

**FRANKLIN - OAK CREEK
JOINT 27th STREET STEERING COMMITTEE**

**July 2, 2008
Franklin City Hall**

Meeting Minutes

I. Call to Order and Roll Call

Chairman Grintjes called the meeting to order at 8:04 a.m. Members Grintjes, Myszkowski, and Michalski present. Member Rhiner excused. Also present were Franklin City Engineer Jack Bennett, Oak Creek City Engineer Wayne St. John, Oak Creek City Administrator Patrick DeGrave, Oak Creek Community Development Director Doug Seymour, and Franklin Director of City Development Doug Wheaton.

II. Citizen Comment Period

No citizens came forward to speak.

III. Approval of Meeting Minutes – May 28, 2008

Motion to approve by Member Michalski, second by Member Grintjes. All present voted aye; motion approved.

IV. Payments

A. HNTB Supplemental Agreement Number One to the Agreement for Professional Engineering and Architectural Services for the South 27th Street Corridor Area Streetscape Design, relating to marketing, branding, positioning and public relations activities: Professional services March 29, 2008, through May 23, 2008 (\$39,840.55).

Motion to approve by Member Michalski, second by Member Myszkowski. All present voted aye; motion approved.

B. HNTB Supplemental Agreement Number Five to the Agreement for Professional Engineering and Architectural Services for the South 27th Street Corridor Area Streetscape Design, relating to streetscape design development:

1. Professional Services March 31, 2008, through April 25, 2008 (\$10,386.96).

Motion to approve by Member Myszkowski, second by Member Michalski. All present voted aye; motion approved.

2. Professional Services April 26, 2008, through May 23, 2008 (\$13,661.40).

Motion to approve by Member Michalski, second by Member Grintjes. All present voted aye; motion approved.

Joint 27th Street Steering Committee Meeting Minutes

July 2, 2008

Page 2

- V. Reimbursement from HNTB, per Supplemental Agreement Number Three to the Agreement for Professional Engineering and Architectural Services for the South 27th Street Corridor Area Streetscape Design, relating to zoning overlay district and policy development (\$8,162.09).

Motion to accept the reimbursement by Member Myszkowski, second by Member Michalski. All present voted aye; motion approved.

VI. Business

- A. Maintenance mechanisms and management options for the South 27th Street Corridor.

Presentation by Ashley Booth of HNTB regarding business improvement districts (BIDs).

Franklin Director of City Development Doug Wheaton noted the example of the Airport Gateway Business Improvement District, and discussed the importance of support from the local business community.

Member Myszkowski suggested inviting a guest speaker who has experience with BIDs to speak at a meeting of the Joint 27th Street Steering Committee.

Franklin City Engineer Jack Bennett discussed maintenance costs for some of the proposed streetscape features, and suggested performing some type of cost-benefit analysis prior to implementation of streetscape features.

Oak Creek City Engineer Wayne St. John suggested choosing streetscape features that are not maintenance intensive.

- B. Scheduling and content of a kick-off meeting to set goals and create a project schedule for streetscape design development.

Presentation by Tom Kindschi of HNTB, including a design element matrix and design element schedule.

Tom will review input from Committee members regarding the design element matrix.

- C. Wisconsin Department of Transportation Project Advisory Committee for the South 27th Street Corridor Study.

No action taken.

- D. Marketing, branding, positioning, and public relations activities for the South 27th Street Corridor Plan Area. This item will include, but not be limited to, the internet website for the South 27th Street Corridor.

Report on the South 27th Street website by Matt Hensler of the Zizzo Group.

Joint 27th Street Steering Committee Meeting Minutes
July 2, 2008
Page 3

Discussion of the Citizen Comments section of the South 27th Street website, and the appropriate process for forwarding comments.

Report on public relations activities by Kristin Settle of Zizzo Group.

VII. Future meeting date(s) and location(s)

The next meeting of the Steering Committee will take place on July 16, 2008, 4 p.m., at Franklin City Hall.

The subsequent meeting of the Steering Committee was scheduled for July 30, 2008, 8 a.m., at Oak Creek City Hall.

A possible joint Franklin – Oak Creek Common Council meeting was suggested for August 6, 2008, 6:30 p.m., relating to South 27th Street design elements and implementation of streetscape features.

VIII. Adjournment

Motion to adjourn by Member Michalski, second by Member Myszkowski. All present voted aye. Meeting adjourned at 10:35 a.m.