

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 28, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Pollnow, and Weber

Excused:

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

Public Appearance

None

Approval of Minutes of the Meetings of May 7, 2024 and May 15, 2024

Motion/Second/Carried by Weber/Pollnow to approve the minutes of the meetings of May 7, 2024 and May 15, 2024 meetings. All voting aye.

2024-2025 Liquor License Renewals & Liquor License Quotas

City Clerk Nagel stated that all background checks have been done and all license holders have passed. She stated that staff has verified that there is no money owed to the city from any of the license holders.

C.A

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the 2024-2025 Liquor License Renewals. Vote 4 ayes, 0 nays, 1 abstained (Pollnow)

Fleet #1E Equipment and Utility Body

Public Works Superintendent Radtke reviewed the proposals for Fleet #1 Equipment and Utility Service Truck Body. He stated that the chassis for the truck had already been bought and has been delivered. He stated that staff reviewed both proposals and believes that the Monroe package will meet the city needs much better than the Casper unit.

Report

Following Discussion: Motion/Second/Carried by Pollnow/Borchardt to recommend Council approve the purchase of a Reading Service Body with a Miller EnPak from Monroe Truck Equipment for \$72,111.00 with funding to come from \$51,751.09 in carry forward funds and \$20,359.91 from the Capital Equipment fund balance. All voting aye.

Tullar Road Salt Shed

Public Works Superintendent Radtke reviewed his memo of May 24. He stated that at the March 26 meeting of the Public Services and Safety Committee, staff was directed to look at other options than replacing the canvas roof on the salt shed with another

canvas roof. He stated that he received three quotes, two for canvas roof and one for metal. He stated that the company he contacted to discuss a wood and asphalt shingle replacement did not provide a quote. He stated that the two quotes received for a canvas roof replacement were \$27,300.00 from Structures Unlimited, and \$39,865.00 from Greystone Construction. The quote for a metal roof was \$278,110.00 from R & R Steel Construction.

PW Superintendent Radtke stated that he recommends the replacement of the roof fabric by Structures Unlimited in the amount of \$27,300.00. He stated that the canvas roof comes with a 20-year prorated warranty

Report

Following Discussion: Motion/Second/Carried by Pollnow/Hillstrom to recommend Council approve Structures Unlimited to replace the salt shed roof at the City's Services Building with canvas fabric in the amount of \$27,300.00 to be funded from the remaining \$19,801.00 from Phase 1 Tullar garage roof repair, the remaining \$5,385.00 from the City Hall entry door replacement, and \$2,114.00 from the Public Facilities fund balance. All voting aye.

Yard Waste/Drop-Off Site Discussion

Director Kaiser stated that this is on the agenda because the operating budget is coming up in July and August and staff wanted to let the committee know where costs are and what manpower efforts are involved with yard waste collection and the drop-off site. He stated that staff would like to have a general discussion on some operational changes that are being considered for 2025. Director Kaiser stated that based on the discussion staff can provide with information and concepts for the Committee and Council to consider.

Yard Waste Collection

PW Superintendent Radtke received a comparison of Neenah's yard waste collection schedule to other municipalities in our area and ones of similar size. He stated that most have a spring yard waste collection, and the remainder of the year residents bring their brush to a drop-off site, typically at no charge.

PW Superintendent Radtke stated that during summer yard waste collection we collect weekly from June to November. He stated that it is not uncommon to take two full days of the week to collect yard waste and then brush on the third day. He stated that in 2023, there were 2,157-man hours spent collecting yard waste.

PW Superintendent Radtke stated that with the calls that come in about the road conditions and pot holes in the city, the man power that is tied up in yard waste collection could be reallocated to address the road conditions.

The Committee discussed the cost and manpower of the current yard waste collection schedule, options for future collection, other municipalities yard waste schedules, reallocating manpower to street repairs, and the level of yard waste collection service is that would be acceptable.

Aldersperson Pollnow stated that it is always good take a look at how manpower for services and operation tasks are allocated. He stated that he would like staff to get the labor hour comparable from the other municipalities. He stated that he would like to see how the manpower hours taken from services, such as yard waste collection, would be reallocated to street repair.

PW Superintendent Radtke stated that the City of Menasha does not pick up any yard waste. He stated that they allocate their labor for in-house concrete sidewalk work, curb work and small asphalt repair work.

Director Kaiser stated that staff has discussed creating an in-house concrete crew. He stated that one big factor is that when we need the work done contractors are not always available.

Aldersperson Borchardt stated that it is a good idea to discuss the options. He stated that he wants to make sure there is an explanation we can give the residents as to why the changes are occurring. He stated that we need to have quantitative data that shows how reallocating labor will benefit them and the city.

Drop-Off Site

PW Superintendent Radtke stated that mid-year of 2022, he started tracking drop-off site use. He stated that in 2023, 32,039 residents visited the drop-off site and to date in 2024 there have been 8,693. He stated that the total cost to run the site in 2023, with labor, tipping fees, trucking fees, and recycling fees was \$157,835.62, compared to \$175,444.38 in 2022. PW Superintendent Radtke noted that we went from five punches in 2022 to three punches in 2023.

Director Kaiser stated that we do have residents that purchase additional punch cards that help off-set the cost too.

Director Kaiser noted that the contract with the dumpster hauling company that pick up the large item and recycle dumpsters at the drop-off site, will be up at the end of the year. He stated that it has been a renewable by mutual agreement arrangement. He stated that with fuel costs where they are today, compared to when we signed the contract, he is anticipating having to go out for bid on these services.

Aldersperson Pollnow stated that we have to remember that if we did not have the drop-off site, we would have more to pick up curbside which would cost more because of labor costs being included.

Alderson Lendrum asked what directive staff is looking for from this committee. Director Kaiser stated that staff is looking for questions or concerns that need to be answered before making changes to the current service level.

Alderson Lendrum stated that she is open to looking at different options and or alternatives to reallocating labor costs to address other operational needs.

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. The electrical system is ready for installation of the pump controller. Staff met with a landscaper to develop a scope of work for landscape cleanup and ongoing maintenance.
- 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) Neenah Creek Bridge: A final estimate is being prepared.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Sanitary sewer and water main installation is complete on Cedar, Belmont Av/Ct. Services are being installed on Belmont Av/Ct. Storm sewer installation is starting on Cedar.

Director Kaiser stated we did have a situation with a residence on Cedar Street, that because of the conditions of the water and sanitary sewer laterals, when installing the private water service line, it damaged the sanitary sewer line under the concrete slab. He stated that a contractor was hired to make the repairs.

- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Sanitary sewer and water main is installed from Commercial to Elm. Laterals within the right-of-way are being installed in that section.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. Road grading will start the week of 5/27. Sanitary sewer and water main installation on Quarry is complete. Services are being installed within the right-of-way.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is tentatively scheduled to start in mid-July.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Storm sewer installation is complete. Curb gutter was installed the week of 5/20. Driveway installation will start the week of 5/27.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Baldwin sidewalk is nearly complete. The contractor will be offsite for several weeks.

Director Kaiser stated that there is a midblock cut through from Wallace Street and Marathon Avenue over to Cavalry Lane into the Castle Oak subdivision. He stated that Traffic Engineer Merten will be sending out notices to those residents who live adjacent to the project that sidewalk will be installed sometime this summer.

Aldersperson Hillstrom asked if Plummer Court is getting done right away. Director Kaiser stated that the contractor will be heading to another project for a few weeks. He stated that it will be late June or early July.

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

13)Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. Work has not been scheduled.

14)Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding in June.

15)Contract 12-24 (Douglas Pond Storm Piping): Work is complete. A final pay request is being prepared.

16)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.

17)E-Waste: The electronic waste event was held on May 18. The table below shows our collection history the last several years.

Electronic Waste Collection History							
Weight of Material Collected							
	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
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
Fall 2023	3,811	1,090	254	2,591	3,859	4,860	16,465
Spring 2024	4,921	1,594	504	2,638	4,380	6,587	20,624

Announcements/Future Agenda Items

Aldersperson Pollnow questioned if the sign code was being reviewed as a result of the recent court ruling. Mayor Lang stated that next steps are being discussed with legal staff and Director Haese.

Motion/Second/Carried by Borchardt/Pollnow to adjourn at 6:15 PM. All voting aye.

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Office Manager