



BOARD OF PUBLIC WORKS COMMITTEE MEETING AGENDA

A Board of Public Works Committee Meeting is scheduled for Tuesday, **October 17, 2023, at 4:15 p.m.** or immediately following Finance and Insurance Committee Meeting, within the Common Council Chambers at Marinette City Hall, 1905 Hall Avenue.

1. Call the meeting to order.
2. Roll call.
3. Approve minutes of the September 19, 2023 regular meeting and October 3, 2023, Special Meeting.
4. Discussion and Possible Recommendation to the Common Council regarding Street Use Permit from Jan Kust, Community Development, for the 2023 Christmas In Marinette Parade.
5. Discussion and possible recommendation to the Common Council regarding No Lead Gasoline Bid Results.
6. Discussion and possible recommendation to the Common Council regarding Storm Sewer Repair Contract (Hand out at meeting).
7. Update on the Edwin Street Reconstruction Project.
8. Topics for the next meeting.
9. Adjournment.

Kex Keller

Board of Public Works President

A possible quorum of Common Council members may be present at this meeting.

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-715-732-5140 with as much advance notice prior to the meeting as possible.

CITY OF MARINETTE BOARD OF PUBLIC WORKS REGULAR MEETING MINUTES FROM SEPTEMBER 19, 2023

1. 1st Ward Alderperson Ken Keller, Board President, **called** the regular Marinette Board of Public Works Meeting to **order** at 04:30 P.M. in the Common Council Chambers at Marinette City Hall, 1905 Hall Avenue, Marinette, WI.
2. **Upon a call of the roll** it was determined a quorum of the Board were present and attendance was documented as follows:
MEMBERS PRESENT: Alderpersons Keller, Skorik, Klegin & Polzin, Mayor Genisot, Public Works Director/City Engineer Miller; Finance Director/City Treasurer Miller & City Attorney Gagan.
ABSENT & EXCUSED: Alderperson Wolfe
OTHERS PRESENT: Alderperson Karban & Kowalski, Craig Schuh (via go to meeting), Dan Kitkowski, Superintendent of Public Works Carlson & Melissa Ebsch.
3. **Board of Public Works meeting minutes.**
Alderperson Polzin moved/ Skorik seconded, and all concurred, to approve the Board of Public Works regular meeting minutes from 7/18/23.
4. **Discussion and possible recommendation to the Common Council regarding SISP grant from WDOT.**
Included in today's packet is a memorandum from Director of Public Works/ City Engineer Brian Miller stating the WDOT awarded the City a SISP grant in the amount of \$556,200. The grant amount covers 90% of the total project cost. The city would be responsible for the remaining \$61,800 (10% of the total project cost). Mayor Genisot moved/ Finance Director/City Treasurer Miller seconded and all concurred to recommend the Common Council approve the SISP grant from WDOT and budget \$61,800 in the 2024 budget.
5. **Discussion and possible recommendation to the Common Council regarding a professional service agreement from Mead & Hunt to provide traffic engineering services related to the SISP grant.**
Included in today's packet is a memorandum from Director of Public Works/City Engineer Brian Miller stating the engineering design services include: preparing construction plans, listing material quantities and developing cost estimates to complete the work outlined in the SISP State/Municipal Financial Agreement. Mead & Hunt's fee for the engineering design services is \$62,948. The engineering design services are eligible for SISP grant funding. The grant will pay 90% of the fee and the city will provide the remaining 10% match (\$6,294.8): Alderperson Skorik moved/ Polzin seconded and all concurred to recommend the Common Council approve as presented the professional service agreement from Mead & Hunt to provide traffic engineering services related to the SISP grant in the amount of \$62,948.
6. **Bid Results for the Ely Street Garage Parking Lot project (AYRES Associates).**
Included in today's packet are bid results for Ely street Parking garage. Craig Schuh Ayres Associates, (via go to meeting) stated two bidders responded to the request for bids with the low bid being from Advance Construction Inc., Green Bay WI, in the amount of \$548,760.00 which is within the estimate for the project. Mayor Genisot moved/ Alderperson Polzin seconded and all concurred to recommend the Common Council approve the low bid from Advance Construction. Inc. of Green Bay, WI with a base bid amount of \$548,760.00, for Ely street Garage Parking Lot. Project contingent upon EDA approval of the funding.
7. **Update on the Edwin Street Reconstruction Project.**
Included in today's packet is a memorandum from Director of Public Works/ City Engineer Brian Miller stating the reconstruction is progressing and curb and gutter were completed as of today's date. Concrete driveways and other concrete flatwork will follow the curb work. Lawn Restoration will start soon after concrete work is finished.
8. **Discussion regarding the railing on the USH 41 Bridge parapet**
Included in today's packet is a memorandum from Director of Public Works/City Engineer Brian Miller stating Wisconsin Department of Transportation (WDOT) informed the City that they will replace the USH 41 Bridge parapet wall railing and the project is scheduled for construction in the fall of 2027.
9. **Discussion and possible Recommendation to the Common Council regarding city dump fees.**
Director of Public Works/ City Engineer Brian Miller distributed a report outlining the City Dump Operations. Miller stated to reduce the operating loss and lessen the dependency on the city's general fund, Public Works is recommending the following recommendations: Charge \$3.00 for each 33-gallon bag of trash, if not included with

