

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**

Tuesday, March 26, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Stevenson, and Weber

Excused: None

Also Present: Mayor Lang, Community Development Director Haese, Community Development Deputy Director Schmidt, Public Works Superintendent Radtke, GIS Coordinator Meverden, Traffic Engineer Merten, Parks & Forestry Superintendent Fink, Public Works Office Manager Mroczkowski, Jeff Linski, Bill Pollnow, and Bethanie Gengler

Public Appearance

None

Approval of Minutes of the Meeting of March 12, 2024

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the meeting of March 12, 2024. All voting aye.

Purchase of Zero Turn Mowers

Parks & Forestry Superintendent Fink stated that he is seeking approval to purchase a 72" John Deere zero turn mower and a 60" John Deere zero turn mower from Riesterer and Schnell. He stated that although the low bid for the 60" mower was not John Deere, the consensus from the park technicians and the city mechanics is that the John Deere mowers have a superior cutting performance, durability, ease of maintenance and vendor service.

Report **Following Discussion: Motion/Second/Carried by Hillstrom/Weber to recommend the Common Council approve the purchase of a 72" John Deere Z994 Ztrak mower from Riesterer and Schnell in an amount of \$18,048.03 using Capital Equipment funds.** All voting aye.

Report **Following Discussion: Motion/Second/Carried by Hillstrom/Weber to recommend the Common Council approve the purchase of a 60" John Deere Z994 Ztrak more from Riesterer and Schnell in an amount of \$17,624.53 using Capital Equipment funds.** All voting aye.

Designated Outdoor Refreshment Area (DORA)

Motion/Seconded/Carried by Borchardt/Weber to table the agenda item. All voting aye.

GIS Update

Community Development Deputy Director Schmidt provided a presentation on the use of GIS within city hall.

Aldersperson Stevenson asked if the applications presented are live. Deputy Director Schmidt stated there are some finishing touches that need to be done first and then it will be available to the public and city staff.

Aldersperson Borchardt asked that a tutorial be created for public users.

Fleet #39-Sewer Utility Truck

Public Works Superintendent Radtke stated that this truck is used during sewer cleaning operations. He stated the utility box is rusting out and is in very poor condition.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend the Common Council approve the purchase of a 2022 Ford F350 2WD Regular Cab truck from L&S Truck Center in an amount of \$54,415.50, and also approve the purchase of a safety lighting package and two-way radio with a cost not to exceed \$4,000.00 using Capital Equipment funds. All voting aye.

Mastic Machine

Public Works Superintendent Radtke stated staff is seeking approval to purchase the Patcher II Mastic Machine from Sherwin Industries. He stated that the Village of Fox Crossing and City of Menasha have this brand and it is very durable. Public Works Superintendent Radtke stated that the city borrowed the Village of Fox Crossings mastic machine to repair a portion of S. Green Bay Road and it worked very well.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Stevenson to recommend the Common Council approve the purchase the Patcher II Mastic Machine from Sherwin Industries in an amount of \$85,557.00 along with the purchase of various hand tools designed for the mastic application in an amount not to exceed \$3,000.00 using Capital Equipment funds. All voting aye.

Salt Shed Roof Replacement

Public Works Superintendent Radtke stated that during the 2024 salt shed inspection, tears and weaknesses were found in the roof material. He stated that the state inspector stated that repairs to the roof's current material or replacement of the roof is required.

Public Works Superintendent Radtke stated that the shed was built in 2010 by Structures Unlimited. He stated the roof material had a 15-year lifespan. He stated that in 2018, "wear points" were identified and repairs were made with welded patches. Public Works Superintendent Radtke stated that Structures Unlimited quote to repair the

current tears is \$6,600.00, but that the company is recommending the roof be recovered due to the age of the fabric, exposure, and previous repairs. He stated the quote to replace the entire roof is \$22,980.00.

Alderson Stevenson asked what is covered in the warranty of the new roof. Public Works Superintendent Radtke stated that is going to be any major malfunction, but he will check with the company.

