



City of Beaver Dam, Wisconsin
Operations Committee Meeting

205 S. Lincoln Ave; Council Chambers
Monday, July 1, 2024 at 6:45 PM

[Join Zoom Meeting](#)

Meeting ID: 836 3345 0281

Passcode: 776042

Join by Phone: (646) 558-8656

AGENDA

- 1) Call to Order – Roll Call
 - a) Approval of the June 17, 2024 Meeting Minutes
- 2) Discussion & Possible Action
 - a) Regarding an Ordinance Amending Section 62-50, Parking Restrictions, for Fourth Street
 - b) Regarding a Resolution Authorizing Amendment No. 1 to the Professional Services Agreement for the Kellom Road Extension Project
 - c) Regarding potential sidewalk installation on Corporate Drive and Frances Lane
- 3) Adjourn

This agenda was posted and made available to the news media, public and various City officials, and staff in compliance with the State of WI Open Meetings Law and Operations Committee policy:

Posted: 6/28/24 by Tracey Ferron, City Clerk at 8:00 a.m.

A quorum of the Common Council may attend this meeting.

"Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's office at 887-4600, Ext. 338, with as much advance notice as possible."



City of Beaver Dam, Wisconsin
Operations Committee Meeting Minutes
205 S. Lincoln Ave; Council Chambers
Monday, June 17, 2024
6:30 PM

1) Call to Order – Roll Call

The meeting of the Operations Committee was called to order at 6:33 p.m. by Chairperson Zach Zopp. Present: Zach Zopp, Ken Anderson, Joseph Bonnett, Jennifer Hiley, Andrew Perkins, 5. Absent: Cris Olson, 1. Also present were Mayor Wissell, City Administrator Thiel, Director of Engineering Janssen, Attorney Konopacki, Supervisor Mulhern, Supervisor Klug, Supervisor Lehner, Chief Kreuziger, and Alder president Yuds.

a) Approval of the May 20, 2024 Meeting Minutes

Motion by Joseph Bonnett, second by Jennifer Hiley, to Approve. The preceding motion Passed by the following vote: Ayes: Zach Zopp, Ken Anderson, Joseph Bonnett, Jennifer Hiley, 4. Noes: None, Abstain: Andrew Perkins. 1

2) Discussion & Possible Action

a) Regarding Ordinance 50-21 Usage of City Parks, in particular, Section (3) Violation Consequences

Motion by Jennifer Hiley, second by Andrew Perkins, to Approve. Introduced by Thiel followed by discussion. Thiel noted that adjustments were made to the appeal process and oversight committee, and that the redlines would receive legal review (including juvenile appeal language) prior to it being brought to the Council in ordinance form. The preceding motion Passed by the following vote: Ayes: Zach Zopp, Ken Anderson, Joseph Bonnett, Jennifer Hiley, Andrew Perkins, 5. Noes: None, 0.

b) Regarding Ordinance 62-8 Certain Vehicles Prohibited, in particular, clarifying the use of electronic bicycles

Motion by Joseph Bonnett, second by Zach Zopp, to Approve. Introduced by Kreuziger, followed by discussion. Motion Zopp to amend the ordinance to add "parking lots or other City properties" to Section 62-(a), second Hiley. The preceding motion Passed by the following vote: Ayes: Zach Zopp, Ken Anderson, Joseph Bonnett, Jennifer Hiley, Andrew Perkins, 5. Noes: None, 0.

c) Regarding Ordinance 66-41 Sanitary sewer laterals

Motion by Joseph Bonnett, second by Andrew Perkins, to Approve. Introduced by Klug followed by discussion. Klug noted that the revised ordinance language adds provisions for shared laterals. Konopacki noted that there would be a few changes to the redlines prior to it being brought to the Council in ordinance form, including cost sharing provisions, exceptions when the City replaces the lateral further than the road edge, and clarification of one lateral to each parcel. The preceding motion Passed by the following vote: Ayes: Zach Zopp, Ken Anderson, Joseph Bonnett, Jennifer Hiley, Andrew Perkins, 5. Noes: None, 0.

d) Regarding approval of the 2023 Wastewater Utility CMAR (Compliance Maintenance Annual Report).

Motion by Jennifer Hiley, second by Joseph Bonnett, to Approve. Introduced by Klug followed by discussion. Klug noted that the CMAR is an annual report required by WDNR, and that the wastewater facilities received an A grade in each reporting category except Biosolids. The preceding motion Passed by the following vote: Ayes: Zach Zopp, Ken Anderson, Joseph

Bonnett, Jennifer Hiley, Andrew Perkins, 5. Noes: None, 0.

e) Regarding Petition for Single Sided Parking on Fourth Street

Zopp introduced the petition for Single Sided Parking on Fourth Street; followed by discussion

The committee consensus was for staff to revise the ordinance to prohibit parking on one side of the street for the 300, 400, and 500 blocks of Fourth St.

3) Adjourn

Motion by Andrew Perkins, second by Jennifer Hiley, to Adjourn. The preceding motion Passed by the following vote: Ayes: Zach Zopp, Ken Anderson, Joseph Bonnett, Jennifer Hiley, Andrew Perkins, 5. Noes: None, 0. Chairperson Zopp adjourned the meeting at 7:26 pm.



City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen

SUBJECT: Ordinance Amending Section 62-50, Parking Restrictions, for Fourth Street

Summary:

To improve pedestrian safety and traffic flow, Fourth Street residents have petitioned the City of Beaver Dam to restrict parking on the 300 and 400 blocks of Fourth Street to a single side. Residents prefer to retain parking on the north side of Fourth Street as it maximizes available on-street parking spaces. Note that 5 of 17 properties within the 300 block and 6 of 11 properties within the 400 block of Fourth Street have signed the petition. Regarding all properties having frontage to the 300 and 400 blocks of Fourth Street, 43% favor single-sided parking, 3% oppose single-sided parking, 11% have no opinion, and 43% did not provide a response. Of those that favor single-sided parking, 92% preferred that parking be retained on the north side.

Background/History:

Fourth Street has a history of traffic congestion and accidents, including a fatal car accident that killed a 5-year-old pedestrian in 2012. A narrow roadway and on-street parking, permitted on both sides of the street, are believed to contribute to these ongoing dangerous conditions. The existing roadway width for the 300 to 500 blocks of Fourth Street is approximately 30 feet from curb to curb, which is adequate to safely allow parking on one side of the street while maintaining one lane of traffic in each direction. The typical roadway width to safely allow parking on both sides of the street while maintaining one traffic lane in each direction is 36 feet from curb to curb. Upon discussion by the Operations Committee at their 6/17/24 meeting, staff was directed to prepare an ordinance amendment to prohibit parking on the south side of the 300 to 500 blocks of Fourth Street.

Does this item have a financial impact?

Yes

Financial Impact:

The estimated cost for public works labor, equipment, and materials to install no parking signage on the south side of the 300 to 500 blocks of Fourth Street is \$3,000, which would be funded through the Public Works Operating Budget.

Recommendation:

Staff recommend that City Ordinance be amended to prohibit parking on the south side of the 300 to 500 blocks of Fourth Street as presented herein.

Attachments:

1. Ordinance Amendment
2. Petition
3. Maps

ORDINANCE NO.

**AN ORDINANCE AMENDING SECTION 62-50, PARKING RESTRICTIONS,
OF THE BEAVER DAM MUNICIPAL CODE.**

**THE COMMON COUNCIL OF THE CITY OF BEAVER DAM DO ORDAIN AS
FOLLOWS:**

SECTION I: Section 62-50, *Parking restrictions*, paragraph (d), *Parking prohibited*,
is amended to add:

The south side of Fourth Street from the west line of Beaver Street to a point 530
feet west of the west line of Mary Street.

SECTION II: Said ordinance shall be effective upon its passage and publication.

Presented by the members of the Operations Committee.

First Reading – July 15, 2024

Adopted: August 5, 2024

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Mike Wissell, Mayor

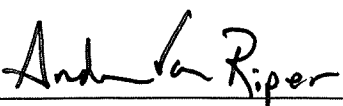
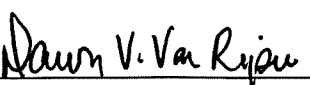
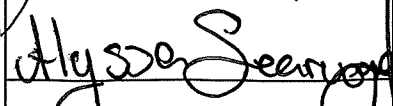
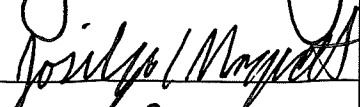
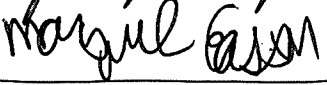
Tracey Ferron, City Clerk

Petition for Single Sided Parking

4th Street (300 & 400 Blocks)

4th Street has a history of traffic congestion and accidents, including a fatal car accident that killed a 5-year-old pedestrian in 2012. A narrow roadway and on-street parking, permitted on both sides of the street - are believed to contribute to these ongoing dangerous conditions. To improve pedestrian safety and traffic flow, 4th Street residents petition the City of Beaver Dam to restrict parking on the 300 and 400 blocks of 4th Street to a single side. Residents prefer to retain parking on the North side of 4th Street as it provides the most parking.

Undersigned petitioners request single sided parking on the 300 and 400 blocks of 4th Street.

Petitioner Signature	Petitioner Printed Name	Petitioner Address	Date
	Andy Van Riper	318 4th st	5/27/24
	Dawn Van Riper	318 4th st.	5/27/24
	Robin Zamjahn	415 west	5/27/24
	LaKacie Zamjahn	415 west st	5/27/24
	Jolene Searvage	409 4th st	5-27-24
	Joline Searvage	409 4th st	5-27-24
	Alyssa Searvage	409 4th st	5-27-24
	Josilyn Marguardt	413 1/2 4th st	5-27-24
	Marquel Eason	413 1/2 4th St	5-27-24
	Jessica Pennert	411 4th st	5-27-24

Witness Name: Zach Zopp

Witness Address: 208 Oneida st. Beaver Dam, WI

Signature: 

Date: 5/27/2024

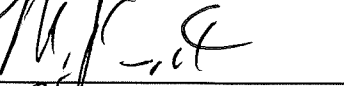
Page 1 of 2

Petition for Single Sided Parking

4th Street (300 & 400 Blocks)

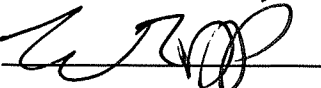
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Undersigned petitioners request single sided parking on the 300 and 400 blocks of 4th Street.

Petitioner Signature	Petitioner Printed Name	Petitioner Address	Date
	Samuel Dennert	411 4 th Street	27 May 24
	Katina Theodorzio	410 4 th Street	5/27/24
	Guy Theodorzio	410 4 th Street	5/27/24
	Dakota Ciuffekelli	408 4 th St.	5/27/24
	Amy Harrison	414 West St Beaver Dam	5/27/24
	James Harrison	414 West St	5-27-24
	Dan Schraufnagel	315 4 th Street	5-27-24
	Michael Scott	304 4 th St	5.27.24
	Peter M Schmitt	322 4 th St	5-27-24

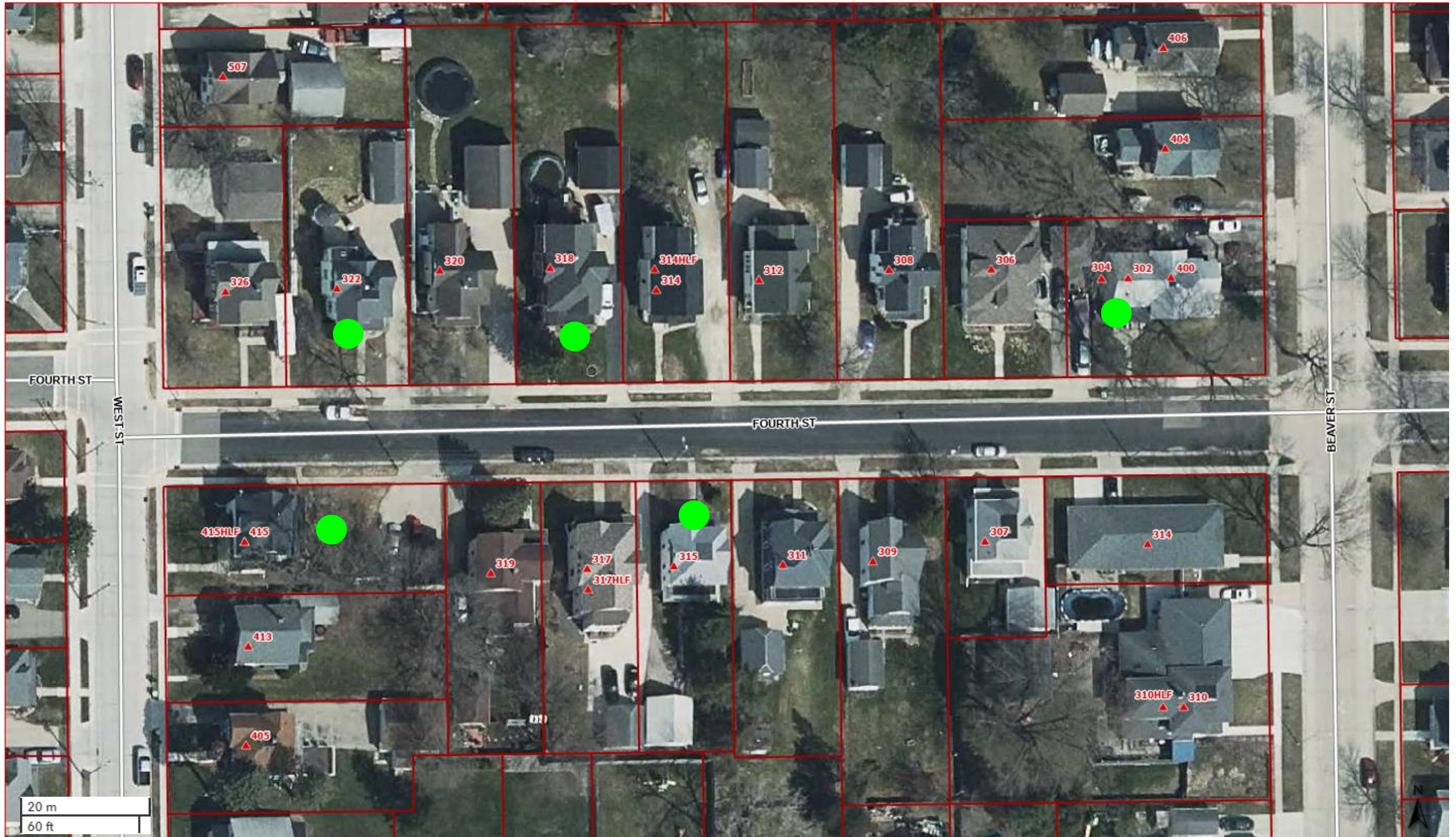
Witness Name: Zach Zepp

Witness Address: 208 Oneida St Beaver Dam, WI

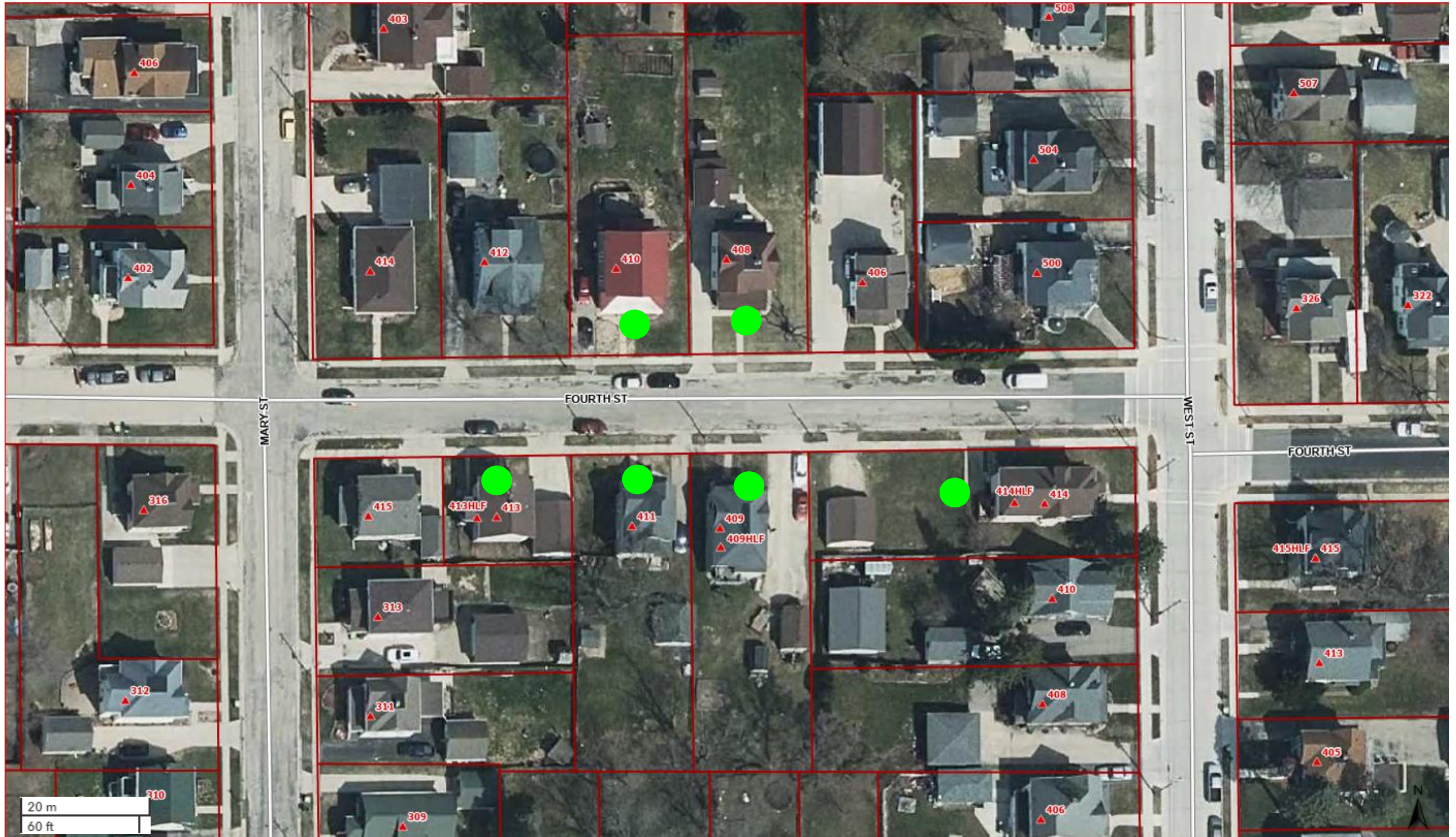
Signature: 

Date: 5/27/2024

● = PETITIONER



● = PETITIONER





City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen

SUBJECT: Amendment No. 1 to the Professional Services Agreement for the Kellom Road Extension Project

Summary:

Enclosed for your review and consideration is Amendment No. 1 to the Professional Services Agreement dated January 4, 2024, which authorizes MSA Professional Services Inc. to provide Construction Related Services for the referenced project. Said Construction Related Services include Construction Administration, Construction Staking, and Construction Observation.

Background/History:

Kellom Road is being extended from Tower Drive to the north by approximately 1400 linear feet. Improvements to the corridor include a new pavement structure including curb and gutter, storm sewer, sanitary sewer, and water main.

Does this item have a financial impact?

Yes

Financial Impact:

Project funding is provided by Tax Incremental District No. 7 for the estimated (time & material) fee of \$75,160.

Recommendation:

Staff recommend authorizing Amendment No. 1 to the Professional Services Agreement for the Kellom Road Extension Project.

Attachments:

1. Resolution
2. Amendment No. 1

RESOLUTION NO.

A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE KELLOM ROAD EXTENSION PROJECT

WHEREAS, the City of Beaver Dam proposes to enter into Amendment No. 1 to the Professional Agreement (dated January 4, 2024) with MSA Professional Services, Inc., Beaver Dam, Wisconsin, for Construction Related Services for the Kellom Road Extension Project in the City of Beaver Dam.

NOW, THEREFORE, BE IT RESOLVED that the City of Beaver Dam and MSA Professional Services, Inc. shall enter into Amendment No. 1 to the Professional Services Agreement (dated January 4, 2024) which appropriate City officials are authorized to execute on behalf of the City of Beaver Dam for the estimated (time & material) fee of \$75,160. Project funding is provided by Tax Incremental District No. 7.

Presented by the Operations Committee

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Adopted: July 1, 2024

Tracey M. Ferron
City Clerk

Approved: July 1, 2024

Michael Wissell
Mayor

(Subject to Committee Approval)



Amendment

Amendment No: 1

MSA Project Number: 00218267

Date of Issuance: June 25, 2024

This is an amendment to the Agreement dated January 4, 2024 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 201 Corporate Drive, Beaver Dam, WI 53916

Phone: 920-392-5135

Representative: Jason Laue, MSA Project Manager

Email: jlaue@msa-ps.com

CITY OF BEAVER DAM (OWNER)

Address: 205 South Lincoln Avenue, Beaver Dam, WI 53916

Phone: 920-887-4600 Ext. 326

Representative: Todd Janssen, Director of Engineering Email: tjanssen@ci.beaverdam.wi.gov

Project Name: Kellom Road Extension Project
 City of Beaver Dam, Dodge County, Wisconsin (MSA #00218267)

The project scope has changed due to: City's desire to construct the project and the addition of construction administration, staking, and construction observation services to the contract.

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: as directed by the City staff or as dictated by the work efforts undertaken.

The estimated fee for the work is: \$75,160

Any attachments or exhibits referenced in this Amendment are made part of the original Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

CITY OF BEAVER DAM, WI

MSA PROFESSIONAL SERVICES, INC.

Todd M. Janssen
Director of Engineering


Jason Laue
MSA Project Manager

Date: _____

Date: June 25, 2024

THE SCOPE OF THE WORK AUTHORIZED IS:

1. CONSTRUCTION ADMINISTRATION SERVICES

Provide construction administration services as follows:

- a. Construction Administration & Management: Manage and coordinate project team, budget and schedules. Maintain communication with Owner, Contractor, and stakeholders on project. The MSA design engineer can also make periodic site visits, correspondences, etc. as necessary to assist the Contractor and field RPR with answering the questions during construction, reviewing the intent of the project plans and specifications, assisting with conflict resolution, etc.
- b. Pre-Construction Meeting: Coordinate and conduct preconstruction meeting.
- c. Submittal Review: Review Contractor Shop Drawings, Submittals, Schedules and Samples for compliance with Construction Documents.
- d. Change Orders: Review Change Order requests from Contractor; recommend Change Orders to Owner as appropriate. (assume up to 2 change orders)
- e. Applications for Payment: Review Contractor Applications for Payment; make payment recommendation to Owner as appropriate. (assume up to 4 pay requests)
- f. Project Progress Meetings: MSA staff can attend any progress meetings as directed by the City (assume no meetings included at this time).
- g. Project Closeout: Assist the City staff with project closeout activities for this project including review of the Contractor's completion documents (lien waivers, warranty documentation, etc.) for compliance with construction contract and readiness for final payment.
- h. Record Drawings & Lateral Cards: Prepare record drawings for the sanitary, water, and storm utility improvements based on addenda, Field Orders, Change Orders and Contractor's Records.

Deliverables: One electronic (PDF format) version of preconstruction meeting minutes.
One electronic (PDF format) shop drawing and submittal reviews.
One electronic (PDF format) periodic payment recommendations.
One set of electronic (PDF format) record drawings.

2. CONSTRUCTION STAKING SERVICES

Provide construction staking for alignment and grade of the proposed sanitary sewer, water, storm sewer, and curb & gutter improvements as described in the project specifications or as directed by the City staff on a time and expense basis. Additional staking required because of lost or damaged stakes during construction or staking in addition to what is described within the project specifications can be provided as an additional cost. Staking will require a 72-hour prior notice.

3. CONSTRUCTION OBSERVATION SERVICES

Provide the services of a Resident Project Representative (RPR) to observe the activities of the construction contractor, attend construction meetings, provide quality assurance testing, etc. as directed by the City staff on a time and expense basis. Services include travel time to/from the site, onsite observation time, documentation, record keeping, and reimbursable expenses). Also conduct a final site visit with the City and the Contractor. Prepare a punch list of items to be corrected and/or completed. Provide a follow-up check to see that all punch list items are successfully completed.

The estimated fee for construction observation services listed within the fee schedule below includes the following assumptions based on the Contractor's schedule (attached):

- Sanitary Sewer Mainline Work: Assume 4 trips (12-hours each) to the project site (includes travel time, construction observation, and records keeping) by the R.P.R. to observe sanitary sewer installation work.
- Water Mainline Work: Assume 7 trips (12-hours each) to the project site (includes travel time, construction observation, and records keeping) by the R.P.R. to observe water installation work.
- Storm Sewer Work: Assume 5 trips (12-hours each) to the project site (includes travel time, construction observation, and records keeping) by the R.P.R. to observe storm sewer installation work.
- Street Reconstruction Work: Assume 27 trips (4-hours each) to the project site (includes travel time, construction observation, and records keeping) by the R.P.R. to observe installation of roadway improvements and to perform quality assurance testing (proof-roll testing, curb & gutter string line review, driveway formwork review, street lighting base review, fencing review, asphalt paving review, concrete paving review, and restoration review).
- Final Site Walk-Thru: Assume one site visit by Engineer to review the project work with the City staff and develop a punchlist of deficiency items to be sent to the Contractor. Assume one follow-up site visit with City Staff to confirm that the Contractor has addressed all punchlist items to the satisfaction of the City.

FEE SCHEDULE SUMMARY:

1. Construction Administration Services	\$ 19,860
2. Construction Staking Services	\$ 15,980
3. Construction Observation Services	\$ 39,320
=====	
TOTAL	\$ 75,160

ATTACHMENT B: RATE SCHEDULE

CLASSIFICATION

Administrative	\$ 75 – \$150/hr.
Architects	\$ 75 – \$215/hr.
Community Development Specialists	\$135 – \$185/hr.
Digital Design	\$175 – \$195/hr.
Environmental Scientists/Hydrogeologists	\$105 – \$185/hr.
Geographic Information Systems (GIS)	\$ 95 – \$185/hr.
Housing Administration	\$ 95 – \$170/hr.
HR.....	\$ 135 - \$150/hr.
Inspectors/Zoning Administrators	\$105 – \$130/hr.
IT Support	\$175 – \$195/hr.
Land Surveying	\$ 75 – \$185/hr.
Landscape Designers & Architects	\$ 75 – \$215/hr.
Planners	\$ 75 – \$205/hr.
Principals	\$210 – \$315/hr.
Professional Engineers/Designers of Engineering Systems	\$150 – \$200/hr.
Project Managers	\$150 – \$230/hr.
Real Estate Professionals	\$135 – \$165/hr.
Staff Engineers	\$ 75 – \$145/hr.
Technicians	\$ 95 – \$150/hr.
Wastewater Treatment Plant Operator	\$ 90 – \$115/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.12/page
Plots.....	\$0.006/sq.in.
Flash Drive.....	\$10
GPS Equipment.....	\$20/hour
Dini Laser Level.....	\$30/per day
Mailing/UPS.....	At cost
Mileage – Reimbursement.....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle.....	\$0.75 mile standard/ \$0.67 mile for DOT
Nuclear Density Testing.....	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine.....	Included in labor rates
Robotic Survey Equipment	\$20/hour - \$15/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter.....	\$30/hour
Drone Flight.....	\$375/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2024.



City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen

SUBJECT: Potential sidewalk installation on Corporate Drive and Frances Lane

Summary:

With the recent announcement of a potential multifamily development occurring on the vacant lands north of Walmart and west of Goodwill, it's prudent for the Operations Committee to consider the addition of sidewalks along Frances Lane for pedestrian safety purposes, in conjunction with the previously discussed Corporate Drive area.

Background/History:

This item was last discussed by the Operations Committee on April 1, 2024 (cover letter enclosed for reference). Staff was directed at that time to prepare a conceptual assessment report for the affected project area and bring it back to the committee for further discussion.

Does this item have a financial impact?

Yes

Financial Impact:

The estimated construction cost to install sidewalks on both sides of Corporate Drive (3400 LF), from Industrial Drive to Gateway Drive, is approximately \$340,000, and on both sides of Frances Lane (2100 LF), from Gateway Drive to the City limits on the north side of Goodwill, is approximately \$210,000. Per current city policy, these costs would be fronted by the City and subsequently assessed to the adjacent property owners, who then have the option to pay such in installments over a period of up to 10 years following construction.

Recommendation:

Committee to provide direction to staff as applicable.

Attachments:

1. 4/1/24 Cover Memo
2. Frances Ln Map



City of Beaver Dam, Wisconsin
Office of the Director of Engineering

March 28, 2024

Committee Chair, Zach Zopp &
Operations Committee

SUBJECT: Potential sidewalk installation on Corporate Drive

This item was last discussed by Operations Committee on November 21, 2022 (see attached meeting minutes for reference). As noted in the said minutes:

- Installation of sidewalks on Corporate Dr would result in a 5-foot-wide grass terrace area between the curb and sidewalk, which is not an ideal width for snow storage in this area.
- The city would be responsible for maintaining the sidewalk along the frontage of the storm water ponds at the north end of Corporate Dr. (approximately 1600 LF).
- There is a safety issue with pedestrians crossing over USH 151 using the existing bridge on Industrial Dr.
- Staff were in discussions with applicable property owners to obtain a sidewalk easement just south of Procon to potentially connect sidewalk from Stoney Ridge Subdivision to Corporate Dr.
- There is a safety concern with pedestrians crossing Corporate Dr just south of Procon.

Staff subsequently met with applicable property owners in spring 2023 to discuss obtaining a sidewalk easement just south of Procon. Unfortunately, the property owners were not interested in granting the City a sidewalk easement citing their own snow storage concerns along with other potential liability concerns.

Below are some other discussion points the committee may want to consider:

- New sidewalk on Corporate Dr would not currently connect to any other existing sidewalk in the area.
- There currently exists no good option to connect Corporate Dr sidewalk to the west side of USH 151 via Industrial Dr. or Gateway Dr., as the Industrial Dr bridge does not currently have pedestrian facilities and the west side of USH 151 on Gateway Dr is in the Town of Beaver Dam.
- Connecting sidewalk from Stoney Ridge subdivision to Corporate Dr via Ollinger Rd/Industrial Dr would likely require urbanizing (replacing roadside ditches with curb/gutter) Ollinger Rd/Industrial Dr.
- Consider waiting until vacant lands to the north of Stoney Ridge subdivision develop and make a sidewalk connection to Corporate Drive along the south side of the city storm water pond just north of Procon.

Todd Janssen, Director of Engineering

City of Beaver Dam
tjanssen@ci.beaverdam.wi.gov, (920) 356-2543

City of Beaver Dam, Wisconsin
OPERATIONS COMMITTEE MINUTES
Monday, November 21, 2022

Chairperson Jack Yuds called the meeting to order at 7:00 p.m. Present were Alderpersons Ken Anderson, Frank Ferree, David Hansen, and Andrew Perkins. Absent were Joe Bonnett, and Cris Olson. Also present for all or part of the meeting were Director of Engineering Todd Janssen, and Department of Public Works Supervisor Dan Mulhern.

Motion by **Hansen**, second by **Ferree** to approve the minutes from the November 7, 2022, meeting.
Motion was carried by acclamation.

Anderson asked if there is enough space in the Corporate Dr right-of-way to accommodate installation of sidewalks. Janssen noted that the right of way is 66 feet wide, and the street is 45 feet wide, leaving enough space for a 5-foot walk and 5-foot terrace on each side of the street. Janssen noted that a 5-foot terrace in this area was not ideal for snow storage, and the City would be responsible for maintaining sidewalk along the frontage of the storm water ponds at the north end of Corporate Dr. Hansen asked if there is an existing easement just south of Procon to extend a sidewalk from Stoney Ridge subdivision to Corporate Dr. Janssen noted that there is no existing sidewalk easement in this area, but the City is currently in discussions with the landowners to obtain one. Yuds questioned the need for sidewalk in this area since it is mostly businesses. Anderson noted that the need is based upon getting pedestrian foot traffic safely to the YMCA; however, he acknowledged that there is a safety issue with pedestrians crossing over USH 151 using the existing bridge on Industrial Dr. Perkins noted that the YMCA would be in favor of sidewalks in this area but is concerned with the crossing of Corporate Dr just south of Procon due to the semi-truck traffic in the area. Yuds, Perkins, Anderson, and Hansen agreed that a good start would be to extend sidewalk from Stoney Ridge subdivision to Corporate Dr via an easement south of Procon. Committee would like to circle back on this item after Janssen has had further easement discussions with the landowners in spring 2023.

After presentation and discussion of the same by Janssen, motion by **Hansen**, second by **Anderson** to consider approval of a Resolution authorizing a professional services agreement for the Curie Street Reconstruction Project (*Forward Resolution to the November 21, 2022, Common Council meeting*). Motion was carried by acclamation.

Motion by **Ferree**, second by **Anderson** to adjourn the meeting at 7:17 p.m. Carried by acclamation.

Respectfully submitted,
Cheryl Lohry, Recording Secretary