other mixed waste, Charge \$20.00 for each vehicle loaded with mixed waste, Charge \$20.00 for each trailer loaded with mixed waste, Charge \$20.00 for each large item, even if large items are comingled with mixed waste (Large Item Examples: Bed Mattress, Couch, Recliner). Do not allow Dump Trailers or Box Vans in the dump and require dump users to renew their dump card each year. Alderperson Skorik moved/ Finance Director/City Treasurer Miller seconded and all concurred to **recommend the Common Council approve** as presented with the change to allow Box Vans for large items only.

10. **Topics for next meeting.**

- None requested

11. **Adjournment.**

Finance Director/City Treasurer Miller moved/ Alderperson Skorik seconded and all concurred, to adjourn at 05:19 PM.

Lana Bero, City Clerk

(The next regular Board of Public Works meeting is Tuesday 10/17/23 @ 04:30 PM in the Common Council Chambers)

CITY OF MARINETTE BOARD OF PUBLIC WORKS SPECIAL MEETING MINUTES FROM OCTOBER 3rd, 2023

- a. 1st Ward Alderperson Ken Keller called the Board of Public Works special meeting to **order** at 04:40 PM at Marinette City Hall Common Council Chambers, 1905 Hall Ave., Marinette WI.
- b. **Upon a call of the roll** it was determined a quorum of the Board were present and attendance was documented as follows:
MEMBERS PRESENT: Alderpersons Skorik, Keller, Polzin, Klegin, Wolfe, Mayor Genisot; Public Works Director/City Engineer Miller; Finance Director/Treasurer Miller (@4:47PM) & City Attorney Gagan.
ABSENT & EXCUSED: None
- OTHERS PRESENT:** Alderpersons Kowalski, Mikutowski, Karban & Oitzinger, Police Chief LaCombe, Superintendent of Public Works Carlson, Shirley Kaufman, Savannah LaCombe, Shawn Katzbeck & Melissa Ebsch.
- c. **Discussion and possible recommendation to the Common Council regarding Street Opening Permit Application from Nicholas Sebero (Life Long Ink Tattoo Studio).**
Nicholas Sebero, owner Life Long Ink Tattoo was present to answer any questions the committee may have. Sebero stated he would like to utilize the city's back parking lot off of Main St, for an end of the year gathering for businesses and vendors to set up in and close Ludington St from Wells Street up until the drive through for the Farmer's & Merchants Bank from 10:00AM-8:00PM as to not interrupt the bank as the drive through is open until noon. Alderperson Skorik moved/ Wolfe seconded and all concurred to **recommend the Common Council approve** the Street Opening Permit Application from Nicholas Sebero (Life Long Ink Tattoo Studio) for an event on October 14th, 2023 from 10:00AM-8:00PM.
- d. **Adjournment.**
Alderperson Polzin moved/ Wolfe seconded and all concurred to adjourn at 04:52 PM.

Lana Bero, City of Marinette Clerk

(The next regular Board of Public Works meeting is scheduled for Tuesday 10/17/23 @ 04:30 PM, within the Common Council Chambers at Marinette City Hall, 1905 Hall Ave.)



CITY OF MARINETTE APPLICATION FOR STREET USE PERMIT

Pursuant to Marinette Municipal Code § 9.100 the Common Council may grant a street use permit subject to reasonable municipal regulation and control. The City Clerks Office issues permits. Application must be submitted to & approved by the Board of Public Works and Common Council plus representatives from Police and Public Works Departments.

Name: **CITY OF MARINETTE** Organization (if applicable): **CHRISTMAS IN MARINETTE PARADE**
 COMM DEV. - JAN KUST

Address: 1905 HALL AVENUE
Telephone: 715.732.5139 Approximate# of people involved: 400

Requested street closure date(s): From: 12/02/2023 To: 12/02/2023

Fees:	If less than 3 blocks and no traffic re-routing required	\$ 5.00
Check category that applies to your event	If more than 3 blocks and no re-routing of traffic required	\$20.00
	if re-routing of traffic required add a flat user fee of -	\$35.00
	If for sale or promotion of commercial products/services	\$45.00
	Plus daily promotional event flat rate of \$30.00 per day =	\$_.00

Date& Time Duration Date: **Saturday, 12/02/2023 Starting Time: 4:00PM** Ending Time: **6:00PM**

Street use permit for the following portion of: Closing Main Street From Stanton to Liberty

Street and closing Wells Street Between Golden Court and Main Street

Describe in Detail the proposed use for which you are seeking a street use permit on the back of this form.

Jan Kust Date: 10/13/23
Signature of individual requesting street closure.

Sara Buo Date: 10/13/23
Representative from City Clerk's Office accepting application.

B. A. Miller Date: 10.13.2023
Approval from representative from City of Marinette Police Department.

[Signature] Date: 10/13/23
Approval from representative from City of Marinette Public Works Department.

DETAILED DESCRIPTION OF PROPOSED USE OF CLOSED-OFF STREETS

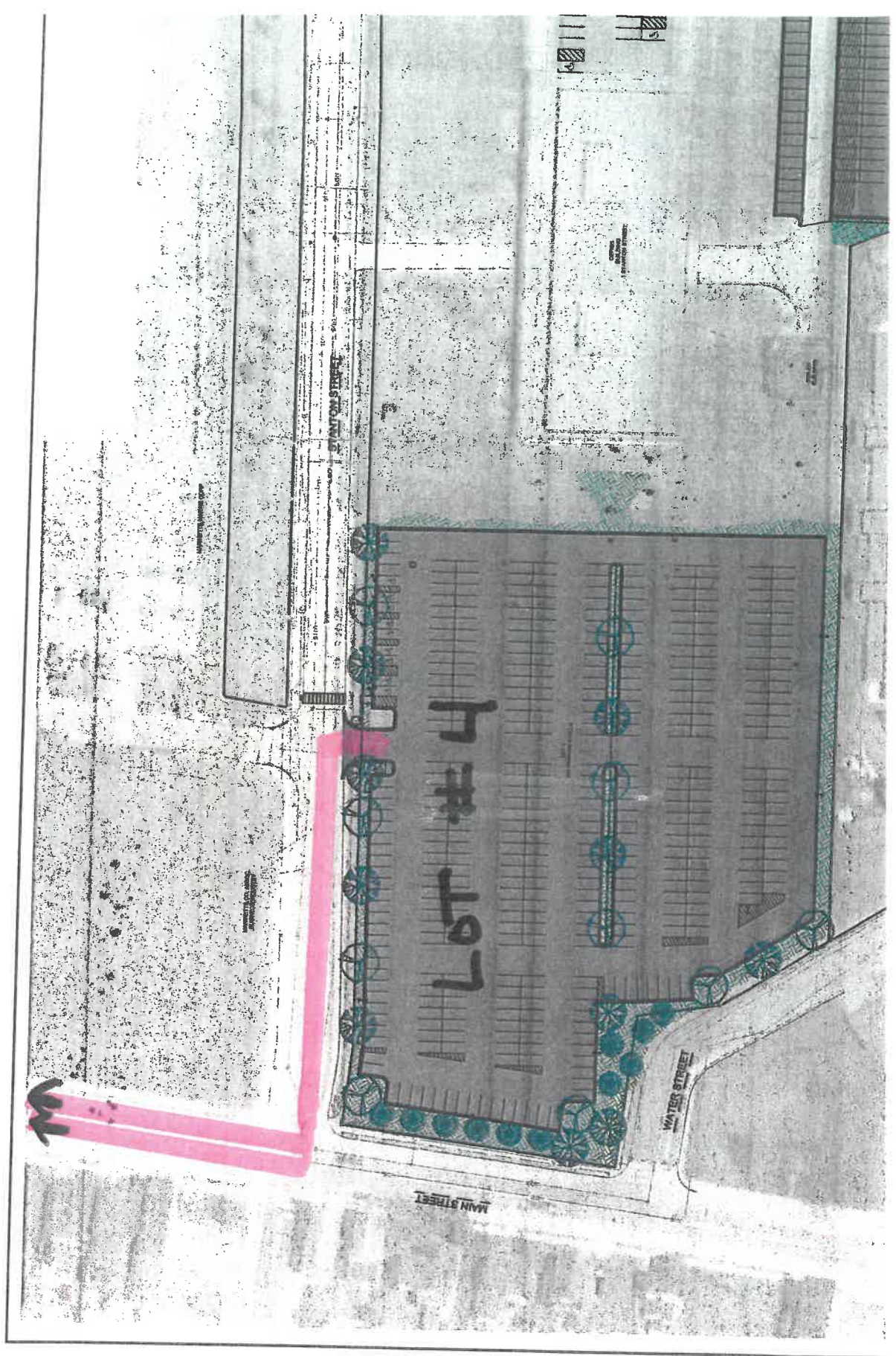
The Evening Christmas in Marinette Parade is planned this year for Saturday, December 2nd , 2023, starting at 5:00PM. Streets are requested to be blocked off by 4:00PM that day. Police and Public Works will coordinate the best time to place and position cones and temporary no parking along the parade route from Main Street at Stanton Street. Entry to Main Street will be blocked at or before Liberty/Main Street for end of parade

The parade starts right at the turn off of Stanton Street, entering right onto Main Street, proceeding to Liberty Street. All parade units will turn left onto Liberty Street and disburse safely out from the parade formation (see attached maps).

A tree lighting immediately following the parade will happen in Merchants Park with food trucks in City Lot behind Merchants Park. Wells Street will be closed between Golden Court and Main Street for safety and walkability.

PARADE ROUTE





MEMORANDUM

**TO: Mayor Genisot
Board of Public Works**

**FROM: Brian R. Miller
Director of Public Works**

DATE: October 12, 2023

SUBJECT: No Lead Gasoline Bid Results

The current no-lead gasoline contract ends November 30, 2023.

The no-lead contract was rebid. The bid is for a discount amount deducted from the pump price at the time of purchase. One bid was received. BP bid 15¢ per gallon discount.

BP has three fueling locations throughout the City of Marinette. All three locations offer unleaded gasoline. All of their pumps are available 24/7, 365 days of the year.

BP is the current no-lead gasoline provider. Based upon BP's previous performance and the of 15¢ per gallon discount, I recommend awarding the no-lead gasoline bid to BP.

Bid Results
No Lead Gasoline
City of Marinette

Advertised: 9/11/2023 & 9/18/2023
 Bids Received: September 25, 2023

Dealer	BP		
Address	<u>3 Local Location:</u> N3900 HWY180 Marinette, WI 54143 W716 Cty B Marinette, WI 54143 11 Ogden St. Marinette, WI 54143		
Product name	Unleaded Gasoline		
Discount (cents per/gallon deducted from pump price)	\$0.15 per Gallon		
24-hour service (Yes/No)	Yes		