

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 9, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Weber

Also Present: Mayor Lang, Police Chief Olson, Public Works Engineer Eckhart, Traffic Engineer Merten, City Clerk Nagel, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of April 25, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of April 25, 2023. All voting aye.

S. Commercial Street Property Access Discussion

Traffic Engineer Merten reviewed his memo of May 5, 2023, regarding the South Commercial Street Construction project property driveway accesses. He stated that staff has identified approximately 30 properties along this corridor that have a potential safety hazard with the location of the driveways. He stated that staff proposes to have conversations with all the identified property owners to mitigate safety concerns through voluntary concessions from the property owners. Traffic Engineer Merten stated that in several cases, driveway removal and relocations can improve internal site flow, increase parking supply, and enhance curb appeal.

Alderperson Borchardt asked Traffic Engineer Merten if it is the intent to have one driveway for egress and ingress. Traffic Engineer Merten stated that would be ideal, but staff is not opposed to two driveway accesses. He stated that it would depend on the site situation.

Alderperson Borchardt stated that he wants to make sure that the flow of traffic on the sites are not affected and the businesses are not inconvenienced.

Alderperson Hillstrom asked about the city owned properties and if a driveway will be put in. Traffic Engineer Merten stated that the plan would be to eliminate the driveways. He stated a curb cut would be done when the properties are developed.

Traffic Engineer Merten stated that this is an informational item and there is no action required from the committee.

Alderperson Lendrum stated that she would like to have feedback from staff as the conversations with the property owners take place.

Public Works 2023 Capital Improvement Program Amendment Request

Public Works Engineer Eckhart stated that our 2023 street construction projects bids have come in lower than expected. He stated that Director Kaiser is requesting to use some of the remaining capital funds to complete other street projects that have been identified in the 2023-2027 Capital Improvement Program.

Public Works Engineer Eckhart stated that the streets being considered are Hunt Avenue (Harrison to Cecil), Fairwood Drive (W. Terminus to Harrison), Brookwood Drive (Hunt to Fairwood), and Oakridge Road (Tullar to concrete).

Aldersperson Stevenson asked what the total contracted amount was that generated the excess funds. PW Engineer Eckhart stated the amount was \$10.1 million.

Aldersperson Borchardt stated that Director Kaiser informed us at budget time last year that he would be including a 5% to 6% buffer for each project because of not knowing where the economy would be at the time of bidding these projects.

Aldersperson Stevenson stated that CIP amendment request do not go through the same vetting and debate as other capital projects.

Aldersperson Lendrum asked if these streets are planned to be done in the next couple of years.

Public Works Engineer Eckhart stated that Director Kaiser chose streets that did not have major sanitary sewer and water utility work.

The Committee discussed further the Paser ratings of the selected streets, where the streets fall into the future CIP, the use of the Paser ratings when putting together the CIP, the condition of Oakridge Road compared to Hawthorne Street, and if any curbs will be getting replaced on these proposed streets.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve an amendment to the 2023 Capital Improvement Budget in the amount of \$543,600.00 for additional street resurfacing on Hunt Avenue (Harrison to Cecil), Fairwood Drive (W. Terminus to Harrison), Brookwood Drive (Hunt to Fairwood), and Oakridge Road (Tullar to concrete pavement). All voting aye.

C.A.

Bergstrom Mahler Museum of Glass-Art After Dark Temporary Class "B" License

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the Temporary, Class "B" Retailers License to the Bergstrom Mahler Museum of Art, 165 N. Park Ave, for Art After Dark, to be held on June 22, 2023. All voting aye.

Neenah High School Graduation Parade

City Clerk Nagel stated that it will be the same route as last year. She stated that the only difference in this year's application is the request for fireworks. She stated that the Fire Department is reviewing the application.

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Stevenson to recommend Council approve the Street Use Permit for the Neenah High School Graduation Parade, sponsored by the Neenah Joint School District, 410 S. Commercial Street, to be held on May 24, 2023, from 9:00 AM to 10:00 AM. All voting aye.

Barrel 41 HAKAS

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the Barrel 41 HAKAS, sponsored by Barrel 41 Brewing Company, 1132 S. Commercial Street, to be held on June 2, 2023, and June 3, 2023, from 5:00 PM to 10:15 PM. All voting aye.

Bergstrom Mahler Museum of Glass-Art After Dark

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Street Use Permit for the Bergstrom Mahler Museum Art After Dark, sponsored by Bergstrom Mahler Museum, 165 N. Park Avenue, to be held on June 22, 2023, from 6:00 PM to 9:30 PM. All voting aye.

Race the Lake

The Committee discussed the organizations Non-Profit status.

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Street Use Permit for Race the Lake, sponsored by Dutrirun Foundation, to be held on August 20, 2023, from 7:00 AM to 10:00 AM contingent upon Dutrirun Foundation providing a valid non-profit certificate. 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. Engineer Kummerow met with the contractor to review the final pieces of the water feature construction. We are also working through the installation for the electric service.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.

- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer lateral/water service pulling is about 55% complete. Sewer main installation is about 85% complete. Water main installation is projected to be complete the week of May 8.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is installing water main on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. Work is tentatively set to start in late June. A letter is being prepared to send to N. Park Avenue properties that have landscaping affected by the sidewalk installation.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction):
 - a) Arthur Plat: Curb/gutter and driveway apron installation is complete. Landscaping is set to start the end of the week of May 1.
 - b) Cardinal Plat: Curb/gutter and driveway apron installation is complete. Sidewalk installation is scheduled to be complete around May 5.
 - c) Integrity Acres: Curb/gutter installation is complete. Driveway apron installation is ongoing. Sidewalk installation will start next week. About 1/3 of the property owners have elected to have a different contractor pour their aprons.
 - d) Liberty Heights: The contractor is scheduled to pulverize pavement on May 19 and start preparation for curb/gutter installation immediately afterward.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): Utilities should be complete by the end of the week of May 8. Private-side sewer lateral and water service installation is scheduled to start the week of May 15.
- 9) Contract 7-23 (High, River Utility and Street Construction): Bids were opened on May 3. The Board of Public Works will make an award recommendation at their meeting on May 9.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project bid has been awarded to NEA. A schedule has not been set.
- 12) The annual recycling report is being prepared for submittal to WDNR.
- 13) Industrial Park Expansion: Staff is soliciting proposals for a traffic impact analysis to review the impacts of two projects being proposed in the area of the industrial park expansion.

- 14) Parking Management Software: The weekend of May 6 - 7 is the scheduled date for cutover from our current NuPark parking software to the T2 parking management platform.

Traffic Engineer Merten stated that the conversion from NuPark to T2 has been completed. He stated that there some kinks that are being worked out, but overall, the conversion went well.

Aldersperson Lendrum stated that she would like a report back in two months as to how the new system is working.

- 15) E-Waste: The electronic waste event at the Tullar Garage is scheduled for May 20. RecycleThatStuff will manage the event again.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:50 PM.

All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager