

**AMENDED  
CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES  
Tuesday, March 7, 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, Parks & Recreation Director Kading, Police Chief Olson, Deputy Director of Community Development Schmidt, Public Works Superintendent Radtke, Assistant Police Chief Bernice, City Clerk Nagel, Community Development Specialist Jefferson, Public Works Office Manager Mroczkowski, and Alex Wenzel

Approval of Minutes of the Meeting of February 7, 2023 and Special Meeting of February 15, 2023

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the February 7, 2023 and Special Meeting of February 15, 2023 meeting.** All voting aye

Public Appearances:

Alex Wenzel, 116 S. Commercial Street, Neenah-spoke in support of the amendment to the food truck map.

Carpenter Preserve Remaster Plan

Director Kading reviewed his memo of February 20, 2023. He stated that Request for Proposals for the Carpenter Preserve remaster plan were sent to firms on the Wisconsin Parks & Recreation website who work within park and recreation settings. Five proposals were submitted. He stated that staff ranked the firms and invited the top two firms in for interviews, Graef and MSA Professional.

Director Kading stated that the Parks & Recreation Commission reviewed the proposals and recommends the proposal from Graef of Green Bay, in the amount of \$29,950, utilizing budgeted 2023 CIP Funds.

Alderperson Hillstrom stated that he was part of the original 2002 committee and is glad to see this project moving forward.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the proposal from Graef of Green Bay in the amount of \$29,950, utilizing budgeted 2023 CIP funds. All voting aye.**

Approve Change of Agent for Ultimate Mart, LLC, Pick 'N Save, 1530 S Commercial St.

C.A

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Change of Agent for Ultimate Mart, LLC, Pick 'n Save, at 1530 S. Commercial Street. All voting aye.**

### Large Format Printer Replacement

Deputy Director Schmidt reviewed his memo of March 7, 2023. He stated that the current large format printer was purchased in 2015 and is nearing the end of its useful life. He stated that a team of City staff members researched and reviewed several large format printer/scanner machines during the selection process. He stated that after consideration of features, price and software compatibility, the team selected the Canon Image PROGRAF TZ-30000 MFP 36 from the Gordon Flesch Company, Appleton.

Deputy Director Schmidt stated the cost of the Canon is \$12,838.00 which is \$538.00 over the budget. He stated that Canon is offering a trade in mail-in rebate for \$800 which brings the cost down to \$12,038.00. He stated that staff did review lease options but all of the lease options were higher in total cost within a 36, 48 and 60 month time frame.

Deputy Director Schmidt is recommending the Public Services and Safety Committee recommend Common Council approve the purchase of the Canon Image PROGRAF TZ-30000 MFP 36 from Gordon Flesch Company for a total cost of \$12,838.00.

Aldersperson Hillstrom asked if there are any concerns regarding software compatibility. Deputy Director Schmidt stated that this was discussed with Director Wennigner and he had no concerns.

Aldersperson Borchardt asked which departments use the printer. Deputy Director Schmidt stated that 70 to 80 percent of the use is Public Works and Community Development. He stated that on occasion the police, fire and park and recreation departments will have a special project that requires the use of the large printer.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the purchase of the Canon Image PROGRAF TZ-30000 MFP 36 from Gordon Flesch Company for a total cost of \$12,838.00. All voting aye.**

Mobile Food Vehicle Map Amendment-Chapter 4, Article XIII

Deputy Director Schmidt reviewed his memo of March 7, 2023 regarding the amendment to the mobile food truck map. He stated that in 2013 the Common Council approved the mobile food vending ordinance which regulates mobile food vehicles and mobile food carts on both public property and within the right of way. He stated that this request deals with the map of the Business Improvement District (BID) showing where mobile food vendors can park their vehicles once licensed.

Deputy Director Schmidt stated that currently one of the approved locations is where the new bus transfer station was relocated to. He stated that staff is recommending relocating this to the north side of E. Doty Avenue adjacent to the Lions Tail outdoor patio. He stated that staff also added an area to the map in front of the Plexus design center building.

