

AMENDED
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, February 11, 2025

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

Excused:

Also Present: Public Works Director Kaiser, City Clerk Nagel, Public Works Superintendent Radtke, Public Works Office Manager Mroczkowski, Frank Cuthbert, and Flo Bruno

Approval of Minutes of the Meeting of January 28, 2025

Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of January 28, 2025.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 4/1/0 (Pollnow Abstain)

Public Appearance

None

Fleet #8 Single Axle Patrol Truck

Motion by Hillstrom, Seconded by Borchardt to recommend Council approve the purchase of a new 2025 International Single Axle Chassis in the amount of \$113,174.80 from Packer City International, Appleton, equipment package in the amount of \$133,323.00 from Monroe Truck Company, De Pere, and a new 2-Way radio and additional safety equipment not to exceed \$1,000.00 with 2025 Capital Equipment funds.

Public Works Superintendent stated that this is a single axle truck with a stainless-steel box and no salter.

Alderman Pollnow asked where the funds go when the equipment is sold at auction.

Director Kaiser stated that the funds go in the general fund. He stated that in the past it had gone to offset the cost of the piece of equipment

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Report

Fleet #10 Tandem Axle Patrol Truck with Super Combo V-Box Salter

Report

Motion by Hillstrom, Seconded by Pollnow to recommend Council approve the purchase of a 2025 International Tandem Axle Chassis for \$126,539.25 from Packer City International, Appleton, and equipment package in the amount of \$231,614.00 from Monroe Truck Company, De Pere, and a new 2-Way radio and additional safety equipment not to exceed \$1,000.00 with \$315,000.00 in 2025 Capital Equipment funds and \$44,153.25 from the Capital Equipment fund balance.

Public Works Superintendent Radtke stated that the v-box salter is an upgrade to the tailgate salter the truck being replaced uses. He stated that the v-box salter can be used for regular salting, pre-wetting or a combination of the two. Public Works Superintendent Radtke stated that we do have a truck with a v-box salter on it and it saved \$4,000 in salt in 2024.

Aldersperson Hillstrom asked how many v-box salters we have. Public Works Superintendent Radtke stated that we currently have one and 11 regular salters. He stated that he plans on making the switch on all the trucks as they are replaced.

Aldersperson Pollnow asked about only receiving two bids for the equipment package quote. Public Works Superintendent Radtke stated that there are only two local vendors that offer the v-box spreader. Public Works Superintendent Radtke stated that there are other vendors he could reach out to that are not local on future quotes.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Licenses

Approve the Temporary Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah

C.A

Motion by Weber, Seconded by Borchardt to recommend Council approve the Temporary Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah, for Friday Fish Fries, to be held on March 13, 21, 28, 2025, and April 4,11, 2025

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Nicolet Boulevard/Commercial Street Roundabout Feasibility Study Analysis-
Intergovernmental Cooperation Agreement

Report **Motion by Borchardt, Seconded by Pollnow to recommend the Council authorize the appropriate city officials to sign the Intergovernmental Cooperation Agreement for the Roundabout Feasibility Analysis at Nicolet boulevard and Commercial Street.**

Director Kaiser reviewed his memo of February 5. He stated that the City of Neenah and the City of Menasha are interested in evaluating the feasibility of constructing a roundabout at the intersection of Nicolet Boulevard, First Street, Commercial Street, Standford Street, and Washington Street. He stated that the 2025 budget includes \$15,000 for the study.

Director Kaiser stated that on February 5, 2025, the City of Menasha Board of Public Works recommended approval of the Memorandum of Understanding by their Council. He stated that the City of Neenah will be the administrator of the project. He stated that there will be a 10% administration fee added to the cost of the project which will be shared 50/50 with the City of Menasha.

Aldersperson Hillstrom asked if real estate acquisition will be part of the study. Director Kaiser stated that the study will give us an idea of the real estate needed.

Aldersperson Pollnow asked if the Nicolet/Third intersection was part of the study. Director Kaiser stated that it was not.

Aldersperson Borchardt asked if the new cameras will be used in the analysis. Director Kaiser stated that consultant will have access to the cameras.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

N. Commercial Street Bridge-Design Services for Structure Repair

Report **Motion by Borchardt, seconded by Pollnow to recommend Council approve Alfred Benesch & Company provide professional services for the design of repairs to the N. Commercial Street Bridge at an amount not to exceed \$16,500.00.**

Director Kaiser reviewed his memo of February 7. He stated that in 2023, the city became aware of a hole that had formed in the sidewalk on the N. Commercial Street Bridge near the Neenah Paper's loading dock. He stated that the area of the hole is where the bridge for Neenah Paper's loading dock and the city's bridge meet.

Director Kaiser stated that when the hole was discovered, Alfred Benesch & Company were hired to provide a report on the causes of the failure and potential solutions. He

stated that the report was completed in early 2024 and funds were budgeted in the 2025 for the design and implementation of the repairs.

Aldersperson Pollnow asked if the city has approached Neenah Papers on a cost share for the design and repairs. Director Kaiser stated that the Neenah Papers plant manager is not opposed to a cost sharing agreement.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

2025 City Hall HVAC Upgrade Proposal

Report

Motion by Borchardt, Seconded by Weber to recommend Council approve the City Hall Second Floor VAV control upgrade proposal from Energy Control & Design in the amount of \$76,914.00 using 2025 budgeted funds and funds from the deferral of the 2025 windowsill purchase.

Director Kaiser reviewed his memo of January 28, 2025. He stated that this upgrade is for the 2nd floor at city hall and is a continuation of HVAC upgrades that started in 2023. He stated that the 3rd floor was done in 2024 and during the upgrade, unusual situations were encountered from the original build of city hall that required a lot of work around to correct, which is reflected in in the price for the 2nd floor upgrade.

Director Kaiser stated that the 2025 budget includes \$60,000 for this work. He stated that in talking with Facility Manager Benson, staff suggests postponing the purchase of windowsill material of \$30,000.00 which was earmarked for the window replacement project at city hall this year.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Project Notification Process

Chairperson Lendrum asked Director Kaiser to go through his memo and outline what changes are being asked for by the Council Directive.

Director Kaiser reviewed his memo of January 23. He stated that there are three notices that are sent to property owners who will be having assessable construction on their streets. He stated that first is sent after the adoption of the Operating and CIP budgets for the upcoming year. He stated that staff sends out a general letter to property owners abutting the affected streets. He stated that the second notice is the public hearing notice which is statutorily required in the assessment process and informs property owners of the public hearing and the informational meeting prior to the

Council public hearing. He stated the third notice is the construction start letter. He stated that this letter is sent after the contractor is known and provides more detailed

information about the project such as contact information, the project construction order, mail delivery, parking, and garbage and recycle collection.

Aldersperson Pollnow stated that the second notice is only for accessible projects. Director Kaiser stated that the 2025 projects are a bit different than other years projects because there is non-accessible work that is being done. He stated that staff is sending out second notices to residents of non-accessible work informing them of the informational meeting held prior to the council meeting.

Aldersperson Pollnow stated that his intention of the directive is to engage with the public in real time and educate them about which streets are part of future budgets. He stated that the change that he is requesting is to include a list of each project street in the current budget with the aldermanic district and an aldermanic map, in hopes that residents may become more engaged on the front end and contact their aldersperson with concerns or questions.

Aldersperson Weber stated that he is not opposed to including that extra information in the first letter as long as it is not difficult for public works team to include it.

Aldersperson Lendrum stated that she is not in favor of putting the alderman information on the first letter. She stated that questions that we will get are engineering questions and should be directed and answered by public works staff. She stated that the alderman information is on the city website and can be included in the city newsletter along with a map. Aldersperson Lendrum stated that she feels that it only confuses the residents more when we can't answer their questions and ask them to call the public works office.

Aldersperson Pollnow stated that he disagrees. He stated that questions he receives are about meeting times, how the project will affect the street they live on, and financial obligations. He stated that this type of information is not being provided to residents prior to the street being approved. He stated that the first letter should go the residents to be transparent and get them talking and engaged. Aldersperson Pollnow stated that it is critical that alderman is on the front lines and be the interface with the public.

The Committee discussed what additional information should be included in the first letter, attending the informational meeting, encouraging residents to call public works to answer their questions, posting the budget process and meeting dates in the newsletter and social media.

Aldersperson Borchardt stated that he is not opposed to having the alderman information in the first notice letter.

Director Kaiser stated that he is fine with the alderman information being added to the letter. He stated that the part of the directive request he has concerns with is sending the first notice letter out prior to council budget adoption. He also questioned why pre-

approval notification is only on street work. He stated that there are much bigger capital projects in the budget that for transparency, the city may want comments from the public, but they are not going to see that unless they look at the budget. He stated that

rather than looking at specific type of capital project, make it broader to the whole budget.

Aldersperson Pollnow stated that we already have a notification process in place for public works capital projects. He stated that he has faith in the public that if projects after the first letter have been sent out prior to budget adoption, that we will be able to explain the reason why.

Aldersperson Weber asked for clarification on the timing of the first letter. Director Kaiser stated that first letter is mailed out in December after the budget has been approved. He stated that what is being proposed by Alderman Pollnow is to send the letter out prior to the CIP approval.

Aldersperson Weber stated that he would be concerned with sending out the letter prior to the CIP being approved by council.

Aldersperson Pollnow asked Director Kaiser if he open to including the example he had provided him after the budget is approved. Director Kaiser stated that he would be fine with additional information.

Aldersperson Pollnow stated that this is a step forward and he understands the concerns of the committee. **He stated that he would like to have the revised letter to come back to committee for review. Director Kaiser stated that will be fine.**

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Several, but not all, items have been addressed. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 5) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.

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- 6) Contract 6-24 (Jewelers Park Drive): Work on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 7) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 8) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring.
- 9) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 10) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): The contract is scheduled for advertising on 2/11. Bid opening is scheduled for 2/25.
- 11) Contract 2-25 (Elm, Douglas Utilities and Street): The contract has been advertised. Bid opening is scheduled for 2/18.
- 12) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract is scheduled for advertising on 2/18. Bid opening is scheduled for 3/4.
- 13) S. Commercial Street: The pre-construction meeting for the project is scheduled for February 19. A pre-construction public meeting is scheduled for February 20 at 5:00 p.m. in the Community Room and the Neenah Police Department.

Alderson Hillstrom asked when the north side of the clock tower is going to be fixed. Director Kaiser stated that staff did some investigating, it was determined that the motor needs to be replaced. He stated that it has been ordered.

Announcements/Future Agenda Items

Adjournment

Motion by Pollnow, seconded by Hillstrom to adjourn at 6:15 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager