

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
November 28, 2023 @ 6:30 PM
Hauser Room, 211 Walnut Street

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.

A G E N D A

1. Approval of Minutes of the Meeting of October 10, 2023 (Attachment)
2. Public Appearances
3. Inspection Vehicle Purchase (Attachment)
4. Police Department Third Quarter Statistics (Attachment)
5. Disabled Refuse/Recycling Curbside Collection Procedure (Attachment)
6. Public Works General Construction and Department Activity Report (Attachment)
7. Announcements/Future Agenda Items
8. 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, October 10, 2023, 6:30 PM

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Parks & Recreation Director Kading, Assistant Police Chief Bernice, Police Captain Van Sambeek, City Clerk Nagel, Traffic Engineer Merten, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of September 26, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of September 26, 2023. All voting aye.

Amended Relocation Order for S. Commercial Street Construction

Director Kaiser stated that minor street design changes resulted in changes being made to the right-of-way plat that was approved by the Common Council on August 2, 2023. He stated that the changes have resulted in several additional fee takings and adjustments to temporary easements which requires the need to process an amended relocation order to acquire all the necessary interests.

Aldersperson Stevenson asked for clarification regarding which side of the right-of-way the traffic signals at the intersection of Commercial and Alcott will be placed. Director Kaiser stated that the traffic signals will be in the west side right-of-way.

Aldersperson Hillstrom asked for an update on driveway access discussions with the property owners on S. Commercial Street. Director Kaiser stated that Deputy Director Schmidt and Traffic Engineer Merten have been in working with property owners and have laid out the all the possible temporary easements for real estate acquisition. He stated that not all may be needed but staff wanted to mark them to avoid having to do it at a later date and hold up the project.

Following Discussion: Motion/Second/Carried by Borchardt/Stevenson to recommend Council approve Resolution 2023-24, the relocation order to amend the plat for the 2025 S. Commercial Street reconstruction project between Stanley Street and Tyler Street. All voting aye.

Report

Resolution 2023-26: Authorizing the Application for Wisconsin Department of Natural Resources Surface Water Grants

Director Kading stated that staff is seeking approval of the WI DNR Surface Water Grant. He stated that the grant will be used to develop an aquatic plant management improvement plan. He stated that by having this management improvement plan in place, the city will be able to apply to the WI DNR for permission to manage the aquatic invasive species and weed species at Arrowhead Park and Herb & Dolly Smith Park.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Weber to recommend Council approve Resolution 2023-26, authorizing the application for Wisconsin Department of Natural Resources Surface Water Grants. All voting aye.

Police Department Replacement of Mobile Radios

Captain Van Sambeek stated that the current squad car radios were purchased in 2013 and have a duty cycle of 7 to 10 years. He stated that staff received a quote from Baycom Inc. for replacement of 27 radios in the amount of \$138,462.67.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the purchase of new Motorola radios with programming from Baycom Inc., in an amount not exceed \$140,000.00. All voting aye.

Licenses

Review and make recommendation on the transfer of Original "Class B" Combination Alcohol Beverage Retail License Application and Plan of Operation for Generation Paulson, Inc., d/b/a Layla's Place, 218 W Wisconsin Avenue, Christopher Paulson, agent

City Clerk Nagel stated that the Liquor License Review Committee met earlier today and recommended approving the transfer of the liquor license with two contingencies. She stated that the first is a signed transfer order form from the new agent of the liquor license and the second is the application fee payment. Clerk Nagel stated that all background checks have been complete and passed and there are no outstanding fees owed to the city.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the transfer of Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Generation Paulson, Inc., d/b/a Layla’s Place, 218 W Wisconsin Avenue, Christopher Paulson, with the amendment that the city receives a signed transfer application from Christopher Paulson, agent and the application fee is paid. All voting aye.

Public Works General Construction and Department Activity Report

1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Stonework on the water feature is complete. The meter socket for the electric service is scheduled to arrive the second week of October. Pumps for the water feature have been ordered but have not yet arrived. A crew is scheduled to mobilize the week of October 16 to perform punchlist items – Winneconne/Harrison seatwall, retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.

Aldersperson Hillstrom asked what is going to be done with the extra stone. Director Kaiser stated that some will be used at the Monroe/Union corner and the south end of the pond.

- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. Street grading and manhole adjustments will start the week of October 9.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete. Final quantities are being prepared.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has started work. He is scheduled to re-mobilize the week of October 16 to complete the downtown target area and the N. Park Avenue sidewalk.
- 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 – Arthur Plat, Cardinal Plat, Integrity Acres, Liberty Heights): Work is complete. Final quantities are being prepared.

Director Kaiser stated that we had done a change order on the project for the Oakridge Road paving which is set to be done next week. He stated that final quantities for the subdivision work are being worked on, but the project final quantities will not be available until after Oakridge Road is complete.

- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. Final quantities are being prepared.
 - a) Beaulieu Road sanitary sewer – Work is complete.

- 8) Contract 7-23 (High, River Utility and Street Construction): Utility work is complete. Road work is scheduled to start the week of October 16.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): This contract was awarded to JT Rams, LLC. Work is scheduled to start the second week of October. Director Kaiser stated that Facility Manager Benson is meeting with the contractor Thursday to go over the scope of the project and work will begin on October 16.
- 10) Contract 9-23 (Epoxy Pavement Marking): The contractor has several punchlist items to complete.
- 11) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. Final quantities are being prepared.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. Final quantities are being prepared.
- 13) City Hall Elevator: Work on the elevator upgrade is scheduled to start on October 23.
- 14) Neenah Creek Bridge: The east abutment was poured the week of 10/02. Piling for the west abutment was driven that same week. The west abutment will be formed the week of 10/09.

Alderson Hillstrom stated that the temporary traffic signal is not working properly. Director Kaiser stated that he is aware of it and will be reaching out to the contractor to adjust the red signal cycle length.
- 15) Cecil Street Garage: The water service to the building had a leak that was repaired by the Neenah Water Utility. We are getting a price to relay that 4-inch service line.
- 16) Homes at Freedom Meadows, 2nd Addition: The developer's contractor is scheduled to start utility work on October 16.
- 17) 2024 Projects: Staff has started collecting survey data for the prospective projects included in the department's 2024 budget request.
- 18) Leaf Collection: Leaf collection starts on October 9. Four collection rounds are scheduled, with the last run through Area 4 scheduled to start on November 13. Depending on weather and crew availability, an unscheduled pass may be made after that.

Director Kaiser stated that staff has received requests for hardship cases from residents who physically have difficulty bringing their carts to the curb for pick up. He stated that this conversation did come up when the automated program was implemented. Director Kaiser stated that at that time staff held off on creating a hardship policy to see if it would become an issue. He stated that Office Manager Mroczkowski is collecting program information from the City of Appleton and the City of Oshkosh. He stated that staff will review the information and bring back to a future meeting if needed.

Announcements/Future Agenda Items

Aldersperson Hillstrom stated that Aldersperson Erickson's son has painted the bathroom doors and elevator doors at Shattuck Park, and they look nice.

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:00 PM.
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



M E M O R A N D U M

DATE: November 9, 2023
TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Inspection Vehicle Purchase**

Community Development had budgeted \$22,000 in the 2023 Capital Improvements Budget to replace one of the department’s four vehicles. The 2017 Ford Focus that currently serves as an inspection vehicle is the second oldest vehicle within the department’s fleet and needs significant transmission repairs. Mechanic Rick Spoo has evaluated the vehicle and determined the repairs would have to be completed by third party and that the cost to do so are likely to be in the range of \$9,000. This is the vehicle that is proposed for replacement.

Staff has reviewed vehicles that are in alignment with the approved \$22,000 budget and that can serve sufficiently as an inspection vehicle. Based on these criteria staff is proposing the purchase of a 2024 Chevrolet Trax 1RS. The Trax is a small SUV that provides a larger clearance than most sedans. This is an advantage for inspection staff given the frequency of driving on streets that are in various stages of construction. Several sources for this model of vehicle were explored including the following dealers and their respective prices:

2024 Chevrolet Trax 1RS	Heiser Chevrolet, West Bend	\$24,533
2024 Chevrolet Trax 1RS	Lake Chevrolet, Milwaukee	\$24,111
2024 Chevrolet Trax 1RS	Bergstrom Chevrolet, Neenah	\$24,105

Pricing on the vehicles listed, as well as several others that were viewed, suggests that pricing is consistently within about \$500 of one another. Given the competitive pricing from Bergstrom and an offered trade in value of \$8,155 (Blue Book value estimate of \$7,000) for the 2017 Focus, the City’s net cost for this vehicle will be just under \$16,000. The new vehicle is also on-site and ready for pick up upon approval of the purchase. Staff is recommending purchase of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet.

Appropriate action at this time is to recommend Council approve the acquisition of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.





Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

<https://www.ci.neenah.wi.us/departments/utility-billing/>

Memo

To: Chair, Alderperson Cari Lendrum
Public Services and Safety Committee
Mayor Jane Lang

From: Chief Aaron L. Olson *ALO*

Date: October 31, 2023

Re: **Third Quarter Statistics for 2023**

Attached are the 2023, First Quarter Statistics for the Neenah Police Department.

1. First Quarter Calls for Service
2. First Quarter Uniform Crime Report
3. Traffic Warnings Detail
4. Traffic Citations Detail
5. Traffic Safety Officer Report
6. OWI Arrests
7. Parking Citations
8. Accidents
9. Overdoses
10. Potentially Dangerous Animal Detail
11. Open Records Requests
12. Code Enforcement

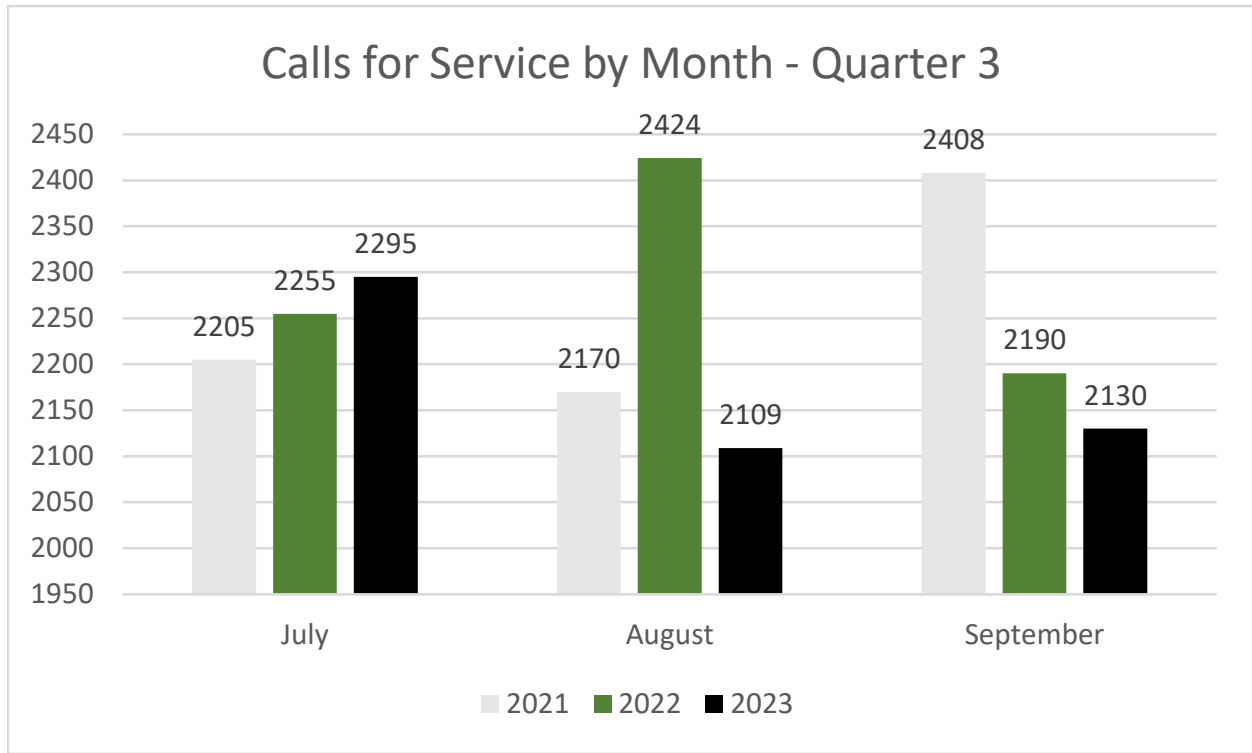


Neenah Police Department Quarter 3 Report 2023

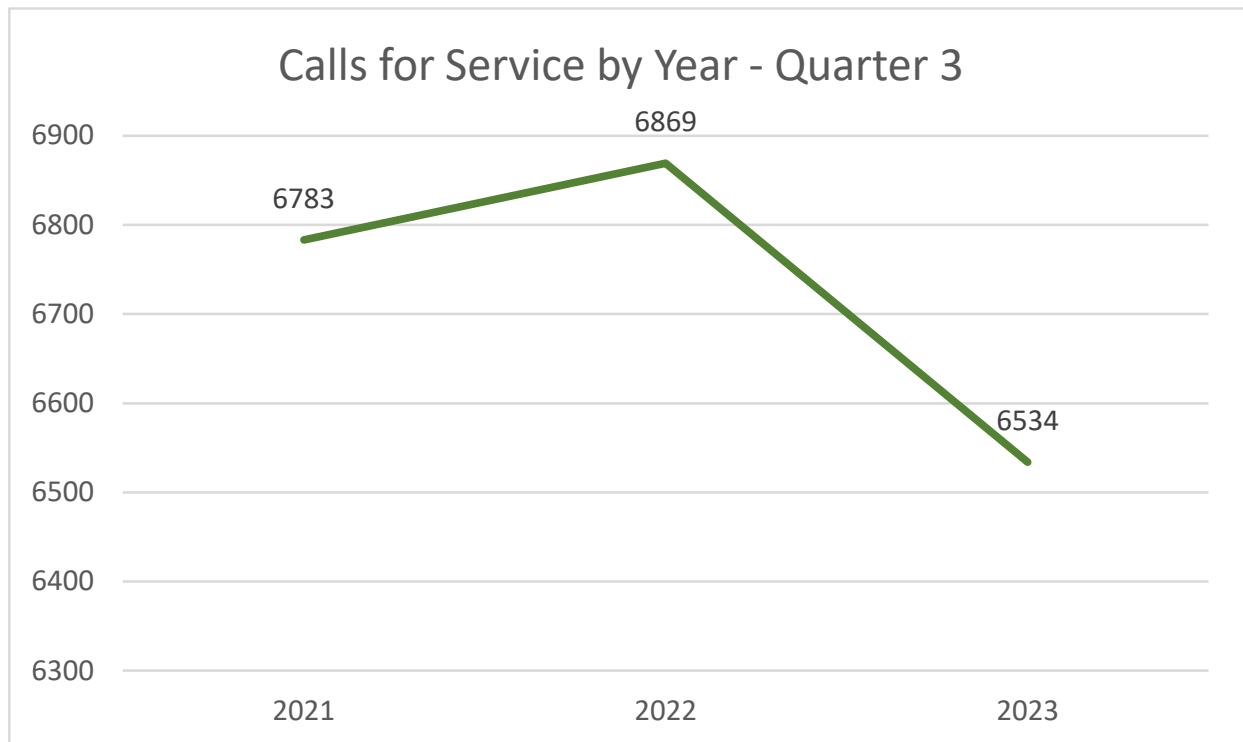


Report by Crime Analyst Paige Kowalski
pkowalski@neenahwi.gov
920-886-6040

Calls for Service

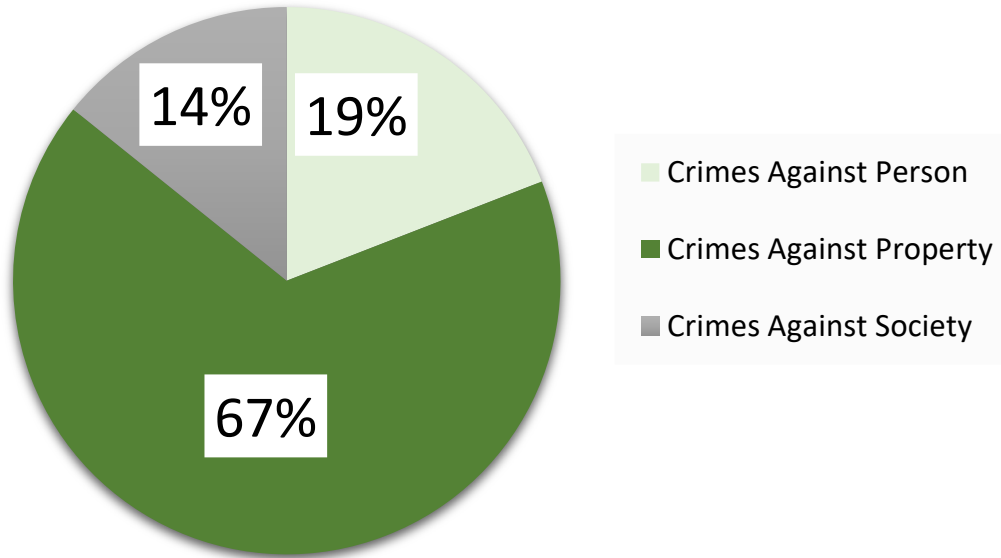


Included in the 6,534 Calls for Service for Quarter 3, 2023 are:
1,104 Traffic Stops



Unified Crime Report

Group A Offenses - Quarter 3

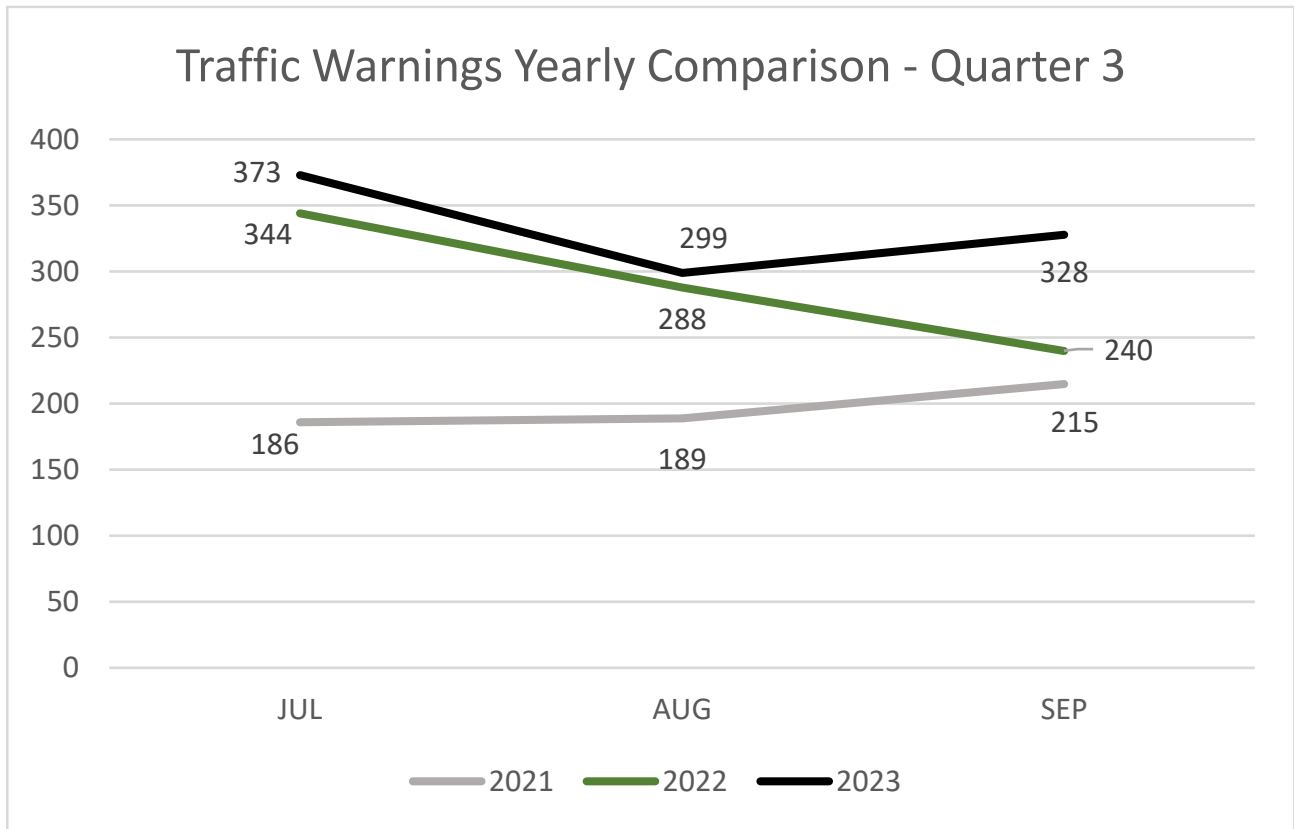


	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Total Group A	267	278	169	127	24	151
Crimes Against Person	51	51	43	24	9	33
Crimes Against Property	178	189	92	82	13	95
Crimes Against Society	38	38	34	21	2	23

	Adult Arrests	Juvenile Arrests	Total Arrests
Total Group B Arrests	84	24	108
Bad Checks	0	0	0
Disorderly Conduct	16	3	19
Driving Under the Influence	6	0	6
Family Offenses - Nonviolent	3	0	3
Liquor Law Violations	1	2	3
Trespass of Real Property	2	1	3
All Other Offenses	56	18	74



Traffic Warnings

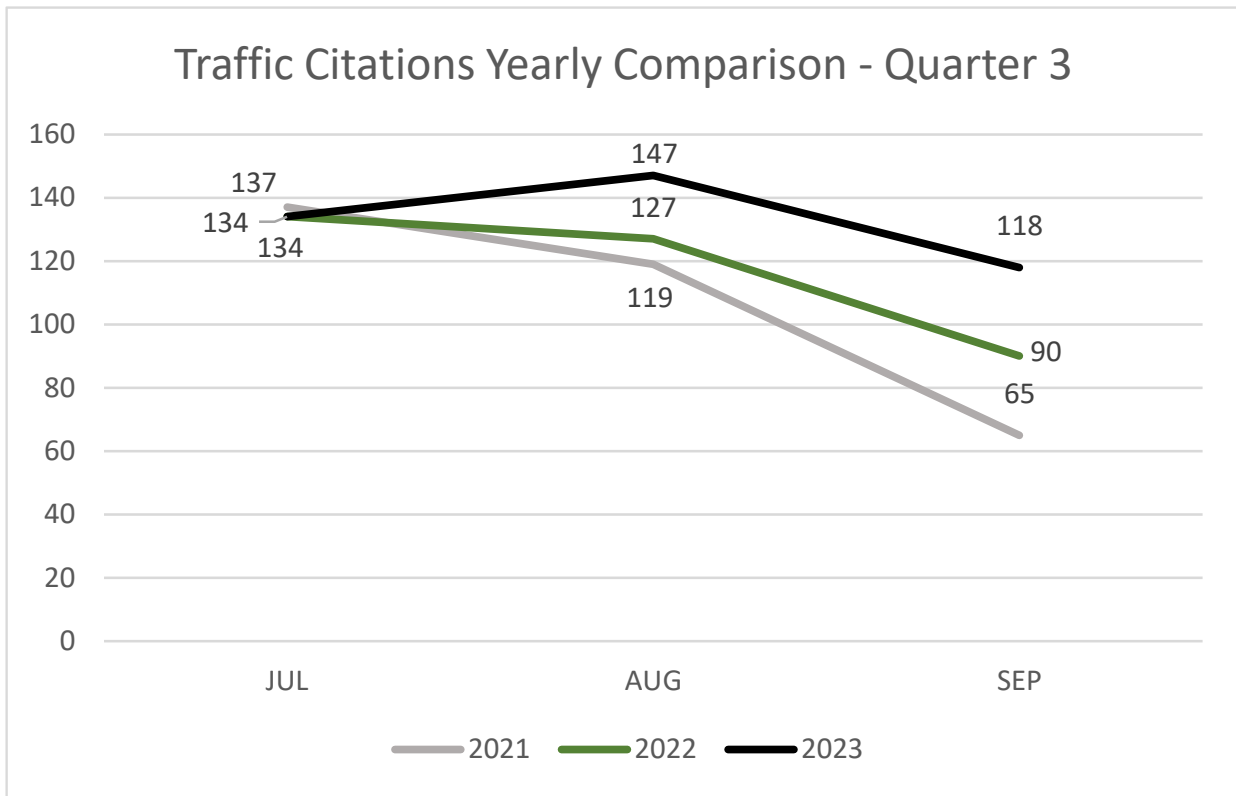


2023 Warnings - Quarter 3

Violation Type	JUL	AUG	SEP
DL (OAS/OAR/etc)	2	1	1
Equipment	41	46	51
Safety Belt	0	1	2
Speed	211	143	187
Vehicle Reg	38	33	31
All Other	81	75	56



Traffic Citations



2023 Citations - Quarter 3

Violation Type	JUL	AUG	SEP
DL (OAS/OAR/etc)	22	22	19
Equipment	1	6	8
Open Intox	0	0	0
OWI	10	2	5
Safety Belt	0	2	1
Speed	30	22	16
Vehicle Reg	23	34	18
All Other	48	59	51



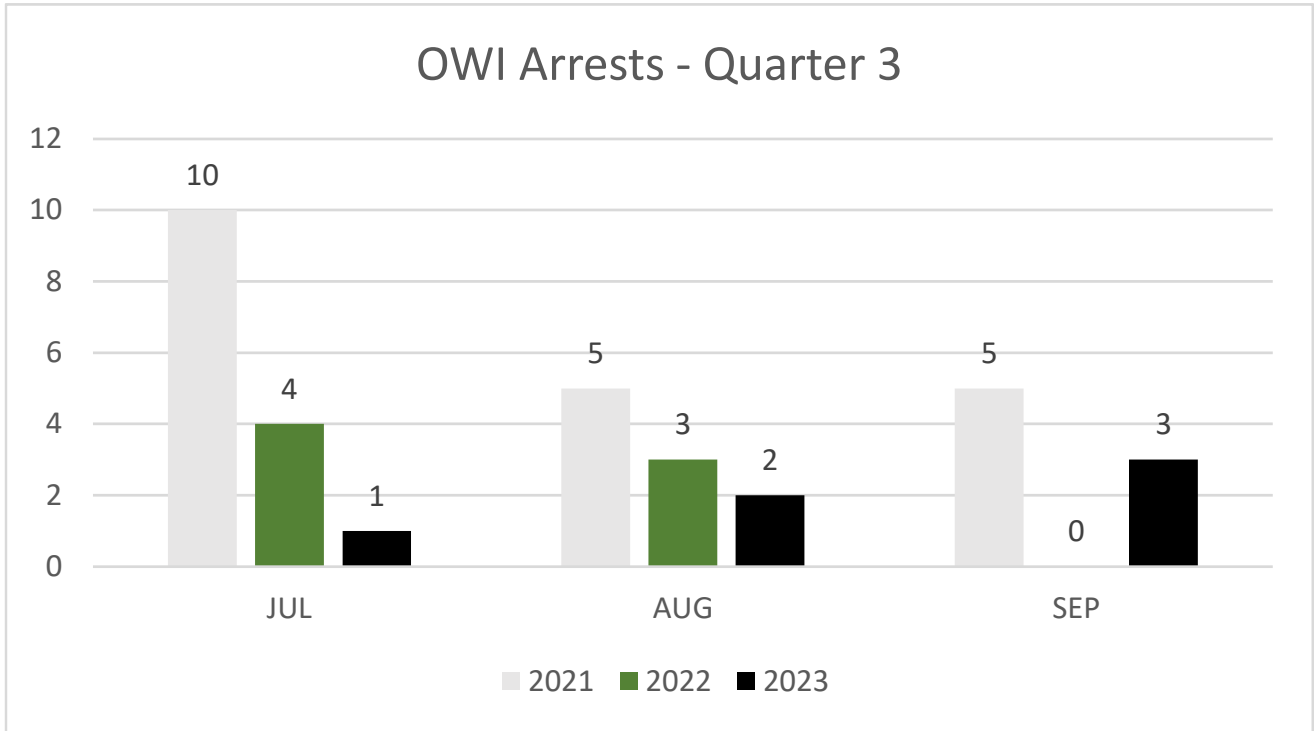
Traffic Safety Officer

Officer Edwards began the position of Traffic Safety Officer (TSO) in May 2022. He has many responsibilities including moving radar units, conducting Flock training, leading the Bike Patrol, and more. He will also assist patrol on major accidents or emergency calls requiring additional units to respond.

Jul-23	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
Week 1	39	1	47	0	0	0	5	0
Week 2	26	4	31	0	1	0	0	0
Week 3	25	4	30	0	0	0	0	0
Week 4	24	4	24	0	0	0	0	0
Week 5	6	1	7	0	0	0	1	0
Total	120	14	139	0	1	0	6	0
Aug-23	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
Week 1	6	2	6	0	0	0	0	0
Week 2	27	2	34	0	0	0	0	0
Week 3	30	8	34	1	1	0	0	0
Week 4	32	3	41	0	0	0	0	0
Week 5	6	0	6	0	0	0	0	0
Total	101	15	121	1	1	0	0	0
Sep-23	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
Week 1	37	3	39	0	0	0	0	1
Week 2	31	7	32	0	1	0	0	0
Week 3	27	1	27	0	0	0	0	0
Week 4	30	1	33	1	0	1	1	0
Week 5	0	0	0	0	0	0	0	0
Total	125	12	131	1	1	1	1	1
Q2 Total	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
	346	41	391	2	3	1	7	1



OWI Arrests

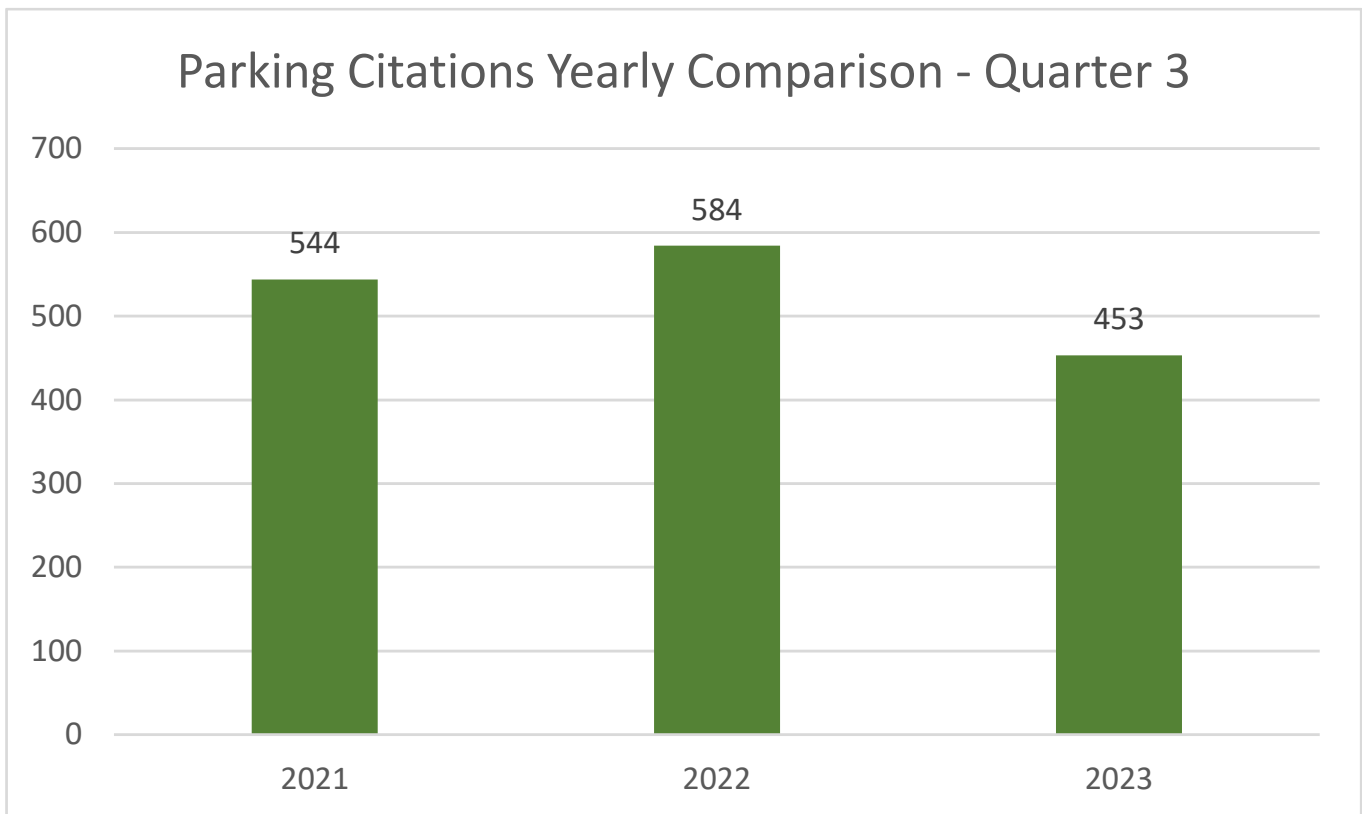


OWI Arrests - Quarter 3			
	JUL	AUG	SEP
2021	10	5	5
2022	4	3	0
2023	1	2	3



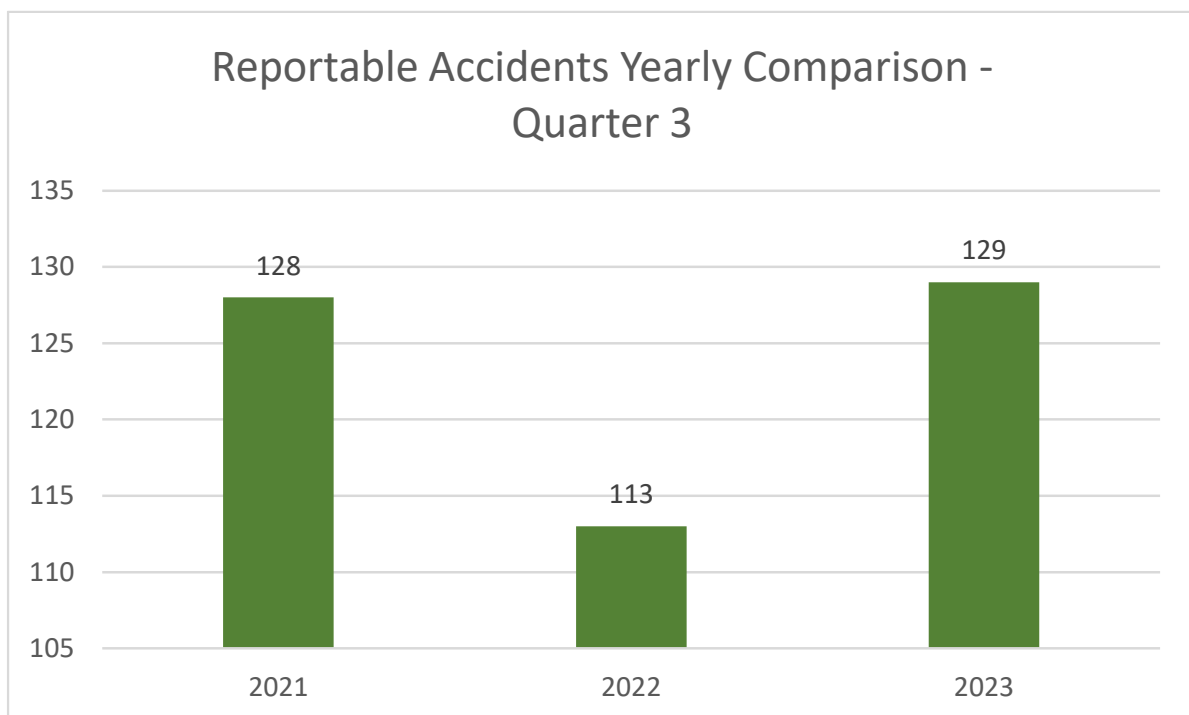
Parking Citations

Locations with 10 or more citations issued	
Locations	# of Citations
Blue Lot	27
Caroline St	12
Green Ramp	43
Hunt Ave	15
Maple St	15
Marathon Ave	18
Primrose Ln	17
Reed St	10
Silver Lot	24
Stanley Ct	18

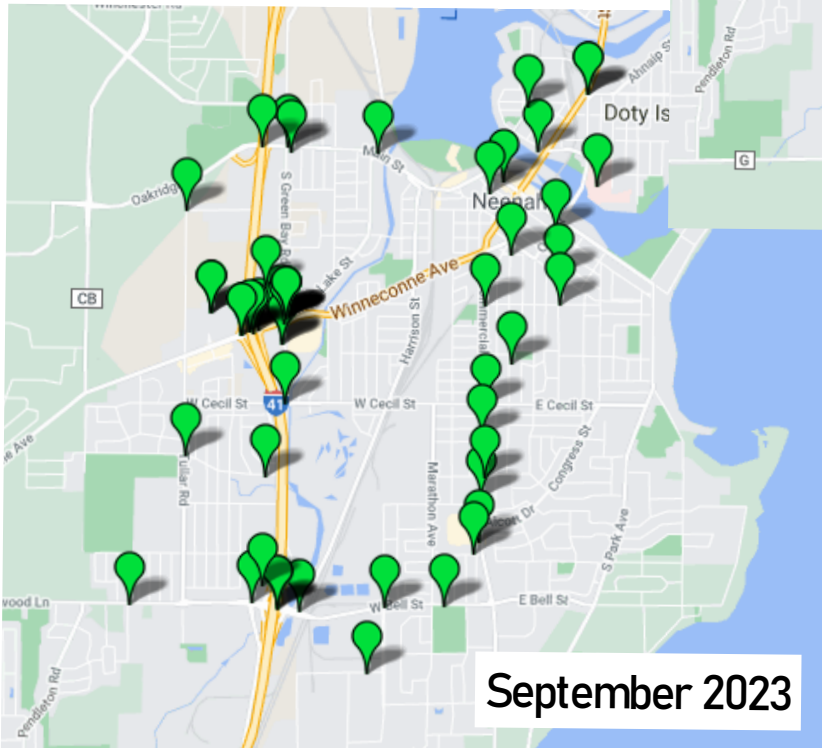
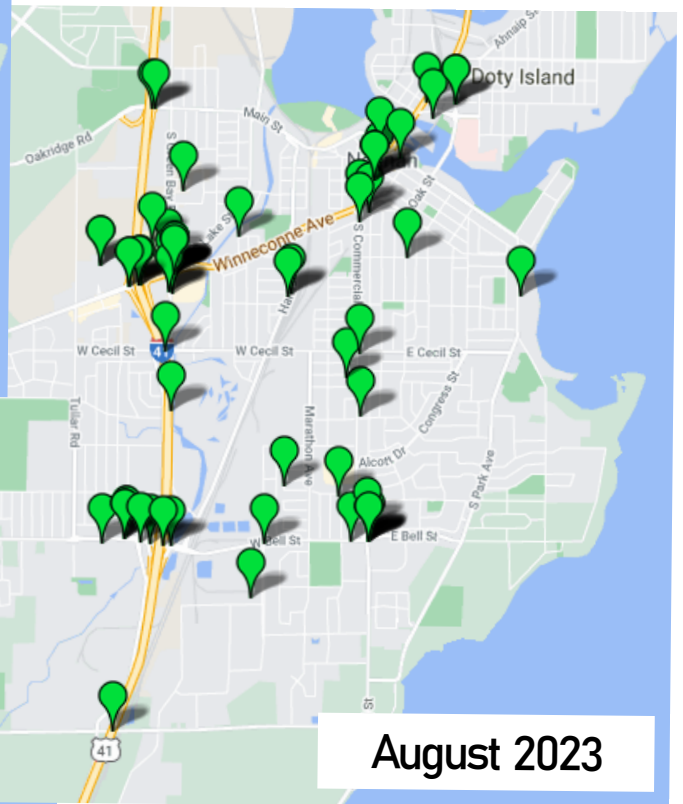
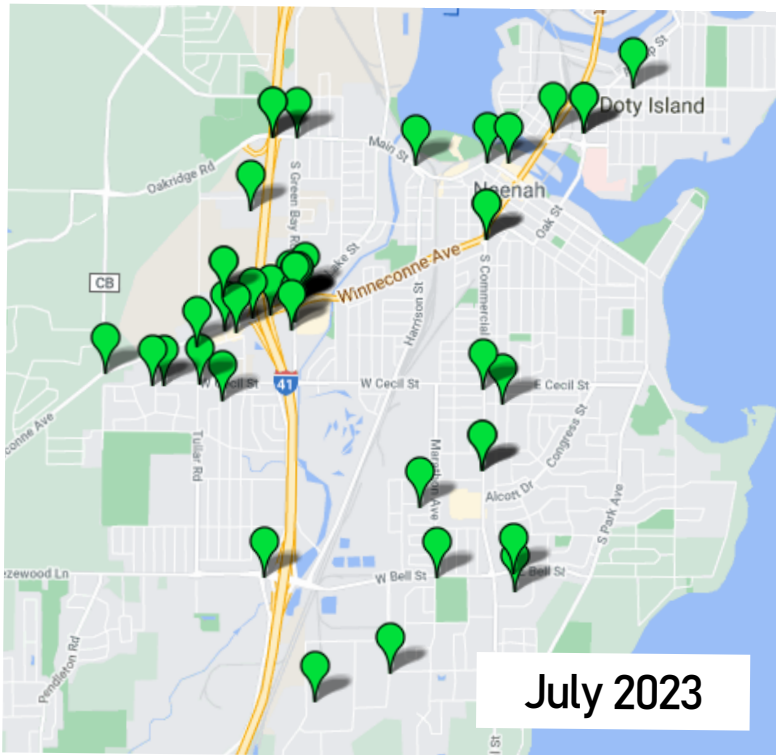


Accidents

Accident Type	JUL	AUG	SEP
Accidents with Property Damage	22	40	40
Accidents with Injuries	8	11	8
Fatal Accidents	0	0	0
Light conditions	JUL	AUG	SEP
Daylight	26	41	36
Dawn	1	1	1
Dusk	0	2	2
Dark-Lighted	2	4	7
Dark-Unlit	0	3	1
Unknown	1	0	1
Intersection Type	JUL	AUG	SEP
Non Intersection	14	29	27
4 way Intersections	6	11	10
T Intersection	2	0	2
Roundabout	8	11	8
Other (5+, Y or L Intersections)	0	0	1



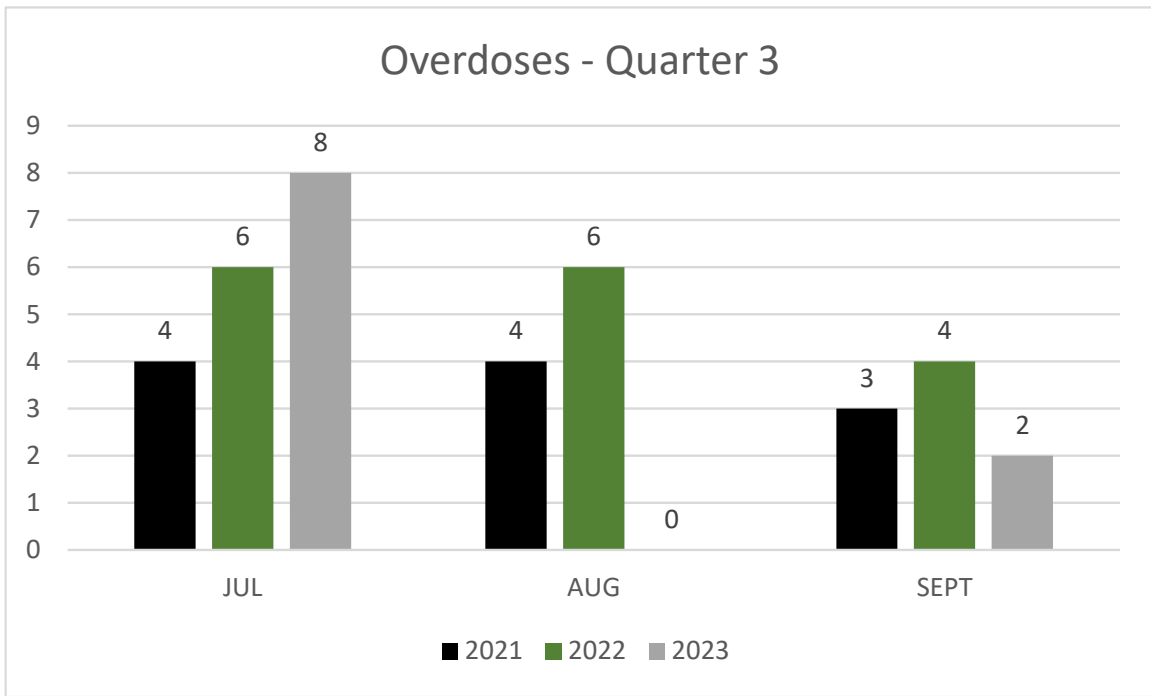
Accidents



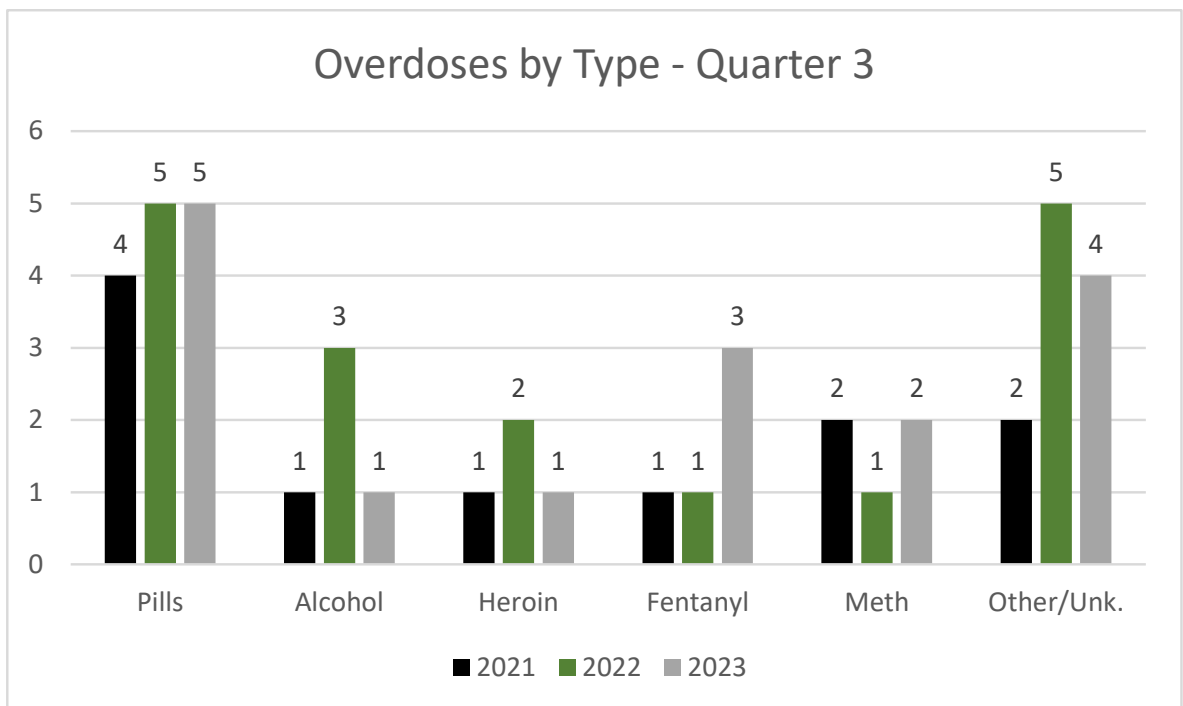
*Pin maps include both reportable and non-reportable accidents



