

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday June 28, 2022, 6:30 PM**

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

**Excused:** Public Works Director Kaiser

**Also Present:** Mayor Lang, City Attorney Westbrook, Community Development & Assessment Director Haese, Police Chief Olson, Utility Director Mach, Street Superintendent Radtke, Assistant Police Chief Bernice, Traffic Engineer Merten, Public Works Staff Engineer Kummerow, and Public Works Office Manager Mroczkowski

Approval of the June 7, 2022 Regular Meeting Minutes

Motion Second/Carried by Hillstrom/Borchardt to approve the meeting minutes of the June 7, 2022 Regular Meeting. All voting aye.

Public Appearances:  
None

**Motion Second/Carried by Hillstrom/Stevenson to move agenda items 5 and 6 to the top of the agenda.** All voting aye.

Town of Neenah Boundary Agreement & Master Sewer Agreement

City Attorney Westbrook reviewed his memo of June 28, 2022. He stated that the Common Council has already approved the boundary agreement with the Town of Neenah. However, the Town of Neenah Sanitary District would not sign it until the Master Sewer Agreement was completed. He stated that to avoid this situation from happening again in the future, language has been added to the boundary agreement to remove the Sanitary District as a party to the majority of the agreement.

City Attorney Westbrook stated that the Master Sewer Agreement does not include any new provisions, but rather joins together several past agreements into one document.

Report

Following Discussion: **Motion Second/Carried by Stevenson/Hillstrom to recommend Council approve the Boundary Agreement between the Town of Neenah, City of Neenah, and Town of Neenah Sanitary District No.2.** All voting aye.

Attorney Westbrook noted that from the city standpoint, article eight which addresses cost sharing, it is now better defined in that the town will continue to pay 35% of the city rate per 1,000 gallons. He also noted that article eight provides that if in the future, the City Council or the Department of Public Works elects to do a new rate study, the rate whether it is an increase or decrease, would be the new rate the town would be required to pay.

Following discussion: **Motion/Second/Carried by Hillstrom/Borchardt to recommend Council approve the Master Sewer Agreement between the City of Neenah, Sanitary District No.2, and Town of Neenah.** All voting aye.

Report

Resolution 2022-11: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue and Zemlock Avenue

Engineer Kummerow stated that the streets included in this project include partially replaced sanitary laterals from the sewer main to the front of the sidewalk. He stated that this project will complete replacement of the sanitary laterals and the private lead water service.

Aldersperson Borchardt asked if these streets are in addition to the streets in our 2022 Capital Improvement Program (CIP). Director Mach stated they are on top of what is scheduled in our 2022 CIP.

Aldersperson Hillstrom asked if the city will be hiring the contractor. Engineer Kummerow stated this project will be bid out. He stated home owners will have the option of doing it themselves. However, in most cases the companies that homeowners contact will likely elect not to do the work individually because it is already part of a city contract.

Report

Following discussion, **Motion/Second/Carried Stevenson/Borchardt to recommend Council adopt Resolution No. 2022-11: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue and Zemlock Avenue.** All voting aye.

Assessment Report: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue, and Zemlock Avenue

Engineer Kummerow stated that the assessment report is an estimate of what it would cost to do the work under contract. He stated that the city's estimated construction cost is \$4,000 for the sewer with a 50/50 cost share and \$4,000 for the water service replacement. Engineer Kummerow stated that there are two city side water services

that may need to be relayed from the existing water main to the sidewalk at a cost of \$2,000 each.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Borchardt to authorize the Chairman to sign the Assessment Report for Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue, and Zemlock Avenue.** All voting aye.

### Commercial Street/Winneconne Avenue Conceptual Design

Traffic Engineer Merten reviewed his memo of June 24, 2022. He stated that staff has begun design work with Westwood on the S. Commercial Street reconstruction project slated for 2025. He stated that when reviewing layouts, one discussion point that came up is how to address the road layout between Winneconne Avenue and Division Street. Traffic Engineer Merten stated that currently, the road layout features two southbound drive lanes, one of which becomes a left turn only lane at Division Street. He stated that this has been a point of frustration for residents since its implementation in 2013, as it creates a merge competition zone, resulting in speeding, weaving, and increased queueing at upstream intersections due to poor lane utilization.

