

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
March 7, 2023 @ 6:30 PM
City Hall, 211 Walnut Street
Hauser Room

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.

AGENDA

1. Approval of Minutes of the Meeting of February 7, 2023 and the Special Meeting of February 15, 2023 (Attachment)
2. Public Appearances
3. Carpenter Preserve Remaster Plan (Attachment)
4. Approve Change of Agent for Ultimate Mart, LLC, Pick 'N Save, 1530 S Commercial St. (Attachment)
5. Large Format Printer Replacement (Attachment)
6. Mobile Food Vehicle Map Amendment-Chapter 4, Article XIII (Attachment)
7. Bird Scooter Pilot Program (Attachment)
8. Police Department Informational Memorandum (Attachment)
9. Fleet #2 Equipment-2024 Tandem Patrol Truck w/salter (Attachment)
10. Fleet #90 Asphalt Roller (Attachment)
11. Fleet #36A Trackless MT7 Tractor (Attachment)
12. City Hall Elevator Upgrade (Attachment)
13. City Hall HVAC Upgrade
14. Public Works General Construction and Department Activity Report (Attachment)
15. Announcements/Future Agenda Items
16. 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, February 7, 2023, 6:30 PM

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Public Works Office Manager Mroczkowski, Robert Kennedy, Virginia Kennedy, Eric Beidler, Deniss Malejevs, Jordon Leagield, Ricardo De La Paz, Phil Nickolai, Salli Nickolai, Pete Brace, Michael Smith, Ryan Koltz, Heather Ness, Brandon Selner, Addison Altmann, Roger Peters, Tony Rodziewicz, Jeff Rothermel, Candance Rothermel, Gordon Stillings, Claudette Stillings, Eric Klundt, Mike DuBois, Zach Price, Greg Fibiger, William Kaufman

Approval of Minutes of the Meetings of January 24, 2023

Motion/Second/Carried by Hillstrom/Stevenson to approve the minutes of the January 24, 2023 meeting. All voting aye

Public Appearances:

NONE

Final Resolution 2023-04: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Burr Avenue, Chestnut Street, Columbian Avenue, Dieckhoff Street, High Street, Laudan Boulevard and River Street.

Director Kaiser noted that there was one change to the resolution for item 6, Laudan Boulevard. He stated that it should be Laudan Boulevard from Oak Street to Elm Street and not Elm Street to Reed Street. He stated that the correction will be made prior to the Common Council meeting.

Director Kaiser stated that the public hearing and informational meeting for this project was held on February 1, 2023.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve Final Resolution 2023-04: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Burr Avenue, Chestnut Street, Columbian Avenue, Dieckhoff Street, High Street, Laudan Boulevard, with the correction of Laudan Boulevard being Oak Street to Elm Street, and River Street. All voting aye.

Report

Approve the Special Assessment Report-Installation of Street, Curb/Gutter, Sidewalk for New Subdivision Streets

Arthur Plat

Director Kaiser reviewed the assessment report for the Arthur Plat. Director Kaiser stated that there are two corner parcels that have adjacent property that run along Amber Lane. He stated that he reviewed these two parcels and assigned each one unit as both properties are served and benefit from the project. He stated that he recommends 915 Bayview's assessment be held a deferred special assessment until the time when the lot is split.

Director Kaiser noted that on all the assessment reports the estimated direct costs relate to driveway and service walks that will be installed during the project. These are costs that are not included in the assessable costs on the reports.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to authorize the Chairman to sign the assessment report for Preliminary Resolution 2022-25 for installation of curb, gutter and pavement for properties in the Arthur Plat. All voting aye.

Cardinal Plat

Director Kaiser reviewed the assessment report for the Cardinal Plat. Director Kaiser stated that as part of the development agreement there is an escrow for preserve area at 1319 Cardinal Circle and also for sidewalk installation.

Director Kaiser informed the Committee that after the assessment report is approved, staff will send notifications letters to the property owners of a public hearing which is held before a Common Council meeting.

Report

Following Discussion: Motion/Second/Carried by Hillstrom/Stevenson to authorize the Chairman to sign the assessment report for Preliminary Resolution 2022-26 for installation of curb, gutter, sidewalk and pavement for properties in the Cardinal Plat. All voting aye.

Integrity Acres and 1st Addition to Integrity Acres

Director Kaiser reviewed the assessment report for Integrity Acres and 1st Addition to Integrity Acres. Director Kaiser stated that there are two escrows related to the project.

He stated that the first is for the initial Integrity Acres phase. He stated that the escrowed funds are for the street abutting the stormwater detention pond. He stated that any cost beyond the amount escrowed for that work will be distributed among the lots in that phase equally. Director Kaiser stated that second is for sidewalk in the 1st addition phase. He stated that any cost beyond the amount escrowed for that work will be distributed among the lots in the second phase equally.

Aldersperson Hillstrom asked what is causing the difference in assessment rates between the two subdivisions. Director Kaiser stated that in Integrity Acres first phase there is a pure acre per lot which affects the density of the assessment. He stated that affects the number of lots that are paying toward a given street. Director Kaiser also stated that there are a number of odd shaped lots and corner lot adjustments.

Aldersperson Lendrum opened the discussion to the property owners, but reminded the speakers that the meeting follows Roberts Rules of Order.

Deniss Malejevs, 1818 Respect Avenue, stated that he is opposed to the per unit assessment method. He stated that it is not fair because the corner lots were sold at a lower cost. He stated that when he bought his lot it was based it was based on the front footage assessment method that was being used at that time.

Mr. Malejevs asked several questions which are listed below and answered by Director Kaiser.

Can the project be delayed? Director Kaiser stated that the expectation that costs will be better in 2024 is not realistic. He stated that asphalt prices are dependent on oil prices and concrete prices are dependent on the availability of cement.

Why was a bid not secured earlier? Director Kaiser stated that this project is part of the budget process. The budget is approved by the council each November. He stated that once the budget is approved, staff starts to develop and put together the plans and gathers information for the next year's approved projects. This is the typical process and is handled the same way each year.

Why is there no assessment cost for 1500 Integrity Way? Director Kaiser stated that this was an outlot created with the plat for a stormwater pond and is owned by the City.

What are the financing options for residents? Director Kaiser stated that residents will have three options for financing. He stated that they will be able to pay in full upon receipt of the special assessment invoice, put the full cost on the 2023 tax bill payable by December 31st or elect to take the installment payment plan. He stated that for new subdivision streets the payment is spread out over an eight year period and charge interest on the outstanding balance annually. He stated that the proposed interest rate for 2023 is 5%. He stated that the interest rate is reviewed annually by the Common Council.

Why is there a different assessment rate of \$149 for this subdivision? Director Kaiser stated that the assessment rate is based off the engineers estimate at the time the project is put out for bid. When the bids are opened, that number will be reviewed and adjusted accordingly up or down.

Can the money that was escrowed for the sidewalks be used to help lower the cost of the project? Director Kaiser stated that the escrowed funds must be used for sidewalk installation. He stated that this committee and the Common Council do not have the authority to use the escrowed funds for anything but what was agreed to in the development agreement. He stated that there would need to be an amendment to the development agreement to change it.

Why were the roads not maintained better by the city and developer? Director Kaiser stated that he and his staff responded to residents calls in a timely manner and was in contact with the developer when street issues were brought to their attention.

Salli Nickolai, 1830 Respect Avenue - stated that they made the decision to buy the lot they did based on the cost to build the house and also the cost of the future road assessment. She stated that had they known that they would not be grandfathered into the assessment method in place at that time, they would have chosen a different lot. She stated that now they are being asked to pay the same amount or more than a person who selected a corner lot. She stated that established subdivisions should not grandfathered into the old way of assessing for road projects. She stated that it is not right to change this now.

Eric Klundt, 1814 Respect Avenue - asked what the asphalt pavement depth will be on the road. Director Kaiser stated that the standard design specification is 4" asphalt mat with 12" crushed stone base.

Mr. Klundt stated that it seems that residents are upset that every lot is being assessed the same, but the prices paid for the lots were all different. He stated that we need to understand a foot is a foot and there needs to be a mathematical formula to make this fair for everyone.

Gordon Stillings, 1806 Respect Avenue - stated that they bought their house in October of 2022. He asked if there is an ordinance that requires the assessment be by center foot because that is what he read in the ordinance. He asked when did the city change to the per unit assessment. He stated that he has never heard of this type of assessment before. He stated that the proposed assessment method is not an equitable solution. He stated that the city is just taking the cost of the project and dividing it by the number of lots. He asked why the city is abandoning the decades old principle that has been followed and relied on over the years.

Aldersperson Stevenson stated that the front footage assessment method has been an issue of his as long as he has been a council member. He stated that from an equity perspective this type of assessment method is not fair for property owners. He stated that just because a person who buys a corner lot has to pay more than a person who doesn't is not fair. Aldersperson Stevenson stated that he asked staff to look into other assessment methods and present them to this committee. He stated that was done and was approved by the Common Council.

Mr. Stillings asked if it is a discretionary decision on this committee's part or the Common Council which method to use. Director Kaiser stated that the way the ordinance is written, yes.

Mr. Stillings asked if this new assessment method has been recommended since the ordinance change. He asked that is it the City's intent to utilize this method in all new subdivision developments. He stated that if it is fair in one why it wouldn't be fair for all.

Director Kaiser stated that these are the first subdivisions reviewed since the ordinance change. He noted that there is not a new subdivision that this method would not be used for assessment purposes provided that lots were of a consistent type and use.

Ricardo De La Paz, 1822 Respect Avenue - stated that the assessment should be based off the front footage method and not the unit method.

Eric Beidler, 1827 Respect Avenue - stated that the current published ordinance listed on the website still shows the front footage assessment method only. He stated that his neighborhood conducted a Facebook poll and there are many that are in agreement with going with the front footage assessment method. He stated that he would like the city to look into changing the installment payment plan to spread out over 10 to 15 years. Mr. Beidler asked that because Respect Avenue will not have sidewalks will he have to pay towards the sidewalk installation. He stated that the development agreement says that the developer may upfront the project costs of the sidewalk and in that event the city shall be responsible for the future sidewalk or trail.

Director Kaiser stated that developer escrows an amount for that improvement. He stated that those escrow dollars are then used towards the cost of the sidewalk installation for the whole project. He stated that if the cost of sidewalk installation is higher than the escrowed funds, those costs are then distributed amongst the property owners of that subdivision equally. The City's responsibility is getting the improvement done.

Mr. Beidler stated that he will not have sidewalks and should not have to pay for them.

Director Kaiser stated that the escrow funds are set up to be spread the cost throughout the subdivision because they are included in the cost of the lot when sold. He stated that based on that, each lot should pay towards the improvement.

Mr. Stillings stated that in most escrow transactions the escrow is set at 150% of the actual expected expense. He asked what the escrow amount is for this project.

Director Kaiser stated that the escrowed funds for the sidewalk is \$53,000. He stated that escrowing at 150% is not city practice which is why he prefers to use the escrowed funds as soon as possible once an agreement is in place. Director Kaiser stated that currently the engineers estimate to install the sidewalk is \$77,000.

Mr. Beidler asked if the aprons are included in the estimated assessment rate because he does not currently have a driveway and would like to have whoever does is driveway do his apron as well. Director Kaiser stated that the cost of the apron installation is not included in the assessment rate.

Phil Nickolai, 1830 Respect Avenue - asked if it is the power of this committee to recommend to the council that the discretionary component of the ordinance is applied so that we can be grandfathered into the original method of calculation. Alderperson Stevenson stated yes.

Mr. Nickolai stated that from the Facebook poll that was taken a large number of property owners were expecting the front footage assessment when lots were

purchased. He stated that he requests that this committee consider that and assess based off the front footage method.

Alderson Stevenson stated that in reviewing the two different assessment methods, 16 property owners, three who spoke her tonight, are projected to pay less using the unit method as compared to the front footage method.

Alderson Hillstrom stated that he received a phone call from a resident who lives in the subdivision who shared with him that the reason they bought the lot was because it was going to have sidewalks.

Alderson Weber stated that there has been a lot of discussion about fairness and equitability. He stated that he would like to ask his constituents to think about their communities and that everybody uses the roads within the subdivision and that is one of the basis behind the unit method.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Weber to authorize the Chairman to sign the assessment report for Preliminary Resolution 2022-24 for installation of curb, gutter, sidewalk and pavement for properties in the Integrity Acres and 1st Addition to Integrity Acres Plats. All voting aye.

Liberty Heights

Director Kaiser reviewed the assessment report for the Liberty Heights subdivision. He stated that Freedom Court is a private road, which is located on an out lot that he assigned one unit for assessment purposes. He also stated that there is a lot that has 50' of frontage along Hedgeview that he has also assigned one unit for assessment purposes.

Director Kaiser stated that there are three detention ponds and Liberty Park that have frontage on these roads. He stated that in keeping with the development agreement these lots were assigned a unit of zero.

Greg Fibiger, 1434 Anthem Drive stated that they bought their lot 10 years ago. He stated that at that time, they took into consideration their financial obligation for the future street assessment and asked what the estimated cost would be, which was \$68 per lineal foot. He stated that with the per unit assessment method, the city is asking for most of the property owners to subsidize the larger lots and corner lots. He stated that when talking about fair and equitable, those lots sold for less money because of the future street assessment. He stated that the sale price of those lots were fair at the time based on the ordinance. Mr. Fibiger stated that some of these lots have sold over the years which only benefited the previous owners because they got their lot for less money and did not have to pay for the street assessment. He stated that there are two Town of Neenah properties that benefit from the project along with the private road properties and questioned how are they were being assessed.

Director Kaiser stated that the town properties that have access off of Hedgview Drive and Presidential Drive cannot be assessed because they are not in the city. He stated that there is an outlot which does not belong to the city on Freedom Court that he assigned one unit for assessment purposes. He also stated that there is a lot that has

50' of frontage along Hedgeview that he has also assigned one unit for assessment purposes.

Mr. Fibiger stated that he is in the same mindset as the residents from Integrity Acres in that this subdivision was fully built over eight years ago and the expectation of the residents was that the front footage assessment would be used. He stated that he respectfully requests that this committee reject the proposal before them tonight.

Roger Peters, 1807 Statute Drive, stated that the per unit assessment method is more equitable for everyone. He stated that the front footage method is biased because it doesn't take into consideration lot configuration. He stated that his lot has the same square footage as others with less front footage, but because those lots are configured differently he will end up paying more. Mr. Peters stated that as far as the change in the ordinance, this happens all the time. He stated that if older subdivisions are grandfathered it will set a horrible precedent. Mr. Peters stated that we need this committee to be objective and do what is best for everyone.

Mike Dubois, 1469 Amendment Drive - stated that the per unit assessment method is not an equitable and fair way to assess. He stated that two thirds of the property owners will be paying more than if assessed on the front footage method. He stated that in looking at the assessment figures, the corner lot assessments are decreasing by much more than those impacted by the higher assessment parcels, on average. He stated that Alderperson Weber talked about everyone having equal access to the subdivision, yet the private road parcels are being treated as one, this is not fair. He stated that in November the estimated assessment rate was \$100 per foot which would be \$10,000 for him. He stated that now with the per unit method he is going to have to pay \$15,000 and that does not include the assessment for the apron. He stated that the city needs to find a way to work with the property owners to make this fair for all. He stated that we should be grandfathered to be assessed at what was in place at the time the development agreement was put in place.

Addison Altmann, 1452 Amendment Drive - stated that residents all have a biased opinion based on the financial impact the faces each of them. He stated that all use the roads equally and one property from another one shouldn't be penalized more because the shape of the lot is different but has the same square footage.

Brandon Selner, 1827 Highland Drive - stated that he is concerned with the increase in the estimated assessment rate per foot which he was told was \$100 in November and is now \$140. He stated that he would like to know what changed that increased the estimate assessment rate by 40%.

Peter Brace, 1831 Nation Court - stated that his assessment, if the front footage method is used, would be \$5,094.00. He stated that with the per unit method his assessment is \$15,000. He stated that he would like an explanation for this.

Michael Smith, 1839 Nation Court - stated that he bought his lot based on the assessment method that was in place at the time. He stated that the assessment method should be decided before the subdivision is built and before the lots are sold. He stated that Liberty Heights has been assessed once already for road work.

Robert Kennedy, 1836 Hedgeview Drive, stated that the unit method is not an equitable method and the assessment should be based off the front footage method. He stated that the majority of the properties will be paying a higher assessment with this method compared to the front footage method. He stated that the corner lots are being

subsidized by the unit assessment method. Mr. Kennedy stated that the homes on Freedom Court use the road just as much as the others and should be included in the assessment.

Mr. Peters stated that he hopes that the committee does not entertain the idea of a Facebook poll of the neighborhood. He stated that is not a scientific way to get an accurate reading of the neighborhood. He stated that when the ordinance change was being considered, he did not see anyone of his neighbors at the meetings issuing their concerns. He stated that now property owners want to be assessed retroactively. Any concerns should have been raised when the ordinance was being discussed and before it was adopted.

Zach Price, 1820 Statue Drive, stated that he couldn't believe that an ordinance could be changed.

Virginia Kennedy, 1836 Hedgeview Drive, stated that she understands there is change, but she feels that the city is changing the rules in the middle of the game. She stated that they thought they would be assessed by their front footage which was the method that was in place at the time they bought the lot.

A brief history of the subdivision was given by Director Kaiser related to the development of the subdivision and the gap between the final asphalt paving and when it was supposed to be completed.

Heather Ness, 1423 Anthem Drive, stated that the front footage method should be used for the assessments.

William Kaufman, 1839 Presidential Drive, asked when will the front footage assessment rate will be available. Director Kaiser stated that staff will have that number at the public hearing. He stated that there will not be a separate mailing going out with that information.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to authorize the Chairman to sign the assessment report for Preliminary Resolution 2022-23 for installation of curb, gutter and pavement for properties in the Liberty Heights Plat. All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Work on the water feature stones will continue when weather allows.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.
- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Bids were opened on 2/1/2023. An award recommendation will be brought to the Council meeting on 2/15/2023.

4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Bids will be opened on 2/8/2023. An award recommendation will be brought to the Council meeting on 2/15/2023.

5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): Bids are scheduled for opening on 2/15/2023.

Alderperson Hillstrom asked when this contract will start because of the new sidewalks going in on N Park Drive. Director Kaiser stated that the contractor has flexibility on the start date. He stated that he would not expect completion until fall.

6) Contract 4-23 (Asphalt Repairs): Bids are scheduled for opening on 2/15/2023.

7) Contract 5-23 (New Subdivision Street Construction): The project is being advertised the week of 2/06/2023. Bids are scheduled for opening on 2/22/2023.

8) Contract 6-23 (Columbian Av Utility and Street Construction): The project scheduled for advertisement the week of 2/15/2023 and bid opening on 3/01/2023.

9) Contract 7-23 (High, River Utility and Street Construction): The project scheduled for advertisement the week of 2/22/2023 and bid opening on 3/08/2023.

Director Kaiser stated that he and Facility Manger Benson have begun to discuss the remodel of the Hauser room. He stated that they are looking into having an egress door put in so that there is an alternative exit in case of emergencies. He stated that the other changes are removing the sink area and moving the chair storage closet. Director Kaiser stated that they are also looking at new configuration for table options that will better serve this room for committee meetings.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Stevenson to adjourn at 8:45 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Wednesday, February 15, 2023 - 6:00 PM

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

Also Present: Mayor Lang, Director of Public Works Kaiser, City Attorney Rashid, City Clerk Nagel

Excused: None

Public Appearances: None

Approve the Amended Special Assessment Report – Installation of Street, Curb/Gutter, and Sidewalk for New Subdivision Streets

Cardinal Plat: Director Kaiser reviewed his memo of February 10, 2023, noting a correction needed to the assessment report previously approved by Committee. He noted that the project cost should have spread over 17 lots instead of 20 lots as was listed in the previous report. This increases the estimated assessment per lot from \$15,090 to \$17,760. Committee discussed the amended report and the resident notification process. Director Kaiser noted that a mailer was sent in December to property owners on streets included in the capital improvement program. Following approval of the assessment report, residents in this subdivision will receive a letter inviting them to the public hearing for this project.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to authorize the Chairman to sign the amended assessment report for Preliminary Resolution 2022-26 for installation of curb, gutter and pavement for properties in the Cardinal Plat. All voting aye.

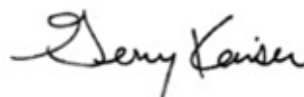
Integrity Acres/1st Addition to Integrity Acres: Director Kaiser noted that the assessment report was amended to include property abutting the west side of Honor Street that is currently in the Town of Vinland. It was projected that, in the future, there will be seven lots abutting the west side of Honor Street, which increases the lot count for assessment calculation purposes from 37 to 44 and reduces the estimated assessment from \$16,580 to \$13,950 per lot. The assessment charges for the area west of Honor Street will be held as a deferred assessment to be collected upon annexation of that property.

Following Discussion: Motion/Second/Carried by Hillstrom/Weber to authorize the Chairman to sign the amended assessment report for Preliminary Resolution 2022-24 for installation of curb, gutter and pavement for properties in the Integrity Acres and 1st Addition to Integrity Acres Plats. All voting aye.

Committee discussed the public hearing schedule for these projects. Director Kaiser stated that the public hearings have been scheduled for the Council meeting on March 15.

Adjournment: **Motion/Second/Carried Hillstrom/Borchardt to adjourn at 6:10 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works



Department of Parks & Recreation

TO: Mayor Lang, Chair Lendrum, and Members of the Public Services and Safety Committee

FROM: Michael T. Kading, Director of Parks & Recreation

DATE: February 20, 2023

RE: Carpenter Preserve Remaster Plan

Parks & Recreation staff developed and sent out Requests for Proposal to firms listed on the Wisconsin Parks and Recreation website who work within park and recreation settings. Specific instructions were to submit a proposal and a separate sealed envelope detailing costs to complete the scope of work. Scope of Services to include:

- Conduct Meetings with staff, the public at large, Parks & Rec, and Council
- Data Collection/Exploration
- Draft Conceptual Design
- Final Presentations
- Final Concept Design and Report

Five (5) proposals were received, opened, and reviewed on Tuesday, January 7, 2023, by a team made up of Commissioners Hillstrom and Borchardt, public member Gerry Andrews, and Department staff Fink and Kading. After reviewing the five (5) proposals, the review team ranked and selected two (2) firms to move onto the interview process.

The two (2) firms to be interviewed were Graef (Green Bay, WI) and MSA (Appleton, WI). Interviews were conducted on Tuesday, February 14, 2023. Commissioners Hillstrom and Borchardt, public member Gerry Andrews, and Department staff Fink conducted the interviews.

After interviews, the interview team recommended Graef of Green Bay, WI. Sealed envelopes were then opened and contained the following costs to complete the scope of work:

- Graef - \$29,950
- MSA - \$28,750

Summary of Funding

2023 CIP for Carpenter Preserve Design - \$30,000

The Parks & Recreation Commission has reviewed and recommends the proposal from Graef of Green Bay, WI in the amount of \$29,950, utilizing Budgeted 2023 CIP Funds.

Suggested Action: Motion to accept and recommend the proposal from Graef of Green Bay, WI in the amount of \$29,950, utilizing Budgeted 2023 CIP Funds.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
mkading@ci.neenah.wi.us

Public Services & Safety Committee March 7, 2023

CHANGE OF AGENT/TRADE NAME:

Applicant	Trade Name	Address of Business	Agent	Type of License BB/BLB/AB/ALB/C
Ultimate Mart, LLC	Pick N Save	1530 S. Commercial St	Timothy Oestreich	Class ALB

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Oestreich		Dan		Timothy	
Home Address (street/route)		Post Office	City	State	Zip Code
155 Jackson St. #310			Oshkosh	WI	54901
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent of Ultimate Mart, LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

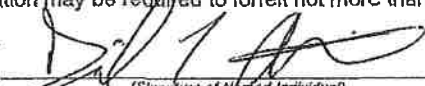
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? [REDACTED]
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
N/A			

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

X 
(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village of Neenah County of Winnebago
 City

The undersigned duly authorized officer/member/manager of Ultimate Mart, LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Pick 'n Save #124
(Trade Name)

located at 1530 S Commercial St Neenah, WI 54956

appoints Dan Oestreich
(Name of Appointed Agent)

155 Jackson St. #310 Oshkosh WI 54901
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? [REDACTED]

Place of residence last year Wisconsin

For: Ultimate Mart, LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Dan Oestreich, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 2/10/23
(Signature of Agent) (Date)

Agent's age [REDACTED]

155 Jackson St. Oshkosh WI 54901
(Home Address of Agent)

Date of birth [REDACTED]

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name
 Ultimate Mart, LLC DBA Pick 'n Save #124
 Reason for Cancellation of Appointed Agent
 Transfer of Current Agent

The undersigned appoints Dan Oestreich as agent in accordance with sec. 125.04(6), Wis. Stats.

[Signature]
 Signature of President / Member

2/21/2023
 Date

Section 2: Agent Information and Acknowledgement

Agent Name
 Dan Oestreich
 Mailing Address
155 Jackson St #310 City or Post Office Oshkosh State WI Zip Code 54901

Agent Questions	Yes	No
1. Are you of legal drinking age?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been convicted of a federal law violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Have you ever been convicted of a state law violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have you ever been convicted of a local ordinance violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Ultimate Mart, LLC DBA Pick 'n Save #124 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

[Signature]
 Signature of Agent

2/10/23
 Date

Section 3: Licensing Authority Approval

Municipality Name

 Signature of Official _____ Date _____
 Title of Official _____



M E M O R A N D U M

DATE: March 7, 2023
TO: Chairperson Lendrum and Members of the Public Services and Safety Committee
FROM: Brad Schmidt, AICP - Deputy Director of Community Development
RE: Large Format Printer Replacement

The City's large format printer is nearing the end of its useful life. The current printer was purchased in 2015 and has experienced issues relative to operation that suggest major components may start malfunctioning. The Department of Public Works and the Department of Community Development are the primary users of the printer. The printer is used to print large/wide format maps, images, and plans. In addition, the printer's large format scanner is often used to digitize old maps and plans.

A team of City staff members researched and reviewed several large format printer/scanner machines, before deciding on the **Canon Image PROGRAF TZ-30000 MFP 36** (Cannon Printer). The Cannon Printer offers generally the same functionality of the existing printer, but includes a large screen that will provide more efficiency in the scanning, editing and saving of scanned documents. In addition, the Cannon Printer includes a two roll paper integrated system which allows users to choose between two different paper types without having to manually switch the paper roll. Finally, the Cannon Printer offers faster print speeds and a better scan resolution.

Quotes from qualified vendors:

- CDW (Online Retailer) -- \$18,734
- Blue Print Imaging Technologies (Appleton, WI) -- \$13,250
- Gordon Flesch Company (Appleton, WI) -- \$12,838

The low quote from Gordon Flesch Company came in at a cost of \$12,838 which includes delivery, installation and training. Cannon is also offering a mail-in rebate of \$800, bringing the total cost after rebate to \$12,038. Staff also reviewed an option to lease a large format printer. All of the lease options were higher in total cost over 36, 48 and 60 month lease periods.

The 2023 CIP included \$12,500 for a large format printer.

An appropriate recommendation for the Public Services and Safety Committee is to recommend Common Council approve the purchase of a Canon Image PROGRAF TZ-30000 MFP 36 from Gordon Flesch Company for a total cost of \$12,838.

GFC Recommended Solution

Canon iPFTZ-30000 MFP Z36

Machine Features

- Up To 4 D-Size prints per minute on plain paper in fast mode
- 4.3" LCD Touch Screen on printer
- 36" Roll Maximum Large Format Printer
- Dual Media Drawers Standard (2 Rolls Total)
- Auto Media Loading / Up to 6.9" core (650 Ft. bond)
- FINE Print Head Technology
- LUCIA Pigment Inks
- 5 Color Ink Tanks: C, M, Y, K & MBK
- 15,360 Ink Nozzles: 2400 x 1200 dpi Max. Output
- Up To 700ml Ink Tank Capacity Each Cartridge
- On The Fly Ink Tank Changes while Printing
- Borderless Printing on wide variety of media
- Durable Dual-Blade Rotary Internal Media Cutter
- Output Top Delivery Tray: Up to 100 E-Size 20# bond pages
- Output Front Basket: All media types
- Gigabit Ethernet Port and USB B High Speed Port
- Front Panel: Direct Print From USB Stick (PDF/JPEG)
- RAM 128 GB (Virtual), 2 GB RAM, 500 GB Hard Drive
- Poster Artist Lite (Windows)
- Direct Print Plus
- AutoCAD Optimized Driver
- Canon Printer Driver/Windows & Mac
- Accounting Manager
- Media Configuration Tool
- Machine Features/Scanner:
 - Z36 ColorTrac Dual LED Color 36" Scanner
 - Up to 1200 DPI Scanning
 - 36" Image Scan Width, up to 38" media
 - 24 Bit Full Color (16.7 million Color RGB)
 - Up to 13" Per Second Scan Speed Mono, up to 6" per second Color
 - SmartWorks v6: Easy to Use Kiosk Interface on 15.6" TouchScreen PC
 - Scan to JPEG, TIFF, PDF, Multi Page PDF
 - SingleSensor Technology To Provide More Consistent and Better Color Accuracy
 - Maximum Media Thickness: Up to 1.0mm thick
- Optional Accessories/Supplies:
 - 36" Roll Holder Set: (RH2-34) - 2" & 3" core media
 - Replacement Ink Tanks 330ml or 700ml (can mix sizes).
 - User Replaceable Maintenance Cartridge: MC-30
 - PrintHead (PF-06)
 - PosterArtist (Full Version)



Photo may not represent final configuration

GFC Solution Investment

Qty	Manufacturer	Model	Description
1	Canon	iPFTZ-30000 MFP Z36	imagePROGRAF TZ-30000 MFP Z36

imageCARE Agreement

The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. Delivery, installation and start-up supplies is included. *Pricing does not include sales tax.*

	<u>33 Month</u>	<u>36 Month</u>	<u>48 Month</u>	<u>60 Month</u>
Monthly Lease Investment Option	\$442.78	\$411.59	\$330.07	\$285.52
Outright Purchase Price Option	\$12,838.00			
** Additional mail-in rebate may apply				

Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

Delivery, equipment installation, start-up supplies and training included.

Pricing does not include applicable sales tax. Pricing valid for 30 days.

03/31/2023

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

Next Steps

Thank you for choosing to partner with the Gordon Flesch Company. It is our goal to provide you with an exceptional customer experience and ensure you can fully leverage the technology in which you have invested. Below are some of the key milestones we feel are necessary to achieving this goal:

Authorize Agreements

- √ *Schedule Automatic Payments*
- √ *Set up Your Electronic Invoices (E-Invoices)*

Coordinate Successful Delivery

- √ *Delivery Coordinator - Collaborate to Determine Implementation Details*
- √ *Pre-Install Site Survey (If Deemed Necessary)*
- √ *Complete Networking Information Sheet*
- √ *Coordinate Delivery, Installation, & Training*

Complete Implementation & Training

- √ *Network the Device(s)*
- √ *Load Necessary Print Drivers*
- √ *Configure Automatic Meter Readings*
- √ *Set up Your Dedicated Customer Portal*
- √ *Configure All Required Device Settings*
- √ *Selected Key-User Training*
- √ *End-User Group Training*

Our Additional Value-Added Services

- Perform Complimentary Network Assessment
- Print Fleet Assessment & Analysis
- Develop Your Technology Roadmap
- Perform Account Reviews on Pre-Determined Basis

Thank You

Please let us know if you have any questions, desire a walk-through of our facility, or would like a demonstration of our solution offerings.



M E M O R A N D U M

DATE: March 7, 2023
TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Samantha Jefferson, Community Development Specialist
RE: Bird Scooter Pilot Program

In the spring of 2022, the City of Neenah entered into an agreement with Bird Rides, Inc. to allow for the creation of an electric scooter program for the 2022 riding season. Initially, Common Council approved a Memorandum of Understanding (MOU) with Bird Rides, Inc. which included the following conditions:

- Approximately 50-75 electric scooters would be deployed within the city for recreational use.
- Preferred parking, which provides a financial incentive to customers, would be established and regularly evaluated to encourage the majority of scooters to be congregated in these locations.
- Staff would work with Bird to establish geo-fenced zones where rides cannot be stopped including all bridges, roundabouts, overpasses and trestle bridges.
- Scooters would not be permitted on the sidewalk within the 100 and 200 blocks of W. Wisconsin Avenue.
- Bird would be responsible for re-distributing scooters on a frequent basis.
- A \$0.10 per ride fee would be paid to the city to offset administrative costs that may be required.
- The MOU would expire on December 31, 2022 to allow for the discontinuance of the program if necessary.

The 2022 program was highly successful with approximately 11,000 rides taken and over 30,000 miles traveled by more than 2,800 unique users. Very few complaints were reported and, when a complaint was received, Bird was quick to remedy the situation.

After discussions with Bird and internal discussions with Neenah PD, Parks and Recreation, Public Works and Future Neenah, staff recommends the Commission consider the attached Amendment to the MOU to extend the pilot program with Bird Scooters for the 2023 riding season. This amendment makes no changes to the MOU excepting the date of expiration which is extended to December 31, 2023.

If approved, Bird Rides, Inc. intends to have scooters on the ground and usable on March 20th in the cities of Neenah and Menasha and the Village of Fox Crossing.

Appropriate action at this time is to recommend the Amendment to Memorandum of Understanding between the City of Neenah and Bird Rides, Inc. extending the electric scooter pilot program through December 31, 2023.

Extension Amendment to
Memorandum of Understanding

This extension amendment (this "Amendment") dated as of the ____ of _____, 2023 is entered into by and between Bird Rides, Inc., located at 406 Broadway, #369, Santa Monica, CA 90401 ("Company"), and the City of Neenah ("City"), and amends that certain Memorandum of Understanding dated as of April 6, 2022, by and between Company and City (as further amended, restated, supplemented or modified from time to time prior to the date hereof, the "Agreement").

The Agreement is amended as follows:

1. Term. The term of the Agreement shall hereby continue through December 31, 2023 and shall be renewed annually by additional extension amendments thereafter unless terminated by either party.
2. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.
3. Unless otherwise stated in this Amendment, defined terms shall be given the meanings attributed to them in the Agreement.

Company:

Bird Rides, Inc.

By: _____

Name:

Title:

City:

City of Neenah, Wisconsin

By: _____

Name:

Title:



M E M O R A N D U M

DATE: March 7, 2023
TO: Chairperson Lendrum, and the Public Services and Safety Committee
FROM: Brad Schmidt, AICP, Deputy Director of Community Development
RE: Mobile Food Vehicle Map Amendment – Chapter 4, Article XIII

Summary

Attached for your review is an amended map (Mobile Food Vending Vehicles Allowed) of the permissible on-street locations within the Neenah Central City Business Improvement District (BID) where mobile food vehicles are allowed.

Background

In 2013, Common Council approved an ordinance creating Chapter 4, Article XIII, Mobile Food Vendors. The ordinance lists the regulations and permitting standards for mobile food vendors within the City. Mobile food vendors include both mobile food carts and mobile food vehicles. A mobile food vehicle is defined as *a self-contained, motorized mobile food vehicle in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution, including ice cream, custard and other prepackaged frozen treats. Mobile food vehicles do not include vehicles that are used solely to transport or deliver food or a common carrier regulated by the state or federal government.*

Mobile food vendors who operate a mobile food vehicle are required to obtain a license before operating within a public right-of-way. Within the Neenah Central BID, up to six mobile food vehicle licenses may be issued by the City in any one year. In addition, mobile vending vehicles are limited to only those locations designated on the “Mobile Food Vending Vehicles Allowed” map.

The “Mobile Food Vending Vehicles Allowed” map currently includes a permissible area along Doty Avenue that is no longer available due to the relocation of the Valley Transit transfer station. In addition to the removal of the south side of Doty Avenue, Staff proposes to include the following two additional locations as designated as yellow on the attached map:

1. Northside of Doty Avenue adjacent to the ERA building.
2. Southside of Main Street adjacent to the Plexus Design Center.

No other changes are being proposed relative to the mobile food vendor regulations or licensing requirements. The mobile food vendor ordinance and map do not apply to food vending vehicles on private property or associated with events. Since 2013, at least one mobile food vehicle license was granted within the Neenah Central BID. In 2016 and 2017, two licenses were granted.

CITY OF NEENAH
Dept. of Community Development
March 7, 2023
Page 2

Recommendation

Appropriate action at this time is for the Public Services and Safety Commission to recommend Common Council approve the amended Mobile Food Vending Vehicles Allowed map of Chapter 4, Article XIII of the Code of Ordinances relating to Mobile Food Vendors.

MOBILE FOOD VENDING VEHICLES ALLOWED- CITY OF NEENAH, WI



- Existing Location (No Change)
- New Location (Proposed)
- Existing Location (Eliminate)

Scale: 1:4,661





M E M O R A N D U M

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TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Samantha Jefferson, Community Development Specialist
RE: Bird Scooter Pilot Program

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Company:

Bird Rides, Inc.

By: _____

Name:

Title:

City:

City of Neenah, Wisconsin

By: _____

Name:

Title:



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Public Services and Safety Committee
Mayor Jane Lang
City Attorney David Rashid

From: Chief Aaron L. Olson *ALO*

Date: March 1, 2023

Re: **Informational Memorandum**

Earlier this year, I proposed to Mayor Lang that all of our sworn, non-patrol staff members, be able to take their assigned vehicles home with them; if they so choose. Here is a list of members who have cars assigned to them:

1. SRO, middle school
2. SRO, high school
3. Community Policing Coordinator
4. Traffic Safety Officer
5. Behavioral Health Officer (starting April 1, 2023)
6. Investigator/Crime Analyst
7. Investigator One
8. Investigator Two
9. Investigative Sergeant
10. Investigative Lieutenant
11. Training Lieutenant
12. Captain
13. Assistant Chief
14. Chief
 - K9 Handler One (already takes his car home)
 - K9 Handler Two (already takes his car home)
 - MEG Investigator (already takes his car home)

The following sworn staff members do not have vehicles assigned to them:

1. Patrol (20)
2. Patrol Sergeants (4)
3. Patrol Lieutenants (4)



It is my goal that in the next five years, all of the sworn staff members have their own take home squad cars assigned to them, potentially through a lease program.

Coming from a police department where the officers had police cars assigned to each officer, I know first-hand how having your own police car assigned to you can be beneficial. For the purpose of this memo, I will refer to this program as "one to one". Here are three benefits of having a "one to one" program: Efficiencies, Recruiting tool, Saves money.

Efficiencies

When one of the 14 members listed above comes to work in the winter, they typically have to scrape off the snow and ice from their assigned vehicles. This not only takes more time out of their work day, but it could also prevent them from responding to a violent call or to a call of someone in distress. Those lost minutes can be critical when it comes to life or death.

When one of these 14 staff members are driving to work in their "one to one", they are able to conduct traffic stops, or immediately assist our patrol staff, if needed.

When any one of these 14 members are called to work during their time off, for a major incident, that member has to respond to the police department, get their vehicle ready, and then respond to the scene. If they had a one to one, they could just respond from home, making their response time much quicker.

If the patrol staff were to have one to one vehicles in the future, this would also increase our efficiencies. Currently, it takes approximately 20 minutes for our patrol staff to switch vehicles with each other and then get logged into their mobile computer. This process occurs twice a day - once at 0600 and once at 6:00PM. If they were coming from home, this would already be done. This alone would save approximately 600 hours of time a year.

Recruiting Tool

When officers from other departments find out that we have started a one to one program, it will make our department more desirable. Most officers want to have their own vehicle assigned to them. They are able to keep it cleaner, make it their own and have more ownership within the police department.

Saves Money

Mercury Associates, an Independent Consulting Firm, with the lead analyst being a Professor from the University of North Carolina, analyzed 30 assigned squads and 34 "pool" or Intensive Use Squads over 8 years in Tacoma, Washington:

- Operating costs were 30% lower for assigned squads.
- Lower accident rates for assigned squads: \$1,375 annually vs. \$8,400. Over 8 years: \$189,000 vs. \$365,000.
- Assigned squads replaced at 60 months vs. 20-26 months for pool squads
 - [For the 14 members who will start with the one to one program, we will be keeping these cars for up to 10 years. If our patrol staff were to have one to ones, we would try to keep these squad cars for up to five years]
- 28-40 minutes for loading and unloading gear and equipment daily in pool squads. Also, on average, 5.6 days a month pool squads were unavailable due to repairs, lost keys, etc. Above number equaled 13 unproductive days annually.

- Study showed a savings to the City of approximately \$1.4 million annually with assigned vehicle program.

Mercury Associates completed another study in 2013 for Tinsley Park, IL.:

- Annual maintenance for a take home car \$3,500 vs. \$7,000 for a pool car.
- 40 minutes of time saved daily by not loading and unloading officer gear and equipment, equaling 35,000 hours annually or the equivalent of 17 additional officers.
- Increase in officer's productivity by \$6,000 annually.
- Over a twenty year period a net savings of \$21 million, or \$5,800 per officer annually.

Hampton, Virginia Police Department, one year study.

- Maintenance on take home cars was \$.16 per mile vs. \$.19 per mile on pool cars, which was a 16% savings.
- Operating costs on take home cars was \$.17 per mile vs. \$.20 per mile on pool cars, which was a 15% savings.
- 1,231 service calls were handled by take home car officers at no cost, equaling 3,777 off-duty hours of protection.

Galloway Township Police Department conducted an independent study of their take home program, which was conducted by Richard T Walsch, Ph.D.:

- His primary conclusion was, "The take home policy is very effective and should be maintained."
- Increased crime prevention with marked squads being parked in neighborhoods. Survey showed residents felt safer, as well.
- Increased patrol due to officers being required to act on serious offenses if observed, at no cost to taxpayers.
- Lifespan of squads increased by 2-4 years.
- Sense of ownership of squads and equipment resulted in longer lifespan.
- Drastic decrease in overtime, as officers start and end from residence and didn't commute to headquarters as often, resulting in more units available to handle calls at shift change.
- Quicker response and better preparedness to critical incidents.
- Lastly, "IT SAVES TAX DOLLARS." Figures showed a drastic reduction in maintenance costs. The take home fleet was \$130,000 annually vs. \$228,000 for a pool fleet, which was a savings of 43%.

Additional local information. Outagamie County (WI) Sheriff's Departments:

Benefits identified which are currently being realized with their take home program:

- More units on the street as officers go to and from work, resulting in deterrence of crime and traffic violations.
- Officers are required to take action on serious offenses, at no cost to taxpayers.
- Rapid response to critical, emergency callouts, as they don't have to respond to headquarters to retrieve a vehicle and equipment prior to responding.
- Major events, officers drive their assigned squad directly to the event.
- Training events, officers drive their assigned squad and don't have mileage claims.
- Investigators and command staff can respond directly to an incident from their home.
- Natural disasters, officers can be activated and respond in a short time.
- Increases the level of potential backup units available. The nearest on-duty officer may be in another area, while an off-duty officer heading home may be nearby.

- Officers take additional ownership of their vehicles and equipment.
- Take home program resulted in an increase of revenue at auction.
- More available parking at the Courthouse facility.
- Reduction in operating and maintenance costs annually as officers normally have maintenance completed while off-duty.

Summary

There have been a number of detailed independent studies conducted on the cost effectiveness of a take home or assigned squad car fleet, including my own personal experience at the Fort Myers Police Department. All of these specific studies show a savings of better than 30% in operating costs and a reduction of approximately 15%-16% in maintenance costs. All of them have shown numerous benefits and cost savings associated with the program, with significant savings and benefits to taxpayers after the initial startup cost of the program.

Our team fully vetted the program with our liability carrier CVMIC, and their advice/counsel informed our policy drafting process. City Attorney David Rashid worked with us and CVMIC to develop a strong policy that covers this new program. Paralegal Becky DeWitt also has assisted us in writing an agreement that each sworn staff member will sign, before taking their vehicle home.

For these reasons, Mayor Lang has approved the Neenah Police Department to allow the 14 listed sworn staff members, to take their vehicles home. Per Mayor Lang, this memo was written to keep you apprised of this new program.

The City of Neenah employees who worked on this project were; City Attorney David Rashid, Paralegal Becky DeWitt, Captain Tom Van Sambeek and Assistant Chief Jeff Bernice.

Attached:
Vehicle Use Policy 703
Take home agreement

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Neenah to provide assigned take-home vehicles.

703.2 POLICY

The Neenah Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Commander should ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number should be documented on the roster.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) should annotate their use of the vehicle on the vehicle tracking board. Use of marked patrol vehicles for purposes other than patrol should be cleared with a supervisor to prevent a marked vehicle shortage on patrol

Use of assigned ISU vehicles by those not assigned to them should be confirmed with a supervisor or ISU staff.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

Neenah Police Department

Neenah PD Policy Manual

Vehicle Use

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 MOBILE DATA COMPUTER

Members assigned to vehicles equipped with a Mobile Data Computer (MDC) should log onto the MDC with the required information when going on-duty in a patrol, or patrol related capacity (ex. Grant work). If the vehicle is not equipped with a working MDC, the member shall notify Dispatch. Use of the MDC is governed by the Mobile Data Computer Use Policy.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. If the member finds that the system is not functioning properly at any time during the shift, he/she should submit a vehicle service request.

703.3.6 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as an authorized Ride Along.

703.3.7 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING

Except when responding to an emergency or when department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

Neenah Police Department

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Vehicle Use

703.4 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The member must be approved for an assigned vehicle by his/her Division Commander and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-mile radius of the city. A longer distance may be permitted subject to Division Commander approval.
- (b) Except as may be provided by a collective bargaining agreement time spent during normal commuting is not compensable.
- (c) Members may use an assigned vehicle for "De Minimis" personal use, which is defined as a personal errand conducted between the home and the workplace on a regularly scheduled duty day. This would include the transporting of family members of the employee to and from school or day-care while driving to and from work on a regularly scheduled duty day.
- (d) The member may be responsible for the care and maintenance of the vehicle and its contents. The Department should provide necessary care and maintenance supplies.
- (e) The member will take the vehicle to all scheduled maintenance appointments or make arrangements for the vehicle to be available for such appointments through the Fleet Maintenance Manager.
- (f) While at a member's residence, if the vehicle is not secured inside a locked garage, all unsecured firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence per [Neenah PD Policy Manual: 306.5.2 STORAGE AT HOME](#).
- (g) When the member will be away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored at department facility.
- (h) The department reserves the right to suspend the privilege of a take-home vehicle for cause; e.g., failure to abide by one-to-one guidelines, failure to maintain adequate performance evaluation ratings, etc.
- (i) The department reserves the right to suspend the privilege of a take-home vehicle when the member is placed on light duty.
- (j) All department identification, portable radios and equipment should be secured.
- (k) While operating an agency vehicle, in the jurisdiction of the Neenah Police Department, members shall monitor the police radio. This applies to members who are both on-duty and off-duty.
- (l) Members will not permit unauthorized persons to operate their assigned vehicle. Unauthorized persons include anyone who has not received permission to operate the vehicle from a supervisor, the Chief of Police or designee. Licensed family members may move the assigned vehicle in and out of the driveway or garage of the member's residence, provided that said family members are otherwise covered by the member's insurance as required in sub section "n" hereof.

Neenah Police Department

Neenah PD Policy Manual

Vehicle Use

- (m) While operating the vehicle, authorized members will carry and have accessible an authorized firearm, badge, identification, handcuffs or flex-cuffs, note taking material, and be prepared to perform any function they would be expected to perform while on-duty.
- (n) The member represents to the Chief that prior to a member's first use of a take home vehicle, the member has secured and maintains alternative insurance coverage sufficient to cover any bodily injury losses suffered by the member or the member's family as a result of the member's use of the take home vehicle.

Members are cautioned that commuting trips in take home vehicles to and from work assignments may be excluded events for purposes of claims made under either worker's compensation or other insurance.

Members are cautioned that under federal and local tax rules, personal use of a City-owned vehicle may create an income tax liability to the member. Members should address questions regarding tax consequences to their tax adviser. Unmarked law enforcement vehicles are qualified non-personal use vehicles only if:

- The employer officially authorizes personal use.
- Personal use must be incident to use for law-enforcement purposes; that is, no vacation or recreational use.
- The employer must be a governmental unit responsible for crime prevention or investigation.
- The vehicle must be used by a full-time law enforcement officer authorized to carry firearms, execute warrants and make arrests. The member must regularly carry firearms, except when it is not possible to do so because of the requirements of undercover work. Treas. Reg. Section 1.274-5(k)(6)(ii)
- Non-sworn members assigned a take-home vehicle would not be exempt from federal and local tax rules.

The assignment of vehicles is at the discretion of the Chief of Police. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

703.4.1 SAFETY PRECAUTIONS

1. All members of the Neenah Police Department shall comply with the requirements of Wisconsin State Statute 347.48 on safety belts and child safety restraint systems. If unable, alternate arrangements should be made for transport.
2. When an agency vehicle is left parked and unattended, the driver will close the windows, remove the keys, and lock the doors. Exception: Vehicles transporting law enforcement canines are exempt from this requirement.
3. Any theft of equipment (including personal equipment) or any damage to any agency vehicle shall be immediately reported to an on-duty supervisor. A follow-up investigation shall be made in accordance with established department procedures. The Member will also report this theft or damage to the proper law enforcement jurisdiction.

Neenah Police Department

Neenah PD Policy Manual

Vehicle Use

4. Unless secured by an agency installed locking device, firearms and laptops will be removed from the occupant compartments of agency vehicles when employees are off-duty and not operating them.

703.4.2 OFF-DUTY POLICE ENFORCEMENT ACTIVITIES

1. Generally, any off-duty police enforcement activities should be undertaken in a manner consistent with policy 334, Off-Duty Actions. In the event that the provisions of said policy conflict with the guidance here provided for members' off-duty activities while using take home vehicles, the provisions of this section 703.4.2 shall control.
2. The employee is to notify the Winnebago County Sheriff's Office communications center or the proper jurisdiction's communications center, whenever the member performs a police activity while in an off-duty status. Members should also relay to the communications center if they are not wearing a body camera if they are assigned one.
3. Members who are operating their take-home vehicles while off-duty may take necessary police action for all observed serious criminal violations, traffic safety hazards, and flagrant or dangerous traffic violations within jurisdiction. Additionally, members may stop at traffic crashes, stalled cars, or when being flagged down by a citizen. Employees should be cognizant of the negative public image of the department and the resulting adverse affect upon the take-home vehicle program, which will result if members fail to stop and assist citizens in need while operating a marked police vehicle. In such cases, the member may be compensated for any contact lasting more than 30 minutes. The officer will be compensated at a rate of time and one half for the time spent on the incident by the off-duty officer.
4. When responding to calls/incidents while off-duty, the member may be required by an on-duty supervisor to handle the call to best preserve and handle evidence and maintain continuity. If possible, the off-duty member should be relieved by on-duty personnel. However, the off-duty member is required to assume full responsibility for the situation until duly relieved by on-duty personnel. The off-duty member is responsible for completion of all appropriate paperwork, unless receiving authorization from a supervisor to hold the paperwork upon returning to duty.
5. When an off-duty member is summoned to work for an active incident, the member shall follow policy [Neenah PD Policy Manual: 308.4.1 EMERGENCY RESPONSE SPECIAL CONDITIONS](#)
6. In all cases, the off-duty member should summon on-duty personnel to handle the call and stand by for assistance until relieved by the on-duty members. However, if the problem or situation can be resolved immediately and on-the-spot, the off-duty member is to handle the call.

703.5 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Response and Reporting Policy).

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum

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Vehicle Use

format and forwarded to the Shift Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.6 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

703.7 SPECIAL PURPOSE VEHICLES

703.7.1 ISU CRIME SCENE VEHICLE

Authorization, conditions, and limitations for use

The ISU Crime Scene Vehicle:

- Is intended for use for any crime scene at the discretion of ISU personnel where they may require additional investigative resources.
- Should be maintained in a neat and orderly fashion, commensurate with the investigative purpose of the vehicle.
- may be utilized as a community relations vehicle with permission from the ISU Supervisor or authorized designee.

Authorized Operators

No additional training requirements are required for the operation of the ISU Crime Scene Vehicle.

Vehicle Equipment

ISU Crime Scene Vehicle equipment is to be maintained by the Investigator assigned as the primary operator and should maintain an Inventory of required items.

Special Purpose Vehicle Assignment

The ISU Supervisor shall assign an Investigator as the Primary ISU Crime Scene Vehicle operator who will be responsible for the condition and maintenance of the vehicle.

703.7.2 CAIMAN

Authorization, conditions, and limitations for use

The Caiman Armored Vehicle

- The usage of this vehicle must be authorized by either the Chief of Police, Assistant Chief or the Professional Staff Captain for the following situations:
 - Critical Incidents
 - Natural or Man Made Disasters
 - Community Events/Relations

Neenah Police Department

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Vehicle Use

Authorized Operators

Authorized Caiman operators will be designated by the SWAT Commander or designee.

Authorized Caiman Operators and are required to complete training conducted by a Master Caiman Operator which includes both instructional and hands on elements.

Refresher training for Authorized Caiman Operators will be required at an interval determined by a Master Caiman Operator.

Exception to Authorized Operators

In the event of a high-risk call, where the presence of, and availability of an armored vehicle would be beneficial, an officer with only basic familiarization with the armored vehicle (not the complete training from the Master Caiman Operator) may drive the vehicle to the scene. As soon as practicable, an authorized Caiman operator should be called to the scene to take over operation of the armored vehicle.

Vehicle Equipment

The Caiman equipment will be maintained by the Master Caiman Operator and/or SWAT Team members, depending on their equipment assignments.

Special Purpose Vehicle Assignment

The SWAT Commander shall assign a Master Caiman Operator(s) who will be responsible for the overall maintenance and mission readiness of the vehicle as well as overseeing and conducting the training program for authorized operators.

The NPD SWAT Team may augment Caiman's maintenance schedule with monthly maintenance checks.

703.7.3 CANINE VEHICLE

See Canine Policy

703.7.4 POLICE BICYCLES

See Bicycle Patrol Policy

703.7.5 COMMUNITY SERVICE AIDE VEHICLE

Authorization, conditions, and limitations for use

The CSA Vehicle:

- Is intended for use by CSA's for the regular course of their duties.
- May be used by other NPD Staff when it may be advantageous or required.
- May be utilized as a community relations vehicle as needed.

Authorized Operators

No additional training requirements are required for the operation of the CSA Vehicle.

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Vehicle Use

Vehicle Equipment

The CSA equipment will be maintained by CSA's, overseen by the CSA Supervisor or designee.

Special Purpose Vehicle Assignment

The CSA Vehicle will be maintained by the fleet manager or designee.

703.7.6 PARKING VEHICLE

Authorization, conditions, and limitations for use

The Parking Vehicle:

- Is intended for use by CSA's for parking enforcement duties.
- May be used by other NPD Staff when it may be advantageous or required.
- May be utilized as a community relations vehicle as needed.

Authorized Operators

No additional training requirements are required for the operation of the Parking Vehicle.

Vehicle Equipment

The parking vehicle equipment will be maintained by CSA's, overseen by the CSA Supervisor or designee.

Special Purpose Vehicle Assignment

The Parking Vehicle will be maintained by the fleet manager or designee.

703.7.7 CODE ENFORCEMENT VEHICLE

Authorization, conditions, and limitations for use

The Code Enforcement Vehicle:

- Is intended for use by the Code Enforcement officer for code enforcement duties.
- May be used by other NPD Staff when it may be advantageous or required.
- May be utilized as a community relations vehicle as needed.

Authorized Operators

No additional training requirements are required for the operation of the Code Enforcement Vehicle.

Vehicle Equipment

Neenah Police Department

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Vehicle Use

The code enforcement vehicle equipment will be maintained by Code Enforcement Officer, overseen by the Professional Staff Captain or designee.

Special Purpose Vehicle Assignment

The Code Enforcement Vehicle will be maintained by the fleet manager or designee.

703.8 UTILITY-TERRAIN VEHICLE

See Utility-Terrain Vehicle Policy



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



AGREEMENT FOR USE OF TAKE-HOME VEHICLES

This agreement is made this ____ day of _____, 202__, between the City of Neenah Police Department, a Wisconsin municipal corporation located in Winnebago County, Wisconsin (hereinafter the “Department”), and Officer _____, (hereinafter “Member”) an employee of the City of Neenah Police Department.

WITNESSETH:

WHEREAS, The City of Neenah Police Department has studied the feasibility and merits of allowing certain members of the department to utilize as a “take-home” vehicle, assigned squad cars, and has determined that without compromising public safety, economy and efficiency will be enhanced by permitting certain members of the Department to operate “take-home” vehicles pursuant to the following policy understandings;

NOW, THEREFORE, in accordance with policy, section 703.4 of the Neenah PD Policy Manual, and in consideration of the terms and conditions hereinafter set forth, the Parties mutually agree as follows:

1. The Member must live within a 30 mile radius of the City unless approved by Division Commander.
2. The Member acknowledges that time spent in the vehicle during normal commuting is not compensable except as may be provided by a collective bargaining agreement.
3. The Member may use an assigned vehicle for “De Minimus” personal use, defined as a personal errand between home and the workplace on a regularly scheduled duty day. This would include the transporting of family members of the Member to and from school or daycare while driving to and from work on a regularly scheduled duty day.
4. The Member is responsible for the care and maintenance of the vehicle and its contents if the Department provides necessary care and maintenance supplies.
5. The Member will take the vehicle to all scheduled maintenance appointments or make arrangements for the vehicle to be available for such appointments through the Fleet Maintenance Manager.
6. If the vehicle is not secured in a locked garage at the Member’s Residence, all unsecured firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence per the Storage at Home (306.5.2) policy in the Neenah PD Policy Manual.

- 7. The Member will secure all department identification, portable radios and equipment.
- 8. The vehicle will be kept at the Neenah Police Department if the Member will be away for periods exceeding one week.
- 9. The Member acknowledges that the department reserves the right to suspend the privilege of a take-home vehicle for cause.
- 10. The Member acknowledges that the department reserves the right to suspend the privilege of a take-home vehicle when the member is placed on light duty.
- 11. Members shall monitor their radio, while driving the agency vehicle, both on and off duty, in the jurisdiction of the Neenah Police Department.
- 12. Members will carry and have accessible an authorized firearm, badge, identification, handcuffs, or flex-cuffs, note taking material, and be prepared to perform any function they would be expected to perform while on-duty.
- 13. Members will not permit unauthorized persons to operate their assigned vehicle. Unauthorized persons include anyone who has not received permission to operate the vehicle from a supervisor, the Chief of Police or designee. Licensed family members may move the assigned vehicle in and out of the driveway or garage of the Member's residence, provided the Member has secured and maintains the insurance coverage as required in section, provided that said family members are otherwise covered by the Member's insurance as required by No. 14 of this contract.
- 14. The Member represents to the Chief that prior to a Members' first use of a take home vehicle, the Member has secured and maintains alternative insurance coverage sufficient to cover any bodily injury losses suffered by the Member or the Member's family as a result of the Member's use of the take home vehicle.

_____ Initial Here (as to #14).

Dated: _____

Dated: _____

BY: _____

BY: _____

[Name, Title]
For the Department

[Name, Title]
Member/Officer



M E M O R A N D U M

DATE: February 28th 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Greg Radtke
RE: Fleet #2 Equipment (2024 Tandem Patrol Truck w/salter)

Monroe Truck Equipment and Truck Equipment both submitted bids close to my specifications, our entire fleet of trucks is currently equipped with a Monroe Truck Equipment system of some type.

We are willing to look at any and most options for our equipment to see what is available, suitable, and cost-effective.

The Universal system, (Truck Equipment) is not interchangeable with our current fleet and is not "up to par" with our standards. There were numerous differences noted, enough I feel, to justify the additional cost. (see attached)

Monroe Truck Equipment has been very reliable and provides good equipment/support to us, their De Pere location assembles and services our trucks. We stock common Monroe parts in our inventory.

Staff recommends outfitting fleet #2's chassis with the Monroe equipment package for the amount of \$150,569.00.

Differences between 2 equipment bids for Fleet #2

(Plow, wing, dump body and salter)

	<u>Monroe</u>	<u>Universal</u>
Vendor	Monroe Truck Equipment	Truck Equipment
Body	Scissors style hoist (more stable)	Front telescopic
Paint	Powder coated	Painted
Control	Monroe/Force I-Grip	Force Command-all
Salter	Force America 6100	Force America 6100
Hardware	Stainless	Standard
Parts and support	24/7 support All parts available in Wisconsin	7-5 pm weekdays "We have most parts but not all parts in house"
Difference	\$ 7,640.00	

	<u>Monroe</u>	<u>Universal</u>
Equip. package	\$ 150,569.00	\$ 142,929.00
International Chassis	\$ 118,028.00	\$ 118,028.00
Total Cost	\$ 268,597.00	\$ 260,957.00
Budgeted amount	\$ 250,000.00	\$ 250,000.00
	\$ (18,597.00)	\$ (10,957.00)



City Services Building

1495 Tullar Road Neenah, WI 54956

Phone: (920) 886-6260

Fax: (920) 886-6269

Proposals

Fleet #2 (2024 Tandem Patrol Truck Equipment Package)

- | | | |
|---|-----------|--------------|
| • Monroe Truck Equipment
De Pere, WI | Monroe | \$150,569.00 |
| • Truck Equipment
Appleton, WI | Universal | \$142,929.00 |

Comments:

This proposal is for the equipment package only, an International chassis has already been approved and ordered.

The equipment package would include safety lighting, the dump box, plow, wing, salter, and controls.

Staff recommends purchasing an equipment package from Monroe Truck Equipment for \$150,569.00.

Existing equipment is included in the 2007 tandem patrol truck with salter, which will be sold or auctioned off with an estimated value of \$25,000.00

Staff requests the overage of \$7640.00 be covered by the savings on the rear-load garbage truck purchased earlier this year, the current balance left is \$45,439.00.

Budgeted 2023 amount for full truck is \$250,000.00

(Page 331 Item 5 in 2023 Budget Book)



Public Works Department
City Services Building
1495 Tullar Road, Neenah, WI 54956
Phone: 920-886-6260 Fax: 920-886-6269

Proposal

Fleet #90 (1995 Small Asphalt Roller)

Miller-Bradford & Risberg, INC. De Pere, WI	Bomag BW900-50	\$24,077.00
Aring Equipment Co. De Pere, WI	Volvo DD15B	No Inventory or availability
Lincoln Contractors Supply Oshkosh, WI	Wacker RD12	No Inventory or availability

Staff would like to note that this unit is on a verbal hold for the City of Neenah pending approval.

Staff recommends the purchase of a Bomag BW900-50 from Miller-Bradford & Risberg, INC of De Pere for \$24077.00.

Budgeted 2022 amount \$30,000.
(Page 331 Item #2 in 2023 Budget Book)

Apr 14, 2021 12:1

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City Services Building

1495 Tullar Road Neenah, WI 54956

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

Proposal

Fleet #36A (Trackless MT7 Tractor)

Mac Queen Equipment Menominee Falls, WI	Trackless MT7 / Attachments	\$173,774.00
Sourcewell Purchasing group	Trackless MT7 / Attachments	\$173,774.00
Minnesota State Contract Price	Trackless MT7 / Attachments	\$176,344.00
HGCA Contract	Trackless MT7 / Attachments	\$179,834.00

Staff recommends purchasing a 2023 Trackless MT7 with attachments from MacQueen Equipment of Menominee Falls for \$173,774.00.

Staff also recommends upgrading the two-way radio for a cost not to exceed \$1000.00

Staff would like to note that this is our second Trackless unit, which will include a new snow plow for sidewalks and a new flail-style grass mower for rough fields. The machine is utilized year-round for snow removal, cutting grass/ditch lines and sweeping with our investment in attachments we currently own, along with the machine's reputation and performance, I recommend replacing fleet #36A (a 2010 Trackless MT6) with a new Trackless MT7 Brand Tractor.

Existing equipment will be traded in or listed and sold on the GovDeals auction site.

Budgeted 2023 amount \$175,000.00.

(Page 331, Item #6 in 2023 Budget Book)

May 23, 2022 8:13:14 AM





M E M O R A N D U M

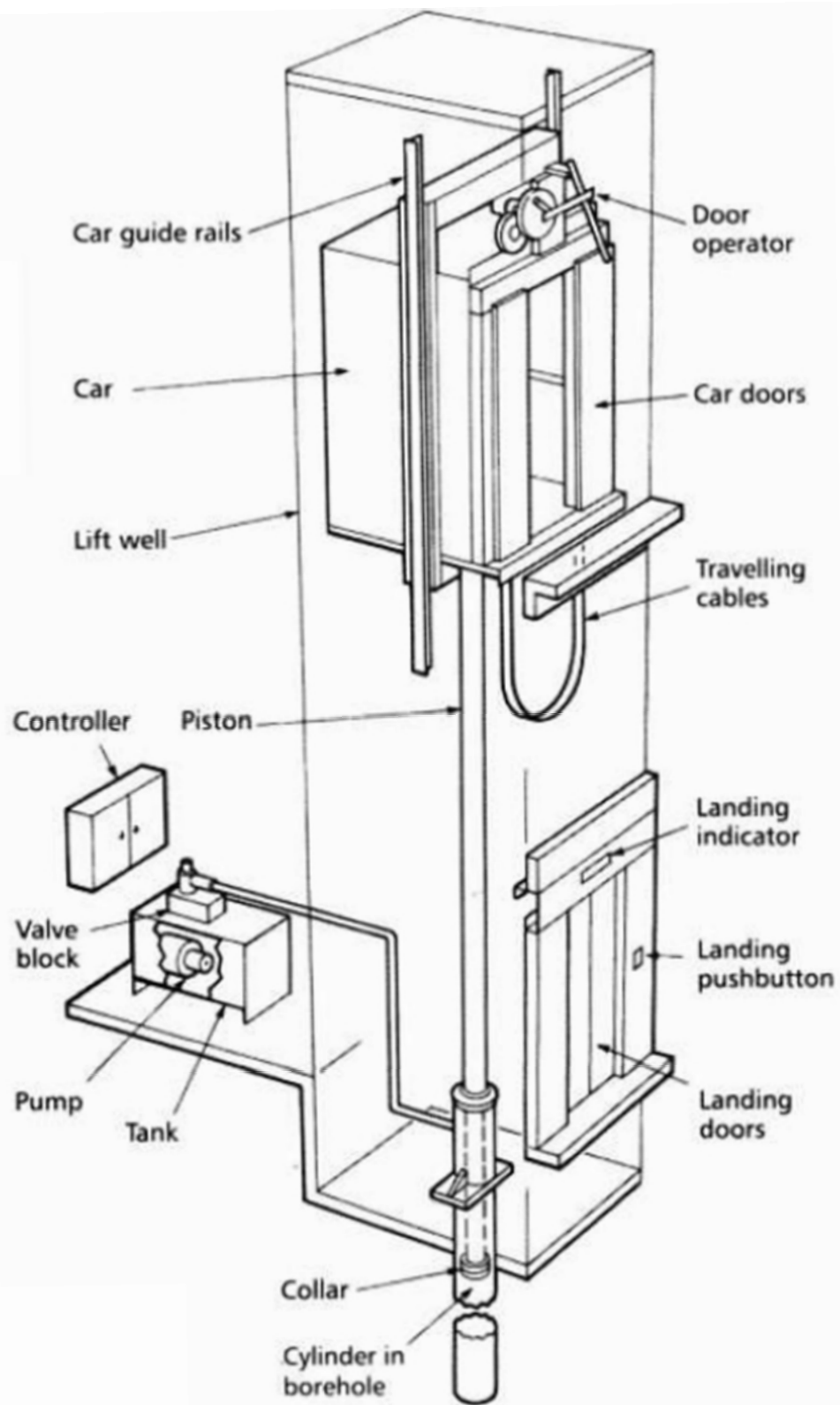
DATE: March 3, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Elevator Upgrade

Proposals were received for various services and equipment to upgrade the hydraulic elevator in city hall. A general schematic of this type of elevator is attached. In short, the pieces of equipment that will be retained are the pit, car frame, guide rails, elevator hoistway doors/frames, cylinder, plunger, and elevator cab. The equipment to be replaced include:

- Programmable microprocessor controller with precise leveling system
- Power unit
- Car top inspection station and pit stop switch
- Fixtures, including:
 - Main car station with position indicators
 - Fire service features, as required
 - ADA phone
 - Voice Annunciator
 - Car Lantern
 - Hall pushbutton stations
 - Hoistway access switches (top & bottom)
 - Jamb Braille plates at each hoistway entrance frame side jamb
- Door operator
- Electronic door edge
- Fire Service operation as required by State Code
- Travel cable
- Hoistway wiring from controller to car to hall station pushbuttons
- Battery lowering system
- Limit switches and leveling devices
- Car door and landing door hangers and tracks
- Landing doors with factory baked enamel finish
- Stainless steel car door panels
- Permits, Inspection/testing reports

The proposals received from Otis Elevator Company and Kone, Inc., were evaluated and found to have comparable work scopes. The Kone proposal was \$143,717 and the Otis proposal was \$159,660. Kone, Inc., is our current elevator maintenance vendor. The capital facilities budget included \$150,000 for this work (Page 321).

Staff recommends accepting the proposal from Kone, Inc., for the city hall elevator upgrade in the amount of \$143,717.





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: March 3, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: City Hall HVAC Upgrade

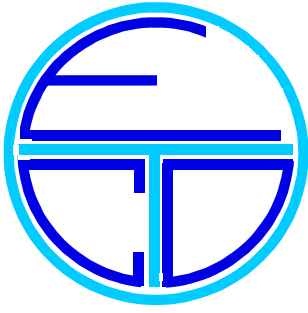
Staff have been evaluating replacing the existing pneumatic controlled HVAC system at city hall with a system that provides for direct digital control (DDC). We have seen a number of the pneumatic components fail and expect to see more since they are at or past their life expectancy. The 2023 operating and capital improvement budget included this work at a cost of \$65,000.

In 2021, three systems were evaluated while thermostat and variable air valve replacements were being installed at the Tullar Garage so that the equipment installed would work with DDC and that it would be a system that could expand to other city buildings. At that time, two of those vendors provided estimates for the city hall upgrade. Those estimates were very close so the equipment selected was compatible with the Siemens control system provided by Energy Control & Design (EC&D). We asked for an updated proposal from EC&D in February. The current proposal is \$77,945.

This system, beyond providing more reliable programmable controls, gives us the ability to remotely receive alarms and access the HVAC system to view or address issues as they arise. It will also give our HVAC vendor the ability to remotely check and adjust the system thereby improving timeliness and potentially reducing service call costs. Since this system will be consistent with the equipment being used at the Tullar Garage, there will be a common interface and terminology for the two buildings. This system is also being used at the Neenah Library and could potentially be expanded to Fire 32, the Neenah Police Station and Parks shelters as HVAC upgrades are need at those facilities.

As noted, the cost of the upgrade is about \$13,000 over the amount budgeted. To cover the difference, I propose to forgo the installation of the ionization air purifier system that was included in the 2022 capital facilities budget at a budget amount of \$20,000.

Staff recommends accepting the proposal of the Energy Control & Design for the Neenah City Hall HVAC upgrade in the amount of \$77,945 using 2023 budgeted funds and funds from the 2022 ionization air purifier budget.



ENERGY CONTROL & DESIGN, INC.

Automatic Controls for Energy Management

P.O. Box 12 (54912-0012) 3137 N. Roemer Road Appleton, WI 54911-8637
(920) 739-6885

www.energycontroldesign.com

Distributor for Siemens
Building Technologies

May 18, 2021

City of Neenah
211 Walnut Street
Neenah, WI 54957-0426

2-8-2023 Proposal revised to accommodate manual pump change over, large valve changeout, labor and material escalation.

Attn: Pat Benson

Re: Pneumatic to DDC (electronic) Control Upgrade

Dear Pat;

Energy Control & Design is pleased to provide the following proposal regarding the replacement of the pneumatic controls currently found at Neenah City Hall. The existing pneumatic controls are far beyond their estimated life expectancy and are beginning to fail. These controls are very costly to maintain as they require constant calibration and adjustment from a trained HVAC technician to ensure proper operation. These controls can also limit the HVAC system efficiency. For these reasons we recommend replacing the pneumatic controls with Siemens DDC controls. The DDC controls would ensure precise and efficient control of the HVAC systems. The DDC control system would also include a graphical user interface (GUI). This interface would enable the building engineer to adjust, command, schedule, diagnose and fully operate the HVAC systems.

We recommend starting this upgrade by beginning with converting the primary HVAC equipment found in the basement mechanical room, as this portion of the project could offer the highest ROI. The current HVAC equipment consists of two (2) boilers, one (1) large air-handling unit and one (1) chiller along with many associated pumps, damper actuators, control valves and variable fan capacity controls (e.g. inlet vanes, variable pitch fan blades, etc.). This project would include removal of all the pneumatic controls that currently control the above-mentioned equipment and replacement to include the required controllers, sensors, actuators, valves and variable speed drives (VFDs for fan motors). This would also encompass the installation and design of PC software with custom made building/equipment graphics to reflect that of the mechanical room. To follow is pricing and an itemized break down of what this project would include.

The price to complete the **Neenah City Hall - Mechanical Room Control Upgrade** is: **\$77,945.00**
(Seventy-Seven Thousand Nine Hundred Forty-five Dollars)

The **Neenah City Hall - Mechanical Room Control Upgrade** includes the following:

- Demo of the existing mechanical room pneumatic controls and control cabinet.
- Installation of a new Siemens control cabinet.
- Installation of two (2) PXC controllers.

- Replacement of the AHU chilled water valve and pre-heat valve.
- Installation of temperature sensors, pressure sensors, relays, actuators, and low temperature safeties.
- Installation of one (1) VFD for the supply fan and one (1) VFD for the return fan.
- Conduit and wire.
- Wire raceway.
- Integration of all Siemens points into the Desigo CC standard feature set software.
 - EC&D will need remote access to the Desigo CC server so that we can work on the migration remotely and assist with future service items.
- Building automation point license for Desigo CC to consist of 500 BA points.
- Configuration of Desigo CC clients via Windows App clients.
- Create all new BAS graphics using the Desigo CC intuitive smart graphics layout.
- 3-D floor plan graphics.
- Creating reports, alarms & trends in Desigo CC.
- Four (4) hours of owner training.
 - If the training is spread out over additional days and more trips are needed for training, trip surcharges may be applicable.
- Engineering and control drawings.
- Programing adjustments.
- One (1) year warranty.

The above offered pricing does not include the following items:

- Repair or replacement of any HVAC equipment.
- Repair or replacement of any electrical equipment (line voltage wire, breakers, etc.).
- Second shift, third shift or overtime labor.
- Network connections or cabling.
- Upgrading or adding controls to any other items not explicitly stated above.
- Client machines (computers, tablets, etc.).
- Annual software upgrade subscription for Desigo CC.
- Air or water balancing.

The above pricing is effective for 30 days.

If you would like to proceed with this proposal, please sign below and either mail or email this letter back to: jbalza@energycontroldesign.com. Please also include all applicable paperwork and/or purchase orders that may be necessary.

Company Representative's Signature

Date

Thank you for allowing Energy Control and Design to provide this estimate. We look forward to working with you and the rest of your team to implement these proposed upgrades. If you have any questions or need any additional information, please feel free to contact me at the office.

Best Regards,

Jeremy Balza

Jeremy Balza
Service Manager

ENERGY CONTROL & DESIGN, INC.
3137 N. Roemer Road
Appleton, WI 54911
(920) 739-6885 Ext 218



M E M O R A N D U M

DATE: March 3, 2023
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. Work on the water feature stones will continue when weather allows.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.
- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): A construction schedule has not yet been set.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): A construction schedule has not yet been set.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): Bids were opened on 2/15/2023. An award recommendation will come to Council on March 15.
- 6) Contract 4-23 (Asphalt Repairs): Bids were opened on 2/15/2023. An award recommendation will come to Council on March 15.
- 7) Contract 5-23 (New Subdivision Street Construction): Bids were opened on 2/15/2023. An award recommendation will come to Council on April 5. The public hearing for this project is scheduled for March 15.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): Bids were opened on 3/01/2023. An award recommendation will come to Council on March 15.
- 9) Contract 7-23 (High, River Utility and Street Construction): The project is scheduled for bid opening on 3/08/2023.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project is scheduled for bid opening on 3/08/2023. The primary work areas are the roundabouts at Breezewood/Gillingham, Bell/Harrison, Winneconne/Green Bay, Winneconne/Lake, Green Bay/Festival, and Green Bay/Fox Point.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project is scheduled for bid opening on 3/22/2023.
- 12) Tullar Garage Roof: A contract to replace a portion of the Tullar Garage roof is being prepared. The rains of February 27 made evident several holes in the roof – one in the area being replaced and two outside of that area. Repair patches were made.
- 13) Tullar Garage Generator: We experienced erratic electrical operation that was traced back to the Tullar Garage generator transfer switch. Repairs to the switch will cost about \$3,000.
- 14) Commercial/Winneconne Intersection Control Evaluation: The draft report has been prepared and provided to staff. We anticipate having this topic on a future PSSC agenda.