

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
October 25, 2022 @ 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 Meetings of October 11, 2022 and October 19, 2022 (Attachment)
2. Public Appearances
3. Traffic Signal Conduit Repair/Improvement Request – Commercial/Bell (Attachment)
4. Traffic Signal Conduit Repair/Improvement Request – Bell/Industrial (Attachment)
5. Traffic Signal Detection Equipment Purchase Request (Attachment)
6. Downtown Bus Transfer Site Relocation (Attachment)
7. Fleet #79A – By-Pass Pump (Attachment)
8. Public Works Operation Changes (Attachment)
9. Special Assessment Method – New Subdivision Streets (Attachment)
10. Announcements/Future Agenda Items
11. 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.

**AMENDED
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 11, 2022, 6:30 PM**

Present: Alderpersons Hillstrom, Lendrum, Stevenson, and Weber

Excused: Alderperson Borchardt

Also Present: Mayor Lang, Police Chief Olson, Assistant Police Chief Bernice, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Paul Schmulligan, Miron Construction

Approval of the September 27, 2022 Regular Meeting Minutes

Motion/Second/Carried by Hillstrom/Weber to approve the minutes of the September 27, 2022 regular meeting. All voting aye

Public Appearances

None

Motion/Second/Carried Hillstrom/Weber to amend the agenda and move agenda items 5, 6, and 7 to top of agenda. All voting aye

Special Event Barrier-Additional Discussion

Assistant Chief Bernice thanked the committee members who assisted with the disaster relief effort for the area hit by Hurricane Ian in Florida.

Assistant Chief Bernice stated that his purpose tonight is to keep the committee informed as to the progress of selecting a barrier system and to narrow down the selection list.

Assistant Chief Bernice stated that Neenah has a wide range of types of special events and funding a barrier system that would fit all of them would be very expensive. He stated that the best option is to concentrate on the downtown footprint. He stated that this area, during special events, has a large concentration of pedestrians in a small select area making it a high target area. Assistant Chief Bernice stated that the area staff is focusing on is Wisconsin Avenue between Commercial Street and Main Street.

Assistant Chief Bernice stated distributed a matrix, with costs, of barrier systems that have been discussed previously to the Committee. He stated that the options are the

MVB system, Archer 1200 system, along with concrete barriers and city vehicle used for blocking intersections. Assistant Chief Bernice reviewed the matrix with the committee.

Alderson Stevenson asked how many barrier units of the MVB system would be needed to cover the suggested area. Assistant Chief Bernice stated that we would need 83 units.

Alderson Weber asked if the 83 units will cover the 140 lineal feet. Assistant Chief Bernice stated yes.

Alderson Lendrum stated that the MVB system is not DHS certified and asked for clarification. Assistant Chief Bernice stated that DHS stands for Department of Homeland Security. He stated that the Archer 1200 system is supported by DHS and endorses that system, but not the MVB system.

Alderson Lendrum asked if there are any opportunities for grant funding. Assistant Chief Bernice stated that will be his next step in this process, looking for an alternative funding source.

The Committee further discussed how the MVB and Archer 1200 compare with each other, what other municipalities have spent on these barrier systems and the possibility of sharing of the barrier systems between communities.

The Committee directed staff to continue to look for alternative funding and present to this committee when appropriate.

Police Department Update-Building Expansion Budget

Police Chief Olson reviewed his memo of October 6, 2022. He stated that currently the project is \$6,000 under budget without the addition of the air conditioner and upgrade to the generator. He stated that the air conditioning unit is for the firearms range which will be needed because of humidity safety concerns with slipping and falling and jamming of equipment. He stated that the air conditioning unit needs to be separate from the other rooms within the expansion. He stated that the total cost for adding the air conditioning unit to the range is \$121,043. This includes the HVAC equipment and installation, a new 480V electrical service and an allowance for the utility company costs.

Chief Olson stated that the generator system upgrades are optional but being recommended by Miron Construction. He stated that the current generator system has the capacity to handle the loads of the new addition but does not meet current code. He stated that if we are to tie into the existing generator, the circuits need to be upgraded to the current electrical code. Chief Olson stated that if we don't tie into the existing generator, we won't be able to use any part of the expansion during an electrical outing, other than egress lighting which will be powered by batteries. The cost for providing battery backup for egress light fixtures is \$12,000, which is already in the existing

budget. He stated that if we make the necessary upgrades to the generator to allow the addition to be tied into emergency power, the total net cost will be \$43,138.

Mr. Paul Schmulligan, Miron Construction Mechanical Estimator stated that the upgrade will assure that the training room lighting would be fully backed up so that all the lights would be functional, not just the egress lighting if the building lost power. He stated that the other option for \$12,000 is the minimum required for safety.

Alderson Hillstrom asked what the upgrade entails. Mr. Schmulligan stated that there would be a new panel created that would be separate all the emergency backup conduit. He stated that this is what is done in new construction with a merged backup generator.

Alderson Hillstrom asked what the life expectancy is for the current generator. Chief Olson stated that the current generator is 30 years old. He stated that the company that inspects the generator annually, feels it is still in good condition and working fine.

The Committee further discussed the life expectancy of the current generator, the cost of replacing the generator, how the upgrade would still be needed with or without a new generator, what is currently being powered by the generator and what staff would like to have powered by the generator.

Alderson Hillstrom asked if putting in a separate generator for the addition would be an option. Mr. Schmulligan stated that would be an option to explore.

Chief Olson stated that the cost of a new generator will be more than \$43,000.

Alderson Weber stated that there should be some other options researched before making a decision. He stated that the current generator should be reinspected to know what type of life expectancy number we are looking at, what the cost of a new generator would be and if purchasing a second generator is a feasible option.

The Committee directed staff to research Alderson Weber's options and present them to the Committee at a Special Meeting of the Public Services and Safety Committee meeting to be held on October 19th at 5:30 PM.

The Committee further discussed the request of adding an air conditioner to the project for the firearms range.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Weber to recommend Council approve adding the air conditioning to the firearms range with a budgeted amount of \$121,043. Vote (3/0/1) (Alderson Abstain)

Police Department Update-SRO Contract

Chief Olson reviewed his memo of October 7, 2022. He stated as of July 9, 2023, the Neenah Joint School District (NJSD) Superintendent Dr. Mary Pfeiffer, informed him

that the school district will no longer be funding two School Resource Officers (SRO). He stated that this decision will create multiple problems for the police department.

Chief Olson stated that negotiations have been ongoing for months between him and Superintendent Pfeiffer with no willingness to maintain the NJSD's funding level.

Chief Olson stated that the new configuration of 5th, 6th, 7th and 8th graders at the middle school is going to be a challenge for the police department. He stated that the SRO at the middle school now cannot keep up with all the incidents. Chief Olson stated that you now add on the elementary school calls, which are averaging over 100 calls per year, it is not sustainable for one SRO to cover the middle school and all the elementary schools.

Mayor Lang stated that herself, along with Finance Director Easker, and Deputy Finance Director Kahl attended a budget meeting for the Fire Department in Menasha and addressed this topic with the City of Menasha's Finance Director. Mayor Lang stated that the Menasha School District is funding the four SRO positions at 75% for 39 weeks. She stated that after comparing Neenah with other similar size school districts in the surrounding area, she stated that, the City of Neenah is grossly under supported.

Mayor Lang stated that currently the school district is funding two SRO's at 75% for 52 weeks. She stated that the city negotiated the funding two SRO positions at 75% for 39 weeks within the City of Neenah. Mayor Lang stated that Superintendent Pfeiffer is in agreement with this option.

Aldersperson Stevenson stated that the school district recognizes the need for additional positions but is unwilling to provide the funding. He stated that the rationale has always been 52 weeks with nine of the 12 months being at 75% and then the City picking up the rest.

Aldersperson Stevenson stated that Superintendent Pfeiffer is choosing to not want to fund the second SRO in Neenah because the school district is also having to fund a SRO in Fox Crossing at the new high school. Mayor Lang stated that staff wanted to assure that there would still be two Neenah SRO's and this was the only option Superintendent Pfeiffer would agree to.

Chief Olson stated again, that the city has been in negotiations with Superintendent Pfeiffer and she unwilling to keep the terms of the current contract. He stated that if we do not agree to this contract we will not have any SRO's in the schools.

Mayor Lang stated that the contract that was negotiated is not unreasonable considering many other municipalities use the same funding model.

Aldersperson Stevenson asked under what rationale can we justify this.

Aldersperson Weber stated that in comparing Neenah to Menasha they have twice the coverage and have a smaller school district.

The Committee further discussed under what circumstances will the Neenah Police Department respond to issues that occur at the new high school.

Alderson Stevenson asked what is included in the contract between Fox Crossing and the school district. Chief Olson stated that it is still in negotiations.

Mayor Lang stated that this committee needs to decide if they want two SRO's at the high school. Alderson Stevenson stated that the school district and Fox Crossing needs to decide that.

The Committee further discussed postponing this item until the Fox Crossing contract goes before the Neenah School Board.

Alderson Stevenson asked for a breakdown of how the two SRO's will be assigned to the schools. Chief Olson stated that one officer will be assigned to the new middle school the other officer would be floating between all the other schools.

The Committee further discussed the ramifications of not accepting this contract.

Alderson Stevenson stated that the Council needs to be brought into this conversation. He stated that the Council needs to send a message to Superintendent Pfeiffer that the City of Neenah is interested in doing what is best for our kids first, while being responsible to our constituency at the same time. Chief Olson stated that he agrees and feels that based on the exchange of emails between him and Superintendent Pfeiffer, she is setting the city up to look like they do not care about the kids.

Following Discussion: Motion/Second/Carried Stevenson/Weber to recommend Council continuing to have two SRO's at the same funding level of 75% of the total costs.

Alderson Stevenson stated that these are not just city of Neenah kids, they are Neenah Joint School District kids. He stated that we are willing to keep the program going. He stated that we will not be bullied.

Vote. All voting aye.

Archaeology Survey Change Order for Commercial Street Design Contract

Traffic Engineer Merten reviewed his memo of October 6, 2022. He stated that the Wisconsin Department of Transportation (WisDOT) has indicated that the 2025 South Commercial Street reconstruction project does not qualify for an archaeology screening. He stated that the screening is an expedited review process the project was originally anticipated to be qualified for. Traffic Engineer Merten stated that the WisDOT reviewer stated the real estate quantity for the project exceeds the allowable limit for the screening process. He stated that as a result of this determination, WisDOT is requiring an archaeological field survey be conducted.

Traffic Engineer Merten stated that staff recommends approving the change order, for the purposes of conducting an archaeology field survey, as required by WisDOT, with Westwood in the amount of \$10,180.00.

Following Discussion: Motion/Second/Carried Hillstrom/Weber to recommend Council approve the change order, for the purposes of conducting an archaeology field survey, as required by WisDOT, with Westwood in the amount of \$10,180.00. All voting aye.

Commercial Street/Winneconne Avenue Control Evaluation Proposal

Traffic Engineer Merten reviewed his memo of October 6, 2022. He stated that at the August 30th Public Services & Safety Committee meeting, staff was directed to bring forward a proposal for conducting an Intersection Control Evaluation (ICE) report for the Commercial Street/Winneconne Avenue intersection. He stated that two proposals were submitted. Traffic Engineer Merten stated the first one is from MSA, the consultant who conducted the Phase I Downtown Neenah Traffic Study, and the second one is from Westwood, the consultant who is currently working on the S. Commercial Street design project.

Traffic Engineer Merten reviewed both proposals.

Aldersperson Weber asked if Phase I of MSA's proposal would provide enough information and options for the intersection. Traffic Engineer Merten stated that is the Committees decision. He stated, in his opinion, he does not feel that an ICE report is needed. He stated that he is confident that the addition of a right turn lane is going to provide the most cost effective traffic control needed for this intersection. Traffic Engineer Merten stated that the option of a roundabout would be ideal for this intersection, however, it also comes with a very big price tag.

Aldersperson Lendrum stated that her concern still, is the property on the northwest corner. She stated that she does not want to create a situation where the property becomes unusable for the owner. Traffic Engineer Merten stated that does not want to allow a new driveway access off of S. Commercial Street. He stated that, however, a driveway access could work depending on the location of the driveway and the use of the property, his design could support a driveway access on S. Commercial Street.

The Committee furthered discussed the funding source for the ICE report and the scope of the report.

Aldersperson Stevenson stated that there are a lot of unknowns, especially with the impact the right turn lane will have on Church Street. He stated that staff has not presented to this committee any recommendations on how they plan to deal with that. He stated that a full ICE report will give us this information.

Traffic Engineer stated that the ICE report will provide detailed options and data on the best traffic control options for this intersection and surrounding streets.

Aldersperson Lendrum stated that it is very important that we have all the pertinent information and options before deciding what will work best for this intersection. Traffic Engineer Merten agreed.

Alderson Hillstrom asked if the right turn would have a yield sign. Traffic Engineer Merten stated yes.

Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the expenditure up to \$13,800 MSA Professional Services to conduct the S. Commercial Street/Winneconne Avenue Intersection Control Evaluation report using funds from the S. Commercial Street Design Capital Project. All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is in place and staining is nearly complete along with the fence along the top of the wall. Sidewalk along the wall is being poured. Work has started on the steps and grading on the Harrison Street side of the pond. Stones are being placed for the water feature on the east side of the pond.
- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): The only work remaining is the asphalt connection at Oak Street and a short section of trail repair by Wilson School. Final quantities are being measured.
- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): Work on Fresh Air Park, Shootingstar/Armstrong and the Southview Park basketball court is complete. Fine-grading is being finished. Paving started on October 5 and is expected to take about two weeks.
- 5) Contract 4-22 (S. Commercial Utility Construction): Work is complete. A final pay request was approved by the Board of Public Works. It will be sent onto Council for approval.
- 6) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column are complete. Patches on the westbound lanes have been poured. The north half of the expansion joints have been replaced. The north half of the deck needs to be sealed. After that, traffic can be switched so that work can start on the other half of the bridge. That switch should take place late next week.
- 7) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was awarded to Northeast Asphalt. Work is scheduled to start the week of October 10. We are going to have the contractor do road base repair on the dead end of Coolidge in addition to the paving that was included in the contract.
- 8) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): The contract was awarded to Donald Hietpas & Sons Construction. A pre-construction meeting is scheduled for 10/12.

Office Manager Mroczkowski stated that the WiDNR has given their approval to the final contract and work should begin in the next couple of weeks. She stated that construction letter will be sent to all the property owners.

- 9) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): The contract was awarded to Carl Bowers & Sons Construction. A pre-construction meeting is scheduled for 10/12.

Office Manager Mroczkowski stated that the WiDNR has given their approval to the final contract and work should begin in the next couple of weeks. She stated that construction letter will be sent to all the property owners.

