

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, December 12, 2023, 6:30 PM

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

Excused:

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 November 28, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of November 28, 2023. All voting aye.

Licenses

Review and make recommendation on Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC d/b/a Cozumel Mexican Restaurant at 240 1st Street, Alejandro Torres, agent.

Clerk Nagel stated that this liquor license had been applied for in October. She stated that Director Haese wanted to wait to issue the license until a site plan was submitted and reviewed. Clerk Nagel stated that has now been done.

Clerk Nagel stated that this is a Class “B” combination intoxicating liquors and fermented malt beverage license.

Aldersperson Stevenson stated that the Liquor License Review Committee recommended approval of the license.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC d/b/a Cozumel Mexican Restaurant at 240 1st Street, Alejandro Torres, agent. All voting aye.

Report

Preliminary Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Belmont Ave., Belmont Ct., Cedar St., E. Doty Ave., North St., Quarry Ln., Stevens St., S. Park Ave.

Director Kaiser stated that this is the first step in the assessment process.

Aldersperson Hillstrom stated that when the western part of North Street was done, there were delays. He asked if the Village of Fox Crossing is on board with the project.

Director Kaiser stated that is he currently drafting a Memorandum of Understanding (MOU) between the City of Neenah and the Village of Fox Crossing that will come back to this committee for review and approval.

Aldersperson Hillstrom asked if there was any information on the location of the bus shelter. Director Kaiser stated that the design is still being worked on. He stated that staff has not seen the final report from East Central Regional Planning Commission (ECRPC), but his understanding is that the permanent location of the bus stop will be in the same area it is now.

Report
Following Discussion: Motion/Second/Carried by Weber/Stevenson to recommend Council approve the Preliminary Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Belmont Ave., Belmont Ct., Cedar St., E. Doty Ave., North St., Quarry Ln., Stevens St., S. Park Ave. All voting aye.

Public Works Jetter Repairs-Cost Assignment

Director Kaiser reviewed his memo of December 6, 2023. Director Kaiser stated that the engine on our current jetter truck failed in late October. He stated that not knowing the delivery time of the replacement truck that was ordered in late June, staff opted to have the engine replaced at an estimated cost of \$35,000. He stated that the work was completed by Packer City at a final cost of \$40,409.43. Director Kaiser stated that after discussing the matter with Finance Director Rasmussen, it was suggested that this cost be taken from the capital equipment fund, which has a current balance just over \$780,000. He stated that due to the cost of the jetter repairs, the allocation of the funds requires Council action.

Aldersperson Stevenson asked if the repairs of the jetter truck had only been a few thousand dollars what funding source would have been used. Public Works Superintendent Radtke stated that smaller repairs are usually split between sanitary and storm sewer operating budget.

Following Discussion: Motion/Second/Carried by Stevenson/Weber to recommend Council approve the transfer of Capital Equipment Funds in the amount of \$40,409.43 to the repair funds in the Operating Budget. All voting aye.

Options for Fleet #40 Combo Sewer Truck

Public Works Superintendent Radtke reviewed his memo of December 8, 2023. He stated that staff is looking for guidance on what should be done with the current jetter truck. He stated that he feels the best option is to keep the truck. Public Works Superintendent Radtke stated that staff estimates to recoup the costs of the repairs, we would need to receive \$135,000.00 for the truck at auction.

Public Works Superintendent Radtke reviewed the tasks for which the jetter truck could be used if kept. He stated that the truck would be used weekly on trouble spots throughout the city and would act as a back up if there were issues with the new jetter truck. He stated that the Water Utility has expressed interest in using the hydro-excavating feature to save time on excavating water and other debris for water main breaks and water service leak repairs. Public Works Superintendent Radtke stated that the truck could be loaned and rented out to other municipalities if they ran into a similar situation like we did when Menasha helped us with sewer backups when our truck went down.

Public Works Superintendent Radtke stated that the truck would be stored at the Cecil Street Garage and after one year, staff would evaluate the use and costs and report back to the Committee to determine whether to keep the truck or send it to auction.

The Committee further discussed the use of the jetter truck, life expectancy of the truck, and loaning out to other municipalities.

The Committee's consensus was to retain the current jetter truck and use when needed and then to report back to the Committee in one year to share the results.

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. Pumps were installed 11/15. The meter socket for the electric service is scheduled to arrive this month. 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 topcoat 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. A final pay request is being prepared.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. Patch work was completed the week of 12/4.
- 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, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 9) Contract 9-23 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 10) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. A final pay request is being prepared.
- 11) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. A final pay request is being prepared.
- 12) City Hall Elevator: Work on the elevator upgrade started the week of 11/6. About two weeks of work remain.
- 13) S. Commercial Street Design: A Phase 2 Hazardous Materials investigation has been completed. It has identified several areas that will need to be monitored during storm sewer installation.

Director Kaiser stated that city staff and the design consultant met with representatives from Galloway to discuss staging logistics for their loading docks during the street construction. He stated that this is a unique situation and will need collaboration from all stakeholders to assure that trucks are able to access the loading docks.

Alderman Borchardt asked Director Kaiser, if more information can be made available to residents to show what the process is for the street and utility construction projects.

Alderman Lendrum stated that residents can subscribe to the construction update email.

Director Kaiser stated that Public Works Superintendent Radtke is going to give a short presentation regarding the continued work and upgrades that have been done to the HVAC equipment at various city buildings. Director Kaiser stated that the library is fully on-line. He stated the City Hall is gradually being added to the system along with the city garage and police department. He stated the presentation will be more on the operational side of the software controls that run the equipment.

Public Works Superintendent Radtke explained that with the new HVAC software users will be able to be notified of alarms and login from anywhere to see what the problem is and if further action is required. He stated that every pump, valve, blower of the HVAC system will send an alarm if they stop working properly. He stated that users will be able to control and program the digital thermostats in the buildings through this software which can help reduce energy consumption and costs. He stated that staff's goal is to get as many buildings as possible on this system.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:25 PM.

All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager