

**AGENDA
PUBLIC WORK'S COMMITTEE MEETING
Wednesday, October 11, 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 September 13, 2017 meeting.

OLD BUSINESS:

NONE

NEW BUSINESS:

3. DISCUSSION/ACTION: COMMERCIAL BUSINESSES
GARBAGE/RECYCLING COLLECTION (Village President Rafter).
4. DISCUSSION/ACTION: DISCUSSION ON ADDITIONAL PEDESTRIAN
CROSSINGS IN ALLOUEZ (DPW Berndt).
5. DISCUSSION/ACTION: LRIP APPLICATION FOR WEST ST JOSEPH ST
(DPW Berndt).

DISCUSSION:

6. DISCUSSION: SIDEWALK ON DERBY LANE PER PEDESTRIAN PLAN
(Village President Rafter).
7. DISCUSSION: PUBLIC WORKS DIRECTOR POSITION AND PATH
FORWARD (DPW Berndt).
8. 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, September 13, 2017
5:30 P.M., Allouez Village Hall**

Present: Jim Genrich, Rick King, Curt Beyler, Jim Rafter, Lynn Green, Craig Brendt
Brad Lange

1. MODIFY/ADOPT AGENDA
Rafter/King moved to adopt the agenda as presented. All ayes
2. APPROVE MINUTES from the July 12, 2017 meeting.
Rafter/Beyler moved to approve the minutes of July 12, 2017. All ayes

OLD BUSINESS:

NONE

NEW BUSINESS:

3. DISCUSSION/ACTION: RIVERSIDE DRIVE NORTH PEDESTRIAN CROSSING ENGINEERING CONTRACT (DPW Berndt).
Berndt provided a recap of the north pedestrian crossing study by Mead and Hunt. After evaluation, it was determined that the best location of the cross walk would be just south of Marine Street. Berndt has submitted the necessary permit application to WisDot for approval. Two questions were asked of the WisDot;
 1. *Can we place the signals over head? WisDot will not allow this to occur.*
 2. *Can an advanced flashing beacon notice sign be placed on Riverside Drive? WisDot will allow this to occur.*

*Rafter: is it possible to have a red border placed on the advance notice sign?
Berndt will look into this.*

*Beyler: is the engineering costs based on a percentage or not to exceed?
Berndt: this is a not to exceed and covers all aspects of the project.*

King/Rafter moved to recommend to the Village Board the contract for Engineering Services with Mead and Hunt. All ayes

4. DISCUSSION/ACTION: UPDATE ON STREET AND UTILITY CIP PLAN (DPW Berndt).
Berndt provided a spreadsheet listing project estimate costs and year of construction for projects for the next approximately 10 years. This is an update to the current CIP plan, and future updates will occur if the possible Webster Avenue and other projects develop. The Libal Street paving project has been moved back one year to design in 2019 and is reflected in this update.

Discussion: Should the engineering services be put out for bid? It is important to complete the topographic mapping of the street project well in advance. This work is estimated to be around \$25,000. Berndt agreed that proposals for the survey work will be obtained.

Beyler/King moved to recommend to the Village Board approval of using 2017 bond funds to cover the cost of engineering services for the topographic mapping for the 2019 reconstruction project. All ayes

5. DISCUSSION/ACTION: PLACEMENT OF BCSW ORGANIC DUMPSTER AT YARD WASTE CENTER (DPW Berndt).
Berndt provided letter from Brown County Port and Resource Recovery Department with a request to place 1 organic dumpster at the LeBrun Yardwaste site at no cost to the village.

Green/King moved to recommend to the Village Board approval of placing 1 organic dumpster at the LeBrun Yardwaste site. All ayes

6. DISCUSSION/ACTION: LETTER REGARDING GBMSD 2018 DRAFT BUDGET (DPW Berndt).
Berndt briefly explained the 2018 GBMSD budget, which has a slightly lower sewer rate for Allouez than the 2017 rate, and includes GBMSD using a portion of the reserve funds for current projects and establishes an equipment replacement fund for plant equipment. This letter is provided for review prior to the GBMSD budget presentation to the village board at the October board meeting. No action taken at this time.

DISCUSSION:

7. DISCUSSION: PROPOSED 2018 CBCWA BUDGET (DPW Berndt).
No discussion on this item. The draft budget is provided for information prior to the CBCWA budget presentation to the board on September 19th.
8. ADJOURNMENT
Rafter/Beyler moved to adjourn at 6:16pm. All ayes

VILLAGE OF ALLOUEZ

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Department of Public Works

GARBAGE AND RECYCLING COLLECTION

Garbage and recycling collection for residential and commercial properties is covered in the Solid Waste Ordinance (see the attached copy).

Residential garbage and recycling collection by the village is provided using one collection cart for each use. This is the normal collection for all residences.

Ordinance Article 432-2 G. requires garbage for commercial businesses be by commercial haulers. Note that the village does not have the equipment for handling commercial wastes due to the volume of material generated, and the village does not want to compete with commercial collection companies.

Ordinance Article 432-4 C. covers Collection of Recyclables. Residential properties are provided with recycling collection. Non-residential facilities and properties must collect recyclables and transport them to a materials recycling facility.

Allouez past practice:

1. Many years ago, when the village was smaller and before the DNR solid waste regulations requiring recycling were developed, the village provided extensive collection services.
2. There may be some remnants of past collection practices. About a dozen garbage collections are still provided to small businesses (same single cart as a residential). There may be 4-5 recycling collections to small businesses (hair salon, law office, etc) that remain.
3. Criteria for garbage or recycling collection for commercial and non-residential properties has been "if they are essentially the same as a residential customer." The garbage and/or recycling services that are still provided to small businesses fit this criteria.

considered bulk waste for purposes of this article. Any appliances containing Freon, such as a refrigerator or freezer, must be properly disposed via special handling. Collection of white goods at any time is considered a special pickup. In order for the white goods to be collected at any time, the patrons must call the Village Hall to schedule pickup and pay a fee per appliance per Chapter 225.

- F. Electronics recycling. Effective September 1, 2010, it is illegal to dispose of electronics equipment in landfills. This includes such electronics equipment as computers, desktop printers, fax/copier machines, televisions, computer monitors, DVD players, VCRs, and cell phones. These devices must be recycled by the resident at licensed recyclers such as electronics retailers or the Brown County hazardous waste facility. The Public Works Department will collect electronic equipment for a fee per Chapter 225. Electronics equipment may also be taken to the LeBrun waste disposal site by a resident for a fee per Chapter 225.
- G. **Commercial or manufacturing sources. Normal accumulations of garbage from commercial or manufacturing concerns shall be collected weekly by commercial hauler(s).**^[2]
[2] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).
- H. Brush. Brush will be collected most months during the second full week, except during spring and fall cleanup. Refer to the refuse/brush collection schedule for exact collection schedules. Brush and tree limbs removed by a contractor from private property will not be picked up by the Public Works Department but must be disposed of by the contractor.
- I. Yard waste. Yard waste will be collected curbside during the spring collection period designated by the Public Works Department (refer to the published bulk waste schedule). No bags or reusable containers may be used. No green grass will be collected. Yard waste may not be disposed of with garbage or collectible recyclables, bulk waste, or brush. Persons transporting yard waste shall be responsible to cover or otherwise contain yard waste in a manner so as to prevent scattering of yard waste during transport.
- J. Construction debris. Construction debris shall not be picked up by the Public Works Department. It shall be the responsibility of the patron and/or contractor to dispose of construction debris as provided by law.

§ 432-3 Storage of waste between collections.

- A. Owner-occupant storage responsibility. The patron and/or occupant of a premises shall be responsible for the proper and sanitary storage of all collectible waste accumulated at the premises until collection. The owner and/or occupant shall be responsible for the proper sanitary storage of all other waste material and for its disposal according to law.
- B. Storage/location of collectible waste. No owner or occupant of any building shall place or store any refuse cart or any paper recycling cart or any commingled recycling cart in front of any building, or on any corner lot along the side of a building facing the abutting street, except when done for lawful collection in compliance with this article. When between collections refuse carts or recycling carts shall be placed in an area screened or otherwise obstructed from public view as best as reasonably possible considering the features of the property.

§ 432-4 Preparation of garbage and collectible waste for collection.

- A. Location of containers for collection.
 - (1) Residential.
 - (a) Residential garbage and collectible recyclables from buildings containing not more than four residential dwelling units will be prepared and placed for collection.
 - (b) Placement location. Containers shall be placed on the driveway apron or on the grassy area immediately adjacent to the curb. Containers shall be placed with the opening facing the street or curb.
 - (2) Multifamily.

- (a) Residential garbage and collectible recyclables from buildings containing more than four residential dwelling units will be prepared and placed for collection.

[Amended 2-7-2017 by Ord. No. 2017-02]

- (b) Placement location. Containers shall be placed on the driveway apron or on the grassy area immediately adjacent to the curb. Containers shall be placed with the opening facing the street or curb.

- (3) Location of containers in winter. During winter months, garbage and/or collectible recyclables shall be placed in the driveway apron or on an area adjacent to the curbline which has been shoveled free of snow. In cases where the Public Works Director determines that collection would be best facilitated by allowing property owners to place garbage at some other accessible points, this provision of this article may be waived by the Village.

- B. Placement of garbage for collection. All garbage placed curbside for collection shall be in carts approved under this section. Reusable carts which do not constitute approved carts shall not be placed for collection and shall not be emptied by Village personnel.

- (1) Residential garbage. Residential garbage must be placed in cart. Before placing any garbage in the cart for collection, each patron shall place it in a garbage bag. It shall be the responsibility of each patron to keep the garbage relatively free from rainwater and snow until collection.

[Amended 2-7-2017 by Ord. No. 2017-02]

- (2) Commercial and manufacturing garbage. Commercial and manufacturing garbage shall be properly placed for collection by private haulers.

[Amended 2-7-2017 by Ord. No. 2017-02]

- (3) Enclosures (commercial). The Public Works Director shall have the authority to order that any exterior storage area for garbage, recyclables, or refuse be enclosed in a structure if, in his or her determination, the storage of such garbage, recyclables, or refuse is unsanitary or creates or tends to create a nuisance or a detriment to public health or safety. In determining whether an exterior storage structure shall be required under this section, the Public Works Director shall take into account the location of the waste storage, its proximity to residential areas, the likelihood of human exposure or contact with the waste storage areas, and the type of waste being stored. These considerations are to be deemed illustrative and not exclusive. All structures ordered under this section shall be at least three-sided and constructed of materials sufficiently opaque to ensure that the waste is impervious to view from the exterior of the sides. The walls of the structure shall be of a height which is at least one foot taller than the garbage or refuse receptacle, but not over six feet high, and shall be painted or otherwise finished or coated.

- C. **Collection of recyclables.** Collectible recyclables shall be separated from garbage and other collectible waste and placed for collection in conformity with this subsection.

- (1) Residential collectible recyclables. Occupants of residences containing not more than four dwelling units and occupants of condominiums shall separate collectible recyclables from garbage and other waste and shall keep the collectible recyclables clean and free of contaminants, oil, grease, and other nonrecyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in carts provided by the Village, with paper, glass, cans, and plastics in a single blue cart, and shall be placed curbside for collection as provided at Subsection A above.

- (2) **Multifamily dwellings and nonresidential facilities and properties.**

- (a) Owners or designated agents of multifamily dwellings and of nonresidential facilities and properties shall be responsible to:

[1] Provide adequate containers for recyclable materials.

[2]

Notify tenants in writing at the time of renting or leasing the dwelling or facility, and at least semiannually thereafter, about the established recycling programs.

[3] Provide for the collection of materials separated from the waste and the delivery of the materials to a recycling material facility.

[4] Notify tenants of the reasons to reduce and recycle waste, which materials will be collected, how to prepare the materials in order to meet the processing requirements, the collection methods or sites, the locations and hours of operation, and a contact person or company, including the name, address, and telephone number.

(b) The requirements of Subsection C(2)(a)[1], [2], [3] and [4] above will not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources and is a facility which recovers collectible recyclables from waste in as pure a form as is technically feasible.

(3) Collection time. All garbage, collectible recyclables, and other collectible waste shall be placed for collection as required by this article no sooner than 6:00 p.m. the day before collection and no later than 6:00 a.m. on the designated collection day. Any garbage cart, waste, or other item which is not collected in accordance with applicable provisions of this article shall be removed from curbside not later than 12:00 midnight the day of collection.^[1]

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II). Original § 5.01D(3) (d), Preparation time, which immediately followed this subsection, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 432-5 Preparation of brush, refuse and yard waste.

- A. Brush. Brush shall be placed in stacks aligned parallel to the curb (butt end to face the same line of traffic) and shall not obstruct the street, gutter or sidewalk. In areas where there are no sidewalks, brush shall be placed in stacks aligned perpendicular to and within four feet of the curblines, in such a manner as to not interfere with the flow of water in the gutters. Brush cut by contractors will not be collected by the Village.
- B. Wooden boxes and lumber. Bulky material, such as wooden boxes and lumber, shall be broken up so it can be reasonably handled and loaded by an end loader into the collection truck.
- C. Bulk waste. Bulk waste shall be placed at the curbside in such a manner so as to provide the greatest ease of loading and collection into a truck. All refuse shall be free of jagged or sharp edges, protruding nails and screws, and any other hazardous condition.
- D. Yard waste. Yard waste shall be placed neatly in piles within six feet of the curblines and in such a manner as not to interfere with the flow of water through the gutters or to obstruct the sidewalk or street.

§ 432-6 Disposal of lead acid batteries, waste oil and used tires.

The owner and/or occupant of any premises shall be responsible for the proper disposal of lead batteries, waste oil, and used tires as follows:

- A. Lead acid batteries shall be taken to a retailer of lead acid batteries for disposal.
- B. Waste oil shall be disposed of at a state-approved disposal site or at the Village waste oil collection facility on LeBrun Street.
- C. Waste tires shall be returned to a tire retailer or taken to the Brown County waste transfer facility.

§ 432-7 Authority to direct disposal of waste.

PUBLIC WORKS DEPARTMENT

Brown County

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BRANDY JEAN YOUNGER
BUSINESS MANAGER

September 29, 2017

Brown County Village Presidents, Administrators & Public Works Directors

RE: 2018-2019 State LRIP Funding
Information & Application Process

Ladies and Gentlemen:

The current State Budget has been approved and contains funds for municipal street improvements, under the WisDOT Local Road Improvement Program (LRIP). The new LRIP funding for municipal street improvements, to be carried out over calendar years 2018 & 2019, is \$255,769.79 for the 9 villages in Brown County. The previous 2016/2017 funding program amounted to \$232,867.73.

County Highway Commissioners have the responsibility of coordinating and administering the LRIP state grant program, including the Municipal Street Improvement Program (MSIP) grant funds. For Brown County, Brandy Younger helps to manage the program with final approval and submittal being done by Paul Fontecchio, Brown County's Highway Commissioner. All materials (including application forms and the Guidelines and Requirements for the LRIP) may be found on the WisDOT website: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/lrip.aspx>.

WisDOT is going to an all online process. They would like the applications submitted electronically as well as the reimbursement requests. If you already have a WAMS ID then you should be set. If you do not and would like to set one up please fill out the enclosed form and email the completed form to the email address on the bottom of the form.

Following is (1) information regarding the MSIP, (2) the MSIP project selection committee, and (3) a grant application timeline. All MSIP application materials need to be submitted to me by **NOVEMBER 1, 2017**.

1. MSIP Grant Overview:

- Wisconsin Department of Transportation municipal road improvement reimbursement grant program, which pays up to a minimum 50% of the eligible project costs.
- All MSIP projects are "let" out to bids by the municipalities, and reimbursed by WisDOT upon project completion.
- Eligible projects include any asphalt resurfacing and asphalt or concrete reconstruction work on existing village streets.
- All street improvement projects must have a design life of at least ten (10) years, and must be built to WisDOT minimum street design standards, under State Administrative Code TRANS 204 & TRANS 205, and the FDM.
- No more than five (5) applications can be approved and submitted for the 9 Brown County villages, utilizing the estimated \$255,769.79 in available State funds.
- The MSIP applications for 2018 or 2019 village street improvement projects need to be submitted to Brown County Public Works no later than **November 1, 2017**. For MSIP projects, provide one (1) original application and supporting documents for each project.
- New this year WisDOT would like for you to submit your application online and attach the required documentation.

2. County Municipal Street Improvement Committee (CMSIC):

- A committee of five (5) village presidents, or designees, needs to be formed to review and select the five (5) projects to be forwarded to WisDOT for funding project applications. The previous 2016/2017 CMSIC recommended that Committee Representative, Doug Martin, be a member of the next committee formed, to achieve some continuity between project review committees. Therefore, Doug will serve on the 2018/2019 CMSIC. The other four (4) committee members were selected, as follows: Villages of Bellevue, Pulaski, Suamico, and Wrightstown.
- The first CMSIC meeting will be held on **Monday, October 16, 2017**, at 1:30 p.m. at the Public Works Department, located at 2198 Glendale Avenue, Green Bay.

3. MSIP Grant Application Timeline:

- September 29, 2017 MSIP information mailed to all 9 villages.
- October 16, 2017 CMSIC meets (1:30 p.m. @ the Brown County Public Works Department); elects chairperson and establishes project selection criteria.
- November 1, 2017 MSIP project application submittal deadline for all villages.
- November 8, 2017 CMSIC meets and selects MSIP projects (1:30 p.m. @ the Brown County Public Works Department) for new funding cycle.
- November 17, 2017 Highway Commissioner submits MSIP project applications to WisDOT for review and approval.
- March 15, 2018 WisDOT mails State/Municipal Agreements to villages for approved FY 2018 projects.
- July 15, 2018 WisDOT mails State/Municipal Agreements to villages for approved FY 2019 projects.

If anyone has any questions regarding the MSI funding program, please feel free to contact Business Manager Brandy Younger at (920) 662-2163.

Sincerely,



Brandy Younger
Business Manager

Enclosure

cc: Paul A. Fontecchio, P.E., Public Work Director, Highway Commissioner
Troy Streckenbach, Brown County Executive