

**AGENDA**  
**PUBLIC WORK'S COMMITTEE MEETING**  
**Wednesday, March 14, 2018**  
**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 February 14, 2018 meeting.

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

3. DISCUSSION/ACTION: PRIVATE STORM LATERAL AT 361 BRYAN STREET (DPW Berndt).
4. DISCUSSION/ACTION: ORDINANCE UPDATE FOR PRIVATE LATERALS (DPW Berndt).
5. DISCUSSION/ACTION: PARKING LOT PROJECT AT MIRACLE FIELD (DPW Berndt).
6. DISCUSSION/ACTION: FUNDING FOR MIRACLE FIELD AND WARREN COURT PROJECTS (DPW Berndt).
7. DISCUSSION/ACTION: APPROVAL TO PROCEED WITH WEST ST. JOSEPH STREET PROJECT (DPW Berndt).

**DISCUSSION:**

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, February 14, 2018**

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

1. MODIFY/ADOPT AGENDA  
Meeting called to order at 5:30 PM by chairperson Genrich.  
**Motion to approve the agenda as presented by Rafter, second by King.  
Motion carried.**
  
2. APPROVE MINUTES from the January 10, 2018 meeting.  
**Motion to approve the minutes of January 10, 2018, as presented by Beyler,  
second by King. Motion carried.**

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

3. DISCUSSION/ACTION: RESOLUTION IN SUPPORT OF THE DOTY SRTS PROJECT (DPW Berndt).  
Berndt explained that the resolution is a requirement as part of the grant application that has already been submitted to WisDOT. The purpose of the resolution is to affirm that the governing body will support the proposed project with adequate financial resources to meet its share of the project cost.  
  
**Motion by Beyler to recommend to the Village Board approval of the Resolution in Support of the Doty School Safe Routes to School Project, second by King. Motion carried.**
  
4. DISCUSSION/ACTION: STATUS OF NORTH RIVERSIDE DRIVE PEDESTRIAN CROSSING PROJECT (DPW Berndt).  
Berndt gave an update on the status of the north Riverside Drive pedestrian crossing project.
  - The permit for installing a rapid flashing beacon has been revoked by The Federal Highway Administration due to the use of a proprietary Product. This affects all Hawk crossing projects that may be in a design phase.
  - The village now owns parcel AL-3
  - A permit application has been submitted to WDNR for the sidewalk connection to the Fox River Trail as part of this project.
  - 3 trees will need to be removed from the project site.
  - A utility shed will need to be removed and replaced on the adjoining

property.

- Replacement of a sanitary sewer line needs to happen before the sidewalk is installed. This sewer is in poor condition and a commitment was made to the WDNR to upgrade this sanitary sewer line because of its condition.
- Looking at about 45 days before the project can proceed with bidding the work.
- Signal Ahead signs will be installed along with the crossing signals.
- WisDOT will issue a new permit for round flashing signals in the next few weeks.
- This item will be discussed at an upcoming Village Board meeting.

5. DISCUSSION/ACTION: STORMWATER UTILITY ANNUAL REPORT TO WDNR (DPW Berndt).

Berndt gave an update on the report and explained that the stormwater plan update needs to be included in the Annual Report and that is not completed yet. The DNR will provide some phosphorus credit for leaf collection, however, the amount is not known as yet. The draft stormwater plan is expected in the next couple weeks.

The stormwater annual report is attached. It is a simpler form than used in the past. It will be further reviewed prior to the village board meeting.

**Motion by Genrich to recommend to the Village Board to continue moving forward with the annual report as presented, second by Beyler. Motion carried.**

6. DISCUSSION/ACTION: STORMWATER MANAGEMENT PLAN UPDATE (DPW Berndt).

- a. Subject to completion of the draft report before the meeting. Berndt is still working on the plan update and will bring back at a later meeting. No action

7. DISCUSSION/ACTION: STORM SEWER ASSESSMENTS FINAL REPORT (DPW Berndt).

Berndt provided a spreadsheet for the 2017 Special Assessments. All specials are less than estimated. These will be mailed out and a property owner has up to 5 years to pay it off with a 3% interest rate.

**Motion by Rafter to recommend approval of the Special Assessments final report, second by King. Motion carried.**

8. DISCUSSION/ACTION: UPDATE ON WATER SYSTEM LEAD SERVICES (DPW Berndt).

Berndt explained that there is \$35,000 left in the Water Utility 2017 budget for water main and water services repairs, and is asking to carry \$25,000 of the funds forward to 2018 and address some additional lead services removal. This concept was discussed in the past and agreed that unused funds for repairs would be used for lead services removal when funds might be available. The carryover

will be handled when the finance director brings 2017 carryovers to the village board for approval. About 15 of the remaining 100 lead services will be removed.

-How is it determined which services are selected?

a. If a street is being repaved then the lead service would be replaced.

b. Any major repairs to a street such as curb and gutter would then replace any lead services.

-How does this fit into our work?

a. Warren Court is in need of repairs and we would look at replacing some at several at this location.

**Motion by Beyler to suspend the rules, second by Rafter. Motion carried.**

Jim O'Rourke, 2339 Oakwood Ave. suggested that any leftover funds from the Hawk Crossing that was installed on Riverside Drive be used to take care of more lead services. The funds allocated for the Hawk Crossing was from the Stadium Tax Refund and WisDOT covered most of the cost to install the crossing.

**Motion by Rafter to pick up the rules, second by Beyler. Motion carried.**

**Motion by Beyler to recommend to the Village Board that \$25,000 be carried over to replace lead services, second by King. Motion carried.**

**DISCUSSION:**

9. ADJOURNMENT

**Motion by King to adjourn at 6 pm, second by Beyler. Motion carried.**

Minutes by B. Lange and C. Berndt, February 26, 2018

# VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453  
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2853

## Department of Public Works

March 8, 2018

Mike and Becky Goodwin of 361 Bryan Street are questioning the installation of a private side storm sewer lateral as part of project AL-2017-01. They believe that the work that was completed was not authorized. We do have a signed contract authorizing the village to have to work done.

During a street reconstruction project the village does provide for the installation/replacement of private side services (from property line to house). We ask that the resident sign a Waiver of Special Assessment allowing us to complete the work on private property and to bill them after the project is completed. We also ask the homeowner to check a box next to the work that they want completed. We use this waiver to instruct the contractor to perform the work needed.

The issue here is that the village has signed waiver, with the storm sewer box checked instructing us to install a private side storm sewer lateral at 361 Bryan Street. The Goodwin's have a copy of the signed waiver with an unchecked storm sewer box. We contend that the work was authorized, completed and should be fully invoiced based on the signed waiver that was mailed back to us. They disagree and want to know what their options are.

We did have a face to face meeting with the Goodwin's that went well but left the situation unresolved. It was presented to them that the next step would be to bring this to the Public Works Committee and possibly the Village Board.

# VILLAGE OF ALLOUEZ

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## Department of Public Works

### ORDINANCE UPDATE TO REQUIRE DEFECTIVE PRIVATE SEWER LATERAL REPLACEMENT DURING RECONSTRUCTION PROJECTS

This is a topic we have discussed on several occasions—replacing private sanitary sewer laterals that have failed or have excessive clear water leakage—during street reconstruction projects.

At this time the village encourages residents to replace failed sewer laterals during a street reconstruction project, and compliance is reasonable (a bit better than 50%). The village also provides low simple interest (3%) loans with a 5-year term for financing lateral replacement if desired by the resident.

While compliance with lateral replacement is fairly good, it is important to replace all failed laterals because each failed lateral can be a significant source of clear water resulting in higher GBMSD sewer charges. This is our future area of focus to reduce clear water intrusion into the Allouez sewer system. The area communities are focusing on this issue and it is felt this is the best approach for all communities to control clear water flow to GBMSD.

It is recommended that the attached Section D be added to Ordinance 350-40. This will be forwarded to legal for review and subsequently brought to the village board for adoption.

C. Berndt, March 8, 2018

- I. Compliance with this section. The Village shall establish and maintain an inspection program for compliance with this section. This inspection program shall include inspection of a portion of the Village each year for clear water violations, and order compliance for each residence or building not in compliance with this section. Up to a ninety-day period for compliance may be provided. The penalties identified in Subsection H shall apply.

## § 350-40 **Maintenance of sewer laterals and water services.**

This policy applies to maintenance of sanitary sewer laterals, storm sewer laterals and water services and the procedure for household sewer backups.

### A. General policy.

- (1) The Village of Allouez is responsible for maintenance of mainline sewers and water mains in the roadway. The Village provides scheduled sewer cleaning to ensure the sanitary sewer mains do not experience blockages.
- (2) The property owner is responsible to maintain the sanitary and storm laterals clear of grease, leaves, rags, tree roots and other foreign material from the sanitary and storm sewer in the roadway to the property owner's house/building. The property owner must use a sewer lateral service contractor for this maintenance. Routine maintenance of the entire lateral is the property owner's responsibility.
- (3) If a property owner experiences a basement sewer backup, the Village cleans and inspects the main sewer in the roadway to ensure there is no sewer blockage. The Village prepares a record of the basement backup event.
- (4) A defect or failure of a sanitary or storm lateral or a water service is defined as a broken pipe, a collapsed pipe, excessive root growth in the pipe, or a break at the connection to the main sewer or at the private property connection to the Village installed lateral. A water service failure is usually a leak in the service with water present on the ground or in a household sump pit.

### B. Private property sewer backup or water leak procedure.

- (1) If a sanitary or storm lateral backup or a water service leak occurs the property owner should immediately notify the Village. Call the Water Utility or the Public Works Department.
- (2) If a sanitary or storm lateral or water service backup or failure occurs, the property owner is encouraged to immediately contact his homeowner's insurance for assistance with the basement cleanup and other costs.
- (3) If a basement sewer backup occurs, the property owner must contact a sewer lateral service contractor to have the sewer lateral cleaned and/or televised. The property owner/contractor must contact the Village to make sure that a Village representative is present during the televising or provide a videotape of the televising to the Village.

### C. Responsibility for sewer lateral and water service repairs.

- (1) If a defect is discovered in the sanitary sewer or storm sewer lateral, the property owner must make necessary repairs utilizing a sewer lateral service contractor/excavator. It is the private property owner's responsibility to coordinate and complete the lateral repair. The property owner must inform the Village of the schedule for the repair so the Village can observe the repair and determine the responsibility for the repair cost.
- (2) If the defect or failure is within the street right-of-way (from the sewer main to the point of connection to the private lateral) the cost to repair including televising is a Village cost. The property owner will be reimbursed for the cost.
- (3) If the defect or failure is at the point of connection to the lateral or in the service from the point of connection to the house/building, the repair cost is the property owner's, including the televising cost.

Failure of the point of connection to the lateral is considered a property owner cost because the connection was made by the property owner.

- (4) The same criteria apply to a water service lateral except that the point of connection is the water shutoff valve at the curb stop.
- (5) The point of connection of a lateral or water service is generally located between the back of curb and the street right-of-way property line. The exact location of the connection point may vary depending when the lateral was installed and other factors.

### § 350-41 **Sanitary sewer and water service connection fees.**

- A. All property owners shall pay to the Village of Allouez, at or before the time of connection, a fee which shall include the cost of materials, construction, laying and connecting laterals and sewer pipes from a sanitary main, interceptor or lateral to the lot line, or to the building to be serviced, or both. A separate fee shall be assessed for the cost of providing the water service to the property and the cost for water supply capacity provided by the Central Brown County Water Authority for service provided to the property. Alternately, the property owner may sign an assessment agreement with the Village prior to the work which shall assess the installation cost of a lateral or water service over a period of up to five years at an interest rate established by the Village.
- B. This connection fee shall not be applicable in the event that the property has been assessed, or an assessment has previously been paid, for a sanitary sewer main or water service.
- C. In the event that the connection fee is not paid at or before the time of connection, the Clerk-Treasurer shall place the fee on the tax rolls as a special assessment, whereupon it shall be a lien against the lot or parcel served.

### § 350-42 **Water pollution control rules, regulations and charges.**

- A. Purposes and scope. The Village of Allouez in cooperation with the Green Bay Metropolitan Sewerage District has provided facilities for collection, transmission and treatment of wastewater to promote the health, safety and convenience of its people and to safeguard the water resources common to all. In such facilities, provisions of design, construction and operation have been made to accommodate certain types and quantities of commercial and industrial wastes in excess of, and in addition to, normal wastewater. The Village Board has determined that it is the obligation of the producers of domestic, commercial and industrial wastes to defray the cost of normal, and extraordinary, services rendered by the Village of Allouez in the collection, transmission, and treatment of such wastes in an equitable manner and, insofar as it is practicable, in proportion to the benefits derived from such services. It has been also determined that proper protection and operation of the collection and treatment facilities may require either the exclusion, pretreatment or controlled discharge, at point of origin, of certain types or quantities of domestic, commercial and industrial wastes.
- B. Definition of terms. As used in this section, the following terms shall have the meanings indicated:

#### **APPROVING AUTHORITY**

The Village Board of the Village of Allouez.

#### **BIOCHEMICAL OXYGEN DEMAND (BOD)**

The quantity of oxygen, expressed in parts per million by weight, utilized in the biochemical oxidation of organic matter under standard laboratory conditions for five days at a temperature of 20° C. The laboratory determinations shall be made in accordance with procedures set forth in Standard Methods.

#### **CLEAR WATER**

All water which conforms to the natural analytical quality of water and not having been polluted or contaminated by use.

#### **GBMSD**

The Green Bay Metropolitan Sewerage District.



D. Responsibility for sewer lateral and water service replacement.

- (1) A private property sanitary sewer lateral determined to be defective during a street and utility construction project shall be replaced by the private property owner during the project. A defective sewer lateral includes old cast iron or concrete sewer pipe, root intrusion, cracked pipe, defective joints, collapsed pipe, or excessive clear water leakage. A defective sewer lateral is determined by television inspection of the lateral, or by visual observation during the construction work.
- (2) Private property owners may utilize the village contractor to replace defective sewer laterals, and such replacement will be coordinated by the village. The cost of private lateral replacement shall be assessed to the property as defined in an agreement between the village and property owner.
- (3) The village shall provide a financing option for lateral and water service replacement, which shall include a five-year term and competitive simple interest rate. The property owner shall have the option of payment in full, use of the village financing, and early pay-off of a village financed loan.

# Memo

To: Public Works Committee  
From: Chris Clark, Director of Parks, Recreation, & Forestry  
Re: Optimist Park Parking Lots Construction Project  
Date: March 14, 2018

## Background Information:

In 2017 the Public Works Department began including Village parks and facility parking lot and roadway paving projects into the long range street maintenance and reconstruction plan. The project at Optimist Park was initially scheduled to be included in the 2021/2022 construction cycle. The Parks Department is looking at re-constructing the existing 38 stall parking lot off of Libal Street due to the poor condition of the asphalt surfacing and the subbase. As part of the work on the parking lot we would be looking to widen the entrance to better allow for ingress/egress.

Optimist Park typically sees a lot of vehicular traffic due to the use by the Miracle League of Green Bay for their inclusive baseball league as well as the popularity of this park. This causes some parking and traffic issues as the current parking lot is inadequate to accommodate the needs, especially during game nights. Due to this need, the department recommends the installation of additional parking along Kalb St. The proposed parking area will accommodate 44 additional vehicles off of the street (see attached design). This additional parking area is noted as proposed development for Optimist Park in the Allouez Comprehensive Outdoor Recreation Plan.

In recent months, the Miracle League has requested that the village move this project schedule up to the spring of 2018. They are willing to contribute financially to the project at this time. The Miracle League has contributed over \$900,000 toward park improvements in the village in the last 11 years, mostly at Optimist Park.

Currently the department is working with engineering to bid this project along with the Public Works street resurfacing projects in anticipation of receiving better pricing. This has been done with other park paving project in the past few years with great success on obtaining very good pricing on those projects, ultimately saving the village thousands of dollars.

## Budget Item/Funding:

The overall estimated cost for this project is \$132,000. The Miracle League is offering to partner in this project by contributing 75% of the cost. The Village would fund 25% of the cost, or approximately \$33,000, which would come from the Parks Capital Improvement Fund.

## Attachments:

Optimist Park parking lot preliminary design plans



10 5 0 10  
Feet

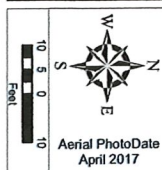
Aerial Photo Date  
April 2017

The Village of Alouez provides this drawing and data, regardless of form for informational and reference purposes only. Locations and measurements are approximates and are not intended to be substitutes for on site inspections and measurements. The user of this document agrees to hold the Village of Alouez harmless for any use other than for reference purposes only.

Prepared by the Village of Alouez  
Parks, Recreation & Forestry Dept.

OPTIMIST PARK  
1680 LIBAL ST.  
VILLAGE OF ALLOUEZ, WISCONSIN  
KALB STREET PARKING DESIGN





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Prepared by the Village of Alouez Parks, Recreation & Forestry Dept.

**OPTIMIST PARK**  
**1680 LIBAL ST.**  
**VILLAGE OF ALLOUEZ, WISCONSIN**  
**PARKING LOT DESIGN**



# VILLAGE OF ALLOUEZ

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## Department of Public Works

### FUNDING FOR MIRACLE LEAGUE AND WARREN COURT PROJECTS

Attached is a summary of the 2017 bond borrowing funding updated to the best estimate of total expenditures from the bond.

The summary shows that the major projects were completed within budgets.

The remaining projects to be completed are shown. Funds are available to complete these projects (SRTS, GIS, Standpipe).

The funds for the Libal Street design have been allocated to design for the 2019 reconstruction project (previous board approval) and are proposed to be used for other immediate needs.

There are three projects that have developed and have immediate needs.

1. Fund a portion of the Miracle League project at \$33,000.
2. Fund the water main replacement on Warren Court. The other street costs will be from the Public Works budget.
3. Fund the Marine Street sanitary sewer replacement on lot AL-3 (under the pedestrian crossing).

The Miracle League and Warren Court are proposed to be funded from remaining 2017 bond funds.

The Marine Street sanitary sewer will be funded from any remaining bond funds and the sanitary utility fund.

Recommendation.

Approve the Miracle League and Warren Court funding from the remaining 2017 bond fund.

Approve using any remaining 2018 bond funds for the Marine Street sanitary sewer (partial funding).

C. Berndt, March 8, 2018

## SUMMARY OF 2017 BOND EXPENDITURES

### Street and Utility Reconstruction Project

Contractor Payments thru Pay Request #7	\$2,461,484
Contract Retainage to be paid	\$57,832
Final Mat payment (est)	\$112,900
Turf Restoration (est)	<u>\$12,000</u>
Subtotal	\$2,644,216
Less Storm Lateral Assessments	(\$73,000) (Assessment Fund)
Less Private Lateral Assessments	<u>(\$223,584)</u> (Assessment Fund)
Total Construction Cost	\$2,347,632
Engineering during construction	\$134,140
Engineering record drawings (to 12/31/17)	\$9,071
Engineering record drawings (est to complete)	<u>\$5,000</u>
Total Project Cost (est to completion)	<u>\$2,495,843</u>

### Bond Expenditures Planned

Construction Cost	\$2,250,144
Construction Contingency	\$134,913
Engineering	<u>\$200,000</u>
Total Project Cost	\$2,585,067

### Green Isle Park Projects

Green Isle Trail Project Total Cost	\$327,301*
Green Isle Entrance Project	<u>\$105,142</u>
Total	<u>\$432,443</u>

### Bond Expenditures Planned

Trail Project	\$370,000
Entrance Project	<u>\$63,114</u>
	\$433,114

### Water Meter Install Project

Meters and Installation	\$256,320
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### Total Bond Expenditures Estimated to Completion

Street/Utility Project	\$2,495,843
Meter Install Project	\$256,320
Parks Projects	<u>\$432,443</u>
Total Expenditures	\$3,184,606

Less Stadium and General Funds	(\$550,000)
Remaining Cost to Bond	<u>\$2,634,606</u>

Note: \*Grant for trail project not included in cost. May reserve grant funds for next Parks paving project in 2019.

**REMAINING PLANNED 2017 BOND EXPENDITURES****Public Works Projects**

Webster School SRTS Project	\$100,000	
GIS Update Record Dwgs	\$25,000	
Libal St Design (project delayed to 2019)	\$0	(transfer \$80,000 to
Water Standpipe Repair Project	<u>\$135,000</u>	other projects)
Subtotal	\$260,000	
Subtotal from page 1	<u>\$2,634,606</u>	
Total 2017 Bond Expenditures	<u>\$2,894,606</u>	

**Unplanned Projects Added**

Survey/Preliminary Design 2019 Project	\$25,000	(VB approved)
Survey/Preliminary Design 2019 St Joe St	\$7,500	(VB decision to add
Subtotal	\$2,927,108	St Joseph St)
Warren Ct Watermain Install	\$68,000	
Miracle Field Pave/Park Project	\$33,000	
Marine St San Sewer Replace	\$30,000*	
Total	<u>\$3,028,108</u>	

**Original 2017 Bond Issue**

Original 2017 Bond Issue	<u>\$3,040,800</u>
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**Remaining Balance**

\$12,692

Note: \*Emergency sewer replacement to be funded using any residual bond funds plus operating funds.

C. Berndt, March 8, 2018