

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, November 28, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Stevenson

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development Director Haese, Police Chief Olson, Public Works Superintendent Radtke, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of October 10, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of October 10, 2023. All voting aye.

Inspection Vehicle Purchase

Director Haese stated that Community Development had budgeted \$22,000 in the 2023 Capital Improvements Budget to replace one of the department's four vehicles. He stated that the 2017 Ford Focus that currently serves as an inspection vehicle is the second oldest vehicle within the department's fleet and needs significant transmission repairs. Director Haese stated that Mechanic Rick Spoo has evaluated the vehicle and determined the repairs would have to be completed by third party and that the cost for the repairs is likely to be in the range of \$9,000.

Director Haese stated that staff is recommending Council approve the acquisition of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.

Report **Following Discussion: Motion/Second/Carried by Weber/Hillstrom to recommend Council approve the purchase of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.** All voting aye.

Police Department Third Quarter Statistics

Police Chief Olson reviewed the 2023 3rd Quarter Statistics. He stated that the police department took 6,534 calls for service. He stated that 1,104 of those were traffic stops.

Chief Olson reviewed the Unified Crime Report (UCR). He noted that 67% of the crime reported was Crimes Against Property, 19% was Crimes Against Person, and 14% was Crimes Against Society. Chief Olson noted that Crimes Against Person is down 10% from the 2nd quarter of 2023.

Chief Olson reviewed Traffic Warnings. He noted that there were 1,000 traffic warnings in the 3rd quarter of 2023, compared with 590 in 2021 and 872 in 2022. He stated that the highest number of warnings were issued in July for speeding.

Chief Olson reviewed Traffic Citations. Chief Olson stated that 399 citations were issued in the 3rd quarter of 2023.

Chief Olson reviewed the Traffic Safety Officer's statistics. He noted that the statistics for Officer Edwards were 346 traffic stops, 41 citations, 391 warnings, 2 warrants, 3 felony, 1 misdemeanor, and 7 ordinance violations.

Chief Olson reviewed OWI Arrest. He noted that there were 6 in the 3rd quarter of 2023, compared to 7 in 2022 and 20 in 2021 of the same quarter. Chief Olson noted that he attributes the lower number of OWI's with the bars closing much earlier than in years past.

Chief Olson reviewed Parking Citations. Chief Olson noted that parking citations are still down from previous years but are on the increase now that the new parking software has been in place for a few months and the officers are getting more acclimated to it.

Chief Olson reviewed Accidents. He noted that accidents in the 3rd quarter of 2023 were 129. He noted that the majority of accidents are in non-intersection parts of the street.

Chief Olson reviewed Overdoses. He noted that there were 10 in the 3rd quarter of 2023, 16 in 2022 and 11 in 2021 of the same quarter.

Chief Olson reviewed Dangerous Animals. He noted that there were no potentially dangerous, dangerous, or prohibited animals. He noted that there was one injury to a CSA from a cat call.

Chief Olson reviewed Open Records Requests. He noted that in the 3rd quarter of 2023 there were 484 requests, 745 responses and 5,655 minutes on media.

Chief Olson reviewed Code Enforcement. He noted that in the 3rd quarter of 2023, 480 inspections were done, 173 new cases were opened, 80 cases were closed, 28 services fees were issued, and 5 citations were issued.

Disabled Refuse/Recycling Curbside Collection Procedure

Director Kaiser stated that as was noted at a prior Committee meeting, we have been contacted on several occasions by elderly or disabled residents who find it very difficult to move the refuse/recycling carts in place for collection requesting to have city crews

move the carts to the curb for collection. He stated that our current work practices do not allow for that.

Director Kaiser stated that the attached procedure and application form were developed from the cities of Appleton and Oshkosh, who provide such a service. He stated that they outline the information that we would need and the conditions under which a property could be served in this manner. Director stated that this would not be advertised but would be offered if a request is made.

Director Kaiser stated that if the committee agrees with the proposal, staff will work to modify the work practice to accommodate these requests.

The Committee discussed concerns with slip and falls, snow removal, size of carts, exception to the cart placement ordinance, extra time for the driver, and monitoring for violations.

Aldersperson Borchardt stated that he feels there is enough passive deterrence in the proposal and application that may keep residents from applying for this service.

Aldersperson Lendrum stated that she feels that the committee is supportive of the proposal.

Info Only
Following Discussion: Motion/Second/Carried by Weber/Borchardt to accept the proposed modified work practice to accommodate disabled refuse/recycling curbside collection. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Stone work on the water feature is complete. Pumps were installed 11/15. The meter socket for the electric service is scheduled to arrive in December. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete. A final pay request is being prepared.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has completed work.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. Patch work is scheduled for the week of 11/27.

- 6) Contract 5-23 (New Subdivision Street Construction – Arthur Plat, Cardinal Plat, Integrity Acres, Liberty Heights): Work is complete. A final pay request is being prepared.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. A final pay request is being prepared.
 - a) Beaulieu Road sanitary sewer – Work is complete.
- 8) Contract 7-23 (High, River Utility and Street Construction): Utility work is complete. Road grading and structure adjustments were completed the week of 11/20. Paving the binder course of asphalt is scheduled for the week of 11/27.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): Work is complete. A final pay request is being prepared.
- 10) Contract 9-23 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 11) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. A final pay request is being prepared.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. A final pay request is being prepared.
- 13) Jetter Truck: The engine on our current jetter truck failed in late October. Not knowing the delivery time of the replacement truck that was ordered in late June, we opted to have the engine replaced at an estimated cost of \$35,000. That work has now been completed at a final cost of \$40,409.43. After discussing the matter with Finance Director Rasmussen, this cost will be taken from the capital equipment fund, which has a current balance just over \$780,000. While our jetter truck was down, we called in City of Menasha crews on three occasions to address sewer backups. We greatly appreciate their willingness to work with us in that capacity.

Alderson Borchardt asked how often does the jetter get used. Public Works Superintendent Radtke stated that in the summer is used approximately every day.

Committee discussed the uses of the jetter equipment. Director Kaiser stated that he would like to discuss the use of the old jetter with the committee after the new jetter has been delivered.
- 14) City Hall Elevator: Work on the elevator upgrade started the week of 11/6 and is scheduled to last 4-5 weeks.
- 15) Neenah Creek Bridge: The bridge is complete. Approach grading and paving will be done in spring.

Alderson Hillstrom asked if the trail will remain closed for the winter. Director Kaiser stated that the trail will be open. He stated that the contractor needed to remove equipment before it could be reopened.
- 16) Leaf Collection: An additional round of leaf collection will be completed the week of 11/27. If weather allows, a sixth round will be done.

Public Works Office Manager Mroczkowski stated that the 2024 Public Works Services Guide will be mailed out on Thursday, November 30th. It is part of the Neenah Notes Newsletter.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:37 PM.
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager