

**AGENDA**  
**PUBLIC WORK'S COMMITTEE MEETING**  
**Wednesday, February 15, 2017**  
**5:30 P.M., Allouez Village Hall**

**NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED IN THIS AGENDA. ACTION TAKEN WOULD BE TO MAKE RECOMMENDATIONS TO VILLAGE BOARD FOR THEIR APPROVAL**

1. MODIFY/ADOPT AGENDA
2. APPROVE MINUTES from the January 11, 2017 meeting.

**OLD BUSINESS:**

3. DISCUSSION/ACTION: NORTH RIVERSIDE DRIVE PEDESTRIAN CROSSING (DPW Berndt).
4. DISCUSSION/ACTION: WEBSTER SRTS (Safe Routes to School) PROJECT UPDATE (DPW Berndt).
5. DISCUSSION/ACTION: BOWERS LATERAL INSURANCE CLAIM RESPONSE (DPW Berndt).

**NEW BUSINESS:**

6. DISCUSSION/ACTION: 2016 STORMWATER ANNUAL REPORT (DPW Berndt).
7. DISCUSSION/ACTION: BROWN COUNTY HIGHWAY DEPT DRAFT CONTRACT FOR JOINT PROJECTS (DPW Berndt).
8. DISCUSSION/ACTION: DISCUSSION ON SIDEWALK SNOWPLOWING POLICY (C. Matuszek)
9. DISCUSSION/ACTION: T. GISZACK REQUEST FOR SIGNAGE ON WEBSTER AVENUE FOR RESIDENTS SHOVELING SNOW (Administrator Lange).
10. DISCUSSION/ACTION: PRELIMINARY CONSTRUCTION COSTS FOR SIDEWALK PLAN (C. Matuszek).

**DISCUSSION:**

11. DISCUSSION: CBCWA LETTER TO GREEN BAY WATER DEPT (DPW Berndt).
12. ADJOURNMENT

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above noticed meeting to gather information; no action will be taken by any governmental body at the above noticed meeting other than the governmental body specifically referred to above in this notice.

**MINUTES**  
**PUBLIC WORK'S COMMITTEE MEETING**  
**Wednesday, January 11, 2017**  
**5:30 P.M., Allouez Village Hall**

*Present: Jim Rafter, Clarence Matuszek, Rick King, Jim Genrich, Craig Berndt, Brad Lange*  
*Excused: Lynn Green*

**1. MODIFY/ADOPT AGENDA**

*In the absence of the Committee Chair a motion was made by Genrich/King to nominate Jim Rafter as Acting Chair. All ayes.*

*Motion by Matuszek/Genrich to adopt the agenda as presented. All ayes.*

**2. APPROVE MINUTES from the December 14, 2016 meeting.**

*Motion by Matuszek/King to approve the minutes from December 14, 2016. All ayes.*

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

**3. DISCUSSION/ACTION: STORM LATERAL ASSESSMENTS FOR 2017 PROJECT (DPW Berndt).**

*Discussion: Berndt explained the process staff goes through including notification to the affected property owners, cost estimates (not to exceed amount), hosting a public information meeting, drafting resolution of intent and financing options available to residents.*

*Berndt informed the committee that storm sewer assessments will include several properties on Longview and Bryan, and 2 properties on Jourdain Lane.*

*Question was asked if this is a new practice. Berndt explained that there are only a few streets left in the village that do not have a storm sewer system. When these roads are scheduled for reconstruction, storm sewers will be included in the project and residents need to hook up. There were several streets in past reconstruction projects where storm sewer was added and residents provided laterals and assessed.*

*Motion by Matuszek/King to recommend to the Village Board to proceed with of the preliminary resolution initiating the intent to assess for storm laterals and set a date for the public hearing. All ayes*

4. DISCUSSION/ACTION: NORTH RIVERSIDE DRIVE PEDESTRIAN CROSSING CONCEPT (DPW Berndt).

*Discussion was held on the possible location of the "Hawk" pedestrian crossing on the North end of the Village on Riverside Drive near Marine Street. Berndt presented a proposed location on Riverside Drive south of Marine Street, and recommended several items be included in the concept plan for the crossing. The concept plan is intended provide a walking route to Marine Street and include access to the Fox River Trail. This concept plan to include sidewalk on Riverside Drive, a sidewalk on the corner of Marine and Riverside, a sidewalk along Marine Street north side down to the west side of Marine Street, and a sidewalk along a portion of Marine Street. This concept plan may help with obtaining approval from WisDOT for the hybrid crossing. A draft concept plan including a layout will be prepared and submitted with a DOT permit application.*

*It will be necessary to recommend a day and time for WisDOT to conduct a pedestrian crossing measurement. This will be recommended based on committee input.*

*Jim Orourke – 2339 Oakwood Ave., would like to consider a crossing at the corner of St. Joseph and Riverside Drive. Berndt responded that the planning of a stop light at this location in the future would not allow for a "Hawk" crossing to be installed.*

***Motion by Genrich/Matuszek to recommend proceeding with the North Crossing as proposed. All ayes.***

5. DISCUSSION/ACTION: PROPERTY EASEMENTS REQUIRED FOR SOUTH RIVERSIDE PEDESTRIAN CROSSING (DPW Berndt).

*Discussion: Berndt explained that the plan is currently being review by WisDot and he is waiting for legal descriptions for the easements that will be necessary. Easements for construction and permanent easements for the signal poles and control box are needed.*

*Jim Orourke – the original crossing was further to the north and in the Historic District. He feels the crossing should be moved further north in order to have a connection of Sunset Park and Sunlight Park as this would be more appropriate.*

*No action taken.*

**DISCUSSION:**

6. DISCUSSION: OPTIONS FOR FUTURE FUNDING OF STREET/UTILITY PROJECTS (DPW Berndt).

*Discussion: Berndt brought up 2 possible funding mechanisms for discussion: Wheel Tax and the Infrastructure Improvement Plan the Federal Government has been discussing. The Wheel Tax is being implemented by about a dozen municipalities. The Infrastructure Improvement Plan is being drafted by the Federal Government and should be available in the next few months. The intent of bringing up this topic is to begin consideration of using this program for funding future village construction projects. The interest rate is expected to be about half of the cost of conventional bond financing. No action taken on this topic, but may be a future option for village reconstruction projects.*

7. ADJOURNMENT

***Motion by Matuszek/King to adjourn at 6:25pm. All ayes.***

Minutes by B. Lange and C. Berndt



# VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453  
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

## Department of Public Works

RIVERSIDE DRIVE PEDESTRIAN CROSSINGS MEETING with WisDOT  
January 25, 2017

Present: Bob Schuurmans, Chris Blazek, WisDOT; Jeff Piette, Craig Berndt, Allouez; Chris Rossmiller, Mead & Hunt.

This meeting was to discuss the funding option for the south Riverside Drive pedestrian crossing, and the path forward for a possible north Riverside Drive crossing.

### South Pedestrian Crossing Funding

WisDOT feels that funding will be available for the south crossing equipment and installation due to less DOT work in 2018. Allouez would have to wait until August for the crossing installation but WisDOT would take over the project and complete the construction based on the engineering plans we have prepared.

Bob feels this is a fairly certain funding option, and we agreed to proceed on this basis. The final construction plans will be based on this option. We will still need to acquire the two property easements before construction.

A second advantage (construction cost savings is first) is any future modifications or heaven forbid removal of the Hawk signal becomes necessary village funds were not spent on the project.

### North Pedestrian Crossing Project

The north pedestrian crossing project was discussed and some suggestions were made by DOT.

WisDOT feels the pedestrian crossing is best located north of Marine Street at the village boundary due to the lower 25 mph speed limit, and the proximity to Marine Street and the Fox River trail. Pedestrian usage might be the highest at this location.

Options for the north crosswalk signaling include:

1. Basic crossing with yellow flashing signals at the curb. Signals flash 24x7 and may be a concern to residents living adjacent to crossing. Simple DOT permit because no pedestrian count needed. Lowest construction cost option for the village.
2. Pedestrian crossing using rectangular rapid flashing beacon (RRFB) is an improved safety approach because the beacons are more visible to motorists and flash only when pedestrian are crossing. Easier to obtain DOT permit because does not require warrants (pedestrian count). Construction cost is somewhat less than but close to a HAWK signal.

3. Hybrid beacon (HAWK) pedestrian crossing is the best safety approach but requires meeting warrants (ie pedestrian count of 20 people or more per hour). It is the highest construction cost, and DOT approval requires final design drawings and detailed review to obtain the DOT permit. The pedestrian count must be done before proceeding with this option.

Given that the traffic speed is 25 mph at the north location compared to 35 mph at the south location, and DOT permitting is easier and construction cost is lower, the RRFB is attractive for the Marine Street north pedestrian crossing.

However, the use of two different pedestrian crossing signals, the south being a HAWK and the north a RRFB, may be confusing for motorists. Add to this that stoplights will also be on this route. So this is a good reason for a north HAWK signal.

The next step is to engage Mead & Hunt to evaluate the WisDOT requirements for the north HAWK, the design concept at this location, and the plan for the warrants determination. I think it is necessary for the consultant to complete this in conjunction with WisDOT. The cost is \$5,000 for this initial development task.

The initial planning cost and the subsequent final engineering cost could be funded by the funds set aside for the two hybrid signals especially considering that the DOT should be funding the south signal installation.

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## Department of Public Works

### WEBSTER SCHOOL SAFE ROUTES TO SCHOOL PROJECT

An update on the Webster SRTS project.

The Transportation Plat for the temporary construction easements was presented to the village board for approval at the last meeting. The plat is to be approved by the governing body before the plat is recorded at the Register of Deeds office. Once approved by the governing body (village board) our property acquisition consultant can begin discussions with the property owners whom we need the temporary easements. It is important to proceed with obtaining the easements as soon as possible as there could be a project delay if any property owner does not agree to an easement. The plat and its approval is a DOT project requirement.

The sidewalk design includes several driveways that require partial or full replacement to match the sidewalk grades. This is a project cost and no property owners will be required to pay for this cost. This is part of the reason for the temporary construction easements.

The project schedule has been revised with WisDOT to change the bid letting date to January 25, 2018. This is to provide adequate time for acquisition of the temporary easements. This is a 9-month time extension from the original schedule. Ironically, WisDOT originally provided this letting date but we shortened it assuming that easements would not be needed.

