

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday May 24, 2022, 6:30 PM**

**Present:** Alderpersons, Hillstrom, Lendrum, and Stevenson

**Excused:** Alderperson Borchardt

**Also Present:** Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Public Works Office Manager Mroczkowski, Corey Braumbaugh, and Matt Scharenbroch, with Miron Construction

Approval of Minutes of the meeting for the May 10, 2022 meeting

**Motion Second/Carried Hillstrom/Stevenson to approve the minutes of the meeting of May 10, 2022.** All voting aye.

Public Appearances:

None

Recommendation to hire a Construction Manager for the Police Department building expansion

Corey Braumbaugh and Matt Scharenbroch from Miron Construction introduced themselves to the committee. Mr. Scharenbroch stated that he has been a project manager with Miron Construction for 10 Years. Mr. Braumbaugh stated that he has been with Miron Construction for 26 years and oversees all of the business development projects.

Police Chief Olson stated that he recently met with the architect from FGM Architecture to discuss the project. Chief Olson stated that they discussed project management. Chief Olson stated that the architect suggested that the city hire a construction manager to oversee the project. Chief Olson stated that after presenting this idea to the building expansion committee, there were some questions on this type of project management methodology. He stated that he asked Miron Construction to attend tonight's meeting to provide more information about the process.

Alderperson Stevenson stated that he has concerns that there is no hard bid number. He stated that he is not sure that this type of bidding methodology is the best for this type of project.

Mayor Lang stated that there has been very little construction, like this, in the City of Neenah in the past 20 years. She stated that she is aware that other area communities are now turning to this type of project management and bidding process.

Mr. Braumbaugh presented an overview to the committee of what the role of a construction manager is. He stated that construction manager role is to work closely

with the architect, contractors and suppliers to assure that the project stays on schedule and on budget. He stated that the construction manager will manage the bidding process and payment process. The construction manager will serve as the contact point for all the sub-contractors and suppliers. He stated that it takes the burden and risk off of the municipality and puts it on the construction manager. He stated that there will be one person assigned as the project manager. Another person is assigned as the project superintendent and will be on site every day until the project is complete and report back to the project manager.

The Committee and representatives from Miron Construction discussed various aspects about the bidding process, bonding, the approval process for the bids once opened, the fee structure for this type bidding methodology, and where the construction manager's role begins with a project like this. Mr. Braumbrough suggested incorporating a guaranteed maximum price into the construction management agreement.

Director Kaiser stated that currently all project bids, payments, and change orders are approved by a board of public works and then the city council. He asked for clarification on how the approval process will work with the construction manager preparing and administering all the bid.

Mr. Braumbaugh stated that each bid will be sealed and submitted to the city's public works office. Each bid will be opened publicly. The construction manager will prepare the bid tabs and provide a recommendation to the city for contractor selection. He stated that at that point, the recommendation could then go before the Board of Public Works for approval and then onto the city council for final approval.

The Committee and representatives from Miron Construction discussed the issue of supply shortages and contractor shortages. Mr. Braumbaugh stated that having a construction manager, who is knowledgeable of the climate of the industry is a real advantage because they are aware of the supply and contractor shortages and can offer alternatives and also promote the project to potential bidders.

The Committee and representatives from Miron Construction discussed the project management fee and the difference between the two construction manager fees and how these costs will be tracked.

Director Kaiser stated that, per City Attorney Westbrook, the approval process for this needs to be done in two steps. He stated that first the council will need to approve entering into a contract with Miron Construction as the Construction Manager. He stated that after that is approval, the contract will need to be prepared and approved by the council.

Aldersperson Stevenson stated that he is comfortable moving forward with hiring a construction manager for this project. He stated that he wants to make sure that the language of a guaranteed maximum price is in the contract.

**expansion and to bring back to the committee a formal contract including a guaranteed maximum price between Miron Construction and the City of Neenah for approval.** All voting aye.

### Licenses

#### 2022-2023 Renewal of Retail Class “A” and Class “B” Liquor/Beer Licenses

The Committee held discussion on the third license for the golf course and questioned if any of the licenses up for approval had delinquent water bills, taxes, etc. Mayor Lang stated that she would follow up Clerk Nagel and report at the council meeting.

**Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve the 2022-2023 Renewal of Retail Class “A” and Class “B” Liquor/Beer Licenses.** All voting aye.

### Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
  - a) Gillingham, Van, Monroe, Cavalry: Work is complete.
- 2) Shootingstar: The Shootingstar extension has been graded and graveled. The remaining grading and paving work on Shootingstar Drive and Armstrong Street has not been scheduled.2) Contract 4-21 (Epoxy Pavement Marking): About 75% of the work under this contract has been completed. The remaining work has been carried over to this year.
- 3) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work was restarted the week of May 16.
- 4) Contract 7-21 (Harrison Pond): Pond excavation is complete. Ground conditions have delayed further work on the west retaining wall. The wall contract checked ground conditions on May 17 and felt that it was too soft to proceed.
- 5) Contract 8-21 (Jewelers Park Drive Trail): The boardwalk and north bridge are complete. Trail grading and paving are complete. Road work on Jewelers Park Drive is complete. Crews are placing topsoil, seed, mulch and erosion mat.  
  
Director Kaiser stated that there is a ribbon cutting ceremony scheduled for June 15 at 11:00 AM to officially open the new trail.
- 6) Contract 1-22 (Utility Construction in Fredrick Drive area): Work is scheduled to be complete in the next week. We Energies will be replacing select gas service lines after our utility work is complete.
- 7) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): Sanitary sewer installation is complete. Service replacements are ongoing and should be complete June 3. We Energies will follow that work with gas main replacement.

- 8) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): This contract was awarded to Northeast Asphalt, Inc. Work has not yet been scheduled. The contractor has indicated that they will mobilize when the Fredrick Drive area is ready for street work.
- 9) Contract 4-22 (S. Commercial Utility Construction): Sanitary sewer main installation is complete. Sewer and water service work is ongoing and should be complete May 27 after which a concrete patch will be placed.
- 10) Contract 5-22 (CTH JJ/CTH CB Utility Construction): Work is complete. Winnebago County has awarded the road construction contract to Vinton Construction. A pre-construction meeting has not been scheduled.  
  
Alderson Stevenson asked if there was going to be any traffic control at the intersection of Tullar Road and Oakridge Road.  
  
Director Kaiser stated that the Town of Neenah passed a resolution to be able to place temporary all way stops signs at this intersection. He stated that Winnebago County had placed them this morning. He stated that the city added a message sign board as well.
- 11) Contract 7-22 (Winneconne Ave Overpass Repairs): This contract was awarded to Pfeifer Brothers, Inc. Work has not yet been scheduled.
- 12) Transit Center Relocation Study: ECWRPC hosted a scoping meeting for the study with their consultant and City staff. The project will consist of 5 tasks – Best Practices Summary, Public Engagement, Site Identification, Draft Report-Presentation-Feedback, and Final Report. The study is scheduled for completion mid-August.
- 13) Jewelers Park Drive Bridge: An RFP has been distributed for engineering, design and construction management services for the construction of a new bridge over Neenah Creek to connect the Bridgewood Golf Course redevelopment project to Jewelers Park Drive. Proposals are due on May 27.

Announcements/Future Agenda Items: None

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:51 PM.**  
All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager