

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

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

Excused:

Also Present: Mayor Kaufert, City Attorney Westbrook, Public Works Director Kaiser, Parks & Recreation Director Kading, Police Chief Olson, Captain Van Sambeek, City Clerk Nagel, Public Works Office Manager Mroczkowski, Kelly Behrmann, and Michelle Loula

Approval of Minutes of the meeting for the December 7, 2021 meeting

Motion Second/Carried Hillstrom/Lang to approve the minutes of the Meeting of December 7, 2021. All voting aye.

Public Appearances:

Kelly Behrmann, 985 Bridgewood Dr. Ms. Behrmann stated that she is a mayoral candidate. She stated that her family has lived in Neenah 21 years. She stated that she wants to continue to make sure that Neenah is a safe and beautiful city to live in and raise a family.

Motion Second/Carried Stevenson/Hillstrom to amend the agenda to consider the 2022-2026 Comprehensive Outdoor Recreation Plan.

2022-2026 Comprehensive Outdoor Recreation Plan

Director Kading reviewed his memo of December 21, 2021. He stated that the purpose of the Comprehensive Outdoor Recreation Plan (CORP) is to ask for feedback from the community for a document that benchmarks the Parks and Recreation current status and provides an outlook to the future. He stated that the CORP is a guide for developing and outlining projects that may be grant eligible.

Director Kading stated that the Parks & Recreation Commission has reviewed and recommends adoption of the 2022-2026 Comprehensive Outdoor Recreation Plan.

Alderperson Lang stated that there is a lot of good and important information in the plan and thanked Director Kading for all of the work putting the CORP together.

Alderperson Stevenson stated that he also thinks this is a good document and a necessary one. He noted that passage of the plan by the council is a recommendation of the CORP and not an approval of the CORP recommendations and benchmarks.

Report Following discussion: **Motion/Second/Carried Hillstrom/Lang to recommend Council to approve the 2022-2026 Comprehensive Outdoor Recreation Plan.** Roll call vote. All voting aye.

Appeal of a Beverage Operator's License Application Denial Michelle Loula

Ms. Loula stated that she is almost 50 years old. She stated her first OWI happened when she was 21, her second she was 29 and the latest was in 2017. Ms. Loula stated that she is hoping that the committee will reconsider the denial and approve her bartender's license. She stated that she is very sorry and has always been a very responsible bartender. She stated that she has been bartending since she was 21 years old and has held a bartender's license in the City of Neenah before with no issues. Ms. Loula stated that she is embarrassed by the third OWI and has done everything that she possibly could to put it behind her. She stated that because of what she has gone through, that she would be more responsible taking care of the customers and making sure that they are not doing foolish things that she did. She stated that she tries to be very responsible and she cares about the people that she serves. Ms. Loula stated she would greatly appreciate the committee's reconsideration.

Aldersperson Bates asked Ms. Loula where she had been drinking when she received her most recent OWI. Ms. Loula stated that she had been drinking at Sherry Town.

Aldersperson Lendrum stated that she thinks alcohol goes to the part of our brain that says I can drive just fine. She stated there are statistics that show that people with OWI's have driven hundreds and hundreds of times before getting caught. Aldersperson Lendrum stated that she hopes that Ms. Loula would be able to guarantee that she would take an Uber and not get behind the wheel of a car. She further stated that she wants to make sure that OWI's stay down in the City of Neenah. Aldersperson Lendrum stated that she is just asking for reassurance that Ms. Loula will take this getting a Bartender's Operator's License seriously.

Ms. Loula stated that it has been four years since her last OWI and she has changed.

Aldersperson Hillstrom asked Ms. Loula if she has held a City of Neenah Bartender License when she received her third OWI. Ms. Loula stated yes.

Mayor Kaufert asked why the ignition lock was not installed until 2020 when her last OWI was in 2017. Ms. Loula stated she did not have a vehicle until 2020.

Mayor Kaufert asked if the ignition lock is still installed on her vehicle. Ms. Loula stated no.

Following discussion: **Motion by Stevenson to recommend approval of the Bartenders Operator's License for Michelle Loula.**

There being no Second, the motion failed

Denial of license upheld.

Shattuck Park Construction Administration Agreement

Director Kading stated that this is the Construction Administration Agreement from Parkitecture and Planning for Shattuck Park. The scope of the agreement is to install the new water play feature as well as dealing with the concrete underneath the pavilion and throughout the park. The agreement is in the amount of \$15,000 which equals 2.8% of the overall project cost.

Director Kading stated that the Parks & Recreation Commission has reviewed and recommends accepting the agreement with Parkitecture and Planning for \$15,000 to perform the construction administration services at Shattuck Park.

Aldersperson Bates asked if the city has worked with Parkitecture in the past. Director Kading stated that they were the principal planners and engineer on the Washington Park project. The owners of Parkitecture were with Ayres Associates at that time and have since broken off and developed their own company. Director Kading stated that they have also assisted with conceptual master plan at Kimberly Point and have done behind the scenes work for this project.

Aldersperson Stevenson stated that Aldersperson Skrym sent out an email regarding the propensity that council is seeing more frequently of negotiated contracts versus bid contracts. He stated that staff needs to be very cognizant of maximizing the city's leverage when entering into these contracts and agreements.

Aldersperson Bates asked Director Kading to provide the construction administrative percentage for the Washington Park project before the next Common Council meeting.

Report

Following discussion, **Motion/Seconded/Carried Lang/Hillstrom to recommend Council approve the agreement with Parkitecture and Planning to complete the Construction Administration Services for Shattuck Park Redevelopment project in an amount not to exceed \$15,000.00.** All voting aye.

Kimberly Point Phase I Design and Engineering

Director Kading reviewed his memo of December 27, 2021 regarding the master plan study that was done for Kimberly Point. He stated the master plan study considers shoreline erosion and ongoing fishing deck damage caused by acts of nature, ADA restroom accessibility in the lighthouse and vehicle, bike and pedestrian movement through the park.

Director Kading stated that the proposal is for Design and Engineering of Phase I which includes the vehicular pedestrian and bicycle movement, as approved in the 2022 Capital Improvement Plan. The Parks and Recreation Commission has reviewed and recommends approval in the amount of \$16,140.00.

Aldersperson Lang stated that she does agree with Aldersperson Stevenson that when we have multiple bids we are being given the opportunity to see where others other companies rank and that other avenues were pursued. She stated that multiple quotes would help her feel more comfortable approving these contracts.

Report
Following discussion, **Motion/Seconded/Carried Lang/Hillstrom to recommend Council approve the agreement with Parkitecture and Planning for the Design and Engineering Phase I at Kimberly Point in an amount not to exceed \$16,140.00**
Vote 4/1 (Stevenson voting nay)

Kimberly Point Phase I Archaeological

Director Kading stated that this proposal was taken all the way through to construction. He stated that he was not comfortable with that plan. He stated that he recommended to the Parks and Recreation Commission that we only do steps 1 and 2 until we know the direction and how this project is going to be designed and engineered. Director Kading stated that steps 3 and 4 require field study. He stated that instead of guessing where something is going to go, he would rather wait and know for sure so the cost of this contract does not increase.

Aldersperson Stevenson asked if we are considering reconfiguring the road to Kimberly Point. Director Kading stated that what is being looked at is what happens in the middle of the park to control traffic flow from a one-way to a two-way in and out of the park on the west end as well as on the east end.

Report
Following discussion, **Motion/Seconded/Carried Stevenson/Lang to recommend Council approve the agreement with the University of Wisconsin Milwaukee to complete the Archaeological Services for Step 1 and 2 for Kimberly Point Phase I in the amount not to exceed \$3,200.00** All voting aye.

Purchase of Thermal Drone Package

Captain Van Sambeek stated that the Police Department currently has two aerial drones. One is the original drone which requires two people to fly and the other is a DJI Maverick Pro which is similar in size to the one we are asking approval to purchase.

Captain Van Sambeek stated that the drone being requested has thermal imaging capability, speakers, spotlight and strobe light. He stated there would be very little training as it has similar software and programs.

Aldersperson Hillstrom asked how many cameras are on the drone. Captain Van Sambeek stated that there are two cameras which allow both the thermal image and picture to be displayed at the same time.

Alderson Bates asked how long this equipment lasts. Captain Van Sambeek stated that the only item that can be an issue are batteries. We have only had to replace one battery between the two current drones that we have.

Alderson Stevenson stated that he was glad to see that an effort was made to get the best pricing on the accessories and is in full support of this purchase.

Report

Following discussion, **Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve purchase of the DJI Mavic 2 Enterprise Advance public safety bundle from the Title Town Drones in an amount of \$7,179.00 using Capital Equipment and Preparedness Grant Funds.** All voting aye.

Approval to Purchase Cellebrite from 2022 CIP Budget

Police Chief Olson reviewed his memo of January 4, 2022 regarding the purchase of the Cellebrite system that analyzes and extracts information off of cell-phones. He stated that the department has worked with the City of Menasha, Division of Criminal Investigation (DCI) and Town of Grand Chute for this service. Chief Olson stated that the Town of Grand Chute and DCI have become too busy and are unable to accept our phones when we need a phone to be analyzed and City of Menasha no longer is paying for the service. He stated that when we need to have a phone analyzed we have to go to Madison or Milwaukee.

Chief Olson stated that there is one change to the memo. He stated that we are purchasing a 2-year certification with this system so the annual recertification fee of \$100 is not applicable. He stated the new cost for the Cellebrite system is \$16,925.00. He stated he is recommending approval of the purchase of the Cellebrite system at a cost of \$16,925.00 from funds in the 2022 Capital Improvements Plan.

Alderson Stevenson asked for clarification on the funding sources. Chief Olson stated that we are using 2022 and 2023 funds. He stated that the 2022 annual subscription is included in this package. He stated that we would like to also purchase the 2023 annual subscription with 2022 funds to save money because the price will most likely increase in 2023.

Alderson Hillstrom asked if we will be training someone in a back-up capacity. Chief Olson stated that he intends to have several officers to be trained.

Alderson Stevenson asked that Chief Olson look into whether department staff can train officers in the future or if attending the course certification is mandatory.

Report

Following discussion, **Motion/Seconded/Carried Lang/Stevenson to recommend Council approve the City of Neenah Police Department purchase the Cellebrite System at a cost of \$16,925.00 using 2022 Capital Improvement Program funds.** All voting aye.

Neenah Parks Triathlon

Director Kading stated that this the same blueprint as the 2021 event. He stated that the event was very successful last year.

C.A

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend the Council approve the Street Use Permit for the Kids Triathlon, sponsored by City of Neenah Parks & Recreation Department, Neenah WI, to be held on August 6, 2022.** All voting aye.

Approval of Special Assessment Report-Installation of Sanitary Sewer Laterals and Water Service Construction on Grove Street, Dieckhoff Street, and S. Commercial Street

Following discussion **Motion/Second/Carried Stevenson/Lendrum to authorize the Chairman to sign the assessment report for Preliminary Resolution 2021-01: for installation of sanitary sewer laterals and water service construction on S. Commercial Street, Dieckhoff Street and Grove Street.** All voting aye.

Discontinuous Sidewalk on Overlay Streets

Director Kaiser stated that staff is looking for committee input on completing sidewalk installation on a group of streets programmed for resurfacing on the west side of the city. Director Kaiser stated that in this area, we have several streets where sections of sidewalk are missing and are not continuous. He stated that all of these streets will have water main installation, street resurfacing, spot curb and gutter repair and replacement of existing damaged sidewalks.

Director Kaiser stated that staff wanted to make the committee aware to see if there is interest in pursuing the installation of the remaining sidewalks as outlined in the memo as part of this year's contract.

Aldersperson Stevenson asked when was the last time there has been open dialogue between the city and the school district regarding safe sidewalk routes to schools. Director Kaiser stated that it has been awhile.

Aldersperson Stevenson stated this might be a good opportunity for that dialogue. He stated we need to find out who, and potentially how many, may use the sidewalks.

Aldersperson Stevenson asked Director Kaiser if the completion of sidewalk is a policy or an ordinance. Director Kaiser stated it is a policy.

Alderson Lang asked if there is a deadline for letting staff know the committee's decision. Director Kaiser stated this project will go out for bid on March 2, 2022.

Director Kaiser stated he will discuss with Traffic Engineer Merten and also mention it at the Public Informational meeting that is set for February 2, 2022 for any residents that attend from these streets.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 1-21 (Marathon Av) – Work is complete. Final quantities are being calculated.
- 3) Contract 2-21 (Fairview, Laudan) - Work is complete. Final quantities are being calculated.
- 4) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is complete. Final quantities are being calculated.
- 5) Contract 4-21 (Epoxy Pavement Marking) – About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 6) Contract 5-21 (Misc. Asphalt Repairs) – Work is complete. Final quantities are being calculated.
- 7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 8) Contract 7-21 (Harrison Pond) – Pond excavation is ongoing. The current level of excavation is roughly at the finished static water level of the pond. Most of the storm sewer installation is complete. Due to environmental concerns, more low-hazard soil was hauled to the Arrowhead Park site than was anticipated in the bid. That haul has a higher unit price than common excavated material. However, less contaminated soil needed to be landfilled than was originally estimated.
- 9) Contract 8-21 (Jewelers Park Drive Trail) – Pile placement for the boardwalk started the week of January 3.
- 10) Contract 1-22 (Primrose, Meadow, Honeysuckle, Green Acres, Wild Rose, Frederick utilities) – Plans are being prepared.
- 11) Contract 2-22 (Grove, Dieckhoff) – Plans are being prepared.
- 12) Contract 3-22 (Primrose, Meadow, Honeysuckle, Green Acres, Wild Rose, Frederick, Apple Blossom, Farm Ridge, Cherry, Blueberry, Fresh Air Park, Southview basketball court paving) – Plans are being prepared.
- 13) Contract 4-22 (S. Commercial Street sanitary sewer) - Design work is ongoing.

- 14) Contract 5-22 (CB/JJ utilities) – Plans are being prepared for sanitary sewer and water utility adjustments to be done prior to construction of the roundabout project.
- 15) Drop-Off Center Metal Collection – Proposals are being evaluated for providing metal collection service for the drop-off center. An RFP is being prepared to provide refuse and recycling collection service at the drop-off center. The committee discussed drop-off site center operationsm

Announcements/Future Agenda Items

None

Adjournment: **Motion/Second/Carried Hillstrom/Bates to adjourn at 8:34 PM.** All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Officer Manager