

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, January 28, 2020 - 6:30 PM
Hauser Room - City Administration Building

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

AGENDA

1. Approval of Minutes of the January 14, 2020, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Approval of Special Assessment Report - Installation of Sanitary Sewer Lateral Construction (Abby Ave., Bond St., Center St., Clybourn St., Monroe St., Lakeshore Dr., Van St.) (Attachment)
4. Approval for New Flooring for the Police Department (Attachment)
5. Approval for Vehicles for the Police Department (Attachment)
6. E. Forest Ave Parking Progress Report (Attachment)
7. Licenses
 - a. Beverage Operator License Applications (Attachment)
 - b. Temporary Class "B" (Art After Dark) Beer License Application – Bergstrom Mahler Museum (Attachment)
 - c. Temporary Class "B" (Friday Fish Fry) Beer License Application – St. Gabriel Parish (Attachment)
8. Public Works General Construction and Department Activity (Attachment)
9. Announcements / Future Agenda Items
10. 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 **Public Works Administrative Assistant at (920)886-6240** 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.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 14, 2020 - 6:30 PM
Hauser Room - City Administration Building

Present: Alderpersons Bates, Lang, Lendrum, Spellman and Stevenson

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Ald. Boyette, Dan McIntosh, Bette McIntosh, Jay Lettau, Erin Lettau, Susan Derhaag, Greg Derhaag, Richard Mosbacher, May Ellyn Wroblewski, Jeff Hayes, Peter Ullrich, Cari Ullrich

Minutes: Motion/Second/Carried Lendrum/Spellman to approve the minutes of the December 10, 2019, Regular Meeting. All voting aye.

Public Appearances:

Dan McIntosh, 234 Lakeshore Avenue, addressed the Committee regarding the proposed Lakeshore Avenue reconstruction project. He expressed a concern with the 17-foot roadway width proposed for the option that includes an off-street trail. For the option that includes an on-street bike/pedestrian lane, he suggested placing a rumble strip between the vehicle portion of the road and the bike/pedestrian portion of the road. He asked about the "Bike" label shown on the trail in one of the displays. He noted that there are three evergreens that are not shown on the drawings that were planted by a neighbor and that these would be removed. He provided the Committee with suggestions to keep in mind when framing the survey questions so that pertinent input is received (handout attached).

Richard Mosbacher, 256 Lakeshore Avenue, addressed the Committee to express a concern about the 17-foot roadway width proposed for the option that includes an off-street trail. He noted a concern with the ability of an emergency vehicle to get by stopped or parked vehicles on the road.

Cari Ullrich, 143 N. Park Avenue, addressed the Committee about the Lakeshore Avenue project. She felt that the options presented were confusing since a wider road option was listed as impacting fewer trees than a narrower road option.

Peter Ullrich, 143 N. Park Avenue, addressed the Committee to express concern with the public impression of cutting down trees for no reason.

Approval of Preliminary Resolution 2020-01: Sanitary Sewer Lateral Construction (Abby Avenue, Clybourn Street, Center Street, Bond Street, Van Street, Monroe Street, Lakeshore Avenue): Director Kaiser noted that this is the first step in the special assessment process. It directs staff to prepare plans and estimates for the proposed work. An Assessment Report will be brought to a future Committee meeting. He noted that this will be the second year that the Sanitary Sewer Utility will participate in the cost of full sewer lateral replacement. He reviewed construction methods for lateral replacement. He discussed the standard water service replacement and the option for homeowners to replace their entire service.

RES.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Council adopt Preliminary Resolution 2020-01: Sanitary**

Sewer Lateral Construction (Abby Avenue, Clybourn Street, Center Street, Bond Street, Van Street, Monroe Street, Lakeshore Avenue) All voting aye.

Lakeshore Avenue Project Selection: Director Kaiser reviewed his memo of January 10, 2020, outlining a process for gathering additional public input into the design of Lakeshore Avenue should the Council feel that additional input would be helpful. Options for additional input could include hosting a public information meeting that was open to the whole community, a community survey, or both. Committee noted that an information sheet for each option would be helpful. Chairman Bates expressed support for the rumble strip idea but felt that curbing between the vehicle lane and the bike/pedestrian lane was preferable. She inquired about the possibility of elevating the sidewalk and placing it adjacent to the road. She noted that cars or service vehicles would not be able to park in the area designated for bike/pedestrian use.

Director Kaiser clarified the tree impact questioned by Ms. Ullrich. He noted that the original 24-foot road option maintained the current road alignment and impacted 17 trees. The 29-foot road option was on a revised alignment and impacted 10 trees. The 24-foot road option was subsequently designed on a new alignment and impacted 7 trees.

Ald. Lendrum expressed a reluctance to offer a survey. She also expressed a concern that expanding the level of public input would cause us to miss the deadline to construct the project this year.

Ald. Boyette addressed the Committee. She expressed a concern with the potential for vehicles to park in the lane designated for bike/pedestrian use. She noted that service vehicles working in the area can park in the driveway of the home they are servicing. She expressed a concern with having garbage trucks travel against the one-way traffic flow in order to complete their collections. She expressed a concern with having the input of people who don't live in the city impacting the design and cost of a city project. She requested clarification on why only two options are currently being discussed when four alternatives were discussed in earlier memos. Director Kaiser noted that the only option that has been removed from consideration is the 29-foot wide option. He stated that the option previously noted as Option 4 was a variant of the 24-foot option and had the same footprint.

Committee reviewed the project budget. Ald. Stevenson stated that, if the public is being asked for their opinion, then the focus of that input must be agreed to by the Committee. Director Haese noted the use of surveys by his office. Mayor Kaufert encouraged a simple survey, if a survey were to be used. Director Haese reminded the Committee that the survey was not a referendum but additional information that can be used by the Council in their decision. Committee discussed the value of the survey.

Committee discussed the workshop format. Staff indicated that it would be an open-house style with updated layouts, costs, and impacts of the options. Committee noted that a suggestion box could be included. Committee discussed the possibility of placing project information at other sites to gather input. Committee suggested having multiple public information meetings and stressed the importance of documenting the input received. Committee discussed on-street parking under the design options.

Greg Derhaag, 260 Lakeshore Avenue, addressed the Committee to encourage that an external environmental assessment be prepared to evaluate the impact of hard surface and the potential for root damage. He also encouraged a site walk and marking each tree that is anticipated for removal.

Committee discussed the shoreline erosion. Residents noted that the wave action of Lake Winnebago is primarily responsible for the erosion.

Mayor Kaufert asked about the impact on the bidding schedule. Director Kaiser estimated that it would take 8 to 10 weeks to reach a contract award from the point of project selection by the Council.

Richard Mosbacher, 256 Lakeshore Avenue, addressed the Committee to inquire about the possibility of an environmental analysis. Director Haese noted that the impervious area can be calculated from the designs. He also noted that the tree impacts shown for the road and trail layouts are based on a buffering criteria that was provided by the city forester.

Committee discussed support for the workshop option and directed staff to prepare a schedule and provide exhibit information to the Committee. Director Haese encouraged including a survey option for those unable to attend the public information sessions.

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Brittany Arnold-Canter, Mystic Dombrowski, Paige Garner, Jill Givson, Mercedes Gorski, Makenzie Jameson, Brittany Johnson, Samuel Kelly, Abby Klimek, Kristen Maes, Chirstpher Meyer, Jahquel Musil, Ashley Seidl, Tori Sternagel, Randall Steward.

C.A.

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve beverage operator license application for Brittany Arnold-Canter, Mystic Dombrowski, Paige Garner, Jill Gibson, Mercedes Gorski, Makenzie Jameson, Brittany Johnson, Samuel Kelly, Abby Klimek, Kristen Maes, Chirstpher Meyer, Jahquel Musil, Ashley Seidl, Tori Sternagel, Randall Steward.** All voting aye.

Change of Agent/Trade Name-Council Kitchen and Bar: Mayor Kaufert noted that the change of agent is from the bar manager to the bar owner.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve Change of Agent/Trade Name-Town Council Kitchen and Bar, 133 W. Wisconsin Ave, Jonathan Horan, agent.** All voting aye

Public Works General Construction and Department Activity:

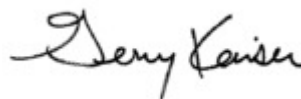
1. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
2. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. Final quantity measurements are being made.

3. Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 1,500 feet north. Work will continue to the north through the Harness easement. When weather improves later this year, the work in Breezewood Lane will be done.
4. Contract 1-20 (Abby, Bond, Center, Clybourn) – Bids are being opened on January 14. A memorandum of understanding with the City of Menasha is being finalized and will be brought to a future Committee meeting.
5. Contract 2-20 (Utilities - Van, Monroe) – Design work is ongoing.
6. Contract 3-20 (Street - Van, Monroe, Gillingham, Shootingstar, Armstrong) – Design work is ongoing. Work on Shootingstar and Armstrong is being bid as an alternate to the base bid of Van, Monroe and Gillingham.
7. Contract 4-20 (Street – Green Bay, Tullar) – Design work is ongoing. Green Bay Road has been submitted for Municipal Street Improvement Program – Discretionary funding. We should learn the outcome of that application in March. If our application is successful, this would provide funding for up to 50% of eligible project costs.
8. Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year.
9. Downtown Traffic Study – The review team met on Dec. 20. We discussed the downtown traffic diversion analysis, layout and traffic impact for a ramp located on the Blue Lot, and a conceptual roundabout design at Main/Green Bay. The consultant is continuing work on the Main/Torrey intersection control evaluation and the Hewitt Lot parking ramp assessment.
10. Jewelers Park Trail – Staff is finalizing the design contract with the consultant.
11. Drop-off Site – Crews have started revising the drop-off site layout. Punch cards have been ordered for distribution in February.
12. Parking Management System – A staff site visit with Stevens Point is being arranged for Monday, January 20, to discuss their use of the T2 Parking Management System.
13. Director Kaiser informed the Committee that Lisa Mroczkowski has started as the office manager in the Public Works Department. Judy Larson is retiring and her last work day is January 17.

Announcements/Future Agenda Items: Ald. Lang noted the recent article in the Post-Crescent about Oakhill Cemetery. She asked that staff confirm the accuracy of the statement on the website that it is the second oldest municipal cemetery in the United States or remove the statement from the website.

Motion/Second/Carried Lendrum/Lang to adjourn at 8:35 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

**Report of the Committee of Public Services and Safety
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2020-01, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

Installation of sanitary sewer laterals for properties served by sanitary sewers on the following streets:

<u>Street</u>	<u>No. of Served Properties</u>	<u>Estimated Construction Costs (1)</u>	<u>Estimated Assessable Costs (1)</u>	<u>Estimated Direct Costs</u>	<u>Estimated City Costs</u>
1. Abby Avenue (North Water to Clybourn)	30	\$180,000	\$44,000	\$0	\$136,000
2. Clybourn Street (Edna to Abby)	5	\$60,000	\$8,000	\$0	\$52,000
3. Center Street (North Water to High)	23	\$120,000	\$34,000	\$0	\$86,000
4. Bond Street (North Water to Edna)	24	\$260,000	\$36,000	\$0	\$224,000
5. Van Street (S Terminus to Harrison)	46	\$460,000	\$120,000	\$0	\$340,000
6. Monroe Street (Van to W Terminus)	10	\$170,000	\$29,000	\$0	\$141,000
7. Lakeshore Avenue (Wisconsin to Kimberly Point)	9	\$180,000	\$26,000	\$0	\$154,000

Damages - Nil

(1) Sewer lateral construction only. Includes 10% engineering and administration fees

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

Estimated Schedule of Assessment Rates

Single-Family / Two-Family Residence District = \$2,900 per sewer lateral
Multi-Family / Commercial / Industrial District = \$2,900 per sewer lateral

Public Services and Safety Committee

Dated: _____

By: _____
Chairman



Department of Police
2111 Marathon Avenue, Neenah, WI 54956-4771
Phone: 920-886-6000 Fax: 920-886-6054
website: www.ci.neenah.wi.us
e-mail: police@ci.neenah.wi.us

MEMORANDUM

To: Marge Bates, Chair
Public Services and Safety Committee
Mayor Kaufert

From: Assistant Chief Jeffrey Bernice

Date: January 23, 2020

Re: **Approval for New Flooring for the Police Department**

The Police Department would like to formally request authorization to purchase new vinyl tile flooring for the department's building. The majority of the tile flooring was installed with the construction of the police department and is approximately 26 years old. The life expectancy for the current flooring was 10-15 years.

This has been forecasted for numerous Capital Improvement Plans within the amount of \$80,000.00. The purchase of this item has been approved in the 2020 Capital Improvement Program – Facilities for the reduced sum of \$31,000.00.

There are many areas where the tile is lifting and causing tripping hazards. We consulted with the City Attorney's Office, and they recommended to replace it this year since the potential danger could lead to worker compensation claims by employees and lawsuits by civilians.

The estimated cost for the replacement from D&M Flooring America is \$22,866.42. This would cover the majority of the hallways, the community room, the lounge, and the evidence processing area (see image on page 2). This estimate includes the following:

1. Removal & disposal of existing floor
2. Skim coating
3. Floor tiles & vinyl baseboards
4. Labor & installation



With the cost savings from \$80,000.00 to \$31,000.00, and then from \$31,000.00 to approximately \$23,000.00, with the possibility of additional savings if employees assist in removing the old tile on their own, we would request to utilize the remaining funds to purchase a cleaning machine for the new tile floor.

The current cleaning unit that the Neenah Police Department has is approximately 21 years old and uses a circular rotating brush system. Since these tiles have vertical grooves, the cleaning device needs to have horizontal mechanisms to properly clean and maintain the new flooring. The estimated cost for this cleaning apparatus is approximately \$7,000.00.

Recently, a cleaning industry representative was commending employee John Keelser for this item still being operational. This is due to how John maintains and preserves City-owned property, thus saving the City funds in the long run.

Recommendation:

Authorize the Neenah Police Department a budget of \$23,000.00 to purchase new vinyl tile flooring for the department's building.

Authorize the Neenah Police Department a budget of \$7,000.00 to purchase a new floor cleaning machine for the department.



Department of Police
2111 Marathon Avenue, Neenah, WI 54956-4771
Phone: 920-886-6000 Fax: 920-886-6054
website: www.ci.neenah.wi.us
e-mail: police@ci.neenah.wi.us

MEMORANDUM

To: Marge Bates, Chair
Public Services and Safety Committee
Mayor Kaufert

From: Assistant Chief Jeffrey Bernice & Investigator Adam Streubel

Date: January 23, 2020

Re: Approval for Vehicles for the Police Department

The Police Department would like to formally request authorization to purchase five (5) vehicles as outlined in the approved 2020 Capital Improvements budget. The department originally requested \$251,000.00. The mayor recommended reducing one vehicle and decreasing the amount to \$220,000.00.

The below information was prepared by Investigator Adam Streubel. During his countless hours of researching, analysis, networking, and test driving, he came up with the following conclusions:

We have taken a purpose-driven approach to researching replacement unmarked Investigative Services (ISU) vehicles, the Community Service Aide (CSA) vehicle, and the Multi-agency Enforcement Group (MEG) vehicle.

Together with the respective employees who use the vehicles, we examined the purpose, requirements, ergonomics, size, appearance, durability, and realistic utilization of each vehicle. Each of the three vehicle categories certainly has its own unique needs and requirements, and each has possibilities for mechanical, practical, and economical improvements.

ISU Vehicles (3)

Investigators need vehicles to travel to crime scenes, investigations, interviews, training, court, crime labs, and meetings, all of which can be anywhere in the state. Each investigator has his or her own equipment and supplies to process crime scenes and perform investigations, which often involve multiple scenes and locations.

Considering ergonomics, we discussed how much time the investigators spend in their vehicles. Investigators travel throughout Northeast Wisconsin to follow up on investigations and travel to Madison and Milwaukee to transport evidence to the State Crime Lab.

Investigators are frequently required to perform surveillance on suspects, vehicles, and houses, often sitting in the vehicle for hours at a time. To that point, the vehicles also need to blend in to their civilian surroundings.

We brought all of the ISU vehicles together and took an inventory of the equipment and supplies required for an effective response to an investigation or crime scene. Investigative forensic tools have improved and expanded exponentially over the years, and the investigators are equipped with far more tools and resources than in years past. We established the space required to store and transport the equipment, as well as additional area for specialized gear and evidentiary items.

Having a realistic grasp on what we need from an ISU vehicle, we explored the current offerings from all manufacturers. We were pleased to find that we could fulfill the ISU vehicle requirements and offer considerable savings to the City.

We found the civilian SUV and crossover SUV platform met all of the ISU requirements very well. We compared the SUV lines to their corresponding sedan counterparts and found there was less available cargo space and no cost benefit in choosing the sedan over the SUV.

We researched SUV and crossover SUV vehicles from 14 manufacturers, both foreign and domestic, totaling 38 models. Our initial focus was on cost/value, cargo space, warranty, and reliability. We narrowed the field to five manufacturers and eight models.

We went to the dealerships and drove, measured, and examined the eight finalists for quality, fit, function, and cost. The vehicles that stood out as the most practical and best value are listed below:

2020 Chevrolet Equinox AWD Crossover SUV	\$30,500.00
2020 Hyundai Santa Fe AWD SUV	\$31,000.00
2020 Hyundai Tucson AWD Crossover SUV	\$30,000.00

Having the advantage of drawing from the civilian market for the vehicles, we researched available discounts and incentives offered on vehicles already in inventory. We found significant savings available with all three vehicles.

Since we are purchasing from existing stock and inventory can change daily, we will need to request approval to purchase the following ISU vehicles based on the make, model, trim level, and price range:

2020 Chevrolet Equinox LT 4cyl AWD Crossover SUV
2020 Hyundai Santa Fe SE 4cyl AWD SUV
2020 Hyundai Tucson SEL 4cyl AW Crossover SUV

Two of the three ISU vehicles will come from this list. The Chevrolet Equinox will be assigned to the ISU Lieutenant. Since the Hyundai Santa Fe has more cargo space, it will be assigned to an investigator. The Hyundai Tucson will be substituted for the Santa Fe if one is not available at our preferred price.

We anticipate the Equinox and Santa Fe vehicles to be used for 8-10 years or end of life. Optionally, they will be available to rotate into an Administrative vehicle if necessary.

We have always maintained two vans in the fleet because of their versatility and practicality. The vans can transport multiple passengers to training, court, and meetings. Fully-gear SWAT

personnel can be transported during a deployment and, with the seats folded down, large and awkward cargo can be loaded and transported.

We researched all of the manufacturers that offer the midsized (or “mini”) van. The Dodge Caravan is the only model made in which the middle and back rows of seats fold down into the floor. The Caravans we purchased in 2010 have performed very well. We will be requesting approval to purchase the following:

2019 Dodge Caravan SE 6cyl FWD Van	\$29,000.00
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We anticipate the van remaining in the five-year replacement rotation, as it will remain in the fleet for court/training/travel for an additional number of years.

One (1)	2020 Chevrolet Equinox LT 4cyl AWD Crossover SUV Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$32,245.00) \$26,500.00 \$4,000.00
	TOTAL	\$30,500.00

One (1)	2020 Hyundai Santa Fe SE 4cyl. AWD SUV Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$29,050.00) \$27,000.00 \$4,000.00
	TOTAL	\$31,000.00

One (1)	2019 Dodge Grand Caravan SE 6cyl FWD Van Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$31,335.00) \$25,000.00 \$4,000.00
	TOTAL	\$29,000.00

Optional:

One (1)	2020 Hyundai Tucson SEL 4 cyl AWD Crossover SUV Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$27,000.00) \$26,000.00 \$4,000.00
	TOTAL	\$30,000.00

CSA Vehicle (1)

Working with the Community Service Aides (CSAs), we examined the purpose, requirements, ergonomics, size, appearance, and durability of the current CSA truck. With the exception of some equipment organizational improvements, the pickup truck platform has proven to be the best choice for the CSA duties. The current CSA vehicle is a full-sized RAM 1500 pickup truck.

The advantage we have moving forward is the availability of the midsize pickup trucks. Their platform offers lower purchase cost, better fuel economy, easier user access, and better maneuverability.

We researched six vehicle manufacturers that offer the midsize pickup platform. The Chevrolet Colorado was the clear standout in value. When compared to a similarly equipped RAM 1500, the Chevrolet Colorado offered a purchase savings of \$5,300.00.

The Colorado is equipped with a V6 engine, as opposed to the RAM Hemi V8, assuring fuel savings. Equipped with the longer available bed, the Colorado has the same cargo volume as our current RAM 1500.

Chevrolet offers the “Work Truck” trim level that provides everything we need for effective service without the unnecessary luxuries. We have found one currently available that meets all of our requirements.

Again, taking advantage of discounts and incentives offered on current inventory will help reduce the cost; however, inventory can change every day. We will be requesting approval to purchase the following:

2020 Chevrolet Colorado W/T 6cyl. 4WD Pickup	\$38,600.00
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We anticipate this vehicle will remain in a five-year replacement rotation.

One (1)	2020 Chevrolet Colorado W/T 6cyl. 4WD Pickup	(MSRP \$34,455.00)
	Includes vehicle, fees, and registration not to exceed	\$29,902.00
	Additional equipment:	
	Bedslide	\$999.00
	Pet Loader pet ramp	\$399.00
	Extra tall cap w/ storage	\$2,800.00
	Graphics	\$500.00
	Strip existing vehicle and equip new vehicle	\$4,000.00
	TOTAL	\$38,600.00

MEG Vehicle (1)

MEG agents and their accomplishments go relatively unnoticed (appropriately so) to some degree. These agents are uniquely suited and devoted to combating drug trafficking throughout the Valley.

The MEG vehicle is simple yet complicated. More than anything, the vehicle needs to blend in – pretty simple. At the same time, however, it needs to have the capabilities to accommodate drug deals, hold multiple agents during covert operations, and a host of operational needs.

Working with MEG Agent Christopher Gorden, we examined the purpose, requirements, ergonomics, size, and appearance of an appropriate MEG vehicle. We discussed requirements based on current actual MEG operations. The vehicle must be able to:

- Hold multiple agents of the rescue response team during covert drug deal operations
- Accommodate passengers in the front and rear seats
- Have the ability to secure drugs, weapons, and evidence without access by occupants who are in the vehicle
- Have the ability to pin or block another vehicle’s movement
- Have seating comfort for surveillance that can last for hours
- Have the viewing height advantage for operations and surveillance
- Avoid having the same appearance as other MEG vehicles

After lengthy discussions and research, we agreed that a pickup truck would suit the unique needs of the MEG vehicle. The truck would have four doors for multiple occupants; we would install the secure vault we currently have into the bed for drugs, weapons, and evidence; and the inherent size and height of a pickup truck will benefit surveillance.

We spent considerable time researching all of the manufacturer's offerings, spanning midsize and full-size platforms. In an effort to accomplish our goal and be financially responsible, we explored used truck inventories. Our best value came from the Ram 1500 Pickup.

We found several 2019 model year trucks with fewer than 15,000 miles on them and with a very attractive price point. The trucks come with the remaining manufacturer warranty, including the 7-year/100,000 mile powertrain coverage.

We know from experience that the current CSA RAM 1500 pickup truck has served the City well. At 125,000 miles, the truck has seen an average of 25,000 miles per year over the past 5+ years.

Assigned to only one driver, we can be assured that the MEG vehicle will be well cared for and maintained. The current MEG vehicle, purchased used almost 10 years ago, is a perfect example. We have no doubt or apprehensions purchasing another used vehicle for MEG use.

Again, inventory fluctuates, so we will choose from available inventory after we have approval. There are several available around the same price, so our request parameters will be narrow. We will be requesting approval to purchase one of the following:

2019 RAM 1500 SLT 6 or 8cyl 4WD Pickup Preowned, with as few miles as possible based on the available vehicles offered

We anticipate this MEG vehicle to be used for 8-10 years or end of life.

One (1)	2019 RAM 1500 SLT 6 or 8cyl 4WD Pickup Preowned, with as few miles as possible Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	\$28,000.00 \$3,000.00 TOTAL
		\$31,000.00

2020 Vehicle Estimates (ISU, CSA, MEG)

ISU

One (1)	2020 Chevrolet Equinox LT 4cyl AWD Crossover SUV Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$32,245.00) \$26,500.00 \$4,000.00 TOTAL
		\$30,500.00
One (1)	2020 Hyundai Santa Fe SE 4cyl. AWD SUV Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$29,050.00) \$27,000.00 \$4,000.00 TOTAL
		\$31,000.00
One (1)	2019 Dodge Grand Caravan SE 6cyl FWD Van Includes vehicle, fees, and registration not to exceed Strip existing vehicle and equip new vehicle	(MSRP \$31,335.00) \$25,000.00 \$4,000.00 TOTAL
		\$29,000.00

Optional:

One (1)	2020 Hyundai Tucson SEL 4 cyl AWD Crossover SUV	(MSRP \$27,000.00)
	Includes vehicle, fees, and registration not to exceed	\$26,000.00
	Strip existing vehicle and equip new vehicle	\$4,000.00
	TOTAL	\$30,000.00

MEG

One (1)	2019 RAM 1500 SLT 6 or 8cyl 4WD Pickup	
	Preowned, with as few miles as possible	
	Includes vehicle, fees, and registration not to exceed	\$28,000.00
	Strip existing vehicle and equip new vehicle	\$3,000.00
	TOTAL	\$31,000.00

CSA

One (1)	2020 Chevrolet Colorado W/T 6cyl. 4WD Pickup	(MRSP \$34,455.00)
	Includes vehicle, fees, and registration not to exceed	\$29,902.00
	Additional equipment:	
	BedSlide	\$999.00
	PetLoader Pet Ramp	\$399.00
	Extra tall Cap w/ storage	\$2,800.00
	Graphics	\$500.00
	Strip existing vehicle and equip new vehicle	\$4,000.00
	TOTAL	\$38,600.00

Other

One (1)	Cost to up-fit two Administrative vehicles to accept tablets	\$2,900.00
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GRAND TOTAL **\$163,000.00**

Budgeted amount:	\$220,000.00
Grand Total:	\$163,000.00
Buffer	\$7,000.00
Requested Total	\$170,000.00
Surplus:	\$50,000.00

Note: The current incentives end on 02/03/2020. The PSSC Meets on 01/28/2020, and the Common Council meets on 02/05/2020. Dealerships are unable to predict what the manufacturers will do for the month of February, but the sense is that vehicle prices should not rise. I will contact the dealerships on 02/03/2020 to confirm the accuracy of the prices listed in this proposal, and report any changes. Every effort has been made to include all parts and labor costs, as accurately as possible. There are, from time to time, unforeseen circumstances or issues that may incur additional cost.

Recommendation:

Authorize the Neenah Police Department a budget of \$170,000.00 to purchase five (5) new vehicles.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
DATE: January 24, 2020
RE: E. Forest Ave. Parking Progress Report

On October 8, 2019, I presented a memorandum to the Public Services & Safety Committee requesting direction on parking impacts on E. Forest Avenue resulting from pavement marking changes that had been made. The Committee directed staff to complete the following tasks:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to the 303 N. Commercial Street building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.

Tasks 1-3 have been completed. Task 1 involved removal some of the lane markings and signs. This was completed October 30th. Tasks 2 and 3 were completed mid-November. It should be noted that we are currently using temporary sign posts for Task 2, due to utility constraints prohibiting the installation of the sign posts. Our crews will need to drill into the sidewalk to install the signs.

Excerpts of the October 8, 2019 minutes and agenda are attached.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 8, 2019 - 6:30 PM
Hauser Room - City Administration Building

Present: Alderpersons Bates, Lang, Lendrum, Spellman and Stevenson

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Captain Bernice, Traffic Engineer Merten, Superintendent of Public Works Radtke, Scott Francis, Bill Pollnow

E. Forest Avenue Parking Request: Engineer Merten reviewed his October 4, 2019, memo regarding the concerns from the owner of 303 N. Commercial Street of the lack of parking within the general vicinity of his property. He reviewed the history of parking inventory in the area. He noted pavement marking changes that were made this past summer on Forest Avenue. He noted that the revised markings are an attempt to address the awkwardness of vehicle interaction at the intersection of Commercial Street and Forest Avenue. He noted the impact that Winnebago County Human Services employees and customers have on parking in the area. He stated that the quoted cost to remove the current striping and place epoxy pavement markings is about \$5,000.

Scott Francis, owner of 301 and 303 N. Commercial Street, addressed the Committee. He note[d] the recent removal of parking adjacent to his building along Forest Avenue. He noted that his building is landlocked with frontage on Commercial Street and Forest Avenue but no direct access to the off-street parking area to the north. He stated that his building has two commercial units on the first floor and three residential units on the second floor. He noted a number of parking changes that have taken place since his ownership of the building. He noted contacts that have been made with City staff over the past decade to encourage an increase in the public parking supply. He estimated that the number of employees at the Winnebago County Human Services building has doubled since it opened. He noted two parking easement areas controlled by the City. He noted underutilized parking locations that could be used to alleviate the parking stress around the County site, including the High Street Lot, the Community First Credit Union site, and the Doty Island Dental site. He expressed a concern with the lack of notification of the parking removal on E. Forest Avenue and asked that the parking be restored.

Traffic Engineer Merten confirmed that the pavement marking changes have had the intended result. He also noted that the marking changes opened up parking on the north side of Forest Avenue east of former Kewanna Street. Committee discussed the need to balance the benefit of the traffic change with the cost of the parking loss for adjacent properties. Committee discussed truck turning movements from westbound Forest Avenue onto northbound Commercial Street.

Committee discussed the need to look at the bigger parking picture in the area. Mayor Kaufert noted his observations of parking in the area and suggested that changes to parking start with Island Lane. He suggested placing a time restriction on the northerly three spaces and allow parking by permit in the remaining 12 spaces. He stated that he has contacted the county executive's office to discuss the matter.

Committee discussed the markings and restrictions on parking spaces in the city easement areas. Committee discussed a partial removal of the brick wall edging the parking lot north of 307 N. Commercial Street to provide better access from that lot to the businesses at 303 and

301 N. Commercial Street. Committee discussed establishing time limits that would be less conducive to violation.

The consensus of the Committee was to recommend the following steps:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to Mr. Francis' building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 4, 2019
RE: E. Forest Ave. Parking Request

The property owner of 303 N. Commercial Street has communicated concerns for the lack of parking within the general vicinity of the property to staff, the mayor, and members of the Common Council. The concern, as staff understands it, is that there has been a gradual removal of parking by the city over time that has left the property less viable for its tenants, especially given that the property has no on-site parking. Concerns were brought up regarding the recent removal of parking due to pavement marking modifications on E. Forest Avenue, the lack of availability of parking on Island Lane, and the existence of public parking in the nearby city parking easement areas.

The property owner expressed a strong desire to restore the parking spaces on E. Forest Avenue as soon as possible. Given timing constraints, staff consider it prudent to bring this request before the Public Services and Safety Committee for direction on addressing the issue. Below is some background on the specific areas of concern.

Forest Avenue Pavement Markings

Earlier this year, pavement marking changes were made to Forest Avenue from Bond Street to Third Street. As a part of the pavement marking project, some on-street parking was removed around intersections to accommodate turn lanes and adjustments with lane alignments. Specifically on the corner of N. Commercial Street and E. Forest Avenue, parking was removed as follows:

- On the north side of the street beginning at the intersection with N. Commercial Street (measured from the back of crosswalk) to approximately 70 feet east thereof, where the utility pole is. While there were not any NO PARKING signs before the changes were made, the statutory restrictions were in place, particularly no parking 15 feet from a crosswalk. This leaves a net parking area removed of about 55 feet.
- On the south side of the street beginning from the NO PARKING sign 28 feet from N. Commercial Street to Island Lane. The total distance of parking removed is approximately 100 feet.

For reference, Neenah's standard length for a parallel parking stall is 22 feet (and 18 feet for endcap stalls). All parking removed was 2-hour time limit restricted.

E. Forest Avenue at N. Commercial Street was originally marked with just centerline leading up to the intersection as displayed in Figure 1. The pavement markings added on E. Forest Avenue now include a left turn lane and a through/right lane as shown in Figure 2.



Figure 1: Previously existing pavement markings and changes to the no parking zones.

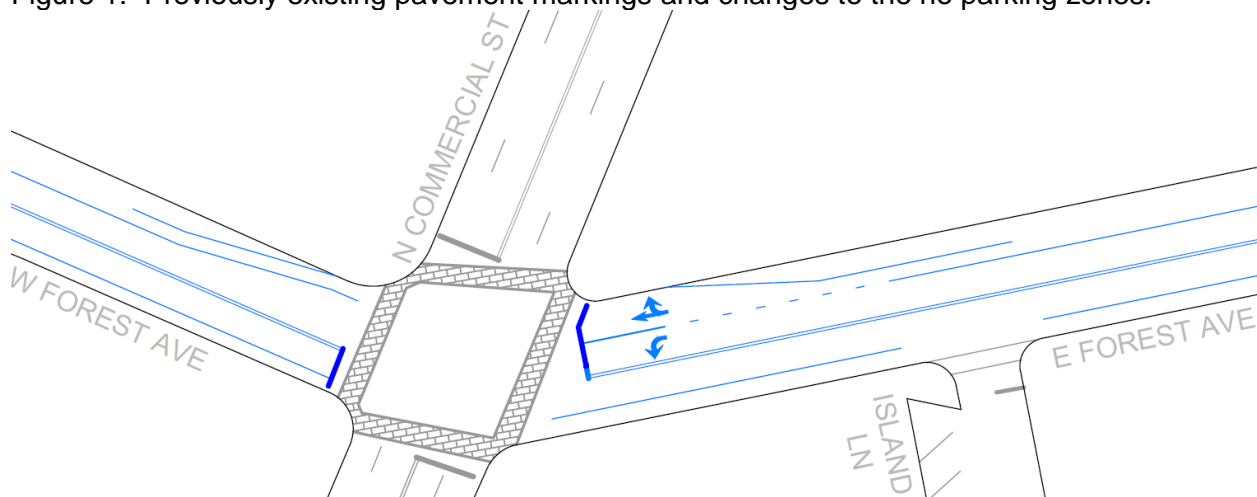


Figure 2: Currently existing pavement markings.

The purpose of the pavement marking additions was to address the consistent concern presented to staff over the years that the intersection was confusing for drivers on either side of Forest Avenue, particularly when people are turning, given the skew of the intersection. The lane designations were an attempt to allow drivers on W. Forest Avenue to better predict the intentions of drivers on E. Forest Avenue.

I have reached out to pavement marking contractors for availability and a cost estimate to remove the turn lanes and restore parking. The response thus far has been that there is concern for the rapidly shrinking window of time left to do the work, especially considering weather and end of season workload. I should have some quotes for consideration before the Public Services and Safety Committee meeting.

Island Lane

Island lane was built in 1994 as a connector street between E. North Water Street and E. Forest Avenue. It was constructed as a result of the Theda Clark Memorial Hospital expansion, given changes made to the E. North Water Street and First Street intersection. The street segment offers 15 angle parking spaces. Currently there are no restrictions placed on those parking spaces. On a daily basis, the parking on Island Lane is usually at capacity during working hours. Staff understanding is that it is typically parked by employees of the adjacent property.

Parking Easements in Private Lots

In 2007, the city obtained a parking easement located at 300 N. Commercial Street for twelve parking spaces. The city originally owned a separate parking lot on the corner of Bond Street and W. Forest Avenue. That lot was merged with the current property in exchange for the parking easement. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

In 2003, the city secured rights to eight parking spaces located at 307 N. Commercial Street through a parking easement (specifically Lot 3 on the Certified Survey map #5242). Currently, these spaces are indicated only by pavement marking stencil indicating "Public Parking." The location of these stalls is different than shown in the parking easement, as shown in Figure 3. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

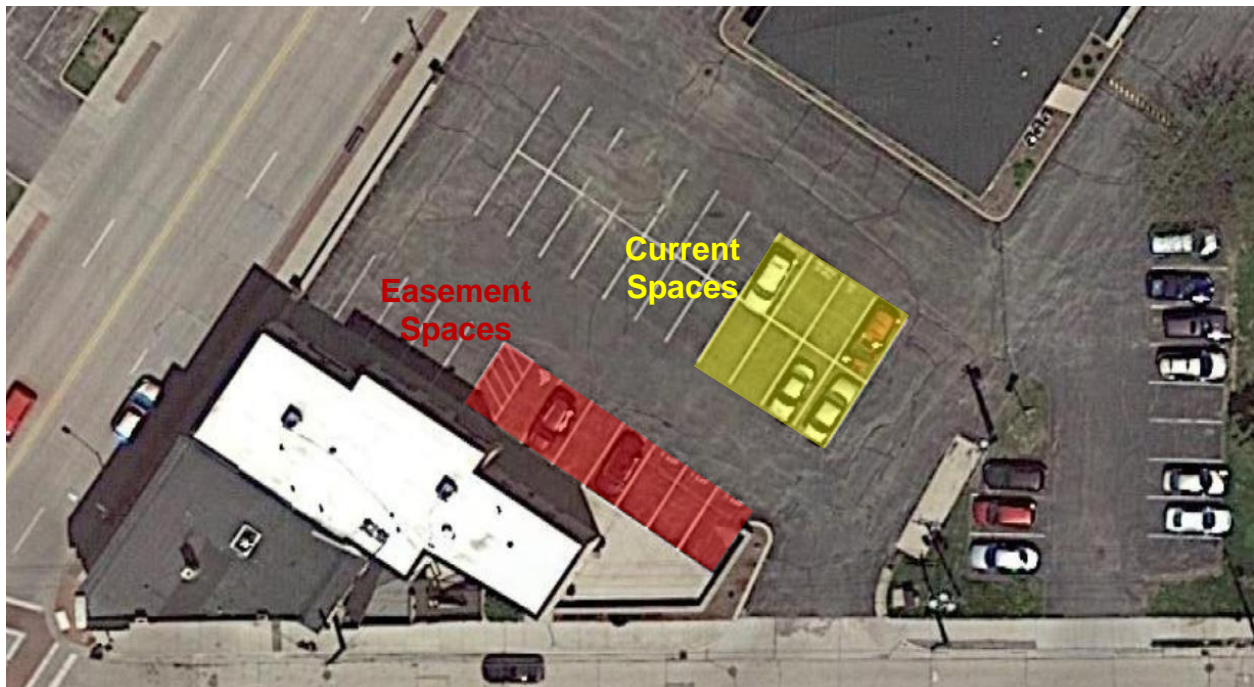


Figure 3: Locations of designated city public parking spaces at 307/325 N. Commercial St.

Public Services & Safety Committee January 28, 2020

Beverage Operator License Applications

New/Renewal	Last Name, First Name, MI	Municipality	Place of Employment
New	Clements, Bradley L.	Neenah	Unknown
New	Donson, Kendal J.	Oshkosh	Doubletree
New	Gitter, Amy M.	Appleton	Walgreens
New	Harvath, Jean A.	Neenah	Shortbranch Saloon
New	Hilgart, Maria K	Appleton	Mr. D's
New	Jensen, Kayla A.	Neenah	Sidetracked
New	Krusick, Holly M.	Oshkosh	ICU

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date(s) of Event
Bergsrom Mahler M	Art After Dark	Beer	165 N Park Ave. Neenah	2/20/2020, 3/19/2020, 4/16/2020, 5/21/2020, 6/18/2020, 7/16/2020, 8/20/2020, 9/17/2020, 10/15/2020, 11/19/2020, 12/17/2020
St. Gabriel Parish	Friday Fish Fry	Beer	900 Geiger Street, Neenah	02/28/2020, 3/6/2020, 3/13/2020, 3/20/2020, 3/27/2020, 4/3/2020

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 x 11 = \$110

Application Date: 1/7/2020

Town Village City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 02/20/2020 and ending 12/17/2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Bergstrom - Mahler Museum, Inc.

(b) Address 1165 N. Park Ave. Neenah, WI 54956
(Street) Town Village City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 12/23/1970

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

Executive Director: Jan Smith, 9251 Bomar Ave. Neenah, WI 54956

(f) Names and addresses of all officers:

President Michael Meilahn N9268 Cty Rd M Pickett, WI 54964

Vice President _____

Secretary Kathryn Dreifuerst 3155 Waldwic Ln. Oshkosh, WI 54904

Treasurer Walter Koskinen 1135 Glenayre Dr. Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: Jan Smith (Executive Director) 9251 Bomar Ave. Neenah, WI 54956
John Timmer (Assistant Director) 1883 Amy Jo Dr. Oshkosh, WI 54904 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1165

(b) Lot 8 & 1/2 of 9 Block A

(c) Do premises occupy all or part of building? all

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: N/A

3. Name of Event

(a) List name of the event Art After Dark / Third Thursdays Artist ^{Visiting} Series

(b) Dates of event 02/20/20, 03/19/20, 04/16/20, 05/21/20, 06/18/20, 07/16/20, 08/20/20, 09/17/20, 10/15/20, 11/19/20 and 12/17/20

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature]
(Signature / Date)

Bergstrom-Mahler Museum of Glass
(Name of Organization)

Date Filed with Clerk 1/17/2020

Date Reported to Council or Board 2/5/2020

Date Granted by Council 2/5/2020

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 60

Application Date: 1/9/20

Town Village City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Feb 28, Mar 6, 13, 20, 27, Apr. 3, 2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Gabriel Parish

(b) Address 900 Geiger St, Neenah
(Street) Town Village City

(c) Date organized 07/01/1959

(d) If corporation, give date of incorporation 07/01/1959

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:
President Rev. Robert Kollath, 151 Andrew Ave, Neenah

Vice President _____

Secretary Mike VanDyke, 1341 Martingale Dr., Neenah

Treasurer Mike Jurasewicz, 1945 Dordona Dr., Neenah

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 900 Geiger St

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Gym, Stingle Hall

3. Name of Event

(a) List name of the event Fish fries

(b) Dates of event Feb 28, Mar. 6, 13, 20, 27, Apr. 3, 2020.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Rev. Robert J. Kollath
(Signature / Date)

St. Gabriel Parish
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



M E M O R A N D U M

DATE: January 23, 2020
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
- 2) Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. Final quantity measurements are being made.
- 3) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. When weather improves later this year, the work in Breezewood Lane will be done.
- 4) Contract 1-20 (Abby, Bond, Center, Clybourn) – Bids were opened on January 14. A memorandum of understanding with the City of Menasha is being finalized and will be brought to a future Committee meeting.
- 5) Contract 2-20 (Utilities - Van, Monroe) – Design work is ongoing.
- 6) Contract 3-20 (Street - Van, Monroe, Gillingham, Shootingstar, Armstrong) – Design work is ongoing. Work on Shootingstar and Armstrong is being bid as an alternate to the base bid of Van, Monroe and Gillingham.
- 7) Contract 4-20 (Green Bay, Tullar) – Design work is ongoing. Green Bay Road has been submitted for Municipal Street Improvement Program – Discretionary funding. We should learn the outcome of that application in March. If our application is successful, this would provide funding for up to 50% of eligible project costs.
- 8) Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year.
- 9) Drop-off Site – Crews have started revising the drop-off site layout. Punch cards will be delivered to the PW office the week of January 27.
- 10) Storm Impervious Area Audit – Staff is doing an internal audit of the impervious areas used for storm water billing and TARF charges. GIS staff prepared an updated impervious surface map and public works staff is currently doing a quality control review of that map. Once the mapping is complete, the impervious areas as determined by the map will be compared to those currently being billed. If there is a significant difference in the billed impervious area, the property owners will be notified of pending changes. The goal is to have any revised impervious areas be the basis for billing when the new billing system is fully implemented later this year.
- 11) CTH JJ/CTH CB Roundabout – Winnebago County has approved moving ahead with design of the project. Staff will be developing an MOU with Winnebago County to cover project responsibilities and cost shares.