Traffic Engineer Merten stated that staff recommends removing this merge point by channeling traffic north of the Winneconne Avenue intersection, such that a right turn lane is created for southbound Commercial Street and a single lane is available for southbound through traffic.

Traffic Engineer Merten stated that staff requested that Westwood prepare an amendment to our current contract for design and real estate services for the concept. Westwood's estimate for these services is \$49,800. He stated that if approved, this would be financed through this year's design contract budget (\$250,000) and would be accounted for through adjustments made to the 2023 design contract budget.

Traffic Engineer Merten stated that staff recommends to proceed with the Westwood amendment for design and real estate services to modify the Winneconne and Commercial Street intersection as proposed for a cost of \$49,800 to be financed through 2022 design contract budget.

Aldersperson Weber asked if the left turn lane at Division Street, from S. Commercial Street will remain. Traffic Engineer stated that it will, but the design of the turn lane will be reconfigured.

Aldersperson Weber asked if the traffic study assures that there will be no vehicle stacking issues with a single middle lane. Traffic Engineer Merten stated that recent the traffic study shows that 51% southbound vehicles at Winneconne Avenue and Commercial Street turn right. He stated that in theory, the single middle lane should not result in any vehicle stacking issues.

Aldersperson Borchardt asked what impact the new right turn lane will have on Church Street. Traffic Engineer Merten stated that it will make turning left from Church Street onto Winneconne Avenue more difficult for drivers.

Alderson Hillstrom asked if there will be a yield sign for the right turn lane. Traffic Engineer Merten stated yes.

The Committee discussed options and traffic impacts of the right turn lane for the Church Street/Winneconne Avenue intersection including a no left turn sign, restricting the hours that left turns can be done and installing an island.

Alderson Stevenson stated that we are using the argument that we are benefiting the Commercial Street and Division Street intersection by making a change to the traffic pattern at Commercial Street and Winneconne Avenue. He stated that if a change is made it needs to be done because of the vehicle stacking issues, north of the intersection.

Alderson Stevenson stated that his biggest concern with this project is the cost. He stated that there will be land acquisition costs which will be high, along with the cost of building the intersection. He stated that the engineering design costs alone are \$50,000. He stated that he would prefer to wait until the 5-year capital improvement project discussion is held to see what other projects are upcoming. He stated that he does not see the need to rush this through when the S. Commercial Street project is a 3-year engineering plan.

Director Haese stated that adding a right turn lane at this intersection was done circa 1992 with the mapping of the reservation of land. He stated that if we look at the significant queuing of vehicles traveling south on Commercial Street, at Wisconsin Avenue, the vehicles in the right lane, are already positioning themselves to turn right at Commercial Street and Winneconne Avenue.

Director Haese stated that as staff started to look at the design of S. Commercial Street south of Winneconne Avenue, we recognized the challenges that we have with traffic traveling north on Commercial Street. He stated that as the City Planner, changing the traffic footprint at Commercial Street and Winneconne Avenue has more to do with what is happening north of Winneconne Avenue on Commercial Street.

The Committee discussed further, funding for the design contract and redefining the scope of the contract amendment with Westwood, land acquisitions, construction of the intersection, the need to keep this timely because the S. Commercial Street project is in the design phase, and whether to wait until the CIP discussions.

Following discussion, **Motion/Second/Carried Stevenson/Borchardt to defer the Commercial Street/Winneconne Avenue Intersection Design proposal to a future meeting.** All voting aye.

#### Fleet #77A Scissor Lift

Street Superintendent Radtke reviewed his memo. He stated that he asking to purchase a reconditioned scissor lift from Wolter Inc. He stated that this piece of equipment is certified and comes with a one year warranty. He stated that the current lift will not be sold at auction because other departments use it.

Street Superintendent Radtke recommends the purchase of a certified, reconditioned 2013 JLG 2630ES Scissor Lift from Wolter Inc., in the amount of \$16,900.00.

Report

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom recommend Council approve the purchase of a certified, reconditioned 2013 JLG 2630ES Scissor Lift from Wolter Inc., in the amount of \$16.900.00 using Capital Equipment funds** All voting aye.

#### Fleet #69 2022 Leaf Collection Trailer

Superintendent Radtke stated that due to new designs of trucks, it is taking more manpower to convert our plow trucks into leaf picking trucks and vice-versa. He stated that because of this he looked for alternatives to our current system. He stated that leaf collection trailer is a self-contained unit. He stated the pricing is about the same as the current unit that we use.

Superintendent Radtke stated that the Village of Fox Crossing has two of these units and they work quite well.

Superintendent Radtke stated that he recommends the purchase of 2022 OBD DCL-800 Leaf Collection Trailer from MacQueen Equipment, in the amount of \$124,867.00.

Aldersperson Stevenson asked where the balance of the funding source will come from. Superintendent Radtke stated that he will defer the purchase of the pavement roller which is in the 2022 Capital Equipment Budget.

Report

Following discussion: **Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve the purchase of a 2022 OBD DCL-800 Leaf Collection Trailer from MacQueen Equipment, in the amount of \$124,867.00 with \$110,000.00 coming from the 2022 Capital Equipment budget and the remaining \$14,867.00 to come from the 2022 Capital Equipment budget funds for the pavement roller replacement.** All voting aye.

#### Special Event Barrier Strategies

Assistant Chief Bernice reviewed his memo of June 17, 2022. He stated that special events are unique because we do not want extreme defensive measures to create a negative atmosphere but rather a positive and encouraging environment. Members of the Neenah Police Department, Public Works Department, Fire Department and Parks & Recreation have been successful and ahead of many other communities by positioning City-owned vehicles along strategic avenues of approach. Main roads are concentrated on, but entrance into these special events is still possible.

Assistant Chief Bernice stated that there are several different strategies for discussion such as vehicle blockages, jersey barriers, portable modular vehicle barriers, permanent hydraulic barrier systems and a hybrid system, utilizing one or more of these options. He stated that the one that we have been looking at is a new portable modular vehicle barrier. If the city focused on the intersections of Main and Doty, Wisconsin and Commercial and both sides of Church there is approximately 230 linear feet which in the quote we received comes to a little over \$300,000.00.

Assistant Chief Bernice stated that the Police Department is asking for direction as to the best course of action in developing mitigation strategies that fall within budget parameters to enhance roadway safety during outdoor events in the City of Neenah.

Alderman Stevenson stated that he appreciates the efforts that have been done so far and being proactive in researching the options. He stated that before we can decide on a type of system we need to come to an understanding as a community as to what we want to protect and what we expect to be protected.

Alderman Borchardt stated that everyone is in agreement that we need some type of protective system for our events. He stated that we need to identify events that would be protected and look at the access points and how we can provide protection in the most cost efficient way.

The Committee further discussed what events would use this system, the expectation that all city events would need some type of protection, which strategy might be most cost effective and provide the most protection, and how we want this protection to be perceived by our residents.

Alderman Stevenson stated that we need to establish an inventory of the equipment we have to use as barriers and an inventory of event locations before we can proceed on determining the right type of mitigation strategy.

Alderman Weber stated that there is no doubt that we want to protect our citizens. He stated that before we can start talking about a mitigation plan we need to know what all the scenarios might be.

Alderman Borchardt stated that we need to start looking at alternative routes and streets for events that would create a safer route with less access points.

The Committee further discussed funding sources, cost sharing, developing a 5-year plan for implementing this system starting with the higher attended events, creating a cost comparison for the systems and which events may be able to use a more hybrid system.

Assistant Chief Bernice stated that staff will prepare an inventory of events and equipment and present it at an upcoming meeting.

Recommendation to Approve the Construction Management Contract with Miron Construction for the Police Station Remodel

Chief Olson stated that before the Committee is the standard formal agreement document A133 and 201A with Miron Construction. He stated there was only one change that was made to article 11.1.3 regarding the handling of Applications for payment. He stated that he received an email from Director Kaiser asking for clarification of the Applications for payment and going through the Board of Public Works for approval. Chief Olson stated that Director Kaiser requested that article 11.1.3 language be changed to follow the city's standard pay request process, and those changes have been are reflected in the handout that was presented to the Committee tonight.

Report

Following discussion: **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the AIA document A133 and A201, standard form of agreement with Miron Construction and the City of Neenah.** All voting aye.

Pavement Marking Change on N. Lake Street

Traffic Engineer Merten reviewed his memo of June 24, 2022. He stated that over the past several years, staff has received complaints regarding the Starbucks drive thru queues overflowing onto S. Lake Street, which sometimes create bottlenecks at the Winneconne Avenue roundabout exit onto S. Lake Street. He stated that the frequency of these complaints has intensified in recent years. Traffic Engineer Merten stated that to address these concerns, staff is proposing redistributing the existing S. Lake Street road width via pavement markings, shifting the travel lanes further to the northwest (away from Starbucks).

Traffic Engineer Merten stated that in order to do so, a no parking zone will be required on the northwest side of the street that does not currently exist. He stated that by making these changes two primary benefits can be achieved the first being it will reduce friction between northbound through traffic and queued drive thru traffic by allocating more space for both to exist simultaneously. He stated that the second benefit is that it will reduce the occurrence of pinched traffic exiting the roundabout by providing clear pavement marking delineation designating where a stopped vehicle can and cannot be.

Traffic Engineer Merten stated that in order to provide a design which avoids awkward lane markings and weaving movements, staff proposes to place a no parking anytime zone along the entire stretch of S. Lake Street from W. Winneconne Avenue to S. Western Avenue. He stated that by making this change will override a small no parking 7 AM – 6 PM zone in front of the apartments at 1005 S. Lake Street. Traffic Engineer Merten stated that parking along this stretch has been observed to be unutilized except by Auto Trim and Design at 990 S. Lake Street, which primarily uses the southeast side.

Traffic Engineer Merten stated that staff recommends a “no parking anytime” zone on the northwest side of S. Lake Street from W. Winneconne Avenue to S. Western Avenue to be installed and codified by ordinance within six months upon Common Council approval.

Aldersperson Borchardt stated that in these types of scenarios, the business is typically asked to take it on their own to remedy the problem or at least help in solving the problem. Aldersperson Borchardt asked if Starbucks was approached to help solve the problem. Traffic Engineer Merten stated that he has talked with Starbucks on several occasions with no results.

Aldersperson Borchardt asked if we have approached the other businesses around Starbucks to see if a different traffic pattern could be established utilizing all the property in that area. Traffic Engineer Merten stated that he has discussed this option with Community Development and the city really has no leverage to force that change.

Aldersperson Hillstrom stated that many vehicles are backed up into the roundabout in the morning so he is glad that changes are going to be made. He stated that there will cars that will ignore the new pavement markings and asked how this will be handled. Traffic Engineer Merten stated by having a defined marked area, it will allow the police department to know which cars are in violation and make it easier to enforce the no parking zone.

Report

Following discussion: **Motion/Second/Carried Stevenson/Hillstrom to recommend a “no parking anytime” zone on the northwest side of S. Lake Street from W. Winneconne Avenue to S. Western Avenue to be installed and codified by ordinance.** All voting aye.

### Special Events

#### Labor Day Parade and Festival

C.A.

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend the Council approve the Street Use Permit for the Farewell Party, sponsored by Fox Valley Labor Council, to be held on September 5, 2022 from 10:00 AM to 11:00 AM.** All voting aye.



Licenses

Temporary Class "B" (Picnic) License to sell fermented malt beverages for the Bergstrom-Mahler Museum Art After Dark

C.A.

Following discussion , **Motion/Second/Carried Hillstrom/Borchardt to recommend Common Council approve the Temporary Class "B" Picnic License application for the sale of fermented malt beverages to Fox Valley Area Labor Council., for Labor Day Parade and Festival to be held on September 5, 2022 from 10:00 PM to 5:00 PM.** All voting aye.

Adjournment: **Motion/Second/Carried Borchardt/Hillstrom to adjourn at 8:45 PM.**  
All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager