

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, July 9, 2024

Present: Vice-Chairperson Hillstrom, Alderperson Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Pollnow

Also Present: Public Works Director Kaiser, Clerk Nagel, and Public Works Office Manager Mroczkowski

Approval of Minutes of the Meeting of the Meeting of June 25, 2024

Motion by Borchardt, Second by Weber to approve the minutes of the meeting of June 25, 2024.

Motion Carried. All voting aye. 4/0

Public Appearance

None

Licenses & Permits

Approve Temporary Class "B" Picnic License Application to St. Margaret Mary Parish Picnic

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Class "B" Picnic License Application to St. Margaret Mary, 439 Washington Avenue, for the parish picnic to be held on August 14, 2024, from 10:30 AM to 5:00 PM**

Call for motion vote by Vice-Chairman Hillstrom.

Motion Carried. All voting aye. 4/0

Approve the Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum for the Glass Art Festival

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum, 165 N. Park Drive, for the Glass Art Festival, to be held on August 9, 2024, from 5:00 PM to 7:00 PM and August 10, 2024, from 10:00 AM to 5:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Approve Extension of Licensed Premises Application to Lion's Tail Brewing Co., for Smoke on the Fox

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Extension of Licenses Premises Application to Lion's Tail Brewing Co., 116 S. Commercial St., for Smoke on the Fox, to be held on July 30, 2024, from 5:00 PM to 10:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Approve Extension of Licensed Premises Application to Double Tree for the Forge Summers Event

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Extension of Licensed Premises Application to Double Tree, 123 E Wisconsin Ave., for the Forge Summer Events, to be held on July 31, 2024, from 6:00 PM to 8:00 PM, August 7, 2024, from 6:00 PM to 8:00 PM, and August 14, 2024, from 6:00 PM to 8:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Special Events Permits Informational Only

Plummer Court Sidewalk Construction Agreement with the Town of Neenah

Director Kaiser reviewed his memo of July 8, 2024. He stated that sidewalk is being installed on both sides of the south leg of Plummer Court. He stated that there are two properties closet to Green Bay Road on the south side of that leg that lie within the Town of Neenah as does the road right-of-way where the sidewalk will be placed. He stated that the agreement from the Town of Neenah provides their authorization to work in that right-of-way.

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Sidewalk Construction Agreement with the Town of Neenah.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Approve Resolution 2024-12-Compliance Maintenance Annual Report for Sanitary Sewer

Director Kaiser stated that the CMAR is for the fiscal year of 2023. He stated that this report is submitted annually and is required by the WIDNR.

Motion by Borchardt, Second by Weber to adopt Resolution 2024-12 Compliance Maintenance Annual Report for Sanitary Sewer (CMAR)

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Work is being done on the pump manhole to get them in operation.
- 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 pay request was reviewed by the Board of Public Works.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is 95% complete.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Utilities are installed from Commercial to Elm. Sanitary sewer is being placed between Elm and Pine.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Fine-grading and paving the east half of the road is scheduled for the week of 7/8.
 - b) Commercial St Water Crossings: Crossings are being installed at Alcott, Byrd, Peckham and Professional. Work is scheduled to start the week of 7/8.
 - c) Quarry Ln: Sanitary sewer lateral pipebursting is being done.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is tentatively scheduled to start in late July.
- 9) Contract 5-24 (North St - Utilities and Street): Sanitary sewer and water main have been installed. Work has started on storm sewer installation.
- 10) Contract 6-24 (Jewelers Park Drive – Street): The remaining work is placing the top coat of asphalt. That is tentatively scheduled for 7/10.

- 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.
- 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. They are planning to do this work in August.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding.
- 15) Contract 12-24 (Douglas Pond Storm Piping): A final pay request was reviewed by the Board of Public Works.
- 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.

Director Kaiser stated that with the amount of rain that we have been receiving, the treatment plan is concerned with capacity. He stated that we may be contacted by the DNR to address the issues with our system.

Director Kaiser stated that on June 29 there was a water main break at Curtis St and Henry St right next to a manhole. He stated that the force of the water blew out the brick mortar around the casting and manhole which resulted in water flooding the manhole and several houses having sanitary backups. Director Kaiser stated that staff had to bypass the system to draw the system down to let the water department locate and repair the main break.

Director Kaiser stated that Travis Beyer, who has been with the city 22 years, has accepted the position of Assistant Superintendent.

Announcements/Future Agenda Items

Aldersperson Pollnow asked that the intermunicipal agreement between the City of Menasha and the City of Neenah regarding the shared cost of upgrades and maintenance costs at the intersection of N. Commercial Street, Nicolet Boulevard, and Third Street be put on the next agenda.

Adjournment

Motion by Borchardt, Seconded by Weber to adjourn at 5:20 PM.

Motion Carried. All voting aye. 4/0

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Office Manager