



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, NOVEMBER 27, 2024, 5:00 PM
Immediately following Parks Committee.

In person at City Hall, Room 207
Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/82206544400?pwd=NDdlbm5zNUhBWVU5ckIzMjZ2QT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 822 0654 4400

Passcode: 635662

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on request by Mohamed Farah, 802 Cora Street, to allow for year-round overnight on-street parking permission for three vehicles due to family having five vehicles and only two parking spaces with the exception of snow emergencies.
2. Consideration with possible action on request by Richard Luxton, 2646 Sequoia Lane, to allow for 30 overnight on-street parking permission requests between April 1 and November 1 to park his recreational vehicle on the street.
3. Consideration with possible action on request by Kelly and Tracey Giannunzio, 1245 7th

Street, to allow for 8 overnight on-street parking permission requests between Memorial Day and October 31 to park their camper and truck on the street.

4. Consideration with possible action on request by James and Kim Reynebeau, 2641 Zak Lane, to allow for year-round overnight on-street parking permission for one vehicle due to their son's need for nursing care with the exception of snow emergencies.
5. Consideration with possible action on request by Pilgrim Lutheran Church to install and maintain two pedestrian ramps into the west half of Chateau Drive cul-de-sac bulb.
6. Consideration with possible action on request by Great Lakes TV Seal to enter into a annual Master Agreement for access to the City of Green Bay Sanitary Sewer Mains and Laterals.
7. Consideration with possible action on request by Intercon Construction, Inc. to enter into a annual Master Agreement for access to the City of Green Bay Sanitary Sewer Mains and Laterals.
8. Consideration with possible action on request by Department of Public Works to purchase software and consulting services for the Facilities Management Division of the Department of Public Works.
9. Consideration with possible action on request by Department of Public Works to award contract PARKS 7-24 "METRO BOAT LAUNCH IMPROVEMENTS" at a staff level and report the award at the next Improvement and Services Committee meeting.
10. Consideration with possible action to approve the following plat right-of-way: Manitowoc Road sidewalk, State Highway 29 to Hemlock Drive - Project ID 4987-14-00/71.
11. Report of actions taken by the Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

a. Site Services of Wisconsin

F. Informational.

1. Director's Report on recent activities of the Public Works Department.
2. The next Improvement & Services Committee meeting is scheduled for December 11, 2024.

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.



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on request by Mohamed Farah, 802 Cora Street, to allow for year-round overnight on-street parking permission for three vehicles due to family having five vehicles and only two parking spaces with the exception of snow emergencies.

BACKGROUND

Mohamed Farah is requesting year-round overnight on-street parking permission for three vehicles due to the family having five vehicles for both parents and three adult children living at home. Their driveway has only two parking spaces. The three vehicles would be parked on Cora Street and/or S. Oakland Avenue. Vehicles would not be allowed to park on-street during snow emergencies.

RECOMMENDATION

Green Bay Parking Division recommends granting this permission.

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on request by Richard Luxton, 2646 Sequoia Lane, to allow for 30 overnight on-street parking permission requests between April 1 and November 1 to park his recreational vehicle on the street.

BACKGROUND

Richard Luxton is requesting 30 overnight on-street parking permission requests between April 1 and November 1 to park his recreational vehicle on the street. Richard would be calling in each request as needed.

RECOMMENDATION

Green Bay Parking Division recommends granting this permission.

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on request by Kelly and Tracey Giannunzio, 1245 7th Street, to allow for 8 overnight on-street parking permission requests between Memorial Day and October 31 to park their camper and truck on the street.

BACKGROUND

Kelly and Tracey Giannunzio are requesting 8 overnight on-street parking permission requests between Memorial Day and October 31 to park their camper and truck on the street. Kelly and Tracey would be calling in each request as needed.

RECOMMENDATION

Recommendation – Green Bay Parking Division recommends granting this permission.

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on request by James and Kim Reynebeau, 2641 Zak Lane, to allow for year-round overnight on-street parking permission for one vehicle due to their son's need for nursing care with the exception of snow emergencies.

BACKGROUND

James and Kim Reynebeau are requesting year-round overnight on-street parking permission for one vehicle due to the need for 24/7 nursing care for their son. The vehicle would not be allowed to park on-street during snow emergencies.

RECOMMENDATION

Green Bay Parking Division recommends granting this permission.

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on request by Pilgrim Lutheran Church to install and maintain two pedestrian ramps into the west half of Chateau Drive cul-de-sac bulb.

BACKGROUND

Church is proposing these two ramps to enhance handicap access to the church grounds.

RECOMMENDATION

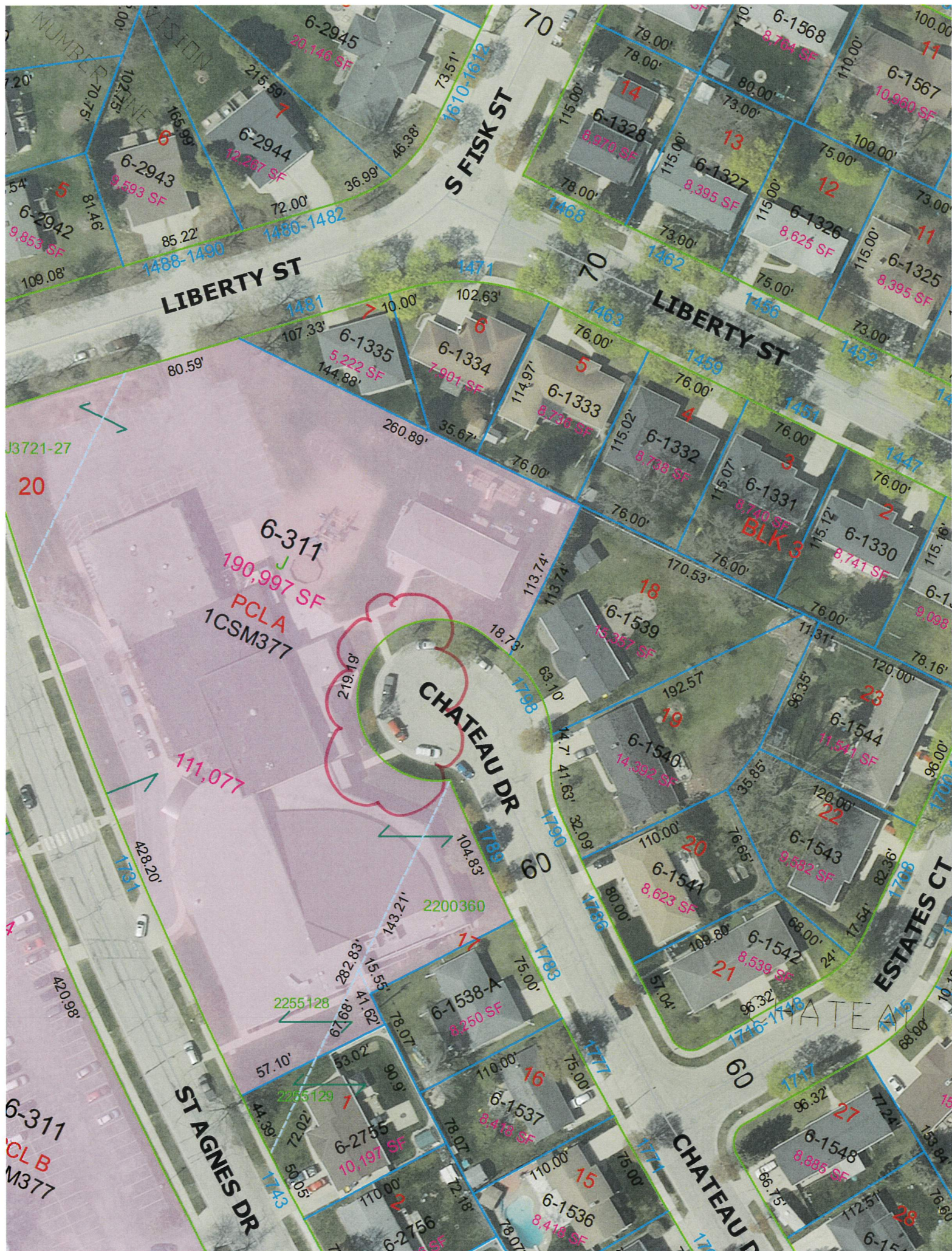
Department of Public Works does not recommend installing the ramps because it promotes pedestrians to walk in the street.

FISCAL IMPACT

None

ATTACHMENTS

- I. Pilgrim Lutheran Church Map





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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on request by Great Lakes TV Seal to enter into a annual Master Agreement for access to the City of Green Bay Sanitary Sewer Mains and Laterals.

BACKGROUND

Certain providers of Closed Circuit Television (CCTV) inspection of sanitary sewers request access to the City's sanitary sewers for the purpose of locating both the sewer mains and laterals ahead of trenchless utility installation, like gas main borings and telecommunication/fiber optic directional drilling. By correctly locating the underground sewer facilities, drilling contractors are significantly less likely to cross bore through our sewers, causing damage to our lines and potentially creating sanitary backups. In addition to preserving our facilities, CCTV inspection by these firms provides an additional set of eyes within our sewers, increasing the amount of sanitary sewer we can visually inspect each year. As part of these access agreements, the contractors are obligated to report to us any issues, blockages, or anomalies observed while they are doing their primary tasks.

Great Lakes TV Seal is a contractor that the City uses for our own contracts to provide CCTV services. We are comfortable with their staff, equipment, and expertise performing work for us, and are comfortable that they will perform a similar caliber of work for private utility locating.

RECOMMENDATION

Approve the request.

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY**AGENDA ITEM # E.7**

Consideration with possible action on request by Intercon Construction, Inc. to enter into a annual Master Agreement for access to the City of Green Bay Sanitary Sewer Mains and Laterals.

BACKGROUND

Certain providers of Closed Circuit Television (CCTV) inspection of sanitary sewers request access to the City's sanitary sewers for the purpose of locating both the sewer mains and laterals ahead of trenchless utility installation, like gas main borings and telecommunication/fiber optic directional drilling. By correctly locating the underground sewer facilities, drilling contractors are significantly less likely to cross bore through our sewers, causing damage to our lines and potentially creating sanitary backups. In addition to preserving our facilities, CCTV inspection by these firms provides an additional set of eyes within our sewers, increasing the amount of sanitary sewer we can visually inspect each year. As part of these access agreements, the contractors are obligated to report to us any issues, blockages, or anomalies observed while they are doing their primary tasks.

RECOMMENDATION

Approve the Request

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY**AGENDA ITEM # E.8**

Consideration with possible action on request by Department of Public Works to purchase software and consulting services for the Facilities Management Division of the Department of Public Works.

BACKGROUND

To aid in Capital Improvements planning and maintenance, the Facilities Management Division of DPW is building a database of City facilities and major components. DPW investigated 3 different options to manage this data and determined FaciliCAD to be the most cost effective and efficient method.

RECOMMENDATION

Department of Public Works recommends purchasing the FaciliCAD program and consultant services to assist in creating the database.

FISCAL IMPACT

Council previously approved the reallocation of funds to be utilized to obtain software and consulting services for the Facilities Management Division. These funds will cover the proposed costs.

ATTACHMENTS

- I. Estimate # 1220-City of Green Bay-faciliCAD Implementation-Client Hosted



310 Pine St
Green Bay, WI 54301

Estimate

Date	Estimate #
9/11/2024	1220

Name / Address
City of Green Bay

Description	Qty	Rate	Total
Estimate for Client Hosted Install			
faciliCAD computer-aided facility management software (perpetual licenses) includes server components with unlimited user access licenses for the faciliCAD Desktop applications (CAD Manager Client, Data Manager Client, and Report Viewer Client. The server components require Microsoft SQL Server 2008 R2-2022 (not included). For smaller implementations, Microsoft SQL Server Express 2008 R2-2022 is also supported. The CAD Manager client requires AutoCAD or an AutoCAD-based product (not included) version 2018 – 2025.		12,000.00	12,000.00
One year software maintenance for faciliCAD desktop components, the CAD Manager Client, the Data Manager Client, and the Move Manager Client includes all updates and upgrades. This service is renewed annually and requires prior client approval and a PO from the client.		1,800.00	1,800.00
faciliCAD Web Software (perpetual licenses) includes server components with unlimited Internet/Intranet user access for the Web Interface. It requires Microsoft SQL Server 2008 R2-2022 (not included). For smaller implementations of five or fewer concurrent users, Microsoft SQL Server Express 2008 R2-2022 is also supported.		12,000.00	12,000.00
One year software maintenance for faciliCAD Web includes all updates and upgrades. This service is renewed annually and requires prior client approval and a PO from the client.		1,800.00	1,800.00
Total			



310 Pine St
Green Bay, WI 54301

Estimate

Date	Estimate #
9/11/2024	1220

Name / Address
City of Green Bay

Description	Qty	Rate	Total
Client Hosted – with faciliCAD Web. typical services required for a Client Hosted Implementation including the Web Manager. Unused time, if any, is banked for future support needs. Data and drawing preparation services are not included as they can vary significantly. Pre-Implementation - Project Management - Pre-Implementation Meetings and Coordination - Hardware and Installation Meeting Implementation -Software Install and Configure - faciliCAD Server Data Structure Installation and Configuration - faciliCAD Desktop Installation and Configuration - faciliCAD Web Installation and Configuration - User Control login setup - Training - Data Manager - CAD Manager - faciliCAD Web -Drawing Viewer -Data Manager - Implementation – Live Data Post-Implementation - Wrap Up Meeting		8,575.00	8,575.00
Total			



310 Pine St
Green Bay, WI 54301

Estimate

Date	Estimate #
9/11/2024	1220

Name / Address
City of Green Bay

Description	Qty	Rate	Total
Drawing Creation and Data Entry			
Create faciliCAD FM Drawings for all Campuses. @ \$175/hr	51	175.00	8,925.00
Data Migration refers to transferring data from existing electronic tabular files to the faciliCAD database. This data can originate from a number of sources (Human Resources People Management software, database files spreadsheets... Once the client gather the pertinent data, faciliCAD requires the data to be in some sort of flat file (Spreadsheet, CSV file...)	20	175.00	3,500.00
Municipal Garages189,900			
519 South Oneida StreetShop/Garage (W)96,500			
519 South Oneida StreetHeated Garage - Bldg H (W) 7,500			
519 South Oneida StreetCold Storage I - Bldg F (W)6,000			
519 South Oneida StreetCold Storage II - Bldg G (W)2,200			
519 South Oneida StreetSalt Shed (W)22,000			
1190 Lore LaneVehical Storage (W)21,000			
1820 Mills StreetShop/Garage (E) 25,000			
1820 Mills StreetElectrical Shop (E) 7,500			
1820 Mills StreetSalt Shed (E)2,200			
Department of Public Works20,000			
2228 North QuincyParking Utility Sand Storage1,000			
2228 North QuincyCold Storage/Pole Building (#3)3,500			
2228 North QuincyCold Storage/Pole Building (#4)7,500			
North Military & HurlburtIncinerator/Cold Storage (Military)8,000			
Police Department 73,700			
307 South Adams StreetGreen Bay Police Dept.51,200			
2230 North QuincyGBPD Cold Storage/Pole Building1,000			
2228 North QuincyOld Incinerator / Storage (Quincy)9,000			
330 South JeffersonMunicipal Court12,500			
Fire Department85,100			
501 South Washington StreetFire Station #110,350			
929 University AvenueFire Station #29,150			
885 Shawano AvenueFire Station #313,100			
Total			



310 Pine St
Green Bay, WI 54301

Estimate

Date	Estimate #
9/11/2024	1220

Name / Address
City of Green Bay

Description	Qty	Rate	Total
2650 West Point RoadFire Station #414,500 2310 Finger RoadFire Station #515,000 1701 West Mason StreetFire Station #610,000 3489 West Humboldt RoadFire Station #78,500 1820 Mills StreetMaintenance Shop4,500 Parks Department153,880 100 North JeffersonCity Hall96,880 919 Crocker St.Main Parks Shop & Maintenance31,500 842 Phoebe St.842 Phoebe Parks Shop4,500 838 Phoebe St.838 Phoebe Rec Shop2,500 919 Crocker St.Parks Storage (Back Lot)5,500 1000 Crocker St.Old Parks Shop Storage13,000			
Create closed boundary objects (polyline or space objects) to identify the location, size, and shape of spatial objects within the drawing. These spatial boundaries will later be used to link physical space to the faciliCAD database. Pricing @ .05 Sqft and is based upon drawing complexity and project requirements.	522,580	0.05	26,129.00
Create room records within the faciliCAD database. Assign Room Class and Room Type to each room. Link room records within the faciliCAD database to faciliCAD spatial objects in the drawing. Pricing is per square foot and is based upon drawing complexity and project requirements. at .03 SqFt	522,580	0.03	15,677.40
Data Maintenance, Training and Support to include: -Updating Base Drawings -Updating FM Drawings -Updating Spatial Database Information -Product Phone Support -Supplemental Training -Report and Query Creation All time to be billed at \$175/hr			0.00
Total			\$90,406.40



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.9

Consideration with possible action on request by Department of Public Works to award contract PARKS 7-24 "METRO BOAT LAUNCH IMPROVEMENTS" at a staff level and report the award at the next Improvement and Services Committee meeting.

BACKGROUND

The City received NRDA grant funds to replace the floating docks at Metro Boat Launch and provide improved land-base fishing opportunities. The docks project is complete, the improvements project will replace pavement approaches to the launches and provide ADA land-based fishing along the shoreline. The grant completion date is June 30th, 2025. The project is scheduled to bid December 17, 2024.

RECOMMENDATION

Approve the award at staff level to minimize delays in executing the contract.

FISCAL IMPACT

Funds for this project are a combination of NRDA grant funds and CIP approved funds.

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.10

Consideration with possible action to approve the following plat right-of-way: Manitowoc Road sidewalk, State Highway 29 to Hemlock Drive - Project ID 4987-14-00/71.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # E.II

Report of actions taken by the Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

a. Site Services of Wisconsin

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

November 27, 2024

PREPARED BY

AGENDA ITEM # F.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None