

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 25, 2022, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Weber

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development and Assessment Director Haese, Public Works Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Bobby Greene, Greene's Pour House

Approval of Minutes of the Meetings of October 11, 2022 and October 19, 2022

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the October 11, 2022 and October 19, 2022 meetings. All voting aye

Public Appearances:

Bobby Greene, owner of Greene's Pour House, 134 W Wisconsin Avenue, addressed the committee regarding the bus transfer shelter. He stated that because of the location of his business to the bus transfer shelter, his business gets a very large number of bus riders using his establishment for various reasons. He stated that the safety of his employees is a priority and there have been many times when his employees have had to deal with and witness unpleasant situations. He stated that he has been dealing with this for 10 years and encourages the committee to support the idea of relocating the bus transfer shelter.

Traffic Signal Conduit Repair/Improvement Request – Commercial/Bell

Traffic Engineer Merten reviewed his memo of October 20, 2022, regarding the request for traffic signal conduit repair and improvement at the intersection of Commercial Street and Bell Avenue. He stated that as part of the 2022 Capital Improvement Program (CIP), the City budgeted \$25,000 to replace the existing microwave detection with video detection for the signalized intersection at Commercial Street and Bell Street. The equipment cost \$19,923, leaving \$5,077 remaining in the budget for labor to install the equipment. He stated that staff has discovered that the existing steel conduit under the south leg of the intersection has been damaged and needs to be repaired before this work can be done.

Traffic Engineer Merten stated that the best option to replace the damaged conduit is to bore in the new one. He stated that he reached out to several contractors that do this type of work and received only one quote from Elexco for \$22,000.

Traffic Engineer Merten requested to fund this project by reallocating the \$23,355 remaining in CIP funds from the Columbian Avenue and Commercial Street intersection signal pole replacement project. These funds are available because the replacement of concrete bases are no longer necessary and the installation of the poles and mast arms will now be completed in-house.

Traffic Engineer Merten stated that staff recommends reallocating the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approving the Elexco Proposal #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection, in the amount of \$22,000.

Aldersperson Stevenson asked what the total budget funds were for the Columbian Avenue and Commercial Street traffic signal pole installation was. Traffic Engineer Merten stated the budget was \$35,000.

Aldersperson Hillstrom asked if there are other intersections in the city that may have the same problem in the future. Director Kaiser stated that the majority of the intersections have been upgraded to the PVC conduit.

Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the reallocation of the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approve the Elexco Proposal #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection in the amount of \$22,000. All voting aye.

Report

Traffic Signal Conduit Repair/Improvement Request – Bell/Industrial

Traffic Engineer Merten reviewed his memo of October 20, 2022, regarding traffic signal conduit repair/replacement at Bell Street and Industrial Drive. He stated that City crews are nearing completion of traffic signal upgrades at the Bell Street and Industrial Drive intersection. He stated that this work is part of the Southview Industrial Park Gateway Enhancement Capital Improvement Project. Traffic Engineer Merten stated that the current task is to re-cable the intersection and install the video detection. He stated that the electrician working on the project presented staff with concerns regarding the size and condition of the existing steel conduit and had suggested to consider boring new conduit.

Traffic Engineer Merten stated that in conjunction with the proposed boring work at the intersection of Commercial Street and Bell Street, staff requested the contractors to also provide a quote to bore two 3" PVC conduit connecting the southerly median island to the northeast and northwest corners. He stated that staff received only one quote from

Elexco in the amount of \$16,500. He stated the remaining funds available in the Southview Industrial Park Gateway Enhancement Capital Improvement Project is \$130,408.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Elexco Proposal #10734, to install two electrical conduit runs at the Industrial Drive/Bell Street intersection, in an amount of \$16,500 using CIP funds in account 012-4519-742-0236. All voting aye.

Traffic Signal Detection Equipment Purchase Request

Traffic Engineer Merten reviewed his memo of October 20, 2022 regarding the traffic signal detection equipment purchase request. He stated that he is requesting to purchase a backup supply of detection equipment to have on hand in case of knockdowns. He stated that there was a knockdown at Cecil and Commercial recently and because we did not have a backup supply of detection equipment, an old camera had to be installed that no longer can connect to our control boxes.

Traffic Engineer Merten stated that one outstanding Capital Improvement Program (CIP) project is to re-cable two signalized intersections, with the intended intersections being Winneconne/Tullar and Wisconsin/Church. The Winneconne/Tullar intersection was re-cabled using operating budget shortly after budget adoption. The Wisconsin/Church intersection has not been re-cabled. He stated that given the limited working days before the end of the fiscal year and a substantial amount of other work needing to be completed, he is requesting to use this budget to instead replenish stock of costly traffic signal detection equipment for knockdown incidents. Traffic Engineer Merten stated that the equipment he is requesting to purchase is one camera for Commercial/Cecil intersection, one back-up camera, one back-up microwave sensor, one back-up interface card, and he back-up ethernet extender for a total of \$9,538. He stated that the re-cabling budget is \$10,000.

Traffic Engineer Merten stated that staff recommends purchasing the six detection equipment items listed in this memorandum using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (012-4768-742-0236).

Aldersperson Stevenson asked what budget these items typically get paid out of. Traffic Engineer Merten stated the operating budget. He stated that there is an operating line item budget for Traffic Signal Supplies for \$15,000.

Aldersperson Stevenson asked if there are funds available in the operating budget for this purchase. Traffic Engineer Merten stated no due to having to replace control boxes that failed and an upcoming purchase for transformer bases and traffic signal bases.

Traffic Engineer Merten stated that he is very cautious spending money early in the year from this budget.

Aldersperson Stevenson expressed support the purchase but stated a preface to fund this through the operating budget.

Report

Aldersperson Stevenson stated that his concern paying for an item that is typically part of the operating budget from borrowed money is that it is hard to do a year to year comparison of costs.

Following Discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the purchase of one camera for Commercial/Cecil intersection (\$1,888), one back-up camera (\$1,888), one back-up microwave sensor (\$4,648), one back-up interface card (\$514), and ethernet back-up extender (\$600) using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (012-4768-742-0236) from TAPCO in amount not to exceed \$10,000. Vote 3/1 (Aldersperson Stevenson voting nay because borrowed dollars are being used to purchase equipment normally purchased through the operating budget).

Downtown Bus Transfer Site Relocation

Traffic Engineer Merten reviewed his memo of October 21, 2022 regarding the bus transfer shelter site relocation. He stated that per direction from the Common Council, City staff collaborated with Valley Transit on identifying relocation options for the downtown bus shelter transfer site, currently located on the 100 block of S. Church Street. Valley Transit and City staff worked out an agreement to relocate the site to the 100 block of E. Doty Avenue, south side, adjacent to City Hall and Red Parking Lot #C, as a short term solution. He stated there are some costs to relocating which come to approximately \$8,300. Traffic Engineer Merten stated that once in operation, the City will incur \$134 per month for supplemental bathroom cleaning.

Traffic Engineer Merten stated that this segment of Doty Avenue is scheduled in the 5-Year Capital Improvement Program to be reconstructed in 2024. He stated that staff believes implementing the relocation now is beneficial, as it will allow for observation and evaluation of the site in action prior to committing any significant investment in the site and/or street design accommodations when Doty Avenue is reconstructed.

Traffic Engineer Merten stated that with the relocation, street parking regulations will need to be modified as well to accommodate transit operations.

Location	Existing Regulation	Proposed Regulation
E. Doty Avenue, south side, 250 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Bus loading zone, anytime
E. Doty Avenue, north side, 175 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Passenger loading zone, anytime
S. Church Street, east side, entire block	Bus loading zone, anytime	2-hour parking 8 AM – 7 PM weekdays except weekends & holidays

Traffic Engineer Merten stated that staff recommends relocating the downtown bus shelter transfer site from the east side of S. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modifying parking regulations on the south side of E. Doty Avenue between S. Commercial Street and Walnut Street to be codified by ordinance at a future date.

Aldersperson Stevenson asked where the funding will come from to pay for the site work. Traffic Engineer Merten stated that Valley Transit will be supplying the shelter. He stated the other costs will come from the Facilities budget, Miscellaneous Asphalt Street Repair budget, Information Services Budget, Traffic Budget, and in-house labor to build the shelter and site prep work.

Aldersperson Stevenson asked for clarification of why the additional \$134 monthly bathroom cleaning fee. Director Kaiser stated that there will be two deep cleans done monthly, similar to what was being done during COVID. Aldersperson Stevenson stated that he wants to make sure that staff re-evaluates the need if use increases or is not what was anticipated.

Aldersperson Stevenson asked for clarification on who owns the warming shelter. Director Haese stated the City owns the building.

The Committee further discussed what will be done with the warming shelter and placement of security cameras inside and outside of City Hall.

Aldersperson Borchardt asked for a time line on a decision for the permanent site. Director Kaiser stated Valley Transit and East Central Regional Planning are working on a full scale route analysis currently. He stated that it will most likely be spring of 2023 before we will know the results of that study.

Report
Following Discussion: Motion/Second/Carried Borchardt/Stevenson to recommend Council approve temporarily relocating the downtown bus shelter transfer site from the east side of s. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modify parking regulations to be codified by ordinance at a future date.

Fleet #79A – By-Pass Pump

Report
Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the purchase of a 2022 4” By-Pass Pump from Lincoln Contractors Supply, Inc., Oshkosh WI in the amount of \$44,167.23 with the budgeting source being \$40,000 from the 2022 Capital Equipment budget and the remaining \$1,167.23 from Capital Equipment Reserve.

Public Works Operation Changes

Director Kaiser reviewed his memo of October 20, 2022. He stated that in the course of preparing budgets for 2023 and in preparing the 2023 Recycling & Refuse Guide, staff have discussed a number of operational changes to address concerns with current service costs and crew time demands. He stated that two he was requesting Committee input on two issues, Drop-off Center card distribution and the Yard Waste collection schedule.

Director Kaiser stated that the drop-off center costs have continued to be a concern. He stated that the concern is not necessarily the drop-off center itself, rather the large item and garbage volume that is being brought to the site.

Director Kaiser stated that one way to curb costs is to limit who has access to the site. He stated that one way to do this is to separate the large item function from the drop-off center. He stated this would be done with the yearly punch card. He stated that currently the cards are distributed to occupants of residential properties with 4 or fewer living units. He stated that the cards provide access to the full scope of disposal options offered at the site, which includes 5 punches for large item drop-off. Director Kaiser stated that the change that is being considered is to remove the large item punches from the card that is distributed. He stated cards for using the large item drop-off could then be purchased at the Public Works office at City Hall and potentially at the Tullar Garage office. He stated that this gives us better control of who is using the site for that purpose and generates revenue that can be used to offset some of the drop-off costs.

Superintendent Radtke stated that City of Fond du Lac charges on a tier level starting at \$10 and going up to \$40 for use of their site. He stated they do now allow construction, remodeling, or demolition debris to be brought to the site. He stated that the City of Oshkosh is a yard waste only site which is \$25 per year. Superintendent Radtke stated that the City of Appleton is \$15 minimum per vehicle and \$25 for a vehicle and trailer. He stated that the City of Menasha drop-off is yard waste only but they do sell stickers for curbside large item collection.

Director Kaiser stated that with this option his concern is the customer volume at the front desk.

Aldersperson Stevenson asked if there will still be curbside large item collection. Director Kaiser stated that we will still offer the every other month curbside collection.

Superintendent Radtke stated that there are a minimum of four employees in two trucks picking up large items. He stated that depending on the volume it can flow into a two day operation.

Director Kaiser stated that approximately 25% of stops are from addresses that are not calling into the voicemail or registering online. Superintendent Radtke stated that he now runs every street in the area instead of working off the list because there are so many additional put outs not on the list. Director Kaiser stated we shifted from point to point because over time, more and more residents were calling saying their items were not picked up. He stated that we were then having to go and pick up the items.

Aldersperson Borchardt stated that maybe we need to consider charging for the curbside collection.

Superintendent Radtke stated that the City of Oshkosh charges \$13 per item and the City of Fond du Lac charges \$40 per cubic yard with a \$40 minimum for curbside bulky item collection.

Aldersperson Stevenson stated that it makes more sense to charge for curbside large item pick up. He stated that way you know exactly where the picks are and you no longer have to run every street in the designated area.

Aldersperson Borchardt stated that the expense of picking large items curbside can be reduced by the cost of charging for the service. He stated the only drawback will be the learning curve and the push back that will come from charging for large item collection.

Superintendent Radtke stated that he is not sure the curbside collection is the problem. He stated that he feels the real problem is the drop-off center. He stated that he does not know how the city can continue to fiscally keep the site going with the cost of running it averaging \$500 per day.

Aldersperson Stevenson asked what costs are included in the \$500. Superintendent Radtke stated, tipping and trucking fee, recycling disposal fees along with labor at the drop off site.

Aldersperson Lendrum stated that by charging for curbside collection may force residents to find alternative methods of disposing of their items like donating or selling the item.

The Committee discussed the second item in Director Kaiser's memo, yard waste collection.

Director Kaiser stated that our current yard waste collection schedule has weekly collection starting in the middle of April and ending in late May after which collection is done monthly by covering one quarter of the city each week. He stated that the level of effort for yard waste collection, especially in those months coincident with large item/metal collection result in having very few staff available for other public works maintenance activities. Director Kaiser stated that for a typical week, between refuse/recycling collection, large item/metal collection in Area 4, yard waste collection in Area 4 and leaf collection, we will have very few staff available for sanitary sewer system maintenance and pavement patching. He stated staff is considering moving yard waste collection to an alternating month collection opposite the large item/metal collection month.

The Committee continued discussion on the process of leaf collection, the labor involved in picking leaves, large items curbside and brush collection during the months of October and November and the lack of other work being completed because of time spent on these services.

Aldersperson Borchardt stated that there is always pushback from residents when changes are made to city services. He stated that eventually residents will forget the way it used to be.

Mayor Lang stated that there needs to be some decisions made tonight the refuse and recycling guide needs to go out in the next month and these changes will need to be in the guide.

Aldersperson Stevenson stated that he suggests allowing only three punches on the punch card.

Aldersperson Borchardt stated that he agrees with Aldersperson Stevenson regarding the punch card change. He stated that the yard waste collection schedule should remain the same until can evaluate if there is any cost savings with charging for curbside large item collection.

Committee directed staff to set the price for charging for the large item collection curbside and reduce the number punches from five to three.

Director Kaiser stated that staff will meet and discuss options. He stated that he will add the new fees to the fee schedule so they will be part of the budget approval process.

The Committee discussed not allowing construction material and demolition material at the drop off site and what would be included in those categories.

Special Assessment Method – New Subdivision Streets

Director Kaiser reviewed his memo of October 21, 2022 regarding his proposed change to the special assessment method for new subdivision development. He stated that the current ordinance calls for dividing the total cost of new street construction among the lot owners based on the assessable front foot method. Director Kaiser stated that the drawbacks of this method are the impact on corner properties; the determination of the assessable front footage for irregular lots; the inconsistent cost between properties having the same benefit.

Director Kaiser stated the proposed ordinance provides Council with the ability to impose special assessments for new street construction based on the unit method where parcels are of a comparable size and use; it eliminates assessing both sides of a corner property; it changes the thickness of asphalt listed in our "Standard of Construction" to 4-inches.

Director Kaiser stated that both the current and the proposed methods will be in the ordinance.

Director Kaiser stated that there are also two minor changes that he is proposing to the ordinance. He stated the first is in Subsection B of the ordinance changing the language for the thickness of asphalt from 3.75-inches to 4-inches. The second is eliminating the assessing both sides of a corner property.

Aldersperson Stevenson stated that he wants to make sure that there is some language in the ordinance that addresses assessing the extra-large lots at a different rate.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is complete. The steps have been placed. Tree planting and flatwork are ongoing. Stones continue to be placed for the water feature on the east side of the pond.

- 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): Small punchlist items are being done. Final measurements are being made.
- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): Work is complete. Final measurements are being made.
- 5) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column and north half of the bridge are complete. Traffic was switched to the north half of the bridge and patch repairs were started on the south half of the bridge. While there are fewer surface repairs needed in this area, we did encounter an area that requires full-depth bridge deck repair, which will entail additional work.
- 6) Contract 8-22 (Miscellaneous Asphalt Repairs): Work has started.
- 7) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): The contract was awarded to Donald Hietpas & Sons Construction. Work is scheduled to start the week of 10/24.
- 8) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): The contract was awarded to Carl Bowers & Sons Construction. Work started the week of 10/17.
- 9) City Hall Hearing Loops: Assistant Planner Kasimor has learned that the hearing loop installations are not eligible for CDBG funding. We will budget for those installations as part of our normal capital budgeting process.
- 10) Church Street Ramp: The cast iron downspouts in the middle of the ramp were replaced with PVC pipes. No unusual issues were encountered.

Director Kaiser stated that there was a small fire in the ramp due to a malfunctioning unit heater. He stated the heater needs to be replaced.

Announcements/Future Agenda Items

Committee noted that the next regular scheduled meeting is on election night. The Committee directed Director Kaiser to arrange a special meeting prior to Council if there is time-sensitive business to address.

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 8:37 PM.**
All voting aye.

Respectfully submitted,



Public Works Office Manager