

MINUTES
PUBLIC WORK'S COMMITTEE MEETING
Tuesday, June 20, 2017
5:30 P.M., Allouez Village Hall

Present: Jim Rafter, Jim Genrich, Rick King, Curt Beyler, Craig Berndt and Brad Lange

1. MODIFY/ADOPT AGENDA

Meeting was called to order by Chairperson Genrich and a moment of silence in honor of Trustee Kopish.

Motion by Rafter/Beyler to approve the agenda. All ayes

2. APPROVE MINUTES from the May 10, 2017 meeting.

Motion by King/Beyler to approve the May 10, 2017 minutes. All ayes

OLD BUSINESS:

3. DISCUSSION/ACTION: SIDEWALK SNOWPLOWING POLICY (DPW Berndt).

Berndt provided a memo that outlines the changes to the Sidewalk Snowplowing Policy that increases the amount of sidewalks to be plowed by the village, simplifying the criteria to only 3" snowfalls for all sidewalks (same as for plowing streets), and plowing within 48 hours so that some weekend plowing would occur. The sidewalk snowplowing map has been finalized and will be posted on the website.

Discussion:

Beyler - when we charge a resident for snow removal on a sidewalk, does the village staff do the work? Berndt - yes, street department staff.

Beyler - why do we place a notice in the door? Berndt - it is the only way we can immediately notify a resident, and then we also mail a notice letter to the resident as this is the legal way of notifying the resident of the code violation.

Rafter/King moved to recommend to the village board for approval as outlined by Berndt. All ayes

NEW BUSINESS:

4. DISCUSSION/ACTION: LEAF COLLECTION STUDY PROPOSED BY LEAGUE OF MUNICIPALITIES TO ASSIST TMDL COMPLIANCE (DPW Berndt).

Berndt shared a letter received from the League of Wisconsin Municipalities asking for financial participation from all MS4 communities regarding a WDNR study of fall leaf collection for those communities that do extensive leaf collection (as Allouez does) and the potential benefit of a greater reduction of phosphorus in stormwater. This study could help Allouez comply with the ultimate Fox River TMDL requirements and might reduce future stormwater treatment pond construction. The village practice of collecting the large volume of fall leaves, and recycling of the leaves collected, is likely to be a positive impact on future stormwater regulatory compliance and be of benefit to the Fox and East Rivers.

Discussion:

Rafter – will approval by all 50 – 56 MS4 communities be needed in order for the study to move forward?

Berndt – not sure, but will check into this.

Beyler/King moved to recommend to the village board approval to allocate \$2,000 per year for 3 years for the study. All ayes

5. DISCUSSION/ACTION: SAFE PEDESTRIAN USE OF VILLAGE STREETS (Village President Rafter).

Berndt provided a memo that includes a summary of the Wisconsin statute 340 which addresses pedestrian rights in a public street and is the governing law.

Discussion:

Roger Retzlaff – provided written documentation on what our ordinance means and suggested changes in an effort to minimize or eliminate liability for the act of being a pedestrian using a street in Allouez. The documentation includes his concerns and recommendations.

The City of Green Bay sites jaywalking in their ordinance and the City of DePere doesn't have anything. There is no reason for such restrictions in the Allouez ordinance. Changing the ordinance to require a vehicle to move over to the other lane when approaching a pedestrian in the street was requested.

Jim Rafter – how do you recommend changing our ordinance? I like the wording of the State to require pedestrians to move out of the way and agrees on negligence but we don't know what negligence means?

Roger Retzlaff – a definition of negligence needs to be included.

Curt Beyler – Would the requirement of a vehicle to move into the other lane be for all streets 25 mph or less? Define 1 lane.

Craig Berndt – recommends to look at this as a traffic engineering issue, compare it to State law, and have our attorney review it.

Becky Nyberg – State law would override ours. It is time to update our ordinance since we recently completed the Bike/Ped plan.

Karen Ropp – many people walk on St. Francis and Arrowhead Drive and with no sidewalks, they walk in the street. Pedestrians should have the right of way.

Genrich/Rafter moved to table and have the Public Works Director and legal counsel draft a position for the Village Board regarding pedestrians in the street. All ayes

6. DISCUSSION/ACTION: RIVERSIDE DRIVE PEDESTRIAN CROSSINGS UPDATE (DPW Berndt).

Berndt gave an update as to where we are at. The design has been completed and the DOT has approved the south crossing. A fee title is needed for the DOT equipment to be installed and Attorney Gast is working on that. The village costs include; relocation of fence, moving a shed, new slab for the shed, deeds, easements and property acquisitions

David Slattebo – supports the project and suggests there be a media campaign to notify residents and drivers. He does not support a median island on Riverside Drive, reminded his fence needs to be relocated and speed is a factor on Riverside Drive and could some digital speed indicator signs be installed

Carl Archambeault Sr. – Supports the project and agrees with not placing a median on Riverside Drive. Passive speed indicators should be installed.

Accept and place on file – no action

DISCUSSION:

7. DISCUSSION: WEBSTER AVENUE COMMERCIAL DEVELOPMENT PLAN UPDATE (DPW Berndt).

Berndt – staff has been working with Graef on the Webster Avenue commercial development streetscape and will be bringing them to the committee and Village Board in August/September for discussion and a decision on the path forward.

8. DISCUSSION: PROPOSED WEBSTER AVENUE REPAIR FUNDING FROM BROWN COUNTY HIGHWAY DEPT (DPW Berndt).

Berndt – The Brown County Highway Department is budgeting funds for Webster Avenue repairs and reconstruction at \$1.3 million for the section north of Hwy 172 and \$500,000 for the section south of Hwy 172. These will be 2022 and 2023 projects, and the village will have to include funding for its share of the project costs. The schedule for the northern section can be adjusted to fit the Webster Avenue downtown development project should that move forward.

9. DISCUSSION: BROWN COUNTY SOLID WASTE SURPLUS FUNDS USE (DPW Berndt).

Due to a one-year delay in the start of the Brown County South Landfill project, the funds that were budgeted for 2016 for design and initial site work have not been used. The Brown County Solid Waste Department is proposing to carry-over these funds to use for construction costs for the project rather than refund this money to customers. This could reduce the borrowing for the new landfill by \$2 million or more. A portion of the unused funds will also be placed in the rate stabilization fund. These funds allocation will be part of the budget approval process for 2018. The Public Works directors support these uses of the unused funds as they will continue to be used for solid waste projects and rate stabilization.

10. ADJOURNMENT

King/Rafter moved to adjourn at 6:27pm. All ayes.

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

SIDEWALK SNOWPLOWING UPDATE

The snowplowing concepts include: increasing the amount of sidewalks to be plowed by the village, simplifying the criteria to only 3" snowfalls for all sidewalks (same as for plowing streets), and plowing within 48 hours so that some weekend plowing would occur. These are more specifically described as follows.

1. **Continue the 3-inch snowfall criteria for sidewalk plowing.**
Continue the natural 3-inch snowfall criteria on Webster and Allouez Avenues as reported by the weather stations because this is the criteria used for snowplowing of streets and residents are accustomed to this snowfall amount. The sidewalks usually receive less snow than the roadways.
2. **Delete the 6-inch major storm criteria.**
To simplify the snowplowing process for residents and to increase sidewalk snowplowing to provide more services, delete the major storm criteria of a 6" snowfall.
3. **Weekend Sidewalk Snowplowing Added.**
Snowplow sidewalks on a weekend (during daytime hours) to complete village sidewalk snowplowing within the same 48-hour period required of residents.
4. **Add Libal Street and Hoffman Road to Sidewalk Snowplowing.**
Add Libal Street, Hoffman Road, and Riverside Drive to sidewalk snowplowing to the same 3" snowfall criteria as Webster Avenue and Allouez Avenue. This will increase sidewalk plowing frequency in the entire village.
5. **Update Sidewalk Plowing Map.**
Update the sidewalk snowplowing map and post on the village website along with the policy.
6. **Update Snowplowing Policy.**
Update the policy statement and post on the website, and update in All About Allouez.

The above changes (3" criteria change, weekend plowing) is likely to double the Public Works Department snow and ice budget for sidewalk snowplowing, but this may not result in the same amount of increase in the Public Works budget. This would have to be determined during the annual budget process.

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Department of Public Works

ALLOUEZ SIDEWALK SNOWPLOWING POLICY

April 1, 2017

1. *Allouez residents must shovel their sidewalk after snowstorms, and maintain their sidewalk clear of snow and ice—even if the sidewalk is first plowed by the Village. This includes Webster Avenue, Allouez Avenue, Libal Street, and Hoffman road. Residents have 48 hours after a snowstorm to complete sidewalk shoveling.*
2. After each snowfall the Village plows roundabouts, village properties, and school routes. Village sidewalk snowplowing will be completed within 48 hours of snowfall including weekends. Schools plow sidewalks adjacent to their facilities.
3. Because the Brown County Highway Department frequently plows large amounts of snow onto *Webster and Allouez Avenue sidewalks*, the *Village will plow these sidewalks when the weather bureau reports a snowfall of 3-inches or more; or when weather and snow conditions dictate more frequent snowplowing.* Sidewalk plowing on Webster and Allouez Avenue may be done after Brown County finishes street plowing—to minimize the need for repeated shoveling by the village and residents. Residents are to finish the sidewalk shoveling after village snowplowing, and maintain the sidewalk clear of snow and ice.
4. *The Village will plow the main sidewalks including Libal Street, Webster Avenue, Allouez Avenue, Hoffman Road, and Riverside Drive after snowstorms of 3" snowfall or more. The Village plows its streets at 3" snowfalls as well. Property owners must shovel after Village sidewalk snowplowing to maintain their sidewalk clear.*

Sidewalk Clearing Notice to Property Owners

Property owners will be notified via a letter placed in the rear door of a household if snow shoveling or ice removal does not comply with Village policy. This will be at 48 hours after a storm event, with 48 hours allowed for compliance.

Non-Compliance Penalty

The Village of Allouez Policy for Sidewalk Clearing Charge for Non-Compliance is as follows:

1 st Notice	\$50 per lot (up to 100 ft) plus \$10 per each 100 ft
2 nd Notice	Two times the 1 st Non-Compliance Charge
3 rd Notice	Three times the 1 st Non-Compliance Charge plus Citation for Violation of Sidewalk Clearing Ordinance 3.21

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Department of Public Works

ALLOUEZ SIDEWALK SNOWPLOWING POLICY

June 1, 2017

1. ***Allouez residents must shovel their sidewalk after snowstorms, and maintain their sidewalk clear of snow and ice—even if the sidewalk is first plowed by the Village. This includes Webster Avenue, Allouez Avenue, Libal Street, and Hoffman road. Residents have 48 hours after a snowstorm to complete sidewalk shoveling.***
2. After each snowfall the Village plows the roundabouts, village properties, and school sidewalk routes. Village sidewalk snowplowing will be completed within 48 hours of a snowfall including weekends. Refer to the Village sidewalk snowplowing map for further information.
3. ***The Village will plow the main sidewalks including Webster Avenue, Allouez Avenue, Libal Street, Hoffman Road, and Riverside Drive after snowstorms of 3" snowfall or more. The Village plows its streets at a 3" snowfall as well. Property owners must shovel after Village sidewalk snowplowing to maintain their sidewalk clear.***
4. Because the Brown County Highway Department frequently plows large amounts of snow onto ***Webster Avenue, Allouez Avenue and Riverside Drive sidewalks***, the Village will provide additional snowplowing of these sidewalks when the weather and snow conditions dictate more frequent snowplowing.

Sidewalk Clearing Notice to Property Owners

Property owners will be notified via a letter placed in the rear door of a household if snow shoveling or ice removal does not comply with Village policy. This will be at 48 hours after a storm event, with 48 hours allowed for compliance.

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Department of Public Works

PROPOSED FALL LEAF COLLECTION AND MANAGEMENT STUDY League of Municipalities

Attached is a letter from the League of Wisconsin Municipalities regarding a proposed joint effort with the Wisconsin Department of Natural Resources to evaluate the positive impact of a comprehensive fall leaf collection program on reducing total phosphorus discharges.

This is a topic that the village of Allouez has questioned with regard to modeling the village stormwater management program. We have requested our consultant, in the past, to encourage the WDNR to consider this type of credit due to the extensive Allouez fall leaf collection program including high efficiency street sweeping. The WDNR did have a staff engineer that was also evaluating leaf collection impacts on phosphorus. This proposed study is probably an outcome of the WDNR study.

This proposed study program is "likely" to provide an increased total phosphorus removal credit which will be important to Allouez complying with the long range TMDL requirements. Phosphorus removal is the critical parameter that the village must meet in the future.

The cost to Allouez is estimated at \$2,000 per year for 3 years, beginning in 2018. The League is asking for a commitment so they can begin moving this project forward. It is recommended that Allouez support this program, and utilize the engineering budget in the stormwater utility to fund this contribution.

The outcome may be a revision to the stormwater modeling program to increase the credit due to an extensive fall leaf collection program such as Allouez has.

C. Berndt
Stormwater Leaf Collection Study Memo June 2017
June 5, 2017



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

May 31, 2017

Director of Public Works Craig Berndt
Village of Allouez
1900 Libal Street
Green Bay, WI 54301

Dear Craig:

The WDNR has approached the League with a research request that could help reduce your stormwater management costs and other costs related to phosphorous reduction. I hope you will consider helping us to fund this request.

The DNR is exploring an approach to quantify and provide numeric phosphorus reduction (stormwater) "credit" to MS4s for improved fall leaf management programs. This will help MS4s meet TMDL phosphorus reduction requirements. Three years of DNR / USGS monitoring and research in the City of Madison has shown significant reductions in fall stormwater phosphorus loadings, if leaves are regularly removed from city streets with medium to heavy tree canopy. The DNR is now looking for feedback from MS4s on what types of municipal programs could be implemented to reach this goal. In order to provide specific credit, however, the WDNR needs data from more locations and is seeking funding to conduct additional stormwater monitoring similar to the Madison work. Additional monitoring is needed to understand and identify variables that may occur in other locations, and to build those variables into a Leaf Management Program usable by all Wisconsin MS4 communities.

This approach could prove to be a very cost-effective way to meet TMDL/Phosphorus reduction requirements, compared to traditional stormwater management measures.

The League's role in this endeavor is three-fold:

1. Represent the interests of the MS4 municipalities statewide – especially as related to stormwater programs and compliance with regulations.
2. Organize a subcommittee of municipal experts to advise the DNR in this research and the development of a Leaf Management Program.
3. Organize the funding effort for this research.

The proposed research parameters would be as follows:

- Create a three-year water quality monitoring process, beginning in the fall of 2018.
- Field monitoring will be done by the United States Geological Survey (USGS); their expertise has clout with policymakers.
- A total of four sites in two different cities will be identified with varying geography, tree canopy and other characteristics.
- The cost of purchasing/installing equipment, sampling, data analysis and reporting is \$425,000 over three years.
- If a majority of MS4 communities commit to \$2,000 per year for the three-year study, we can move ahead with this important work. If the research is successful, your community's return on investment, will far exceed this upfront cost.

The League will identify grant resources in hopes of reducing the actual cost to your community. However, the timing of all of these "moving parts" is such that we need to start with you and work on other resources once we have determined the level of interest.

If you are able to budget \$2,000/year, for three years beginning in 2018, please email me (jdeschane@lwm-info.org) by **June 16**. Time is critical.

Thank you for considering this request. Please call me or Curt Witynski with questions (608-267-2380).

Sincerely,

Jerry Deschane
Executive Director

YOUR VOICE. YOUR WISCONSIN.

VILLAGE OF ALLOUEZ

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Department of Public Works

WEBSTER AVENUE DOWNTOWN DEVELOPMENT PROJECT

Concept Plan

The Graef concept plan for the Allouez Downtown Area Development--Webster Avenue (Kalb to Allouez Avenue) and St Joseph Street—is nearing completion. It is expected that the concept development plan will be presented to the village board in July and August.

The concept plan will show the top-view of how this area can be developed, the street cross-section that will provide pedestrian and bicycle access, and the decorative items such as ornamental street lighting. The concept plan is to illustrate what this commercial area can be developed into.

Path Forward

After review and input to the concept plan by the village board, the board can decide on the path forward for future development if so desired. This would ideally be in August or September.

Preliminary Project Cost Estimate

The next step in the development of the Webster Avenue Downtown Area would be the preliminary estimate of project cost and schedule. This would be a consultant preliminary cost development due to the extent of the work required, and the experience with cost estimating for a complex commercial project. The schedule should be a 90-day period to complete the initial project definition and prepare the construction cost.

Project Design

Assuming that this project will move forward, design of the project and acquisition of property should be in 2018 and possibly extending into 2019 if necessary.

Project Financing

The project construction should be financed via the Tax Increment District. Funding has been estimated at \$1.9 million for the Webster Avenue corridor from Allouez Avenue to Kalb Street for the sidewalks and street/sidewalk ornamental lighting. This is financed via the TIF district.

Additional funding, for street reconstruction, is to be provided by a bond issue.

The St. Joseph Street improvements are also funded via the TIF district and a bond issue. West St. Joseph Street should be reconstructed at the same time because of the need and the proximity to the Webster Avenue improvements.

The Brown County Highway Department has included \$1.3 million in funding for north Webster Avenue for street repairs and improvements. This is budgeted for 2023 but can be moved as needed due to flexibility in the sales tax funding.

Summary

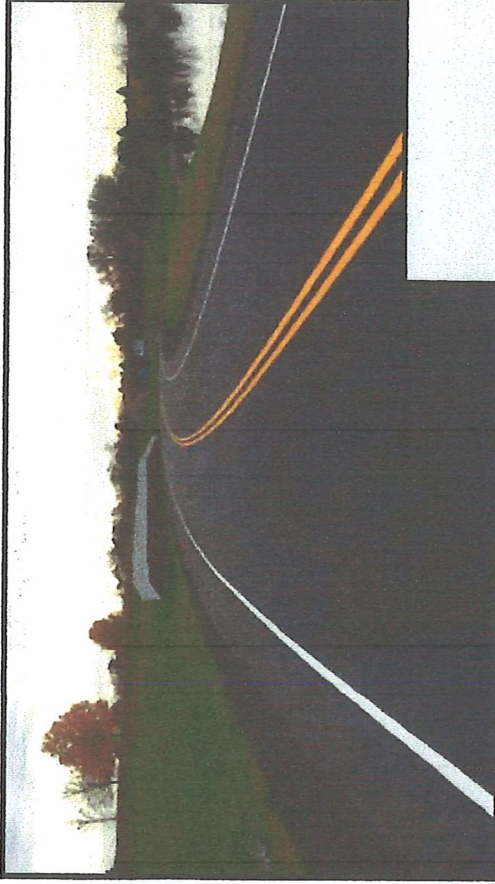
It is recommended that further development of the Webster Avenue Downtown Area project be conducted to estimate the construction costs and project schedule.

Based on the information developed a decision as to what portions of Webster Avenue are to be reconstructed and improved, and the schedule can be selected.

It is important that funding for part of construction cost is provided via the TIF district and there funds need to be utilized.



2018-2023 HIGHWAY CAPITAL IMPROVEMENT PLAN



0.5% Sales Tax CIP



May 22, 2017

Year CIP Summary 2018 - 2023
 Highway & Bridge Improvement Projects

CALENDAR YEAR 2022

COUNTY HIGHWAY	PROJECT LOCATION	LANE MILES	IMPROVEMENT TYPE	TOTAL COST	FEDERAL FUNDS	MUNICIPAL FUNDS	COUNTY FUNDS	FUNDED TO DATE	SALES TAX NEEDED	LEVY NEEDED
EE- Fernando Drive	CTH U to CTH GE Village of Hobart	4.00	Surface Maintenance, 2-Lane Rural, Asphalt	350,000	-	-	350,000	-	350,000	-
BB- CTH BB	CTH R to County Line Town of New Denmark	1.20	Recondition, 2-Lane Rural, Asphalt	330,000	-	-	330,000	-	330,000	-
T- CTH T	STH 23 to Town Line Rd Town of Eaton	4.06	Recondition, 2-Lane Rural, Asphalt	1,110,000	-	-	1,110,000	-	1,110,000	-
V-20 CTH V	CTH O to Debra Lane Village of Bellevue	4.66	Recondition, 4-Lane Urban, Asphalt	1,100,000	-	-	1,100,000	-	1,100,000	-
HS- CTH HS	Roundabout at White Pine Village of Suamico	0.25	Reconstruct, Roundabout Urban, Asphalt	1,250,000	-	Suamico 625,000	625,000	-	625,000	-
X- CTH X	Rosemont Drive to STH 172 Village of Allouez	1.88	CPR - Concrete Pavement Repair Urban, Concrete	500,000	-	Allouez -	500,000	-	500,000	-
EB- CTH EB	CTH VK to Mason Street City of Green Bay	-	CPR - Concrete Pavement Repair Urban, Concrete	680,000	-	Green Bay -	680,000	-	-	680,000
C-21 CTH C	CTH FF to Greenfield Ave Village of Howard	1.50	Reconstruct, 2-Lane Urban, Asphalt	3,240,000	Will be applying for STBG funding for this project.	Howard 1,620,000	1,620,000	-	1,620,000	-
C-22 CTH C	Greenfield Ave to Glendale Ave Village of Howard	3.66	Reconstruct, 2-Lane Urban, Asphalt	5,460,000	-	Howard 2,730,000	2,730,000	-	2,517,947	212,053
F- CTH F	Lawrence Drive to American Boulevard City of DePere	1.04	CPR - Concrete Pavement Repair Urban, Concrete	250,000	-	DePere -	250,000	-	250,000	-
M- Prelim CTH M	CTH HS to W. Deerfield Avenue Village of Howard/Village of Suamico	-	Right of Way Acquisition 2024 Construction	-	-	Howard 112,500 Suamico 112,500	-	-	-	-
-	Preliminary Costs for (Permitting, Culverts, Guardrail, Etc.)	-	-	450,000	-	-	225,000	-	-	225,000
total Lane Miles: 22.47	Asphalt Paving Lane Miles: 19.55	-	-	\$ 14,970,000	\$ -	\$ 5,200,000	\$ 9,770,000	\$ -	\$ 8,402,947	\$ 1,367,053

Key:

Surface Maintenance	Recondition Project	Reconstruction	Maintenance Project	Preliminary Costs	Scheduled But Not Funded
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Profile mill 2-inches of existing asphalt and pave one (1) new 2.5-inch asphalt mat.
 Mill 4-inches of existing asphalt, repair poor subgrade areas, and pave one (1) new 2.5-inch asphalt binder mat and (1) new 2-inch asphalt surface mat.
 Remove existing pavement and/or stone base, culvert and/or bridge replacement, and place new asphalt or concrete.
 Concrete Pavement Repair (CPR), crack filling asphalt roads, safety improvements, or traffic signals.
 Engineering, right-of-way, permitting, culvert pipes, guardrail, etc. prior to a resurfacing, reconditioning, or reconstruction project.
 Federal/State aid applied for but not secured yet.

Year CIP Summary 2018 - 2023
 Highway & Bridge Improvement Projects

CALENDAR YEAR 2023

COUNTY HIGHWAY		PROJECT LOCATION	LANE MILES	IMPROVEMENT TYPE	TOTAL COST	FEDERAL FUNDS	MUNICIPAL FUNDS	COUNTY FUNDS	FUNDED TO DATE	SALES TAX NEEDED	LEVY NEEDED
CTH NN	NN-	Pine Grove Road to CTH R Town of Ladysburg	1.60	Recondition, 2-Lane Rural, Asphalt	440,000	-	-	440,000	-	440,000	-
CTH P	P-	STH 54 to CTH K Town of Green Bay	6.00	Recondition, 2-Lane Rural, Asphalt	1,650,000	-	-	1,650,000	-	1,650,000	-
CTH Z	Z-	Outagamie Road to CTH D Town of Holland	2.00	Recondition, 2-Lane Rural, Asphalt	1,100,000	-	-	1,100,000	-	1,100,000	-
CTH XX	XX-19	East River Bridge to Bellevue St. Village of Bellevue	0.92	Reconstruct, 2-Lane Urban, Asphalt	2,129,000	-	Bellevue 1,064,500	1,064,500	-	1,064,500	-
CTH M	M-	Belmont Road to CTH HS Village of Howard/Village of Suamico	4.65	Reconstruction, 5-Lane Urban, Asphalt	5,800,000	-	Howard 1,450,000 Suamico 1,450,000	2,900,000	-	1,782,947	1,117,053
CTH Z	Z-	Bridge Over Branch River Town of Morrison	0.18	Bridge Replacement	315,000	-	-	315,000	-	315,000	-
CTH X	X-	STH 172 to Grignon Street Village of Allouez	7.52	CPR - Concrete Pavement Repair Urban, Concrete	1,300,000	-	Allouez -	1,300,000	-	1,300,000	-
		Preliminary Costs for (Permitting, Culverts, Guardrail, Etc.)			250,000	-	-	250,000	-	-	250,000
Total Lane Miles:	22.87	Asphalt Paving Lane Miles:	15.35	---	\$ 12,984,000	\$ -	\$ 3,964,500	\$ 9,019,500	\$ -	\$ 7,652,447	\$ 1,367,053

Key:



Surface Maintenance
 Recondition Project
 Reconstruction
 Maintenance Project
 Preliminary Costs
 Scheduled But Not Funded

Profile mill 2-inches of existing asphalt and pave one (1) new 2.5-inch asphalt mat.
 Mill 4-inches of existing asphalt, repair poor subgrade areas, and pave one (1) new 2.5-inch asphalt binder mat and (1) new 2-inch asphalt surface mat.
 Remove existing pavement and/or stone base, culvert and/or bridge replacement, and place new asphalt or concrete.
 Concrete Pavement Repair (CPR), crack filling asphalt roads, safety improvements, or traffic signals.
 Engineering, right-of-way, permitting, culvert pipes, guardrail, etc. prior to a resurfacing, reconditioning, or reconstruction project.
 Federal/State aid applied for but not secured yet.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

June 2, 2017

Craig Berndt
Village of Allouez
1900 Libal St.
Green Bay, WI 54301

RE: Department Update - Follow-up to May 25, 2017 Municipal Meeting

Dear Mr. Berndt:

Following-up to our recent meeting, this memo is intended to inform and update our Brown County municipal partners with regards to Brown County Port & Resource Recovery Department activities. Currently, the County is finalizing a new 5-year Resource Recovery Strategic Plan. The plan will set goals and objectives for the future. The goals from the current strategic plan have resulted in many positive outcomes, several of which are discussed in this memo.

The financial performance of the County, and more so our collaboration in Tri-County recycling and solid waste activities in 2016, resulted in **accumulation of \$3.5 million in operating cash**. The increase in Tri-County recycling and solid waste activities can be attributed to recent increases in recycling commodity markets and **the benefit of no capital investments in the landfill for the last two years**. The current Tri-County landfill financial performance will change with the current construction of the Phase III sequence.

County recycling/solid waste user fee funds are segregated and remain in our enterprise system for the benefit of current and future users. Attached are copies of the *2013 County Board Resolution* and the *2016 Annual Report* for supporting documentation. Both documents provide a summary of the users' fees accumulated in each account and the fund purpose. The benefit of accumulating funds for future use is a significant reduction or complete avoidance of future bonding.

County Board Policy states that the working capital balance in the Operating Cash Fund shall maintain 45 days of expenses or 10% of the annual operating budget in operating cash. The total 2016 budget was \$11 million; therefore, 10% of the Department's budget is \$1.1 million. At the end of the fiscal year, if the working capital balance exceeds 10%, that amount may be transferred to the Rate Stabilization Fund or another fund at the discretion of the Department. **Capital investments in 2017 and 2018 will total over \$1 million** and include the following projects; concrete recycling tip floor replacement, replacement of a portion of the transfer station asphalt road, replacement of a front-end loader at the Recycling Transfer Station, a

pickup truck, a UTV, an HVAC unit, and a compactor at the Waste Transfer Station and adding several rapid open doors.

At its April 17, 2017 meeting, the Solid Waste Board voted to make the following Operating Cash Fund transfers; \$500,000 to Rate Stabilization Fund and the balance to Capital Replacement Fund. The creation of the Rate Stabilization Fund was suggested by our municipal stakeholders in 2012 and identified as a goal in the strategic plan as a way to help mitigate a large increase in tipping fees over one or more years when the South Landfill opens. Stakeholders determined that \$1 million would be the appropriate amount of money in this account and we are proud to inform you that the County has fully funded the account well ahead of the opening of the South Landfill.

For your information, municipalities who signed the 2012 5-year Solid Waste Management Service Agreements will automatically renew for another five (5) years. In the current agreement, tipping fee increases are limited to the change in the June to June Consumer Price Index (CPI). Based on input from the urban municipalities, Brown County will be using the change in the May to May CPI. This change should have no financial impact, but it will make it easier for Brown County in the preparation of its budget.

If you have any questions, please contact me at 920.492.4953 or haen_dr@co.brown.wi.us. Otherwise, we look forward to seeing you at 1:00 pm on June 20, 2017 for our Stakeholder Meeting at the Ashwaubenon Community Center, 936 Anderson Drive, Green Bay, WI.

Sincerely,

A handwritten signature in black ink, appearing to be 'D Haen', followed by a horizontal line.

Dean Haen

Port & Resource Recovery Director