

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, March 11, 2015
ROOM 207, CITY HALL
5:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig, Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on February 25, 2015.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the minutes from the regular meeting on February 25, 2015. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item number 4 was taken out of order, and then the Committee returned to the proposed agenda.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the agenda. Motion carried.

3. Request by Cathy Detrie (1490 Capitol Drive) for extended on-street overnight parking exemptions (referred back from January 14, 2015 meeting).

Director Grenier stated that at the January 14, 2015 meeting this item was referred back to Department of Public Works (DPW) staff for review. Internal discussions determined that the situation is addressed with the existing ordinances. The existing ordinances have different requirements for residential, 1 & 2 family, properties and commercial properties. Residential properties are eligible for the parking exemptions and commercial properties are not eligible for parking exemptions.

Director Grenier stated that he had discussed this address with the Planning and Zoning Department. The property at 1490 Capitol Drive is a zoned multi-family and as such is considered as a commercial property. Commercial properties are not eligible for on-street overnight parking exemption.

Multi-family facilities are required to go through the site plan process which requires the property owner to declare where and how many parking spots they will provide. The code required number of parking spots includes spaces for the residents and visitors.

DPW, specifically the Parking Division, is the primary enforcement agency for overnight parking exemptions. If a resident calls the Parking Division for an exemption, Parking will notify the Green Bay Police Department. If a resident calls the Green Bay Police Department (GBPD) and leaves a message on the voicemail system, the GBPD does not notify the Parking Division and there is a possibility that the resident could be ticketed by Parking.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to deny the request by Cathy Detrie (1490 Capitol Drive) for extended on-street overnight parking exemptions. Motion carried.

4. Request by Ald. Wiezbiskie, on behalf of a constituent, to develop a City ordinance with reference to bill posting, i.e. affixing, distributing, posting handbills (referred back from February 11, 2015 meeting).

Director Grenier directed the Aldermen to item 4 in their information packet. Attorney Zlotek is in attendance to discuss the draft ordinance.

Attorney Zlotek explained that the draft ordinance was developed using the City of Appleton ordinance as a template. The template was modified to include certain restrictions on which structures could have handbills attached to them, allowing items in the amenity strip, and adding a timeframe for which the postings would be allowed.

Attorney Zlotek stated that the definition is meant to define the handbills of a commercial nature. There is not any language regarding enforcement or penalties in the ordinance.

Director Grenier stated that the primary agent for removing handbills would be DPW and the Inspection, Police and Park & Recreation departments would be the secondary agents. Aldermen should contact DPW to have the violation noted but may remove the unwarranted handbills.

A motion was made by Ald. Wiesbiskie and seconded by Ald. Moore to approve the request by Ald. Wiesbiskie, on behalf of a constituent, to develop a City ordinance with reference to bill posting, i.e. affixing, distributing, posting handbills. Motion carried.

5. Review and approval of the 2014 Annual Storm Water Report.

Director Grenier reviewed the 2014 Annual Storm Water report, highlighting DPW efforts in 2014. Inspections of the storm water system are ongoing. DPW continues public education efforts through inlet marking, mapping, educational material distribution and presentations at neighborhood associations. DPW staff participates in regional efforts through the Northeast Wisconsin Storm water Consortium, and participation with regional citizen groups, such as Baird Creek Preservation Foundation. Personnel responded to illicit discharge incidents, and continue to work the ongoing discharge, which should be resolved by the end of next year. We have attended training to maintain technical proficiency in storm water management. DPW continues to inspect and perform routine maintenance on the City's storm water ponds, also hiring a local trapper to try to reduce the muskrat population at nineteen of our ponds.

In 2014 we completed the construction of the Christa McAuliffe storm water facility. The City has acquired the property for the Mossy Oak Storm Water Facility.

DPW staff requests the approval of this report and authorization to sign the report and submit it to Wisconsin Department of Natural Resources (WDNR).

A motion was made by Ald. Moore and seconded by Ald. Wiesbiskie to approve the 2014 Annual Storm Water Report and authorize the Director of Public Works to sign and submit the report to Wisconsin Department of Natural Resources. Motion carried.

6. Review and approval of McMahan contract amendment for 2015 storm water facility vegetation maintenance in the amount of \$54,890.00.

The City has hired several consultants in the past to perform storm water plans. The City's storm water facilities were divided into two groups. Maintenance of Baird Creek Preserve-Northeast Pond, Larscheid Pond, Mills Street Pond and Basten Street Wetlands Facility were awarded to McMahan. The contract amendment is for calendar year 2015 in the amount of \$54,890.

Director Grenier explained that the first plantings at the facilities contained over forty (40) different species of plants. The natural progression of the plantings through the growth cycle has dominant species that flourish in specific areas. The dominant species are now established at the facilities. Phase 2, or the next step in the progression, includes maintenance activities for these facilities and not an overall re-seeding of all forty (40) species again.

The costs for each facility cannot be compared on a basis of size for the facility due to the individual characteristics of each facility. Location is one of the key characteristics which may affect cost. For example, a facility located adjacent to open field may be more susceptible to blowing seeds from invasive species.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the McMahon contract amendment for 2015 storm water facility vegetation maintenance in the amount of \$54,890.00. Motion carried.

7. Review and approval of NES, A Division of Robert E Lee & Associates, contract amendment for 2015 storm water facility vegetation maintenance in the amount of 43,050.00.

The City has hired several consultants in the past to perform storm water plans. The City's storm water facilities were divided into two groups. Maintenance of Royal Woods, Barina Creek, Berger Street, and Huron-Sitka ponds were awarded to NES, a Division of Robert E. Lee & Associates. The contract amendment is for calendar year 2015 in the amount of \$43,050.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the NES, A Division of Robert E. Lee & Associates contract amendment for 2015 storm water facility vegetation maintenance in the amount of \$43,050. Motion carried.

8. Request authorization to purchase "Storm Drain Marker" supplies from ACP International out of the Storm Water Utility Budget in the amount of \$2,405.00.

The "Storm Drain Marker" supplies include the plastic marker which states "Drains to Waterways" and the adhesive disks used to attach the disks to the castings. All new castings have the message cast into the casting. These plastic disks are installed on the existing castings. The 1000 disks that would be purchased will replenish an exhausted inventory.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the purchase of "Storm Drain Marker" supplies from ACP international out of the Storm Water Utility Budget in the amount of \$2,405.00. Motion carried.

9. Report of the Purchasing Manager:
 - A. Request approval to contract for 2015 City-wide Sewer Televising with Green Bay Pipe & TV LLC for \$161,920, plus renewal options for 2016 & 2017 at the same rate.
 - B. Request approval to contract for 2015 Sanitary Sewer Basin Televising with Northern Pipe Equipment for \$309,649.
 - C. Request approval to purchase a flatbed truck body with electric crane from Olson Trailer & Body for \$20,273.
 - D. Request approval to purchase annual street maintenance consumables as needed for 2015 from contracted vendors as noted below, for the approximate amount of \$181,400, the

budgeted amount for these line items, and pre-approval to purchase these annual commodities in 2016-2019, from contracted vendors TBD, for amounts not to exceed the budgeted line item amounts for these items each year.

Items A, B, and C all include awarding to the low, responsive bidders. DPW staff recommended awarding the contracts and purchases to the low, responsive bidders.

Director Grenier reviewed the requested purchases for cold patch, hot mix asphalt, crack sealant, pavement marking paint, and glass spheres, used for pavement painting. All items are consumables to be used by Operations staff throughout the 2015 season. They are purchased as needed, and when the budget is expended, additional approval would be needed or purchases would cease.

Cold patch and hot mix asphalt are petroleum products and pricing is subject to market fluctuations. Local vendors are contracted, for logistical reasons. Pricing is compared annually to alternative suppliers, but transportation costs are prohibitive. Sole source procurements are recommended. DPW staff recommends approval of a purchase of an estimated 100 tons of cold patch to Scott Construction for a budgeted amount of \$9,400, and a purchase of an estimated 1600 tons of hot mix asphalt to Northeast Asphalt, Inc. for a budgeted amount of \$80,000.

For crack sealant, the City participates in the bidding process through the VALUE consortium to insure the best price. DPW recommends awarding a purchase for crack sealant to Sherwin Industries for \$48,000.

For pavement marking paint and glass spheres, the City piggy-backs off of the State contract for these items to insure the product meets State specifications at the best price. DPW recommends award of the pavement marking paint purchase to Baltimore Paint & Chemical, a Division of Sherwin-Williams, in the amount of \$35,000. For glass spheres, DPW recommends award of a purchase to Flex-o-Lite, a Division of Potter Industry, in the amount of \$9,000.

Director Grenier stated that this approval would be for the quantities that are budgeted for each year. When the budgeted quantity is consumed a request for approval for additional quantities will be brought before the Committee.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the report of the Purchasing Manager:

- A. To contract for 2015 City-wide Sewer Televising with Green Bay Pipe & TV LLC for \$161,920, plus renewal options for 2016 & 2017 at the same rate.
- B. To contract for 2015 Sanitary Sewer Basin Televising with Northern Pipe Equipment for \$309,649.
- C. To purchase a flatbed truck body with electric crane from Olson Trailer & Body for \$20,273.
- D. To purchase annual street maintenance consumables as needed for 2015 from contracted vendors as noted below, for the approximate amount of \$181,400, the budgeted amount for these line items, and pre-approval to purchase these annual commodities in 2016-2019, from contracted vendors TBD, for amounts not to exceed the budgeted line item amounts for these items each year.

Motion carried.

10. Request by Orde Sign & Graphics (contractor) on behalf of David & Lisa Bartikosky (owner) and Luke Russell (Tenant) to allow signs within the street and alley rights-of-way adjacent to 159 N Broadway.

Director Grenier reviewed the request to allow the signs within the street and alley rights-of-ways adjacent to 159 N Broadway. Director Grenier stated that the signs were on the agenda to be discussed at the Historic Preservation Commission (HPC) committee meeting.

Ald. Steuer, in the audience, stated that the HPC committee had discussed and approved the signs for the subject property.

The Director explained that the approval would include the temporary signs.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Orde Sign & Graphics (contractor) on behalf of David & Lisa Bartikosky (owner) and Luke Russell (Tenant) to allow signs within the street and alley rights-of-way adjacent to 159 N Broadway contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

11. Applications for Concrete Sidewalk Builder's License by the following:

- A. Jim Fischer, Inc.
- B. Holtger Bros., Inc.
- C. Martell Construction, Inc.
- D. Delrar, Inc.
- E. Baeten Concrete, LLC.
- F. Howard Immel, Inc.
- G. Stone Artifex (held over from December 10, 2014 meeting)

All applicants except for Baeten Concrete, LLC and Stone Artifex have held licenses in the past. The background check on Baeten Concrete, LLC came back acceptable. The background check on Stone Artifex came back acceptable. DPW staff recommends approval of these applications.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Jim Fischer, Inc.
- B. Holtger Bros., Inc.
- C. Martell Construction, Inc.
- D. Delrar, Inc.
- E. Baeten Concrete, LLC.
- F. Howard Immel, Inc.
- G. Stone Artifex

Motion carried.

12. Applications for Tree & Brush Trimmer Licenses by the following:

- A. Beaver Tree Specialists
- B. Big Boy's Landscape & Snow Services
- C. Yesterday's Trees
- D. Asplundh Tree Expert Co.

All applicants have held licenses in the past. DPW staff recommends approval of these applications.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the applications for Tree & Brush Trimmer Licenses by the following:

- A. Beaver Tree Specialists
- B. Big Boy's Landscape & Snow Services
- C. Yesterday's Trees
- D. Asplundh Tree Expert Co

Motion carried.

13. Director's Report on recent activities of the Public Works Department.

The Director stated that a Contract Ammendment for Omni will be drafted for the design of an access road for the Mossy Oak storm water facility. Omni was selected for the design consultant for Gray & Mather Street project. DPW will be contracting out engineering work to local consultants to catch up on projects. Operations is actively patching potholes. The sewer crews are ramping up for routine spring maintenance. DPW is preparing to install the boat docks. The street sweeping program preparation work is being completed. DPW is looking at implementation opportunities for the automated PARCS system.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the verbal Director's Report on recent activities of the Public Works Department.

14. PUBLIC HEARING

ASPHALT RESURFACING

ADMIRAL COURT - Fisk Street to cul-de-sac east
ARGONNE DRIVE - Ninth Street to Biemeret Street
ARGONNE DRIVE - Biemeret Street to Kennedy Drive
ARGONNE DRIVE - Kennedy Drive to cul-de-sac south
DIVISION STREET- Platten Street to Fisk Street
FRANZ AVENUE - Main Street to west end
KENNEDY COURT - Kennedy Drive to cul-de-sac south
KENNEDY DRIVE - 230' W of Careful Court to Wiesner Street
LANGLADE AVENUE - Briquelet Street to Military Avenue
MT CAROL DRIVE - St Charles Drive to Mt Mary Drive
MT MARY DRIVE - Humboldt Road to St Anthony Drive
ST ANTHONY DRIVE - 230' E of Mt Mary Drive to Curry Lane
VAN OSS COURT - Kennedy Drive to cul-de-sac south

Director Grenier read the Engineer's report into the minutes.

ENGINEER'S REPORT

Public Hearing on March 11, 2015

In accordance with State Statute 66.0703, this public hearing is being held to levy assessments for proposed pavement improvements, which are included in the 2015 Capital Improvements Program.

All of the projects being considered tonight will be included in contracts administered by the City of Green Bay Department of Public Works-Engineering Division.

All of the proposed assessments are being levied in accordance with the City's Assessment Ordinance.

During construction, the contractor is required to provide access to businesses at all times and residences as much as practical. When a residential driveway is inaccessible, the property owners or tenants can receive permission from the City Police Department to park on adjoining streets. Problems during construction should be brought to the attention of the Department of Public Works-Engineering Division by calling 448-3100.

ASPHALT RESURFACING

Asphalt resurfacing on the streets being considered tonight will consist of milling the existing pavement, eliminating depressions with a 1½-inch asphalt-leveling course and then placing a 1½-inch or more asphalt surface over the entire paved area. The objectives of resurfacing are to provide a smoother roadway surface, eliminate maintenance problems and to extend the life of the street. Asphalt resurfacing can only be completed on an existing improved street where the base is still in good condition. Once base failure has occurred, the entire street usually has to be reconstructed.

Prior to resurfacing any street, utilities will be reconstructed and/or rehabilitated, as needed. In addition, preparation work consisting of milling the existing pavement, spot base repair, and curb and gutter repair will be completed. The following factors are considered when determining whether or not the curb and gutter should be mud jacked or replaced:

1. The condition of the curb and gutter;
2. The amount of water retained in the gutter;
3. The amount of funds available for curb repair work.

All preparation work for asphalt resurfacing is provided at no cost to the property owner.

The 2015 assessment rate for asphalt resurfacing is \$17.00 per front foot for residential zoned property and \$25.60 per front foot for all other zones. The estimated cost to resurface all of the streets included in this year's resurfacing program is \$1,566,000.00.

Personnel from the Department of Public Works-Engineering have field inspected the streets included in this hearing and have determined that resurfacing is warranted at this time.

The streets being considered tonight for asphalt resurfacing are as follows:

ADMIRAL COURT - Fisk Street to cul-de-sac east
ARGONNE DRIVE - Ninth Street to Biemeret Street
ARGONNE DRIVE - Biemeret Street to Kennedy Drive
ARGONNE DRIVE - Kennedy Drive to cul-de-sac south
DIVISION STREET- Platten Street to Fisk Street
FRANZ AVENUE - Main Street to west end
KENNEDY COURT - Kennedy Drive to cul-de-sac south
KENNEDY DRIVE - 230' W of Careful Court to Wiesner Street
LANGLADE AVENUE - Briquelet Street to Military Avenue
MT CAROL DRIVE - St Charles Drive to Mt Mary Drive

MT MARY DRIVE - Humboldt Road to St Anthony Drive
ST ANTHONY DRIVE - 230' E of Mt Mary Drive to Curry Lane
VAN OSS COURT - Kennedy Drive to cul-de-sac south

Director Grenier stated that all constituents that wish to comment should complete one of the postcards. DPW staff distributed the postcards. Typically the postcard survey will take place 3 years prior to a proposed project. If the residents agree with the project the project will most likely move ahead. If the residents do not agree to resurfacing, the street is typically removed from the program and scheduled to receive a second post card survey, to be conducted at least 3 years following the initial survey. If the residents still do not agree with the need to resurface the street at the second post card survey, the street may be removed from the program, but will be left to deteriorate with no maintenance until it requires reconstruction. The costs assessed to property owners at the time of reconstruction are almost double the assessment of a resurfacing project. The City does utilize the PASER pavement rating system. In that system a brand new road would rate a 10 and an impassable street would rate a 1.

Ald. Danzinger opened the floor for public comment. The following persons appeared before the Committee and offered comment, as summarized below:

Nick LeGros, 1438-1458 Admiral Court, Green Bay – does not support resurfacing Admiral Court. He asked if the postcards are sent to the property owners or the tenants? He is wondering if this street could be eligible for a second round of postcards so that he would have more time to budget for the assessment. He stated he is aware of the City's payment plan at 4% interest for 5 years. Will the Green Bay Housing Authority be assessed?

Director Grenier clarified that the postcard survey cards are sent to the property owners. The cards for Admiral Court were sent in 2011. The Director stated that the City does not track the maintenance functions performed on individual streets. Director Grenier discussed the breakdown of costs that assessed to the owners. In a reconstruction or new street situation all costs are assessed to the owners. During a resurfacing program only 60% of the asphalt costs are assessed to the property owners. The City pays all the remaining costs. Other communities are assessed differently, one local community would assess over four (4) times the amount Green Bay does for a street resurfacing. The Green Bay Housing Authority is the other property owner on this street. They are indirectly assessed.

Ald. Danzinger stated that this situation is unique in the sense that the property owner has a lot of frontage. The City's assessment policy is to assess only owners for work that affects their property. General tax bills are minimized for the community as a whole.

Dale Kroll, 1621 Franz Avenue, Green Bay – Mr. Kroll did vote in the postcard survey. His main question involves the truck traffic on the road and whether or not Anne Sullivan School is also being assessed.

Director Grenier stated that the survey results were convincingly for resurfacing the street. The street was first constructed in 1940 and the latest resurfacing was in 1986. The street handles 500 vehicles per day. The street does allow truck traffic.

Ald. Danzinger would like to review the truck traffic issue on the street. Redirection of traffic may affect other streets.

Steve Kolorec, 1651 Franz Avenue, Green Bay – responded in favor of reconstruction during postcard survey. The pictures sent out with postcard showed asphalt up onto the apron, is this a typical situation? He plans on installing a new apron and is concerned on how to proceed.

Director Grenier stated that during a resurfacing project one of the goals is to control the water. If it is required to pave the curb pan to control water then the curb pan will be paved. The Director stated that DPW will work with each property owner. The property owners can contact DPW staff to work out the details of their individual situations regarding the project.

Adam Helm, 1129 Mt Mary Drive, Green Bay – his only question is to how the bus discount was calculated. Mt. Mary Drive has a tremendous amount of bus and fire truck traffic.

Ald. Nennig stated that the bus credit was developed in the 1980's. The credit does not include any credit for school busses or large trucks.

Director Grenier stated that most owners do not pursue getting the bus route discount ordinance revised due to the timeframe involved. The process is approximately a 13-14 month timeframe from the initial Alderman contact to Common Council approval. The new discount would be enacted after the property owners have been billed. The property owners do receive some other discounts, for example, property owners are not punished due to the width of the street they own property on

Mollie and Matt Thiry, 1009 Mt Mary Drive, Green Bay – she is grateful for the discussion tonight because it has been an eye opening experience for someone who has not been through the process before. She would like an explanation of how the percentage is calculated for the City's payment plan.

Director Grenier stated that the percentage rate charged by the City consists of the bond interest rate that the City is charged, 2% this year, plus 2% administrative charge for a total rate of 4%. Private financing is also an option for each property owner.

Alderman Nennig said that if you have questions on the bus system that the Director at Green Bay Metro is Patty and her number is (920) 448-3450. The Transit Authority appreciates feedback from the public regarding the service they provide.

Pat Murphy, 1016 Mt Mary Drive, Green Bay – her questions have been answered.

Mike Miller, 931 Mt Mary Drive, Green Bay – he does not support the resurfacing. He stated that a lot of this information could have been handled in a public information meeting. The mailing only included the bill and the orange brochure. He questions whether or not the interest rate will remain a constant 4% or will it vary from year to year.

Director Grenier stated that the interest rate is tied to the bond rate and should remain at 4%. The Director apologized for the situation with the mailer and it will be investigated to make sure the same thing does not happen in the future.

Lynn Gerrits, 1120-1200 Mt Mary Drive, Green Bay – she has two aprons that they are thinking of re-paving. Who does she coordinate with?

Director Grenier stated that Kristin Romanowicz is the Assistant City Engineer for the project. Contact Kristin to work out the details for the two aprons.

Dick Wojcik, 1431-1433 Division Street, Green Bay – he has a 3-4 inch drop at the gutter and was wondering if that will be repaired, and he is curious if the church across the street is paying the same rate?

The Director stated that the drop will be removed and the church does pay the same rate.

Linda Chapman, 1150 Mt Mary Drive, Green Bay – this is her first time attending a meeting of this nature and thought it was a very good meeting and wanted to say thank you.

Alderman Danzinger closed the floor to public comments.

Alderman Steuer asked about the assessment rate for St. Jude Church on Division Street.

DPW staff stated that there was a corner lot discount applied to their assessment frontage. The Director stated that if any of the parishioners have questions they can contact DPW staff at any time.

Alderman Moore asked about repairs being needed during the warranty period.

Director Grenier stated that the assessment rate during the warranty period is pro-rated. DPW staff stated that the County will be paying an assessment.

Alderman Danzinger stated he was contacted by Jeff Demuse on Kennedy Drive. Mr. Demuse has a double lot and was wondering if there is an exemption for double wide lots. Alderman Danzinger advised Mr. Demuse that there is no exemption or discount for double wide lots. The Alderman also advised Mr. Demuse of the City's 5 year payment plan.

Alderman Steuer questioned about the creation of an information type pamphlet. Ald. Danzinger stated he refers people to the City's website for information.

Director Grenier stated that the best way to resolve resident questions is to have the residents contact DPW staff for clarifications. DPW staff is more than willing to assist residents to clarify questions.

Ald. Moore abstained from voting on the resurfacing improvements and levy of special assessments on Admiral Court. A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to order in asphalt resurfacing improvements and levy special assessments on the following streets:

ADMIRAL COURT - Fisk Street to cul-de-sac east
ARGONNE DRIVE - Ninth Street to Biemeret Street
ARGONNE DRIVE - Biemeret Street to Kennedy Drive
ARGONNE DRIVE - Kennedy Drive to cul-de-sac south
DIVISION STREET- Platten Street to Fisk Street
FRANZ AVENUE - Main Street to west end
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VAN OSS COURT - Kennedy Drive to cul-de-sac south

Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to adjourn the meeting. Motion carried.

Meeting adjourned at 8:07 p.m.