

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, March 27, 2018 - 7:00 PM
Council Chambers - City Administration Building

Present: Aldermen Bates, Hillstrom, Lang, Lendrum and Stevenson

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Wilkinson, Captain Gonzalez, Captain Olson, Engineer Kummerow, Aldermanic Candidate Defferding

Minutes: **Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the Regular Meeting of March 13, 2018 and the Special Meeting of March 13, 2018.** All voting aye.

Public Appearances: None.

Police Department Drone Purchase: Captain Gonzalez reviewed his February 28, 2018, memo requesting approval to purchase a replacement drone. He described the incident that caused damage to the current drone. He described the normal operating procedure for flying the drone. He noted that the officers operating the drone at the time of the damage were trained and certified to operate it. Committee discussed the proposed use of preparedness grant funds for the purchase of the new drone. Mayor Kaufert noted that the City has been judicious in its use of those funds. Committee discussed the use of the drone for non-emergency purposes. Captain Gonzalez noted that those uses are scheduled so that overtime is not incurred. He reviewed the two pieces of the purchase – the drone and the drone camera. The drone, a DJI Inspire 1 (minus remote) would be purchased from NSA Aerial for \$1,670. The department currently has two remote control units. The camera, a DJI Zenmuse Z3 7x Zoom Drone Camera, would be purchased from B&H for \$881.02. Committee discussed training for drone operators.

Following discussion, **Motion/Second/Carried Hillstrom/Lendrum to recommend Council approve purchase of a replacement drone for a total of \$2,551.02 using City Preparedness Grant funds.** All voting aye.

Police Department Body Camera Equipment Contract: Captain Gonzalez reviewed his March 2, 2018, memo requesting authorization to enter into a five-year contract with Axon (formerly Taser International) for body cameras equipment, maintenance and data storage. The proposed contract would provide new camera equipment in years 1, 3 and 5. He noted that while charges from this vendor are higher than others in the market, he believes that the product quality and service are superior to other options. He noted that the Finance & Personnel Committee had requested information on body camera solutions used by other communities. The proposed solution involves 39 cameras. It would cost \$20,000 in 2018 and \$22,000 per year for the following four years. He stated that Appleton uses the proposed equipment. They have 98 cameras and pay \$113,938 annually. Oshkosh also uses the proposed equipment. They have 50 cameras and pay \$50,000 annually. He stated that Menasha uses a Vievu LE5 LITE camera. They pay an annual cost of \$4,800 for storage. The comparable cost for a similar system for Neenah PD would cost \$18,681 annually. He noted that the recording life for that camera is 6 hours at low resolution whereas the requested camera has a 12 hour recording life. He stated that Winnebago County uses a Motorola solution. They have 53 cameras and pay \$10,850 annually. He stated that Neenah PD had tried a similar product and was not satisfied with the performance. He noted that there would be retraining involved with moving to a different camera system along with purchase of docking stations and other peripheral equipment.

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Committee discussed the department's options after the contract has expired. Captain Gonzalez stated that they could enter into another five year contract and deduct the cost of equipment from the first year's billing. The other option is to have a year-to-year agreement for maintenance and data storage.

Captain Gonzalez reviewed the cost estimate history of the proposed contract. He noted that the original quote received for budgeting was \$101,000 for the 5-year contract. When he had the vendor refresh the quote, the new quote was for \$111,656.16. He stated that he has been informed that as of April 1, the price will increase to \$130,000. He was told that Committee approval would allow the City to lock in to the \$111,656.16 price even though Council action will occur after April 1. If Council rejects the proposal, the City is not obligated for any costs but will continue under the current year-to-year arrangement with a charge of \$8,000 for maintenance and data storage. Camera purchase would need to be done separately.

Captain Gonzalez described the measures that would be needed to have the city self-store the video data. He noted hardware upgrades that Information Systems Director Wenninger identified. He stated that the video would be stored in its raw form which severely limits the ability to retrieve data and the ability to track the chain of custody for the video files. He stated that Axon provides a clear user interface and superior chain of custody.

Chief Wilkinson and Captain Gonzalez noted differences in the quality of video taken with the front-mount style body cameras versus earlier camera models. They noted their experience with the five cameras of that style used by the Investigative Services Unit.

Committee discussed the number of cameras involved in the proposed agreement and the replacement cycle for the equipment. Committee noted that the quote provided by Axon only mentioned equipment in the first year of the contract. Committee also noted that the quote appears to include 37 units instead of 39.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve signing of a five-year contract with Axon (formerly Taser International) for body camera equipment, maintenance and data storage fees totaling \$20,432.16 for 2018, to be paid out of CIP account 011-2133-743-8133, with total cost of contract over a five year period \$111,656.16, contingent on confirmation that the contract includes 39 cameras and that the replacement cycle is every 2.5 years.** All voting aye.

Annual DNR Storm Water Report: Engineer Kummerow reviewed the annual DNR Storm Water report. The annual report is required by the DNR to detail the progress of the City's MS4, Municipal Separate Storm Sewer System permit. It does not require formal action or public hearing, however, it needs to be provided to the Committee, Council and public for their opportunity to comment before being submitted to the DNR. He noted that the City is a member of the Northeast Wisconsin Stormwater Consortium (NEWSC) and described the efforts of that organization toward public education. Committee discussed stormwater outfall checks, illicit discharge complaints, street sweeping and road salt use. Engineer Kummerow provided background on the process used to develop the Lower Fox River Total Maximum Daily Load and Watershed Management Plan (TMDL). He noted that WDNR is preparing a similar plan for the Upper Fox River/Wolf River with expected approval by the EPA in about two years.

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Engineer Kummerow noted that the annual report requires that permitted communities provide information on specific projects that will allow them to achieve their load limits identified in the TMDL. Committee discussed the project list. Engineer Kummerow noted that some of the locations for storm water devices include park property.

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to accept the City of Neenah Annual DNR Storm Water Report and place on file.** All voting aye.

Assessable Frontage Review - Eaglecrest Estates Plat: 1585 and 1589 Remington Road: Director Kaiser summarized his review of the Eaglecrest Estates Plat as directed by Committee at the March 13, 2018, Special Public Services and Safety meeting. In the case of both 1585 Remington Road and 1589 Remington Road, delineated wetlands impact the full use of the properties. Director Kaiser noted that 1585 Remington has 183.17 feet of assessable frontage on Remington Road. He proposed billing that property for 100 feet of assessable frontage and holding the charge for the remaining 83.17 feet as a deferred assessment against the property. He noted that 1589 Remington Road, as a corner lot, has 345.67 feet of assessable frontage. He proposed billing that property for 155.04 feet of assessable frontage and holding the charge for the remaining 190.63 feet as a deferred assessment against the property. In both cases the billed assessable frontage is based on typical lot sizes in the neighborhood. The deferred assessments would be due upon development of the wetlands areas on the properties.

Following discussion, **Motion/Second/Carried Lang/Hillstrom to approve the alternate billing method for the 1585 Remington Road assessment based on a typical lot of 100 feet of frontage and the 1589 Remington Road assessment based on a corner lot with long side of 135.11 feet on Nature Trail Drive and a short side of 110 feet on Remington Road for a total assessable frontage of 155.04 feet and in each case, the difference between the total calculated special assessment and the amount billed to the property owner would be held as a deferred assessment against the property should the wetlands area be developed.** All voting aye.

Assessment and Funding Options for Nature Trail and Eaglecrest Construction: Director Kaiser provided the Committee with tables estimating assessment rates under a variety of construction staging scenarios. Committee discussed the potential for a future change in the special assessment interest rate given trends over the past several years. Director Kaiser reviewed the detailed project estimate for the base bid work under Contract 3-18, which includes Whispering Pines Lane, Lone Oak Drive, Pondview Court, Nature Trail Drive and Remington Court. He explained the impact of City participation in project costs on the estimated assessment rates. He described the assumptions used as a basis for City participation in base repair costs on the project. He also reviewed the detailed project estimate for the alternate bid work under Contract 3-18, which includes all of the streets from the base bid along with Remington Road, Kingswood Drive, Paintbrush Road and Shootingstar Drive. He noted the assessment estimates and the impact of City participation in project costs. Alderman Hillstrom expressed a concern with City participation in project costs.

Committee discussed options for proceeding with assessments.

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Director Kaiser informed the Committee that City Attorney Godlewski indicated that the procedure to be used, if Council wishes to defer special assessment billing for all streets until 2019, would be to withhold approval of the Final Resolution for the streets in Eaglecrest, to rescind the final resolution that was approved for the Nature Trails streets, and to go through the entire special assessment process in 2019 prior to issuing the bills.

Committee discussed options for proceeding with a bid award. Director Kaiser noted that the project bids will be opened the morning of April 4 and that the special assessment Public Hearing for Eaglecrest residents will take place at the Council meeting that same evening. He stated that he would provide the Council with updated assessment tables using the bid unit prices prior to the Council meeting. Alderman Stevenson encouraged Committee members to contact Director Kaiser if they have thoughts on scheduling the contract review and approval.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Teagen A. Baird, Patrick T. Boettcher, Andrea V. Delver, Chelsea R. Fraley, Jason S. Harttert, Victoria E. Jambretz, Joseph M. Oldenburg and Sean P. Wipfli.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve beverage operator license applications for Teagen A. Baird, Patrick T. Boettcher, Andrea V. Delver, Chelsea R. Fraley, Jason S. Harttert, Victoria E. Jambretz, Joseph M. Oldenburg and Sean P. Wipfli.** All voting aye.

Beverage Operator License Application (New) - Delinquent Fee: The Committee reviewed the beverage operator license application for Michael R. Miller Jr.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (new) for Michael R. Miller Jr. contingent upon payment of all delinquent City fees.** All voting aye

Temporary Class "B" (Picnic) Beer License Beer & Wine Application - Bergstrom-Mahler Museum: The Committee reviewed the request for a temporary Class "B" (picnic) beer & wine license application from the Bergstrom-Mahler Museum for their Arts Festival - Raise Your Glass. The event is being held on July 15, 2018.

C.A.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council grant a temporary Class "B" (picnic) beer & wine license to the Bergstrom-Mahler Museum for their Arts Festival - Raise Your Glass. The event is being held on July 15, 2018, at 165 N. Park Avenue.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 8-17 (Commerce Court Pond) – Pipe installation is complete. The contractor has started to work on expanding the detention pond. Excavated soil is being placed on the south slope of Bell Street. Mayor Kaufert questioned if the trail was going to be paved this year. Director Kaiser stated that paving would be done next year.

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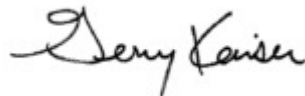
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2. Contract 1-18 (Andrew, Richard, Geiger, Whiting) – We Energies started gas relocation work on March 19. The contractor has mobilized and started work on March 22. Director Kaiser noted that 57% of the property owners have signed up for full lateral replacement.
3. Contract 2-18 (Cecil, Adams) – A pre-construction meeting was held on March 9. The contractor intends to start work on Adams Street after utility work on Contract 1-18 is complete.
4. Contract 3-18 (Nature Trails/Eaglecrest) – An informational meeting with Eaglecrest residents was held on March 12. The project was advertised for bid on March 21. The bid opening is scheduled for April 4.
5. City Hall Boilers – Three proposals have been received. Building Manager Fischer is reviewing the scope with the low cost proposer before a request is brought to Council.
6. Bergstrom Road Street Lighting - Street lights have been installed and are being wired.
7. Winnebago County Clean Sweep – On line appointments are being accepted for the clean sweep event to be hosted in Neenah on June 9. The web address is www.WinnebagoCountyCleanSweep.com. The link is listed on the city website.

Announcements/Future Agenda Items: Director Kaiser informed the Committee that one of the sanitation crewman had given notice of his resignation on the afternoon of March 27.

Motion/Second/Carried Hillstrom/Stevenson to adjourn at 9:45 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser
Director of Public Work