

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, September 10, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom (arrived at 5:14 PM), Pollnow, and Weber

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Fire Chief Teesch, City Clerk Nagel, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Frank Cuthbert

Approval of Minutes of the Meeting of August 27, 2024

Motion by Weber, Seconded by Pollnow to approve the minutes of the meeting of August 27, 2024

Motion Carried. All voting aye. 4/0

Public Appearance

None

Licenses & Permits

Approve the Temporary Class “B” Picnic License Application to Bergstrom Mahler Museum of Glass for Art After Dark Renaissance Fair

Motion by Pollnow, Seconded by Borchardt, to recommend Council approve the Temporary Class “B” Picnic License Application to Bergstrom Mahler Museum of Glass, 165 N Park Drive, for Art After Dark Renaissance Fair, to be held on August September 26, 2024, from 5:30 PM to 9:30 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Special Events Permits Informational Only

Motion by Weber, Seconded by Borchardt to receive and place on file the Special Event Permit Report of September 10, 2024

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

C.A.

C.A.

Report

Approval of A/E Proposal for Remodel of Fire Station 31 and Associated Fees

Motion by Pollnow, Seconded by Weber to recommend Council approve the Short Elliot Hendrickson, Inc. (SEH) A/E proposal and associated fees for the remodel of Fire Station No 31.

Fire Chief Teesch reviewed his memo of August 28, 2024. He stated that 3 firms submitted proposals for the remodel project of Fire Station No. 31. He stated that the selection team reviewed the proposals and invited 2 firms in for interviews, McMahon Associates and SEH. Chief Teesch stated that based on the proposal and the interview, the selection team chose Short Elliot Hendrickson, Inc. (SEH). He stated that SEH provided a more overall look at the building's use now and in the future.

Chief Teesch stated that there was \$335,000.00 included in the 2024 Capital Budget. He stated that the SEH proposal is \$465,850.00. Chief Teesch stated that the remaining \$130,850.00 will be funded out of the Public Facilities Fund.

Aldersperson Borchardt stated that he was at the interviews and SEH was the standout firm. He stated that he is comfortable moving forward with SEH because they understood the building and needs of the fire department. He stated that although the proposal came in over budget, we are getting a solution to a problem.

Aldersperson Pollnow stated that he is concerned with the payment terms of the proposal and caution Chief Teesch about the need for close oversight of the consultants work.

Aldersperson Lendrum asked if SEH had access to the 5 Bugle assessment of Fire Station No. 31 that was done in 2020. Chief Teesch stated that SEH did have access to Bugle 5 study and also the Keller study.

Call for vote by Chairperson Lendrum

Motion Carried 4/0

Removal of Traffic Signals at First Street and East Forest Avenue

C.A.

Motion by Pollnow, Seconded by Weber to recommend Council approve the removal of the traffic signal equipment at the intersection of First Street and East Forest Avenue, and replace the intersection control with 2-way stop control on Forest Avenue.

Traffic Engineer Merten reviewed his memo of September 4, 2024. He stated that this intersection has been on yellow-red flash mode since the closure of Roosevelt School. He stated that with the decline in traffic volume and the closure of Roosevelt School the need for a signalized intersection is no longer warranted. Traffic Engineer Merten stated that he conducted a traffic study in April 2024. He stated that the data that was

collected was evaluated against the Manual on Uniform Traffic Control Devices (MUTCD) traffic signal warrants and the results were that the intersection did not warrant traffic signal control. Traffic Engineer Merten stated that the underground conduit will remain in the possibility it will be needed in the future. He stated that staff's intent will be to utilize the above ground infrastructure for the potential signalization of the Tullar Road and W. Cecil Street intersection or, if that doesn't happen, as backup equipment.

Alderson Pollnow asked if the equipment were to be used at the Tullar Road and W. Cecil Street intersection, would a study be done and would that study have costs associated with it.

Traffic Engineer Merten stated that he conducted a traffic study in May 2024 for the Tullar Road and W. Cecil Street intersection. He stated that if the committee is leaning toward signalizing that intersection, he would bring a proposal back to this committee that would include the scope of the project and costs.

Alderson Hillstrom asked if ThedaCare has any plans that would warrant First Street and E. Forest Avenue remaining a signalized intersection. Traffic Engineer Merten stated that he consulted the Community Development Department, and they are not aware of anything.

Alderson Weber asked what is considered in warranting an intersection an all-way stop compared to a 2-way stop. Traffic Engineer Merten stated traffic volume and crash data.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Follow Up on the intersection of Nicolet Boulevard and N. Commercial Street

Traffic Engineer Merten stated that the new traffic cameras were installed at this intersection. Traffic Engineer Merten showed the committee the cameras dashboard and features that the cameras offer. He stated that the cameras provide north, south, east and west bound traffic views of all legs of the intersection. He stated that the cameras are able to track pedestrian calls, vehicles detected and provide a 2-minute live feed. Traffic Engineer Merten stated that the cameras will be a great asset to the city and will be able to provide traffic data for this intersection more easily and efficiently.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pumps to get them in operation.

Director Kaiser stated that the pumps were working over the weekend, but debris in the water is causing issues and shutting off the pumps.

Alderperson Pollnow asked if the contractor is trying to remedy the problem.

Director Kaiser stated that the contractor is making an effort. He stated that staff is looking at alternative options for piping into the pumps.

- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is complete. Paving for the remaining half of the streets started 9/6 and is scheduled to be complete on 9/9.
- 5) Contract 2-24 (E. Doty Av - Utilities and Street): Utility work is complete. Concrete paving is complete between Commercial and to Oak. Driveway apron paving has started in that section. Concrete repairs east of Oak are scheduled to start the week of 9/16.
- 6) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Work is complete.
 - b) Commercial St Water Crossings: Utility installation is complete.
 - c) Quarry Ln: Utility work is complete. Street excavation and grading is complete. Additional excavation was required on Reed St south of Quarry to address poor soils. The paving contractor is scheduled to begin preparation on this street after the streets in the Quarry Park area are paved.
- 7) Contract 4-24 (S. Park Avenue Easement – Utilities): A firm work schedule has not been set.

Director Kaiser stated that he was informed it should start at the end of September. He stated that we are waiting for additional costs estimates from the contractor.
- 8) Contract 5-24 (North St - Utilities and Street): Utility installation is complete. The proof-roll done after pavement removal indicated poor soils and inadequate base throughout, so additional excavation has started.
- 9) Contract 6-24 (Jewelers Park Drive – Street): Work is complete. Final quantities are being prepared.
- 10) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Miscellaneous sidewalk repairs will start when the contractor remobilizes.

11) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.

12) Contract 9-24 (Pavement Marking): Marking work was completed in the Tullar Road area. Miscellaneous marking remains to be done.

Director Kaiser stated that there was some miscommunication between the Century Traffic scheduler and the foreman on which plans were to be used. He stated that this resulted in additional work being done that was not included in the contract price.

13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. A firm work schedule has not been set.

14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding. The wetland permitting was received on 8/21. The project permit application is being submitted to WDNR the week of 9/8. The project is scheduled to go to bid at the end of September.

15) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.

Announcements/Future Agenda Items

Signalizing the intersection of Tullar Road and W. Cecil Street (Future Agenda Item)

Adjournment

Motion by Hillstrom, Seconded by Pollnow to adjourn at 5:56 PM.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager