity.

10. The LIBRARY shall pay to the CITY \$9,000 annually (billable semi-annually) for services as described herein.

11. The CITY shall periodically review operational expenses to verify costs associated with this Agreement. If it is proven that the CITY management fee is less than actual expenses, then the fee shall be adjusted. Management fees shall be adjusted no more than once annually.

12. The LIBRARY shall advise the CITY prior the end of each year if it wishes to change the metered parking rate in the lot.

13. Any change in management fee or parking meter rates shall take effect on January 1.

14. The term of this Agreement shall be for five (5) years beginning January 1, 2022, and ending December 31, 2026. There shall be an option to extend the Agreement upon written request by the LIBRARY at least thirty (30) days prior to expiration of the term.

15. The LIBRARY shall indemnify and hold harmless the CITY, its employees, agents or officials from any and all damage, loss or liability of any kind whatsoever occasioned upon

and/or within the premises as described in this Agreement by reason of any bodily injury to or death of any person or by reason of any injury to property of third persons.

16. Either the CITY or the LIBRARY may terminate this Agreement upon reasonable legal cause with thirty (30) days written advance notice given to the other party. Upon mutual consent, the parties may terminate this Agreement at any time. There shall be no fee or monetary penalty assessed for termination of this agreement.

17. This Agreement may not be assigned only to any successor party or owner.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the last date listed below.

CITY OF GREEN BAY

Dated: March ____, 2022

By _____
Eric Genrich, Mayor

Dated: March ____, 2022

By _____
Celestine Jeffreys, Clerk

BROWN COUNTY

Dated: March ____, 2022

By _____
Sarah Sugden, Executive Director



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

MEETING DATE

March 9, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to direct Department of Public Works staff to develop a comprehensive plan for Green Infrastructure for the City of Green Bay (as discussed at the City Council meeting on Wednesday, February 16, 2022). (Ald. Dorff)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022-02-21 Dist I to I and S

From: noreply@civicplus.com
To: [Celestine Jeffreys](#)
Subject: Online Form Submittal: Alders' Petitions and Communications
Date: Monday, February 21, 2022 9:29:14 AM

Alders' Petitions and Communications

Name	Barbara Dorff
Committee Name	Improvement and Services Committee
Text of Communication	As discussed at the City Council Meeting on 02/16/2022:To direct DPW staff to develop a comprehensive plan for Green Infrastructure for the City of Green Bay

Email not displaying correctly? [View it in your browser.](#)



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

MEETING DATE

March 9, 2022

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on review and approval of the 2021 Annual Wisconsin Department of Natural Resources Storm Water Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 01_2021 Storm Water Highlights



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: Steven Grenier, P.E. - Director of Public Works

