

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
June 13, 2023 @ 6:30 PM
City Hall, 211 Walnut Street
Council Chambers

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

AGENDA

1. Approval of Minutes of the Meeting of 30, 2023 (Attachment)
2. Public Appearances
3. Resolution 2023-12 - Compliance Monitoring Annual Report for Sanitary Sewer (CMAR) (Attachment)
4. Fleet #40 – 2023 Combination Sewer and Hydraulic-Vac Truck (Attachment)
5. Request to Purchase Refuse and Recycling Carts (Attachment)
6. Freedom Acres and Homes at Freedom Meadows 2” Asphalt Mat Overlay Follow-Up (Attachment)
7. Licenses
 - a. St. Margaret Mary Parish, Temporary Class “B” (Picnic) License (Attachment)
 - b. Fox Valley Area Labor Council, Temporary Class “B” (Picnic) License (Attachment)
 - c. Laura Nelson, Firelite Inc., Temporary Extension of Licenses Premises (Attachment)
8. Public Works General Construction and Department Activity Report (Attachment)
9. Announcements/Future Agenda Items
10. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City’s ADA Coordinator at (920)886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 30, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Stevenson

Also Present: Mayor Lang, City Attorney Rashid, Asst. Police Chief Bernice, Public Works Director Kaiser, City Clerk Nagel, Public Works Office Manager Mroczkowski, Tom McHugh, Sara Hanneman, Eric Glassco, and Rich Van Sistine

Public Appearances:

Tom McHugh, PO Box 54, Greenville WI – spoke regarding the possible assessment for the 2-Inch asphalt mat and sidewalk in Homes for Freedom Acres. He stated that he sold the houses assuming that the developer’s escrow would be paying for the first layer of asphalt and sidewalks. He stated that he was not aware that the property owner could be assessed for the balance of the not if escrowed funds were not enough. He stated that this is unprecedented that escrows do not cover the full cost.

Approval of Minutes of the Meeting of May 9, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of May 9, 2023. All voting aye.

Proposed Special Event Ordinance 2023-09 & Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08

City Attorney Raschid stated that the proposed amendment to Municipal Code Chapter 14, Streets, Sidewalks, and Other Public Places, adds Article V, Special Event Permit. He stated this provides clarity as to what city resources are being used and the cost for the use of those resources. He stated that Chapter 4, Businesses, adds Section 4-108, Special Event Temporary Designated Outdoor Refreshment Area (TDORA). City Attorney Raschid stated that event organizers were wanting to be able to allow event attendees to have open alcohol on the sidewalk and street in the closed off events sections of Wisconsin Avenue and this amendment will do this.

Ms. Hanneman, representing Future Neenah Inc., stated that all drinks that will be sold and taken out of the establishments will have an identifying sticker to show that they were bought at a licensed establishment and served by a licensed bartender and that all proper measures were taken to verify ID.

Alderperson Hillstrom asked how the area for the TDORA was decided on. Ms. Hanneman stated that it was set using the Business Improvement District (BID) boundaries.

Assistant Police Chief Bernice stated that the Police Department supports this initiative.

Aldersperson Hillstrom stated that he has concerns that we are always doing things for the downtown businesses and hopes this will not take away from businesses outside the BID. He stated that he would like to have this reviewed in one year.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve Special Event Ordinance 2023-09 & Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. All voting aye.

Annual Liquor License Renewals

City Clerk Nagel stated that these are the annual renewals that are due to expire on June 30th. She stated that the only change to the list is Applebee's not renewing.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council the 2023-2024 liquor license renewal applications. All voting aye.

Special Event Applications

Future Neenah Summer Kick Off Concert

City Clerk Nagel stated that Future Neenah did request the DORA for this event. She stated that the footprint is the same as previous years. She stated that with the DORA there is an application fee to be paid yet and also having each participating establishment submitting a temporary extension of licensed premises application.

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. All voting aye.

St. Gabriel Eucharistic Procession

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the St. Gabriel Eucharistic Procession, sponsored by St. Gabriel Catholic Church, 900 Geiger Street, to be held on June 11, 2023, from 11:00 AM to 11:30 AM. All voting aye.

Community Fest

C.A.

Following Discussion: Motion/Second/Carried by Hillstrom/Borchardt to recommend Council approve the Street Use Permit for Community Fest sponsored by City of Neenah Parks & Recreation, 211 Walnut Street, Neenah to be held on July 3, 2023, from 7:00 AM to 10:00 PM and July 4, 2023, from 7:00 AM to 10:30 PM. All voting aye.

Future Neenah Boogie Downtown

City Clerk Nagel stated that Future Neenah did request the DORA for this event. She stated that the footprint is the same as previous years. She stated that with the DORA there is an application fee to be paid yet and also having each participating establishment submitting a temporary extension of licensed premises application.

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. All voting aye.

Freedom Acres, Homes at Freedom Acres: Two Inch Mat Cost Follow Up

Director Kaiser reviewed his memo of May 25, 2023. He stated that the escrowed funds for these developments are very specific to what the funding can be used for. He stated that the escrowed funds for the sidewalk and two-inch asphalt mat cannot be pooled together to cover the cost of the shortfall of \$56,938 between these two developments.

Director Kaiser stated that there is language in each development that covers the possibility of assessing the property owners if the escrowed funds are insufficient to cover the installation costs.

Director Kaiser stated that there are sufficient funds to move forward with the sidewalk installation this year and that he will be submitting a change order to the Board of Public Works to do that.

Aldersperson Weber asked staff to verify if the 8-year installment plan could be used for the assessments.

Rich Van Sistine, 1436 Freedom Ct – stated that this situation has not come up before and asked if there are city funds available to help cover the shortfall that it be considered.

Aldersperson Borchardt asked staff to see if there is a way to split the two-inch asphalt mat shortfall between the developer and the city.

Director Kaiser stated that he will look into that option and present it at the next meeting. He stated that he will proceed with the sidewalk installation.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Stevenson to adjourn at 6:03 PM.
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



RESOLUTION NO. 2023-12

A RESOLUTION APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT FOR SANITARY SEWER

WHEREAS, the City of Neenah Common Council has reviewed the Compliance Maintenance Annual Report (CMAR) prepared for the Wisconsin Department of Natural Resources by the City’s Department of Public Works staff relating to the City of Neenah’s sanitary sewer conveyance system.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Neenah, Winnebago County this 13th day of June, 2023 that the City:

1. Accept the CMAR and place it on file;
2. Agree to continued monitoring and investigation of inflow and infiltration (I&I) in the City’s sanitary sewer conveyance system; and,
3. Complete the sanitary sewer usage rate study.

Adopted, approved and recorded this 13th day of June, 2023.

Recommended by: Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Char Nagel, City Clerk

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Andrew Kahl"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-886-6148"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="akahl@neenahwi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	
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3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,164,414.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 813,989.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

Yes

No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

Yes - If Yes, please provide major project information, if not already listed below.

No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Replace sanitary sewer mains, manholes and laterals.	\$1,922,400	2023
2	Replace sewer mains, manholes and laterals prior to street replacement.	\$1,560,000	2024
3	Replace sanitary mains, manholes and laterals prior to street projects.	\$2,386,000	2025
4	Replace sanitary sewer mains, manholes and laterals prior to street construction.	\$2,170,000	2026

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	13,415	140
February	13,681	120
March	18,855	94
April	26,061	38
May	20,907	7
June	18,349	4
July	12,461	4
August	13,015	5
September	15,499	5
October	11,470	24
November	18,560	85
December	23,061	126
Total	205,334	652
Average	17,111	54

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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Neenah Sewage Collection System

Last Updated: Reporting For:
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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

the goals of the collection system was to provide uninterrupted service to customers without backups; replace old sanitary sewer mains and laterals on streets to be reconstructed; and to identify sources of infiltration.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapters 26 & 28 Neenah Munic. Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2006-05-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

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6/8/2023 **2022**

- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Standard Specifications for Sewer & Water Construction in Wisconsin

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	60	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	2	% of system/year
Manhole inspections	30	% of system/year
Lift station O&M	60	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	1	% of system/year

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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6/8/2023 **2022**

Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

Number of complaints

Average daily flow in MGD (if available)

Peak monthly flow in MGD (if available)

Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)

Sewer pipe failures (pipe failures/sewer mile/yr)

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

Complaints (number/sewer mile)

Peaking factor ratio (Peak Monthly:Annual Daily Avg)

Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

Compliance Maintenance Annual Report

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- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Not much has changed from previous years. Flows increased in the system after snow melt and heavy rains while there were no major issues mainly due to a lack of major flooding.

5.4 What is being done to address infiltration/inflow in your collection system?

The City continues to replace old mains, manholes and laterals prior to street projects. The City is also continuing to install storm laterals in older parts of the city for sump pump discharges.

Total Points Generated	-
Score (100 - Total Points Generated)	-
Section Grade	-

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	-			
TOTALS			1	4
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)



City Services Building

1495 Tullar Road Neenah, WI 54956

Phone: (920) 886-6260 Fax: (920) 886-6269

Proposals

Fleet #40 (2023 Combination Sewer and Hydro-Vac Truck)

• MacQueen Equipment Menomonee Falls, WI	New Vactor 2100i	\$509,419.00
• Envirotech Equipment Pewaukee, WI	New Vac-Con Titan	\$558,249.00
• Envirotech Equipment Pewaukee, WI	Demo Vac-Con Titan (2023 - Lightly Used)	\$467,997.00
• Brown Equipment Company Evansville, IN	New 900-ECO	\$519,119.60

Staff recommends purchasing a 2023 Vactor 2100i from MacQueen Equipment of Menomonee Falls for \$509,419.00

Staff also recommends purchasing a new 2-way radio and communication set for no more than \$2500.00.

Existing equipment (2013 Vac-Con Combo Truck) will be listed on GovDeals with an approximate value of \$70,000.00.

2023 budgeted amount of \$525,000.00

(Page 331 Item 1 in 2023 Budget Book)

2023 Sewer Combination Truck

BRAND	Vactor 2100i	Vac-Con Titan	Vac-Con Titan	Sewer Equipment	Notes
NEW/DEMO	New	New	Demo	New	
PRICE	\$ 509,419.00	\$ 558,249.00	\$ 467,997.00	\$ 519,119.60	Budget of \$525,000.00
AVAILABILITY	Late 2023	Early to mid 2024	Now	Late 2023/Early 2024	
ENGINE	Cummins	Cummins		Cummins	
DRIVE SYSTEM	Transfer Case	Transfer Case	5.7 liter gas motor	Transfer Case	Demo truck has an additional gas motor, which requires unleaded fuel
VACCUM UNIT	PD Blower	PD Blower	Fan	PD Blower	
BOOM	"Rapid Deploy Boom"	Standard Boom		Standard Boom	No need for connections on normal use
HOSE	1" x 600'	3/4" x 600'		1" x 800'	More water volume rather than higher pressure
REEL	extend and swivel hose reel	swivel hose reel		extend and swivel	Keeps operator protected behind truck, out of traffic
WATER PUMP	single piston pump	tri-plex plunger pump		tri-plex plunger pump	Mechanics prefer single piston pump, less moving parts, easier to work on when needed
PRESSURE	Dial in pressure adjustment	throttle		throttle	Adjusts water pressure without changing motor speed
TANKS	Stainless Steel	polyethylene		Duraproline (special poly)	
DUMP HEIGHT	60"	42"		60"	Allows to dump into a container or bin if needed





Public Works Department
City Services Building
1495 Tullar Road, Neenah, WI 54956
Phone: 920-886-6260 Fax: 920-886-6269

Proposal

Refuse and Recycling Carts

Rehrig Pacific Pleasant Prairie, WI	360 carts (Minimum order)	\$24,138.00 \$67.05 per cart
Rehrig Pacific Pleasant Prairie, WI	702 carts (Full truckload)	\$45,790.34 \$65.23 per cart
Sierra Container Group Ocala, FL	408 carts (Minimum order)	\$23,748.00 \$58.21 per cart
Sierra Container Group Ocala, FL	648 carts (Full truckload)	\$37,404.20 \$57.72 per cart

Staff would like to note that these prices and numbers are for an equal split of 95-gallon refuse and recycling carts. The Rehrig Pacific price includes a \$700.00 freight charge while the Sierra quote includes a \$900.00 freight charge. Sierra and Rehrig are very similar in design and share interchangeable parts.