- 10) E-waste: The e-waste collection event is scheduled from 8:00 a.m. until noon on Saturday, October 22 at the Tullar Garage.
- 11) S. Commercial Reconstruction: The first public involvement meeting for the project is scheduled for Oct. 18 from 5:30 – 8:00 pm. in the Community Room at the Neenah Police Station. Notices are being sent.
- 12) City Hall Hearing Loops: Director Haese and Assistant Planner Kasimor are exploring the eligibility of using CDBG funds to install hearing loops in the Council Chambers and the three primary conference rooms in City Hall. We are meeting with vendors in the next two weeks while Assistant Planner Kasimor works with the grant administrators on project eligibility.
- 13) Bus Shelter: Director Haese and I met with Valley Transit and ECWRPC staff. While ECWRPC continues with a more extensive analysis, we are working with VT to move the transfer center to Doty Avenue near city hall. This will entail placing a concrete pad/shelter and paving the terrace along a portion of the south side of Doty Avenue. We are looking at the available lighting, options for security cameras to cover this area, options for increasing cleaning for the first floor bathrooms, and parking along the north side of Doty Avenue in this area. The goal is to have the changes in place by mid-November.

The Committee discussed the use of the City Hall bathrooms.



Announcements/Future Agenda Items

None

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mrozowski".

Public Works Office Manager

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Wednesday, October 19, 2022 – 5:30 PM

Present: Alderpersons Lendrum, Hillstrom, Stevenson, Weber.

Also Present: Mayor Lang, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Police Lieutenant Van Sambeek, Project Manager Matt Scharenbroch from Miron Construction, and Clerk Nagel.

Excused: Alderperson Borchardt.

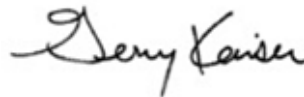
Police Department Building Expansion Follow-Up Generator Discussion/Recommendation: Chief Olson presented additional information to the Committee. Building Maintenance Personnel felt that the current generator with the upgrades would be able to power the existing building along with the addition in the event of a power outage at the Police Department. With the recommended upgrades, the installation of a new generator at higher cost would not be necessary. Without the upgrades the current generator would only power egress lights to allow for evacuation of the addition.

There was discussion regarding any additional unforeseen project changes orders associated with the expansion project. At this time, the only items identified as problematic were the air conditioning in the firearms range and the generator. Future change orders are not anticipated at this time.

Motion/Second/Carried Lendrum/Weber to recommend that Council approve an additional \$43,138 to upgrade the generator as part of the Police Department Renovation Project with the funding source to come from borrowed funds. All voting aye.

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 5:43 p.m. All voting aye.**

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 20, 2022
RE: Traffic Signal Conduit Repair/Improvement Request – Commercial/Bell

As part of the 2022 Capital Improvement Program (CIP), the City budgeted \$25,000 to replace the existing microwave detection with video detection for the signalized intersection at Commercial Street and Bell Street. The equipment cost \$19,923, leaving \$5,077 remaining in the budget for labor to install the equipment.

Staff has since discovered that the existing steel conduit under the south leg of the intersection has been damaged. Not only does this discovery inhibit pulling cable needed for the detectors, it also precludes the City from making expeditious repairs to any of the cables within the damaged conduit, should they fail.

In order to reconnect the signal conduit, staff propose boring replacement conduit. Staff reached out to a few contractors, met on-site with Elexco and Unlimited Enterprises, and has only received one quotation from Elexco in the amount of \$22,000. The quoted work includes boring new 3" PVC conduit under two legs of the intersection, installing a new concrete pole base, and installing two new handholes. This work provides a new connection on the south leg of the intersection to replace the damaged conduit and adds a redundancy connection on the east leg of the intersection. The redundancy connection would allow the City to address a future conduit failure by providing a secondary path to route cables, regardless of location.

To fund this work, staff propose reallocating the remaining \$23,355 balance of the Columbian /Commercial intersection signal pole replacement project towards this project. The remaining balance is available, because it was intended for the two following tasks: (1) replacement of concrete bases, which have since been determined not to be necessary, and (2) contracted installation of the poles and mast arms, which will now be completed in-house.

Staff recommends reallocating the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approving the attached Elexco Proposal #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection, in the amount of \$22,000.



PROPOSAL #107033

Date: October 11th, 2022

Submitted to: Neenah Traffic Division, James Merten

Project: Breezewood at Commercial St.

We hereby submit specifications and estimates for the following work and material as listed.

Elexco to:

- Elexco will have all public (registered) utilities located prior to start of work. Owner shall have any private (unregistered) underground lines on site marked. Elexco will not be responsible for any unmarked lines.
- Warning Lites of Appleton to set up traffic control.
- Core and expose existing Utilities
- Re-set cores with Utilibond
- Level excavations
- City of Neenah responsible for final restoration

Proposal Total \$ 22,000.00

Elexco, Inc.

O: 920.833.2736 F: 920.833.7468 www.ELEXCOINC.com
423 E. BRONSON ROAD SEYMOUR, WI 54165

Initials_____

Utility Locating and Barricades. All barricades will be responsibility of owner unless otherwise detailed in the scope of work. Elexco Inc. will have all public (registered) utilities located prior to start of work. **Owner shall have any private (unregistered) underground lines on site marked 72 hours prior to installation.** Elexco will not be responsible for any unmarked utility lines. Unless otherwise included in scope, Elexco is not responsible for erosion control measures and conditions.

Payment Terms and Work Delay. We hereby propose to furnish labor and materials-complete with the above specifications, for the pricing listed above. Terms will be net 30, and no retainage will be withheld on the payments. In the event the undersigned defaults in payment, undersigned shall be liable for all collection costs incurred by Elexco Inc. including, but not limited to, attorney and collection agency fees. This agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin. Any legal proceedings initiated in connection with this agreement shall be brought in a forum consisting of either the United States District Court for the Eastern District of Wisconsin, located in Green Bay, WI, or in the Circuit Court for Outagamie County, WI. Elexco Inc. is not responsible for lost time, breakdown or loss of production or other consequential damages due to acts beyond reasonable control of Elexco Inc. including without limitation fire, flood, earthquake, or acts of God. The General Contractor will indemnify Elexco Inc. from all cost, damages, claims, and lawsuits resulting from General Contractor's failure to meet its' obligation on this contract.

Obstructions. This proposal does not allow for unforeseen excessive water, rock, or frost ground conditions. Such conditions will result in extra charges assessed on a time and material basis, plus an administrative fee. Protection of trees, shrubs and landscaping including the root structure is the responsibility of the owner unless otherwise specified in scope of work. All vegetation designated as "saved" must be clearly marked by the owner 72 hours prior to work commencement. Obstructions that will hinder site access are to be removed or relocated by the owner, unless specified in the above scope. If installation by boring method fails due to unsuitable ground conditions, Elexco will be reimbursed for costs incurred.

Changes to Scope. All work to be completed in a workman like manner according to standard industry practices. Any requests for alterations or deviations from the above scope and specifications are executed only upon written orders and may result in an extra charge over and above this proposal. When boring is the selected method of installation, soil conditions can adversely affect the success of the installation. Should installation fail the owner is responsible for labor, equipment and materials utilized during the boring attempt. Alternate methods will be estimated and initiate a change directive and order to commence.

Site Ready Authorization and Delays. This agreement assumes a workplace free from interference and is performance driven. Delays caused by strikes, accidents, or labor related issues that are beyond our control are responsibility of the customer. Weather delays are not the responsibility of Elexco or the customer, but rather a risk of doing business for both parties. When delays are caused by incimate weather neither party shall suffer penalty. Should Elexco mobilize to commence work and find that site is not ready a remobilization and labor fee will be billed as an addition to this proposal. Labor time starts upon arrival at project site, machine and non-machine time is tracked separately

Acceptance. This proposal is subject to acceptance within 10 days of the date of issuance and will become invalid thereafter unless an extension is mutually agreed upon. When accepted this agreement constitutes the entire understanding between the parties and no prior writings or discussions shall be of any force or effect.

Sincerely,
Jeff Seidl
Dan Meyer

Elexco, Inc.
Proposal#107033

O : 9 2 0 . 8 3 3 . 2 7 3 6 F : 9 2 0 . 8 3 3 . 7 4 6 8 www.ELEXCOINC.com
4 2 3 E . B R O N S O N R O A D S E Y M O U R , W I 5 4 1 6 5

Initials_____

ACCEPTANCE OF PROPOSAL #

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Authorized Signature_____

DATE:_____

Authorized Signature_____

DATE:_____



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 20, 2022
RE: Traffic Signal Conduit Repair/Improvement Request – Bell/Industrial

City crews are nearing completion of traffic signal upgrades at the Bell Street and Industrial Drive intersection. This work is part of the Southview Industrial Park Gateway Enhancement Capital Improvement Project. The current task is to re-cable the intersection and install the video detection. The electrician working on the project presented staff with concerns regarding the size and condition of the existing steel conduit and had suggested to consider boring new conduit.

In conjunction with the proposed boring work at the intersection of Commercial Street and Bell Street, staff requested the contractors to also quote the City for work at this intersection. The proposed work comprises boring two 3" PVC conduit connecting the southerly median island to the northeast and northwest corners. The new connections would intersect the existing system via existing and two proposed handholes. Staff received only one quotation from Elexco in the amount of \$16,500. The remaining balance for the total enhancement project is \$130,408.

Staff recommends approving the attached Elexco Proposal #10734, to install two electrical conduit runs at the Industrial Drive/Bell Street intersection, in the amount of \$16,500. (Account #012-4519-742-0236).



PROPOSAL#107034

Date: October 11th,2022

Submitted to: Neenah Traffic Division, James Merten

Project: Breezewood at Industrial Dr.

We hereby submit specifications and estimates for the following work and material as listed.

Elexco to:

- Elexco will have all public (registered) utilities located prior to start of work. Owner shall have any private (unregistered) underground lines on site marked. Elexco will not be responsible for any unmarked lines.
- Warning Lites of Appleton to set up traffic control
- Core and expose existing utilities
- Re-set cores with Utilibond
- Bore shots of 115' and 140' and pull back Elexco supplied 3 inch gray rolled conduit
- Tie new 3 inch conduit into existing traffic manholes.

Proposal Total \$ 16,500.00

Elexco, Inc.

O: 920.833.2736 F: 920.833.7468 www.ELEXCOINC.com
423 E. BRONSON ROAD SEYMOUR, WI 54165

Initials_____

Utility Locating and Barricades. All barricades will be responsibility of owner unless otherwise detailed in the scope of work. Elexco Inc. will have all public (registered) utilities located prior to start of work. **Owner shall have any private (unregistered) underground lines on site marked 72 hours prior to installation.** Elexco will not be responsible for any unmarked utility lines. Unless otherwise included in scope, Elexco is not responsible for erosion control measures and conditions.

Payment Terms and Work Delay. We hereby propose to furnish labor and materials-complete with the above specifications, for the pricing listed above. Terms will be net 30, and no retainage will be withheld on the payments. In the event the undersigned defaults in payment, undersigned shall be liable for all collection costs incurred by Elexco Inc. including, but not limited to, attorney and collection agency fees. This agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin. Any legal proceedings initiated in connection with this agreement shall be brought in a forum consisting of either the United States District Court for the Eastern District of Wisconsin, located in Green Bay, WI, or in the Circuit Court for Outagamie County, WI.

Elexco Inc. is not responsible for lost time, breakdown or loss of production or other consequential damages due to acts beyond reasonable control of Elexco Inc. including without limitation fire, flood, earthquake, or acts of God. The General Contractor will indemnify Elexco Inc. from all cost, damages, claims, and lawsuits resulting from General Contractor's failure to meet its' obligation on this contract.

Obstructions. This proposal does not allow for unforeseen excessive water, rock, or frost ground conditions. Such conditions will result in extra charges assessed on a time and material basis, plus an administrative fee. Protection of trees, shrubs and landscaping including the root structure is the responsibility of the owner unless otherwise specified in scope of work. All vegetation designated as "saved" must be clearly marked by the owner 72 hours prior to work commencement. Obstructions that will hinder site access are to be removed or relocated by the owner, unless specified in the above scope. If installation by boring method fails due to unsuitable ground conditions, Elexco will be reimbursed for costs incurred.

Changes to Scope. All work to be completed in a workman like manner according to standard industry practices. Any requests for alterations or deviations from the above scope and specifications are executed only upon written orders and may result in an extra charge over and above this proposal. When boring is the selected method of installation, soil conditions can adversely affect the success of the installation. Should installation fail the owner is responsible for labor, equipment and materials utilized during the boring attempt. Alternate methods will be estimated and initiate a change directive and order to commence.

Site Ready Authorization and Delays. This agreement assumes a workplace free from interference and is performance driven. Delays caused by strikes, accidents, or labor related issues that are beyond our control are responsibility of the customer. Weather delays are not the responsibility of Elexco or the customer, but rather a risk of doing business for both parties. When delays are caused by incimate weather neither party shall suffer penalty. Should Elexco mobilize to commence work and find that site is not ready a remobilization and labor fee will be billed as an addition to this proposal. Labor time starts upon arrival at project site, machine and non-machine time is tracked separately

Acceptance. This proposal is subject to acceptance within 10 days of the date of issuance and will become invalid thereafter unless an extension is mutually agreed upon. When accepted this agreement constitutes the entire understanding between the parties and no prior writings or discussions shall be of any force or effect.

Sincerely,
Jeff Seidl
Dan Meyer

Elexco, Inc.
Proposal #107034

O : 9 2 0 . 8 3 3 . 2 7 3 6 F : 9 2 0 . 8 3 3 . 7 4 6 8 www.ELEXCOINC.com
4 2 3 E . B R O N S O N R O A D S E Y M O U R , W I 5 4 1 6 5

Initials_____

ACCEPTANCE OF PROPOSAL #

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Authorized Signature_____

DATE:_____

Authorized Signature_____

DATE:_____



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 20, 2022
RE: Traffic Signal Detection Equipment Purchase Request

One outstanding Capital Improvement Program (CIP) project is to re-cable two signalized intersections, with the intended intersections being Winneconne/Tullar and Wisconsin/Church. The Winneconne/Tullar intersection was re-cabled using operating budget shortly after budget adoption. The Wisconsin/Church intersection has not been re-cabled. The primary reason the Wisconsin/Church intersection was selected for re-cabling is due to the lack of standardization with the conductors and the overall age of the cables. As of now, the conductors appear to be in decent condition, with minimal observable cracked wire coating (exposed wiring). For this reason, I believe re-cabling can be pursued at a later time.

Given the limited sufficient working days before the end of the fiscal year and a substantial amount of other work needing to be completed, I am requesting to use this budget to instead replenish stock of costly traffic signal detection equipment for knockdown incidents. Listed below is the following equipment sought:

- One camera for Commercial/Cecil intersection, northbound (\$1,888)
- One back-up camera (\$1,888)
- One back-up microwave sensor (\$4648)
- One back-up interface card (\$514)
- One back-up ethernet extender (\$600)

All items are reflected in the attached quote from TAPCO, with the exception of the ethernet extender. The total cost for these items is estimated at \$9538, excluding shipping fees. The re-cabling budget is \$10,000.

Staff recommends purchasing the six detection equipment items listed in this memorandum using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (012-4768-742-0236).



Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Road
Brown Deer, Wisconsin 53223
Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Table with 2 columns: Field (Number, Date, Page) and Value (Q22016838, 10/7/2022, 1)

Table with 4 columns: Sell To Cust. (C258), City Of Neenah (James Merten, P.O. Box 426, PFREIMUTH@CI.NEENAH.WI.US, NEENAH, WI 54957-0426), Ship To Cust., City Of Neenah (City Garage, 1495 Tular Rd, Neenah, WI 54956-0426, USA)

Table with 6 columns: Customer PO # (CAMERAS/MICROWAVE), Expires (11/6/2022), Slsp (Signal Service), Terms (Net 30 DAYS), Freight (PREPAY/ADD), Ship Via (BEST RATE)

Table with 6 columns: Item, Description, Quantity, UM, Price, Extension. Contains 3 rows of item details.

Shipment within _____
Acceptance By _____
Date _____
By _____

Summary table with 4 columns: Merchandise (\$8,938.00), Freight (\$0.00), Tax (\$0.00), Total (\$8,938.00)

All prices are listed in US Dollars (USD)
For terms and conditions, please visit: https://www.tapconet.com/terms-conditions



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 21, 2022
RE: Downtown Bus Transfer Site Relocation

Per direction from the Common Council, City staff collaborated with Valley Transit on identifying relocation options for the downtown bus transfer site, currently located on the 100 block of S. Church Street. Valley Transit and City staff worked out an agreement to relocate the site to the 100 block of E. Doty Avenue, south side, adjacent to City Hall and Red Parking Lot #C, as a short term solution. This location achieves the following:

- Addresses traffic safety concerns around the existing bus shelter area and on Wisconsin Avenue.
- Provides transit users access to public bathrooms (City Hall) during the majority of the transit service periods.
- Generates less disturbances to transit operations caused from special events.
- Offers negligible impact on bus routes.
- Exchanges street parking, sacrificing supply in a relatively low demand area (Doty Avenue) with supply in a high demand area (Church Street).

The primary disadvantage of moving the transfer location is that the new shelter will not be heated. There are also costs necessary to prepare the new site for operation, itemized below:

- Shelter. The shelter has been provided by Valley Transit and will be assembled and installed by Building Manager Benson and public works crews. [\$800]
- Concrete pad. A shelter pad will be installed by public works crews. [\$1,000]
- Asphalt terrace. The concrete terrace on the south side of the street will be extended west of the shelter with asphalt to the driveway of Red Parking Lot #B. This will be done by Northeast Asphalt under the miscellaneous repair contract. [\$3,500]
- Lighting. Building Manager Benson will order and install a solar powered light unit that can be mounted on the bus shelter. [\$200]
- Security camera. Information Systems Director Wenninger has proposed a package of security improvements for City Hall. A wireless camera for the bus shelter has been included as a part of his proposal to the Finance and Personnel Committee. [\$2,500]

- Bathroom cleaning. As the City Hall bathrooms will be available for transit clientele, additional bi-weekly deep cleaning will be included for the first floor bathrooms. [\$134/month]
- Traffic signs. A bus loading zone will need to be posted along with a no parking zone across the street. The existing bus loading zone can be converted into 2-hour parking. Public works crews will create and install the signs. [\$300]

The total estimated cost for preparing the new location is \$8,300. Once in operation, the City will incur \$134 per month for supplemental bathroom cleaning.

It is worth noting that this segment of Doty Avenue is scheduled in the 5-Year Capital Improvement Program to be reconstructed in 2024. Staff believe implementing the relocation now is beneficial, as it will allow for observation and evaluation of the site in action prior to committing any significant investment in the site and/or street design accommodations when Doty Avenue is reconstructed.

With this location, street parking regulations will need to be modified to accommodate transit operations. The following changes are recommended:

Table 1: Proposed Changes to Parking Regulations

Location	Existing Regulation	Proposed Regulation
E. Doty Avenue, south side, 250 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Bus loading zone, anytime
E. Doty Avenue, north side, 175 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Passenger loading zone, anytime
S. Church Street, east side, entire block	Bus loading zone, anytime	2-hour parking 8 AM – 7 PM weekdays except weekends & holidays

Staff recommends relocating the downtown bus transfer site from the east side of S. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modifying parking regulations described in Table 1 above, to be codified by ordinance at a future date.



City Services Building

1495 Tullar Road Neenah, WI 54956

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

Proposal

Fleet #79A (2022 4" By-Pass Pump)

- | | | |
|---|-------------|-------------|
| • Lincoln Contractor Supply, INC
Oshkosh, WI | Godwin | \$44,167.23 |
| • Crane Engineering
Kimberly, WI | Gorman Rupp | \$45,150.00 |
| • L.W. Allen, INC
Madison, WI | Thompson | \$47,225.00 |

Staff recommends purchasing a 2022 Godwin 4" Dri-Prime Pump for \$44,167.23 from Lincoln Contractors Supply.

Existing equipment (Fleet #79A – 1979 Gorman-Rupp 4" pump) will be retained for parts.

Budgeted 2022 amount of \$40,000.00

Remaining \$4,167.23 to come from Capital Equipment Reserves

(Page 333 Item #5 in 2022 Budget Book)

Godwin CD100S Dri-Prime® Pump



The Godwin CD100S Dri-Prime pump is a versatile, general purpose dewatering pump designed for use in the industry's most challenging construction, municipal, industrial and emergency response applications. This rugged pump is ideally suited for tough dewatering jobs, and is the reliable choice for rental solutions.

The CD100S is a member of the Godwin S Series of Smart pumps, equipped with a new generation of Field Smart Technology (FST) for remote monitoring and control. In addition to improved hydraulic efficiency, greater fuel economy, and streamlined serviceability, the CD impeller is interchangeable with a Flygt N-Technology non-clog impeller, providing the flexibility to tackle stringy, modern wastewater applications with the same pump.

Specifications

Suction connection	4 in (100 mm) flange
Delivery connection	4 in (100 mm) flange
Max capacity	1,079 USGPM † (245 m ³ /hr)
Max impeller diameter	10.0 in
Max solids handling	1 ¾ in (45 mm)
Max operating temp	176 °F * (80 °C)
Max working pressure	68 psi (4.7 bar)
Max suction pressure	58 psi (4.0 bar)
Max casing pressure	103 psi (7.1 bar)
Max operating speed	2200 rpm

* Please contact our office for applications in excess of 176°F (80 °C).
† Larger diameter pipes may be required for maximum flows.

Features and benefits

- Interchangeable impellers to tackle a full range of solids handling applications.
- Field Smart Technology (FST) allows the user to monitor & control the pump from anywhere in the world.
- New compressor belt tensioner reduces time to change and adjust belt to approximately 30 minutes.
- New sight glass and measuring stick added to monitor level and quality of mechanical seal oil.
- Improved hydraulic design reduces vibration, maximizes efficiency and fuel economy.
- Fully automatic priming from dry to 28 feet (8.5 meters).
- Venturi priming requires no adjustment or control.
- Available as open set or Sound Attenuated Enclosure.
- Standard build engine 3TNV88F (EPA Final Tier 4).
- Other engine options available.
- Optional environmentally friendly skid base contains all fluid spills.

2022 CIP Equipment

	<u>budget approved</u>	<u>spent</u>	<u>balance</u>
Work Platform	\$ 25,000.00	\$ 16,900.00	\$ 8,100.00
Leaf Picker	\$ 110,000.00	\$ 124,948.91	\$ (14,948.91)
Automated Truck	\$ 300,000.00	\$ 289,948.91	\$ 10,051.09
Asphalt Roller	\$ 30,000.00	\$ -	\$ 30,000.00
4" Pump	\$ 40,000.00		\$ 40,000.00
1-ton dump truck	\$ 75,000.00	\$ 75,230.93	\$ (230.93)
Tractor	\$ 75,000.00	\$ 89,050.00	\$ (14,050.00)
	\$ 655,000.00	\$ 596,078.75	\$ 58,921.25

Balances with pump purchase

	<u>budget approved</u>	<u>spent</u>	<u>balance</u>
Work Platform	\$ 25,000.00	\$ 16,900.00	\$ 8,100.00
Leaf Picker	\$ 110,000.00	\$ 124,948.91	\$ (14,948.91)
Automated Truck	\$ 300,000.00	\$ 289,948.91	\$ 10,051.09
Asphalt Roller	\$ 30,000.00	\$ -	\$ 30,000.00
4" Pump	\$ 40,000.00	\$ 44,167.23	\$ (4,167.23)
1-ton dump truck	\$ 75,000.00	\$ 75,230.93	\$ (230.93)
Tractor	\$ 75,000.00	\$ 89,050.00	\$ (14,050.00)
	\$ 655,000.00	\$ 640,245.98	\$ 14,754.02



M E M O R A N D U M

DATE: October 20, 2022
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works Operations Changes

In the course of preparing budgets for 2023 and in preparing the 2023 Recycling & Refuse Guide, staff have discussed a number of operational changes to address concerns with current service costs and crew time demands. Two that we would like place before the Committee for discussion are Drop-off Center card distribution and the Yard Waste collection schedule.

Drop-off Center Cards

Costs to operate the drop-off center continue to be a concern. The bulk of the costs relate to large item/refuse collection at the site, which through August accounts for about 82% of the drop-off center costs (cost summary attached). In conjunction with the volume of large item and garbage material collected at the site, we are also seeing a continuously strong number of stops for curbside large item collection. As we've discussed with Committee previously, it begs the question of "Where is all of this coming from?"

One option that is being considered is to change the distribution of the drop-off cards. Currently the cards are distributed to occupants of residential properties with 4 or fewer living units. The cards provide access to the full scope of disposal options offered at the site, which includes 5 punches for large item drop-off. The change that is being considered is to remove the large item punches from the card that is distributed. Cards for using the large item drop-off could then be purchased at the Public Works office at City Hall and potentially at the Tullar Garage office. This gives us better control of who is using the site for that purpose and generates revenue that can be used to offset some of the drop-off costs.

Yard Waste Collection

Our current yard waste collection schedule has weekly collection starting in the middle of April and ending in late May after which collection is done monthly by covering one quarter of the city each week. The level of effort for yard waste collection, especially in those months coincident with large item/metal collection result in having very few staff available for other public works maintenance activities. For example, this week between refuse/recycling collection, large item/metal collection in Area 4, yard waste collection in Area 4 and leaf collection, we will have very few staff available for sanitary sewer system maintenance and pavement patching. We are considering moving yard waste collection to an alternating month collection opposite the large item/metal collection month. This would place yard waste collection on the odd numbered months of the year upon completion of the weekly spring collections.

Future Possibilities

The items listed above can be viewed as incremental steps to adjusting our base level of services. We are also considering the following:

- Quarterly or semi-annual collection of large items/metal.
- Drop-off Center Fee for Service. Some drop-off centers in other communities charge a fee for each access. The fee would be set so as to not compete with the cost to enter the Winnebago County Landfill.

Drop off costs per month

	Recycling	Tipping Fees		Trucking Fees		Labor Rates	Totals	Cost per day		
		tons		loads			days open per month			
						(drop off attendents only)		includes Saturdays		
Jan	\$ 1,013.73	\$ -	0	\$ 288.75	0	\$ -	\$ 1,302.48	21	\$ 52.10	Recycling under GLF, trucking under Waste Management
Feb	\$ 1,929.17	\$ -	0	\$ -	0	\$ -	\$ 1,929.17	20	\$ 96.46	
Mar	\$ 2,205.84	\$ 3,411.00	75.8	\$ 5,125.00	41	\$ 2,357.50	\$ 10,741.84	23	\$ 467.04	New Contract with Orion/LRS starts 3/1/2022
Apr	\$ 2,200.80	\$ 4,668.75	103.75	\$ 5,375.00	43	\$ 2,152.50	\$ 12,244.55	21	\$ 583.07	
May	\$ 2,243.98	\$ 7,296.30	162.14	\$ 8,750.00	70	\$ 2,849.50	\$ 18,290.28	25	\$ 731.61	
Jun	\$ 2,282.28	\$ 6,726.15	149.47	\$ 8,125.00	65	\$ 2,542.00	\$ 17,133.43	26	\$ 658.98	
Jul	\$ 2,283.79	\$ 5,704.20	126.76	\$ 6,625.00	53	\$ 2,408.75	\$ 14,612.99	25	\$ 584.52	
Aug	\$ 2,229.19	\$ 5,844.60	129.88	\$ 7,125.00	57	\$ 2,644.50	\$ 15,198.79	27	\$ 562.92	
Sep		\$ 6,709.05	149.09			\$ 2,439.50	\$ 6,709.05	25	\$ 268.36	
Oct						\$ -	\$ -	25	\$ -	
Nov						\$ -	\$ -	24	\$ -	
Dec						\$ -	\$ -	21	\$ -	
Totals:	\$ 16,388.78	\$ 40,360.05	896.89	\$ 41,413.75	329	\$ 17,394.25	\$ 98,162.58	283	\$ 346.86	

Recycling - Flat rate charge of \$1680.00 + fuel surcharge per month.

Tipping Fees - Tonnage going to Winnebago County Landfill @ \$45.00 per ton. (\$49.00 per ton in 2023)

Trucking Fees - \$125 per 30yd bin taken to landfill, emptied, and returned.

Labor Rates - \$10.25 per hour, (2) 5 hr shifts weekdays, (2) 3.5 hr shifts Saturdays. Does not factor in Street Dept. labor for maintenance.



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: October 21, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Special Assessment Method – New Subdivision Streets

In March, I presented the Committee with a concept to change the special assessment ordinance (Section 13-5). Current ordinance calls for dividing the total cost of new street construction among the lot owners based on the Assessable Front Foot Method. This has been long accepted practice and is consistent among many communities. The drawbacks of this method are:

1. The impact on corner properties;
2. The determination of the assessable front footage for irregular lots;
3. The inconsistent cost between properties having the same benefit.

The proposed ordinance does three things:

1. Most significantly, it provides Council with the ability to impose special assessments for new street construction based on the Unit Method where parcels are of a comparable size and use. This method simply divides the total project cost by the number of parcels in the development. Parcels platted or used as duplex parcels would be considered 2 units.
2. It eliminates assessing both sides of a corner property.
3. It changes the thickness of asphalt listed in our "Standard of Construction" to 4-inches.

The primary beneficiaries of the change are corner lot owners. In the 2018 Eaglecrest subdivision work, these properties saw assessments \$3,000 to \$4,000 higher than non-corner parcels without any real additional benefit to the property. Parcels that will see an increase are parcels that abut cul de sacs. These parcels have an assessable frontage based on the width of the property at the setback, which is commonly less than the width of a rectangular subdivision parcel.

There may be cases where a parcel has extra width based on circumstances on the property, such as wetlands. In these cases an adjustment could be made to reflect these conditions, as has been done in the past.

Overall, staff is of the opinion that a change to this method for special assessment calculation is more direct and understandable to property owners and easier to manage than our current method. A draft ordinance is attached. Staff recommends that this ordinance be forwarded to Council for approval.

Sec. 13-5. Street improvements.

- (a) (a) — General. For the purpose of having the cost of street construction improvements equitably apportioned between the city and the abutting property owners, the cost may be distributed in one of the following methods, as approved by the Neenah Common Council: All special assessments for street improvements shall be levied against abutting property on a centerline foot basis.
- a. Assessable Front foot. The amount which the owner shall pay shall be based upon the ratio of each owner's number of assessable feet fronting upon the improvement to the entire number of feet assessable for such improvement.
- b. Unit Basis. When it has been determined to calculate the assessment by the "unit" method, all Parcels within the benefited area shall be assessed equally for the improvements. The "cost per unit" shall be defined as a quotient of the "assessable cost" divided by the total number of Parcels benefiting from the improvement. This method is best used when there is both uniformity of lots and uniformity of uses within a subdivision. Properties with residential and duplex residential land use, parks and other City-owned properties subject to reconstruction will be assessed on a per-unit basis, with one unit assessed to each living unit unless the property has the potential to be further subdivided into two or more lots that each meets City subdivision ordinance requirements. Such lots that may be so subdivided shall be assessed for the number of units that equals the number of such lots that the property may be subdivided into. However, residential properties that are subject to multiple unit assessments will have all but one of such unit assessments deferred at the time of the initial assessment. Such deferral will be made each year until such time as the property is subdivided. At that time, the deferred unit assessments shall be due.
- (b) *Standard of construction.* The standard of construction for streets shall be 30-inch Portland cement concrete curb and gutter on both sides of the street with a six-inch curb head, a ~~3-754~~-inch two-course bituminous concrete pavement on a 12-inch compacted crushed stone base with a 36-foot clear width, and 6.5 feet on each side for backfill topsoil, seed, fertilizer and mulch.
- (c) *New streets.* New streets are those streets not open for traffic on December 31, 1975. Not more than 100 percent of the assessable construction costs for excavating, grading, gravelling, temporary paving and final paving these new streets shall be assessed to the abutting properties (i.e., not to exceed more than 50 percent of the assessable cost on each side).
- (d) *Street reconstruction.*
- (1) *Multi-family, commercial, and industrial property.* Not more than 100 percent of the assessable construction cost (i.e., not to exceed more than 50 percent of the cost on each side) shall be assessed abutting properties that are currently zoned and used as multi-family, commercial, or industrial.
- (2) *Residential property.* Not more than two-thirds of the assessable construction cost (i.e., not to exceed more than one-third of the cost on each side) shall be assessed residentially zoned property (R-1, R-2) or property used for R-1 or R-2 purposes. If it is determined that a street shall be constructed other than the standard described in Subsection (b) and/or be constructed with Portland cement concrete pavement assessment methods shall be as follows:
- a. R-1 and R-2 residential properties shall be assessed on the same basis as a standard bituminous concrete pavement with curb and gutter as set forth in Subsection (b).
- b. The assessable construction cost for bituminous concrete pavement for R-1 and R-2 properties shall be calculated from the average assessable construction costs for the current year of construction and based on a 36-foot clear width.

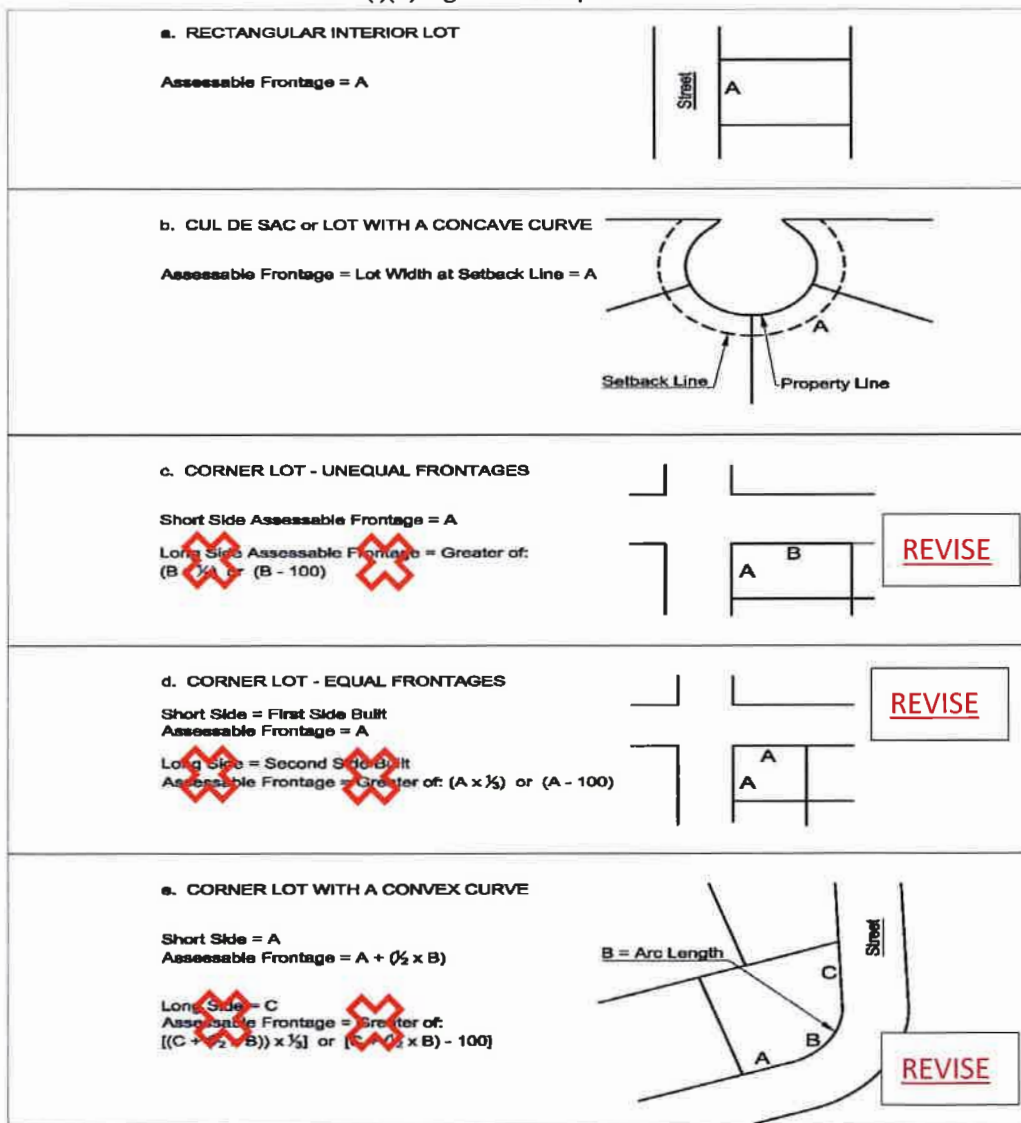
- c. The difference in assessable construction costs between the bituminous concrete pavement and the Portland cement concrete pavement for R-1 and R-2 residential properties shall be borne by the City.
- d. If R-1 and R-2 property owners petition for a Portland cement concrete pavement and it is constructed, these residential properties shall be assessed 100 percent (not to exceed more than 50 percent of the cost on each side) of the assessable construction costs for a Portland cement concrete pavement.
- (e) *Bituminous concrete resurfacing of existing pavement.* The assessable construction costs of bituminous concrete resurfacing of existing pavements shall be assessed in the same percentage as applied to street paving in Subsections (d), (g) and (h) of this section. The cost of replacement curb and gutter, which is incidental to bituminous concrete resurfacing, shall be assessed uniformly throughout the project provided said curb and gutter replacement is not due to storm sewer, sanitary sewer or water utility construction.
- (f) *Cost of the improvement.* The cost to be assessed per foot shall be determined by dividing the assessable construction costs by the total length of centerline. Assessable and non-assessable items are listed below. Items not included in the list shall be considered as non-assessable.

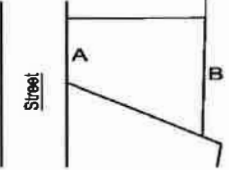
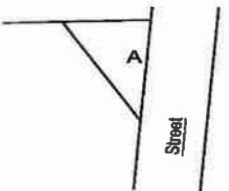
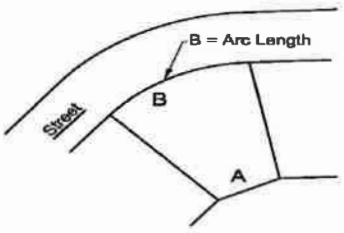
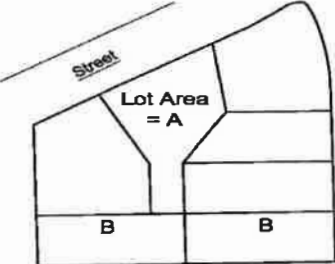
Item	Reconstruction	Resurfacing	New Street
Clearing and Grubbing	N	N	Y
Mill/Remove Existing Bituminous Pavement	Y	Y	N/A
Remove Concrete Sidewalk	N	N	N/A
Remove Concrete Curb and Gutter	Y	Y	N/A
Unclassified Excavation	N	N	Y
Crushed Aggregate Base Course	Y	N	Y
Fine Grading	Y	N	Y
Final surface preparation	Y	Y	Y
Bituminous pavement	Y	Y	Y
Install Concrete Curb and Gutter	Y	Y	Y
4-inch Concrete Sidewalk	N	N	Y
6-inch Concrete Sidewalk/Driveway	N	N	Y
8-inch Concrete Sidewalk/Driveway	N	N	Y
Install Detectable Warning Plate	N	N	Y
Terracing, seed, mulch, fertilize	Y	Y	Y
Pavement Marking	N	N	N
Traffic control	N	N	Y
Install, adjust, repair, replace sanitary sewer facilities	N	N	Y
Install, adjust, repair, replace storm sewer facilities	N	N	Y
Install, adjust, repair, replace water utility facilities	N	N	Y
10% Engineering and Administration on assessable costs	Y	Y	Y

- (g) *Public property.* Public property, except street property held for highway purposes, shall be assessed at not more than 100 percent (i.e. not to exceed more than 50 percent of the cost on each side) of all assessable construction costs of paving, widening or resurfacing, regardless of the width of the street or type of pavement. Public property shall include property under the jurisdiction of State, County, City or Neenah Joint School District authorities.

- (h) *Church and nonprofit property.* Church and nonprofit property owned and used by churches and nonprofit organizations shall be assessed as R-1 and R-2 zoning as set out in Subsection (d) of this section.
- (1) Church property shall include church education buildings, residence of the pastor and assistant pastor, but not any property owned by a church which is leased or rented out for income purposes.
 - (2) Nonprofit property shall not include any property owned by any nonprofit organization which is leased or rented out for income purposes.
 - (3) This subsection shall not apply to public schools and governmental buildings.
- (i) *Special considerations.*
- (1) *Assessable frontage calculation.* To calculate the assessable frontage for a parcel, the City will choose from the most appropriate comparative lot from those shown in Figure 1 below. The committee of jurisdiction shall approve each variation.

13-5(i)(1) Figure 1. Comparative Lots



<p>f. TRAPEZOIDAL LOT</p> <p>Assessable Frontage = $(A + B) \div 2$</p>	
<p>g. TRIANGULAR LOT</p> <p>Assessable Frontage = $A \div 2$</p>	
<p>h. INTERIOR LOT WITH A CONVEX CURVE</p> <p>Treat as Trapezoidal Lot</p> <p>Assessable Frontage = $(A + B) \div 2$</p>	
<p>i. UNCATEGORIZED IRREGULAR LOT</p> <p>Compute Frontage using Lot Area and Typical Lot Depth in the Neighborhood.</p> <p>Assessable Frontage = $A \div B$</p>	

- (2) *Assessable frontage exemptions.* Multiple frontage lot exemptions shall not apply in the following cases:
- Multi-family, commercial, or industrial zoned and used properties.
 - Properties with R-1 or R-2 zoning or use where the back yard has access to an alley. In this case, the alley frontage shall be assessed at 50 percent of the residential rate as determined per Subsections (d), (g) and (h) of this section. The non-alley frontage of the property shall be assessed per Subsection (d).
 - Properties with R-1 or R-2 zoning or use, which because of their size and lot depth, could be subdivided into two separate buildable lots, provided none of the frontage is access restricted. Sufficient depth shall be considered to be any depth in excess of 200 feet.
- (3) *Street maintenance.* Street oiling, crack filling, slurry sealing, dust control applications, patching, reshaping, gravel grading, etc., are considered maintenance and shall not be assessed.

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- (4) *Federal, State, County or other cost participation.* Any funds received to apply to a specific street construction project shall be first used to offset City costs and non-assessable construction costs on that street construction project. After all City obligations are reimbursed, any remaining funding shall be used to reduce assessments.
 - (5) *Tax increment district financing.* On streets funded with tax increment district financing, all R-1 and R-2 properties may be assessed based on the parameters set forth in Subsection (d) of this section. All other properties may be assessed 100 percent of the assessable construction cost (i.e., not to exceed more than 50 percent of the assessable cost on each side).
 - (6) *Alterations.* If after public hearing, inequities are apparent in the strict application of this section, the Council may act to correct the inequity.
 - (7) *Assessment protection and credit.* Any property owner who has been assessed under this section for pavement construction or reconstruction or for bituminous concrete resurfacing shall not again be assessed in full for the reconstruction or resurfacing of such pavement for the following number of years. When reconstructing or resurfacing streets, credit will be given to the property owner listed at the time the street is reconstructed or resurfaced for the remaining useful life.
 - a. Portland cement concrete pavement: 30 years
 - b. Bituminous concrete pavement: 20 years
 - c. Bituminous concrete resurface: 15 years
 - (8) *Driveway apron.* If a property's driveway apron was unimproved prior to the street improvement, it shall be paved with a permanent surface in conjunction with the street improvement project. This cost will be assessed to the property owner. If the driveway apron was previously improved, it shall be replaced with similar materials at no expense to the property owner.

(Code 1977, § 3.07(13); Ord. No. 1331, §§ 1, 2, 7-19-2006; Ord. No. 2011-11, § 1, 5-4-2011; Ord. No. 2013-2, §§ 1—3, 1-16-2013)



M E M O R A N D U M

DATE: October 20, 2022
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): Pond excavation is complete. The retaining wall is complete. The steps have been placed. Tree planting and flatwork are ongoing. Stones continue to be placed for the water feature on the east side of the pond.
- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): Small punchlist items are being done. Final measurements are being made.
- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): Work is complete. Final measurements are being made.
- 5) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column and north half of the bridge are complete. Traffic was switched to the north half of the bridge and patch repairs were started on the south half of the bridge. While there are fewer surface repairs needed in this area, we did encounter an area that requires full-depth bridge deck repair, which will entail additional work.
- 6) Contract 8-22 (Miscellaneous Asphalt Repairs): Work has started.
- 7) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): The contract was awarded to Donald Hietpas & Sons Construction. Work is scheduled to start the week of 10/24.
- 8) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): The contract was awarded to Carl Bowers & Sons Construction. Work started the week of 10/17.
- 9) City Hall Hearing Loops: Assistant Planner Kasimor has learned that the hearing loop installations are not eligible for CDBG funding. We will budget for those installations as part of our normal capital budgeting process.
- 10) Church Street Ramp: The cast iron downspouts in the middle of the ramp were replaced with PVC pipes. No unusual issues were encountered.