FROM: Matthew Heckenlaible, P.E – Utility Manager

SUBJECT: 2021 Storm Water Program Highlights

DATE: March 3, 2022

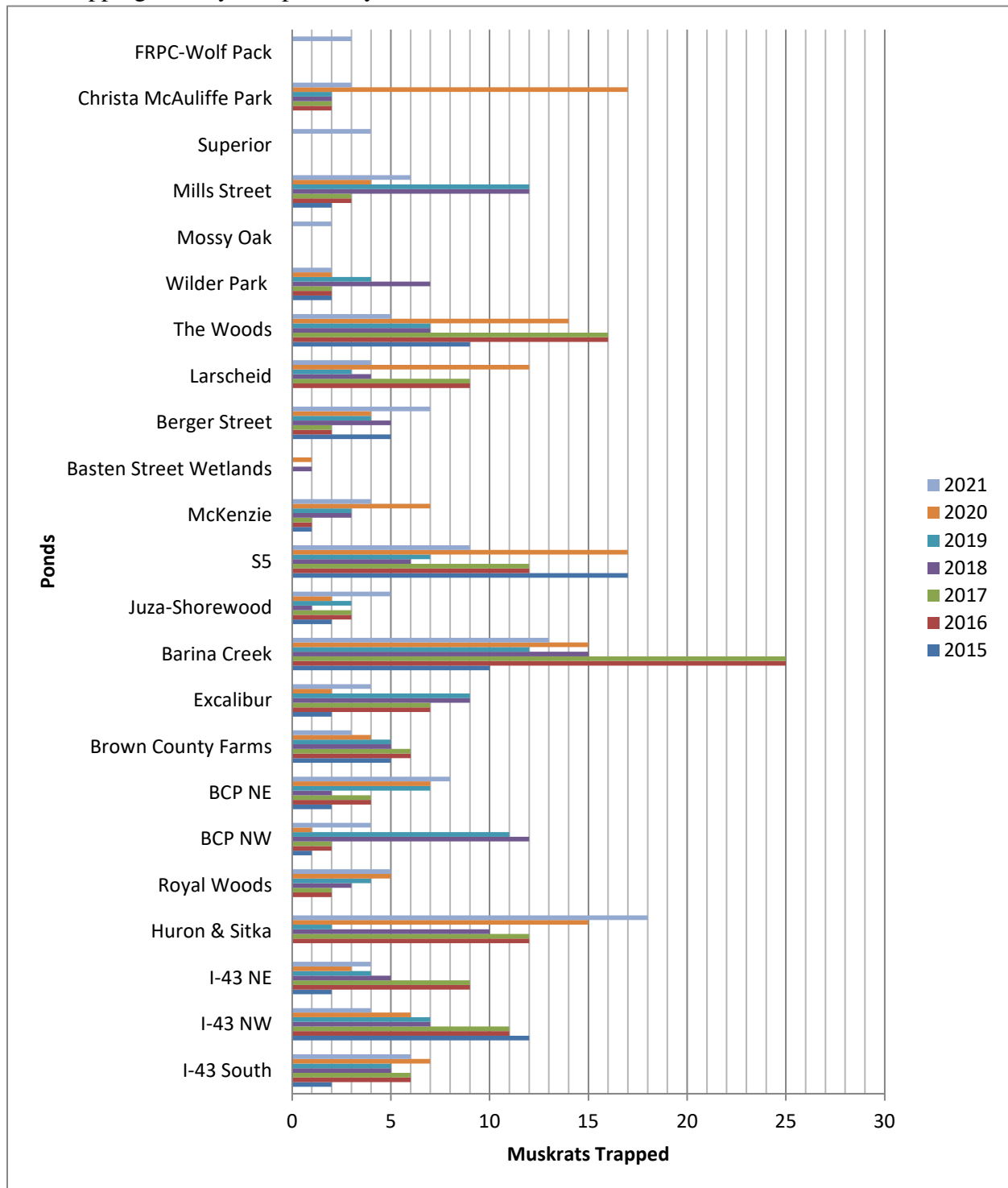
C:

Comments:

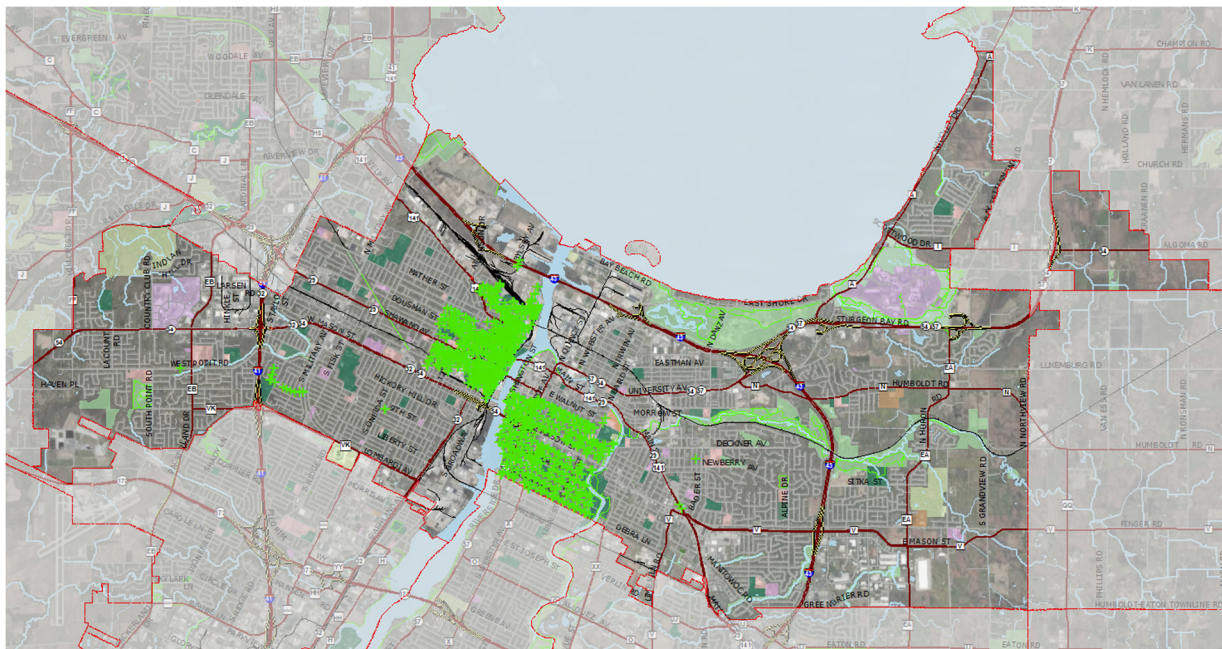
- The City of Green Bay has a total of 357 outfalls. “Outfalls” are the point at which storm water is discharged to waters of the state or to a storm sewer. The Storm Water Technician completed the twelfth year of the On-Going Outfall Field Screening / Inspections of 30 of the scheduled major/minor outfalls. There were eight positive hits of detergent in the 30 outfalls sampled during the 2021 screening cycle, all beneath the action level of 0.5 mg/L. There was one positive hit for chlorine for which monitoring will continue into 2022. The MS4 Permit requires the City of Green Bay to continue implementing and enforcing the IDDE Ongoing Outfall Field Screening Annual Program, which includes programs and practices designed to reduce storm water runoff and pollution. Continuing the “Public Education and Outreach” efforts will only increase the public’s awareness of the BMPs (Best Management Practices), which reduce or eliminate discharge of pollutants to the “Waters of the State”.
- The storm water GIS maps were updated and the Ongoing Field Screening Program Report was completed for the year and can be found in the DPW-Engineering Office.
- The City completes bi-annual inspections of all thirty-four (34) of our storm water quality ponds to look for significant deficiencies such as plugged outfalls, excessive animal burrows within the pond berms, and whether there is any notable decrease in pond life expectancy. The water quality ponds are of such an age that to date we have yet completed surveys of the sedimentation depositions and the need to remove excess sediment. The City performs garbage and debris clean up from around the facilities on an as needed basis and cuts some of the vegetation on an as needed basis.
- DPW-Operations completed another successful year of street sweeping and fall leaf collection. An estimated quantity of 5,100 tons was collected with twenty (19) street sweeping rotations and over eleven (11) leaf collection rotations being completed, five (5) spring collections and six (6) fall collections.

- DPW-Operations completed the Greenway Outfall Maintenance Inspections for the Community Rating System from April 1 through September 29, 2021 for flood insurance rate assistance. These inspections insure that the greenways which drain under roadways or into storm sewers are free of debris to help prevent backing up of runoff.
- ~~Constructed the Basin 110 Lift Station within the Shipyard development north of the Tillman Bridge on the west shore of the Fox River. This new storm lift station increased the pumping capacity from approximately 10cfs to 100 cfs. This lift station will benefit the Clinton Street corridor which also includes Oneida Street near W Mason Street, from the Fox River to Ridge Rd, and South Broadway, from W Mason Street and Arndt Street.~~
- ~~Replaced the Howard Pearl Storm Lift Station (Basin 106) with a larger lift station and storm sewer piping. The new storm lift station increased the pumping capacity over the existing lift station from approximately 10 cfs to 66 cfs. The lift station and storm sewer improvements will benefit the Howard Street corridor. With other planned improvements should significantly reduce high water issues around Seymour Park, Shawano near West High School and other areas near there.~~
- South Bay Shore Dike Reinforcement project added rip rap to reinforce the existing dike from around Nevada Avenue east towards Mahon Creek.
- Designed the Museum Place lift station that is currently being constructed and anticipated to be operational in late April or early May of 2021.
- The City contracted the services of a trapper to continue to reduce the muskrat population at twenty-three (23) of our wet storm water facilities during the 2021 winter season. One hundred twenty-four (124) muskrats and five woodchucks (5) had been trapped. The Suburban Wildlife Solutions trapping report is shown below.

s the trapping activity completed by Suburban Wildlife Solutions from 2015-2021.

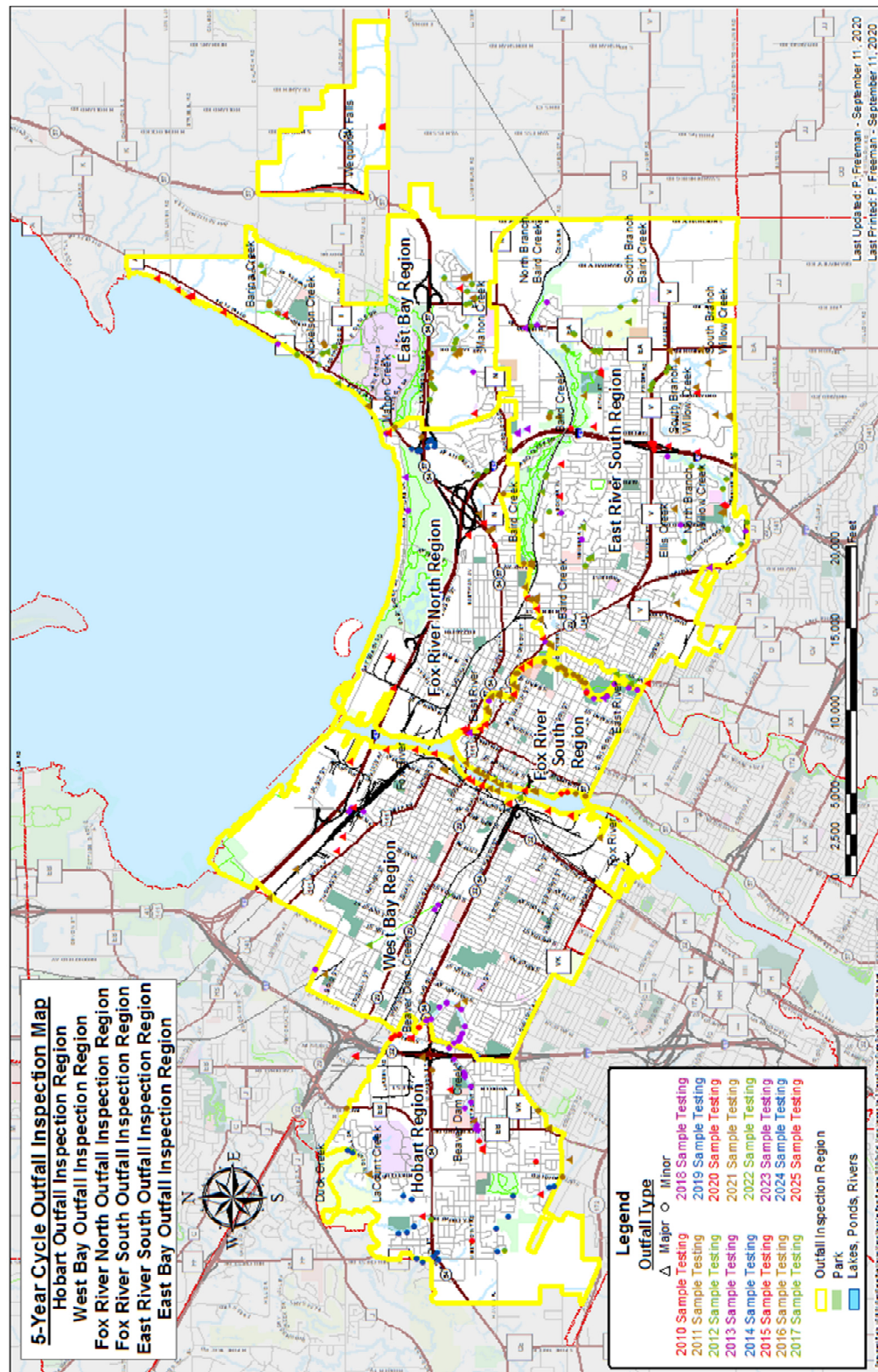


- City Staff participated in a three (3) day virtual conference presented by Fox-Wolf Watershed Alliance March 2-4, 2021 where various storm water management, green infrastructure, sustainability, permitting and legislative topics were discussed.
- Did a public service announcement on WTAQ in spring 2021 with the Director of Operations, regarding putting leaves and yard waste on the terraces instead of the roads.
- The City Resiliency Coordinator completed community education and outreach events covering green infrastructure and low impact development (GI/LID) in 2021. Efforts included presenting to the Johannes Park neighborhood association, performing surveys in flood-impacted neighborhoods, publishing a Green Bay Climate Resiliency article in the Wisconsin Great Lakes Chronicle, hosting workshops, and planning for GI programs to be implemented in 2022.
- Modified a map to be more user-friendly to identify businesses that hold WPDES permits.
- Operations cleaned 1,683 catch basins and inlets throughout the City primarily during the summer and fall months in 2021, an estimated quantity of 74 tons of debris were collected.



● Storm Inlets / catch basins cleaned in 2021

5-Year Cycle Outfall Inspection Map





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

MEETING DATE

March 9, 2022

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the review and award of the following contracts:

A. ESG 2-22 WINDOW REPLACEMENT

B. PARKS 2-22 ARNIE WOLFF SPORTS COMPLEX PARKING LOT EXPANSION

C. PAVEMENT REPAIR 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public ESG 2-22 WINDOW REPLACEMENT

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT
ESG 2-22 WINDOW REPLACEMENT
Tuesday, March 1, 2022

Contractor	Bid	Bid Bond
IEI GENERAL CONTRACTORS	\$80,749	5%
THE WILSON GROUP	\$99,381	5%
Any questions, call 920-448-3100		



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

MEETING DATE

March 9, 2022

PREPARED BY

AGENDA ITEM # E.5

Report of actions taken by Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

- a. Allied Concrete Construction Inc.
- b. J & S Concrete Services LLC
- c. JD Concrete Corp.
- d. Verheyen Construction Co.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

March 9, 2022

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

March 9, 2022

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for March 23, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None