Staff recommends the purchase of (648) 95-gallon refuse and recycling carts from Sierra Container Group for \$37,404.20

Budgeted 2023 amount of \$17,000.00
(Page 331 Item #10 in 2023 Budget Book)

The remaining balance of \$20,404.20 would come from Capital Equipment Reserves.



M E M O R A N D U M

DATE: June 9, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Freedom Acres, Homes at Freedom Meadows: Two-inch Mat Cost follow-up

At the Committee meeting of May 30, further discussion was held about the contract cost of placing a 2-inch temporary asphalt surface in the Freedom Acres and Home at Freedom Meadows subdivisions. Between the two developments, the developer escrowed \$106,700 for that work. The bid price came in at \$163,638, which is \$56,938 higher than the escrow. There are budgeted funds sufficient to cover the shortfall, so the work can proceed.

Two additional pieces of information were requested coming out of the May discussion. The first item was the applicability of the 8-year payment plan for a special assessment in this case. Special assessments are discussed in municipal code Ch. 13 and 25.

Sec. 13-2 is the basis for our commonly used 5-year payment plan, stating: "Except as otherwise provided, the special assessments shall be paid in five annual installments."

The 8-year special assessment payment plan comes from Sec. 25-130, which states:

In the event that the subdivider voluntarily transfers title to any of the lots within said subdivision prior to the installation of the above-mentioned required improvements, said purchaser shall have in addition to the five-year special assessment provisions as set forth in Section 13-2 of this Municipal Code the option of an eight-year special assessment financing program.

The "above-mentioned required improvements" noted in that sentence are discussed in Sec. 25-126 (Streets), 25-127 (Sidewalks), 25-128 (Storm sewer laterals), and 25-129 (Street lights). Sec. 25-126 requires the subdivision to "have street paving, curb, gutter and sidewalk installed as shown on the final plat". Current practice is to cover the details of those items in the development agreement. While I assume that the phrase "street paving" was intended to be *final* street paving, without more specific information, it could be interpreted to include the 2-inch mat. This would allow it to come under the 8-year special assessment payment plan.

The second item requested was a review of possible cost-share arrangements. The first attached table was in the initial memo on the issue and summarizes the projects costs and estimated special assessment calculation. The second table outlines a range of cost-share options.

Project Cost and Estimated Assessment Summary

Total Project Footage:	2,830
Total Project Cost:	\$163,638.00
Cost/Foot:	\$57.82
Freedom Acres Length (ft):	1,300
Freedom Acres Cost:	\$75,169.40
Escrowed Amount:	\$45,500.00
Net Project Estimate:	\$29,669.40
Direct Costs:	\$0
Assessable Project Costs:	\$29,669.40
No. of Lots:	14
Cost per Lot	\$2,119.24
Homes at Freedom Meadows Length (ft):	1,530
Homes at Freedom Meadows Cost:	\$88,468.60
Escrowed Amount:	\$61,200.00
Net Project Estimate:	\$27,268.60
Direct Costs:	\$0
Assessable Project Costs:	\$27,268.60
No. of Lots:	31
Cost per Lot	\$879.63

Cost-share Options and Impacts

	Property Owner %	Property Owner Cost	City %	City Cost	Total Property Owner Cost	Total City Cost
Freedom Acres	100%	\$2,119.24	0%	\$0.00	\$29,669.40	\$0.00
	75%	\$1,589.43	25%	\$529.81	\$22,252.05	\$7,417.35
	50%	\$1,059.62	50%	\$1,059.62	\$14,834.70	\$14,834.70
	25%	\$529.81	75%	\$1,589.43	\$7,417.35	\$22,252.05
	0%	\$0.00	100%	\$2,119.24	\$0.00	\$29,669.40
Homes at Freedom Meadows	100%	\$879.63	0%	\$0.00	\$27,268.60	\$0.00
	75%	\$659.72	25%	\$219.91	\$20,451.45	\$6,817.15
	50%	\$439.82	50%	\$439.82	\$13,634.30	\$13,634.30
	25%	\$219.91	75%	\$659.72	\$6,817.15	\$20,451.45
	0%	\$0.00	100%	\$879.63	\$0.00	\$27,268.60

Public Services & Safety Committee

June 13, 2023 Meeting

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Type of Business	Location	Date(s) of Event
St. Margaret Mary Parish	Parish Picnic	Beer&Wine	Church	439 Washington Ave	08/06/23
Fox Valley Area Labor Council	Labor Fest 2023	Beer	Labor Union	157 S. Green Bay Rd - Lucky Dogz	09/05/23

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event
Laura Nelson	Laura Nelson	25 Yr. Customer Appreciation Celebration	Firelite Inc, 1171 Gillinham Rd	7/8/2023	11am - 6pm

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 5/26/2023

Town Village City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/6/23 and ending 8/6/23 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Margaret Mary Parish

(b) Address 439 Washington Ave, Neenah WI 54956
(Street) Town Village City

(c) Date organized 1932

(d) If corporation, give date of incorporation 1932

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Administrator: Fr. Norito Barra, 641 Elm St. Neenah WI 54956

Vice President Trustee: Peter Duleamara, 1103 Nicolet Blvd, Neenah WI 54956

Secretary Trustee: Daniel Bornemann, 1323 Winter Wheat Dr., Neenah WI 54956

Treasurer _____

(g) Name and address of manager or person in charge of affair: Matthew Follen, 1944 Big Bend Dr. Neenah, WI 54956 - Matthew is member of Finance Council

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 439 Washington Ave, Neenah WI 54956

(b) Lot 439 Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Picnic to take place outside on playground area, weather permitting

3. Name of Event

(a) List name of the event Parish Picnic

(b) Dates of event 8/6/2023

(c) Does this event require a Special Event Permit Application? _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____

[Signature] MAY 26, 2023
(Signature / Date)

St. Margaret Mary Parish
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Town Village City of NEENAH

Application Date: _____

County of WINNEBAGO

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name FOX VALLEY AREA LABOR COUNCIL ; AFL-CIO

(b) Address P.O. Box 186 MENASHA, WI 54952
(Street) Town Village City

(c) Date organized 1988

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President MARK WESTPHAL 945 HUNT AVE NEENAH, WI 54956

Vice President Rick Vander Heuvel W4580 Glenn St Appleton, WI 54913

Secretary Cindy Carley 1102 N Superior St Appleton, WI 54911

Treasurer Jason Schmitz 149055 Spring Valley Rd Menasha WI 54952

(g) Name and address of manager or person in charge of affair:
MARK WESTPHAL 945 HUNT AVE NEENAH WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 157 S. GREEN BAY RD. NEENAH, WI 54956

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: PARKING LOT AND LAWN AREA; BACK HALF OF BUILDING HALL #3 AND #4

3. Name of Event

(a) List name of the event LABOR FEST 2023

(b) Dates of event Sept. 4, 2023

(c) Does this event require a Special Event Permit Application? Yes - For Parade

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Mark Westphal 6/5/23
(Signature / Date)

FOX VALLEY AREA LABOR COUNCIL ;
AFL-CIO
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

Office of the City Clerk, 211 Walnut Street, Neenah, WI 54956

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid:	Date filed:	Deadline:
Map included:		25 days prior to event

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): <i>Laura Nelson</i>	Contact Phone #: <i>920-810-2922</i>
Corporation or LLC Name: (if applicable) <i>Firelite, Inc.</i>	Business/Trade Name: <i>Firelite</i>
Business Address: <i>1171 Gillingham Rd.</i>	

Section 2: Event Information

Name of Event:
25 yr. customer appreciation celebration

List Dates & Times (include a.m. or p.m.): *Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.*
Sat., July 8th 11 am - 6 pm

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.
Example: Parking lot at north side of the premise. The area MUST be contiguous to the current licensed premise.

Sidewalk at the _____ of premise Parking lot at the _____ of premise.
 Street of the _____ of premise Parking lot at the _____ of premise.
 Other: *Concrete area on south side of building, plus lawn space in back.*

Check all that apply for the area(s) on the premise where the event will take place.

I own I will obtain a special event permit (see information sheet for details)
 I lease I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): *Include a map on the reverse side of this application*

Map included. Same as we've done in prior years for Cornhole tournaments & 20 yr. celebration.

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

I affirm my understanding that any decision made by the Council is final and not subject to appeal; and
 I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

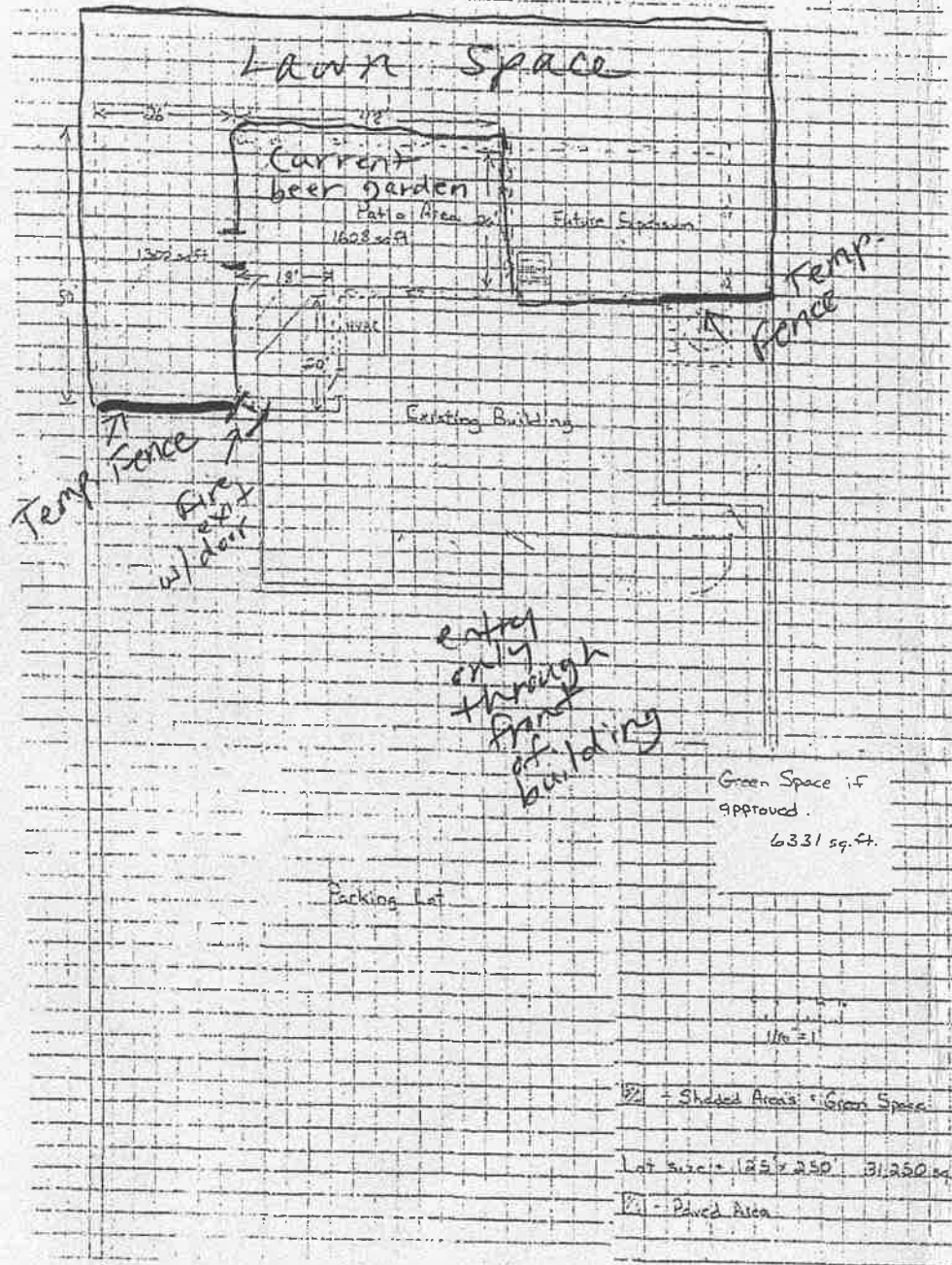
ALL APPLICANTS:

