

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday September 13, 2022, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Weber

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van SamBeek, and Public Works Office Manager Mroczkowski

Approval of the August 30, 2022 Regular Meeting Minutes

Motion/Second/Carried by Hillstrom/Stevenson to approve the minutes of the August 30, 2022 regular meeting. All voting aye

Public Appearances:

None

Recommendation to Approve Civil Engineer-Neenah Police Building Expansion

Chief Olson stated that three proposals were received for civil engineering services for the building expansion. He stated that FGM and the construction manager from Miron have reviewed all three proposals. He stated that both FGM and Miron have worked with all three firms and feel all are reputable. He stated that Clark Dietz had the low cost proposal.

Chief Olson stated that he is recommending approving Clark Dietz, Inc., as the Civil Engineer with their lump sum price of \$18,600.

Alderperson Stevenson asked if this is typical to bring in a civil engineer for this type of building project. He also asked if civil engineering services should be provided through the architect bid. Director Kaiser stated that some architect firms have civil engineer firms they usually work with as part of the design and will bring them on board when their services are needed. He stated that architect's role is to build the design to suit the department's needs and budget. He stated that once that is complete, it is necessary to bring in a civil engineer firm to start firming up the details.

Alderperson Stevenson asked why this was not included in the original FGM's bid. Chief Olson stated that it was part of the original scope for budgeting purposes. He stated that he has waited to bring this to committee for approval because he wanted to make sure the building expansion was going to move forward. He stated that he did not want to pay for services if they were not going to be needed.

The Committee further discussed the reason for a civil engineer on the this project, if the City always has to go with the lowest bidder, if there are any other design services that will be coming to the committee for approval, and if the proposal needs to be reviewed by the City Attorney.

Report
Following discussion, **Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve Clark Dietz, Inc., as the Civil Engineer in the amount of \$18,600 pending review by the City Attorney and using 2022 CIP Building funds.** All voting aye

Memorandum of Understanding (MOU) for Galloway Co.-Harrison Street Storm Water Pond

Director Kaiser reviewed his memo of September 9, 2022. He stated that in March 2022, staff presented an agreement for cost reimbursement between the City and Galloway Company for their participation in the development of the Harrison Street Pond. He stated that prior to the Committee recommending its approval to Council, staff received revisions from Galloway Company, and so a final agreement was not presented to Council. Director Kaiser stated that staff worked with the Galloway Co., and the revisions have been made.

Director Kaiser stated that staff recommends that Council approve the entering into an agreement for cost reimbursement with Galloway Company on the Harrison Street pond.

The Committee further discussed the environmental affects the temperature of the discharge water will have on the pond, the current and future routing of the discharge water, and any costs that may be associated with the rerouting of the discharge water

Report
Following discussion, **Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve entering into an agreement for cost reimbursement with Galloway Company on the Harrison street pond.** All voting aye.

Revocable Occupancy Permit for 157 N Park Avenue

Director Kaiser reviewed his memo of September 9, 2022. He stated that a contractor working for the owner of 157 N. Park Avenue contacted the City about installing a sump pump discharge line from the house to Lake Winnebago. Director Kaiser stated that this is a privately owned discharge line and would cross through the Lake Shore Avenue right-of-way.

Director Kaiser stated that because it cross the street right-of-way, a revocable occupancy permit is appropriate. He stated that this property also has an irrigation line along the north side of the property so that is also included in the permit.

Director Kaiser stated that after discussions with former alderperson Bates and Chairperson Lendrum language will be added to clause two, that will protect the city that if work needs to be done on the trail it would require the removal of the sump pump discharge line.

Director Kaiser stated that City Attorney Rashid reviewed the permit and asked that clause five also be modified to add language that this permit can't be construed as waiving the applicants obligation to perform the relevant county, state or federal requirements.

Report

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend Council approve the Revocable Occupancy Permit to Lynn and Kyle Tanger, 157 N Park Avenue for a sump pump line and irrigation system facilities located within the Lakeshore Avenue right-of-way.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is in place. The northerly two-thirds of the wall is stained.
Aldersperson Hillstrom asked if the contractor is aware of the completion timeline for this project. Director Kaiser stated that they are. He stated that Engineer Kummerow's main concern is the bank stabilization and having vegetation planted by the end of the year for the DNR approval.
- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): The mainline street paving is complete. Work on driveway and sidewalk replacement will start the week of 9/12.
- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): Work on Fresh Air Park, Shootingstar/Armstrong and the Southview Park basketball court is complete. Concrete repairs in the Fredrick Drive area are ongoing with work mainly remaining on Primrose. Excavation and backfill of soft soil areas is complete. Fine grading on project streets is scheduled to start the week of September 12. Paving will follow that.

Aldersperson Stevenson asked when this project is going to be completed. Director Kaiser stated approximately the second week of October.

- 5) Contract 4-22 (S. Commercial Utility Construction): There are some small pieces of asphalt paving still left to do.
- 6) Contract 6-22 (Epoxy Pavement Marking): Some spot markings will be done this year. The remainder of the work identified for 2022 will be rolled into 2023 work.
- 7) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column are complete. Work on repairs to the westbound lanes of the bridge deck started on 9/6. The repair areas identified were more extensive than projected during project development.
- 8) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was awarded to Northeast Asphalt. Work has not been scheduled but typically takes place in October.
- 9) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): The contract was awarded to Donald Hietpas & Sons Construction. A schedule has not been set.
- 10) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): The contract was awarded to Carl Bowers & Sons Construction. A schedule has not been set.
- 11) City Hall: The water heater failed on 9/6. A replacement is being arranged.
Director Kaiser stated that the quotes for a new one range from \$6,500 to \$8,000.
- 12) Transit Center Study: Staff met with Valley Transit staff, ECWRPC staff and their consultant regarding the location study for the transit center. We were informed that the study scope has expanded as the issue has been evaluated in order to gather additional information to feed into the analysis of possible site locations. The City is not being charged for this study

Director Kaiser stated that the project scope now includes re-evaluating the bus routes in Neenah to better select a site for the new bus transfer station. He stated that the report will not be available until spring of 2023.

Aldersperson Borchardt asked that Director Kaiser contact the owner of Greene's Pourhouse to let him know the status of the study.

Aldersperson Hillstrom asked that the population signs be updated with the 2020 census numbers.

Announcements/Future Agenda Items

None

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:27 PM.**
All voting aye. Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Moskowsk".

Public Works Office Manager