

**AMENDED
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 11, 2022, 6:30 PM**

Present: Alderpersons Hillstrom, Lendrum, Stevenson, and Weber

Excused: Alderperson Borchardt

Also Present: Mayor Lang, Police Chief Olson, Assistant Police Chief Bernice, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Paul Schmulligan, Miron Construction

Approval of the September 27, 2022 Regular Meeting Minutes

Motion/Second/Carried by Hillstrom/Weber to approve the minutes of the September 27, 2022 regular meeting. All voting aye

Public Appearances

None

Motion/Second/Carried Hillstrom/Weber to amend the agenda and move agenda items 5, 6, and 7 to top of agenda. All voting aye

Special Event Barrier-Additional Discussion

Assistant Chief Bernice thanked the committee members who assisted with the disaster relief effort for the area hit by Hurricane Ian in Florida.

Assistant Chief Bernice stated that his purpose tonight is to keep the committee informed as to the progress of selecting a barrier system and to narrow down the selection list.

Assistant Chief Bernice stated that Neenah has a wide range of types of special events and funding a barrier system that would fit all of them would be very expensive. He stated that the best option is to concentrate on the downtown footprint. He stated that this area, during special events, has a large concentration of pedestrians in a small select area making it a high target area. Assistant Chief Bernice stated that the area staff is focusing on is Wisconsin Avenue between Commercial Street and Main Street.

Assistant Chief Bernice stated distributed a matrix, with costs, of barrier systems that have been discussed previously to the Committee. He stated that the options are the

MVB system, Archer 1200 system, along with concrete barriers and city vehicle used for blocking intersections. Assistant Chief Bernice reviewed the matrix with the committee.

Alderson Stevenson asked how many barrier units of the MVB system would be needed to cover the suggested area. Assistant Chief Bernice stated that we would need 83 units.

Alderson Weber asked if the 83 units will cover the 140 lineal feet. Assistant Chief Bernice stated yes.

Alderson Lendrum stated that the MVB system is not DHS certified and asked for clarification. Assistant Chief Bernice stated that DHS stands for Department of Homeland Security. He stated that the Archer 1200 system is supported by DHS and endorses that system, but not the MVB system.

Alderson Lendrum asked if there are any opportunities for grant funding. Assistant Chief Bernice stated that will be his next step in this process, looking for an alternative funding source.

The Committee further discussed how the MVB and Archer 1200 compare with each other, what other municipalities have spent on these barrier systems and the possibility of sharing of the barrier systems between communities.

The Committee directed staff to continue to look for alternative funding and present to this committee when appropriate.

Police Department Update-Building Expansion Budget

Police Chief Olson reviewed his memo of October 6, 2022. He stated that currently the project is \$6,000 under budget without the addition of the air conditioner and upgrade to the generator. He stated that the air conditioning unit is for the firearms range which will be needed because of humidity safety concerns with slipping and falling and jamming of equipment. He stated that the air conditioning unit needs to be separate from the other rooms within the expansion. He stated that the total cost for adding the air conditioning unit to the range is \$121,043. This includes the HVAC equipment and installation, a new 480V electrical service and an allowance for the utility company costs.

Chief Olson stated that the generator system upgrades are optional but being recommended by Miron Construction. He stated that the current generator system has the capacity to handle the loads of the new addition but does not meet current code. He stated that if we are to tie into the existing generator, the circuits need to be upgraded to the current electrical code. Chief Olson stated that if we don't tie into the existing generator, we won't be able to use any part of the expansion during an electrical outing, other than egress lighting which will be powered by batteries. The cost for providing battery backup for egress light fixtures is \$12,000, which is already in the existing

budget. He stated that if we make the necessary upgrades to the generator to allow the addition to be tied into emergency power, the total net cost will be \$43,138.

Mr. Paul Schmulligan, Miron Construction Mechanical Estimator stated that the upgrade will assure that the training room lighting would be fully backed up so that all the lights would be functional, not just the egress lighting if the building lost power. He stated that the other option for \$12,000 is the minimum required for safety.

Alderson Hillstrom asked what the upgrade entails. Mr. Schmulligan stated that there would be a new panel created that would be separate all the emergency backup conduit. He stated that this is what is done in new construction with a merged backup generator.

Alderson Hillstrom asked what the life expectancy is for the current generator. Chief Olson stated that the current generator is 30 years old. He stated that the company that inspects the generator annually, feels it is still in good condition and working fine.

The Committee further discussed the life expectancy of the current generator, the cost of replacing the generator, how the upgrade would still be needed with or without a new generator, what is currently being powered by the generator and what staff would like to have powered by the generator.

Alderson Hillstrom asked if putting in a separate generator for the addition would be an option. Mr. Schmulligan stated that would be an option to explore.

Chief Olson stated that the cost of a new generator will be more than \$43,000.

Alderson Weber stated that there should be some other options researched before making a decision. He stated that the current generator should be reinspected to know what type of life expectancy number we are looking at, what the cost of a new generator would be and if purchasing a second generator is a feasible option.

The Committee directed staff to research Alderson Weber's options and present them to the Committee at a Special Meeting of the Public Services and Safety Committee meeting to be held on October 19th at 5:30 PM.

The Committee further discussed the request of adding an air conditioner to the project for the firearms range.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Weber to recommend Council approve adding the air conditioning to the firearms range with a budgeted amount of \$121,043. Vote (3/0/1) (Alderson Abstain)

Police Department Update-SRO Contract

Chief Olson reviewed his memo of October 7, 2022. He stated as of July 9, 2023, the Neenah Joint School District (NJSD) Superintendent Dr. Mary Pfeiffer, informed him

that the school district will no longer be funding two School Resource Officers (SRO). He stated that this decision will create multiple problems for the police department.

Chief Olson stated that negotiations have been ongoing for months between him and Superintendent Pfeiffer with no willingness to maintain the NJSD's funding level.

Chief Olson stated that the new configuration of 5th, 6th, 7th and 8th graders at the middle school is going to be a challenge for the police department. He stated that the SRO at the middle school now cannot keep up with all the incidents. Chief Olson stated that you now add on the elementary school calls, which are averaging over 100 calls per year, it is not sustainable for one SRO to cover the middle school and all the elementary schools.

Mayor Lang stated that herself, along with Finance Director Easker, and Deputy Finance Director Kahl attended a budget meeting for the Fire Department in Menasha and addressed this topic with the City of Menasha's Finance Director. Mayor Lang stated that the Menasha School District is funding the four SRO positions at 75% for 39 weeks. She stated that after comparing Neenah with other similar size school districts in the surrounding area, she stated that, the City of Neenah is grossly under supported.

Mayor Lang stated that currently the school district is funding two SRO's at 75% for 52 weeks. She stated that the city negotiated the funding two SRO positions at 75% for 39 weeks within the City of Neenah. Mayor Lang stated that Superintendent Pfeiffer is in agreement with this option.

Alderson Stevenson stated that the school district recognizes the need for additional positions but is unwilling to provide the funding. He stated that the rationale has always been 52 weeks with nine of the 12 months being at 75% and then the City picking up the rest.

Alderson Stevenson stated that Superintendent Pfeiffer is choosing to not want to fund the second SRO in Neenah because the school district is also having to fund a SRO in Fox Crossing at the new high school. Mayor Lang stated that staff wanted to assure that there would still be two Neenah SRO's and this was the only option Superintendent Pfeiffer would agree to.

Chief Olson stated again, that the city has been in negotiations with Superintendent Pfeiffer and she unwilling to keep the terms of the current contract. He stated that if we do not agree to this contract we will not have any SRO's in the schools.

Mayor Lang stated that the contract that was negotiated is not unreasonable considering many other municipalities use the same funding model.

Alderson Stevenson asked under what rationale can we justify this.

Alderson Weber stated that in comparing Neenah to Menasha they have twice the coverage and have a smaller school district.

The Committee further discussed under what circumstances will the Neenah Police Department respond to issues that occur at the new high school.

Alderson Stevenson asked what is included in the contract between Fox Crossing and the school district. Chief Olson stated that it is still in negotiations.

Mayor Lang stated that this committee needs to decide if they want two SRO's at the high school. Alderson Stevenson stated that the school district and Fox Crossing needs to decide that.

The Committee further discussed postponing this item until the Fox Crossing contract goes before the Neenah School Board.

Alderson Stevenson asked for a breakdown of how the two SRO's will be assigned to the schools. Chief Olson stated that one officer will be assigned to the new middle school the other officer would be floating between all the other schools.

The Committee further discussed the ramifications of not accepting this contract.

Alderson Stevenson stated that the Council needs to be brought into this conversation. He stated that the Council needs to send a message to Superintendent Pfeiffer that the City of Neenah is interested in doing what is best for our kids first, while being responsible to our constituency at the same time. Chief Olson stated that he agrees and feels that based on the exchange of emails between him and Superintendent Pfeiffer, she is setting the city up to look like they do not care about the kids.

Following Discussion: Motion/Second/Carried Stevenson/Weber to recommend Council continuing to have two SRO's at the same funding level of 75% of the total costs.

Alderson Stevenson stated that these are not just city of Neenah kids, they are Neenah Joint School District kids. He stated that we are willing to keep the program going. He stated that we will not be bullied.

Vote. All voting aye.

Archaeology Survey Change Order for Commercial Street Design Contract

Traffic Engineer Merten reviewed his memo of October 6, 2022. He stated that the Wisconsin Department of Transportation (WisDOT) has indicated that the 2025 South Commercial Street reconstruction project does not qualify for an archaeology screening. He stated that the screening is an expedited review process the project was originally anticipated to be qualified for. Traffic Engineer Merten stated that the WisDOT reviewer stated the real estate quantity for the project exceeds the allowable limit for the screening process. He stated that as a result of this determination, WisDOT is requiring an archaeological field survey be conducted.

Traffic Engineer Merten stated that staff recommends approving the change order, for the purposes of conducting an archaeology field survey, as required by WisDOT, with Westwood in the amount of \$10,180.00.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Weber to recommend Council approve the change order, for the purposes of conducting an archaeology field survey, as required by WisDOT, with Westwood in the amount of \$10,180.00. All voting aye.

Commercial Street/Winneconne Avenue Control Evaluation Proposal

Traffic Engineer Merten reviewed his memo of October 6, 2022. He stated that at the August 30th Public Services & Safety Committee meeting, staff was directed to bring forward a proposal for conducting an Intersection Control Evaluation (ICE) report for the Commercial Street/Winneconne Avenue intersection. He stated that two proposals were submitted. Traffic Engineer Merten stated the first one is from MSA, the consultant who conducted the Phase I Downtown Neenah Traffic Study, and the second one is from Westwood, the consultant who is currently working on the S. Commercial Street design project.

Traffic Engineer Merten reviewed both proposals.

Aldersperson Weber asked if Phase I of MSA's proposal would provide enough information and options for the intersection. Traffic Engineer Merten stated that is the Committees decision. He stated, in his opinion, he does not feel that an ICE report is needed. He stated that he is confident that the addition of a right turn lane is going to provide the most cost effective traffic control needed for this intersection. Traffic Engineer Merten stated that the option of a roundabout would be ideal for this intersection, however, it also comes with a very big price tag.

Aldersperson Lendrum stated that her concern still, is the property on the northwest corner. She stated that she does not want to create a situation where the property becomes unusable for the owner. Traffic Engineer Merten stated that does not want to allow a new driveway access off of S. Commercial Street. He stated that, however, a driveway access could work depending on the location of the driveway and the use of the property, his design could support a driveway access on S. Commercial Street.

The Committee furthered discussed the funding source for the ICE report and the scope of the report.

Aldersperson Stevenson stated that there are a lot of unknowns, especially with the impact the right turn lane will have on Church Street. He stated that staff has not presented to this committee any recommendations on how they plan to deal with that. He stated that a full ICE report will give us this information.

Traffic Engineer stated that the ICE report will provide detailed options and data on the best traffic control options for this intersection and surrounding streets.

Aldersperson Lendrum stated that it is very important that we have all the pertinent information and options before deciding what will work best for this intersection. Traffic Engineer Merten agreed.

Alderson Hillstrom asked if the right turn would have a yield sign. Traffic Engineer Merten stated yes.

Report

Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the expenditure up to \$13,800 MSA Professional Services to conduct the S. Commercial Street/Winneconne Avenue Intersection Control Evaluation report using funds from the S. Commercial Street Design Capital Project. All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is in place and staining is nearly complete along with the fence along the top of the wall. Sidewalk along the wall is being poured. Work has started on the steps and grading on the Harrison Street side of the pond. Stones are being placed for the water feature on the east side of the pond.
- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): The only work remaining is the asphalt connection at Oak Street and a short section of trail repair by Wilson School. Final quantities are being measured.
- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): Work on Fresh Air Park, Shootingstar/Armstrong and the Southview Park basketball court is complete. Fine-grading is being finished. Paving started on October 5 and is expected to take about two weeks.
- 5) Contract 4-22 (S. Commercial Utility Construction): Work is complete. A final pay request was approved by the Board of Public Works. It will be sent onto Council for approval.
- 6) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column are complete. Patches on the westbound lanes have been poured. The north half of the expansion joints have been replaced. The north half of the deck needs to be sealed. After that, traffic can be switched so that work can start on the other half of the bridge. That switch should take place late next week.
- 7) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was awarded to Northeast Asphalt. Work is scheduled to start the week of October 10. We are going to have the contractor do road base repair on the dead end of Coolidge in addition to the paving that was included in the contract.
- 8) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): The contract was awarded to Donald Hietpas & Sons Construction. A pre-construction meeting is scheduled for 10/12.

Office Manager Mroczkowski stated that the WiDNR has given their approval to the final contract and work should begin in the next couple of weeks. She stated that construction letter will be sent to all the property owners.

- 9) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): The contract was awarded to Carl Bowers & Sons Construction. A pre-construction meeting is scheduled for 10/12.

Office Manager Mroczkowski stated that the WiDNR has given their approval to the final contract and work should begin in the next couple of weeks. She stated that construction letter will be sent to all the property owners.

- 10) E-waste: The e-waste collection event is scheduled from 8:00 a.m. until noon on Saturday, October 22 at the Tullar Garage.
- 11) S. Commercial Reconstruction: The first public involvement meeting for the project is scheduled for Oct. 18 from 5:30 – 8:00 pm. in the Community Room at the Neenah Police Station. Notices are being sent.
- 12) City Hall Hearing Loops: Director Haese and Assistant Planner Kasimor are exploring the eligibility of using CDBG funds to install hearing loops in the Council Chambers and the three primary conference rooms in City Hall. We are meeting with vendors in the next two weeks while Assistant Planner Kasimor works with the grant administrators on project eligibility.
- 13) Bus Shelter: Director Haese and I met with Valley Transit and ECWRPC staff. While ECWRPC continues with a more extensive analysis, we are working with VT to move the transfer center to Doty Avenue near city hall. This will entail placing a concrete pad/shelter and paving the terrace along a portion of the south side of Doty Avenue. We are looking at the available lighting, options for security cameras to cover this area, options for increasing cleaning for the first floor bathrooms, and parking along the north side of Doty Avenue in this area. The goal is to have the changes in place by mid-November.

The Committee discussed the use of the City Hall bathrooms.



Announcements/Future Agenda Items

None

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mrozowski".

Public Works Office Manager