

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

Present: Alderpersons Bates, Lang, Lendrum, and Stevenson

Excused: Alderperson Spellman

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Asst. Police Chief Bernice, Investigator Streubel, Traffic Engineer Merten

Minutes: Motion/Second/Carried Lendrum/Spellman to approve the minutes of the January 14, 2020, Regular Meeting. All voting aye.

Public Appearances: None

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.): Director Kaiser reviewed the assessment report. He noted that these are estimated assessment charges. He stated that actual charges will be based on the work done. Committee discussed the variation in cost related to the difference in house setbacks.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to authorize the Chairman to sign the assessment report for Preliminary Resolution 2020-01: for installation of sanitary sewer laterals on Abby Avenue (North Water to Clybourn), Clybourn Street (Edna to Abby), Center Street (North Water to High), Bond Street (North Water to Edna, Van Street (S Terminus to Harrison), Monroe Street (Van to W Terminus), Lakeshore Avenue (Wisconsin to Kimberly Point)** All voting aye.

Approval for New Flooring for the Police Department: Assistant Chief Bernice reviewed his January 23, 2020, memo. He stated that the Department would like to replace 3,100 square feet of tile floor that is original to the building. He stated that \$31,000 is included in the 2020 Capital Facilities budget for this work. He noted problems with the current tile lifting, curling and cracking, and noted the tripping hazard caused by these issues. He provided the Committee with photos of the areas with poor tile. He noted that an initial proposal was received from Total Floor Covering with a price of \$36,000 for vinyl tile and \$66,000 for rubber tile. A subsequent proposal from D&M Interiors had a price of \$32,000 for vinyl and \$61,000 for rubber. The recommended proposal from D&M Flooring America is for \$22,866.42 for vinyl tile. He stated that the tile has a service life of about 15 years and comes with a 10-year warranty. He also requested approval to purchase a floor cleaning machine to replace the current unit for an amount of \$6,690.96. Assistant Chief Bernice noted that additional savings could be gained by having police department staff remove the existing tile. Committee expressed concern with injury exposure and directed staff to have the removal done by the contractor.

Committee noted the need to schedule the work to avoid the elections scheduled for this year.

REPORT

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve the installation of new vinyl flooring by D&M Flooring America for an estimated cost of \$23,000 and purchase of a new floor cleaning machine for an estimated cost of \$7,000.**

Approval for Vehicles for the Police Department: Investigator Streubel reviewed the memo of January 23, 2020, requesting approval to purchase vehicles for the police department. Three vehicles are requested for the Investigative Services Unit, one for the Community Service Aides, and one for the MEG unit. He noted the efforts that police staff made to evaluate their needs and right-size the vehicles based on the use of the vehicles that were being replaced. He noted that vehicles were analyzed for reliability, warranty, appearance, and cargo space. He noted the purchase incentives that are available until February 3. After evaluating available options, the department recommends the following purchases:

- Investigative Services: 2020 Chevrolet Equinox LT, 2020 Hyundai Santa Fe SE, and 2019 Dodge Grand Caravan SE. If the Hyundai Santa Fe is not available, the department proposes to purchase a 2020 Hyundai Tucson SEL.
- Community Service Aides: 2020 Chevrolet Colorado Pickup
- MEG Unit: Pre-owned 2019 Dodge RAM 1500 SLT Pickup

The budgeted amount for the vehicle purchases is \$220,000. The total estimated cost of the purchases, with incentives, is \$136,402 and the cost to outfit the vehicles is approximately \$26,598 for a total estimated purchase cost of \$163,000. He noted that the department is also looking into the possibility of additional savings by sourcing the parts used for outfitting and providing them to the company that will equip the vehicles. Committee commended Investigator Streubel on the thoroughness of the evaluation. Committee discussed the timing of the purchase relative to the availability of incentives since Council action will not occur until February 5.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council authorize the Police Department to negotiate the immediate purchase of vehicles to maximize incentives for a 2020 Chevrolet Equinox LT Crossover SUV, a 2020 Hyundai Santa Fe SE SUV (or alternate 2020 Hyundai Tucson SEL Crossover SUV), a 2019 Dodge Caravan SE Van, a pre-owned 2019 Dodge Ram 1500 SLT Pick Up, and a 2020 Chevrolet Colorado W/T Pickup up to a maximum of \$175,000 using 2020 Capital Equipment Funds.** All voting aye.

Assistant Chief Bernice provided the Committee with the current 10-Year Motor Vehicle Replacement Planning Worksheet.

E. Forest Ave Parking Progress Report: Traffic Engineer Merten noted that City tasks identified at the October 8, 2019, Committee meeting have been completed. These tasks included restoring three parking spaces on the north side of E. Forest Avenue adjacent to the 303 N. Commercial Street, creating three time limited spaces on the north end of Island Lane, and posting a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Committee noted the impact of parking related to the Winnebago County Human Services Building. Mayor Kaufert informed the

Committee that he and Traffic Engineer Merten were scheduled to meet on January 29 with Winnebago County representatives, Scott Francis, and a Community First Credit Union representative to discuss the parking in this area. Committee requested an update after that meeting.

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Bradley Clements, Kendal Donson, Amy Gitter, Jean Harvath, Maria Hilgart, Kayla Jensen, Holly Krusick.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Bradley Clements, Kendal Donson, Amy Gitter, Jean Harvath, Maria Hilgart, Kayla Jensen, Holly Krusick.** All voting aye

Temporary Class "B" (Art After Dark) Beer License Application – Bergstrom Mahler Museum: Committee requested that the form be modified to include the time of the event in addition to the date.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council to grant a temporary Class "B" Beer License to Bergstrom Mahler Museum, 165 N. Park Ave, for Art After Dark to be held on February 20, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17, 2020.** All voting aye.

Temporary Class "B" (Friday Fish Fry) Beer License Application – St. Gabriel Parish

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish, 900 Geiger Street, for their Friday Fish Fry to be held on February 28, March 6, March 13, March 20, March 27, and April 3, 2020.** 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 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. Mayor Kaufert noted that he intends to include information on the changes in his next Neenah Notes article. Committee noted that the changes could help encourage the repurposing of furniture and other large items.
- 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.
- 12) Director Kaiser noted that rock blasting is taking place in the Castle Oak VI area in preparation for utility installation in the final phase of the Castle Oak subdivision. Committee discussed the progress of utility installation for the First Addition to Integrity Acres subdivision.

Announcements/Future Agenda Items: Committee requested that staff provide a calendar for bidding on Lakeshore Avenue.

Committee commented on the notification from Information Systems Director Wenninger regarding a ransomware attack on the City of Oshkosh computer system.

Motion/Second/Carried Stevenson/Lang to adjourn at 7:45 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works