The easement acquisition is underway at this time. If there are no property owner objections we should have this task completed in June.

The final design drawings will be submitted to WisDOT for final review in the next couple weeks.

C. Berndt, February 7, 2017

# Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

January 17, 2017

Mr. John Bowers  
2336 Serenade Lane  
Green Bay, WI 54301

Regarding: Our Insured: Village of Allouez  
Claim No: WM000051020094  
Date/Loss: 10/21/2016

Dear Mr. Bowers:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the Village of Allouez. We are in receipt of the above-captioned claim involving costs you incurred for the removal of a root ball from your sewer lateral and/or repair work on your sewer lateral.

We have completed our investigation, and we are recommending that the Village of Allouez disallow your claim. This loss involves your costs to remove a diagnosed root ball existing in your sewer lateral pipe near your property line. A sewer lateral extending from a home, or business, up to the point of connection with the municipalities sewer main is a privately owned piece of plumbing; and problems with a sewer lateral e.g. root balls, deterioration, clogs from miscellaneous material, etc, remains a private responsibility of the home owner, or business owner, Therefore, we recommend that the Village disallow your claim, and Statewide Services, Inc. will be unable to pay for your damages.

Finally, Sir, a statutorily correct Formal Notice of Loss (FNOL) is not in place with the Village per the dictates of WI Statue 893.80; thus, the Village currently does not have standing to act. However, if a FNOL is presented to the Village, I will at that time likely recommend your claim be formally disallowed.

I am sorry that we cannot of assistance, and please do not hesitate to contact me with any questions.

Sincerely,

  
Douglass A. Dettie  
Casualty Claims Specialist  
Statewide Services, Inc  
PO Box 5555  
Madison, WI 53705-0555  
Office: 608-828-5503

Cc: Village of Allouez



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## Department of Public Works

### STORM LATERAL AT 2336 SERENADE LANE

This is in regard to the request by John Bowers at 2336 Serenade Lane for reimbursement of cost for replacement of his storm sewer lateral on private property.

Mr. Bowers noted that about 7 ½ years ago he repaired his storm lateral due to a root ball. It is assumed that this repair was to cut out the roots from the lateral. The village was not involved in this work.

Recently Mr. Bowers experienced roots in the storm lateral, and replaced the private side storm lateral at a cost of \$1,400. The Public Works staff did have interface with Mr. Bowers when he experienced the blockage again, and provided the village policy for lateral maintenance. We were not involved in his decision to replace the private lateral.

Mr. Bowers stated his request for reimbursement is based on the presence of roots in his lateral resulting from a tree in the right-of-way.

Attached is a photo of the roots in the private lateral during the replacement. Per policy, maintenance of a storm or sanitary lateral (on both the private and street side) is the responsibility of the property owner. The village policy is attached.

Subsequent to the private lateral replacement the Public Works staff televised the lateral from the main to the curb and found the street side of the lateral to be in good condition. No structural failure due to pipe collapse, pipe deterioration, or other cause was observed as defined in the village policy.

The root penetration into the storm lateral occurred at the point of connection of the private lateral to the village lateral, or in the private lateral itself. The private property owner is responsible for this connection because the private lateral is always installed after the street lateral and the private party makes the actual connection per the policy.

In summary:

1. Maintenance of the storm sewer lateral is the responsibility of the property owner. Thus the \$350 cost from several years ago is the property owners cost.
2. The replacement of the storm lateral is a private property owner cost because the root intrusion is at the point of connection or private lateral.
3. The village portion of the lateral was in good condition without structural defects.
4. The cost of the private side lateral replacement should be the property owners cost. To do otherwise may alter village policy and could result in other similar claims in the future.

C. Berndt, December 5, 2016

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## Department of Public Works

### MS4 2016 STORMWATER ANNUAL REPORT SUMMARY

The following is a brief summary of the 2016 annual report.

1. Allouez provides 44% removal of suspended solids (TSS) prior to discharge to the Fox and East Rivers. This is higher than most other urban municipalities.
2. The Fox River Total Mass Daily Loading (TMDL) requirements are 52% TSS removal for discharges to the East River and 72% TSS removal for the Fox River. The required total phosphorus removal is 41%, and Allouez is estimated at a 30% removal at this time.
3. The Post-Construction Stormwater Management and Construction Site Erosion Control ordinances have been updated to comply with the new WDNR administrative code changes.
4. Preliminary design of the two Riverside Drive cloverleaf stormwater treatment ponds has been completed. These are being integrated into the highway project. These ponds will help in meeting the Fox River TMDL requirements. An application for grant assistance for pond construction should be made in 2018, with 4 years after grant and loan award for construction.
5. Allouez does very well with regard to managing road salt application, fall leaf collection which reduces pollutant loading, management of the village hall and yard waste sites, and street sweeping. All of these services are in compliance with stormwater treatment goals.
6. Final modeling of the stormwater discharges will need to be completed to determine the path forward to meet the Fox River TMDL. This is a small task.

C. Berndt  
February 10, 2017



**Due by March 31, 2017**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2016.

**Instructions:** Complete each section of the form. If additional space is needed, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2017, to the appropriate address indicated on the last page of this form.

| Part I. Municipal Information                       |  |                                |                   |
|---|--|--------------------------------|-------------------|
| Name of Municipality<br>Village of Allouez          |  | Facility ID No. (FIN)<br>31085 |                   |
| Mailing Address<br>1900 Libal Street                | City<br>Green Bay  | State<br>WI                    | ZIP Code<br>54301 |
| County(s) in which Municipality is located<br>Brown | Municipality Type: (select one)<br><input type="radio"/> County <input type="radio"/> City <input checked="" type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify) |                                |                   |

| Part II. Municipal Contact Information   |  |  |          |
|--|--|--|----------|
| Name of Municipal Contact Person<br>Craig L. Berndt, P.E.  |  | Title<br>Director, Public Works                  |          |
| Mailing Address (if different from above)  | City   | State<br>WI                                      | ZIP Code |
| Email<br>craig@villageofallouez.com  | Phone Number (include area code)<br>(920) 448-2800 | Fax Number (include area code)<br>(920) 448-2850 |          |
| Has the contact person changed in the last year? <input type="radio"/> Yes <input checked="" type="radio"/> No |  |  |          |

| Part III. Certification  |  |   |  |
|--|--|---|--|
| <p><i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i></p> |  |   |  |
| Authorized Representative Printed Name<br>Craig L. Berndt, P.E.  |  | Authorized Representative Title<br>Director, Public Works |  |
| Signature of Authorized Representative   |  | Date  |  |
| Email<br>craig@villageofallouez.com  | Phone Number (include area code)<br>(920) 448-2800 | Fax Number (include area code)<br>(920) 448-2850          |  |

**Part IV. General Information**

a. Describe the municipality's efforts to invite the municipal governing body, interest groups, and general public to review and comment on the annual report.

The stormwater annual report was reviewed at the Public Works Committee meeting on February 15th and at the Village Board meeting on March 7th. The report was posted on the Village of Allouez website under Stormwater Management, and available at the Village Hall reception desk for review. The contents of the report were reviewed at both of the Village meetings. These meetings are public noticed to the press and posted on the Village website and

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

A condensed summary of this annual report and the stormwater program status was prepared and presented to the Public Works Committee and the Village Board. This summary presented the current status and the path forward for the stormwater program.

The recent development and approval of the Lower Fox River TMDL has been presented to the Public Works Committee and the Village Board. The implications for the stormwater program have been presented.

The development of the Riverside Drive highway reconstruction project continued in 2016. Stormwater management proposed by the Village for this project has been presented to the design consultant and will be included in the project. This plan will provide additional suspended solids and phosphorus removal for the stormwater discharges to the Fox River.

An update to the stormwater management plan was completed at the end of 2012. The stormwater management plan was presented to the Public Works Committee and the Village Board in November and December 2012. The plan was approved by the Village Board in December 2012. This plan was used as part of the preliminary engineering of the Riverside Drive highway project.

- c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No  
If yes, title and date of storm water management plan:

Stormwater Management Plan, Village of Allouez, dated August, 2008  
Stormwater Management Plan Update, Village of Allouez, dated December 2012.  
South Cloverleaf Pond, Village of Allouez, dated December 2012. Recently updated.  
North Cloverleaf Pond, Village of Allouez, dated December 2012. Recently updated.

- d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

- e. Does the municipality have an internet website?  Yes  No

If yes, provide web address:  
www.villageofallouez.com

- If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No

If yes, provide web address:  
www.villageofallouez.com; click "Departments", click on "Stormwater Management"

**SECTION V. Permit Conditions**

- a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.



## Public Education and Outreach

BMP: Use website to educate and promote the stormwater program. The stormwater management link on the website is used to provide information on many stormwater management techniques, and is updated as needed.

BMP: Display educational materials (passive distribution). An informational kiosk is maintained at the Village Hall entrance. Many articles on several stormwater topics are picked up by residents during the year.

BMP: Distribute educational materials (active distribution). The Village mails the booklet "All About Allouez" to all residents and business's in January each year, and mails it to new residents during the year. It is also in the village hall kiosk. This booklet contains several pages of information on stormwater management. This booklet is sent to about 6,000 residents and businesses.

BMP: Publish meetings minutes, permits, and events. All committee and Village Board meeting minutes and reports regarding stormwater are posted on the Village website under Stormwater Management. All Village meetings are noticed to the press and posted at the Village Hall and website.

BMP: Publish stormwater articles, meeting notices and event in municipal newsletter. As mentioned, stormwater articles are included in the booklet "All About Allouez" each year and distributed to all residents and businesses.

BMP: Install signs to educate about stormwater pollution. None in 2016.

Stormwater permits for erosion control and post-construction stormwater management were posted at 4 private construction sites in 2016. There were no municipal projects requiring permits in 2016.

BMP: Give presentations, meetings, and workshops to educate about stormwater impacts. Several meetings were held with the four developers with regard to erosion control and stormwater management plans. These meetings resulted in permits issued, engineering plans developed, and project controls installed. Allouez is a member of NEWSC.

- **Public Involvement and Participation**

BMP: Hold public meetings on the stormwater program. There was two public meetings held in 2016. There was the Public Works Committee meeting and the Village Board meeting for review of the stormwater program.

BMP: Develop partnerships and stakeholder meetings to involve the public. This task remains as presented in the 2011 annual report.

BMP: Citizen Stormwater Advisory Committee. A committee has been established but did not meet in 2016.

BMP: Organize and/or promote volunteer storm drain stenciling, stream cleanups, shoreline cleanups, highway cleanups, and numerous other potential projects. Storm drain stenciling was done in 2012, 2013, and 2014. A Fox River cleanup was done in 2016 that the village supported.

### Illicit Discharge Detection and Elimination

BMP: Adopt illicit discharge detection & elimination ordinance or other regulatory mechanism. The illicit discharge ordinance was originally adopted in 2008. The ordinance was reviewed as part of the 2012 stormwater plan update. The ordinance was reviewed for updates and is now contained in Ordinance Chapter 387 of the Village Ordinances.

BMP: Create dedicated funding sources (storm utility ERU fees, permit fees, non-compliance fees). The stormwater utility ERU fee was established at \$6.47 per ERU in 2004. The ERU fee has been increased since, and for 2015/2016/2017 has been established at \$7.50 per residential ERU.

BMP: Develop policies & procedures for the illicit discharge detection & elimination program. The program details and procedures are identified in the annual inspection reports, and also identified in the illicit discharge ordinance that was adopted in 2008. Refer to that report for further details. The illicit discharge inspection report for 2016 is available for review.

BMP: Update the municipal separate storm sewer system (MS4) map. The storm sewer system map was updated in 2015 and remains the same for 2016 as previously submitted in 2015.

BMP: Conduct field screening, on-going filed screening, and routine inspections. The field inspections conducted in 2016 are available for review. The inspections are in accordance with the procedures manual adopted in 2008. No violations or pollution indicators were discovered in 2016.

- Construction Site Pollutant Control

BMP: Adopt construction site erosion control ordinance or other regulatory mechanism. Ordinance No. 52 Construction Site Erosion Control was revised and updated in 2008 and is now Ordinance Chapter 200 Construction Site Erosion Control in the Village of Allouez General Ordinances.

BMP: Create dedicated funding sources (application fee, inspection fees, & forfeitures). This BMP remains as previously reported with no changes.

BMP: Review permit applications, erosion & sediment control plans & financial guarantees. Two stormwater management plans and 4 erosion control permits were issued in 2016 for private development and private utility projects. There were no municipal projects in 2016 requiring erosion control practices in compliance with municipal ordinance. Erosion control permits were posted at all sites.

BMP: Conduct site inspections for erosion control and enforce the erosion control ordinance. All construction sites were inspected on a weekly basis by the contractor and as needed by the building inspector. There were no corrective actions were required.

BMP: Consider information submitted by the public to the municipality. No tips were received during 2016.

### Post-Construction Storm Water Management

BMP: Adopt stormwater management ordinance or other regulatory mechanism. Ordinance No. 53 Post Construction Stormwater Management was revised and updated in 2016 to comply with changes implemented by the WDNR and is Ordinance Chapter 387 Stormwater Management, Post-Construction. The Allouez stormwater ordinances are posted on the village website under Stormwater Management under Departments.

BMP: Create dedicated funding sources (application fee, inspection fee and forfeitures). The funding for the stormwater management permits was established in 2008, and the fees were updated in 2010. The stormwater permit fee is based on the cost to review the permittee's stormwater management plan, and provide inspection of the BMP's installed. The permit fees have been adequate to cover the village costs.

BMP: Review permit applications, plans, maintenance agreements, and financial guarantees. Two stormwater management permits were issued in 2016. The maintenance agreements were recorded at the Register of Deeds.

BMP: Track long-term maintenance of stormwater management facilities. There are now 6 operating municipal stormwater treatment systems (large wet detention ponds), and 18 operating private facilities (small treatment systems). Establishing a monitoring program for the municipal facilities is a future task as sediment removal is not required this early in their operation except for the Longview detention pond. Due to the presence of rough fish in this pond it was drained completely and a large amount of the settled solids in this pond were excavated and used to repair the shoreline and create an improved vegetated area around the pond. The private facilities will be monitored as a program is established to do this.

BMP: Educate permit applicants, designers, contractors, inspectors, and facility owners. The four projects permitted in 2016 included meetings with the designers.

- **Pollution Prevention**

BMP: Conduct routine inspections and maintenance of municipally owned structural BMP's. See the attached summary for pollution prevention in 2016. This section is essentially the same as described for the 2011 annual report.

**b. Winter Road Management Activities:**

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Jim Cegelski, Street Foreman, 920-448-2800.

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

Road salt with pre-wet with salt brine on all plow trucks. Liquid salt brine is used before storm events under weather conditions for which it is effective.

Describe the type of equipment used to apply the products.

See the attached report "Winter Road Management Activities--2016 Annual MS4 Report."

Report the amount of product used per month.

See the attached report titled Winter Road Maintenance Activities--2016 Annual MS4 Report.

Report the snow disposal locations, if snow is hauled away.

Snow is hauled when snow conditions are significant requiring clearing of intersections and curb areas. This is a limited amount of snow hauling. Sites for snow storage are: Yard waste site at 911 LeBrun Street for most hauled snow, and the rear yard dry pond area at the village hall at 1900 Libal Street for a small amount of snow.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

The plow truck salt spreaders are factory service calibrated every two years. The salt application rates have been reduced by setting lower salt spreader rates each year, to a low range of 200 lbs (residential streets) to 300 lbs (main street) per lane mile for 2016. Liquid salt brine is added to dry salt in the truck salt spreaders to reduce usage. Liquid salt brine is applied to streets before ice/snow storm events to reduce the need for dry salt addition for ice control. Dry road salt and/or brine addition is targeted to intersections and hill sections to reduce usage, and street traffic spreads the salt over the entire roadway. The use of liquid salt brine has been very effective.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

The tonnage of road salt used annually and lbs per curb mile are used as annual measures. Operators must fill out salt usage information for their trucks for each snow event which increases awareness of salt usage. Track annual salt usage and have reduced usage each year for the past five years (salt budget has remained the same for 5 years though salt cost has increased by a factor of nearly two). Annual salt usage was 3.8 tons/curb mile/year in 2016.

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

See attached list to this report. All stormwater facilities are under Public Works and the responsibility of the Public Works Director.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

These management practices are included in the village hall and garage facility housekeeping program as described in the two Allouez stormwater management plans listed elsewhere in this annual report.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

The stormwater management program at the village hall facility is fully implemented as this is a relatively new facility. No improvements are planned or needed. Recent improvements in the salt shed area were completed in 2013 which was to remove and repave the loading area to eliminate poor pavement. The parking lot yard was repaved and sloped to better drain and the entire lot was sealed. A second sealer coat will be applied.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

No training was provided in 2016.

Describe the spill prevention and response procedures in place at the municipal facility(s).

The village hall fueling facility is a double wall tank system and with leak monitoring. The lubricant storage area in the village garage utilizes a spill containment basin. The waste oil collection system at the village yard site is contained in a spill tank for containing any spillage. All tankage is covered by an SPCC plan.

d. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAM Version V10.0 Reduction (%) 43.8

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  Yes  No

If yes, describe:

e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices?  Yes  No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program.

The village stormwater treatment ponds are mowed/reseeded/weed control/inlet and outlet cleaning are completed based on an annual maintenance plan. McMahon Associates is retained to monitor and conduct wetland plantings/weed control/maintenance duties. All ponds have had the inlet and outlet structures modified to reduce blockage by weeds and debris.

f. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

No changes to the stormwater system in 2016. Allouez is a fully built-out municipality. There is very little vacant land area for residential development, but there are commercial lots that are available in some areas. However, the extent of additional storm sewer system expansion are limited. No changes occurred in 2016 that resulted in map changes.

**SECTION VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 10.

A copy of the stormwater utility budget is attached. This is the budget summary only for stormwater operations and engineering. The Storm Water Utility budget for the Village of Allouez also includes the storm sewer maintenance, street sweeping, and other functions. The Storm Water Utility enterprise fund and maintains an appropriate fund

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other \_\_\_\_\_

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  Yes  No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

Allouez established an enterprise stormwater utility in 2004. The stormwater utility is funded by the ERU fees collected. The fund is further described in the previous 2011 annual report. The ERU fee was increased to \$7.50 per ERU in 2015 and remains at this rate in 2016 and 2017. The stormwater utility maintains a cash balance (reserve funds) for operations and debt service. The Storm Water Utility budget and required ERU revenue is reviewed annually, and the ERU rate adjusted when necessary.

**SECTION VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.**

a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:  
Previously submitted and is available on the village website.

b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance: Previously submitted and is available on the village website.

c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:  
Previously submitted and is available on the village website.

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?  Yes  No

If yes, attach copy or provide web link to ordinance:  
These were described in the 2011 annual report. Refer to that report for further information.

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

There were no erosion violation notices during 2016.



There were no violations of the post-construction stormwater management ordinance in 2016.

**SECTION VIII. Water Quality Concerns**

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>)  Yes  No

If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

The Fox River and the East River.

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

The Village of Allouez has completed the construction of six stormwater wet detention ponds for treatment of stormwater runoff. During 2013 the construction of the sixth pond, the Heritage Hill/Taft wet detention pond, was completed. Final prairie seeding was completed in 2015. This wet detention pond is located on the Fox River and will treat stormwater discharges to the Fox. Thus, the Village has provided considerable stormwater treatment for runoff discharged to the Fox and East Rivers, both impaired waterways.

Further information on actions by the Village were included in the 2011 annual report. Those actions included street sweeping, fall leaf collection for the entire village, catch basin cleaning, and the proprietary stormwater treatment devices in the Village. Street sweeping remove 383,000 lbs suspended solids (35% dry basis) in 2016, and is accomplished with two high efficiency street sweepers.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

The Fox River dredging to remove sediment laden with PCB's has been underway for several years.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

There is no increase in degradation of the Fox and East Rivers due to discharges from the Village of Allouez MS4.

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The Village of Allouez is proceeding with additional stormwater treatment beyond the current WDNR TSS removal requirements to meet the future TMDL goals. This includes stormwater treatment as part of the Riverside Drive HWY 57 reconstruction project. The highway design is underway.

The Village street sweeping program has been fully implemented. The no parking on garbage collection day ban is implemented, and the final placement of no parking signs is completed.

The Village of Allouez Stormwater Management Plan Update has been completed. This plan addresses the treatment requirements to meet the long range goals of the TMDL. The plan incorporates the future Riverside Drive reconstruction and stormwater treatment requirements.

**SECTION X. Other**

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

Two additional stormwater wet detention pond treatment facilities are planned for construction as part of the Riverside Drive STH 57 reconstruction project. This will increase overall TSS removal by 3%. These are planned as 2019/2020 construction projects.

The Bethel Church stormwater pond is in the planning phase for implementation with the 2019/2020 projects.

**Annual Report under MS4 General Permit No. WI-S050075-2**

Form 3400-195 (R 11/16) Page 7 of 9

FIN / Municipality Name \_\_\_\_\_

**Fiscal Analysis Table.** Complete the fiscal analysis table provided below.

| Program Element   | Annual Expenditure 2016 | Budget   |          | Source of Funds  |
|---|-------------------------|----------|----------|--|
|   |                         | 2016     | 2017     |  |
| Public Education and Outreach   | \$1,000                 | \$1,000  | \$1,000  | ERU fees funds all storm utility operations.   |
| Public Involvement and Participation                                  | \$1,000                 | \$1,000  | \$1,000  |  |
| Illicit Discharge Detection and Elimination                           | \$5,388                 | \$5,000  | \$5,000  |  |
| Construction Site Pollutant Control                                   | \$1,000                 | \$1,000  | \$1,000  | Inspections by engineering staff under building inspection or construction project budgets. Fees are collected for commercial project permits. |
| Post-Construction Storm Water Management                              | \$2,000                 | \$4,000  | \$4,000  |  |
| Pollution Prevention  | \$1,000                 | \$1,000  | \$1,000  |  |
| Storm Water Quality Management (including pollutant-loading analysis) | \$5,000                 | \$10,000 | \$10,000 |  |
| Storm Sewer System Map  | \$500                   | \$500    | \$500    |  |
| Other:  | \$35,564                | \$25,000 | \$25,000 | Annual pond maintenance including wetland replacement plantings, weed control, prairie maintenance and overseeding.                            |

**Pollution Prevention**

**BMP: Conduct routine inspections and maintenance of municipally owned structural BMP's.**

-Number of municipally owned or operated structural BMP's: There are 6 operating wet detention pond stormwater treatment facilities owned and operated by the Village in 2016.

-Number of 5-year inspection reports for municipally owned or operated structural BMP's: There are no five year inspections at this time because the wet detention ponds are relatively new. We will be beginning a sediment monitoring program in 2018. The Longview wet detention pond was completely drained in 2015 due to rough fish present in the pond, and much of the sediment was removed and placed at the pond edge to reconstruct eroded shoreline areas. This is the oldest operating stormwater detention pond.

-Number of routine Village structural BMP inspections performed: The Village wet detention ponds are inspected and the outfall structures cleaned on a weekly basis during the wet weather periods (March-June, September-November) and on a biweekly or monthly basis as needed during the low rainfall periods. The cleaning is to keep the overflow structures functioning properly. The Public Works Department is responsible for this maintenance and one operator is responsible for tracking and completing this work.

The Village contracts with an aquatic biologist to inspect and maintain the operating ponds with respect to weed control, additional wetland and prairie plantings, and other pond maintenance as required. A pond annual maintenance budget is included in the stormwater utility budget, and the actual expenditure was \$35,000 for 2016 due to pond maintenance, trapping, and plantings. It has been the Allouez experience with wet detention ponds that it requires about 3 years of additional wetland and prairie maintenance to fully establish the ponds to the desired flora. This budget covers those activities. Also, Allouez contracts with a fur trapper to remove muskrats both spring and fall, and our operator inspects the ponds after trapping and plugs any damage with clay.

**BMP: Conduct routine street sweeping where appropriate and properly dispose of waste.**

-Number of curb miles swept each year: The approximate number of street miles swept in 2016 was 875 miles, or in curb miles it was 1,750 miles. The entire Village was swept 15 times plus the weekly street sweeping in the commercial area.

-Tons or cubic yards of street sweeping waste disposed each year: The sweeping total to landfilling was 191.6 tons in 2016. All street sweepings are landfilled except for fall leaf collection in October and November which are leaves only and these are recycled with the bulk volume of leaves.



**BMP: Routine catch basin cleaning program.**

-Catch basin cleaning maintenance program: The Village storm sewer system inlets that contain sumps are cleaned once per year before the fall leaf collection season. The Village uses a Vactor truck for catch basin cleaning. The captured debris is hauled to the yard waste site and subsequently hauled to landfill. All new storm inlets are constructed with minimum 2-foot deep sumps, and all repaired inlets are reconstructed with a sump.

**BMP: Snow Storage Management.**

-Manage winter snow storage to minimize pollution runoff: Snow that is removed from residential street areas due to excess accumulation is transported to one of a few storage sites the Village maintains for this purpose (Farm site, sites located on vacant lands, Village Hall site) and each site has either a stormwater treatment system for the melted snow or a vegetated buffer to filter the melt. Debris left after melting is removed from each site and landfilled.

**BMP: Street snowplowing road salt usage. Apply road salt only as necessary to maintain public safety,**

-Management of road salt usage and reduction efforts: The Village of Allouez continues its efforts to reduce road salt usage to minimize impact on stormwater discharges and operating cost. Road salt usage in 2016 was 420 tons per year. In 2016 all salt spreading equipment was adjusted by a factory service representative to reduce salt usage. In 2012 liquid salt brine tanks were added to all snowplow trucks. Further, liquid salt brine use has been implemented for Libal Street, major intersections, and hillside streets to reduce the need for street salting in advance of ice and snow events. Allouez fabricated its own liquid salt brine tanker and applicator in 2014.

-Pounds of salt applied per curb mile of street: Road salt is applied to street intersections and steep grades only, and is applied in lieu of snowplowing if light snowfall and if icing conditions occur which is a safety concern. Sidewalk salt is applied only on Village sidewalks when severe icing occurs. The approximate road salt usage in 2008 was 1,400 tons (approximately 12.9 tons salt per curb mile), for 2009 was 1,100 tons (approximately 10.2 tons salt per curb mile), for 2010 was 1000 tons (approximately 9.25 tons salt per curb mile), for 2011 was 609 tons (approximately 5.6 tons salt per curb mile), for 2012 was 520 tons or (approximately 4.8 tons salt per curb mile), for 2013 the total salt usage was 448 tons (approximately 4.1 tons salt per curb mile), and for 2014 the total salt usage was 510 tons (approximately 5 tons per curb mile). For 2015 approximately 360 tons of salt was used, which is 3.6 tons per mile. This is a lower than expected usage. For 2016 approximately 420 tons of salt was used which is 3.8 tons per mile. About 5 tons per mile and 500 tons salt per year is the expected average usage.

**-BMP: Proper management of leaves, brush and grass clippings to minimize stormwater impacts.**

-Leaves, brush and grass clippings collection and disposal program: The Village of Allouez has an extensive fall leaf collection program, and a spring clean-up program for leaves and garden wastes. Residents are required to collect and may dispose of grass clippings at the Village Farm Site as an option as the Village does not collect grass clippings. The fall leaf collection program includes baling of leaves and subsequent transport to one or more recycling options (farms, re-vegetation cover, landscaping). When leaves are collected on Village streets comprehensive

sweeping follows immediately and results in very high suspended solids capture, much more effective than previous Village methods of leaf collection. Spring cleanup includes garden waste and a smaller quantity of leaves. This Village program is effective in reducing stormwater impacts and the operating cost is much lower than the past practice of using vacuum leaf collection. All leaves are recycled to landscapers and farmers.

The Village of Allouez along with other metro communities are conducting a preliminary engineering study to evaluate long-term options for disposal of brush and leaves. This study is expected to be completed in 2017.

-Provide schedule of curb-side pick-up days for leaves and brush: A curb-side pick-up schedule for brush and leaves is published annually in the "All About Allouez" booklet mailed to residents, and posted on the Village website under "Public Works." During fall leaf collection the weekly collection route and schedule is posted on the village website to assist residents planning for leaf pick-up.

-Tons or cubic yards of leaves and grass clippings disposed of each year: Leaves are baled on the street and hauled to two recycling operations for reuse. Approximately 1,400 tons of leaves were hauled to recycling in 2016. The recycling operations include farm use, use by a landscaping operation, and organic farming operations.

**BMP: Management of Village Hall garage maintenance operations.**

-Management of garage maintenance activities to reduce pollution: An extensive management program is maintained for the Village Hall site and the maintenance garage. This includes the following items: garage operations are contained within the building and all oils and wastes go to the sanitary sewer with sand traps to minimize sand discharge; salt storage is self-contained with sealed floors and paved entry area; waste oil is properly disposed; fuel is properly stored and handled to prevent spills; a chain link fence surrounds the storage yard to prevent access; vehicles are washed in an indoor wash bay; and all chemicals used are stored indoors. The garage operations are discussed in more detail in the Allouez Stormwater Management Plan dated 2008.

**BMP: Farm site management to reduce stormwater pollution.**

Manage farm site (yard waste site) to minimize stormwater runoff: The farm site is operated to not store baled leaves, white goods, refuse, scrape materials, and brush for any extended period. No leaves are stored on-site, they are direct hauled to end users following collection. Brush is collected curbside and hauled to the yard waste site and piled until September when it is ground up. Some ground mulch is hauled of landscapers and other users, and some ground mulch is made available to residents for pickup. No materials are stored thru the winter except for the ground mulch. Vegetated cover surrounds the farm site to reduce impact of any runoff. The waste oil facility is located at the resident accessible section of the site, and is covered and enclosed in a spill containment tank. The yard waste drop-off site is staffed by a Village employee for most of the operating hours of the facility to reduce unwanted materials.

**BMP: Conduct nutrient management planning for Village owned properties.**

-Number of Village owned properties with >5 acres of turf area fertilized: The one property larger than 5 acres that is fertilized is the Allouez soccer complex and baseball fields. Management of this property is under a nutrient management plan. The other large properties are the river parkway areas which are not fertilized.

-Number of nutrient management plans prepared for Village owned properties: A nutrient management plan has been prepared for the Allouez soccer complex by a professional landscaping firm.

MS4 2016 Annual Report Pollution Prevention March 2017  
Updated: February 2017

# VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453  
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

## Department of Public Works

### Winter Road Management Activities—2016 Annual MS4 Report

#### Products used for Winter Road Management

Liquid salt brine is used on village streets in advance of snow and ice storms--primarily on the main village streets (Libal Street), intersections with stop signs, and hillside streets. The application is by a liquid tank and feed system installed on one plow truck.

The six plow trucks employ road salt addition pre-wetted with liquid salt brine at the Swenson spreader. Though plow travel speeds are low in the village (probably not requiring brine addition) brine is used as it may benefit in reducing road salt usage. The sixth plow truck was outfitted with liquid brine in 2015.

#### Type of Equipment used to apply Salt Products

Plow trucks include the following:

1. Plow Truck #8 International—Monroe 50-gallon brine system, Force America controller, Swenson spreader, Wausau plow and wing.
2. Plow Truck #26 Peterbilt—Shop built brine system 1,800-gallon tank, brine pump, and spray bar. This is a mobile tank system that can be loaded into Truck #26 as-needed. Brine is purchased from DePere/Green Bay/Brown County as needed.
3. Plow Truck #29 Western Star—VariTech 120-gallon brine system, Certified Power Controller, Swenson spreader, Henke plow and Universal wing plow.
4. Plow Truck #42 Peterbilt—Monroe 50-gallon brine system, Force America controller, Swenson spreader, Wausau plow and wing.
5. Plow Truck #91 Peterbilt—Certified Power Controller 75-gallon brine system, Swenson spreader, Henke plow.
6. Plow Truck #93 International—Monroe 50-gallon brine system, Force America controller, Swenson spreader, Wausau plow and wing.
7. Grader #51 John Deere—Belly plow and Falls wing plow. Used for removing heavy snow and ice build-up.
8. Front Loader Plow #49 Volvo—Drott plow. Used for plowing street courts.
9. Front Loader Plow #50 Volvo—PRQ11 plow. Used for plowing street courts.

Amount of Product used per Month

Road salt usage is as follows:

| <u>Month</u>    | <u>Product Used (tons)</u> |
|-----------------|----------------------------|
| January 2015    | 95                         |
| February        | 80                         |
| March           | 80                         |
| November        | 65                         |
| December        | <u>100</u>                 |
| Total Used 2014 | 420 tons                   |

Dry road salt is applied at salt spreader settings ranging from 200-300 lbs per mile, with the target being 200 lbs per mile. This is the spreader setting but the spreader only operates intermittently as actuated by the operator. The actual application rate for the year is approximately 3.5 tons dry salt per curb mile per year.

Streets are pretreated with liquid salt brine using Truck #26 equipped with a 1,800 gallon brine tank, pump, and spray bar system that is controlled from the driver cab. Liquid brine is used dependent on temperature (not used when the road surface temperature is less than 15-degrees) in advance of snow and ice storm events. Liquid brine is effective at reducing snowplowing for the minor snow events.

Liquid brine used in 2015 was 5,760 gallons. Liquid brine is applied at a rate of 30-gallons per curb-mile.

Liquid brine used in 2016 was 1,702 gallons. Liquid brine is applied at a rate of 30-gallons per curb-mile.

Anti-Icing, Equipment Calibration, and Salt Reduction Strategies

The plow truck spreaders and brine systems are calibrated annually by staff, and also calibrated every two years by a factory trained service representative.

The dry road salt application rate has been reduced each year to a low rate of 200 lbs (residential streets) to 300 lbs (main streets) per mile for 2016. Liquid brine is added to the salt spreaders to improve effectiveness and reduce usage. It is felt, in the Allouez situation, to have a small impact on reducing road salt usage.

The remaining plow truck without a brine tank to pre-wet dry salt during spreading was fitted with a brine system in 2015.

Liquid salt brine is applied to village streets in advance of snow/ice storms when the road surface temperature is above 15-degrees F. When the surface temperature is anticipated to drop below this temperature liquid brine is not applied as it can result in icy streets. Liquid salt brine has reduced the need for dry salt spreading and reduced the snowplowing required for storm events of less than 2" snowfall. Liquid brine will continue to be used.

Allouez applies road salt to intersections and on hill slopes. Spot application is used in general and relies on traffic spreading the salt over the remaining roadways. This works well and reduces salt usage.

In general, Allouez has reduced road salt usage. In 2006 and 2007 road salt usage was more than 1,000 tons per year. Since 2012 road salt usage ranged from 500 to 600 tons per year. For 2014 and 2015 road salt usage has been in the range of 350 to 550 tons per year. The low salt usage in 2015 is due to the lack of snow and ice conditions during that winter.

Road salt usage in 2016 is slightly increased to 420 tons, but this is within the expected operating range for the village.

MS4 Winter Road Maintenance 2016 Annual SW Report Feb 2017  
February 2017

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## Department of Public Works

### MUNICIPAL STORMWATER TREATMENT FACILITIES

The following are the installed and operating municipal stormwater treatment facilities in the village of Allouez as of January 1, 2017.

| <u>Treatment Facility</u> | <u>Watershed</u> | <u>Drainage Basin</u> | <u>Acres</u> |
|---------------------------|------------------|-----------------------|--------------|
| 1. Longview Pond          | East River       | EBMPE020              | 190.45       |
| 2. Kiwanis Pond           | East River       | EBMPE030              | 127.82       |
| 3. Hoffman Pond           | East River       | EBMPE040              | 158.77       |
| 4. Boyd Pond              | East River       | EBMPE210              | 114.56       |
| 5. Macco Pond             | East River       | EBMPER9               | 246.39       |
| 6. Heritage Hill Pond     | Fox River        | EBMPF042A             | 253.80       |
|                           |                  | EBMPF042B             | 41.28        |
|                           |                  | EBMPF060              | 5.29         |



# VILLAGE OF ALLOUEZ

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## Department of Public Works

### BROWN COUNTY HIGHWAY DEPARTMENT AND MUNICIPALITY AGREEMENT

Attached is the draft agreement developed between the metro municipal public works directors and the Brown County Highway Department (BCHD). This agreement has been presented by BCHD to the county planning and development committee for review.

This agreement is a draft which can be modified as needed for any specific project. This agreement serves as the base case for any joint road project.

Several key points:

1. It provides a way for a municipality to expedite a project to get it constructed even if the county does not have the project in its planning and funding.
2. The typical joint project (means jointly planned including funding) is a 50/50 cost share, the same as recent and current joint projects. The original county goal was to reduce the county's share of a project cost to a lower level.
3. The county agrees to share in stormwater treatment costs including ponds, and gives the municipality the option of taking full credit for the treatment provided. The criteria for assessing costs is defined.
4. The issues of storm sewer maintenance, sidewalk maintenance and other maintenance costs are resolved. These were always an issue and a source of disagreement.
5. Sidewalk construction costs are still weighted to the municipality but it is felt this cannot be changed to 50/50 cost sharing.

This draft agreement is essentially the agreement Allouez negotiated for the recent Hoffman Road project.

This agreement will be under review by Brown County for 2-3 months or longer. We should encourage our representatives to support this agreement.

C. Berndt  
February 10, 2017



PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: Brown County Municipal Public Works Departments  
Brown County Town Chairman

FROM: Paul Fontecchio, P.E.

DATE: January 6, 2017

RE: Brown County Municipal Project Agreement

As noted at the June, 2016 Planning, Development, and Transportation (PD&T) Committee meeting, there needed to be clarification on a number of items in the Brown County Municipal Project Agreement and adoption by the County Board. Since the June PD&T meeting, the Brown County municipalities met a number of times on their own to discuss the issues, and Brown County Public Works staff met jointly with the municipalities on September 22, 2016 and December 15, 2016. The Towns were invited to meet with the County on September 9 and 15, 2016. Lastly, the County met with the Village of Pulaski on September 16, 2016.

In attendance at the joint municipal and County meetings were:

- Village of Ashwaubenon – Doug Martin
- Village of Allouez – Craig Berndt
- Village of Bellevue – Bill Balke
- Village of Denmark – Erika Sisel
- Village of Hobart – Jerry Lancelle
- Village of Howard – Geoff Farr
- Village of Wrightstown – Travis Coenen
- Town of Ledgeview – Mark Pansier
- City of De Pere – Scott Thoresen/Eric Rakers
- City of Green Bay – Steve Grenier
- Brown County – Nick Uitenbroek
- Brown County – Paul Fontecchio

This group came to consensus on a number of issues including the following:

1. Acknowledgement of state statues in regards to improving roadways within city limits.
2. Storm sewer ownership under a county highway.
3. Maintenance of storm sewer manhole and inlet castings.
4. Utility permitting and coordination in county right-of-way.
5. Cost sharing of bicycle accommodations.
6. Overall municipal project agreement.

## 1. State Statutes

Sections 83.05 and 83.025 of the Wisconsin statutes define the responsibilities of the county in regards to county highway improvements and maintenance. Both of these sections of state statutes have been incorporated into the new municipal project agreement.

## 2. Storm Sewer Ownership

On September 1, 2016 Brown County shared a legal opinion on the ownership of storm sewer under a county highway. At the September 22, 2016 meeting between the County and the municipalities, the municipalities agreed that storm sewer running under a county highway is the municipalities' sewer system. Brown County Public Works will work with the municipalities to get them any as-built plans of existing storm sewer to them if they don't already have it. Future reconstruction projects will continue to be cost-shared 50-50 as it has in the past.

## 3. Maintenance of Storm Sewer Manholes and Inlet Castings

At the December 15, 2016 meeting between the County and the municipalities, the municipalities requested that they be the ones to maintain the manhole castings and inlet castings based on the ownership of the sewer system.

## 4. Utility Permitting and Coordination in County Right-of-Way

Historically Brown County was the only permitting authority for private utility work in County right-of-way; however, municipalities have sanitary sewer, storm sewer, and water lines in County right-of-way that needs to be coordinated with as well. Beginning March 1, 2017 Brown County will require a permit from the municipality be approved by the municipality prior to the County approving a work within the right-of-way permit. In addition, Brown County will not be charging municipalities a permit fee for their utility work within the right-of-way.

## 5. Cost sharing for bicycle accommodations

At the December 15, 2016 meeting between the County and the municipalities, the municipalities requested the project agreement language be changed so that municipalities and the county will cost share 50/50 the cost of either on-street bike lanes or an off-street multi-use bicycle/pedestrian path, but not both. If one party wants both, then that party will be responsible for the additional costs associated with that accommodation.

## 6. Overall municipal project agreement

At the December 15, 2016 meeting between the County and the municipalities, the last remaining edits were discussed and agreed upon to the municipal project agreement. The final document will be reported to the January 23, 2017 Planning, Development, and Transportation meeting and the full County Board on February 15, 2017.

# Brown County

## MUNICIPAL PROJECT AGREEMENT

Project ID #: XX-##

Municipality: X

Highway: CTH XX

Construction Year: 2017

Limits: STH X – CTH X

Length: 0.XX miles

Federal/State Funds:  No  Yes – Attached State Municipal Agreement between WisDOT & Brown County is a part of this agreement.

### 1.0 GENERAL

The signatory, Village of X (Municipality), through its undersigned duly authorized officers or officials, hereby requests the Brown County Public Works Department (County) to initiate and effect the proposed improvement (Project) hereinafter described.

The authority for the County to enter into agreements with the Municipality is extended by Section 83.035 of Wisconsin State Statutes. The authority for the Highway Commissioner to enter into contracts with municipalities within Brown County is from Section 6.10 of the Brown County Code of Ordinances.

### 2.0 CITIES

Section 83.05(1) of Wisconsin State Statutes states:

**83.05 Improving streets over 18 feet wide. (1)** *When a portion of the system of county aid highways in any city is to be improved, and the funds from the city and county are available therefor, the city may determine that the roadways shall be paved to a greater width than 18 feet. If it so decides, the city may determine the type of improvement, the width, and all other features of the construction, subject to the approval of the county highway committee. And said committee shall fix the amount per linear foot of the improvement to be paid by the county. The city shall then improve the street in the manner provided generally for making street improvements. The work shall be done under the supervision of the city, but subject to the inspection of the county highway commissioner.*

When a portion of county highway in a city is to be improved, the City has a choice in how it wants enter into agreement with the County.

**2.1 The City follows State Statute 83.05.** The City then would determine the type of improvement, the width, and all other features of the construction subject to the approval of the Highway Commissioner.\* The City determines if any acquisition of land is required as a result of the design (the City prepares the right-of-way plat), and pays for the cost of the right-of-way acquisition (since the amount of land to be acquired is determined by the municipality as a function of their design of the roadway). The County acquires the land per section 83.07 and 83.08 of the Wisconsin statutes.

\* Per Wis. Stat. §83.015(2)(b), the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under 83.05(1).

The County will then likewise follow state statutes in terms of the cost sharing per Wis. Stat. §83.05(2) which states:

**83.05(2)** *Upon the completion of the work the county's share of the cost shall be paid to the contractor as though the county had been an immediate party to the contract. Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures. The balance of the expense of the improvement shall be borne by the city, and shall be provided in the manner in which expense of street improvement is ordinarily met. Assessments of benefits may be made by the city against abutting property in the manner provided where the improvement is done solely at the expense of the city, but such assessments of benefits shall not exceed the difference between the cost of the improvement and the amount contributed thereto by the county.*

**2.2 The City yields their statutory authority and enters into an agreement with the County per the County's municipal project agreement policy.** In coordination and agreement with the City, the County will determine the type of improvement, the width, and all other features of the construction, with the County having final decision making authority on project specifics. The County and City will follow Attachment #1 for project specific eligible and non-eligible project costs.

For this Agreement the City and County agree to follow:

- Section 2.1
- Section 2.2

### **3.0 VILLAGES AND TOWNS**

**3.1 The Village or Town enters into an agreement with the County per the County's municipal project agreement policy.** In coordination and agreement with the Village or Town, the County will determine the type of improvement, the width, and all other features of the construction, with the County having final decision making authority on project specifics. The County and Village or Town will follow Attachment #1 for project specific eligible and non-eligible project costs.

**3.2 The Village or Town petitions to follow section 2.1 of this policy.** A village or town may petition the Highway Commissioner to allow the village or town to follow section 2.1 of this policy for urban or proposed urban areas.

For this Agreement the Village or Town and County agree to follow:

- Section 3.1
- Section 3.2

### **4.0 PROJECT SUMMARY**

1. Reason for Project (existing facility)

*The road...*

2. Proposed Improvement (nature and scope of work)

*Reconstruction...*

## 5.0 PROJECT FUNDING

### 5.1 Estimated Project Cost and Cost Sharing

The following project cost breakdown is an estimate only. An administrative overhead fee will be applied to the project according to the current statewide overhead rate. For estimating purposes a 5% administration fee is used.

| ITEM                                | ESTIMATED COST     | COUNTY FUNDS       | VILLAGE FUNDS      | TOWN FUNDS |
|-------------------------------------|--------------------|--------------------|--------------------|------------|
| <b>ENGINEERING &amp; DESIGN:</b>    |                    |                    |                    |            |
| Plan Design                         | \$100,000          | \$50,000           | \$50,000           | \$0        |
| State Review                        | \$0                | \$0                | \$0                | \$0        |
| <b>Engineering Subtotal</b>         | <b>\$100,000</b>   | <b>\$50,000</b>    | <b>\$50,000</b>    | <b>\$0</b> |
| <b>RIGHT-OF-WAY ACQUISITION:</b>    |                    |                    |                    |            |
| Plat Preparation & Appraisals       | \$100,000          | \$50,000           | \$50,000           | \$0        |
| Acquisition                         | \$1,000,000        | \$500,000          | \$500,000          | \$0        |
| <b>Right-of-way Subtotal</b>        | <b>\$1,100,000</b> | <b>\$550,000</b>   | <b>\$550,000</b>   | <b>\$0</b> |
| <b>BRIDGE CONSTRUCTION:</b>         |                    |                    |                    |            |
| Eligible (Participating)            | \$100,000          | \$50,000           | \$50,000           | \$0        |
| Non-Eligible (Non-Participating)    | \$0                | \$0                | \$0                | \$0        |
| State Review                        | \$0                | \$0                | \$0                | \$0        |
| <b>Bridge Construction Subtotal</b> | <b>\$100,000</b>   | <b>\$50,000</b>    | <b>\$50,000</b>    | <b>\$0</b> |
| <b>ROAD CONSTRUCTION:</b>           |                    |                    |                    |            |
| Eligible (Participating)            | \$4,000,000        | \$2,000,000        | \$2,000,000        | \$0        |
| Non-Eligible (Non-Participating)    | \$0                | \$0                | \$0                | \$0        |
| State Review                        | \$0                | \$0                | \$0                | \$0        |
| <b>Road Construction Subtotal</b>   | <b>\$4,000,000</b> | <b>\$2,000,000</b> | <b>\$2,000,000</b> | <b>\$0</b> |
| <b>PROJECT SUBTOTAL:</b>            | <b>\$5,300,000</b> | <b>\$2,650,000</b> | <b>\$2,650,000</b> | <b>\$0</b> |
| <b>5% ADMINISTRATIVE OVERHEAD:</b>  | <b>\$265,000</b>   | <b>\$132,500</b>   | <b>\$132,500</b>   | <b>\$0</b> |
| <b>TOTAL PROJECT COST:</b>          | <b>\$5,565,000</b> | <b>\$2,782,500</b> | <b>\$2,782,500</b> | <b>\$0</b> |

### 5.2 Cost Sharing & Billing

As work progresses, the Municipality will be billed for their local share of eligible project cost and 100% of the non-eligible cost. The statewide administrative rate will be applied to the project costs. Upon completion of the project, a final audit will be made to determine the final division of costs.

If the County requests the Municipality takes lead on a project – design, bidding, construction administration, etc., then the Municipality may charge an administrative rate to the County at the current statewide overhead rate.

### 5.3 Project Termination

If the Municipality should withdraw from the project, for any reason, it will reimburse the County for any costs incurred by the County on behalf of the project. If the County should withdraw from the project, for any reason, it will reimburse the Municipality for any costs incurred by the Municipality on behalf of the project.

## 6.0 MAINTENANCE RESPONSIBILITIES AND JURISDICTION

### 6.1 Maintenance

Section 83.025 of the Wisconsin Statutes governs the maintenance of county highways, specifically:

- 83.025(2) Width of highway maintained by the County includes every way open to the use of the public as a matter of right for the purposes of vehicular travel, including the shoulder. In an urban area this would include the curb and gutter.
- 83.025(2) Maintenance of a county highway through a municipality includes those measures and activities necessary to preserve the highway, as nearly as possible, in the condition of its construction including:
  - Shoulder maintenance
  - Ditch Maintenance
  - Pavement marking
  - Signing
  - Crack sealing
  - Asphalt patching
  - Concrete pavement repair
  - Asphalt resurfacing
  - Curb and gutter repair
  - Emergency repairs of storm sewer manhole and inlet casting/pavement as requested by the municipality to be charged back to the municipality
  - Street sweeping
  - Application of protective coatings (bridges)
  - Guard rail
  - Removal, treatment and sanding/salting of ice
  - Removal and control of snow
  - Interim repair of highway surfaces and adjacent structures
  - Center median mowing (performed only for visibility purposes)
  - Traffic signal operation

Items that are placed at the discretion of the municipality are the responsibility of the municipality to maintain, including:

- Street lighting
- Interim sidewalk repair
- Pavement marking associated with sidewalks (crosswalks)
- Off street bike paths
- Sanitary sewer
- Interim storm sewer repair including manhole and inlet castings
- Water mains
- Other municipal utilities
- Mowing behind the curb line (terrace area)



- Center median mowing (performed for aesthetic purposes)
- Snow and ice removal on sidewalks and/or bike paths
- Roundabout center island landscaping
- Storm water devices (ponds, infiltration areas, etc. – anything other than a ditch)
- Trees, shrubs, and other landscaping behind the curb line (in terrace area)

Neither of these maintenance lists is intended to be 'all inclusive', but, rather to demonstrate measures and activities necessary to preserving a highway defined as that portion of the roadway open to the public as a matter of right for the purposes of vehicular travel, including the shoulder and/or curb and gutter.

## 6.2 Jurisdiction

Note: Jurisdictional transfers require resolutions from both the Municipality and County Board to become effective. If a roadway is noted to be transferred, it indicates an agreement in principal to pursue the transfer contingent upon both the Municipality and County approving the necessary resolutions.

New County highway segment to be maintained by the County.

Existing County highway segment to be maintained by the County.

Existing Municipal street to be jurisdictionally transferred to the County:

Transfer Date: \_\_\_\_\_ Miles: \_\_\_\_\_  
 Highway Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Existing County highway to be jurisdictionally transferred to the Municipality:

Transfer Date: \_\_\_\_\_ Miles: \_\_\_\_\_  
 Highway Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Jurisdictional transfer of other County highways within the Municipality, from the County to the Municipality as listed below:

Street: \_\_\_\_\_ Miles: \_\_\_\_\_  
 Location: \_\_\_\_\_ Transfer Date: \_\_\_\_\_

**7.0 AUTHORIZATION**

This request is made by the undersigned proper authority to make such request for the designated Municipality, and upon acceptance by the County, shall constitute agreement between the Municipality and the County.

**FOR THE MUNICIPALITY:**

\_\_\_\_\_

Name & Title

\_\_\_\_\_

Date

**FOR THE COUNTY:**

\_\_\_\_\_  
Paul Fontecchio, Director  
Brown County Public Works Department

\_\_\_\_\_

Date



## ATTACHEMENT 1:

### MUNICIPAL PROJECT AGREEMENT COST SHARE POLICY

Brown County Public Works follows state law as found in Trans 205 for County Trunk Highway Standards or the Wisconsin Department of Transportation's Facility Design Manual (FDM) for the design, maintenance, and improvements of county trunk highways.

| PROJECT TYPE   | BROWN COUNTY   | MUNICIPALITY   |
|--|--|--|
| <p><b>Asphalt Reconditioning:</b> <i>Reconditioning is defined as a maintenance level activity involving the reclaiming of the existing pavement and/or base course, replacement of the pavement in generally the same alignment (vertical and horizontal).</i></p> <ul style="list-style-type: none"> <li>A. Reclaim of existing pavement &amp; base course</li> <li>B. Paving of up to 4.5" asphaltic pavement</li> <li>C. Curb &amp; gutter replacement (spot repairs as part of reconditioning).</li> <li>D. Curb &amp; gutter replacement (larger areas of repairs as agreed to by the Municipality and County).</li> <li>E. Curb &amp; gutter replacement for Municipal utility work.</li> </ul>   | <p style="text-align: center;">100%</p> <p style="text-align: center;">100%</p> <p style="text-align: center;">100%</p> <p style="text-align: center;">50%</p> <p style="text-align: center;">0%</p> | <p style="text-align: center;">0%</p> <p style="text-align: center;">0%</p> <p style="text-align: center;">0%</p> <p style="text-align: center;">50%</p> <p style="text-align: center;">100%</p> |
| <p><b>Roadway Reconstruction:</b> <i>Reconstruction is defined as the total rebuilding of an existing highway including pavement and base replacement, excavation below subgrade, drainage, transportation related appurtenances, roadway realignment, widening, and/or converting a rural roadway to an urban roadway.</i></p> <ul style="list-style-type: none"> <li>A. Urban Reconstruction: New concrete curb &amp; gutter, storm sewer, asphalt or concrete pavement (see eligible project costs).</li> <li>B. Rural Reconstruction: Reconstruction of existing 2-lane roadway, no additional travel lanes.</li> <li>C. Rural Reconstruction: Reconstruction and widening of existing 2-lane roadway, travel lane addition, including 3-lane with center-shared, left-turn, or 4-lane divided or undivided roadway (see eligible project costs).</li> </ul> | <p style="text-align: center;">50%</p> <p style="text-align: center;">100%</p> <p style="text-align: center;">50%</p>  | <p style="text-align: center;">50%</p> <p style="text-align: center;">0%</p> <p style="text-align: center;">50%</p>  |
| <p><b>New Roadway Construction:</b></p>  | 50%  | 50%  |
| <p><b>Bridge Construction/Reconstruction:</b></p> <ul style="list-style-type: none"> <li>A. Part of Roadway Reconstruction A &amp; C above.</li> <li>B. Town Bridge Replacement. Note: Funding utilizes the County Bridge fund which is a 50/50 matching fund with the Municipality.</li> <li>C. County Bridge Replacement.</li> </ul>   | <p style="text-align: center;">50%</p> <p style="text-align: center;">50%</p> <p style="text-align: center;">100%</p>  | <p style="text-align: center;">50%</p> <p style="text-align: center;">50%</p> <p style="text-align: center;">0%</p>  |

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|--|
| <b>Eligible Project Costs:</b>   |
| County eligible construction project funding will be limited to participation in the costs of the following items as specified in the estimate summary:  |
| A. Design engineering and all necessary environmental and wetland assessment investigations as required by the Wisconsin Department of Natural Resources and/or the U.S. Army Corps of Engineers.  |
| B. Right-of-way acquisition cost, including the cost of the right-of-way plat development, property appraisals, acquisition negotiations, legal costs and relocation expenses and fees for limited construction easements, and compensable utility relocation costs.   |
| C. Wetland replacement mitigation.   |
| D. Storm water devices (ponds, infiltration areas, etc.) required for the project (prorated to 50% of the costs required for the roadway work).  |
| E. Construction engineering related to inspection, supervision, and administration of the actual construction work.  |
| F. Street grading, base, pavement, curb & gutter, drainage structures, bridges, intersection channelization & turning lanes, 15-foot wide concrete outside curb lanes, 14-foot wide asphalt outside curb lane, and driveway aprons.  |
| G. Installation of main line storm sewer trunk lines & laterals, 12-inch diameter or greater. Storm sewer inlets, manholes, and catch basins necessary to accommodate street surface water drainage.   |
| H. In accordance with the Brown County Bicycle and Pedestrian Plan, Brown County will share the costs of the following: <ol style="list-style-type: none"> <li>1. Concrete sidewalk replacement or new sidewalk construction – the County will participate in the costs for one (1) side of the roadway for sidewalk up to 5' in width for a concrete sidewalk except for areas of municipal utility cuts which are the responsibility of the municipality.</li> <li>2. Multi-use bicycle/pedestrian asphaltic path or on-street bike lanes - the County will participate in the costs for either one off-street multi-use bicycle/pedestrian path up to 10' in width or on-street bike lanes in accordance with FDM 11-46 Figure 15.1, but not both.</li> </ol> |
| I. Signing and pavement marking, including detour routes, installation of traffic signal conduit and traffic signals meeting signal warrants.  |
| J. Erosion control devices required per Wisconsin DNR standards.   |
| K. Retaining walls required for the Project.   |
| L. Roundabout intersections that meet traffic signal warrants including street lighting, standard WisDOT colored concrete, and signs.  |
| M. Landscaping including salvaged topsoil, seeding, fertilizing, and mulch.  |

|  |
|--|
| <b>Non-eligible Project Costs:</b>   |
| Work necessary to complete the Project to be financed entirely by the Municipality or other utility or facility owner includes the following items:  |
| A. New installation of, or alteration of, sanitary sewers and connections, water, gas, electric, telephone, fire or police alarm facilities, parking meters, street lighting and similar utilities.  |
| B. Traffic signals or roundabouts not meeting signal warrants, as specified by the Manual of Uniform Traffic Control Devices (MUTCD).  |
| C. Concrete sidewalks or bicycle/pedestrian off-street trails not constructed as part of reconstruction or new construction projects.  |
| D. Any allowed parking stalls.   |
| E. Storm water devices (ponds, swales, etc.) not required for the project (regional storm water pond for example). The Municipality will own and maintain regional storm water devices, including if the device is partially used for the Project. |
| F. Trees, shrubs, and other landscaping along the roadway or at roundabouts after location approval by Brown County.   |
| G. Decorative features (lighting, signs, railing, etc.) above standard baseline costs.   |

## Craig Berndt

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**From:** Brad Lange  
**Sent:** Monday, January 16, 2017 9:15 AM  
**To:** Trevor Fuller; Jim Genrich; Matthew H. Trustee; Bob D. Trustee; Lynn Green; Rob Atwoord Trustee; Penny Dart; Jim Rafter; Craig Berndt  
**Cc:** Debbie Baenen  
**Subject:** FW: Sidewalk study notice.

FYI –

[Please see the email below from Clarence Matuszek](#)

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**From:** clarence matuszek [mailto:cmatuszek@hotmail.com]  
**Sent:** Sunday, January 15, 2017 9:40 PM  
**To:** Brad Lange <brad@villageofallouez.com>; Jim Rafter <jimrafter@gmail.com>  
**Subject:** Sidewalk study notice.

I think that this notice, both in E-mail and at the meeting, should contain something like:

" The village board is considering a significant policy change regarding sidewalk installations in numerous parts of the village.

In the past the village intalled sidewalks primarily on school routes and up until recently assessed the abutting property owners 50% of the cost. For many years the village also promised that the sidewalks woud be plowed by the village, but this plowing policy has now been changed.

The proposed change in policy is that additional sidewalks will be installed throughout the village over a period of years and that there will be no special assessments and the costs will be borne by all property tax payers in the village.

Your input and opinion on this issue will be very valuable to the village board to help it make the best decision for all village taxpayers".

This has come out quite lengthy, but the information is very important. Right now you are moving forward to a large degree based on the opinion of some of the village board members, a few staff members [who are not vvillage residents], and some of the special commttee members. I don't think that is sufficient base of input to make such a major policy switch for the village.

Please forward this note to the rest of the board members and to trevor.

Thanks,

Clarence

# VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453  
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

## Department of Public Works

### SOME THOUGHTS REGARDING SIDEWALKS IN ALLOUEZ

These are some considerations in regard to discussion on sidewalks.

#### Addition of New Sidewalks in the Village

1. A public benefit sidewalk (Greene Avenue is example); ie, school routes, high volume routes, public purpose routes, and other public benefit routes can be provided by the village board with no assessment to property owners. This has been a village ordinance for about 10 years.
2. Proposed sidewalks in the draft bike and pedestrian plan are selected routes that will provide walking routes across the village. They are planned to be included in future street reconstruction and maintenance projects to minimize the construction costs. Some of these routes will be school routes, and others might be considered high volume routes or public benefit routes.
3. There is a strong state and federal initiative to provide more pedestrian and bike routes in communities to promote walking and biking. Also, to provide equal facilities for these users compared to automobiles.

#### Snowplowing of Sidewalks

1. School routes have always been plowed by the village, except for the recent change wherein the school district plows the sidewalks fronting the schools.
2. The village must plow sidewalks on municipal properties, and plow the sidewalks adjacent to county and state roads. This is a requirement per agreement with the county and state.
3. The sidewalk clearing policy that we now have does work and it has taken years to get to this point. There may be an addition we can make to clarify a point. For example, we could state school routes are plowed by the village.
4. Webster Avenue requires village plowing after snowstorms because it is just too much for residents.

#### Summary

1. The village will always need to plow some sidewalks (school routes, roundabouts, Riverside, Webster).

2. These are some points to consider in this dialogue of sidewalks. This will need to be further evaluated and developed.



- C. Sidewalks abutting property located in a business or commercial zone may be extended to the curb where concrete curbing has been installed subject to approval by the Village. Such sidewalk extension shall be only of concrete and constructed in accordance with Village specifications.

**§ 350-14. Sidewalk locations.**

Sidewalks are deemed to be a public improvement. The Village Board of Allouez may order sidewalks to be constructed where none previously existed along any street, irrespective of whether the abutting lands have been improved, wherever in the judgement of the Board the safety and welfare of the public require it.

**§ 350-15. Cost of sidewalk construction.**

- A. New sidewalk construction. For new sidewalk installation on high-volume routes, school routes, public purpose routes and other public benefit routes designated and deemed necessary by the Village Board, the cost thereof shall be paid by the Village. A sidewalk meeting this criteria shall be deemed a public benefit sidewalk.
- B. Repair and maintenance of existing sidewalks. The Village shall pay for the cost of maintaining, reconstructing, removing and repairing existing sidewalks.

**§ 350-16. Construction specifications.**

The Public Works Department shall prepare and maintain the specifications for construction of sidewalks and boulevard pavements and shall make the specifications available to contractors. All sidewalks and boulevard pavements shall be constructed in accordance with these specifications.

**§ 350-17. Boulevards.**

Whenever curbing has been installed and a boulevard provided between the lot line and the curb, such boulevard area shall be improved and maintained by the owner of the premises abutting thereon at such grade and in such condition so as to provide adequate drainage of the sidewalks and of the boulevard area and maintain the boulevard in good condition, including mowing and removal of debris.

**§ 350-18. Street and utility improvements.**

- A. Capital improvement planning. The Public Works Department shall prepare and update as necessary a capital improvement plan which shall include recommended street and utility repairs and replacements to ensure properly maintaining the Village infrastructure. Such plan shall be approved by the Village Board and used for Village budgeting and project funding.
- B. Street and utility projects. The Public Works Director shall present to the Village Board the annual street and utility improvements and major capital projects for approval. These recommendations shall be based on the capital projects plan. The annual capital projects may be funded in the annual operating budget and the major utility and street reconstruction projects may be funded by bond issuance. Upon approval of the Board the projects shall be initiated.

ORDINANCE 2007-02

**AN ORDINANCE RESCINDING AND RECREATING SECTION 3.08, COST OF  
SIDEWALK CONSTRUCTION, OF THE MUNICIPAL CODE OF  
ORDINANCES OF THE VILLAGE OF ALLOUEZ, BROWN COUNTY,  
WISCONSIN**

**THE VILLAGE BOARD OF THE VILLAGE OF ALLOUEZ, BROWN COUNTY,  
WISCONSIN, DO ORDAIN THAT SECTION 3.08 COST OF SIDEWALK  
CONSTRUCTION, BE RESCINDED AND RECREATED TO READ AS  
FOLLOWS:**

**SECTION 1. 3.08 COST OF SIDEWALK CONSTRUCTION**

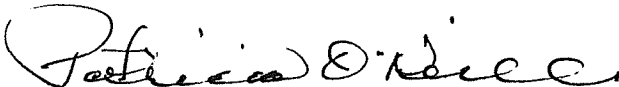
**A. New Sidewalk Construction and Repair and Maintenance of Existing Sidewalks**

For new sidewalk installation on high volume routes, school routes, public purpose routes and other public benefit routes designated and deemed necessary by the Board, including the repair and the replacement of sidewalks, the costs thereof shall be paid one hundred percent (100%) by the Village.

**SECTION 2.** All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

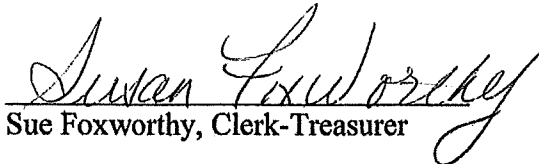
**SECTION 3.** This ordinance shall take effect upon its adoption and publication.

APPROVED AND ADOPTED THIS 6<sup>th</sup> day of February, 2007



Patricia O'Neill, President

ATTEST:



Sue Foxworthy, Clerk-Treasurer

Published 2-14-07

5. Begin discussions with regional entities (i.e. MPU, GBWU, others) on items to collaborate related to joint purchasing and shared services. This should be an evaluation of feasibility and ROI. Goal is to achieve efficiency and keep costs low.
6. In parallel with collaboration discussions regarding shared services/joint purchasing with member communities and other regional entities; consider pros/cons and determine a conceptual plan of becoming a Regional Water Authority.
  - Board and member communities need to determine if they really want to become a Regional Water Authority.
  - Considerations include: Begin plan/timeline with CBCWA handling all (or a majority) of items for all communities – creating 1 utility vs. 6 separate entities. What role to MPU and/or GBWU play (collaboration on other items may determine this)? Do we want to be more than just water?
  - Will include collaboration with external partners as this would be a regional effort, seeking other funding sources, and retaining an external facilitator to conduct feasibility study.

Our members have had some recent measure of success working with Green Bay Water Utility. The City of De Pere currently contracts with you for water billing services and has encouraged other members to investigate similar arrangements. We very much appreciated the opportunity to meet last week and learn more about your application of Citiworks. We hope to arrange a broader scale presentation early in 2017. We believe that the key to our future relationship will be based on mutually beneficial economics. Long term, the possibilities are endless.

The current issue before us involves our respective system master planning efforts. Much like you, we rely on wells for emergency supply. Water quality from these wells is less than optimal and the opportunity to strengthen our system and reduce risk is appealing. If we can economically strengthen our system (or those of our members) through interconnection with Green Bay Water it is something we very much would like to pursue. We fully recognize that this arrangement would need to be mutually beneficial. We also recognize that the physical construction may take years to accomplish as part of logically developed capital improvement plans. Regardless, we would be remiss if we didn't at least evaluate the opportunities and financial viability as part of our planning processes.

Both of our systems have some measure of excess capacity and have responded to requests from other area communities in their requests for service. Our internal agreements have previously made the Authority essentially noncompetitive in pursuing these opportunities. These agreements are in the process of being modified and will no longer pose a barrier. Having said that, a regional planning effort offers the chance to potentially avoid duplication of expensive capital assets. Further it opens the possibility of joint future projects of mutual benefit that may reduce costs, provide system looping or enhance service.

Beyond capital planning and system issues, there are other areas of mutually potential benefit that could include any or all of the following:

- Purchasing
- Software licensing
- Contract services or project bidding
- Project planning and scheduling

- Development of specialty service teams/work crews
- Equipment sharing
- Grant applications
- Staff training and development
- Technology transfer
- Centralized services such as (cross connection inspection, purchasing, accounting, billing, GIS, water modeling, etc...)

With a little thought we can probably find other areas that make sense from both a financial and customer service basis. None of us expect this process to be particularly quick or easy. On the other hand, we feel strongly that we shouldn't pass on economically viable opportunities to improve our efficiency, strengthen our system and reduce costs.

We operate in a business that needs to plan for both the present and our long term futures. Our hope is that this letter addresses the issues you posed and gives you a good sense of our willingness and commitment to improving our relationship and finding mutually beneficial opportunities. We would be happy to meet with you and your subcommittee or Board if you think that would be beneficial.

Sincerely,

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David J. Vaclavik, Manager  
Central Brown County Water Authority

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Sarah K. Burdette, President  
Central Brown County Water Authority



December 22, 2016

Nancy Quirk, PE  
General Manager  
Green Bay Water Utility  
PO Box 1210  
631 S Adams St  
Green Bay, WI 54305-1210

Dear Nancy:

The Central Brown County Water Authority Board met yesterday and discussed our interest in establishing a positive working relationship with the Green Bay Water Utility and the City of Green Bay. It is our hope that we will be able to find common ground and work together to our mutual benefit.

Since becoming operational, the Authority and our members have shifted their priorities to system reliability, operational and asset management issues. We have commissioned numerous studies and implemented significant capital projects to this end. Our members have increased their efforts to collaborate and have realized that cooperation can lead to both service improvements and cost savings. We have begun an effort to further expand these efforts.

We believe that collaborative opportunities exist for us with the Green Bay Water Utility as well. Last year, you were invited to take part in the Strategic Planning session the Board undertook. This effort resulted in a unanimously adopted plan that includes the following goals, all of which involve your utility.

1. Begin discussions with Green Bay Water Utility for mutual back-up/emergency service agreement. They could serve as CBCWA back-up and back-up for all communities so all communities could shut down their back-up wells. CBCWA may be able to partially serve as GBWU back-up; although doesn't have full capacity to do so.
2. Participate in GBWU's Master Plan and Strategic Plan processes as they occur. Important to work together to avoid duplicate infrastructure.
3. Research and prioritize other models to establish/create a CBCWA best-practice model. This may include consulting services – consulting with member communities and expanding outside of external communities – similar to MPU – for guidance and expertise
4. Begin discussions regarding prioritization and ROI of items to collaborate with each other. Discussions within CBCWA member communities first; and then expand to MPU and GBWU. Goal is to achieve efficiency and be cost-effective.