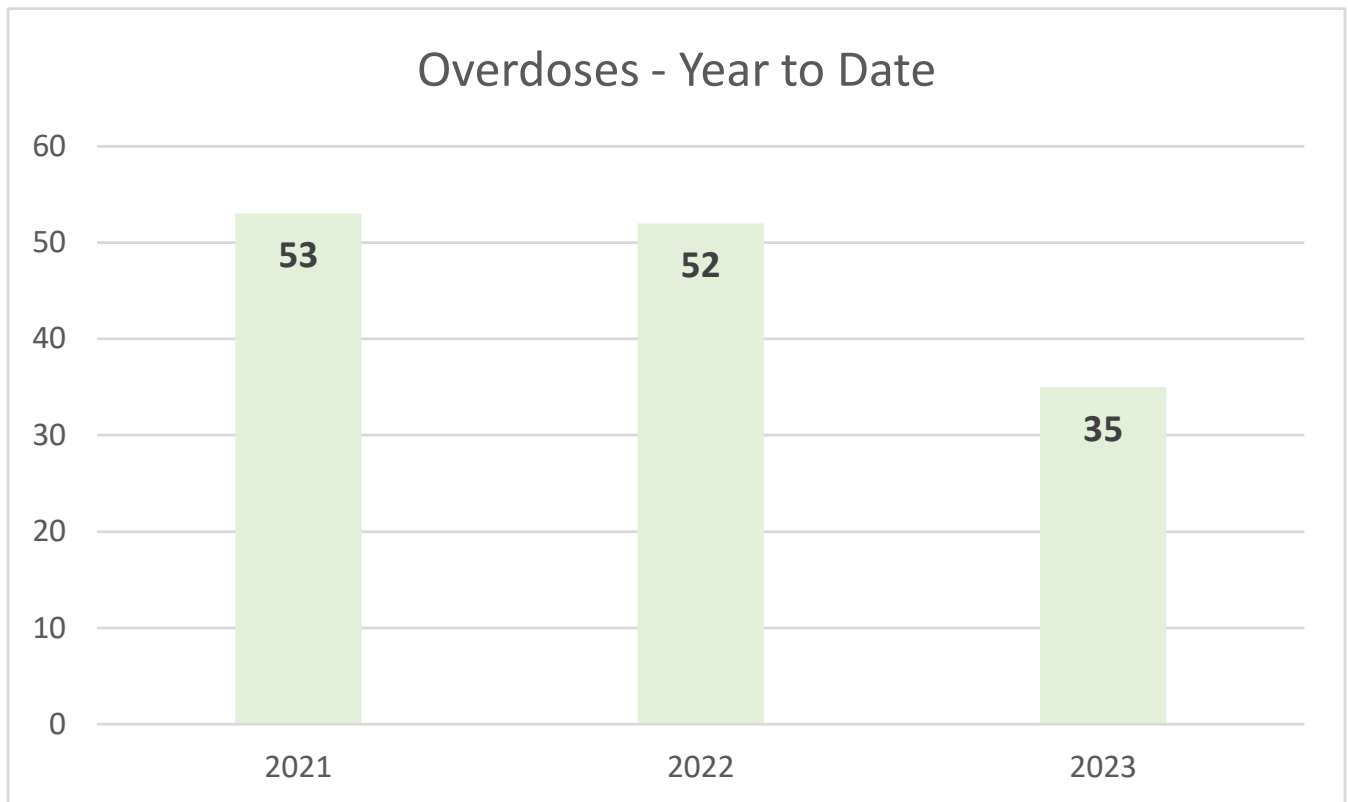
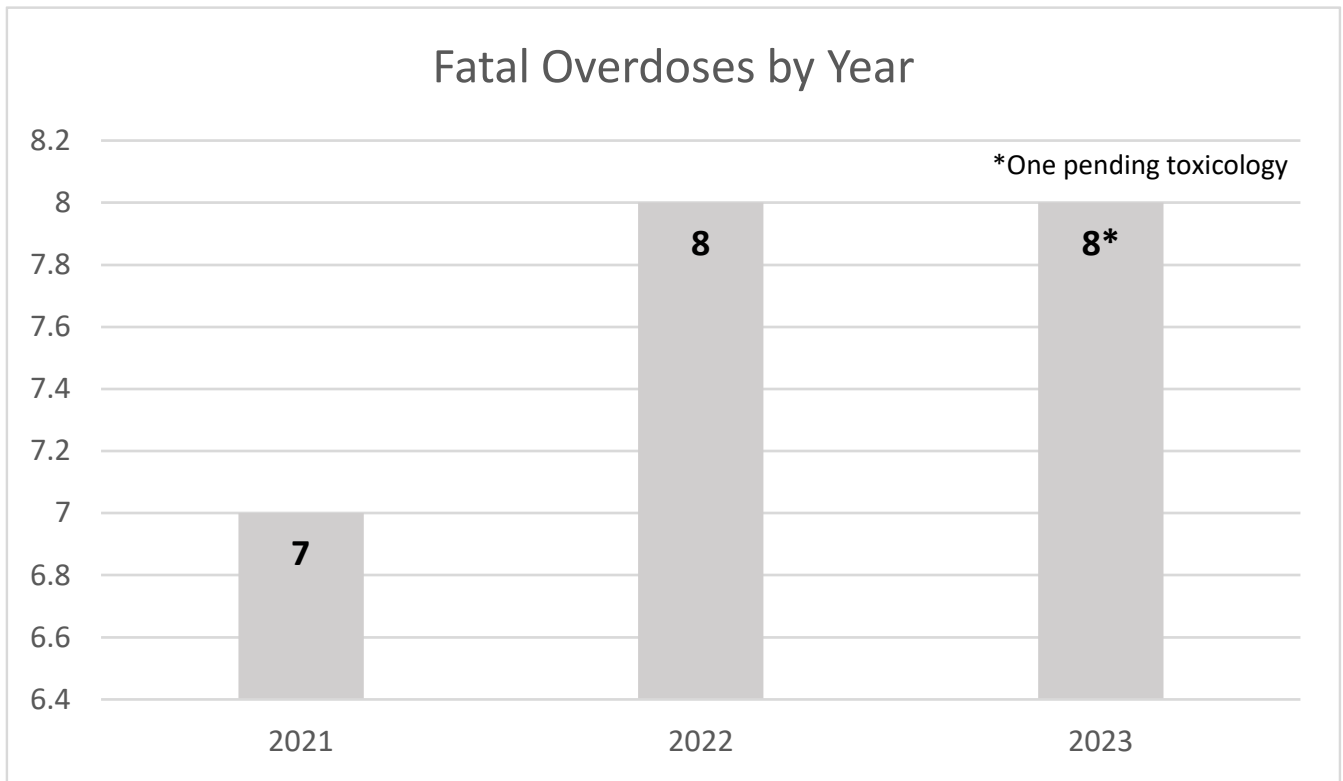
Overdoses



Monthly	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
2021	9	3	4	4	8	3	4	4	3	3	4	4
2022	2	4	6	3	4	3	9	6	6	3	1	5
2023	3	4	3	1	4	8	8	0	2	2		



Overdoses



Dangerous Animals

No Action Taken

Incident Number	Date	Animal	Animal Owner	Owner Address
23-015207	9/17/2023	Dog	Bruce Keffer	153 Claire Ave
23-015192	9/16/2023	Dog	Brian J. Hodek	442 Beaulieu Rd
23-015031	9/14/2023	Dog	Latrayvia L Spivey	122 W Bell St
23-014667	9/9/2023	Dog	Kristen Ann Schremp	1160 W. Cecil St
23-014071	8/30/2023	Dog	Daniel Brunner	328 Park Dr
23-013896	8/27/2023	Dog	Robin L Strasser	113 Oak St
23-013473	8/20/2023	Cat	Constance Janice Hussar	120 Byrd Ave
23-013429	8/19/2023	Dog	Andrea J. Boileau	524 Isabella St
23-013409	8/19/2023	Dog	Elisabeth J. Bursech	1120 Dogwood Trl.
23-013340	8/18/2023	Dog	Shae M Boelter	409 5th St
23-013038	8/13/2023	Dog	Salwa Farid Aziz	954 W Cecil St
23-012840	8/9/2023	Dog	Kaden J. Richards Willis	1095 Holly Ct.
23-012523	8/4/2023	Dog	Ragina T Louis	411 Nicolet Blvd.
23-012243	7/31/2023	Dog	Steven Henning	1623 S. Commercial St.
23-012141	7/29/2023	Dog	Grant A Wenninger	519 Grant St
23-011946	7/26/2023	Cat	Andrew T Francart	508 Haylett St
23-011269	7/16/2023	Dog	Brandon K Roggenfauer	607 Grove St
23-011172	7/15/2023	Dog	Tony Sous	1624 Remington Ct.
23-010937	7/11/2023	Cat	Shawna Lee K Scharenbroch	144 N. Western Ave
23-010335	7/2/2023	Dog	Vilmarie Flores	1350 Primrose Ln Apt G

There were no Potentially Dangerous, Dangerous or Prohibited Animals for Quarter 3, 2023.



Open Records Requests

	Total Requests	Total Responses	Minutes on Media
July	150	153	1005
August	140	223	2640
September	194	369	2010
Q3 Total	484	745	5655

Total Requests: Requests come in the forms of City Hall License Checks, Permit Checks, Background Checks, etc.

- Total Backgrounds Requested: 285
- Total License/Permit Checks: 65

Accidents Processed are the total accidents our agency responded to that need to be transmitted to the Department of Transportation.

Total Responses: One request received can result in multiple reports that need to be completed for the response from our agency.



Code Enforcement

- 480 Total Inspections were done
- 173 new cases were started
 - 80 have been closed
- 28 services fees were issued
 - Either \$50 or \$100 based on how far along the process is
- 5 Citations issued

Citation Count	
Property Maintenance	2
Parking	2
Other	1





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: November 22, 2023
TO: Mayor Lang and Members of the Finance & Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Disabled Refuse/Recycling Curbside Collection Procedure

As was noted at a prior Committee meeting, we have been contacted on several occasions by elderly or disabled residents who find it very difficult to move the refuse/recycling carts in place for collection requesting to have city crews move the carts to the curb for collection. Our current work practices do not allow for that.

The attached procedure and application form were developed from the cities of Appleton and Oshkosh, who provide such a service. They outline the information that we would need and the conditions under which a property could be served in this manner.

Staff asks for Committee review of the proposal and permission to modify our work practice to accommodate these requests.

RESIDENTIAL DISABLED REFUSE/RECYCLE CURBSIDE COLLECTION SERVICE PROCEDURE

This procedure is intended to address residents of the City of Neenah that have met the City's disability criteria for exemption to the policy governing collection of refuse and recycling through curbside cart placement.

To be eligible for this service the following criteria must be met:

- No one else living in the household or employed by the resident is otherwise capable of placing the cart(s) at the curb.
- A physician or optometrist must certify that the resident's disability prevents the resident from placing the cart(s) at the curb. Such certification must be received before an application is approved.
- The cart(s) will be easily accessible and visible from the street for the route driver. The cart(s) will be replaced to its original location after collection.
- Driveways and walkways will be cleared of ice, snow and other debris that may cause a safety concern for the route driver, and absent such, at the cart(s) may not be emptied by the worker(s).
- Dogs and other pets will be kept on a leash and not allowed to make contact with the route driver.
- Route driver will not enter any structure (e.g., garage or shed) to obtain cart(s).
- Application renewal will be required on an annual basis. Forms will be mailed to the resident October 1st of each year and are due to the City December 31st of each year.

City of Neenah
 Department of Public Works, Refuse & Recycling Division
 1495 Tullar Road, Neenah WI 54956
 920-886-6260

Application for Disabled Refuse/Recycling Curbside Collection Service

Applicant Information			
Name:			
Address:			
Phone			
Email:			
Applicant's Verification of Disability and Household Occupancy			
<p>I, the undersigned applicant, certify that I am temporarily or permanently disabled and unable to place my cart(s) at the curb. I also certify that there is no one in my household, in my employ, or providing in-home assistance that is able to place my cart(s) at the curb. I understand that it is my responsibility to resubmit this application annually for continuance of the curbside service. I authorize my physician or optometrist to release any information necessary to verify my disability.</p>			
I am temporarily disabled	YES	I am permanently disabled	YES
I need assistance with my garbage cart		YES	NO
I need assistance with my recycling cart		YES	NO
Signature:			

Disability Statement		
To be completed by a Licensed Physician (or Optometrist if Applicant is legally blind)		
I, a licensed physician/optometrist, hereby certify that the above applicant is currently disabled and unable to place his/her cart(s) at the curb.		
Nature of Disability:		
I further certify that this disability is:	TEMPORARY	PERMANENT
If a temporary disability	Start Date:	End Date:
Name of Physician or Optometrist:		
Address:		
Phone:		
Signature:		

<u>Mail completed forms to:</u> Department of Public Works 1495 Tullar Rd Neenah WI 54956	or	<u>Email</u> publicworks@neenahwi.gov
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M E M O R A N D U M

DATE: November 21, 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. Stone work on the water feature is complete. Pumps were installed 11/15. The meter socket for the electric service is scheduled to arrive in December. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete. A final pay request is being prepared.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has completed work.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. Patch work is scheduled for the week of 11/27.
- 6) Contract 5-23 (New Subdivision Street Construction – Arthur Plat, Cardinal Plat, Integrity Acres, Liberty Heights): Work is complete. A final pay request is being prepared.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. A final pay request is being prepared.
 - a) Beaulieu Road sanitary sewer – Work is complete.
- 8) Contract 7-23 (High, River Utility and Street Construction): Utility work is complete. Road grading and structure adjustments were completed the week of 11/20. Paving the binder course of asphalt is scheduled for the week of 11/27.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): Work is complete. A final pay request is being prepared.
- 10) Contract 9-23 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 11) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. A final pay request is being prepared.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. A final pay request is being prepared.
- 13) Jetter Truck: The engine on our current jetter truck failed in late October. Not knowing the delivery time of the replacement truck that was ordered in late June, we opted to have the engine replaced at an estimated cost of \$35,000. That work has now been completed at a final cost of \$40,409.43. After discussing the matter with Finance Director Rasmussen, this cost will be taken from the capital equipment fund, which has a current balance just over \$780,000.

While our jetter truck was down, we called in City of Menasha crews on three occasions to address sewer backups. We greatly appreciate their willingness to work with us in that capacity.

- 14) City Hall Elevator: Work on the elevator upgrade started the week of 11/6 and is scheduled to last 4-5 weeks.
- 15) Neenah Creek Bridge: The bridge is complete. Approach grading and paving will be done in spring.
- 16) Leaf Collection: An additional round of leaf collection will be completed the week of 11/27. If weather allows, a sixth round will be done.