

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday April 27, 2021, 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, Hillstrom, Lang, Lendrum and Stevenson

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Assistant Police Chief Bernice, Captain Van Sambeek, Street Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski

Approval of Minutes of the meetings for April 13, 2021

Motion Second/Carried Lendrum/Hillstrom to approve of the minutes of the Meeting of April 13, 2021. All voting aye.

Public Appearances:

None

Approve purchase of 2021 Mini Cargo Van

Director Kaiser stated that staff budgeted \$25,000 to replace the 2005 Taurus. Director Kaiser stated that he recommends that the committee recommend to council the purchase of the 2021 Ford Transit Connect Van from Bergstrom Ford Lincoln in the amount of \$24,498.50. Director Kaiser stated that Shop Foreman Spoo noted that this vehicle is not safe to drive. Director Kaiser stated that the requested replacement of vehicle will provide more flexibility for staff when needing to haul equipment.

Aldersperson Bates noted that we are not buying from the lowest bidder. Director Kaiser stated that the one from Bergstrom Ford Lincoln is in stock, it's a local dealership, and servicing will be easier.

Aldersperson Lendrum asked if this vehicle comes with all the equipment that staff will need or will we have to purchase additional equipment. Superintendent Radtke stated that the price of the vehicle includes all the equipment and strobe lights staff needs.

Aldersperson Stevenson asked who will be using the vehicle the most. Director Kaiser stated Traffic Engineer Merten will be the primary user. Other staff will use depending on the time of the year.

Aldersperson Lendrum noted she feels this type of vehicle is more practical for staff needs and use.

Report

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common Council approve purchase of the Ford Transit Connect from Bergstrom Lincoln Ford in the amount of \$24,498.50** All voting aye.

Police Department First Quarter Statistics for 2021

Assistant Chief Bernice reviewed the 2021 First Quarter Statistics. He noted that Calls for Service between 2019 and 2021 have increased by over 813 calls. He noted that the City of Neenah uses the Wisconsin Incident Base Reporting System (WIBRS) for the data in the Unified Crime Report (UCR).

Assistant Chief Bernice reviewed the Unified Crime Report. He reviewed Crimes Against Persons which was 30%, Crimes Against Property, which was 53%, and Crimes Against Society which was 17% of Group A offenses in the first quarter of 2021. Assistant Chief Bernice reviewed Traffic Warnings and Traffic Citations. He noted officers issued 676 traffic warnings and 311 traffic citations in the first quarter of 2021. He stated that, of the traffic warnings issued, 200 were for speeding. Assistant Chief Bernice noted that traffic citations are down from 2020. He stated that this is due to officers taking into account that people are going through difficult times due to the pandemic. Officers are looking at the driver history and the type of traffic violation before issuing the citation.

Assistant Chief Bernice reviewed OWI arrests and noted that they have decreased from 2020. Assistant Chief Bernice reviewed Parking Citations and noted that there has been a substantial increase from 2020. He stated that there have been more overnight parking citation issued. Assistant Chief Bernice stated that Street Superintendent Radtke has asked the Police Department to patrol problem areas of the city that tend to have more cars parked on the street overnight during the winter months that affect snow plowing operations.

Assistant Chief Bernice reviewed Accidents and noted those are down from 2020. Assistant Chief Bernice reviewed Overdoses and noted that we had 16 overdoses in the first quarter of 2021 compared to 37 for all of in 2020. He stated the majority of the overdoses are from prescription drugs. Assistant Chief Bernice reviewed Dangerous Animals and noted there were two Potentially Dangerous animal designations recorded in the first quarter.

Assistant Chief Bernice reviewed Open Record Requests and noted that staff received 357 requests, but had a total of 560 responses. Assistant Chief Bernice stated that in many cases requests may result in additional responses.

Lake Shore Avenue Archaeological Monitoring

Director Kaiser reviewed his memo of April 9, 2021. He stated that in 2020 the City contracted with University of Wisconsin-Cultural Resource Management (UWM-CRM) to monitor the archaeological excavation operations on the Lake Shore Avenue street and trail construction project. The estimated contract costs were based off an assumption that

it would take no more than 4 weeks, 100 features would be mapped, 50 features would be excavated, and up to 10 burial features would be excavated. Director Kaiser stated that once the project started, more features were found than originally estimated. He stated that the project took 8 weeks and took multiple people to complete the archaeological monitoring. Director Kaiser stated that the feature mapping that has been done identified 887 features and 135 features that were excavated and tested.

Director Kaiser stated that with the increase in feature findings and the increase in labor for monitoring that was required, UWM-CRM submitted an amendment to the original contract in the amount of \$21,000. He stated that the amendment covers current outstanding costs from 2020 and includes 4 days of minor monitoring this year during the curb and sidewalk excavation. Director Kaiser stated that staff is recommending the Committee recommend to Council to approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves.

Alderson Bates asked how much more excavation would there have been if we had done the pedestrian path in the road. Director Kaiser stated that the excavation on the trail was 3" to 4", the street was 18".

Alderson Stevenson requested that Director Kaiser contact City Attorney Westbrook to determine if Council approval of the amendment will require a 2/3 vote as a non-budgeted expense.

Report

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common Council approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves. Voting 4-1 (Alderson Stevenson voting no)**

Jewelers Park Drive Trail Consultant Contract Amendment

Director Kaiser reviewed his memo of April 23, 2021. He stated the majority of the work in this contract amendment is for work related to the hydraulic analysis of the slough crossings. He stated the only possible way to achieve a zero upstream water elevation impact for the middle crossing was to construct it as a boardwalk. Director Kaiser stated that the boardwalk design is listed as an extra work item in the contract.

Director Kaiser stated that staff recommends Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00.

Alderson Stevenson asked where this boardwalk will be placed in the final design. Director Kaiser stated it will start on the property of Valley Management and go across the slough to the south of the 9th tee box.

Alderson Stevenson asked if the final plan will include a structure crossing the slough at the north end of the trail. Director Kaiser stated yes, it will cross from the existing trail near the Dillon Endries office building to the west side of the slough along Jewelers Park Drive. Alderson Stevenson stated that there is already a trail that connects this area and he does not feel we need two access trails to the round-a-bout.

Aldersperson Stevenson asked what the cost of the north structure will be. Director Kaiser stated the estimated cost will be \$80,000 and is planned to be bid as an alternative on the project.

Aldersperson Bates has requested a tour of the area where the trail is proposed to be put in.

Report Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend the Common Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00 All voting aye.**

Special Events

Cedar Bar & Grill, LLP, Live Music

Mayor Kaufert stated that this is the same event that took place last year. He stated that there were no problems and it was very well controlled.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Cedar Bar & Grill Live Music, 1330 S. Commercial Street to take place on May 22, 2021. All voting aye**

Licenses

Temporary Extension of Class B Premise-Cedar Bar & Grill, LLP

Report Following discussion, **Motion/Second/Carried Stevenson / Hillstrom to recommend Council approve a one-time Temporary Extension of Retail "Class B" Premise for Cedar Bar & Grill, LLP, for May 21, 2021 from 3:00 p.m. to 7:00 p.m. All voting aye.**

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – The trail, sidewalk, and assorted concrete pads have been poured. The west curb line has been poured. Concrete driveway apron has started. Backfilling will be done around the trail and west curb line prior to work starting on the east curb line.
- 3) Contract 1-21 (Marathon Av) – Sanitary main work is complete. Crews are working on sanitary sewer laterals. Water main replacement is expected to be complete by April 23. Storm sewer structure adjustments will follow.

- 4) Contract 2-21 (Fairview, Laudan)
 - a) Fairview – Sanitary main, water main and sludge line replacement are complete. Work on the portion of service lines within the right-of-way is complete. We Energies is scheduled to start gas main replacement next week.
 - b) Laudan – Sanitary sewer main installation should be complete by April 23. Water main replacement between Cedar and Park will be done next.

Alderson Bates stated that she wants to make sure that we do not run into the issues we had with contract 1-21 that required a change order due to the lack of availability of materials. Director Kaiser stated the type of pipe that was required to pipeburst the sludge line in Contract 1-21 was not common to our projects. He stated that we have a contract in place and there would have to be a good explanation as to why there would be the need for a change order.

- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – A pre-construction meeting has been held. Work is scheduled start on Isabella Street in mid-May and Winneconne in early June.
- 6) Contract 4-21 (Epoxy Pavement Marking) – Bids are scheduled for opening on April 27. The primary areas of work are W. Winneconne Avenue (Tullar - Green Bay and Lake – Harrison), E. Winneconne Avenue, S. Lake Street, and Westowne Drive. This project is being bid electronically through QuestCDN.
- 7) Contract 5-21 (Misc. Asphalt Repairs) – The contract is being prepared.
- 8) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – This contract is being prepared. The major portions of the concrete repair work are the Winneconne Overpass and the Winneconne roundabouts.
- 9) Jewelers Park Drive Trail – The applications to WDNR are being finalized for the General Permit and Individual Permit for the project. Permanent Limited Easements are being prepared for the properties on which the trail and boardwalk will run – Jewelers Mutual Insurance and Bridgewood Golf Course LLC.
- 10) Recycling Grant – The 2020 Annual Report: Recycling Program Accomplishments and Actual Costs has been prepared and submitted to WDNR.

Director Kaiser stated that he wanted to inform the committee that he and Street Superintendent Radtke are exploring the purchase of a soil sifter from Treo's Service. He stated we currently rent this piece of equipment from them at a cost of about \$7,000 per year. He stated the cost of buying the unit from Treo's Service would be \$25,000.00.

Alderson Stevenson stated that we would need to look at the life cycle of the piece of equipment to make sure it would be worth our while to recoup our investment.

Alderson Stevenson asked how often we use this piece of equipment during the year. Street Superintendent Radtke stated that we rent it for 40 hours. He stated if there is inclement weather we do not get full use of the 40 hours. Street Superintendent Radtke stated by purchasing the unit, we would be able to process any time that was convenient for us.

Adjournment: **Motion/Second/Carried Stevenson/Hillstrom to adjourn at 7:41 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Mroczkowski". The signature is written in a cursive, flowing style.

Lisa Mroczkowski
Public Works Officer Manager