

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, March 24, 2020 - 6:35 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by conference call. Committee members and the public should use the following call-in information:

Conference Telephone Number: [+1 \(786\) 535-3211](tel:+17865353211)

Then dial:

Access Code: 818-333-413 #

Present: Alderpersons Bates, Lang, Lendrum, Spellman, and Stevenson

Excused: None

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Ald. Erickson, Ald. Boyette

Minutes: Motion/Second/Carried Lendrum/Lang to approve of the minutes of the February 25, 2020 meeting, March 4, 2020 Special meeting and March 18, 2020 Special Meeting All voting aye.

Public Appearances: None

S. Commercial Street Revitalization Plan-Contract for Outside Services: Deputy Director Schmidt reviewed his memo of March 18, 2020, regarding entering into a professional services agreement with Neighborhood Planners, LLC, to assist in finalizing the S. Commercial Street Revitalization Plan. The plan covers the section of S. Commercial Street from Alcott Drive to State Street. He reviewed the work done to date by in-house staff on the plan, which will provide policy recommendations and action items aimed at improving the aesthetics of the corridor, encouraging private investment, and implementing ideas to brand and market the corridor. He stated that the plan also includes visual elements which City staff does not have the capability of producing in-house. Neighborhood Planners, LLC, would create a S. Commercial Street streetscape graphic recommendation, up to two redevelopment site concept renderings, and façade improvement renderings. He stated that this work is being done in advance of design work on the S. Commercial Street reconstruction project. He noted the two redevelopment sites included in the scope are the southeast corner of Commercial/Cecil and the northwest corner of Commercial/Peckham. He stated that the goal is to have a draft of the recommendations and alternatives available for Bazaar After Dark on July 29. He noted that the work is being funded through a grant from the Winnebago County Industrial Development Board.

Committee discussed the cost of outsourcing the work versus acquiring the graphic rendering software and the sites designated for redevelopment concepts. Deputy Director Schmidt stated that blight determination work had been started for the corridor. With a blight designation, community development block grant funds can be used toward improvements in the corridor. He noted that work had been on-hold on the plan development while the comprehensive plan was being completed.

Ald. Erickson addressed the Committee to discuss the property at the southeast corner of Commercial/Cecil and express support for a blight designation for the corridor. Committee discussed the possible negative property owner view of a blight designation.

Ald. Stevenson questioned if this is the first time that Council has been asked to act on the S. Commercial Street Revitalization Plan. Deputy Director Schmidt stated that updates had been provided to the Plan Commission but that Council action had not been needed to this point since in-house staff had been performing the work. Ald. Stevenson noted the importance of Council oversight of these types of projects so that staff is working on projects that the Council values.

Committee discussed the project funding source. Director Haese reviewed the past use of Industrial Development Board grants. He stated that the use of the funds toward this project is not depriving other City projects of this funding. He also noted that the project timeline for the plan development has extended over several years and has not had the definitive start and finish seen with most projects. Deputy Director Schmidt confirmed that the timelines listed in the project scope will be adjusted based on the Council approval date. He emphasized that the target was to have materials ready for Bazaar After Dark.

REPORT

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve a contract for outside services with Neighborhood Planners, LLC in the amount not to exceed \$15,000 for the S. Commercial Street Revitalization Plan.** All voting aye.

Memo of Understanding for Abby Avenue Reconstruction: Director Kaiser reviewed his memo of March 19, 2020, outlining the memorandum of understanding with the City of Menasha for the Abby Avenue reconstruction project. He reviewed the cost share arrangements between the different project components. He reviewed the rationale for the proposed Neenah contribution toward a storm sewer main in Menasha that is downstream from the Abby Avenue storm sewer. Director Kaiser noted that Exhibit B of the agreement, the detailed project cost breakdown, was missing from the agenda packet and stated that he would email that document prior to Council action. He confirmed that work on this street is included in Contract 1-20, which was previously awarded by Council. He stated that the amount budgeted for the project was for the entire project cost, not just for the Neenah portion.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council authorize the appropriate city offices to sign the Intermunicipal Agreement for the Abby Avenue Reconstruction project.** All voting aye.

Licenses:

Beverage Operator License Application:

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Maci Trzcinski.** All voting aye

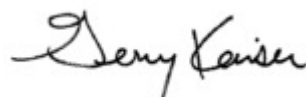
Public Works General Construction and Department Activity

- 1) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. A final estimate was sent to the contractor for review.

- 2) Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. A final estimate was sent to the contractor for review.
- 3) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. When weather improves later this year, the work in Breezewood Lane will be done. We tentatively expect that to happen in late April.
- 4) Contract 1-20 (Abby, Bond, Center, Clybourn) – Sanitary sewer work has started on Center Street. Concrete pavement reinforced with mesh was found under the asphalt pavement on Center Street. This will result in a change order for concrete pavement removal.
- 5) Contract 2-20 (Utilities - Van, Monroe) – Work started the week of 3/16. The contractor is starting with water utility work.
- 6) Contract 3-20 (Street - Van, Monroe, Gillingham, Shootingstar, Armstrong) – Bids have been opened. Action on that contract is being held pending clarification of the Shootingstar/ Armstrong work. Mayor Kaufert noted that the annexation process has been started.
- 7) Contract 4-20 (Green Bay, Tullar) – Design work is ongoing. Green Bay Road has been submitted for Municipal Street Improvement Program – Discretionary funding. We should learn the outcome of that application any day now. The project is scheduled for advertising on 3/25.
- 8) Contract 5-20 (Utilities - Lakeshore) – A pre-construction meeting is scheduled for 3/19 with work tentatively set to start on 3/30.
- 9) Contract 6-20 (Street - Lakeshore) – Work is on-hold pending the design decision. Director Kaiser asked for Committee input on the use of a remote meeting format for future discussion of the project design selection.
- 10) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The project is currently being advertised. Specifications are being prepared. Bids will be opened on 3/31.
- 11) Contract 8-20 (Epoxy Pavement Marking) – The project will be advertised on 3/20 with a bid opening date of 4/2. The work this year is primarily Main Street (Green Bay – Lake) and Bell Street (Harrison – Collins).
- 12) Contract 9-20 (Millview Drive Utility Relocations) – Storm sewer and sanitary sewer relocation plans are being prepared. Work is being done in preparation for development on Site 6.
- 13) Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year.
- 14) Storm Water Annual report – The report is being prepared for the required 3/31 submittal.
- 15) Leaf Collection – A special curbside leaf collection will be done the week of April 6, weather allowing. This is due to the early onset of snow during last fall's leaf collection period.

Adjournment: Motion/Second/Carried Lendrum/Lang to adjourn at 7:20 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works