

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.

Aldersperson 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.

Aldersperson 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.

Aldersperson 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.

Aldersperson 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