Alderson Stevenson stated that continuing to duplicate what has been done already does not make sense, especially with two material failures. He asked if any alternatives have been looked into such as metal or steel. Public Works Superintendent Radtke stated that a wood roof would be very expensive, and he is not sure how the metal would hold up to the salt.

The consensus of the Committee was to direct staff to look into alternative roof coverings for the salt shed.

State-Municipal Agreement for S. Commercial Street Reconstruction-Revision #1

Traffic Engineer Merten reviewed his memo of March 30, 2024. He stated that the City entered into a State-Municipal Agreement (SMA) for the S. Commercial Street reconstruction project in June 2020. He stated with construction costs having significantly increased over the years the Wisconsin Department of Transportation has indicated that an additional \$1,821,565 of funding has been approved for the project. Traffic Engineer Merten stated that the new state appropriation for participating construction costs is \$9,384,816.00 with the city's share being \$1,894,723.00. He stated that the city will also have \$458,871.00 of non-participating costs.

Alderson Stevenson asked what is included in the non-participating costs. Traffic Engineer Merten stated that it is items like colored concrete and tree planters.

Alderson Stevenson stated that he would like to see the full list of the non-participating costs.

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend the Common Council approve the State-Municipal Agreement Revision #1 for Project 4993-01-00_01, S. Commercial Street Reconstruction. All voting aye.

Traffic Signal Equipment Purchase

Traffic Engineer Merten reviewed his memo of March 22, 2024 regarding the two traffic projects planned for the intersection of Nicolet/Third/ Commercial streets. He stated that the project will replace the traffic control cabinet at Nicolet and Third and the detection equipment at Commercial and Nicolet.

Alderson Hillstrom stated that even though this is a shared intersection with the City of Menasha, the city does all the work and covers all the costs.

Alderson Borchardt stated asked why we don't split the costs.

Traffic Engineer Merten stated that there is an agreement between the two cities that states the City of Neenah is responsible for maintenance and upgrades of the traffic control devices and any costs related to such maintenance.

Alderson Stevenson asked if there is a formal agreement. Traffic Engineer Merten stated that this agreement has been in place for many years, but is not sure if there is a formal written agreement.

Traffic Engineer Merten noted that proposed detection system is under budget whereas the cabinet is overbudget, however if viewed jointly, both purchases would come just under the combined budget (\$312).

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend the Common Council approve the purchase of the McCain ATC traffic signal cabinet in an amount of \$22,863 and the NoTraffic detection system in an amount of \$21,825 from Traffic and Parking Control Co., Inc. (TAPCO). 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. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. 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 this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 4) Neenah Creek Bridge: Parapet staining has been done. The remaining work is the east approach grading and curb/gutter installation along with landscaping. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed from Quarry Park to Laudan Blvd and is being installed from Winnebago Heights to the north. A second crew is scheduled to mobilize the week of 3/25.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): A pre-construction meeting was held on 3/21. The contractor is scheduled to mobilize the week of 4/8.

- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Water main installation on Bayview Road will be completed the week of 3/25. Additional stone for backfill was needed due to extra trench width caused by loose backfill material around the existing main. A sagging catch basin lead was also uncovered and replaced.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A schedule has not been set.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): A schedule has not been set.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Bids are scheduled for opening on 3/27/2024.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Bids are scheduled for opening on 3/27/2024.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract will be advertised on 3/27.
- 14) Contract 12-24 (Douglas Pond Storm Piping): A schedule has not been set.
- 15) 1st Addition to Freedom Acres: Utility installation has started.
- 16) I-41 Repairs: WisDOT is starting a variety of repairs on I-41 the week of April 1. The project runs from Breezewood Lane to WIS 15. The repairs will require several ramp closures for about two weeks each. The ramps affecting Neenah are the I-41 southbound entrance ramp from WIS 114 (Winneconne Avenue), I-41 northbound exit ramp to WIS 114 (Winneconne Avenue), and I-41 southbound exit ramp to Main Street in Neenah. We do not know the schedule for these closures. The project will also replace the I-41 bridge decks over Green Bay Road (north of CTH II).

Announcements/Future Agenda Items

None

Adjournment

Motion/Second/Carried by Borchardt/Stevenson to adjourn at 7:43 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager