

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 13, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Weber

Also Present: Mayor Lang, Public Works Director Kaiser, Public Works Superintendent Radtke, City Clerk Nagel, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of May 30, 2023

Public Works Office Manager noted two corrections were made to the minutes, the time of the meeting and the adjournment motion.

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of May 30, 2023. All voting aye.

Resolution 2023-12-Compliance Maintenance Annual Report for Sanitary Sewer (CMAR)

Director Kaiser stated that the CMAR is for fiscal year 2022. He stated that this report is submitted annually and is required by the WiDNR. He stated that the CMAR reports financial, operations, polices and maintenance operations of the city's sewer collection system. Director Kaiser stated that the report is given a grade each year and this year the city received an "A".

Alderperson Borchardt asked if there are audits done on the data that is included in the CMAR. Director Kaiser stated that he is not aware of any that have been done. Committee discussed the benefits that more aggressive sewer main and lateral replacements have provided to the collection system.

Report

Motion/Second/Carried by Stevenson/Borchardt to recommend Council adopt Resolution 2023-12-Compliance Maintenance Annual Report (CMAR). All voting aye.

Fleet #40-2023 Combination Sewer and Hydraulic-Vac Truck

Public Works Superintendent Radtke stated that he received 4 quotes for a Combination Sewer and Hydraulic Vac Truck. He stated that the Vac-Con Titan demo truck came in with the low bid, however, he is recommending the Vactor2100i because

of its features and capabilities. He stated that the Vactor 2100i is more efficient and will save staff time because of the rapid deploy boom and larger diameter jetting hose. He also noted that the mechanics prefer the single piston pump.

Report

Following Discussion: Motion/Second/Carried by Hillstrom/Stevenson to recommend Council approve the purchase of the Vactor2100i, 2023 Combination Sewer and Hydraulic Vac Truck from MacQueen Equipment in the amount \$509,419.00 and the purchase of a new 2-way radio and communication set for an amount not exceed \$2,500.00 with funding source being Capital Equipment Budget of \$525,000.00. All voting aye.

Request to Purchase Refuse and Recycling Carts

Public Works Superintendent Radtke stated that the 224 95-gallon carts that were ordered in April 2022 are gone. He stated that there have been 28 cracked carts replaced this year. He also stated that there were 36 new homes in 2022 and 31 so far this year.

Public Works Superintendent Radtke stated that our current carrier, Rehrig, has increased the minimum cart order to 180. He stated that he looked into other carriers and found Sierra Container Group. He stated that their carts are very similar to Rehrig's and the parts, such as wheels, are interchangeable to our current carts.

Public Works Superintendent Radtke stated that with the price adjustment, Director Kaiser asked him to look at the cost for a full truckload of carts because of the housing growth to the west of the city and the number of cart swap outs. He stated that it makes sense to consider purchasing a full truck load, so we are not in the same position next year. Public Works Superintendent stated that the cost for a full truck load through Sierra Group is \$37,404.20 with a minimum order of 648 carts.

Aldersperson Lendrum asked why the carts are cracking. Public Works Superintendent Radtke stated that the manufacturer is not sure why. He stated that it could be that the gripper arms calibration may be squeezing too tight and needs to be recalibrated.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the purchase of 648, 95-gallon carts, from Sierra Container Group in the amount of \$37,404.20 with \$17,000.00 coming from the 2023 Capital Equipment bud and the remainder of \$20,404.20 being funded with Capital Equipment Reserve funds. All voting aye.

Freedom Acres and Homes at Freedom Meadows 2" Asphalt Mat Overlay-Follow-Up

Director Kaiser stated that at the last meeting the Committee asked him to look into whether or not the special assessment on the two-inch mat could be eligible for the eight-year payment plan. He stated that in discussing the special assessment

ordinance with City Attorney Raschid, it appears that the ordinance language is vague enough that it could apply to this project.

Director Kaiser stated that the second item that the Committee requested information on was a cost share break down for each subdivision for the city portion and property owner's portion. Director Kaiser reviewed his memo that had the breakdown for cost sharing at 25, 50 and 75 and 100 percent.

Aldersperson Lendrum read an email from Aldersperson Weber stating that:

he is generally fine with the cost share of 50/50, since Director Kaiser stated that there were funds available. The email further stated that Aldersperson Weber believes this would set a precedent. Aldersperson Weber finished the email by stating that there needs to be changes in the approach of how escrows funds are computed so as to minimize this situation from recurring again.

Director Kaiser stated that moving forward there will be an added adjustment made to escrows to ensure there is enough funding. He also suggested that language be included in future development agreements on what is to be done if there are excess escrow funds.

The Committee further discussed if the cost share option should be considered, which cost share percentage should be used, if the payment plan should be offered to residents, and if so, how many years it should be.

Director Kaiser stated that if the committee does decide to special assess this project, it will have to go through the proper assessment notification process, including a public hearing, informational meeting, special assessment report and resolution.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve a 50/50 cost share for the amount in excess of escrow for the installation of the two-inch asphalt mat at Freedom Acres and Homes at Freedom Meadows with a 5-year installment payback option. All voting aye.

Licenses:

St. Margaret Mary Parish Temporary Class "B" (Picnic) License

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the Temporary Class "B" (Picnic) License to St. Margaret Mary Parish for their Parish Picnic at 439 Washington Avenue to be held on August 6, 2023. All voting aye.

Fox Valley Area Labor Council Temporary Class "B" (Picnic) License.

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Temporary Class "B" (Picnic) License to Fox Valley Area Labor Council 157 S Green Bay Road for Labor Fest 2023 to be held on September 5, 2023. All voting aye.

Laura Nelson, Firelite, Inc., Temporary Extension of Licenses Premises

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Temporary Class "B" (Picnic) License to Laura Nelson, Firelite, Inc., 1171 Gillingham Road for the 25 Year Customer Appreciation Celebration to be held on July 8, 2023, from 11 AM to 6 PM. 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. Rock placement for the water feature needs to be completed as does the installation of the electric service.
Aldersperson Hillstrom asked about the waterfall and if it will be working by the end of the year. Director Kaiser stated that it is not likely due to the issues of getting the electrical parts.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer main and water main installation is complete. Lateral/water service pulling is about 80% complete. Storm sewer main installation is scheduled to start June 8.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Brantwood Dr/Ct utilities are complete. Water main installation was completed on Charles and Memorial the week of June 5. Work will start on Hughes and Patrick the week of June 12.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A letter was sent to N. Park Avenue properties that have landscaping affected by the sidewalk installation. A pre-construction meeting is scheduled for June 9.
- 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):
 - a) Arthur Plat: Work is complete.
 - b) Cardinal Plat: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing is scheduled for the week of June 5.
 - c) Integrity Acres: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing is scheduled for the week of June 12.
 - d) Liberty Heights: Using Hedgeview Drive as a dividing line, curb/gutter and driveways have been poured on the west half of the subdivision. Curb/gutter installation on the east half of the subdivision is scheduled to start June 8. Road grading on the west half of the subdivision is also scheduled to start on June 8. A proof roll was done on the east half of the subdivision. Several soft areas were identified and are being excavated.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Utility work is complete. Road work is tentatively scheduled to start on June 19.
 - e) Beaulieu Road sanitary sewer – The residents on Beaulieu Road have come to agreement on repaving that private road. We had previously informed them of our desire to replace the northerly section of sanitary sewer main should the road work move ahead. A change order is being processed for Contract 6-23 to replace that section of sanitary sewer main.
- 8) Contract 7-23 (High, River Utility and Street Construction): The contract was awarded to Carl Bowers & Sons Construction. A schedule has not been set.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): This contract is being advertised the week of June 12 with bid opening scheduled for June 28.
- 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 has been awarded to NEA. A schedule has not been set.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Bids were opened on June 7. Prices came in below budget. Bids will be reviewed at the next meeting of the Board of Public Works.
- 13) Hauser Room: Demolition is complete. The emergency egress door has been installed. Framing should be complete by June 9. Electric rough-in is scheduled for June 12 with drywalling to follow. The tentative completion date is July 7. Work on the 2nd floor conference room will follow the Hauser Room's completion.
- 14) Industrial Park Expansion: A traffic impact analysis RFP is being finalized and will be distributed the week of June 12.

- 15) E-Waste: The electronic waste event was held on May 20. The table below shows our collection history for the last 5 years.

Electronic Waste Collection History							
Weight of Material Collected							
	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
Spring 2018	10,144	1,952	588	1,923	2,893	7,418	24,918
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,059
Spring 2019	11,068	1,398	710	2,325	3,621	7,758	26,880
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,765
Spring 2020	12,759	3,350	1,147	2,211	4,403	8,468	32,338
Fall 2020	11,028	1,581	722	3,532	5,233	8,300	30,396
Spring 2021	7,246	1,551	543	2,432	3,485	7,060	22,317
Fall 2021	5,272	860	349	1,611	2,798	4,480	15,370
Spring 2022	6,702	943	668	2,179	4,312	5,240	20,044
Fall 2022	6,288	1,759	716	1,557	3,476	4,100	17,896
Spring 2023	5,090	1,482	598	1,666	3,687	6,360	18,883

Aldersperson Borchardt asked if there had been any communication with the property owners along S. Commercial Street regarding the driveway notice that was sent out. Director Kaiser stated that he and Brad Schmidt had received a few calls.

Aldersperson Borchardt noted that he had been receiving complaints regarding parking around the Southview Park during baseball games.

Announcements/Future Agenda Items

None

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

Respectfully submitted,



Lisa Mroczkowski
 Public Works Office Manager