

AGENDA
PUBLIC WORK'S COMMITTEE MEETING
Monday, June 14th, 2021 (rescheduled from June 9th)
5:30 P.M., Allouez Village Hall

Chair Green called the meeting to order at 5:30 p.m.

Present: Collison, Beyler, Green, Genrich, Rafter
Also Present: Gehin
Excused: Lange

MODIFY/ADOPT AGENDA

Beyler / Collison moved to adopt the agenda as presented. Motion carried.

APPROVE MINUTES from the April 14th, 2021 meeting

Rafter / Beyler moved to approve minutes dated April 14, 2021. Motion carried.

ELECT COMMITTEE CHAIRPERSON

Genrich / Rafter nominated Green as Committee Chairperson. Motion carried.

PUBLIC APPEARANCES

Maryellen Merck, 461 Roselawn Blvd.

- Requested an update on Roselawn Blvd. construction

DISCUSSION/ ACTION: DOTY SRYS REAL ESTATE ACQUISITION (Item postponed)

- 14 temporary limited easements (required for grading purposes mainly at driveways) and 2 permanent limited easements (to set storm drainage catch basin behind sidewalk) needed
- Obtain TLE's to grade from back of sidewalk to point on driveway to provide a desirable slope
- Proposing to construct 5-foot sidewalk with 6-foot terrace in Village right-of-way.
- Committee agreed to postpone the item until preliminary plans have been approved by the Village Board.

DISCUSSION/ACTION: DOTY SRYS REAL ESTATE ACQUISITION PROPOSAL (Item postponed)

- Consultant needed to negotiate and manage the acquisition right-of-way for the Doty Safe Routes to School sidewalks.
- Committee agreed to postpone this item.

DISCUSSION/ACTION: AUTHORIZATION TO FILL OPEN STREET DEPARTMENT SPECIAL EQUIPMENT OPERATOR POSITION

- Gehin gave an overview of the Special Equipment Operator job description.
- Ricky Collins, Special Equipment Operator in the Street Department has recently accepted the open full-time position in the Parks Department (due to recent retirement), therefore, the Public Works Department is looking to fill the open position.

Beyler/ Collison moved to recommend to the Village Board authorization to fill the open Street Department Special Equipment Operator position. Motion carried.

DISCUSSION / ACTION: 2354 RIVERSIDE DRIVE ENGINEERING AGREEMENT

- Owner located at 2354 Riverside Drive is proposing to raze the existing home and construct a new larger home.
- The property encroaches upon the public sanitary sewer located on the northern half of the property, therefore, owner is looking to relocate the existing sanitary sewer and easement.
- Gehin provided an overview of the Engineering Agreement between the Village of Allouez and the property owner at 2354 Riverside Drive.
- Before approving the agreement, Gehin is waiting on a response for a completion date as well as review from the Village Attorney.

Genrich / Beyler moved to recommend the Village Board enter into the Engineering Agreement for 2354 Riverside Drive with any changes recommended by the Village Attorney and completion date decided upon. Motion carried.

DISCUSSION / ACTION: 2020 CMAR (COMPLIANCE MAINTENANCE ANNUAL REPORT)

- Annually we are required to put together a report summarizing our maintenance and operational activities for our sanitary sewer collection system.
- DNR requires the Village Board pass a resolution indicating we reviewed and approved it.
- Provided an overview of the annual report of the sanitary sewer collection system, what we had done in 2020 and our goals.
 - o Continue to replace aging sanitary sewer (lined the St. Mary's sewer & pipe burst at Andalusia Ct sewer for a total of 1,944 feet)
 - o Rate case expected to be completed in 2021 to ensure adequate funds are available for the sanitary sewer utility
 - o Future replacement of the Village's vacuum truck
 - o Replace aging & failing sanitary sewer laterals
 - o Annual televising (8,000 feet)
 - o Annual sewer cleaning program- cleaned over 33% of the sewer system
 - o Explore the joint purchase of a commercial grade TV camera with neighboring communities
 - o Develop more extensive sewer TV program
 - o Identify and minimize I & I
 - o Improve accuracy of sewer mapping. Hired consultant to renovate Village GIS platform and mapping system

Beyler / Green moved to recommend the Village Board approve the 2020 CMAR Report and approve Resolution 2021-24. Motion carried.

DISCUSSION: 2020 ANNUAL REPORTS TO WDNR

A. RECYCLING PROGRAM

- This fulfills the mandatory annual reporting requirement for continued approval of a responsible unit's recycling program and retention of the DNR recycling grant, for those who received it.

- Gehin highlighted some of what we have completed in our recycling program for 2020 and has submitted the report (total cost of the recycling program - \$545,019).
- Village collected approximately 1,200 tons of recyclable material, 23 lead acid batteries, 2,300 gallons of used oil and 8000 cubic yards of yard waste.

Discussion:

- Does the village benefit from recycling? Gehin informed the Committee the Village is paid to dispose of recyclables, whereas, in previous years the Village had to pay to dispose of recycling.

B. MS4 STORMWATER MANAGEMENT PROGRAM

- Pursuant to 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 by March 31 of each year to report on activities for the previous calendar year.
- Gehin gave an overview of the requirements necessary to comply with the permit. Supporting documents were completed and submitted with the report.
- Some of the notable stormwater activities completed by the Village in 2020 included:
 - o All About Allouez Magazine, Village Webpage and partnership with Northeast Wisconsin Stormwater Consortium (NEWSC) were utilized to inform and educate the general public on a number of stormwater related topics.
 - o Hired McMahon Associates to inspect a portion of the Village's storm sewer outfalls for illicit discharges (any substance discharged into our storm sewer other than clear water).
 - o Constructed an additional wet detention basin (Bethel Pond) in 2020, increasing the Village owned ponds from 6 to 7. The ponds provide stormwater treatment and storage.
 - o Street sweeping (collected 255 tons of material)
 - o Fall clean-up (collected 1,300 tons of leaves/organic material)
 - o Updated the Village's storm sewer mapping.

DISCUSSION: LIBAL STREET ENGINEERING SERVICES AGREEMENT

Gehin

- The Village of Allouez has received a Surface Transportation Block Grant for the design and reconstruction of Libal Street from STH 172 north to Kalb Avenue. The total estimated project cost for the design and construction is \$5,300,000. The federal grant will reimburse the Village up to 80% of the design and construction cost.
- RFP was sent to an established list of qualified civil engineering consultants to manage and provide design for the project. A selection committee consisting of Brad Lange, Curt Beyler and Sean Gehin reviewed and ranked the proposals based on qualifications. Strand Associate's proposal scored the highest amongst the proposals received.
- The selection of Strand Associates has since been approved by the WDOT.
- Strand Associates has recently prepared a three-party design engineering services agreement (WDOT, Village and Strand Associates). A copy of the engineering services

agreement minus the sub-consultant scope of services was included in the Public Works packet.

- Gehin gave an overview of what is included in the engineering contract (topographic survey, design reports, environmental documentation, utility coordination, public involvement meetings (3), preliminary and final design, roadway plans, specifications and estimate)
- Contract also includes subcontracts with multiple firms to complete the soils investigation, archaeological/Historical survey and to obtain title searches.
- The overall cost of the engineering services contract is approximately \$533,000.
- Design of the project is anticipated to begin summer of 2021 with construction anticipated to start spring 2024.

DISCUSSION: REDESIGN OF ROSELAWN BLVD

- Gehin recently received redesign plans for Roselawn Blvd. from RASmith & Associates. Project is anticipated to begin in mid-July with a completion date in early October.
- Overall, the redesign of the project resulted in a \$5,000 increase to the cost of the project.
- Project was redesigned to maintain the existing roadway width (additional \$5,000) and a slight change made on the north side of islands for the westbound lanes (made a slight shift-went from 2 1/2 feet to 2 feet).

Rafter / Green moved to open the meeting for public comment. Motion carried.

Maryellen Merck, 461 Roselawn Blvd.

- Did not receive notice contractor was doing work in the area, water was coming out of her toilet. Asked if she could get notice further in advance.
- Concerned about street parking once construction begins, grass, and not receiving any information on laterals.

Rafter / Collison moved to return to regular order of business. Motion carried.

DISCUSSION: AMERICAN RESCUE PLAN ACT OF 2021

- Postponed, item will be placed on the next agenda.

DISCUSSION: RESIDENT NOTIFICATION OF STREET RECONSTRUCTION AND MAINTENANCE PROJECTS

- Gehin gave an overview of recent resident notifications sent out for this year's street reconstruction projects. This agenda item will be reoccurring to improve project communication.
- A project mailer was sent out in substitute of having a project informational meeting due to the COVID-19 Pandemic.
- A number of lessons were learned from this year's notification process:
 - o Project mailer is not a substitute for having an in-person public information meeting.
 - o When phasing the street improvements on a particular street segment (i.e. Roselawn Blvd), letters notifying those impacted and those not impacted by the project should be sent at the same time.
- Letter to be drafted for committee review that will be sent out to residents at the inception of a reconstruction project in the future.

Rafter/ Beyler moved to open the meeting for public comment. Motion carried.

Maryellen Merck, 461 Roselawn Blvd.

- Disappointed with delay of project notification on street reconstruction for Roselawn Blvd.
- Not having a public meeting was a major issue as a lot of residents did not fully understand the project. Recommended Public Works give more notice in advance for future projects.

Rafter / Collison moved to return to regular order of business. Motion carried.

DISCUSSION: 2021 CONSTRUCTION PROJECT UPDATE

- Gehin gave an update on the 2021 Department of Public Works construction projects.

DISCUSSION: 2021 BUDGET

- Gehin mentioned preparations for 2022 budget have started.

ADJOURNMENT

Genrich / Collison moved to adjourn at 7:07 p.m. Motion carried.

Minutes submitted by Carrie Zittlow, Clerk-Treasurer (via audio recording)