



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, September 16, 2020 - 7:00 p.m.
Neenah City Hall
Virtual Meeting

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/809500709>

OR

Conference Telephone Number (AUDIO ONLY): [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 809-500-709

- **Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.**
- **The web link or conference call-in number may be accessed from any location.**
- **For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12.**

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)—None
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of September 2, 2020 regular session. **(UC)**
- IV. Public Hearings—None
- V. Report pertaining to the Public Hearings—None
- VI. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve the change of agent application for Ultimate Mart, LLC/Pick'N Save #124, 1530 S Commercial Street, Neenah, WI 54956, Agent Matthew Sullivan. **(PSSC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of September 8, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the purchase of 5 desktop computers and 3 tablets for the Investigative Crime Unit and 2 laptops for the School Resource Officers along with miscellaneous components for an estimated cost not to exceed \$31,000.00 using carry forward funds from 2018 and 2019 budgets. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the purchase of fifty (50) Motorola APX6000 Portable Radios with 2020 Capital Equipment Reserve funds in the amount not exceed \$212,000.00. **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of September 7, 2020: **Cancelled**

X. Reports of special committees and liaisons and various special projects committees

- A. Committee of the Whole meeting of September 16, 2020: (Council President Stevenson)
 - 1. Consideration of action taken during Committee of the Whole regarding downtown public amenity
- B. Plan Commission meeting: **Cancelled**
- C. Board of Public Works meeting: **Cancelled**
- D. Community Development Authority
 - 1. Report from the CDA – Director Haese
- E. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
- F. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson

XI. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.

XII. Council Directives

XIII. Unfinished Business

XIV. New Business

- A. Any announcements/questions that may legally come before the Council.
- B. The Committee will convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever complete or bargaining reasons require a closed session relating to discussion of Boundary negotiation with adjacent municipalities

XV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Common Council Minutes
Wednesday, September 2, 2020—7:00pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met virtually in regular session at 7:00pm, September 2, 2020, in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, and Stevenson, Assistant Comptroller Kahl, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski, and City Clerk Cheslock.

Also Present: David Williams, John Ahles, Deputy Clerk Lopez, Nicole Becher, Mike Veith, Jim Wise, Ben Hamblin, Lee Hillstrom, Director of Parks and Recreation Kading, Director of Human Resources and Safety Kehl, Assistant Police Chief Bernice, Brian Borchardt, Deputy Director of Community Development and Assessment Schmidt, Glenn Schroeder, Claire Olson, Brandon Robak, Finance Office Manager Calabrese, and Police Chief Olson.

Mayor Kaufert called the meeting to order at 7:00pm

I. Clerk Cheslock called a voice roll call

Clerk Cheslock introduced the new Deputy Clerk Lopez and he gave a brief explanation of his background before coming to the City of Neenah.

Aldermanic candidates John Ahles, Nicole Becher, Brian Borchardt, Claire Olson, Brandon Robak, Michael Veith, David Williams, and W. James Wise gave brief presentations as part of their application to be appointed to fill the vacant District 2 aldermanic seat.

A vote was taken for the eight candidates. John Ahles received three votes; Brian Borchardt received two votes; Michael Veith received one vote; and David Williams received two votes.

A second vote was taken for the candidates who received the three highest votes (Ahles, Borchardt, and Williams). John Ahles received three votes and Brian Borchardt received three votes. The Mayor did not break the tie.

A third vote was taken for the two remaining candidates (Ahles and Borchardt). John Ahles received three votes and Brian Borchardt received five votes. Brian Borchardt received the majority of votes and was the chosen candidate.

MS Boyette/Steele to appoint Brian Borchardt to fill the vacant District 2 aldermanic term to expire April 2021.

Clerk Cheslock swore in Brian Borchardt as the new District 2 Alderperson.

II. Introduction and Confirmation of Mayor's Appointments—None

III. Proceedings

MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of August 19, 2020. There being no objections the motion was approved by unanimous consent.

IV. Public Hearings

- A. Consider Zoning Code Amendment—Sec. 26-235 and Sec. 26-236—C-1 District Special Uses
- B. There being no appearances, Mayor Kaufert closed the public hearing.

V. Plan Commission Report pertaining to the Public Hearings

- A. Council Rep. Lang reported from the Plan Commission meeting of August 25, 2020:
 - 1. Commission recommends Council approve Ordinance No. 2020-13, amending sections 26-235 and 26-236 of the Code of Ordinances relating to Permitted Uses and Special Uses
Council discussed the purpose of this ordinance. Deputy Director of Community Development Schmidt explained this is meant to clean up the code to treat these similar uses the same.
MSCRP Lang/Borchardt all voting aye.

VI. Public Forum

- A. There being no public appearances, Mayor Kaufert closed the public forum.

VII. Mayor/Council consideration of public forum issues—None

VIII. Consent Agenda

MS Lendrum/Stevenson to approve the Consent Agenda as follows:

- A. Approve the Change of Agent Application for Classic Lanes Fox Valley Inc., d/b/a Classic Lanes Fox Valley, 934 Byrd Ave, Neenah; William T. Smith, Agent. (PSSC)
- B. **There being no objections the motion was approved by unanimous consent.**

IX. Reports of standing committees

- A. Chairman Bates reported from the Regular Public Service & Safety Committee meeting of August 25, 2020: (Chairman Bates/Vice Chair Lang) (Minutes can be found on the City's website)
 - 1. Committee recommends Council approve that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period
No discussion.
MSCRP Bates/Lendrum all voting aye.
 - 2. Committee recommends Council approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue
Council discussed the unique situation of this property and if it constituted allowing for a permit to use the public right of way, where the property owner could place the fence if they do not receive the permit due to a utility easement on the property, the condition of the current fence and the aesthetic benefits of a new fence for both the property owner and

pedestrians, the height of the proposed fence and what is generally allowed for corner lots, whether or not this would set a precedent for other property owners, and the potential for revoking the permit if approved should there be any issued with the fence in the right of way.

MSFRP Lendrum/Stevenson, 4-5; Ald. Lendrum, Lang, Stevenson, and Borchardt voted Aye. Ald. Boyette, Steele, Bates, Erickson, and Spellman voted No.

3. Committee recommends Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed ~~\$27,042.46~~ **\$25,446.00** contingent upon Council award of the associated construction contract

MS Stevenson/Erickson to move this item after item X.B.2 on the agenda, all voting aye.

After voting on item X.B.2 the Council returned to this item.

Council discussed the original hourly rate being excessively high. Dir. Kading was able to re-negotiate the rate for a savings of \$1,596.46. Due to the change in rate a friendly amendment to the motion was made, to adjust the amount from \$27,042.46 to \$25,466.00. Ald. Bates and Lang accepted the friendly amendment.

MSCRP Bates/Lang, as amended all voting aye.

4. Committee recommends Council approve the Construction Administration Agreement for the Rec Boat Launch Dredging with Stantec Consulting Services, Inc., in the amount not to exceed ~~\$8,800~~ **\$6,400** contingent upon Council award of the associated construction contract

MS Bates/Lendrum to move this item after item X.B.3 on the agenda, all voting aye.

After voting on item X.B.3 the Council returned to this item.

Council discussed the original rate for drafting the agreement being higher than expected. Dir. Kading was able to negotiate for a lower rate by utilizing a more junior and geographically closer staff member for a total savings of \$2,400. Due to the change in rate a friendly amendment to the motion was made, to adjust the amount from \$8,800 to \$6,400. Ald. Bates and Borchardt accepted the friendly amendment.

MSCRP Bates/Borchardt, all voting aye.

- B. Chairman Erickson reported from the regular Finance & Personnel Committee meeting of August 24, 2020:

1. Committee recommends Council approve the following reclassifications effective January 1, 2021:

- a) Assistant Comptroller—Current grade K3—recommended adjustment L3 & Deputy Director of Finance Title
- b) Deputy City Clerk—Current grade F3—recommended adjustment G3

No discussion.

MSCRP Erickson/Boyette, all voting aye.

2. Committee recommends Council approve the updates to Policy 2003-1: Position Vacancies Policy

The Council discussed what this would be mean for future review of vacancies, how passive review will work, and how council members can request a vacancy appear on an agenda.

MSCRP Erickson/Boyette, all voting aye.

3. Committee recommends Council approve Resolution 2020-15 for the 2020 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development
No discussion.

MSCRP Erickson/Stevenson, vote 8-0-1—Ald. Spellman abstained.

4. Committee recommends Council authorize the refund required by 2020 Correction of Errors by Assessor under Wis.Stat. §70.43, approved by the Board of Review, and direct staff to complete the necessary paperwork for charge back of the refunds to the taxation districts for which taxes were collected by the City under Wis.Stat. §74.41
No discussion.

MSCRP Erickson/Boyette, all voting aye.

- C. Chairman Boyette reported from the regular NMFR Joint Finance & Personnel Committee meeting of August 25, 2020:
 1. Committee recommends Council approve Neenah-Menasha Fire Rescue's 2021 cost distribution formula with the City of Neenah's weighted share at 59.83% and City of Menasha's weighted share at 40.17%
Council discussed the four parameters that are used in determining the split; population, service calls, assessed values, and square miles. They discussed the possibility of the usual split changing as Neenah continues to expand.
MSCRP Boyette/Stevenson all voting aye.

II. Reports of special committees and liaisons and various special projects committees

- A. Council Rep. Lang reported from the regular Plan Commission Meeting of August 25, 2020:
 1. Commission recommends Council approve Ordinance #2020-14 granting approval of Project Plan #1-20 for the Calvary Bible Church Planned Development District to allow the construction of a building addition and parking lot expansion subject to the following conditions: 1) Prior to the issuance of building permits, the applicant shall submit the City's Oversized Sewer Interceptor Fee (\$1,000/acre) and the Storm Sewer Fee (\$5,000/acre) in the amount of \$15,228 which as deferred as part of annexation #207 annexing 2.53 acres of land in 2016; 2) the area proposed to be pulverized and remain as gravel west of the building must be hard surface if there will be vehicles store/parked in the area. The other area proposed to be pulverized and graveled may remain gravel since this area is proposed to become a paved parking lot in the future; 3) prior to installation of the future parking lot west of the existing parking lot in the rear of the building shall be approved by the Community Development Department. The parking lot shall meet the landscaping standards for parking lots specifically to interior landscape standards; 4) the plan identifies the removal of landscape plantings. These plantings must be replaced with a similar planting; and 5) future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request.
No discussion.

MSCRP Lang/Lendrum, all voting aye.

- B. Vice Chairman Bates reported from the Board of Public Works meeting of August 25, 2020:

1. Information Only

- a) The Board approved Pay Estimate No. 2 for Contract 4-20, Water and Street Construction on Green Bay Road, Tullar Road, and Marathon Ave to Vinton Construction, Two Rivers, in the amount of \$106,576.34

2. Council Action Items

- a) The Board recommends Council Award Contract for Arrowhead Park Phase 1A to Soper Grading and Excavation LLC, Neenah, WI, in the amount of \$363,886.89 (base) and \$156,920 (alternate) for a total of \$520,786.89.
Council discussed the possibility of additional savings on the gravel for the project.

MSCRP Bates/Langm all voting aye.

- b) The Board recommends Council approve Award Contract for Rec Boat Launch Dredging to Radtke Contractors Inc., Winneconne, WI in the amount of \$153,114 (base) and \$10,325 (alternate) for a total of \$163,439 using the balance of the 2019 Capital Improvement funds (97,700) and the Wisconsin DNR Waterways Grant in the amount of \$76,500
No discussion.

MSCRP Bates/Langm all voting aye.

Council returned to items IX.A.3&4

- C. Landmarks Commission—No report
D. Sustainable Neenah Committee—No report
E. Reports on neighborhood groups

1. Business Improvement District (BID) Board

- a) Alderperson Lang reported from the BID Board meeting of August 18, 2020
(1) Fall Bulb recycling week will take place September 14-18
(2) Modified Ladies Day will take place September 12
(3) The Farm Market continues as normal until October 17
(4) September 3 is the last Out to Lunch Concert
(5) Visit Future Neenah's website for more events and information.

F. Bergstrom Mahler Museum

1. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of August 28, 2020
a) An upcoming art class on September 12 will allow patrons to create textured bowls with a metallic rim finish.
b) Next meeting will take place September 30.

III. Petitions—none

IV. Council Directives

- A. Ald. Lendrum asked for her Council Directive regarding new construction requirements be on an upcoming agenda.

B. Dir. Haese stated staff will get an update on an upcoming agenda.

V. Unfinished Business—None

VI. New Business

- A. Ald. Stevenson welcomed Ald. Borchardt to the Council and requested the Clerk provide the council with his contact information
- B. Mayor Kaufert stated there would not be a Labor Day Parade but wanted to extend his thanks to workers across all work forces, giving a special thanks to teachers, those in the medical field, and first responders.
- C. Mayor Kaufert also noted the Council will be moving back to the Council Chambers and offering a hybrid meeting structure.
- D. Ald. Boyette reminded all that the normally scheduled Labor Day festivities for Neenah and Menasha, in addition to the parade, have all been cancelled for the weekend.

VII. Adjournment

MSC Lendrum/Boyette to adjourn at 9:22 pm, all voting aye.



Stephanie Cheslock
City Clerk

Common Council Proceedings
Wednesday, September 2, 2020—7:00pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met virtually in regular session at 7:00pm, September 2, 2020, in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, and Stevenson, Assistant Comptroller Kahl, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski, and City Clerk Cheslock.

Also Present: David Williams, John Ahles, Deputy Clerk Lopez, Nicole Becher, Mike Veith, Jim Wise, Ben Hamblin, Lee Hillstrom, Director of Parks and Recreation Kading, Director of Human Resources and Safety Kehl, Assistant Police Chief Bernice, Brian Borchardt, Deputy Director of Community Development and Assessment Schmidt, Glenn Schroeder, Claire Olson, Brandon Robak, Finance Office Manager Calabrese, and Police Chief Olson.

Mayor Kaufert called the meeting to order at 7:00pm

I. Clerk Cheslock called a voice roll call

Aldermanic candidates John Ahles, Nicole Becher, Brian Borchardt, Claire Olson, Brandon Robak, Michael Veith, David Williams, and W. James Wise gave brief presentations as part of their application to be appointed to fill the vacant District 2 aldermanic seat.

MS Boyette/Steele to appoint Brian Borchardt to fill the vacant District 2 aldermanic term to expire April 2021.

II. Proceedings

MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of August 19, 2020. There being no objections the motion was approved by unanimous consent.

III. Public Hearings

A. Consider Zoning Code Amendment—Sec. 26-235 and Sec. 26-236—C-1 District Special Uses

IV. Plan Commission Report pertaining to the Public Hearings

A. Council Rep. Lang reported from the Plan Commission meeting of August 25, 2020:

1. Commission recommends Council approve Ordinance No. 2020-13, amending sections 26-235 and 26-236 of the Code of Ordinances relating to Permitted Uses and Special Uses

MSCRP Lang/Borchardt all voting aye.

V. Consent Agenda

MS Lendrum/Stevenson to approve the Consent Agenda as follows:

A. Approve the Change of Agent Application for Classic Lanes Fox Valley Inc., d/b/a Classic Lanes Fox Valley, 934 Byrd Ave, Neenah; William T. Smith, Agent. (PSSC)

B. **There being no objections the motion was approved by unanimous consent.**

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A. Chairman Bates reported from the Regular Public Service & Safety Committee meeting of August 25, 2020: (Chairman Bates/Vice Chair Lang) (Minutes can be found on the City's website)

1. Committee recommends Council approve that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period

MSCRP Bates/Lendrum all voting aye.

2. Committee recommends Council approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue
MSFRP Lendrum/Stevenson, 4-5; Ald. Lendrum, Lang, Stevenson, and Borchardt voted Aye. Ald. Boyette, Steele, Bates, Erickson, and Spellman voted No.
 3. Committee recommends Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed ~~\$27,042.46~~ **\$25,446.00** contingent upon Council award of the associated construction contract
MS Stevenson/Erickson to move this item after item X.B.2 on the agenda, all voting aye.
MSCRP Bates/Lang, as amended all voting aye.
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- B. Chairman Erickson reported from the regular Finance & Personnel Committee meeting of August 24, 2020:
1. Committee recommends Council approve the following reclassifications effective January 1, 2021:
 - a) Assistant Comptroller—Current grade K3—recommended adjustment L3 & Deputy Director of Finance Title
 - b) Deputy City Clerk—Current grade F3—recommended adjustment G3**MSCRP Erickson/Boyette, all voting aye.**
 2. Committee recommends Council approve the updates to Policy 2003-1: Position Vacancies Policy
MSCRP Erickson/Boyette, all voting aye.
 3. Committee recommends Council approve Resolution 2020-15 for the 2020 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development
MSCRP Erickson/Stevenson, vote 8-0-1—Ald. Spellman abstained.
 4. Committee recommends Council authorize the refund required by 2020 Correction of Errors by Assessor under Wis.Stat. §70.43, approved by the Board of Review, and direct staff to complete the necessary paperwork for charge back of the refunds to the taxation districts for which taxes were collected by the City under Wis.Stat. §74.41
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1. Committee recommends Council approve Neenah-Menasha Fire Rescue's 2021 cost distribution formula with the City of Neenah's weighted share at 59.83% and City of Menasha's weighted share at 40.17%
MSCRP Boyette/Stevenson all voting aye.

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A. Council Rep. Lang reported from the regular Plan Commission Meeting of August 25, 2020:

1. Commission recommends Council approve Ordinance #2020-14 granting approval of Project Plan #1-20 for the Calvary Bible Church Planned Development District to allow the construction of a building addition and parking lot expansion subject to the following conditions: 1) Prior to the issuance of building permits, the applicant shall submit the City's Oversized Sewer Interceptor Fee (\$1,000/acre) and the Storm Sewer Fee (\$5,000/acre) in the amount of \$15,228 which as deferred as part of annexation #207 annexing 2.53 acres of land in 2016; 2) the area proposed to be pulverized and remain as gravel west of the building must be hard surface if there will be vehicles store/parked in the area. The other area proposed to be pulverized and graveled may remain gravel since this area is proposed to become a paved parking lot in the future; 3) prior to installation of the future parking lot west of the existing parking lot in the rear of the building shall be approved by the Community Development Department. The parking lot shall meet the landscaping standards for parking lots specifically to interior landscape standards; 4) the plan identifies the removal of landscape plantings. These plantings must be replaced with a similar planting; and 5) future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request.

MSCRP Lang/Lendrum, all voting aye.

B. Vice Chairman Bates reported from the Board of Public Works meeting of August 25, 2020:

1. Council Action Items

- a) The Board recommends Council Award Contract for Arrowhead Park Phase 1A to Soper Grading and Excavation LLC, Neenah, WI, in the amount of \$363,886.89 (base) and \$156,920 (alternate) for a total of \$520,786.89.

MSCRP Bates/Langm all voting aye.

- b) The Board recommends Council approve Award Contract for Rec Boat Launch Dredging to Radtke Contractors Inc., Winneconne, WI in the amount of \$153,114 (base) and \$10,325 (alternate) for a total of \$163,439 using the balance of the 2019 Capital Improvement funds (97,700) and the Wisconsin DNR Waterways Grant in the amount of \$76,500

MSCRP Bates/Langm all voting aye.

Council returned to items IX.A.3&4

VIII. Adjournment

MSC Lendrum/Boyette to adjourn at 9:22 pm, all voting aye.



Stephanie Cheslock
City Clerk

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, September 8, 2020, 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.

Present: Alderpersons Bates, Lang, Lendrum and Stevenson

Excused: Alderperson Spellman

Also Present: Mayor Kaufert, Public Works Director Kaiser, Police Chief Olson Captain Van Sambeek, Assistant Chief Bernice, Lisa Mroczkowski

Approval of Minutes of the meetings for August 25, 2020

Motion Second/Carried Lendrum/Lang to approve of the minutes of the Meeting of August 25, 2020. All voting aye.

Public Appearances: None

Usage of Carry Forward Funds-ISU Technology Project:

Assistant Chief Bernice reviewed his memo of September 1, 2020, regarding the use of carry forward funds for a multi-platform device for the Investigative Services Unit. The original plan was to have one, multi-platform device that could be used in the office and in the vehicle. After working with the Information Systems Department and evaluating the options, it was determined that one multi-platform device would not support the multi-media programs that are used during investigations. The department is recommending the purchase of 5 desktop computers and 3 tablets with a cost estimate of \$31,000.00. Assistant Chief Bernice further stated with the left over carry forward funds, the department would like to upgrade the laptops for the School Resource Officers. These laptops are 6 years old and are due for an upgrade or replacement.

Mayor Kaufert asked about the funding source for the license and maintenance fees for these devices. Assistant Chief Bernice responded that some of the maintenance agreements are already in existence and the new ones will come from their operating budget.

Alderperson Lendrum asked if these tablets will replace the laptops already in the vehicles and if the department is planning on a beta test for this equipment. Assistant Chief Bernice responded that the ICU vehicles do not have MDC units in them. The tablets will be able to be mounted in the vehicle which will allow them to be removed easily. He further stated that they have been running a test of the arrangement.

Alderson Stevenson asked if the 3 shared tablets were sufficient. Assistant Chief Bernice responded that 3 tablets should be sufficient because the ICU normally works as a team when out in the field.

Report

Following discussion, **Motion/Second Stevenson/Lang to recommend that Council approve the purchase of 5 desktop computers and 3 tablets for the Investigative Crime Unit and 2 laptops for the School Resource Officers along with miscellaneous components for an estimated cost not to exceed \$31,000.00 using carry forward funds from 2018 and 2019 budgets.** All voting Aye.

Request to move portable radio purchase to from 2020:

Captain Van Sambeek reviewed his memo of September 1, 2020, regarding the purchase of portable radios using 2020 Capital Equipment Reserve funds instead of the proposed 2021 Budgeted funds. He stated that the current radios are starting to need service and Baycom is offering an eight percent discount if the radios are purchased before September 25, a savings of \$17,187.63.

Alderpersion Stevenson expressed support for this and commended the department for proactively looking for cost saving measures for the city, but also cautioned that this not become a methodology for other departments to circumvent the budget process.

Chief Olson responded this request was not meant to circumvent the budget process. This was to save the city money.

Mayor Kaufert stated that the original radios were purchased by the Winnebago County Sherriff's Department for the city. He asked if there is any chance they will offer to purchase them again for us. Captain Van Sambeek stated that was a one-time purchase.

Alderpersion Bates asked the Mayor if he was comfortable moving the MDC units replacement to 2021 so the radios could be purchased in 2020. The Mayor confirmed that he is. He feels radios have a higher priority than the MDC units.

Alderpersion Bates asked if there were other quotes submitted for the radios. Captain Van Sambeek state that he was not aware if any other quotes were submitted. He further stated we are currently under contract with Baycom.

Alderpersion Stevenson asked what will happen to the old radios, if they will be traded in to off-set costs. Captain Van Sambeek said they will probably go to auction or be offered to Fox Valley Technical College in exchange for use of their facilities like we have done in the past with old equipment.

Report

After further discussion, **Motion/Second/Carried Stevenson/Lang to recommend that Council approve the purchase of fifty (50) Motorola APX6000 Portable Radios with 2020 Capital Equipment Reserve funds in the amount not exceed \$212,000.00** All voting Aye.

Licenses:

C.A.

Change of Agent/Trade Name, Ultimate Mart, LLC/Pick 'N Save:

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve the change of agent application for Ultimate Mart, LLC/Pick'N Save #124, 1530 S Commercial Street, Neenah, WI 54956, Agent Matthew Sullivan.** All voting Aye

Public Works General Construction and Department Activity:

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn)
 - a) Abby – Utility work is complete. Miscellaneous concrete repairs are ongoing.
 - b) Bond – Utility, excavation and graveling work is complete. Curb/gutter placement is scheduled for September 8/9. Concrete sidewalk and driveway apron repairs will follow.
 - c) Center – Utility, excavation and graveling work is complete. Curb/gutter was poured on September 4. Concrete sidewalk and driveway apron repairs will follow.
 - d) Clybourn - Utility work is complete. Miscellaneous concrete repairs are ongoing.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Work is complete. A final estimate is being prepared.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - e) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - f) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon)
 - g) Tullar, Marathon – Work is complete.
 - h) Green Bay - Work is scheduled to start the week of September 8.
- 6) Contract 5-20 (Utilities - Lakeshore) – Utility work is complete except for the northernmost storm sewer outfall.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
- 8) Contract 7-20 (Fire 32 Roof) – Work is complete except for replacement of the skylights, which are still on order.
- 9) Contract 9-20 (Misc. Asphalt Pavement Repairs) – Work has not been scheduled.
- 10) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is scheduled for completion in the next three weeks.
- 11) Contract 11-20 (Street - Lakeshore) – Archaeology investigation is ongoing. A pre-construction meeting was held on September 2. The contractor's current schedule calls for work to start the week of September 21. If the investigation is still ongoing, the start of work will need to be coordinated with WDNR, SHPO and our consultant. City crews started placing tree protection on September 3. Tree removal will start the week of September 8.

12) Commercial Dumpster Contract – A draft RFP has been prepared and routed to City and Winnebago County Solid Waste staff for review. The RFP will be released in October.

13) TDS Telecom project – Staff has been working with the engineering and construction firm in charge of the Neenah phase of the TDS Telecom build-out. We are relating to them the information that we need to see on their permit applications and the construction standards that they will be expected to meet. Given the scope of this project and their implementation schedule, the impact on staff resources for permit review and inspection could be considerable.

Committee discussed the scope of the TDS project.

14) A sample marking was placed on the sidewalk at the west end of Wisconsin Avenue requesting that bicyclists and skateboarders walk on downtown sidewalks. Additional markings will be installed by city crews.



Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:28 p.m.** All voting aye.

Respectfully submitted,

Lisa Mroczkowski
Public Works Officer Manager



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MEMORANDUM

To: Neenah City Council
Mayor Kaufert

From: Captain Thomas Van Sambeek

Date: September 14th, 2020

Re: **Approval to move portable radio purchase to 2020 instead of 2021**

During the Public Services and Safety Committee meeting, it was asked that additional bids be sought for the portable radios. I have contacted other Motorola dealers and been informed that the bid we received is the state contract bid price with the additional 8% discount, and going to another dealer would result in no change in price on the radios.

It was also asked that we research what to do with the old radios. Baycom reached out to their contacts to see if there is any interest in buying these radios. As a result, one reseller has shown interest and is currently putting together a bid. This reseller will be required to wipe all programming from our radios at their cost.

Because these radios are in year 9 of a 7-10-year lifespan, finding interested parties to purchase the radios will prove to be difficult. The cost of reprogramming these radios can also be quite high, which further limits the pool of possible interested parties.

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: September 16, 2020

Date of Directive: 4/17/2018

Item: Review the street assessment policy – Ordinance Chapter 13.5(D) (2).

Responsible Party: Ald. Lendrum

Status: Pending