



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, November 2, 2022 - 7:00 p.m.
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Denis Burkett to the Board of Appeals for a three-year term ending 2025.
 - B. Reappoint George Brownell to the Business Improvement District Board (BID) for a three year term ending 2025. **(UC)**
 - C. Swearing in
- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of October 19, 2022 regular session.
 - B. Approval of the Committee of the Whole Minutes of October 19, 2022. **(UC)**
- IV. Report from the Committee of the Whole meeting of October 19, 2022: (Council President Stevenson) (Minutes can be found on the City web site)
 - A. Committee recommends Council approve the City's new salary plan, effective January 1, 2023. **(RollCall-Pro)**
- V. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VI. Mayor/Council consideration of public forum issues
- VII. Consent Agenda
 - A. None.
- VIII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of October 25, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the reallocation of the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approve the Elexco Proposal

2. #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection in the amount of \$22,000 **(RollCall-Pro)**
 2. Committee recommends Council approve the Elexco Proposal #10734, to install two electrical conduit runs at the Industrial Drive/Bell Street intersection, in an amount of \$16,500 using CIP funds in account 012-4519-742-0236. **(RollCall-Pro)**
 3. Committee recommends Council approve the purchase of one camera for Commercial/Cecil intersection (\$1,888), one back-up camera (\$1,888), one back-up microwave sensor (\$4,648), one back-up interface card (\$514), and ethernet back-up extender (\$600) using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (0124768-742-0236) from TAPCO in amount not to exceed \$10,000. **(RollCall-Pro)**
 4. Committee recommends Council approve temporarily relocating the downtown bus shelter transfer site from the east side of s. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modify parking regulations to be codified by ordinance at a future date. **(RollCall-Pro)**
 5. Committee recommends Council approve the purchase of a 2022 4" By-Pass Pump from Lincoln Contractors Supply, Inc., Oshkosh WI in the amount of \$44,167,23 with the budgeting source being \$40,000 from the 2022 Capital Equipment budget and the remaining \$1,167.23 from Capital Equipment Reserve. **(RollCall-Pro)**
 - B. Regular Finance and Personnel Committee meeting of October 24, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the agreement with One Source Technologies to install/upgrade security cameras at City Hall at a cost not to exceed \$17,000, funded by the 2022 IS Capital Equipment Smart Cities budget. **(RollCall-Pro)**
- IX. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of October 25, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.
 - B. Sustainable Neenah Committee
 1. Report from the Sustainable Neenah Committee – Alderperson Borchardt
 - C. Parks & Recreation Commission
 1. Report from the Park Commission – Alderperson Borchardt
 - D. Bergstrom Mahler Museum
 1. Report from the Bergstrom Mahler Museum – Alderperson Steiner
- X. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XI. Council Directives
- XII. Unfinished Business
- XIII. New Business
- A. Arrowhead Park Development Task Force Status Report. (Ald. Hillstrom)
 - 1. Arrowhead Task Force recommends Council approve RDG Planning and Design create a new Arrowhead plan at a cost not to exceed \$45,000 with funding for this research and design work coming from the Parks and Recreation carry forward dollars from the approved 2022 budget that were designated to fund the design of the activity building in Arrowhead.
 - B. Any announcements/questions that may legally come before the Council.
- XIV. 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 Clerk's Office (920) 886-6100 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.

**Proceeding of the Neenah Common Council
Wednesday, October 19, 2022—7:00 PM**

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, October 19, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Hillstrom, Lendrum, Erickson, Weber, Skyrms, Steiner, and Stevenson. Alderperson Borchardt was excused. Staff present Deputy Director of Finance Kahl, Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also present: Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, and Project Manager Matt Scharenbroch from Miron Construction.

Mayor Lang called the meeting to order at 7:00 PM.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System. Alderperson Hillstrom led the Pledge of Allegiance.

Mayor Lang introduced and welcomed newly hired Human Resource Director Amy Fairchild to the City of Neenah. Director Fairchild introduced herself to the Council as the Council welcomed her to the position.

- II. Introduction and Confirmation of Mayor's Appointment(s) **(UC)**
 - A. Reappoint Jim Schraufnagel as a member of the Board of Appeals for a three year term ending 2025.
 - B. Reappoint James Sudlak to the Loan Assistance Board for three year term ending 2025.
 - C. Reappoint Michelle Bauer to the Loan Assistance Board for a two year term ending 2024.
 - D. Reappoint Patrick Lewis to the Neenah-Menasha Joint Fire Commission for a three year term ending 2025.
 - E. Reappoint Mark Keating to the Neenah-Menasha Joint Fire Commission for a two year term ending 2024.
 - F. Reappoint Lee Erickson to the Harbor Committee for a three year term ending 2025.
 - G. Reappoint Judd Stevenson to the Police Commission for a five year term ending 2027.
 - H. Reappoint Mary Helen Casper to the Board of Review for a five year term ending 2027.
 - I. Reappoint Dr. Herb Allen to the Committee on Aging for a three year term ending 2025.
 - J. Appoint Trisch Alarie, Michael Sedlar, Samantha Duenkel, Steve Nash, Cindy Osborne, Karen McNilliam as Poll Workers for the remainder of the 2022-2023 Election Cycle.
 - K. Swearing in

There being no objections the Mayor's appointments were ordered approved by unanimous consent. No swearing in took place.

- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of October 5, 2022 regular session. **(UC)**
There being no objections the Council Proceedings of October 5, 2022 was ordered approved as written by unanimous consent.

- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
After three calls for comments there were no appearances.

- V. Mayor/Council consideration of public forum issues

- VI. Consent Agenda - **None**

- VII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of October 11, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve South Commercial Street Reconstruction Project change order for the purposes of conducting an archaeology field survey, as required by WisDOT, with Westwood in the amount of \$10,180.00. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve the South Commerical Street Reconstruction Project change order for conducting an archaeology field survey as recommended by committee, all voting aye.

 - 2. Committee recommends Council approve the expenditure up to \$13,800 MSA Professional Services to conduct the S. Commercial Street/Winneconne Avenue Intersection Control Evaluation report using funds from the S. Commercial Street Design Capital Project. **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to approve the expenditure to conduct the South Commercial Street/Winneconne Avenue Intersection Control Evaluation (ICE) as recommended by committee, all voting aye.

 - 3. Committee recommends Council approve adding the air conditioning to the firearms range with a budgeted amount of \$121,043. **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to add the air conditioning to the firearms range as part of the Police Department Renovation Project, all voting aye.

 - Friendly amendment Hillstrom/Lendrum to add \$43,138 for the generator upgrade as recommended by the Public Services and Safety Committee Special Meeting of October 19, 2022, all voting aye.**

4. Committee recommends Council approve continuing to have two School Resource Officers at the same funding level of 75% of the total costs. **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to table this item, all voting aye.
 - B. Regular Finance and Personnel Committee meeting of October 10, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the 2023 medical, dental and vision insurance plans. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve the 2023 medical, dental and vision insurance plans as recommended by committee, all voting aye.
- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of October 11, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.
 - B. Board of Public Works meeting of October 11, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Council Action Items:
 - a. The Board recommends Council approve Final Pay Request Contract 4-22, S. Commercial Street, Sanitary Sewer and Water Main Construction, Robert, J. Immel Excavating Inc., in an amount of \$257,529.77. **(RollCall-Pro)**
MSRCP Hillstrom/Stevenson to approve Final Pay Request for Contract 4-22 as recommended by the Commission, all voting aye.
- IX. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 1. **None.**
- X. Council Directives
- A. **None.**
- XI. Unfinished Business
- A. Approve Resolution 2022-18 Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement for the Safe Drinking Water Loan Program.
MSCRP Stevenson/Skyrms to approve Resolution 2022-18. Motion carried in a roll call vote of 7-1-1 with Boyette dissenting and Borchardt excused.
- XII. New Business
- A. Arrowhead Park Development Status Report. (Aldersperson Hillstrom)
 - B. Any announcements/questions that may legally come before the Council.

XIII. Adjournment

MSC Stevenson/Skyrms to adjourn, all voting aye. Meeting adjourned at 8:28 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte K. Nagel".

Charlotte Nagel, City Clerk

Common Council Minutes
Wednesday, October 19, 2022—7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, October 19, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Hillstrom, Lendrum, Erickson, Weber, Skyrms, Steiner, and Stevenson. Alderperson Borchardt was excused. Staff present Deputy Director of Finance Kahl, Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also present: Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, and Project Manager Matt Scharenbroch from Miron Construction.

Mayor Lang called the meeting to order at 7:00 PM.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System. Alderperson Hillstrom led the Pledge of Allegiance.

Mayor Lang introduced and welcomed newly hired Human Resource Director Amy Fairchild to the City of Neenah. Director Fairchild introduced herself to the Council as the Council welcomed her to the position.

- II. Introduction and Confirmation of Mayor's Appointment(s) **(UC)**
 - A. Reappoint Jim Schraufnagel as a member of the Board of Appeals for a three year term ending 2025.
 - B. Reappoint James Sudlak to the Loan Assistance Board for three year term ending 2025.
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 - E. Reappoint Mark Keating to the Neenah-Menasha Joint Fire Commission for a two year term ending 2024.
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 - H. Reappoint Mary Helen Casper to the Board of Review for a five year term ending 2027.
 - I. Reappoint Dr. Herb Allen to the Committee on Aging for a three year term ending 2025.
 - J. Appoint Trisch Alarie, Michael Sedlar, Samantha Duenkel, Steve Nash, Cindy Osborne, Karen McNilliam as Poll Workers for the remainder of the 2022-2023 Election Cycle.
 - K. Swearing in

There being no objections the Mayor's appointments were ordered approved by unanimous consent. No swearing in took place.

- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of October 5, 2022 regular session. **(UC)**
There being no objections the Council Proceedings of October 5, 2022 was ordered approved as written by unanimous consent.

- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
After three calls for comments there were no appearances.

- V. Mayor/Council consideration of public forum issues

- VI. Consent Agenda - **None**

- VII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of October 11, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve South Commercial Street Reconstruction Project change order for the purposes of conducting an archaeology field survey, as required by WisDOT, with Westwood in the amount of \$10,180.00. **(RollCall-Pro)**
MSCR Lendrum/Hillstrom to approve the South Commercial Street Reconstruction Project change order for conducting an archaeology field survey as recommended by committee, all voting aye.

 - 2. Committee recommends Council approve the expenditure up to \$13,800 MSA Professional Services to conduct the S. Commercial Street/Winneconne Avenue Intersection Control Evaluation report using funds from the S. Commercial Street Design Capital Project. **(RollCall-Pro)**
MSCR Lendrum/Stevenson to approve the expenditure to conduct the South Commercial Street/Winneconne Avenue Intersection Control Evaluation (ICE) as recommended by committee, all voting aye.

 - 3. Committee recommends Council approve adding the air conditioning to the firearms range with a budgeted amount of \$121,043. **(RollCall-Pro)**
MSCR Lendrum/Stevenson to add the air conditioning to the firearms range as part of the Police Department Renovation Project, all voting aye.

Friendly amendment Hillstrom/Lendrum to add \$43,138 for the generator upgrade as recommended by the Public Services and Safety Committee Special Meeting of October 19, 2022, all voting aye.

Discussion: Mayor Lang confirmed that the total amount of the addition would be \$164,181 to add both the air conditioning and the generator upgrade as recommended by Police Chief Olson, Miron Construction, and the Public Services and Safety Committee.

Deputy Director Kahl confirmed that the funding of additional items would come from 2023 capital borrowing.

Aldersperson Steiner clarified that this additional funds would be for upgrading the existing generator, not for purchasing a new generator. The upgrade will bring the existing generator to code allowing the utilization for the entire existing building and the expansion.

4. Committee recommends Council approve continuing to have two School Resource Officers at the same funding level of 75% of the total costs.
(RollCall-Pro)
MSCRP Lendrum/Stevenson to table this item, all voting aye.

- B. Regular Finance and Personnel Committee meeting of October 10, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the 2023 medical, dental and vision insurance plans. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve the 2023 medical, dental and vision insurance plans as recommended by committee, all voting aye.

- VIII. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of October 11, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.
 - B. Board of Public Works meeting of October 11, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 - a) The Board approved Pay Request No. 5, Contract 7-21, Harrison Street Storm Water Pond, MCC, Inc., in an amount of \$109,847.01.
 - b) The Board approved Change Order No.1, Contract 4-22, S. Commercial Street, Sanitary Sewer and Water Main Construction, Robert, J. Immel Excavating Inc., for additional sewer, concrete and water service work in the amount of \$8,735.00.
 - c) The Board approved Change Order No. 2, Contract 4-22, S. Commercial Street, Sanitary Sewer and Water Main Construction, Robert, J. Immel Excavating Inc., for additional concrete and stone, in the amount of \$70,317.27.
 2. Council Action Items:
 - a. The Board recommends Council approve Final Pay Request Contract 4-22, S. Commercial Street, Sanitary Sewer and Water Main Construction, Robert, J. Immel Excavating Inc., in an amount of \$257,529.77. **(RollCall-Pro)**

MSRCP Hillstrom/Stevenson to approve Final Pay Request for Contract 4-22 as recommended by the Commission, all voting aye.

- C. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - a. Reporting from the October 18, 2022 Meeting.
 - b. Discussed upcoming events:
 - (1) Cookie Crawl & Luminary Pop-Up – December 15th
 - (2) A Very Neenah Christmas – December 2nd
 - (3) Let's Go Downtown Shopping Event – November 10th
 - c. Thank you note was sent to Matt at Sante' for his work with the Wine Walk.
 - d. 2023 Officers were discussed.
 - e. Sign grant modification for Acre Vintage was approved.
- D. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - a. Reporting from the October 19, 2022 Meeting
 - b. Circulation is up 9% over last year.
 - c. Monster Mash October 22nd at Shattuck Park – a family friendly dance party for kids of all ages.
 - d. The Heckrodt Program November 19, 2022 at the library – a family friendly event regarding turtles.
 - e. "Unconditional" Documentary November 13th at 12:30 p.m. as four individuals share the stories on the role of caregiver of loved ones. Through the joys and trials, one thing remains constant, their unconditional love for their spouses.
 - f. Bollywood Dance After Dark, November 11th at 6:30 p.m. Bollywood dance workouts are a fun and expressive form of exercise that uses the popular Bollywood industry music as its backdrop.
 - g. There are many program opportunities to choose from at the Library, see their website for more information.
 - h. Experience kits were shown. The kits can be checked out for 14 days for different at home crafts such as embroidery, bird watching, pasta making, etc.
- E. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson
 - a. Reporting from the October 12, 2022 Meeting.
 - b. Discussed the Neenah Sesquicentennial Photo Contest this spring.
 - c. Very Neenah Christmas held December 2nd, the Neenah Arts Council will be presenting a craft at this event.
- F. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Steiner
 - a. Reporting from the October 12, 2022 Meeting.
 - b. Discussion was held regarding the Wagon Tour that was held in conjunction with the Pow Wow. This was a very successful event. The plan is to continue the Wagon Tour next year.

- IX. Presentation of petitions
A. Any other petition received by the City Clerk's Office after distribution of the agenda.
1. **None.**

- X. Council Directives
A. **None.**

- XI. Unfinished Business
A. Approve Resolution 2022-18 Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement for the Safe Drinking Water Loan Program.
MSCRP Stevenson/Skyrms to approve Resolution 2022-18. Motion carried in a roll call vote of 7-1-1 with Boyette dissenting and Borchardt excused.

Discussion: Alderperson Boyette asked for a status report from the DNR regarding the extension of funding. She explained at the Water Commission Meeting on Monday there was a possibility of pushing the work back to next year with the ability to still receive funding.

Director Kaiser attempted to answer the question from information related to him by Director Mach. The use of funds has been extended to next April. The intent of the contract is still to replace all the services this year and then potentially allow the restoration work to occur next spring; the priority is getting the service lines replaced.

The DNR did update Director Mach that they are in the process of signing the contracts, however, prior to signing the contracts the DNR needs full understanding of what the bid items are and what is actually going to be illegible for the funding.

Alderperson Boyette questioned if this funding was in writing from the DNR. Director Kaiser advised that he would not have that information, Director Mach is the contact with the DNR on this project.

- XII. New Business
A. Arrowhead Park Development Status Report. (Alderperson Hillstrom)
Reporting from the October 4, 2022 Task Force Meeting.
RDG, the planner for the Downtown Project, met with the Task Force regarding the ideas on how to develop Arrowhead Park and connecting the park with the downtown. RDG shared a rendering they compiled of an amp theater with buildings surrounded by an open courtyard. RDG shared some of their past projects and experiences with the Task Force indicating that investors are more likely to invest in big vision projects that encompass a combination of entrainment, food, recreation, celebration, and education which would attract visitors to the area.

The consensus was that a zig zag railroad crossing at Gateway Park needs to be more people and bike friendly with either a wider path or a bridge. There was also a consensus that although there are a number of possible amenities that will work

at Arrowhead park, the development will come together one piece at a time. RDG spent about ninety minutes with the Task Force going over their work at no cost to the city which was greatly appreciate.

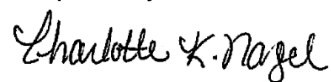
The next Task Force Committee meeting is scheduled for October 28, 2022 at 8:30 a.m.

- B. Council President Stevenson spoke on the budget process. Director Kahl confirmed the budget books are at the printer. Budget Workshops Sessions have been scheduled. A lighter schedule was requested for November 7th as it is the eve of Election Day. Council President did request a copy of the 2022 Salary Plan for comparison reasons.
- C. Any announcements/questions that may legally come before the Council.

XIII. Adjournment

MSC Stevenson/Skyrms to adjourn, all voting aye. Meeting adjourned at 8:28 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

Committee of the Whole Minutes
Wednesday, October 19, 2022 - 6:00 p.m.
Council Chambers

Purpose: 2023 Salary Plan Review and Possible Action

Present: Alderpersons Boyette, Hillstrom, Lendrum, Erickson, Weber, Council President Stevenson, and Mayor Lang. Alderpersons Borchardt and Steiner were excused.

Also Present: City Attorney Rashid, City Clerk Nagel, Deputy Director of Finance Kahl, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Water Utility Director Mach, Director of Human Resources & Safety Kehl and Fairchild, Police Chief Olson, Assistant Police Chief Bernice, Captain Van Sambeek, Public Works Superintendent Radtke, Consultants Patrick Glynn and Heather Barber from Carlson Dettmann Consulting.

Council President Stevenson called the meeting to order at 6:02 p.m.

2023 Salary Plan Review and Possible Action

Carlson Dettmann, the consulting firm the city hired to do the salary study, presented their findings and recommendations to the Committee.

The Committee discussed the salary plan. Topics included in the presentation and discussion were:

- Market place employment changes post pandemic and inflation with New Year approaching.
- Median salary comparison with both larger and smaller communities.
- Employee based compensation relating to position and pay grade scale.
- Step Plan recommendation for Public Works and Parks Departments to be consistent with private sector pay progression.
- Public vs. private job sector comparison.
- Limited city revenue.

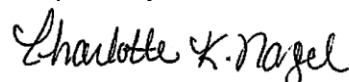
MSC Skyrms/Hillstrom to recommend to Council to approve the City's new salary plan, effective January 1, 2023, all voting aye.

President Stevenson, Director Kehl, and Mayor Lang advised that this item will be on the November 2, 2022 Council Agenda.

Adjournment

MSC Boyette/Skyrms to adjourn at 6:46 p.m., all voting aye.

Respectfully submitted,



Charlotte K. Nagel, WCMC



MEMORANDUM

DATE: October 15, 2022
TO: President Stevenson and Members of the Common Council
FROM: Lindsay Kehl, Human Resources *L Kehl*
RE: 2023 Salary Plan Review

Over the past year, the City has been working closely with Carlson Dettmann Consulting to conduct a full review of the City's salary plan. The last time a review of this magnitude was conducted was in 2013.

In this process, each employee completed an updated Job Description Questionnaire (JDQ) and job description which provided Carlson Dettmann with the most up to date data regarding the position's scope and responsibilities. Carlson Dettmann then used that information to conduct job evaluations on each position. The job evaluation scores, in connection with market data, led to the creation of a new plan structure.

We provided an update of the salary plan review to the Finance & Personnel Committee in August. While the labor market continues to shift, several of our comparable communities (approximately 40%) are also in the process of reviewing their plans. Knowing that those reviews are also underway, we discussed the desire to ensure the City's structure was competitive despite a shifting market. As such, the proposed open range plan places the City at the 62.5% placement to market. That means, roughly 37.5% of communities have structures higher than ours and 62.5% have structures lower than ours. In reality, however, since the comparable communities currently undergoing review will also have new plans, we will likely be closer to a 50% placement upon implementation.

Additionally, understanding the unique competition within our laborer positions in the Public Works and Parks departments, Carlson Dettmann recommended a Step Plan that takes these staff through a 13 step progression throughout their career. Currently, the laborers are on a step plan until they reach the control point, and then they enter an open range plan. The ability to see exactly where wages will land year over year is attractive to potential job seekers, consistent with other private sector and public sector pay progression, and provides a sense of stability to current staff to ensure they understand where their wages will land both short and long term. While we feel this option benefits staff, we also believe it benefits the City. It also allows the City to maintain a performance review system, where step movement requires meeting performance expectations. In addition, the range for wages is compact, resulting in a lower maximum salary than under an open range plan.

Implementation of the new plan will take effect 1/1/23; the exact strategy for which is currently being discussed amongst myself, Consultant Heather Barber, Interim Director Kahl and Mayor Lang and will be brought through the budget process for formal approval.

Staff requests a recommendation to Council to approve the City's new salary plan, effective January 1, 2023.

**2023 Salary Plan - Non-Laborers (DRAFT) - 50/75th percentile of market
CITY OF NEENAH
CLASSIFICATION STRUCTURE**

POSITION	DEPARTMENT	82.50% Min	100% Mid	117.50% Max
Grade 21: SALARIED City Attorney	DOLAS	\$103,089	\$124,956	\$146,823
Grade 20: SALARIED VACANT		\$97,008	\$117,585	\$138,162
Grade 19: SALARIED Director of Information Systems Director of HR & Safety Director of CD & Assessment Director of Public Works Fire Chief Director of Finance Police Chief Library Director	Information Systems Human Resources & Safety Community Development Public Works Fire Department Finance Department Police Department Library	\$92,954	\$112,671	\$132,388
Grade 18: SALARIED Director of Parks & Recreation Director of Water Utility	Parks & Recreation Water Department	\$88,900	\$107,757	\$126,614
Grade 17: SALARIED VACANT		\$84,862	\$102,863	\$120,863
Grade 16: SALARIED Assistant Chief	Police Department	\$80,808	\$97,949	\$115,089
Grade 15: SALARIED Captain Deputy Director Deputy Chief	Police Department Library Fire Department	\$76,753	\$93,035	\$109,316
Grade 14: SALARIED Deputy Director of CD & Assessment Youth Services Manager Deputy Director of Finance	Community Development Library Finance Department	\$72,699	\$88,121	\$103,542
Grade 14F: SALARIED		\$77,546	\$93,995	\$110,444

Public Works Superintendent	Public Works			
Grade 13: SALARIED		\$68,645	\$83,207	\$97,768
Chief Building Inspector	Community Development			
Assistant Chief of Training/Emergency Mgmt	Fire Department			
Assistant Chief of Prevention/Inspection	Fire Department			
Network Administrator	Information Systems			
Civil Engineer III	Public Works			
Traffic Engineer	Public Works			
Superintendent of Recreation	Parks & Recreation			
City Clerk	DOLAS			
Circulation Services Manager	Library			
Grade 13F: SALARIED		\$73,222	\$88,754	\$104,285
WD Treatment Manager	Water Department			
WD Distribution Manager	Water Department			
Superintendent of Parks	Parks & Recreation			
Grade 12: SALARIED		\$64,591	\$78,293	\$91,994
Plumbing Inspector	Community Development			
Programmer/Analyst	Information Systems			
Civil Engineer II	Public Works			
Grade 11: SALARIED		\$60,537	\$73,379	\$86,220
Recreation Supervisor	Parks & Recreation			
Grade 11F: SALARIED		\$64,573	\$78,270	\$91,968
Parks Supervisor	Parks & Recreation			
Fleet Maintenance Superintendent	Public Works			
Assistant Superintendent	Public Works			
Grade 10: SALARIED		\$56,499	\$68,484	\$80,469
Geographic Information Systems Coordinator	Information Systems			
Adult Services Librarian	Library			
Youth Services Librarian	Library			
Assistant Treasurer	Finance Department			
Support Services Supervisor	Police Department			
Engineering Tech	Public Works			
Building Inspector	Community Development			
Building Manager	Public Works			
Property Appraiser II	Community Development			
Grade 10H: HOURLY		\$28.97	\$35.12	\$41.27
Water Distribution Maintenance Tech II	Water Department			

Water Filtration Plant Electrical Technician	Water Department			
Grade 9: SALARIED		\$52,445	\$63,570	\$74,695
Assistant Planner	Community Development			
PC/Network Specialist	Information Systems			
Grade 9H: Hourly		\$26.90	\$32.60	\$38.31
Human Resources Recruiter / Coordinator	Human Resources			
Grade 8: SALARIED		\$48,391	\$58,656	\$68,921
Assistant Librarian - Circ	Library			
Assistant Librarian - Youth	Library			
Assistant Librarian - Acquisitions	Library			
Evidence Custodian	Police Department			
Property Appraiser I	Community Development			
Community Development Coordinator	Community Development			
Payroll/AP/AR Coordinator	Finance			
Legal Assistant/Paralegal	DOLAS			
Fire/Rescue Management Assistant	Fire			
Building Custodian	Library			
Executive Administrative Assistant	Police Department			
Grade 8H: Hourly		\$24.82	\$30.08	\$35.34
Water Filtration Plant Relief Operator	Water Department			
Water Filtration Plant Operator	Water Department			
Human Resources & Safety Assistant	Human Resources			
Water Filtration Mechanical Technician	Water Department			
Water Distribution Maintenance Technician	Water Department			
Fleet Maintenance Specialist	Police Department			
Grade 7: SALARIED		\$44,337	\$53,742	\$63,147
Const. Inspector/Engineering Aide	Public Works			
Deputy Clerk	DOLAS			
Office Manager	Public Works			
Municipal Clerk of Courts	Municipal Court			
Code Enforcement Officer	Police Department			
Administrative Assistant/Mayor	DOLAS			
Building Custodian	Police Department			
Office Manager	Parks & Recreation			
Grade 6: SALARIED		\$40,283	\$48,828	\$57,373
Utility Billing Coordinator / AP Specialist	Finance			
Open Records Clerk/Accreditation Assistant	Police Department			
Accounting Clerk	Finance			

Finance and Accounting Office Assistant	Finance			
Records Coordinator/Court Coordinator	Police Department			
Records Coordinator/LRMS Admin.	Police Department			
Record Clerk - Data Entry	Police Department			
Cashier - Full Time	Finance			
Grade 6H: HOURLY		\$20.66	\$25.04	\$29.42
Library Administrative Assistant	Library			
Water Administrative Assistant	Water			
Public Works Garage Administrative Assistant	Public Works			
Administrative Assistant	Community Development			
Administrative Assistant	Police Department			
Treasury Support Specialist - Part Time	Finance			
Communication Technicians	Police Department			
Grade 5: SALARIED		\$37,243	\$45,143	\$53,042
VACANT				
Grade 5H: HOURLY		\$19.10	\$23.15	\$27.20
Parks & Recreation Administrative Assistant	Parks & Recreation			
Grade 4H: HOURLY		\$18.06	\$21.89	\$25.72
Library Assistant - Circulation	Library			
Library Assistant - Tech Services	Library			

**2023 Laborer Plan
CITY OF NEENAH
CLASSIFICATION STRUCTURE**

Step:	1	2	3	4	5	6	7	8	9	10	11	12	13
Percent of Midpoint:	85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105%	107.5%	110.0%	112.5%	115.0%
Grade F	\$26.52	\$27.30	\$28.08	\$28.86	\$29.64	\$30.42	\$31.20	\$31.98	\$32.76	\$33.54	\$34.32	\$35.10	\$35.88
Mechanics Parks Arborist Cemetery Foreman													
Grade E	\$24.49	\$25.21	\$25.93	\$26.65	\$27.37	\$28.09	\$28.81	\$29.53	\$30.25	\$30.97	\$31.69	\$32.41	\$33.13
Lead Park Technician													
Grade D	\$22.46	\$23.12	\$23.78	\$24.44	\$25.10	\$25.76	\$26.42	\$27.08	\$27.74	\$28.40	\$29.06	\$29.72	\$30.38
Traffic Maintenance Wkr Street Crew Person Parks Technician Cemetery Technician													
Grade C	\$20.43	\$21.04	\$21.64	\$22.24	\$22.84	\$23.44	\$24.04	\$24.64	\$25.24	\$25.84	\$26.44	\$27.05	\$27.65
Shop/Building Attendant													

Employees move to next step on anniversary date (must meet performance expectations)

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 25, 2022, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Weber

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development and Assessment Director Haese, Public Works Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Bobby Greene, Greene's Pour House

Approval of Minutes of the Meetings of October 11, 2022 and October 19, 2022

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the October 11, 2022 and October 19, 2022 meetings. All voting aye

Public Appearances:

Bobby Greene, owner of Greene's Pour House, 134 W Wisconsin Avenue, addressed the committee regarding the bus transfer shelter. He stated that because of the location of his business to the bus transfer shelter, his business gets a very large number of bus riders using his establishment for various reasons. He stated that the safety of his employees is a priority and there have been many times when his employees have had to deal with and witness unpleasant situations. He stated that he has been dealing with this for 10 years and encourages the committee to support the idea of relocating the bus transfer shelter.

Traffic Signal Conduit Repair/Improvement Request – Commercial/Bell

Traffic Engineer Merten reviewed his memo of October 20, 2022, regarding the request for traffic signal conduit repair and improvement at the intersection of Commercial Street and Bell Avenue. He stated that as part of the 2022 Capital Improvement Program (CIP), the City budgeted \$25,000 to replace the existing microwave detection with video detection for the signalized intersection at Commercial Street and Bell Street. The equipment cost \$19,923, leaving \$5,077 remaining in the budget for labor to install the equipment. He stated that staff has discovered that the existing steel conduit under the south leg of the intersection has been damaged and needs to be repaired before this work can be done.

Traffic Engineer Merten stated that the best option to replace the damaged conduit is to bore in the new one. He stated that he reached out to several contractors that do this type of work and received only one quote from Elexco for \$22,000.

Traffic Engineer Merten requested to fund this project by reallocating the \$23,355 remaining in CIP funds from the Columbian Avenue and Commercial Street intersection signal pole replacement project. These funds are available because the replacement of concrete bases are no longer necessary and the installation of the poles and mast arms will now be completed in-house.

Traffic Engineer Merten stated that staff recommends reallocating the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approving the Elexco Proposal #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection, in the amount of \$22,000.

Aldersperson Stevenson asked what the total budget funds were for the Columbian Avenue and Commercial Street traffic signal pole installation was. Traffic Engineer Merten stated the budget was \$35,000.

Aldersperson Hillstrom asked if there are other intersections in the city that may have the same problem in the future. Director Kaiser stated that the majority of the intersections have been upgraded to the PVC conduit.

Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the reallocation of the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approve the Elexco Proposal #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection in the amount of \$22,000. All voting aye.

Report

Traffic Signal Conduit Repair/Improvement Request – Bell/Industrial

Traffic Engineer Merten reviewed his memo of October 20, 2022, regarding traffic signal conduit repair/replacement at Bell Street and Industrial Drive. He stated that City crews are nearing completion of traffic signal upgrades at the Bell Street and Industrial Drive intersection. He stated that this work is part of the Southview Industrial Park Gateway Enhancement Capital Improvement Project. Traffic Engineer Merten stated that the current task is to re-cable the intersection and install the video detection. He stated that the electrician working on the project presented staff with concerns regarding the size and condition of the existing steel conduit and had suggested to consider boring new conduit.

Traffic Engineer Merten stated that in conjunction with the proposed boring work at the intersection of Commercial Street and Bell Street, staff requested the contractors to also provide a quote to bore two 3" PVC conduit connecting the southerly median island to the northeast and northwest corners. He stated that staff received only one quote from

Elexco in the amount of \$16,500. He stated the remaining funds available in the Southview Industrial Park Gateway Enhancement Capital Improvement Project is \$130,408.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Elexco Proposal #10734, to install two electrical conduit runs at the Industrial Drive/Bell Street intersection, in an amount of \$16,500 using CIP funds in account 012-4519-742-0236. All voting aye.

Traffic Signal Detection Equipment Purchase Request

Traffic Engineer Merten reviewed his memo of October 20, 2022 regarding the traffic signal detection equipment purchase request. He stated that he is requesting to purchase a backup supply of detection equipment to have on hand in case of knockdowns. He stated that there was a knockdown at Cecil and Commercial recently and because we did not have a backup supply of detection equipment, an old camera had to be installed that no longer can connect to our control boxes.

Traffic Engineer Merten stated that one outstanding Capital Improvement Program (CIP) project is to re-cable two signalized intersections, with the intended intersections being Winneconne/Tullar and Wisconsin/Church. The Winneconne/Tullar intersection was re-cabled using operating budget shortly after budget adoption. The Wisconsin/Church intersection has not been re-cabled. He stated that given the limited working days before the end of the fiscal year and a substantial amount of other work needing to be completed, he is requesting to use this budget to instead replenish stock of costly traffic signal detection equipment for knockdown incidents. Traffic Engineer Merten stated that the equipment he is requesting to purchase is one camera for Commercial/Cecil intersection, one back-up camera, one back-up microwave sensor, one back-up interface card, and he back-up ethernet extender for a total of \$9,538. He stated that the re-cabling budget is \$10,000.

Traffic Engineer Merten stated that staff recommends purchasing the six detection equipment items listed in this memorandum using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (012-4768-742-0236).

Aldersperson Stevenson asked what budget these items typically get paid out of. Traffic Engineer Merten stated the operating budget. He stated that there is an operating line item budget for Traffic Signal Supplies for \$15,000.

Aldersperson Stevenson asked if there are funds available in the operating budget for this purchase. Traffic Engineer Merten stated no due to having to replace control boxes that failed and an upcoming purchase for transformer bases and traffic signal bases.

Traffic Engineer Merten stated that he is very cautious spending money early in the year from this budget.

Aldersperson Stevenson expressed support the purchase but stated a preface to fund this through the operating budget.

Report

Aldersperson Stevenson stated that his concern paying for an item that is typically part of the operating budget from borrowed money is that it is hard to do a year to year comparison of costs.

Following Discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the purchase of one camera for Commercial/Cecil intersection (\$1,888), one back-up camera (\$1,888), one back-up microwave sensor (\$4,648), one back-up interface card (\$514), and ethernet back-up extender (\$600) using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (012-4768-742-0236) from TAPCO in amount not to exceed \$10,000. Vote 3/1 (Aldersperson Stevenson voting nay because borrowed dollars are being used to purchase equipment normally purchased through the operating budget).

Downtown Bus Transfer Site Relocation

Traffic Engineer Merten reviewed his memo of October 21, 2022 regarding the bus transfer shelter site relocation. He stated that per direction from the Common Council, City staff collaborated with Valley Transit on identifying relocation options for the downtown bus shelter transfer site, currently located on the 100 block of S. Church Street. Valley Transit and City staff worked out an agreement to relocate the site to the 100 block of E. Doty Avenue, south side, adjacent to City Hall and Red Parking Lot #C, as a short term solution. He stated there are some costs to relocating which come to approximately \$8,300. Traffic Engineer Merten stated that once in operation, the City will incur \$134 per month for supplemental bathroom cleaning.

Traffic Engineer Merten stated that this segment of Doty Avenue is scheduled in the 5-Year Capital Improvement Program to be reconstructed in 2024. He stated that staff believes implementing the relocation now is beneficial, as it will allow for observation and evaluation of the site in action prior to committing any significant investment in the site and/or street design accommodations when Doty Avenue is reconstructed.

Traffic Engineer Merten stated that with the relocation, street parking regulations will need to be modified as well to accommodate transit operations.

Location	Existing Regulation	Proposed Regulation
E. Doty Avenue, south side, 250 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Bus loading zone, anytime
E. Doty Avenue, north side, 175 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Passenger loading zone, anytime
S. Church Street, east side, entire block	Bus loading zone, anytime	2-hour parking 8 AM – 7 PM weekdays except weekends & holidays

Traffic Engineer Merten stated that staff recommends relocating the downtown bus shelter transfer site from the east side of S. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modifying parking regulations on the south side of E. Doty Avenue between S. Commercial Street and Walnut Street to be codified by ordinance at a future date.

Aldersperson Stevenson asked where the funding will come from to pay for the site work. Traffic Engineer Merten stated that Valley Transit will be supplying the shelter. He stated the other costs will come from the Facilities budget, Miscellaneous Asphalt Street Repair budget, Information Services Budget, Traffic Budget, and in-house labor to build the shelter and site prep work.

Aldersperson Stevenson asked for clarification of why the additional \$134 monthly bathroom cleaning fee. Director Kaiser stated that there will be two deep cleans done monthly, similar to what was being done during COVID. Aldersperson Stevenson stated that he wants to make sure that staff re-evaluates the need if use increases or is not what was anticipated.

Aldersperson Stevenson asked for clarification on who owns the warming shelter. Director Haese stated the City owns the building.

The Committee further discussed what will be done with the warming shelter and placement of security cameras inside and outside of City Hall.

Aldersperson Borchardt asked for a time line on a decision for the permanent site. Director Kaiser stated Valley Transit and East Central Regional Planning are working on a full scale route analysis currently. He stated that it will most likely be spring of 2023 before we will know the results of that study.

Report
Following Discussion: Motion/Second/Carried Borchardt/Stevenson to recommend Council approve temporarily relocating the downtown bus shelter transfer site from the east side of s. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modify parking regulations to be codified by ordinance at a future date.

Fleet #79A – By-Pass Pump

Report
Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the purchase of a 2022 4” By-Pass Pump from Lincoln Contractors Supply, Inc., Oshkosh WI in the amount of \$44,167.23 with the budgeting source being \$40,000 from the 2022 Capital Equipment budget and the remaining \$1,167.23 from Capital Equipment Reserve.

Public Works Operation Changes

Director Kaiser reviewed his memo of October 20, 2022. He stated that in the course of preparing budgets for 2023 and in preparing the 2023 Recycling & Refuse Guide, staff have discussed a number of operational changes to address concerns with current service costs and crew time demands. He stated that two he was requesting Committee input on two issues, Drop-off Center card distribution and the Yard Waste collection schedule.

Director Kaiser stated that the drop-off center costs have continued to be a concern. He stated that the concern is not necessarily the drop-off center itself, rather the large item and garbage volume that is being brought to the site.

Director Kaiser stated that one way to curb costs is to limit who has access to the site. He stated that one way to do this is to separate the large item function from the drop-off center. He stated this would be done with the yearly punch card. He stated that currently the cards are distributed to occupants of residential properties with 4 or fewer living units. He stated that the cards provide access to the full scope of disposal options offered at the site, which includes 5 punches for large item drop-off. Director Kaiser stated that the change that is being considered is to remove the large item punches from the card that is distributed. He stated cards for using the large item drop-off could then be purchased at the Public Works office at City Hall and potentially at the Tullar Garage office. He stated that this gives us better control of who is using the site for that purpose and generates revenue that can be used to offset some of the drop-off costs.

Superintendent Radtke stated that City of Fond du Lac charges on a tier level starting at \$10 and going up to \$40 for use of their site. He stated they do now allow construction, remodeling, or demolition debris to be brought to the site. He stated that the City of Oshkosh is a yard waste only site which is \$25 per year. Superintendent Radtke stated that the City of Appleton is \$15 minimum per vehicle and \$25 for a vehicle and trailer. He stated that the City of Menasha drop-off is yard waste only but they do sell stickers for curbside large item collection.

Director Kaiser stated that with this option his concern is the customer volume at the front desk.

Aldersperson Stevenson asked if there will still be curbside large item collection. Director Kaiser stated that we will still offer the every other month curbside collection.

Superintendent Radtke stated that there are a minimum of four employees in two trucks picking up large items. He stated that depending on the volume it can flow into a two day operation.

Director Kaiser stated that approximately 25% of stops are from addresses that are not calling into the voicemail or registering online. Superintendent Radtke stated that he now runs every street in the area instead of working off the list because there are so many additional put outs not on the list. Director Kaiser stated we shifted from point to point because over time, more and more residents were calling saying their items were not picked up. He stated that we were then having to go and pick up the items.

Aldersperson Borchardt stated that maybe we need to consider charging for the curbside collection.

Superintendent Radtke stated that the City of Oshkosh charges \$13 per item and the City of Fond du Lac charges \$40 per cubic yard with a \$40 minimum for curbside bulky item collection.

Aldersperson Stevenson stated that it makes more sense to charge for curbside large item pick up. He stated that way you know exactly where the picks are and you no longer have to run every street in the designated area.

Aldersperson Borchardt stated that the expense of picking large items curbside can be reduced by the cost of charging for the service. He stated the only drawback will be the learning curve and the push back that will come from charging for large item collection.

Superintendent Radtke stated that he is not sure the curbside collection is the problem. He stated that he feels the real problem is the drop-off center. He stated that he does not know how the city can continue to fiscally keep the site going with the cost of running it averaging \$500 per day.

Aldersperson Stevenson asked what costs are included in the \$500. Superintendent Radtke stated, tipping and trucking fee, recycling disposal fees along with labor at the drop off site.

Aldersperson Lendrum stated that by charging for curbside collection may force residents to find alternative methods of disposing of their items like donating or selling the item.

The Committee discussed the second item in Director Kaiser's memo, yard waste collection.

Director Kaiser stated that our current yard waste collection schedule has weekly collection starting in the middle of April and ending in late May after which collection is done monthly by covering one quarter of the city each week. He stated that the level of effort for yard waste collection, especially in those months coincident with large item/metal collection result in having very few staff available for other public works maintenance activities. Director Kaiser stated that for a typical week, between refuse/recycling collection, large item/metal collection in Area 4, yard waste collection in Area 4 and leaf collection, we will have very few staff available for sanitary sewer system maintenance and pavement patching. He stated staff is considering moving yard waste collection to an alternating month collection opposite the large item/metal collection month.

The Committee continued discussion on the process of leaf collection, the labor involved in picking leaves, large items curbside and brush collection during the months of October and November and the lack of other work being completed because of time spent on these services.

Aldersperson Borchardt stated that there is always pushback from residents when changes are made to city services. He stated that eventually residents will forget the way it used to be.

Mayor Lang stated that there needs to be some decisions made tonight the refuse and recycling guide needs to go out in the next month and these changes will need to be in the guide.

Aldersperson Stevenson stated that he suggests allowing only three punches on the punch card.

Aldersperson Borchardt stated that he agrees with Aldersperson Stevenson regarding the punch card change. He stated that the yard waste collection schedule should remain the same until can evaluate if there is any cost savings with charging for curbside large item collection.

Committee directed staff to set the price for charging for the large item collection curbside and reduce the number punches from five to three.

Director Kaiser stated that staff will meet and discuss options. He stated that he will add the new fees to the fee schedule so they will be part of the budget approval process.

The Committee discussed not allowing construction material and demolition material at the drop off site and what would be included in those categories.

Special Assessment Method – New Subdivision Streets

Director Kaiser reviewed his memo of October 21, 2022 regarding his proposed change to the special assessment method for new subdivision development. He stated that the current ordinance calls for dividing the total cost of new street construction among the lot owners based on the assessable front foot method. Director Kaiser stated that the drawbacks of this method are the impact on corner properties; the determination of the assessable front footage for irregular lots; the inconsistent cost between properties having the same benefit.

Director Kaiser stated the proposed ordinance provides Council with the ability to impose special assessments for new street construction based on the unit method where parcels are of a comparable size and use; it eliminates assessing both sides of a corner property; it changes the thickness of asphalt listed in our "Standard of Construction" to 4-inches.

Director Kaiser stated that both the current and the proposed methods will be in the ordinance.

Director Kaiser stated that there are also two minor changes that he is proposing to the ordinance. He stated the first is in Subsection B of the ordinance changing the language for the thickness of asphalt from 3.75-inches to 4-inches. The second is eliminating the assessing both sides of a corner property.

Aldersperson Stevenson stated that he wants to make sure that there is some language in the ordinance that addresses assessing the extra-large lots at a different rate.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is complete. The steps have been placed. Tree planting and flatwork are ongoing. Stones continue to be placed for the water feature on the east side of the pond.

- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): Small punchlist items are being done. Final measurements are being made.
- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): Work is complete. Final measurements are being made.
- 5) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column and north half of the bridge are complete. Traffic was switched to the north half of the bridge and patch repairs were started on the south half of the bridge. While there are fewer surface repairs needed in this area, we did encounter an area that requires full-depth bridge deck repair, which will entail additional work.
- 6) Contract 8-22 (Miscellaneous Asphalt Repairs): Work has started.
- 7) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): The contract was awarded to Donald Hietpas & Sons Construction. Work is scheduled to start the week of 10/24.
- 8) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): The contract was awarded to Carl Bowers & Sons Construction. Work started the week of 10/17.
- 9) City Hall Hearing Loops: Assistant Planner Kasimor has learned that the hearing loop installations are not eligible for CDBG funding. We will budget for those installations as part of our normal capital budgeting process.
- 10) Church Street Ramp: The cast iron downspouts in the middle of the ramp were replaced with PVC pipes. No unusual issues were encountered.

Director Kaiser stated that there was a small fire in the ramp due to a malfunctioning unit heater. He stated the heater needs to be replaced.

Announcements/Future Agenda Items

Committee noted that the next regular scheduled meeting is on election night. The Committee directed Director Kaiser to arrange a special meeting prior to Council if there is time-sensitive business to address.

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 8:37 PM.**
All voting aye.

Respectfully submitted,



Public Works Office Manager



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 20, 2022
RE: Traffic Signal Conduit Repair/Improvement Request – Commercial/Bell

As part of the 2022 Capital Improvement Program (CIP), the City budgeted \$25,000 to replace the existing microwave detection with video detection for the signalized intersection at Commercial Street and Bell Street. The equipment cost \$19,923, leaving \$5,077 remaining in the budget for labor to install the equipment.

Staff has since discovered that the existing steel conduit under the south leg of the intersection has been damaged. Not only does this discovery inhibit pulling cable needed for the detectors, it also precludes the City from making expeditious repairs to any of the cables within the damaged conduit, should they fail.

In order to reconnect the signal conduit, staff propose boring replacement conduit. Staff reached out to a few contractors, met on-site with Elexco and Unlimited Enterprises, and has only received one quotation from Elexco in the amount of \$22,000. The quoted work includes boring new 3" PVC conduit under two legs of the intersection, installing a new concrete pole base, and installing two new handholes. This work provides a new connection on the south leg of the intersection to replace the damaged conduit and adds a redundancy connection on the east leg of the intersection. The redundancy connection would allow the City to address a future conduit failure by providing a secondary path to route cables, regardless of location.

To fund this work, staff propose reallocating the remaining \$23,355 balance of the Columbian /Commercial intersection signal pole replacement project towards this project. The remaining balance is available, because it was intended for the two following tasks: (1) replacement of concrete bases, which have since been determined not to be necessary, and (2) contracted installation of the poles and mast arms, which will now be completed in-house.

Staff recommends reallocating the available balance from the Commercial Street/Columbian Avenue Traffic Signal Capital Improvement Project (012-4769-742-0236) to the Commercial Street/Bell Street Traffic Signal Capital Improvement Project (012-4773-743-0236) and approving the attached Elexco Proposal #10733, to install electrical conduit under two legs of the Commercial Street/Bell Street intersection, in the amount of \$22,000.



PROPOSAL #107033

Date: October 11th, 2022

Submitted to: Neenah Traffic Division, James Merten

Project: Breezewood at Commercial St.

We hereby submit specifications and estimates for the following work and material as listed.

Elexco to:

- Elexco will have all public (registered) utilities located prior to start of work. Owner shall have any private (unregistered) underground lines on site marked. Elexco will not be responsible for any unmarked lines.
- Warning Lites of Appleton to set up traffic control.
- Core and expose existing Utilities
- Re-set cores with Utilibond
- Level excavations
- City of Neenah responsible for final restoration

Proposal Total \$ 22,000.00

Elexco, Inc.

O: 920.833.2736 F: 920.833.7468 www.ELEXCOINC.com
423 E. BRONSON ROAD SEYMOUR, WI 54165

Initials_____

Utility Locating and Barricades. All barricades will be responsibility of owner unless otherwise detailed in the scope of work. Elexco Inc. will have all public (registered) utilities located prior to start of work. **Owner shall have any private (unregistered) underground lines on site marked 72 hours prior to installation.** Elexco will not be responsible for any unmarked utility lines. Unless otherwise included in scope, Elexco is not responsible for erosion control measures and conditions.

Payment Terms and Work Delay. We hereby propose to furnish labor and materials-complete with the above specifications, for the pricing listed above. Terms will be net 30, and no retainage will be withheld on the payments. In the event the undersigned defaults in payment, undersigned shall be liable for all collection costs incurred by Elexco Inc. including, but not limited to, attorney and collection agency fees. This agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin. Any legal proceedings initiated in connection with this agreement shall be brought in a forum consisting of either the United States District Court for the Eastern District of Wisconsin, located in Green Bay, WI, or in the Circuit Court for Outagamie County, WI. Elexco Inc. is not responsible for lost time, breakdown or loss of production or other consequential damages due to acts beyond reasonable control of Elexco Inc. including without limitation fire, flood, earthquake, or acts of God. The General Contractor will indemnify Elexco Inc. from all cost, damages, claims, and lawsuits resulting from General Contractor's failure to meet its' obligation on this contract.

Obstructions. This proposal does not allow for unforeseen excessive water, rock, or frost ground conditions. Such conditions will result in extra charges assessed on a time and material basis, plus an administrative fee. Protection of trees, shrubs and landscaping including the root structure is the responsibility of the owner unless otherwise specified in scope of work. All vegetation designated as "saved" must be clearly marked by the owner 72 hours prior to work commencement. Obstructions that will hinder site access are to be removed or relocated by the owner, unless specified in the above scope. If installation by boring method fails due to unsuitable ground conditions, Elexco will be reimbursed for costs incurred.

Changes to Scope. All work to be completed in a workman like manner according to standard industry practices. Any requests for alterations or deviations from the above scope and specifications are executed only upon written orders and may result in an extra charge over and above this proposal. When boring is the selected method of installation, soil conditions can adversely affect the success of the installation. Should installation fail the owner is responsible for labor, equipment and materials utilized during the boring attempt. Alternate methods will be estimated and initiate a change directive and order to commence.

Site Ready Authorization and Delays. This agreement assumes a workplace free from interference and is performance driven. Delays caused by strikes, accidents, or labor related issues that are beyond our control are responsibility of the customer. Weather delays are not the responsibility of Elexco or the customer, but rather a risk of doing business for both parties. When delays are caused by inclimate weather neither party shall suffer penalty. Should Elexco mobilize to commence work and find that site is not ready a remobilization and labor fee will be billed as an addition to this proposal. Labor time starts upon arrival at project site, machine and non-machine time is tracked separately

Acceptance. This proposal is subject to acceptance within 10 days of the date of issuance and will become invalid thereafter unless an extension is mutually agreed upon. When accepted this agreement constitutes the entire understanding between the parties and no prior writings or discussions shall be of any force or effect.

Sincerely,
Jeff Seidl
Dan Meyer

Elexco, Inc.
Proposal#107033

O : 9 2 0 . 8 3 3 . 2 7 3 6 F : 9 2 0 . 8 3 3 . 7 4 6 8 www.ELEXCOINC.com
4 2 3 E . B R O N S O N R O A D S E Y M O U R , W I 5 4 1 6 5

Initials_____

ACCEPTANCE OF PROPOSAL #

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Authorized Signature_____

DATE:_____

Authorized Signature_____

DATE:_____



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 20, 2022
RE: Traffic Signal Conduit Repair/Improvement Request – Bell/Industrial

City crews are nearing completion of traffic signal upgrades at the Bell Street and Industrial Drive intersection. This work is part of the Southview Industrial Park Gateway Enhancement Capital Improvement Project. The current task is to re-cable the intersection and install the video detection. The electrician working on the project presented staff with concerns regarding the size and condition of the existing steel conduit and had suggested to consider boring new conduit.

In conjunction with the proposed boring work at the intersection of Commercial Street and Bell Street, staff requested the contractors to also quote the City for work at this intersection. The proposed work comprises boring two 3" PVC conduit connecting the southerly median island to the northeast and northwest corners. The new connections would intersect the existing system via existing and two proposed handholes. Staff received only one quotation from Elexco in the amount of \$16,500. The remaining balance for the total enhancement project is \$130,408.

Staff recommends approving the attached Elexco Proposal #10734, to install two electrical conduit runs at the Industrial Drive/Bell Street intersection, in the amount of \$16,500. (Account #012-4519-742-0236).



PROPOSAL#107034

Date: October 11th,2022

Submitted to: Neenah Traffic Division, James Merten

Project: Breezewood at Industrial Dr.

We hereby submit specifications and estimates for the following work and material as listed.

Elexco to:

- Elexco will have all public (registered) utilities located prior to start of work. Owner shall have any private (unregistered) underground lines on site marked. Elexco will not be responsible for any unmarked lines.
- Warning Lites of Appleton to set up traffic control
- Core and expose existing utilities
- Re-set cores with Utilibond
- Bore shots of 115' and 140' and pull back Elexco supplied 3 inch gray rolled conduit
- Tie new 3 inch conduit into existing traffic manholes.

Proposal Total \$ 16,500.00

Elexco, Inc.

O: 920.833.2736 F: 920.833.7468 www.ELEXCOINC.com
423 E. BRONSON ROAD SEYMOUR, WI 54165

Initials_____

Utility Locating and Barricades. All barricades will be responsibility of owner unless otherwise detailed in the scope of work. Elexco Inc. will have all public (registered) utilities located prior to start of work. **Owner shall have any private (unregistered) underground lines on site marked 72 hours prior to installation.** Elexco will not be responsible for any unmarked utility lines. Unless otherwise included in scope, Elexco is not responsible for erosion control measures and conditions.

Payment Terms and Work Delay. We hereby propose to furnish labor and materials-complete with the above specifications, for the pricing listed above. Terms will be net 30, and no retainage will be withheld on the payments. In the event the undersigned defaults in payment, undersigned shall be liable for all collection costs incurred by Elexco Inc. including, but not limited to, attorney and collection agency fees. This agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin. Any legal proceedings initiated in connection with this agreement shall be brought in a forum consisting of either the United States District Court for the Eastern District of Wisconsin, located in Green Bay, WI, or in the Circuit Court for Outagamie County, WI. Elexco Inc. is not responsible for lost time, breakdown or loss of production or other consequential damages due to acts beyond reasonable control of Elexco Inc. including without limitation fire, flood, earthquake, or acts of God. The General Contractor will indemnify Elexco Inc. from all cost, damages, claims, and lawsuits resulting from General Contractor's failure to meet its' obligation on this contract.

Obstructions. This proposal does not allow for unforeseen excessive water, rock, or frost ground conditions. Such conditions will result in extra charges assessed on a time and material basis, plus an administrative fee. Protection of trees, shrubs and landscaping including the root structure is the responsibility of the owner unless otherwise specified in scope of work. All vegetation designated as "saved" must be clearly marked by the owner 72 hours prior to work commencement. Obstructions that will hinder site access are to be removed or relocated by the owner, unless specified in the above scope. If installation by boring method fails due to unsuitable ground conditions, Elexco will be reimbursed for costs incurred.

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Acceptance. This proposal is subject to acceptance within 10 days of the date of issuance and will become invalid thereafter unless an extension is mutually agreed upon. When accepted this agreement constitutes the entire understanding between the parties and no prior writings or discussions shall be of any force or effect.

Sincerely,
Jeff Seidl
Dan Meyer

Elexco, Inc.
Proposal #107034

O : 9 2 0 . 8 3 3 . 2 7 3 6 F : 9 2 0 . 8 3 3 . 7 4 6 8 www.ELEXCOINC.com
4 2 3 E . B R O N S O N R O A D S E Y M O U R , W I 5 4 1 6 5

Initials _____

ACCEPTANCE OF PROPOSAL #

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Authorized Signature_____

DATE:_____

Authorized Signature_____

DATE:_____



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 20, 2022
RE: Traffic Signal Detection Equipment Purchase Request

One outstanding Capital Improvement Program (CIP) project is to re-cable two signalized intersections, with the intended intersections being Winneconne/Tullar and Wisconsin/Church. The Winneconne/Tullar intersection was re-cabled using operating budget shortly after budget adoption. The Wisconsin/Church intersection has not been re-cabled. The primary reason the Wisconsin/Church intersection was selected for re-cabling is due to the lack of standardization with the conductors and the overall age of the cables. As of now, the conductors appear to be in decent condition, with minimal observable cracked wire coating (exposed wiring). For this reason, I believe re-cabling can be pursued at a later time.

Given the limited sufficient working days before the end of the fiscal year and a substantial amount of other work needing to be completed, I am requesting to use this budget to instead replenish stock of costly traffic signal detection equipment for knockdown incidents. Listed below is the following equipment sought:

- One camera for Commercial/Cecil intersection, northbound (\$1,888)
- One back-up camera (\$1,888)
- One back-up microwave sensor (\$4648)
- One back-up interface card (\$514)
- One back-up ethernet extender (\$600)

All items are reflected in the attached quote from TAPCO, with the exception of the ethernet extender. The total cost for these items is estimated at \$9538, excluding shipping fees. The re-cabling budget is \$10,000.

Staff recommends purchasing the six detection equipment items listed in this memorandum using the available funds from the Traffic Signal Re-Cabling Capital Improvement Project (012-4768-742-0236).



Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Road
Brown Deer, Wisconsin 53223
Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Table with 2 columns: Field (Number, Date, Page) and Value (Q22016838, 10/7/2022, 1)

Table with 4 columns: Sell To Cust. (C258), City Of Neenah (James Merten, P.O. Box 426, PFREIMUTH@CI.NEENAH.WI.US, NEENAH, WI 54957-0426), Ship To Cust., City Of Neenah (City Garage, 1495 Tular Rd, Neenah, WI 54956-0426, USA)

Table with 6 columns: Customer PO # (CAMERAS/MICROWAVE), Expires (11/6/2022), Slsp (Signal Service), Terms (Net 30 DAYS), Freight (PREPAY/ADD), Ship Via (BEST RATE)

Table with 6 columns: Item, Description, Quantity, UM, Price, Extension. Contains 3 rows of item data.

Shipment within _____
Acceptance By _____
Date _____
By _____

Summary table with 4 columns: Merchandise (\$8,938.00), Freight (\$0.00), Tax (\$0.00), Total (\$8,938.00)

All prices are listed in US Dollars (USD)
For terms and conditions, please visit: https://www.tapconet.com/terms-conditions



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 21, 2022
RE: Downtown Bus Transfer Site Relocation

Per direction from the Common Council, City staff collaborated with Valley Transit on identifying relocation options for the downtown bus transfer site, currently located on the 100 block of S. Church Street. Valley Transit and City staff worked out an agreement to relocate the site to the 100 block of E. Doty Avenue, south side, adjacent to City Hall and Red Parking Lot #C, as a short term solution. This location achieves the following:

- Addresses traffic safety concerns around the existing bus shelter area and on Wisconsin Avenue.
- Provides transit users access to public bathrooms (City Hall) during the majority of the transit service periods.
- Generates less disturbances to transit operations caused from special events.
- Offers negligible impact on bus routes.
- Exchanges street parking, sacrificing supply in a relatively low demand area (Doty Avenue) with supply in a high demand area (Church Street).

The primary disadvantage of moving the transfer location is that the new shelter will not be heated. There are also costs necessary to prepare the new site for operation, itemized below:

- Shelter. The shelter has been provided by Valley Transit and will be assembled and installed by Building Manager Benson and public works crews. [\$800]
- Concrete pad. A shelter pad will be installed by public works crews. [\$1,000]
- Asphalt terrace. The concrete terrace on the south side of the street will be extended west of the shelter with asphalt to the driveway of Red Parking Lot #B. This will be done by Northeast Asphalt under the miscellaneous repair contract. [\$3,500]
- Lighting. Building Manager Benson will order and install a solar powered light unit that can be mounted on the bus shelter. [\$200]
- Security camera. Information Systems Director Wenninger has proposed a package of security improvements for City Hall. A wireless camera for the bus shelter has been included as a part of his proposal to the Finance and Personnel Committee. [\$2,500]

- Bathroom cleaning. As the City Hall bathrooms will be available for transit clientele, additional bi-weekly deep cleaning will be included for the first floor bathrooms. [\$134/month]
- Traffic signs. A bus loading zone will need to be posted along with a no parking zone across the street. The existing bus loading zone can be converted into 2-hour parking. Public works crews will create and install the signs. [\$300]

The total estimated cost for preparing the new location is \$8,300. Once in operation, the City will incur \$134 per month for supplemental bathroom cleaning.

It is worth noting that this segment of Doty Avenue is scheduled in the 5-Year Capital Improvement Program to be reconstructed in 2024. Staff believe implementing the relocation now is beneficial, as it will allow for observation and evaluation of the site in action prior to committing any significant investment in the site and/or street design accommodations when Doty Avenue is reconstructed.

With this location, street parking regulations will need to be modified to accommodate transit operations. The following changes are recommended:

Table 1: Proposed Changes to Parking Regulations

Location	Existing Regulation	Proposed Regulation
E. Doty Avenue, south side, 250 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Bus loading zone, anytime
E. Doty Avenue, north side, 175 feet west of Walnut Street to Walnut Street	3-hour parking 8 AM – 7 PM weekdays except weekends & holidays	Passenger loading zone, anytime
S. Church Street, east side, entire block	Bus loading zone, anytime	2-hour parking 8 AM – 7 PM weekdays except weekends & holidays

Staff recommends relocating the downtown bus transfer site from the east side of S. Church Street, 100 block, to the south side of E. Doty Avenue, adjacent to 211 Walnut Street, and modifying parking regulations described in Table 1 above, to be codified by ordinance at a future date.



City Services Building

1495 Tullar Road Neenah, WI 54956

Phone: (920) 886-6260 Fax: (920) 886-6269

Proposal

Fleet #79A (2022 4" By-Pass Pump)

- | | | |
|---|-------------|-------------|
| • Lincoln Contractor Supply, INC
Oshkosh, WI | Godwin | \$44,167.23 |
| • Crane Engineering
Kimberly, WI | Gorman Rupp | \$45,150.00 |
| • L.W. Allen, INC
Madison, WI | Thompson | \$47,225.00 |

Staff recommends purchasing a 2022 Godwin 4" Dri-Prime Pump for \$44,167.23 from Lincoln Contractors Supply.

Existing equipment (Fleet #79A – 1979 Gorman-Rupp 4" pump) will be retained for parts.

Budgeted 2022 amount of \$40,000.00

Remaining \$4,167.23 to come from Capital Equipment Reserves

(Page 333 Item #5 in 2022 Budget Book)

Godwin CD100S Dri-Prime® Pump



The Godwin CD100S Dri-Prime pump is a versatile, general purpose dewatering pump designed for use in the industry's most challenging construction, municipal, industrial and emergency response applications. This rugged pump is ideally suited for tough dewatering jobs, and is the reliable choice for rental solutions.

The CD100S is a member of the Godwin S Series of Smart pumps, equipped with a new generation of Field Smart Technology (FST) for remote monitoring and control. In addition to improved hydraulic efficiency, greater fuel economy, and streamlined serviceability, the CD impeller is interchangeable with a Flygt N-Technology non-clog impeller, providing the flexibility to tackle stringy, modern wastewater applications with the same pump.

Specifications

Suction connection	4 in (100 mm) flange
Delivery connection	4 in (100 mm) flange
Max capacity	1,079 USGPM † (245 m ³ /hr)
Max impeller diameter	10.0 in
Max solids handling	1 ¾ in (45 mm)
Max operating temp	176 °F * (80 °C)
Max working pressure	68 psi (4.7 bar)
Max suction pressure	58 psi (4.0 bar)
Max casing pressure	103 psi (7.1 bar)
Max operating speed	2200 rpm

* Please contact our office for applications in excess of 176°F (80 °C).
† Larger diameter pipes may be required for maximum flows.

Features and benefits

- Interchangeable impellers to tackle a full range of solids handling applications.
- Field Smart Technology (FST) allows the user to monitor & control the pump from anywhere in the world.
- New compressor belt tensioner reduces time to change and adjust belt to approximately 30 minutes.
- New sight glass and measuring stick added to monitor level and quality of mechanical seal oil.
- Improved hydraulic design reduces vibration, maximizes efficiency and fuel economy.
- Fully automatic priming from dry to 28 feet (8.5 meters).
- Venturi priming requires no adjustment or control.
- Available as open set or Sound Attenuated Enclosure.
- Standard build engine 3TNV88F (EPA Final Tier 4).
- Other engine options available.
- Optional environmentally friendly skid base contains all fluid spills.

2022 CIP Equipment

	<u>budget approved</u>	<u>spent</u>	<u>balance</u>
Work Platform	\$ 25,000.00	\$ 16,900.00	\$ 8,100.00
Leaf Picker	\$ 110,000.00	\$ 124,948.91	\$ (14,948.91)
Automated Truck	\$ 300,000.00	\$ 289,948.91	\$ 10,051.09
Asphalt Roller	\$ 30,000.00	\$ -	\$ 30,000.00
4" Pump	\$ 40,000.00		\$ 40,000.00
1-ton dump truck	\$ 75,000.00	\$ 75,230.93	\$ (230.93)
Tractor	\$ 75,000.00	\$ 89,050.00	\$ (14,050.00)
	\$ 655,000.00	\$ 596,078.75	\$ 58,921.25

Balances with pump purchase

	<u>budget approved</u>	<u>spent</u>	<u>balance</u>
Work Platform	\$ 25,000.00	\$ 16,900.00	\$ 8,100.00
Leaf Picker	\$ 110,000.00	\$ 124,948.91	\$ (14,948.91)
Automated Truck	\$ 300,000.00	\$ 289,948.91	\$ 10,051.09
Asphalt Roller	\$ 30,000.00	\$ -	\$ 30,000.00
4" Pump	\$ 40,000.00	\$ 44,167.23	\$ (4,167.23)
1-ton dump truck	\$ 75,000.00	\$ 75,230.93	\$ (230.93)
Tractor	\$ 75,000.00	\$ 89,050.00	\$ (14,050.00)
	\$ 655,000.00	\$ 640,245.98	\$ 14,754.02

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, October 24, 2022 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Boyette, Skyrms, and Stevenson; Mayor Lang, Deputy Director of Finance Kahl.

Others Present: IS Network Administrator Schroeder.

Absent/Excused: Alderman Steiner.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/Stevenson to approve the minutes from the October 10, 2022 Regular Meeting. All voting aye.

City Hall Security Camera Upgrade

Committee reviewed the memo from Information Systems Director Wenninger requesting approval to install and upgrade security cameras at City Hall. Staff was originally researching security camera options for the temporary Valley Transit bus shelter along Doty Ave., but in the process discovered a lack of surveillance coverage on the exterior of City Hall. As such, staff is proposing to both replace outdated cameras and install new cameras at various points around the perimeter of City Hall. The cost would not exceed \$17,000.

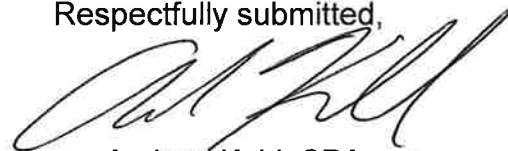
Committee discussed various aspects of the proposed agreement. Topics discussed included the age and maintenance of the current cameras and the proposed relocation of the Valley Transit shelter.

Motion/Second/Carried Stevenson/Skyrms to recommend Council approve the agreement with One Source Technologies to install/upgrade security cameras at City Hall at a cost not to exceed \$17,000, funded by the 2022 IS Capital Equipment Smart Cities budget. All voting aye.

Fiscal Matters: September Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the September 2022 vouchers as presented. All voting aye.

Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 6:17 p.m. All voting aye.

Respectfully submitted,



Andrew Kahl, CPA
Deputy Director of Finance

REPORT



Information Systems
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6174 • e-mail: jwenninger@ci.neenah.wi.us
JOSEPH L. WENNINGER
INFORMATION SYSTEMS DIRECTOR

M E M O R A N D U M

DATE: Thursday, October 20, 2022
TO: Chairperson Erickson and Members of the Finance and Personnel Committee
FROM: Joseph L. Wenninger, Information Systems Director
RE: City Hall Security Camera Upgrade

I am looking for Finance and Personnel Committee approval to enter into an agreement with One Source Technologies to install/upgrade security cameras at City Hall with a cost not to exceed \$17,000 and funded through Information Systems Capital Equipment Smart Cities Budget.

With the relocation of the Valley Transit bus shelter from the corner of Doty Avenue and Church Street to the terrace adjacent to the parking lot north of City Hall, Facility Manager Benson and Public Works Director Kaiser requested staff and I to research possible solutions to monitor the new location with security cameras.

While researching options, it was discovered that surveillance of City Hall's exterior doors and surrounding area is woefully lacking and should be addressed at this time also. After discussions with appropriate staff our recommendation would be to replace outdated interior analog cameras in the Council Chambers and Finance Department and external cameras mounted on the north side of City Hall and install new cameras at the Walnut Street entrance, Columbian Avenue entrance, Finance Department drive thru and on the maintenance garage/shed. We feel this will rectify previous oversights and provide adequate coverage.

If you have any questions regarding this request please feel free to reach out to me, else Matt Schroeder will be available at the October 24, 2022 Finance and Personnel Committee meeting as I will be at the Governor's 2022 Cybersecurity Summit. Thanks.



M E M O R A N D U M

DATE: October 27, 2022
TO: Council President Stevenson and Council Members
FROM: Mayor Jane Lang
RE: Professional services by RDG Planning and Design

The purpose of this memo is to share the recommendation of the Mayor's Arrowhead Task Force and propose the hiring of RDG Planning and Design to conduct a complete study of and plan for the Arrowhead Park District. The current plan under which the city is functioning was established in 2016. This site and the surrounding area have truly changed and transformed in the five years since that time necessitating another look at the site.

RDG Planning and Design has currently been working for our Department of Community Development on the "Neenah Next" downtown plan. They also created the S. Commercial St. plan that was adopted by city council. They are very highly regarded in the industry and have very favorably impressed our staff and the community with their work. The fact that RDG has already been looking at Arrowhead as part of the downtown plan process makes them the preferred choice of design firm to conduct this work.

As the downtown plan was underway, it became clear that connectivity to Arrowhead would be an important part of that plan. The Mayor's Arrowhead Task Force, which I established shortly after taking office, had been initially focused on determining the best use of the buildable space available at Arrowhead. When it became increasingly clear that it was quite impossible to recommend elements to that space without consideration for what was already planned for the site, it became even clearer that we should consider the development of a new plan.

I have gone before the Parks and Recreation Commission to propose hiring RDG to create a new plan, and they have by unanimous consensus of the group endorsed that direction. I have also proposed this plan to the Mayor's Arrowhead Task Force, and it is from that group's unanimous recommendation that I'm asking you for your consideration of this new direction.

The establishment of a new plan for Arrowhead is in no way meant to diminish the work that has been done. It is rather meant to re-evaluate the opportunities in light of the changes that have occurred in the downtown over the past five years. The goal is to create a plan that enhances the connectivity and synergy between the downtown (and its new proposed plan) and the Arrowhead district. This is an opportunity for a fresh start and a fresh look. We owe it to ourselves and to the future citizens of Neenah to get this right.

Although the typical process is to develop a RFP for the project, I would like to suggest that we would be best served by establishing a contract with RDG considering the work they have already conducted, their already established knowledge of the property and the downtown

October 29, 2022 – Page 2

district, their excellent reputation for creative and insightful planning, their knowledge of restorative work on brownfield sites, and their knowledge of the establishment of public/private partnerships for the development of city owned properties. Their experience and expertise make them the logical choice to develop a new plan, and they are very enthusiastically willing to create this plan for us at a cost that is lower than the original cost of the SEH plan that is currently in place. The cost of that 2016 SEH plan (\$45,525) was the low bid and was approved by council. The range of bids at that time ranged from \$45,525 - \$67,800.

The funds for this proposal for research and design work will come from the Parks and Recreation carry forward dollars from the approved 2022 budget that were intended to fund the design of the activity building in Arrowhead (\$180,000 is in that fund). Because that design work is on hold pending the recommended establishment of a new plan, it seems reasonable to apply those dollars to this new plan. Thank you for your consideration of this proposal.

I am asking for support for the recommendation from the Mayor's Arrowhead Task Force that RDG Planning and Design create a new Arrowhead plan at a cost not to exceed \$45,000 with funding for this research and design work coming from the Parks and Recreation carry forward dollars from the approved 2022 budget that were designated to fund the design of the activity building in Arrowhead.