- I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Extension of Licensed Premise Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application approved.
- I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.

Laura Nelson

Signature of Sole Proprietor, Partner or Agent

Fire Lite





M E M O R A N D U M

DATE: June 8, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Rock placement for the water feature needs to be completed as does the installation of the electric service.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer main and water main installation is complete. Lateral/water service pulling is about 80% complete. Storm sewer main installation is scheduled to start June 8.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Brantwood Dr/Ct utilities are complete. Water main installation was completed on Charles and Memorial the week of June 5. Work will start on Hughes and Patrick the week of June 12.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A letter was sent to N. Park Avenue properties that have landscaping affected by the sidewalk installation. A pre-construction meeting is scheduled for June 9.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 6) Contract 5-23 (New Subdivision Street Construction):
 - a) Arthur Plat: Work is complete.
 - b) Cardinal Plat: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing is scheduled for the week of June 5.
 - c) Integrity Acres: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing is scheduled for the week of June 12.
 - d) Liberty Heights: Using Hedgeview Drive as a dividing line, curb/gutter and driveways have been poured on the west half of the subdivision. Curb/gutter installation on the east half of the subdivision is scheduled to start June 8. Road grading on the west half of the subdivision is also scheduled to start on June 8. A proof roll was done on the east half of the subdivision. Several soft areas were identified and are being excavated.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Utility work is complete. Road work is tentatively scheduled to start on June 19.
 - a) Beaulieu Road sanitary sewer – The residents on Beaulieu Road have come to agreement on repaving that private road. We had previously informed them of our desire to replace the northerly section of sanitary sewer main should the road work move ahead. A change order is being processed for Contract 6-23 to replace that section of sanitary sewer main.
- 8) Contract 7-23 (High, River Utility and Street Construction): The contract was awarded to Carl Bowers & Sons Construction. A schedule has not been set.

- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): This contract is being advertised the week of June 12 with bid opening scheduled for June 28.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project has been awarded to NEA. A schedule has not been set.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Bids were opened on June 7. Prices came in below budget. Bids will be reviewed at the next meeting of the Board of Public Works.
- 13) Hauser Room: Demolition is complete. The emergency egress door has been installed. Framing should be complete by June 9. Electric rough-in is scheduled for June 12 with drywalling to follow. The tentative completion date is July 7. Work on the 2nd floor conference room will follow the Hauser Room's completion.
- 14) Industrial Park Expansion: A traffic impact analysis RFP is being finalized and will be distributed the week of June 12.
- 15) E-Waste: The electronic waste event was held on May 20. The table below shows our collection history for the last 5 years.

Electronic Waste Collection History							
Weight of Material Collected							
	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
Spring 2018	10,144	1,952	588	1,923	2,893	7,418	24,918
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,059
Spring 2019	11,068	1,398	710	2,325	3,621	7,758	26,880
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,765
Spring 2020	12,759	3,350	1,147	2,211	4,403	8,468	32,338
Fall 2020	11,028	1,581	722	3,532	5,233	8,300	30,396
Spring 2021	7,246	1,551	543	2,432	3,485	7,060	22,317
Fall 2021	5,272	860	349	1,611	2,798	4,480	15,370
Spring 2022	6,702	943	668	2,179	4,312	5,240	20,044
Fall 2022	6,288	1,759	716	1,557	3,476	4,100	17,896
Spring 2023	5,090	1,482	598	1,666	3,687	6,360	18,883