

****AMENDED****

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
February 13, 2024 @ 6:30 PM
Hauser Room, 211 Walnut Street**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the Meeting of January 30, 2024 (Attachment)
2. Public Appearances
3. Police Department-Barrier System Purchase (Attachment)
4. Houses to Homes (Affordable Housing Program) (Attachment)
5. The Public Services & Safety Committee may convene into Closed Session in the Council Chambers, pursuant to Wis. Stat. §19.85(1)(e) for the purpose of developing bargaining strategy related to potential land acquisition adjacent to or in the vicinity of the downtown. (Documents distributed to Council members by email)
6. S. Commercial St. Reconstruction Project-Storm Sewer Amendment Request
7. Bridge over Neenah Creek-Consultant Contract Amendment (Attachment)
8. Douglas Pond-Contract for Design Services (Attachment)
9. Final Resolutions 2024-01: Installation of sanitary sewer laterals and water services for properties serviced on the following: Bayview Road, Belmont Avenue, Belmont Court, Cedar Street, E. Doty Avenue, North Street, Quarry Lane, Stevens Street, and S. Park Avenue (Attachment)
10. Public Works General Construction and Department Activity Report (Attachment)
11. Announcements/Future Agenda Items
12. 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 **City Clerk Office at (920)886-6101** 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.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 30, 2024, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

Excused:

Also Present: Alderperson Boyette, Community Development Director Haese, Police Chief Olson, Deputy Director Community Director Schmidt, City Clerk Nagel, Public Works Superintendent Radtke, Police Captain Van Sambeek, Police Fleet Specialist Streubel, Public Works Engineer Kummerow, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of December 12, 2023, and Special Meeting of January 17, 2024.

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of December 12, 2023, and Special Meeting of January 17, 2024. All voting aye.

Douglas Pond-Memorandum of Agreement with Galloway Company

Engineer Kummerow reviewed Director Kaisers memo of January 26, 2024. He stated that the Public Works and Parks & Recreation staff have been evaluating the use of a portion of Douglas Park for a storm water facility. He stated that the purpose of the facility is to address street flooding on S. Commercial Street and water quality in the drainage basin encompassing the Commercial Street corridor between Cecil Street and Orange Street and extending easterly roughly to Higgins Avenue.

Alderperson Lendrum stated that there will be calls about the safety of the pond. She asked if there will be landscaping similar to the other ponds to help deter the public from getting close to the pond. Engineer Kummerow stated that the landscaping will include similar tall prairie and aquatic plants along the safety shelf and all around the pond that will help prevent people from getting near the pond.

Engineer Kummerow stated that the memo also states during the course of developing this project, staff was engaged by Galloway Corporation relative to their expansion plans and the storm water needs attendant to that expansion. He stated in order to build the pond, the city would need to obtain easements through Galloways property to connect the storm water infrastructure from Douglas Park to S. Commercial Street.

Engineer Kummerow stated that the Parks Commission approved the land use for the storm water pond and the Public Works Department is seeking approval of the Memorandum of Agreement (MOA) with the Galloway Corporation for the easements.

Alderson Borchardt asked if Galloway will continue to discharge their storm water into the Harrison Street Pond after the Douglas Street Pond is complete. Engineer Kummerow stated that their storm water will first discharge into the Douglas Pond and then cycle through to the Harrison Street Pond.

The Committee further discussed the conditions of the MOA including Galloways financial cap in sharing a portion of the construction costs and a lump sum payment to offset costs associated with property acquisitions, providing easements to the city, the Stormwater Utilities financial obligation to the Parks Department, Galloway providing long-term planning information to the city for future site development, and completion of the project.

Alderson Weber asked Alderson Hillstrom what the Park Commissions feelings were regarding the use of the park for a pond. Alderson Hillstrom stated it was positive.

The Committee discussed the conditions for the use of the park which include installation of a looping stone trail around the stormwater facility, a park sign off of Douglas Street, replacement of a two-bay swing set, commission maintenance of the area around the current bathroom, play area and future swing set, and turf adjacent to the stone path.

Alderson Lendrum asked if the public was notified about this topic being on the Parks Commission agenda. Director Haese stated that it was not but there was no statutory requirement for that either.

Report

Following Discussion: Motion/Seconded/Carried Hillstrom/Weber to approve the Memorandum of Agreement with Galloway Company relative to the construction of the Douglas Park Pond. All voting aye.

Police Department Request for Vehicle Replacement

Police Fleet Specialist Streubel reviewed the proposed vehicle purchases for the police department. He stated that the department is requesting to replace two 2019 squad cars with 2025 Ford Hybrids Police Utility cars, a 2014 Training Lieutenant pick-up truck with a 2024 Ford F150 pick-up truck, a 2019 School Resource Officer squad car and 2014 School Resource Officer squad car with 2024 civilian Ford Explorers, and the 2014 Community Policing Coordinator pick-up truck with a 2024 Ford F150 Police Responder. He stated that total cost of the vehicles is \$353,524.00 which is under budget by \$4,389.00.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the purchase of two 2025 Ford Hybrid Police Utility cars, one 2024 Ford F150 Training Lieutenant Pick-Up Truck, two 2024 civilian Ford Explorers, and one 2024 Ford F150 Police Responder Pick-Up Truck, all from Bergstrom Automotive, Neenah WI, and to include all equipment and changeover costs not to exceed the approved 2024 Capital Improvement Equipment budgeted amount of \$357,913.00. All voting aye.

Police Department Building Remodel Phase II-Current Office Space

Police Chief Olson reviewed his memo of January 26, 2024, regarding the reconfiguration of the current briefing room, exercise room, mat room, and Professional Staff Supervisors Office. He stated that this is Phase II of the department's updates for the sustainability of the department.

Police Chief Olson stated that the current briefing room and gym will be turned into an area designated for patrol. He stated that the mat room will be redesigned into two offices which will be designated for future use, and the current patrol supervisor's office will be redesigned into Professional Staff Supervisor office space. Police Chief Olson stated that Building Manager Benson will be the project manager for the remodel.

Aldersperson Stevenson asked if the operating budget will be compensated for Building Manager Benson's time. Police Chief Olson stated that Building Manager Benson is doing the work to save the department money, we are not reimbursing the operating budget.

Report

Following Discussion: Motion/Second/Carried by Weber/Stevenson to recommend Council approve Phase II of the Police Department's remodel of the briefing room, gym, mat room, and patrol supervisor's office, in the amount of \$170,000.00 with funding coming from the Capital Facilities Budget. All voting aye.

Police Department 2023 Statistics Report

Police Chief Olson reviewed the 2023 statistics. He stated that in 2023 the police department took 18,302 calls for service.

Chief Olson reviewed the Unified Crime Report (UCR) for 2023. He noted that 61% of the crime reported was Crimes Against Property, 22% was Crimes Against Person, and 17% was Crimes Against Society.

Chief Olson reviewed Traffic Stops for 2023. He noted that there was a total of 3,561 traffic stops in 2023, compared with 3,105 in 2022 and 2,533 in 2021. Chief Olson noted that in 2024 he has put an emphasis on officers making more traffic stops.

Chief Olson reviewed Traffic Warnings for 2023. He noted that there was a total of 3,254 traffic warnings in 2023, compared with 2,914 in 2022 and 2,690 in 2021.

Chief Olson reviewed Traffic Citations. Chief Olson stated that 1,314 citations were issued in 2023, compared to 1,743 in 2022 and 1,364 in 2021.

Chief Olson reviewed OWI Arrests. He noted that there was a total of 37 OWI arrests in 2023, compared to 47 in 2022 and 64 in 2021.

Chief Olson reviewed Traffic Safety Officer. Chief Olson stated that in 2023 Traffic Safety Officer Edwards made 1,166 traffic stops. Chief Olson noted that the stops resulted in 130 citations and 1,273 warnings being issued. He stated that 69.1% of the warnings were for speeding.

Chief Olson reviewed Parking Citations. In 2023, 1,528 parking citations were issued. He noted that the majority were for overnight parking.

Chief Olson reviewed Accidents. There were a total of 538 reported accidents in 2023. He noted that the majority of accidents are in non-intersection parts of the street. He also noted that there were no accidents with fatalities.

Chief Olson reviewed Overdoses. He noted that there was a total of 47 overdoses in 2023 with 10 resulting in death.

Chief Olson reviewed Dangerous Animals. He noted that in 2023 there were 58 reports of dangerous animal where no action was taken, 5 potentially dangerous designations, 1 dangerous designation and zero prohibited designation.

Chief Olson reviewed Open Records Requests. He noted that there were 1,744 total open records requests in 2023. He noted that these are background checks, license, and permit checks. He noted that of the 1,744 requests there were 2,166 different response types requested and 448.3 hours of media requested.

Chief Olson reviewed Code Enforcement. He noted that there were a total of 2,133 code enforcement related cases, inspections, fees, and citations issued in 2023. He noted that there were 438 new cases opened, 1,168 inspections done, and 376 cases closed.

Licenses

Approve the Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah WI

Following Discussion: Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the Class "B" (Picnic) license application to St. Gabriel Church, 900 Geiger Street, Neenah WI, for Friday fish fry to be held on February 9, 16, 23, and March 1, and 8. All voting aye.

Approve the renewal Secondhand Dealer Application for J. Anthony Jewelers, 220 S Commercial Street, Neenah WI for the 2024 licensing year

C.A. **Following Discussion: Motion/Seconded/Carried Borchardt/ Stevenson to recommend Council approve the renewal of the Secondhand Dealer application to J. Anthony Jewelers, 220 S. Commercial Street, Neenah WI for the 2024 licensing year. All voting aye.**

Vehicle and Equipment Purchases

Public Works Superintendent Radtke reviewed his memo of January 5, 2024. He stated that he has locked in 2024 pricing for these pieces of equipment even though delivery is not until 2025 on some of them.

Fleet #93, Pick Up Truck

Report **Following Discussion: Motion/Seconded/Carried Stevenson/Weber to recommend Council approve the purchase of a 2023 GMC Sierra 1500 Pick-Up Truck, from Holiday Automotive, Fond du Lac WI, in the amount of \$43,705.00 and the purchase of a safety lighting package, two-way radio, and toolboxes to outfit the truck with a not to exceed cost of \$5,000.00, all to be funded by 2024 Capital Equipment funds. All voting aye.**

Fleet #1E, Shop Service Truck-Chassis Only

Report **Following Discussion: Motion/Seconded/Carried Weber/Hillstrom to recommend Council approve the purchase of a 2024 Ford 350 chassis from Ewald Automotive Group, Hartford WI, in an amount of \$52,210.00, to be funded by 2024 Capital Equipment funds. All voting aye.**

Fleet #29, Wheel Loader

Report **Following Discussion: Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the purchase of a John Deere 624P HL Wheel Loader from Brooks Tractor Inc., De Pere WI, in the amount of \$269,000.00, snowplow and wing package from Monroe Truck Equipment, De Pere WI, in an amount of \$53,306.00, and approve the purchase of pallet forks and other accessories with a not exceed cost of \$25,000.00, all to be funded by 2024 Capital Equipment funds. All voting aye.**

Fleet #6A, Single Axle Patrol Truck

Report

Following Discussion: Motion/Seconded/Carried Weber/Borchardt to recommend Council approve the purchase of a 2024 International Single Axle chassis from Packer City Trucks, Appleton WI, in the amount of \$113,997.00 and approve the purchase of the equipment package from Monroe Truck Equipment, De Pere WI, in the amount of \$128,870.00, all to be funded by 2024 Capital Equipment funds. All voting aye.

Fleet #11A, Tandem Axle Patrol Truck

Report

Following Discussion: Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve the purchase a 2024 International Tandem Axle Chassis from Packer City Trucks, Appleton WI, in the amount of \$124,917.00 and approve the purchase of the equipment package from Monroe Truck Equipment, De Pere WI, in the amount of \$140,458.00, all to be funded by 2024 Capital Equipment funds. All voting aye.

Fleet #54, 2023 Automated Side Loader Refuse Truck

Report

Following Discussion: Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the purchase of a 2023 New Way Sidewinder ASL truck from Envirotech Equipment, Menomonee Falls, WI, in the amount of \$352,797.00 and approve the purchase of new radio equipment, city logos, and additional lighting with a not to exceed cost of \$3,500.00. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Stone work on the water feature is complete. Pumps were installed 11/15. We are awaiting the meter socket for the electric service. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): A final pay request is coming to Council on February 7.

- 4) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 5) Neenah Creek Bridge: Work is halted until spring. The remaining work is parapet staining, the east approach paving and trail repairs.
- 6) 2024 Projects: The contract layout for 2024 is listed below.
 - 1-24: Belmont Ct, Belmont Av, Cedar St, Stevens St - Utilities and Street
 - 2-24: E. Doty Av - Utilities and Street
 - 3-24: Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street
 - 4-24: S. Park Avenue Easement - Utilities
 - 5-24: North St, Utilities and Street
 - 6-24: Jewelers Park Dr, Storm sewer and Street
 - 7-24: Misc. Concrete Pavement and Sidewalk Repairs, Commercial/Winneconne.
 - 8-24: Misc. Asphalt Repairs
 - 9-24: Epoxy Pavement Marking
 - 10-24: Tullar Garage Roof (Section 2 of 5)
- 7) City Hall Elevator: Work on the elevator upgrade started the week of 11/6. Completion is scheduled for February 2.

Office Manager Mroczkowski stated that Building Manager Benson was informed by the contractor the completion date is now February 9.
- 8) CTH G Traffic Impact Analysis: We have received the draft report for the CTH G traffic study. We are reviewing the report.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 8:05 PM.

All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To: Cari Lendrum, Public Services and Safety Committee Chair, Mayor Jane Lang

From: Assistant Chief Jeffrey Bernice

Date: 1/16/2024

Re: Barrier System Purchase - CIP

The Neenah Police Department is respectfully requesting \$250,000.00 to assist in the purchase of a vehicle barrier system. The Police Department is serving as the lead agency in the purchase of these devices, but the overall project is a collaborative effort among several City of Neenah departments: Public Works, the Neenah-Menasha Fire Department and Parks & Recreation. The funds for this project have been approved through the City of Neenah 2024 Capital Improvements Plan Budget.

The City of Neenah hosts many large-scale community events such as: CommunityFest, Fox Cities Marathon, A Very Neenah Christmas, Summer Kick Off Concert, Boogie Downtown, Udderly Euro, and numerous concerts, festivals, farmer's markets, family events and parades. Many of these venues are assisted with a not-for-profit civic development organization called Future Neenah. This independent, non-profit 501(c)(3) organization is community driven and dedicated to promoting the economic and cultural vitality of the City of Neenah.

A primary responsibility and duty of the Neenah Police Department is the protection of the community. The Neenah Police Department serves as the community guardians that stand between peace and peril to keep the community safe. The men and women of this fine agency are the warriors against evil, defenders of life, protectors of rights and friends of the people.

The term community does not just define citizens that live in our jurisdiction, but the comprehensive congregation of all individuals that come to the City of Neenah to live, work and play. Like any other city or town, leaders and organizers focus on bringing the community together by means of events, festivals, parades, concerts and other venues.

Securing the perimeter of these activities is a major component of a safety plan and the responsibility of our jurisdiction. This task is the primary focus of law enforcement that utilizes other key players to support the mission. Developing mitigation strategies to deter harmful events is the top priority since all demographics of the community, from children to the elderly, attend these special events.

Unfortunately, we live in a world of criminals, radicalized individuals and hostile groups who wish to harm innocent citizens, typically at public gatherings which are considered "soft targets." A "soft target" is defined as a location easily accessible to the public and relatively unprotected, making it vulnerable to an attack.

One tactic that these crazed individuals are using is a vehicle which serves as a deadly weapon to target groups of individuals in open areas. These vehicle-borne attacks target pedestrians, breach physical security measures and can deliver unconventional secondary carnage such as explosives or active shooter engagements in some cases.

We have seen incidents such as those listed above over the last two decades. In the last five years, there have been over 70 of these incidents worldwide. A few examples of these tragic episodes are listed below:

- On July 14, 2016, in Nice, France, a man deliberately drove a 19-ton cargo truck into a crowd of pedestrians that were celebrating Bastille Day. This incident killed 86 people and injured approximately 434 others.
- On August 17, 2017, in Barcelona, Spain, a man intentionally drove a van through a tourist district zone, killing 13 and injuring 130.
- On October 31, 2017, in New York City, a subject drove a rented pickup truck down a bike path where cyclists and runners were enjoying their day. This incident resulted in eight people dying and 11 being injured.
- In September of 2020, a woman rammed a vehicle into a gathering of protestors and counter protestors on a six-lane highway in Yorba Linda, California. This incident injured two. This attack may have been motivated by political ideology.

One recent incident that happened less than two years ago and approximately 90 miles away from the City of Neenah was the Waukesha Christmas Parade Attack. This incident occurred on November 21, 2021, where a delusional individual drove a sport utility vehicle through the city's annual Christmas parade. This horrible act killed six people and injured over 60. This incident overwhelmed the community's first responder professionals and area medical facilities. The community is still trying to recover from this horrific event.

Special events are unique because we do not want extreme defensive measures to create a negative atmosphere, but rather a positive and encouraging environment. Members of the Neenah Police Department, Public Works Department, the Neenah-Menasha Fire Department and Parks & Recreation have been successful and ahead of many other communities by positioning city-owned vehicles along strategic avenues of approach. Main roads are concentrated on, but entrance into these special events is still possible.

Over the past several years, it has been more common to see vehicles entering a City of Neenah special event because of intoxicated, elderly or confused drivers who do not have criminal or terrorist motives. The following are a few recent examples:

- Unknown Year (within last five years): An intoxicated driver joined the high school homecoming parade on Wisconsin Avenue. Law enforcement officers intervened before any catastrophic situations occurred.
- 2018 or 2019: a wrong-way elderly driver drove into the Labor Day parade on Wisconsin Avenue; the driver was trying to get to the City of Menasha and was very confused. Again, this act was deterred moments before a disastrous event occurred.
- 2021: a vehicle attempted to drive into the Labor Day parade from Church Street and was stopped by a police officer and a public official.
- 2021: an intoxicated driver hit a City of Neenah vehicle that was positioned as a defensive barrier during the streetball event at West Wisconsin and South Commercial Streets. If this protective measure was not put in place, it would be certain that young children would have been injured or killed.

- There have been many other occasions which could be considered as near-misses during the Fox Cities Marathon, CommunityFest and A Very Neenah Christmas. Most of these actions were based on elderly or confused drivers that insisted going around primitive barriers, (road closure signs, traffic cones, plastic or wooden a-frames, etc.) and continue into the special event site which contained a concentrated population of people.

Both criminal and unintentional situations can result in catastrophic damages and that is why proper mitigation efforts must be utilized. One primary tool is the vehicle barrier system which goes by many terms - anti-vehicle devices, vehicle control barricades and hostile barrier mitigation barriers. The goal of these platforms is to restrict access from the exterior perimeter into the main location which could be a facility or, in our case, a community event. The majority of these barriers have been tested and certified through oversight groups to stop an attack from an automobile traveling while in motion. The barriers that the Neenah Police Department has been researching are mobile, meaning they can be deployed and disassembled typically by a small team and do not require heavy machinery or construction apparatuses. Military installation, federal government buildings and other high value targets may have permanent barriers installed within their grounds. Since the City of Neenah has both static special events, (meaning a designed street footprint) and mobile venues, (such as parades), we would focus on a deployable system. Finally, these devices allow a secure vehicle perimeter, but still permit ingress and egress points for emergency response units and authorized vehicles.

As mentioned before, the City of Neenah has been ahead of most jurisdictions by placing city-owned vehicles at significant avenues of approach as a protective deterrent and measure. There are many positives associated with this tactic, but also problems, disadvantages and complications.

These vehicles have the potential to deter similar sized automobiles, but may be insignificant for larger vehicle platforms, such as large pickup trucks, commercial vehicles and construction equipment. Occasionally, a larger vehicle, such as a Public Works vehicle, (sanitation truck, snowplow and even fire apparatus) will be deployed as a protective measure during these events. These are costly to place, stage and recover. They can have a significant impact on daily operations if one of these vehicles is damaged, even slightly. Also, once any vehicle is in place and a situation should evolve, access to that location may be reduced since this secured vehicle now acts as an obstacle if that driver with the keys is unavailable or incapacitated. The placement and removal of these vehicles is a multi-person operation to facilitate. Finally, there is discussion among insurance companies that these vehicles used as anti-vehicle barriers may not be covered or insured during the civil legal proceedings afterward, because the vehicle is not being used for its intended purpose.

The Neenah Police Department has performed research on several barrier systems and determined that the Meridian Archer 1200 Barrier would be the most cost-effective protective device that would serve the city's need and requirements.

The Meridian Archer 1200 Barrier is unanchored and a "Drop and Stop" device that serves as a security system for entry points, roadways and perimeters. These ballistic rated barriers are made of 100% American steel and are ranked as the strongest mobile steel barrier in the world. The Archer 1200 Barrier is the barrier of choice for Hostile Vehicle Mitigation (HVM) by many law enforcement agencies and federal government organizations. This barrier system is rapidly deployable in sets of eight in under ten minutes. They are easily installed by one person without the use of cranes or heavy equipment. They are simply off-loaded and placed for almost instant protection. No anchors or assembly is required. Finally, the Archer 1200 Barrier solution allows for pedestrian access and emergency vehicle access for every deployment option.

Other local jurisdictions (City of Oshkosh, City of Appleton and several communities in the Green Bay area) have recently purchased or are in the process of purchasing these barriers. Depending on the timing of an event or venue, a collaboration among communities can occur to provide as a force multiplier by sharing these protective tools.

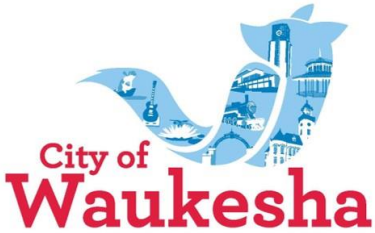
It is not about if a situation will occur here in the City of Neenah, but when. Only with proper mitigation and collaboration among organizations can we create a truly safe environment for our communities. We owe it to our citizens, business owners and tourists to prepare for any possible incident that could impact their safety and well-being. If we fail to acquire proper mitigation measures, it can be detrimental to the future of the City of Neenah. This negative impact can be from complex lawsuits to the extreme cost of losing innocent lives.

I have included a quote from Meridian Rapid Defense Group, (dated January 16, 2024) for \$245,860.09 for the following items:

- 28 Archer 1200 Mobile Barriers
- 2 Meridian Drop Deck Trailers
- 2 Archer Manual Hauler devices
- 2 Archer Field Tow Bars
- Cables, Training and Shipping

Meridian Rapid Defense Group is the sole source for these products.

Recommendation: Authorize the Neenah Police Department to purchase 28x Meridian Archer 1200 barriers, two Meridian Drop Down Trailers and miscellaneous accessories at the cost of \$245,860.09 from the 2024 Capital Improvement Plan Funds.



POLICE DEPARTMENT

1901 Delafield Street
Waukesha, Wisconsin 53188-3633
Telephone: (262) 524-3761 Fax: (262) 524-3914

DANIEL P. THOMPSON

Chief of Police

June 28, 2023

Chief Aaron Olson
Neenah Police Department
2111 Marathon Avenue
Neenah, WI 54956

Subject: Recommendation for Support in Acquiring Vehicle Barriers (VBs) for Public Safety during Special Events

Dear Chief Olson:

I hope this letter finds you in good health and high spirits. As a Police Chief and a staunch advocate for community safety, I am writing to strongly support the Neenah Police Department's recommendation in acquiring vehicle barriers for the purpose of ensuring public safety during special events.

In recent years, there has been an unfortunate rise in vehicle-related incidents targeting large gatherings and public spaces. Specifically, on November 21, 2021, the Waukesha Christmas Parade Attack was a tragic event that no community should have to endure. Granted, no matter how much security measures are in place, critical and catastrophic events happen. In the worst event I saw the best. I saw the best in our first responders and saw the best from the Waukesha community. That incident of intentional harm necessitated the implementation of effective security measures to protect our community during special events. Vehicle barriers have emerged as a vital tool in safeguarding our public spaces. Subsequent parades, such as the Memorial Day parade of 2022 for example, the Waukesha Police Department utilized VBs. You could visibly see the confidence by the citizens in feeling safer and more relaxed due to the presence of the barriers. I strongly believe that the acquisition and deployment of MVBs would be a significant step towards further ensuring the safety and well-being of Neenah residents and visitors. That is our primary responsibility for our citizens: SAFETY.

Vehicle barriers offer several key advantages that make them an ideal solution for enhancing security during special events:

1. **Enhanced Protective Measures:** These barriers provide a robust physical deterrent against unauthorized vehicles, effectively preventing them from entering crowded areas and mitigating the risk of deliberate harm to innocent bystanders.
2. **Adaptability:** With their design, these barriers can be easily deployed and customized to suit the unique needs of each event and venue. They offer the ability to configure different layouts, ensuring maximum protection while maintaining the smooth flow of pedestrian traffic.
3. **Swift Response and Emergency Access:** In the event of an emergency or security breach, vehicle barriers can be quickly repositioned or removed, facilitating rapid response by emergency personnel and allowing them to access the area promptly.
4. **Cost-Effective Solution:** Compared to permanent physical structures, vehicle barriers offer a cost-effective alternative that can be reused for multiple events, reducing the need for recurring expenses and maximizing the value of the investment.

I respectfully highly recommend city government support and advocate in acquiring the necessary resources and funding to implement vehicle barriers for special events in Neenah. Your leadership and collaboration with key stakeholders, such as the City Council, event organizers, and community leaders, will be crucial in highlighting the importance of this initiative and expediting its implementation.

The Neenah Police Department is at the forefront of protecting and serving their community. By proactively investing in measures such as vehicle barriers, you can significantly enhance the security of your community during special events, reassuring both residents and visitors alike.

Thank you for considering my recommendation. I am more than willing to provide any additional information or assistance required to support this endeavor. Please do not hesitate to reach out to me at 262-894-5578 or dthompson@waukesha-wi.gov.

Yours sincerely,

Daniel Thompson

Daniel Thompson
Chief of Police



Meridian Rapid Defense Group Sales LLC
 177 E. Colorado Blvd
 Suite 200
 Pasadena CA 91105
 United States

Quote
#QUO-S-10110
 01/16/2024

Bill To
 Jeffrey Paul Bernice
 Neenah Police Department
 2111 Marathon Avenue
 Neenah WI 54956
 United States

Ship To
 Jeffrey Paul Bernice
 Neenah Police Department
 2111 Marathon Avenue
 Neenah WI 54956
 United States

Date	Expires	Shipping Method	Sales Rep
01/16/2024	04/15/2024	Freight Out	Logan Dowell

Item	Price Level	Quantity	Rate	Amount
AB1200 Archer 1200 Mobile Barrier	GSA	28	\$6,513.75	\$182,385.00
ADDT008 Meridian 8-Barrier Drop Deck Trailer		2	\$23,155.18	\$46,310.36
AMHA003-2 Archer Manual Hauler 2.0	GSA	2	\$1,925.175	\$3,850.35
AFTB001 Archer Field Tow Bar	GSA	2	\$574.175	\$1,148.35
AAC4F001-2 Archer Arrestor Cable – 4 ft.	GSA	2	\$574.175	\$1,148.35
MRDG-CT Certified Training	GSA	1	\$1,442.68	\$1,442.68
Freight-Out Freight-Out		1	\$9,575.00	\$9,575.00

Subtotal	\$245,860.09
Tax (0%)	\$0.00
Total	\$245,860.09

Notes:



QUO-S-10110



M E M O R A N D U M

DATE: February 5, 2024
TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Samantha Jefferson, Community Development Specialist
RE: **Houses Into Homes (Affordable Housing Program)**

Wisconsin Tax Incremental Finance (TIF) law was modified in 2009 to allow communities to extend the life of a Tax Incremental District (TID) by one year for the purposes of benefiting affordable housing and improving the housing stock of their community. The extension allows a community to collect one additional year of tax increment and utilize at least 75% of those funds to benefit affordable housing. The remaining 25% can be used to improve the housing stock of the community.

City of Neenah TIF Districts 5 and 6 successfully closed in 2023 after an allowed one-year extension. The extension provided more than \$800,000 to fund a dedicated affordable housing initiative that can be used for things such as:

- Housing studies
- Affordable housing projects
- Housing stock improvement programs
- Subdivision development (limited)
- Infrastructure for low and moderate income households

The Community Development Department has worked to create an effective and sustainable program that would aid in affordable housing projects in defined areas of the community. Objectives of the program are the following:

- Improve the quality and choice of affordable housing in established neighborhoods.
- Stabilize property values in affordable residential neighborhoods.
- Encourage investment in Neenah's existing housing stock.
- Enhance the quality of life, attractiveness, and positive community impact of affordable residential neighborhoods.
- Decrease issues of residential non-conformity with the City of Neenah Municipal Code.

The Houses Into Homes program would consist of two sub-programs: Curb Appeal and Refresh and Renew. The Curb Appeal program would be for projects that are primarily exterior and could include landscaping, roofing, windows, siding, painting and front stoop repair/replacement. Successful applicants with eligible projects at qualified properties (as defined in the program manual) would receive a grant to reimburse up to 50% of project costs for owner-occupied properties and up to 25% of project costs for residential investment properties. This grant would provide a maximum match of \$5,000. Landscaping projects would have a maximum match of \$250.

CITY OF NEENAH
Dept. of Community Development

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The Refresh and Renew program is for larger, comprehensive projects that could include projects that exceed the grant amounts in the Curb Appeal project and could also include mechanical upgrades and kitchen and bath remodels. Applicants would apply for a loan through the city which would provide eligible projects with 0% interest, deferred mortgage loans for up to 50% of project costs (owner-occupied) and 25% of project costs to investment properties. The Loan Assistance Board will have final determination on approval and loan details for the Refresh and Renew portion of the program. Loan repayment would be required at the time the property sells. Refinancing will be reviewed on a case-by-case basis.

The budget for the program will be included in the City's Operating Budget. Any grant funds that were awarded but not utilized will be reappropriated back into the program fund.

Specifics regarding how the program will be administered and implemented can be found in the attached handbook.

Appropriate action at this time is to recommend Council approve the creation of the Houses Into Homes program as recommended by the Department of Community Development and funded with proceeds from the affordable housing tax incremental district one-year extension.



**HOUSES INTO
HOMES
PROGRAM**

**2024
Handbook**

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PROGRAM OVERVIEW

The City of Neenah **Houses Into Homes Program** is an initiative aimed at helping residents improve eligible single and two-family residential properties by providing both grants and loans.

Funds for this program are derived through a Tax Incremental Financing (TIF) extension called the "Affordable Housing Extension" which allows for TIF to improve a municipality's housing stock.

Program Goals

- Improve the quality and choice of affordable housing in established neighborhoods.
- Stabilize property values in affordable residential neighborhoods.
- Encourage investment in Neenah's existing housing stock.
- Enhance the quality of life, attractiveness, and positive community impact of affordable residential neighborhoods.
- Reduce municipal code non-conformities or violations related to residential properties.

Administration

The Community Development Department administers the City of Neenah **Houses Into Homes Program**. Administration includes, but is not limited to, promoting and advertising the program, accepting and reviewing completed applications, interpreting program guidelines, and reviewing reimbursement requests.

Applications will be accepted on a rolling basis and application review completed in about ten (10) business days. Qualified projects will be approved on a first come - first serve basis. The City of Neenah Loan Assistance Board will have final determination on approval and loan details for the Refresh and Renew portion of the program.

Any grant funds that were awarded but not utilized (in full or partially) will be reappropriated back into the **Houses Into Homes Program** fund.

The budget for the program is included in the City of Neenah's annual Operating Budget.

CURB APPEAL

Program Details

Provides eligible projects with a grant to reimburse up to 50% of project costs for owner-occupied properties and up to 25% of project costs for non-owner-occupied properties. Projects shall meet minimum housing standards (as defined by the U.S. Department of Housing and Urban Development).

Maximum \$5,000 city match and minimum total project cost of \$1,000 (minimum \$500 city match). City match for landscaping projects shall not exceed \$250.

Applications are accepted up to twice per calendar year, per property. Total City match provided cannot exceed \$5,000 over a 5-year period per property and/or property owner.

All work must meet local, state and national standards including but not limited to lead and asbestos standards for the project area. Projects must be substantially completed within six (6) months of grant approval.

Eligible Properties

Property eligibility during the pilot period of this program will be dependent on location and assessed value as determined by the City of Neenah. The property must be located within the Program Eligibility Map (see Appendix A) and the total assessed property value must be at \$209,000 or lower (1-unit structure) or \$267,000 or lower (2-unit structure).

Properties with open municipal code violations, unpaid special assessments, and/or unpaid property taxes are ineligible until violations are corrected, or taxes are paid. Projects addressing building code violations may be considered on a case-by-case basis.

Eligible Projects

1. Removal and replacement of front porches, stoops and railings, and exterior lighting.
2. Re-roofing and re-siding of the dwelling, garages and accessory buildings.
3. Exterior painting of dwelling, garage and accessory buildings.
4. Replacement of gutters, soffit, fascia, windows and exterior doors on dwelling and garage, and lead hazard removal.
5. Exterior restoration of architectural and historic building features.
6. Front yard landscaping projects; Removal and planting of trees (maximum city match of \$250).

Ineligible projects include projects initiated prior to City of Neenah approval.

REFRESH AND RENEW

Program Details

Provides eligible projects with 0% interest, deferred mortgage loans for up to 50% of project costs (owner-occupied) and 25% of project costs for non-owner-occupied properties. Projects shall meet minimum housing standards (as defined by the U.S. Department of Housing and Urban Development).

Maximum \$15,000 loan and minimum project cost of \$3,000 (minimum \$1,500 loan). 100% maximum total housing debt to after renovation value.

Applications are accepted up to twice per calendar year, per property. Total loan amount provided cannot exceed \$15,000 over a 5 year period, per property and/or owner. Non-refundable application fee = \$100.

All work must meet local, state and national standards including but not limited to lead and asbestos standards. Projects must be substantially completed within twelve (12) months of grant approval.

Eligible Properties

Property eligibility during the pilot period of this program will be dependent on location and assessed value as determined by the City of Neenah. The property must be located within the Program Eligibility Map (see Appendix A) and the total assessed property value must be at \$209,000 or lower (1-unit structure) or \$267,000 or lower (2-unit structure).

Properties with open municipal code violations, unpaid special assessments, and/or unpaid property taxes are ineligible until violations are corrected, or taxes are paid. Projects addressing building code violations may be considered on a case-by-case basis.

Eligible Projects - Conversions

Conversion of multi-family structure to single-family home.

Eligible Projects - Interior

Interior heating, electrical and plumbing projects, including kitchen and bathroom remodeling projects. New appliances are not an eligible expense.

Eligible Projects - Exterior

1. Removal and replacement of front porches, stoops and railings, and exterior lighting.
2. Re-roofing and re-siding of the dwelling, garages and accessory buildings.
3. Exterior painting of dwelling, garage and accessory buildings.
4. Replacement of gutters, soffit, fascia, windows and doors on dwelling and garage, lead hazard removal, and foundation repair projects.
5. Exterior restoration of historically-significant residences.
6. Repair, replacement, and installation of paved driveways (maximum city match of \$2,500)
7. Garage construction.

Ineligible projects include projects initiated prior to City of Neenah approval.

ADDITIONAL PROGRAM DETAILS

Eligible Property Requirements

Property eligibility during the pilot period of this program will be dependent on location and assessed value as determined by the City of Neenah. The property must be located within the Program Eligibility Map (see Appendix A) and the total assessed property value must be at \$209,000 or lower (1-unit structure) or \$267,000 or lower (2-unit structure).

Ineligible Properties

A property which has any one or more of the following conditions is ineligible for the **Houses Into Homes Program**:

- A. The property is not located within the municipal boundaries of the City of Neenah.
- B. The owner of the property is delinquent on any debt, fees or taxes owed to the City of Neenah.
- C. A property that has an open Code/Building/Zoning Enforcement case(s). Applications that are submitted for projects that will lead to the closure of such cases may be considered on a case-by-case basis.

Tax-exempt properties will be considered on a case-by-case basis.

Eligible Projects

Eligible projects shall be comprehensive and may include the following items, but are not limited to:

- A. Bringing non-compliance features up to code.
- B. Replacing the roof.
- C. Repair/Replacing windows.
- D. Exterior masonry repair/replace.
- E. Front porch repair.
- F. Replace/repair existing siding.
- G. Install guards and handrails.
- H. Paving driveways that are currently non-conforming.
 - I. Demolition and removal of structures deemed dilapidated by the City Building Inspector as part of a larger project.
- J. Repair or replacement of gutters, trim, soffit and/or fascia as part of a comprehensive exterior renovation including but not limited to siding and/or roof.
- K. Lead and asbestos remediation.
- L. Shrubs and Trees within the front yard.
- M. Other projects may be eligible for reimbursement upon approval of the Community Development Department.
- N. Additions or added architectural features that will enhance the character of the home.
- O. Paint/Stain projects. For these projects, applicants are required to scrape and prime all surfaces prior to painting or staining. Photo documentation of the finished prep work is required.
- P. Additional projects permitted for Refresh and Renew Program include foundation repair, interior remodel, and upgrading electrical, plumbing and, mechanical systems.

Properties with historically significant features may be required to retain these property characteristics.

Matching Funds

Applicants may use any non-City source for matching funds which includes other loans or grants. Note: maximum total housing debt to after renovation value will be considered during the application review process.

Program Budget

The Community Development Department will determine a yearly program budget. At the full expenditure of these budget funds, no other applications will be approved until the next budget cycle.

Ineligible Grant/Loan Expenditures

Items/projects that are not eligible for reimbursement under the program include, but are not limited to, the following:

- A. The repair or replacement of dog houses or any other structure for animals.
- B. Any interior project to the detached garage or accessory building.
- C. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses.
- D. Materials that have been purchased or projects that are underway prior to the issuance of a signed Contract for Services and Award Letter by Community Development Staff.
- E. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.).
- F. Proposed projects that are solely demolition.
- G. Project costs that demolish a structure or part of a structure and do not replace the structure in kind.

Labor

Any Refresh and Renew Program project or any Curb Appeal Program project valued above \$2,500 must employ professional labor. Projects done by non-professional labor (besides Curb Appeal Program projects under \$2,500) shall not be considered for loan/grant dollars.

- A. All receipts or invoices must be submitted by or on behalf of the contractor selected for the project.
- B. Professional labor is considered work done by an individual who is trained and engaged in such work for a career.

All work must meet local, state and national standards including but not limited to lead and asbestos standards.

Loan Assistance Board Approval

The Loan Assistance Board shall review and approve all applications that meet minimum qualifications for the Refresh and Renew Program. The Community Development Department will make a recommendation to the Loan Assistance Board on all projects. The recommendation will be considered by the Loan Assistance Board for approval or denial of the project. The following criteria will be taken into consideration by the Community Development Department and the Loan Assistance Board:

- The applicant's financial history.
- The project scope and quality.
- The neighborhood impact of the project.

Comprehensive Projects

All Refresh and Renew loans must be tied to a comprehensive project. A comprehensive project is a project that has one area of the home or a singular goal for renovation. For example, a kitchen remodel or home addition would be comprehensive projects. Projects that cover many areas of the home and do not achieve a singular home renovation goal may not be allowed.

Project Extensions

Upon request of the property owner of an approved project, the Community Development Department may consider granting a 6-month extension providing extenuating circumstances are documented. A property owner must notify the Community Development Department prior to the end of the contractual timeline.

Marketing Funds

Funds shall be budgeted annually within the Community Development operating budget to market and advertise the Houses Into Homes Program.

Program Amendments

The Community Development Department may make periodic updates or changes to the program as appropriate.

Application Process: Curb Appeal

The Community Development Department will ensure that applications are complete and inform applicant of status throughout the project completion process.

- Applicant submits Eligibility Application to the Community Development Department which must include current photos of the project area.
- The Community Development Department contacts applicant to discuss project and qualifications within 10 (ten) days of application submission.
- For Curb Appeal projects valued up to \$2,500, applicant provides a cost estimate for the project. For Curb Appeal projects valuing over \$2,500, applicant obtains and provides minimum of two quotes for professional labor. A timeline must be submitted. The Community Development Department will approve/deny Curb Appeal application.
- If project application is approved:
 - Owner completed projects (projects valued at no more than \$2,500):
 - Owner executes grant contract and obtains all necessary permits.
 - After work is completed, applicant informs the Community Development Department. The Community Development Department will coordinate an inspection of the completed project which could include inspections by Building Inspections and Assessments.
 - Applicant provides project receipts to the Community Development Department.
 - After work is fully completed and inspections approved, the Community Development Department coordinates final payment to applicant.
 - Contractor completed projects:
 - Owner executes grant contract with preference to the lowest qualified contractor quote.
 - Contractor submits proof of insurance and obtains all necessary permits.
 - After work is completed, applicant informs the Community Development Department who will coordinate an inspection of the completed project which could include inspections by Building Inspections and Assessments.
 - Applicant provides proof of 50% payment to contractor.
 - The Community Development Department coordinates final payment to contractor.

Application Process: Refresh and Renew

The Community Development Department will ensure that applications are complete and inform applicant of status throughout the project completion process.

- Applicant submits Eligibility Application to the Community Development Department which must include current photos or project area.
- The Community Development Department contacts applicant to discuss project and qualifications within 10 (ten) days of application submission.
- Applicant obtains and provides minimum of two quotes for contractor labor. A timeline must be submitted along with \$100 application fee.
- Application packets that meet minimum qualifications shall be presented to the Loan Assistance Board for approval/denial.
- If project is approved:
 - Owner executes mortgage and loan information with preference to the lowest qualified contractor quote.
 - Contractor submits proof of insurance and obtains all necessary permits.
 - After work is completed, applicant informs the Community Development Department who will coordinate an inspection of the completed project which could include inspections by Building Inspections and Assessments.
 - Applicant provides proof of 50% payment to contractor.
 - The Community Development Department coordinates final payment to contractor.
- If project is denied:
 - The Community Development Department will inform applicant within 48 hours after the Loan Assistance Board meeting.

APPENDIX A: PROGRAM ELIGIBILITY MAP





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: February 9, 2024
RE: S. Commercial St. Reconstruction Project – Storm Sewer Amendment Request

Westwood Professional Services, design consultant for the 2025 S. Commercial Street reconstruction project, prepared a storm sewer design for the S. Commercial Street reconstruction project based on design standards required for Wisconsin Department of Transportation (WisDOT) highways. This resulted in a severe increase in the amount of proposed storm sewer infrastructure, adding significant cost to the project and maintenance over the long-term. City staff negotiated with WisDOT to adjust criteria to help reduce the number of structures while still providing adequate flood control. As this requires Westwood to make substantial changes to the model they have prepared, Westwood has put forth the attached change order in the amount of \$10,560. This amendment also includes revisions to a street corner to avoid a private sign relocation and real estate acquisition.

For reference, I've also attached a summary of the contract budget containing a list of project amendments approved to date.

Staff recommends authorizing Westwood Professional Services to perform a redesign of the storm sewer for the S. Commercial Street reconstruction project for an amount not to exceed \$10,560, which shall be funded with the S. Commercial Street design account.

Westwood

Westwood Infrastructure, Inc. Project Change Order Number 4

PROJECT NAME: S Commercial Street Reconstruction
PROJECT NUMBER: R3001439.00
CLIENT NAME: City of Neenah
DATE OF CHANGE ORDER: November 8, 2023
PROJECT MANAGER: Peggy Hawley

This Project Change Order between Client and Westwood is set forth pursuant to our Agreement to provide professional services effective *November 8, 2023*. The purpose of this Project Change Order is to modify the conditions and the scope of work as defined in the originally proposed services dated *January 7, 2022, and amended October 20, 2022, April 7, 2023 and June 27, 2023*.

1. REVISION REQUESTED BY: *James Merten*

2. REQUESTED REVISIONS:
 - A. *Redesign storm sewer with revised criteria.*
 - B. *Redesign the northwest quadrant of the Commercial St/Wright Ave intersection.*

3. REVISION TO FEES:

ITEM	METHOD	FEE	PROJECT
<i>CO #4</i>	<i>Lump Sum</i>	<i>\$10,560.00</i>	<i>R3001493.00</i>
<i>CO #3</i>	<i>Lump Sum</i>	<i>\$ 10,900.00</i>	<i>R3001493.02</i>
<i>CO #2 Title searches</i>	<i>Lump Sum</i>	<i>\$ 14,000.00</i>	<i>R3001493.00</i>
<i>CO #2 Commercial St and Winneconne Design</i>	<i>Lump Sum</i>	<i>\$ 38,900.00</i>	<i>R3001493.02</i>
<i>CO #1</i>	<i>Lump Sum</i>	<i>\$ 10,180.00</i>	<i>R3001493.00</i>
<i>Original Contract – Design Services</i>	<i>Lump Sum</i>	<i><u>\$421,840.00</u></i>	<i>R3001493.00</i>
<i>New Design Services Total</i>	<i>Lump Sum</i>	<i>\$506,380.00</i>	
<i>Real Estate Acquisition</i>	<i>Unit Price</i>	<i><u>\$135,600.00</u></i>	<i>R3001493.01</i>
<i>NEW CONTRACT TOTAL</i>		<i><u>\$641,980.00</u></i>	

4. COMMENTS/ASSUMPTIONS: See Attachment A

By signing below, the parties agree and affirm that each has reviewed and understands the provisions set out above and that each party shall be bound by each and all of said provisions. A copy of this Change Order to the Agreement shall serve and may be relied upon as an original.

WESTWOOD INFRASTRUCTURE, INC.

Signature 

Name: Barry Morgan

Date: November 8, 2023

CITY OF NEENAH

Signature _____

Name: _____

Date: _____

Project Description

The Commercial Street Reconstruction project requires changes to the storm sewer and the northwest quadrant of the intersection of Commercial Street and Wright Avenue.

Project Scope

Westwood will provide the following professional services for the project.

Storm Sewer Design

- Redesign storm sewer to flood the edge of the two-way left turn lane instead of half the driving lane.
- Update storm sewer models
- Update storm sewer sheets

Commercial Street and Wright Avenue

- Redesign northwest quadrant using 17' radius to avoid impacting sign.
- Update horizontal design.
- Update paving grades.
- Update curb ramp design.
- Update right of way plat.

Schedule

- No change to the project schedule.

2025 South Commercial Street Reconstruction Project

Budget Summary

Description	Account	2022	2023	2024	2025	Sum	Contract Allocation	Expenses Paid to Date
S Commercial St Design	012-4322-743-0236	\$ 250,000	\$ 250,000	\$ 100,000		\$ 600,000	\$ 552,595	\$ 471,466
S Commercial St Real Estate	012-4322-743-0644			\$ 150,000		\$ 150,000	\$ 135,600	\$ 11,609
S Commercial St Construction	012-4322-743-0236				\$ 2,210,000	\$ 2,210,000	\$ -	\$ -
Commercial/Winneconne Real Estate	012-4332-743-0644		\$ 115,000			\$ 115,000	\$ 10,900	\$ -
Commercial/Winneconne Construction	012-4332-743-0236			\$ 100,000		\$ 100,000	\$ -	\$ -
Sum	---	\$ 250,000	\$ 365,000	\$ 350,000	\$ 2,210,000	\$ 3,175,000	\$ 699,095	\$ 483,075

Contract Summary

Description	Consultant	Approval Date	Amount	Account	Budget Item
Original Contract - Design	Westwood Infrastructure	01/07/22	\$ 421,840	012-4322-743-0236	S Commercial St Design
Original Contract - Real Estate	Westwood Infrastructure	01/07/22	\$ 135,600	012-4322-743-0644	S Commercial St Real Estate
WisDOT Oversight Services^	WisDOT	---	\$ 22,000	012-4322-743-0236	S Commercial St Design
Archaeology Survey	Westwood Infrastructure	10/19/22	\$ 10,180	012-4322-743-0236	S Commercial St Design
Commercial/Winneconne ICE	MSA Professional Services	10/19/22	\$ 13,800	012-4322-743-0236	S Commercial St Design
Additional Title Fee Searches	Westwood Infrastructure	04/05/23	\$ 14,000	012-4322-743-0236	S Commercial St Design
Commercial/Winneconne - Design	Westwood Infrastructure	04/05/23	\$ 38,900	012-4322-743-0236	S Commercial St Design
Commercial/Winneconne - Real Estate*	Westwood Infrastructure	04/05/23	\$ 10,900	012-4332-743-0644	Commercial/Winneconne Real Estate
Hazardous Materials Investigation	MSA Professional Services	04/21/23	\$ 31,875	012-4322-743-0236	S Commercial St Design
Storm Sewer Adjustments	Westwood Infrastructure	Requested	\$ 10,560	012-4322-743-0236	S Commercial St Design

^ WisDOT charges for oversight services for local projects. WisDOT has indicated these fees shall not exceed \$22,000 for this project.

* Council approval specified account #012-4322-743-0236, however account #012-4332-743-0644 was already provided for real estate acquisition associated with this project.



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: February 9, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Bridge over Neenah Creek – Consultant Contract Amendment

During design work on the Neenah Creek Bridge for the Bridgewood Apartment development, some discrepancies were encountered among the various hydraulic models used along Neenah Creek that needed to be resolved in order to get the bridge permitted. The work needed was outside of the original scope of services on the bridge design contract because the expectation was that existing models would correspond. That was not the case.

Attached is Amendment #1 for the additional hydrologic work that was needed for us to get DNR approval and eventually FEMA approval. The total amendment is for \$31,600.

The original contract with GRAEF for design and construction administration was for \$149,878.39. With the amendment, the revised contract amount is \$181,478.39.

Staff recommends Council approve Contract Amendment 1 for design and construction administration services on the Neenah Creek Bridge with GRAEF-USA, Inc. in the amount of \$31,600.

AMENDMENT NO. 1
TO
AGREEMENT
BETWEEN
CITY OF NEENAH (CLIENT)
AND
GRAEF-USA INC. (GRAEF)
FOR
PROFESSIONAL SERVICES

This Amendment No. 1 to the Basic Agreement dated July 19, 2022, by and between Graef-USA Inc., (GRAEF) and City of Neenah, CLIENT, provides for additional scope of services, revisions to date of completion of services, and payment for additional services, in addition to those provided in Basic Agreement, for the project identified as Neenah Creek Bridge, and referred to hereinafter as the "Project."

1.1 SCOPE OF SERVICES

1.1.1 Scope of Services to be provided by GRAEF to CLIENT in addition to those included in the Basic Agreement is hereby amended to add the following services:

- 1.1.1.1 4. Preliminary Design
- b. Hydraulic analysis
 - 1.) Complete review of Jewelers Park Trail and Bridgewood Subdivision hydraulic reports.
 - 2.) Combine Neenah Creek Bridge, Jewelers Park Trail and Bridgewood Subdivision hydraulic models into one model for submission to FEMA.
 - 3.) Prepare graphic easement.
 - 4.) Submit CLOMR Based on New Hydrology, Bridge, Culvert, Channel or Combination (\$6500 FEMA fee)
 - 5.) Submit LOMR Based on As-Built Information Submitted as a Follow-up to a CLOMR to FEMA (\$8000 FEMA fee)

1.2 RESPONSIBILITIES OF CLIENT

1.2.1 Responsibilities of CLIENT included in Basic Agreement are hereby amended to provide the following additional items in a timely manner so as not to delay the services of GRAEF:

1.2.1.1 Client is responsible for any additional FEMA fees as required for the CLOMR and LOMR submittals. CLOMR application fee is expected to be \$6,500.00. LOMR application and review fee is expected to be \$8,000.00. See table below from FEMA website.

Requests for Map Changes Requiring Special Technical Review	Paper Form Fee	Online LOMC Fee
CLOMR Based on New Hydrology, Bridge, Culvert, Channel or Combination Thereof	\$6,750	\$6,500
CLOMR Based on Levee, Berm or Other Structural Measures	\$7,250 (plus \$60/hr)	\$7,000 (plus \$60/hr)
LOMR Based on Bridge, Culvert, Channel, Hydrology, or Combination Thereof	\$8,250	\$8,000
LOMR Based on Levee, Berm or Other Structural Measures	\$9,250 (plus \$60/hr)	\$9,000 (plus \$60/hr)
LOMR Based on As-Built Information Submitted as a Follow-up to a CLOMR	\$8,250	\$8,000
LOMR Based Solely on Submission of More Detailed Data	Free	Free
LOMR/CLOMR Based on Structural Measures on Alluvial Fans	\$7,250 (plus \$60/hr)	\$7,000 (plus \$60/hr)

1.3 SCHEDULE OF SERVICES

1.3.1 Schedule to provide services as stated in Basic Agreement and Amendments thereto shall be amended and the completion date for Basic Agreement shall be extended to June 30, 2024.

1.4 PAYMENT FOR SERVICES

1.4.1 Compensation for review of Jewelers Park Trail and Bridgewood Subdivision hydraulic reports and creating an overall hydraulic model of Neenah Creek Bridge, Jewelers Park Trail and Bridgewood Subdivision, an addition cost of \$18,100.00.

1.4.2 Compensation for preparing prepare graphic easement, FEMA CLOMR application and support documentation, FEMA LOMR application and support documentation, an additional cost of \$13,500.00.

1.4.3 Total compensation for Amendment #1 is \$31,600.00.


1.4.4 The additional services outlined in this Amendment #1 are covered by the Terms and Conditions that were attached to the original executed contract.

To accept this proposal for additional Basic Services, please sign and date and return one copy to us.
Please call us at 920-405-3825, if you have any questions regarding this proposal.

City of Neenah

Graef-USA Inc.

(Signature)



(Signature)

(Title)

Vice President

(Title)

(Date)

11/16/2023

(Date)



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: February 9, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Douglas Pond – Contract for Design Services

On February 2, I provided Council with a review of the professional services used to date for analysis and plan development for the Douglas Pond. I had authorized contracting with Westwood Professional Services for those services because of their knowledge of the Commercial Street area due to their storm sewer and street design work along with their knowledge of the Harrison Pond watershed due to their assistance with hydraulic modelling on that project.

In the last couple of weeks, we have been in discussion with them regarding additional work needed due to design changes resulting from the discussions with the Parks & Recreation Commission and continued staff evaluation of the project. Given the additional work and the concerns expressed at the January 30 PSSC meeting about the approval process used for contracted services, we arranged with Westwood to end the prior agreement and start fresh with a contract for services necessary to bring the final plans and specifications to completion. The scope of work and fee proposal sections of the contract are attached.

The scope provided involves changes both to the pond layout and to the storm sewer piping leading to the pond – including changes to the S. Commercial Street storm sewer design. The scope also includes submittals for the permitting necessary to construct the project.

Staff recommends that Council approve the contract with Westwood Professional Services for design services on the Douglas Pond at a cost of \$45,300.

EXHIBIT A SCOPE OF WORK & FEE PROPOSAL

SCOPE OF SERVICES

Please see the attached concept plan for a visual of the scope of work.

1. Storm sewer changes:
 - a. Reroute the storm sewer along Commercial Street from Division Street to Douglas Street to flow south.
 - i. Revise Commercial Street (State Project ID 4993-01-01) plan sheets to reflect these changes.
 - b. Design an inlet into the pond from Douglas Street through the Douglas Park entrance.
 - c. Revise the design for the pond inlet/outlet storm sewer through the Galloway semi-parking area based on:
 - i. Changes to the general pond concept,
 - ii. Changes to the Commercial Street storm sewer layout,
 - iii. The wetland delineation and other new identified design parameters, and
 - iv. Future Galloway semi parking area.
2. Forcemain rerouting design of new C900 pipe and abandoning approximately 265 LF of ductile iron pipe from the intersection of Division Street and Commercial Street through the Galloway semi-parking area to the park.
3. Sanitary sewer rerouting design along Douglas Street for approximately 325 LF.
4. Pond and general site changes:
 - a. Revise overall design concept from dry pond to a wet pond without a forebay.
 - b. Adjust location and geometry of the pond based new design parameters including:
 - i. The wetland designation and impacting less than 10,000 SF of wetlands.
 - ii. Trees to be saved.
 - iii. Revisions to the trail layout and elevation requirement of 1-ft below existing grades or in an appropriate manner to maintain drainage to the pond.
 - iv. The parking addition in the Galloway semi parking area, and
 - v. The new storm sewer configurations for the pond inlets and outlet.
 - vi. Additional storm sewer in the southeast area of the parcel and north of the existing playground to drain existing low areas, if applicable.
 - c. Additional grading, typical sections, and/or other details for trails constructed beyond the general pond grading limits.

5. Prepare Specifications not covered by City of Neenah Standard Specifications, Wisconsin Department of Transportation Standard Specifications for Highway and Structure Construction, Current Edition, or Standard Specifications for Sewer & Water Construction in Wisconsin.
 - a. Aluminum Fence
 - a. Ledgerrock for Hot Water Discharge
 - b. Rock landscaping at Galloway
 - c. Apron Endwall Trash Guard

6. Permit Submittals
 - a. WDNR sanitary sewer extension permit for forcemain and gravity sewers.
 - b. ECWRCP Water Quality Management Plan '208'
 - c. WDNR Stormwater Construction Permit (NOI)

ADDITIONAL SCOPE OF WORK

The following services are not initially included in this proposal, but should they be required, could be provided with email authorization at the rates listed below. Additional work scope items would be as follows:

1. Design storm sewer into and out of the northwest corner of pond.
2. Study or design related to hot water discharge pipe effect on the pond.
3. Boundary survey.
4. Topographical Survey.
5. Post construction topographic surveys.
6. Specifications not listed in Scope.
7. Bidding documents.
8. Environmental engineering.
9. Soil Borings per Wet Detention Pond WDNR Technical Standard 1001.
10. Clay liner design.
11. Geotechnical engineering.
12. Property or easement acquisition.
13. Utility coordination.
14. Construction services including, but not limited to, staking and inspections.
15. Construction traffic control plan.
16. Project revisions due to a change in scope by Client or Owner.
17. Any other services not listed in the Scope of Services.

CLIENT RESPONSIBILITIES

The City shall perform and/or provide the following in a timely manner so as not to delay the Services of the Consultant. Unless otherwise provided in this scope, Client shall bear all costs incidental to compliance with the following:

1. Provide land use and storm sewer mapping.
2. Provide access to the site.
3. Prepare and file permits necessary for construction with the exception of those listed in the Scope of Work.
4. Answer questions and provide input.
5. Provide additional information for the utilities along Douglas Street as well as a topographical survey.
6. Provide sewer and water lateral information along Douglas Street.
7. Provide all utility coordination associated with the project.
8. Provide input on specifications listed in the Scope.
9. Provide City of Neenah Standard Specifications.
10. Provide and/or coordinate with Galloway to obtain/determine the following:
 - a. All required easements/permits associated with work for/through the Galloway semi parking area/property.
 - b. Where applicable, identify areas that are to be fully and permanently restored as part of this project compared to areas that will be restored with temporary “patching” until completed with the Commercial Street project.
 - c. Proposed cross sections for asphalt and concrete pavement and subgrade. Provide permanent and temporary restoration conditions if applicable.
 - d. Proposed landscaping/hardscape in landscape island near Commercial Street sidewalk. Provide permanent and temporary restoration conditions if applicable.
11. The City shall provide input on general wet pond design standards that are desired in addition to or in place of the typical DNR standard specifications. These could include, but are not limited to, the desired pond depth (max/min), pond slopes (above and below the permanent pool), safety shelf specifications, additional safety measures, etc.
12. Provide all review fees required by any agency or reimburse Westwood at cost.

DELIVERABLES

The following shall be prepared:

Package 1: Pipes under Galloway Parking Lot – NE pipe plan set

1. Prepare and furnish construction plans for the NE inlet and outlet pipes under Galloway parking lot, in AutoCAD 2022 (xml files) and .pdf format, for the following:
 - a. Coversheet
 - b. General Layout and Site Plan

- c. Forcemain Plan and Profile from Division Street to park connection.
- d. Storm Sewer Plan and Profile
 - i. Pond outlet pipe: from the temporary manhole on Commercial Street to the upstream manhole located outside of the Galloway semi parking area.
 - ii. Pond inlet pipe: from a stub in the Commercial Street right-of-way to the downstream manhole located outside of the Galloway semi parking area.
- e. Erosion Control Plan
- f. Construction Details
2. Prepare Specifications for Rock landscaping at Galloway.
3. Prepare plan Quantities and project probable cost.
4. Prepare and submit Permit applications for ECWRPC and WDNR for the forcemain.

Package 2: Wet Detention Pond

1. Prepare and furnish construction plans for the pond, in AutoCAD 2022 (xml files) and .pdf format, for the following:
 - a. Coversheet
 - b. General Layout and Site Plan
 - c. Grading Plan and Pond Cross Sections
 - d. Storm Sewer Plan and Profiles
 - e. Douglas Street Sanitary Sewer Plan and Profile
 - f. Erosion Control Plan
 - g. Construction Details
2. Prepare DNR WDNR Stormwater Construction Permit (NOI).
3. Prepare and submit Permit applications for ECWRPC and WDNR for the storm sewer.
4. Prepare plan Quantities and project probable cost.
5. Stormwater Management Report for Douglas Pond and Updated Harrison Pond
6. Prepare Specifications not covered by City Standard Specifications or Standard Specifications for Sewer & Water Construction in Wisconsin.
 - a. Aluminum fence
 - d. Ledgerrock for Hot Water Discharge
 - e. Apron Endwall Trash Guard

PROJECT SCHEDULE

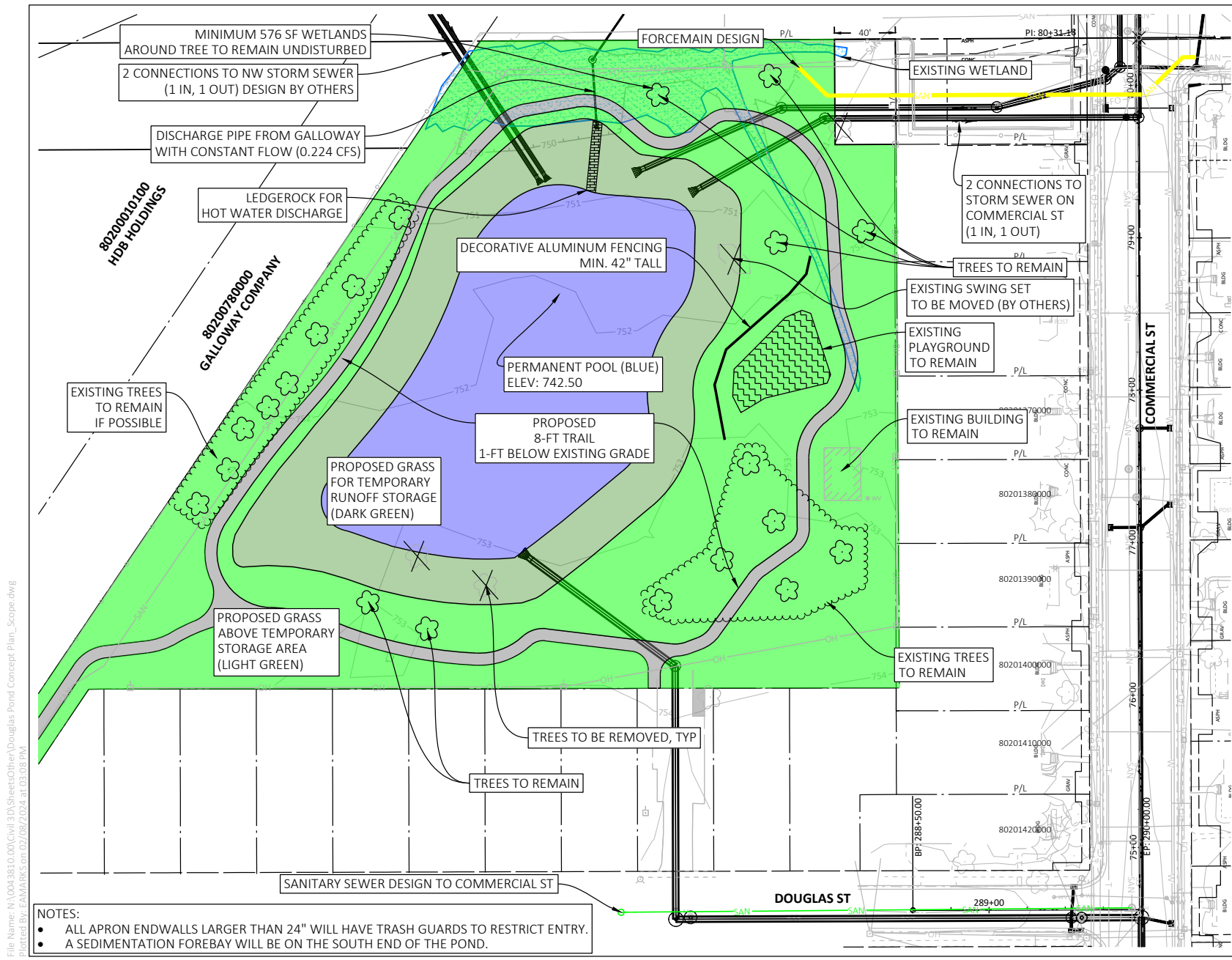
1. Notice to Proceed is understood to be this Project Change Order signed, dated, and fully executed by both Client and Westwood.
2. Package 1:
 - a. Plans, quantities, opinion of probably cost, and specifications shall be submitted to Client 10 business days after the Notice to Proceed.
 - b. Water Quality Management Plan '208' application shall be submitted to ECWRPC 5 business days after the Notice to Proceed.
 - c. WDNR sanitary sewer extension permit application for forcemain shall be submitted within 3 business days of receiving ECWRPC's Water Quality Management Plan '208.'

3. Package 2:

- a. WDNR sanitary sewer extension permit application for gravity sewer shall be submitted by March 15, 2024.
- b. Plans, quantities, opinion of probably cost, specifications, and Stormwater Management Report shall be submitted to Client by April 5, 2024.
- c. WDNR Stormwater Construction Permit (NOI) application shall be submitted by April 5, 2024.

PROJECT FEES

Based on our current schedule of fees, Westwood professional Services perform the scope of services for a lump sum fee of \$45,300.00. Client is responsible for all review fees required by any agency or reimburse Westwood at cost.



MINIMUM 576 SF WETLANDS AROUND TREE TO REMAIN UNDISTURBED
 2 CONNECTIONS TO NW STORM SEWER (1 IN, 1 OUT) DESIGN BY OTHERS

DISCHARGE PIPE FROM GALLOWAY WITH CONSTANT FLOW (0.224 CFS)

80200010100
HDB HOLDINGS

LEDGEROCK FOR HOT WATER DISCHARGE

80200780000
GALLOWAY COMPANY

DECORATIVE ALUMINUM FENCING MIN. 42" TALL

PERMANENT POOL (BLUE) ELEV: 742.50

PROPOSED 8-FT TRAIL 1-FT BELOW EXISTING GRADE

PROPOSED GRASS FOR TEMPORARY RUNOFF STORAGE (DARK GREEN)

PROPOSED GRASS ABOVE TEMPORARY STORAGE AREA (LIGHT GREEN)

EXISTING TREES TO REMAIN IF POSSIBLE

EXISTING WETLAND

2 CONNECTIONS TO STORM SEWER ON COMMERCIAL ST (1 IN, 1 OUT)

TREES TO REMAIN

EXISTING SWING SET TO BE MOVED (BY OTHERS)

EXISTING PLAYGROUND TO REMAIN

EXISTING BUILDING TO REMAIN

EXISTING TREES TO REMAIN

TREES TO BE REMOVED, TYP

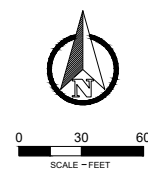
TREES TO REMAIN

SANITARY SEWER DESIGN TO COMMERCIAL ST

DOUGLAS ST

COMMERCIAL ST

- NOTES:
- ALL APRON ENDWALLS LARGER THAN 24" WILL HAVE TRASH GUARDS TO RESTRICT ENTRY.
 - A SEDIMENTATION FOREBAY WILL BE ON THE SOUTH END OF THE POND.



File Name: N:\0043810.00\Civil\3D\Sheets\Other\Douglas Pond Concept Plan_Scope.dwg
 Plotted By: EAMARKS on 02/08/2024 at 03:08 PM

Westwood
 800 735 6600 One Science Drive
 P.O. Box 1000 Appleton, WI 54914-1004
 Fax: 920.833.6100 westwood@westwood.com
 www.westwood.com
 Westwood Infrastructure, LLC

REV.	DATE	DESCRIPTION

**DOUGLAS PARK POND
 SITE DEVELOPMENT
 NEENAH, WI**

CONCEPT PLAN

PROJECT MANAGER
EAM

PROJECT NO.
0043810.00

DATE
02/08/2024

SHEET NO.

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FINAL RESOLUTION NO. 2024-01

FINAL RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

- 1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

Installation of sanitary sewer laterals and water services for properties served on the following streets:

- | | |
|---|--|
| 1. Belmont Ave. (Stevens St. to Cedar St.) | 2. Belmont Ct. (Belmont Ave. to Terminus) |
| 3. Cedar St. (E. Doty Ave. to Winnebago Heights) | 4. E. Doty Ave. (Commercial St. to Pine St.) |
| 5. North St. (Green Bay Rd. to Western Ave.) | 6. Quarry Ln. (Higgins Ave. to Reed St.) |
| 7. Stevens St. (Winnebago Heights to Laudan Blvd.) | 8. S. Park Ave. Utility Easement |
| 9. Bayview Rd. (S. Park Ave. to Bayview Ln.) | |

- 2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
- 3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
- 4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
 - a. Preliminary or final plans and specifications of the improvements.
 - b. An estimate of the entire cost of the proposed work or improvements.
 - c. A schedule of the proposed assessments as to each parcel of property affected.
 - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

- 5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk



M E M O R A N D U M

DATE: February 9, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Stone work on the water feature is complete. Pumps were installed 11/15. We are awaiting the meter socket for the electric service. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 3) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 4) Neenah Creek Bridge: The bridge railings were placed but other work is halted until spring. The remaining work is parapet staining, the east approach paving and trail repairs.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Bids were opened on 2/5/2024. The Board of Public Works will review the bids at their 2/13 meeting.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Bids are scheduled for opening on 2/28/2024.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Bids are scheduled for opening on 2/28/2024.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Bids are scheduled for opening on 2/28/2024.
- 9) North St, Utilities and Street – This project involves both Neenah and Fox Crossing. A draft intergovernmental agreement has been provided to Fox Crossing for review. The agreement used with Menasha for the Abby Avenue project was used as a template for the North Street project.
- 10) Automated Truck Replacement – The automated truck purchase that was approved at the Feb. 7 Council meeting should be arriving in the next week or two.

The 2023-2027 CIP includes the replacement of another automated collection truck in 2025 (page 111). Similar to what happened with the recent truck purchase, Superintendent Radtke was informed by the vendor that they have two chassis for that truck that will be available by the end of 2024 that the vendor needs to claim or they will be assigned elsewhere. The vendor has asked if we are interested in claiming one of them. Last year, the consensus of the committee was to confirm our interest with the vendor provided there was an ability to back out. We were able to work that out with the vendor. We would like to take the same approach this year.