



PUBLIC WORKS COMMITTEE AGENDA

September 26, 2023 at 5:30 PM

Municipal Service Building - Training Room, 2026 New Jersey Avenue

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Department of Public Works at 920-459-3440. Persons other than council members who wish to participate remotely shall provide notice to the Public Works Department at 920-459-3440 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Introduction of Committee Members and Staff

MINUTES

- [5.](#) Approval of Minutes: September 12, 2023

ITEMS FOR DISCUSSION & POSSIBLE ACTION

- [6.](#) Res. No. 60-23-24 / September 18, 2023: A resolution authorizing the Purchasing Agent to issue purchase orders for the purchase of 717 trees to be received and planted in the spring of 2024 by the Department of Public Works Parks & Forestry Division.

NEXT MEETING DATE

7. Next Regular Meeting Date: October 10, 2023

ADJOURNMENT

8. Motion to adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN
PUBLIC WORKS COMMITTEE MINUTES
Tuesday, September 12, 2023

COMMITTEE MEMBERS PRESENT: Chair Dean Dekker, Alderperson Angela Ramey, Alderperson Joe Heidemann, Vice Chair Zach Rust

COMMITTEE MEMBERS EXCUSED: Alderperson Amanda Salazar

STAFF/OFFICIALS PRESENT: Director of Public Works David Biebel, City Engineer Ryan Sazama, Superintendent of Streets and Sanitation Joel Kolste, Superintendent of Parks and Forestry Joe Kerlin, Superintendent of Traffic and Facilities Mike Willmas, City Forester Tim Bull, Assistant City Attorney Liz Majerus, Business Manager Heather Burke, and Administrative Clerk Stacy Weseljak.

OTHERS PRESENT: Kristan Sanchez

OPENING OF MEETING

1. Call to Order

Chair Dean Dekker called the meeting to order at 5:30 PM

2. Roll Call
3. Pledge of Allegiance

Pledge of Allegiance was recited.

4. Introduction of Committee Members and Staff

MINUTES

5. Approval of Minutes: August 29, 2023

MOTION TO APPROVE MINUTES FROM AUGUST 29, 2023

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

ITEMS FOR DISCUSSION & POSSIBLE ACTION

6. Gen. Ord. No. 19-23-24 / September 5, 2023: An ordinance creating a two-way stop requiring northbound and southbound traffic on N. 18th Street to stop at Cambridge Avenue.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Alderperson Heidemann, Seconded by Vice Chair Rust.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

7. Res. No. 51-23-24 / September 5, 2023: A resolution authorizing the appropriate City officials to enter into a contract with JT Engineering, Inc. for design services related to the STH 23 and Taylor Drive intersection.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

8. Res. No. 52-23-24 / September 5, 2023: A resolution authorizing the appropriate City officials to execute a lease agreement with Lakeshore Regional Child Advocacy Center for long-term use of a portion of the Uptown Social Senior Community Center building located at 1817 N. 8th Street, Sheboygan, as a branch location.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Alderperson Heidemann, Seconded by Vice Chair Rust.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

9. Gen. Ord. No. 21-23-24 / September 5, 2023: An ordinance correcting various provisions of the Sheboygan Municipal Code so that they conform to Ordinance No. 14-23-24 adopted on August 7, 2023.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

10. Res. No. 36-23-24 / August 7, 2023: A resolution adopting the City of Sheboygan Comprehensive Outdoor Recreation Plan.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION.

Motion made by Vice Chair Rust, Seconded by Alderperson Heidemann.

Before action was taken,

MOTION TO AMEND THE RESOLUTION TO MODIFY THE FIRST "WHEREAS" CLAUSE TO READ "WHEREAS, THE CITY OF SHEBOYGAN ADOPTED A FIVE-YEAR COMPREHENSIVE OUTDOOR RECREATION PLAN IN 2016 . . ." AND TO ALSO REPLACE THE COMPREHENSIVE OUTDOOR RECREATION PLAN ORIGINALLY REFERRED TO THE PUBLIC WORKS COMMITTEE ON AUGUST 7, 2023 WITH THE SEPTEMBER 6, 2023 FINAL DRAFT VERSION ATTACHED TO THE SEPTEMBER 12, 2023 PUBLIC WORKS COMMITTEE AGENDA.

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust.

On motion to recommend the common council adopt the resolution as amended,

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust.

NEXT MEETING DATE

11. Next Regular Meeting Date: September 26, 2023

ADJOURNMENT

12. Motion to adjourn

MOTION TO ADJOURN AT 6:19 PM

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: A resolution authorizing the Purchasing Agent to issue purchase orders for the purchase of 717 trees to be received and planted in the spring of 2024 by the Department of Public Works & Forestry Division.

REPORT PREPARED BY: Bernard R. Rammer, Purchasing Agent

REPORT DATE: September 18, 2023

MEETING DATE: September 26, 2023

FISCAL SUMMARY:

Budget Line Item: 400300-641150
 Budget Summary: Capital Projects –
 Public Works
 Projects –
 Trees/Forestry
 Budget Expenditure: \$67,538.00
 Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
 Municipal Code: N/A

BACKGROUND / ANALYSIS: The Forestry Division of the Department of Public Works has included in their budget funding, the purchase of street trees to be received and planted in the spring of 2024. Due to strong demand for trees, the order needs to be placed now to assure trees of the desired size and species are available. The City issued a request for bids for the purchase of the trees. A plan has been formulated to purchase trees from three separate nurseries in order to fill the list of trees having the desired characteristics. Delivery to the City is included in the cost. The trees and any request for payment will not be received until the spring of 2024.

STAFF COMMENTS: Based upon availability of the desired species and sizes, the City will purchase the trees as follows:

Chestnut Ridge Nursery, Orchard Park NY	188	Trees	\$18,214.00
Schichtels Nursery, Springville NY	479	Trees	\$43,974.00
Leaves Inspired, Chilton WI	50	Trees	\$5,350.00
Total	717	Trees	\$67,538.00

ACTION REQUESTED: Motion to recommend the Common Council adopt Res. No. 60-23-24 authorizing the Purchasing Agent to issue purchase orders for the purchase of 717 trees to be received and planted in the spring of 2024 by the Department of Public Works & Forestry Division.

ATTACHMENTS:

- I. Res. No. 60-23-24

**CITY OF SHEBOYGAN
RESOLUTION 60-23-24**

BY ALDERPERSONS DEKKER AND RUST.

SEPTEMBER 18, 2023.

A RESOLUTION authorizing the Purchasing Agent to issue purchase orders for the purchase of 717 trees to be received and planted in the spring of 2024 by the Department of Public Works Parks & Forestry Division.

WHEREAS, in response to the ravages of the Emerald Ash Borer, the Parks & Forestry Division has mounted a multi-year campaign to restore the urban canopy by planting a variety of blight-resistant species as part of its overall Urban Forestry Plan; and

WHEREAS, funding for the trees purchase is anticipated to be included in the 2024 budget; and

WHEREAS, given the degree of loss nationwide, demand for blight-resistant tree species is quite high necessitating the City to pre-order for the 2024 planting season; and

WHEREAS, a request for bids was issued for the tree purchase, which allowed the City to purchase trees from multiple bidders; and

WHEREAS, payment and delivery of the trees would occur in spring for planting in 2024.

NOW, THEREFORE, BE IT RESOLVED: That the Purchasing Agent is authorized to issue a Purchase Order to Chestnut Ridge Nursery, Inc., Orchard Park, NY in the amount of \$18,214.00; Schichtel's Nursery, Springville, NY in the amount of \$43,974.00, and Leaves Inspired Nursery, Chilton, WI in the amount of \$5,350.00 (see attached listing of trees).

BE IT FURTHER RESOLVED: That the Finance Director is directed to include this expense in the 2024 budget.

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to draw funds in the amount of \$67,538.00 for the purchase of 717 trees for delivery in spring of 2024, with freight and delivery included, from Account No. 400300-641150 (Capital Projects – Public Works Projects – Trees/Forestry) for the purchase of the trees.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan

**CITY OF SHEBOYGAN
REQUEST FOR BIDS 2035-23
STREET TREES
Notice of Award Decision**

Schichtels Nursery

	# of Trees	Cost per tree	Total \$
Firespire American Hornbeam(25)	25	86	2150
Beacon Oak (55)	55	109	5995
New Harmony Elm (50)	50	70	3500
Wright Brothers Maple (50)	50	109	5450
Boulevard Tree Lilac (44)	44	78	3432
Apolo Maple (25)	25	109	2725
Wedding bells Silver bell (10)	10	123	1230
Hardy Rubber Tree (44)	44	82	3608
Street Keeper Honey locust (44)	44	85	3740
American Hornbeam (44)	44	95	4180
Village Green Zelkova (44)	44	76	3344
Spaeth's Alder (44)	44	105	4620
			43974 Total

Chestnut Ridge Nursery

	# of Trees	Cost per tree	Total \$
Heritage Birch (50)	50	88	4400
Sugar cone maple (28)	28	106	2968
Wedding bells Silver bell (22)	22	115	2530
Golden Glory Dogwood (44)	44	109	4796
Tulip Tree (44)	44	80	3520
			18214 Total

Leaves Inspired Nursery

	# of Trees	Cost per tree	Total \$
Amur Maackia (50)	50	107	5350
			5350 Total

Grand Total	# of Trees	\$
	717	67538