Aldersperson Weber asked what factors are used to determine where food trucks are allowed. Deputy Director Schmidt stated that safety and having enough room on the sidewalks for customers to access the food truck.

Aldersperson Borchardt stated that he is concerned about the new location on E. Doty Avenue because of its close proximity to the intersection and the width of the road for two way traffic. Deputy Director Schmidt stated that staff did work with Public Works and Director Kaiser feels that truck will be parked far enough away not to impede traffic.

Report

**Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend 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. All voting aye.**

Bird Scooter Pilot Program

Community Development Specialist Jefferson reviewed her memo of March 7, 2023. She stated that in 2022 the City of Neenah entered into an agreement with Bird Rides for a pilot electric scooter program. She stated that the program was highly successful with approximately 11,000 rides and over 30,000 miles traveled by 2,800 unique riders. She stated that there were a few complaints about the scooters being left at locations for a long period of time.

Community Development Specialist Jefferson stated that the Neenah PD, Parks and Recreation, Public Works and Future Neenah were consulted to determine if the pilot program was viable to run another year. She stated that staff agreed that it was a good program and should be extended into 2023.

Community Development Specialist Jefferson stated that the only change to the Memorandum of Understanding is the expiration date to December 31, 2023. She stated that if approved the scooters will be available on March 20, 2023.

Community Development Specialist Jefferson stated that she is recommending 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.

Aldersperson Borchardt stated that Bird Rides needs to be more aware of and be quicker on housing the scooters properly after a ride and being abandoned. He stated that we worry about signs and campers in yards making neighborhoods look less appealing and sees this happening with these scooters being left all over the city for extended periods of time.

Aldersperson Borchardt asked if there have been any law enforcement issues related to the scooters. Police Chief Olson stated that there have been a couple of verbal warnings to kids riding them downtown, but no citations issued. Aldersperson Borchardt stated that he is willing to give it another year but questions the value of the program.

Report

**Following Discussion: Motion/Second/Carried by Hillstrom/Weber to recommend Council approve 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. All voting aye.**

#### Police Department Informational Memorandum

Police Chief Olson stated that he met with Mayor Lang and proposed the option of having all of the sworn, non-patrol staff members being able to take their assigned vehicles home with them. He stated that there are three benefits to a one to one vehicle assignment program, it is more efficient, can be used as a recruiting tool and will save money.

Aldersperson Borchardt asked if there are any risks associated with the one to one vehicle assignment program. Chief Olson stated that there are no downsides. He stated that this type of program is the norm throughout the nation.

The Committee further discussed the potential of a one to one program for patrol officers and leasing of future patrol cars versus purchasing the patrol cars.

Aldersperson Lendrum asked why this program is a benefit for recruiting purposes. Chief Olson stated that it is a recruiting benefit because the officers will take pride in having their own vehicle assigned and take care of them better. He stated that now with sharing the squad cars, you have to spend time rearranging where things are, adjusting things and also they will be able to respond quicker they are coming on duty when they hear a call.

Aldersperson Borchardt asked how many officers live within the city limits. Chief Olson stated that 4 with the others living within 30 miles of Neenah.

Aldersperson Hillstrom asked Chief Olson if he had talked with anyone regarding squads being parked in apartment parking lots and being vandalized. Chief Olson stated that

he contacted the Wisconsin State Troopers who have a high number of troopers who live in apartments, and was told there have only been two.

Chief Olson stated that there was nothing for the committee to act on as this was already approved by Mayor Lang, but wanted to inform the committee of the new program.

Fleet #2 Equipment-2024 Tandem Patrol Truck w/salter.

Public Works Superintendent Radtke reviewed his memo of February 28, 2023. He stated that this item is for the equipment package only. The chassis was approved at a previous meeting. Public Works Superintendent Radtke stated that the bid from Universal Truck Equipment is lower, but does not meet city standards and their equipment is also not interchangeable with Monroe Truck equipment.

Public Works Superintendent Radtke stated that our fleet is comprised of Monroe Truck Equipment so he is recommending to outfit Fleet #2 chassis with the Monroe Truck Equipment package in an amount of \$150,569.00.

Report  
**Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the Monroe Truck Equipment package to outfit Fleet #2 Tandem Patrol truck w/salter in an amount of \$150,569.00 with 2023 CIP Equipment funds. All voting aye.**

Fleet #90 Asphalt Roller

Public Works Superintendent Radtke reviewed his proposal for Fleet #90 Asphalt Roller.

Report  
**Following Discussion: Motion/Second/Carried by Hillstrom/Weber to recommend Council approve the purchase of a Bomag BW900-50 Asphalt Roller from Miller-Bradford & Risberg, Inc., De Pere WI, in an amount of \$24,077.00 with 2023 CIP Equipment funds. All voting aye.**

Fleet #36A Trackless MT7 Tractor

Public Works Superintendent Radtke reviewed his proposal for Fleet #36A Trackless MT7 Tractor.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the purchase of a Trackless MT7 Tractor with attachments from Mac Queen Equipment, Menomonee Falls, WI in an amount of \$173,774.00 and to include the radio upgrade for a cost not to exceed \$1,000 with 2023 CIP Equipment funds. All voting aye.**

#### City Hall Elevator Upgrade

Director Kaiser reviewed his memo from March 3, 2023. He stated that the elevator is 40 years old and with the number of failures that occurred last year staff recommended budgeting an upgrade in the 2023 CIP Facility budget. He stated that two quotes were received, Otis Elevator in the amount of \$159,660.00 and Kone in the amount of \$143,717.00.

Director Kaiser stated that staff is recommending accepting the proposal from Kone, Inc., for the city hall elevator upgrade in the amount of \$143,717.00.

Aldersperson Hillstrom asked what the down time will be. Director Kaiser stated that it will down two to three weeks. He stated that for employees who require accommodations or have mobility issues, staff is looking at relocating them to the first floor. He stated that staff is also discussing the use of a kiosk or some type of informational table for those residents that can't take the stairs to be able to contact the departments on the 2<sup>nd</sup> and 3<sup>rd</sup> floors and have staff come to them.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council accept the proposal from Kone, Inc., for the City Hall elevator upgrade in an amount of \$143,717.00. All voting aye.**

#### City Hall HVAC Upgrade

Director Kaiser reviewed his memo of March 3, 2023 regarding the replacement of the City Hall HVAC system. He stated that staff is looking at replacing it with a system that provides a direct digital control. He stated that this will provide more reliable programmable controls. He stated that staff will also be able to receive alarms and access the HVAC system remotely to view or address issues as they arise.

Director Kaiser stated that this is the same system that is being used at the Tullar Garage and Neenah Library, so there will be a common interface and terminology for the buildings. He stated that it could be expanded to Fire Station 32, the police station and park shelters as upgrades are needed

Director Kaiser stated that the cost of the upgrade is \$13,000 over the budget amount. He stated that to cover the cost difference, staff proposes to forgo the installation of the

ionization air purifying system that was budgeted in 2022 in response to the pandemic. He stated that system was budgeted at \$20,000.

Director Kaiser stated that staff recommends accepting the proposal of the Energy Control & Design for the Neenah City Hall HVAC upgrade in the amount of \$77,945.00 using 2023 budgeted funds and funds from the 2022 ionization air purifier budget.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council accept the proposal from Energy Control & Design for the Neenah City Hall HVAC upgrade in an amount of \$77,945 using 2023 budgeted funds and fund from the 2022 ionization air purifier budget. 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) A pre-construction meeting was held today. Tentative start date for this project is March 27, weather permitting.
- 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.

Director Kaiser stated that staff is putting together FAQ's that will be available for residents at the informational meeting and public hearing on March 15<sup>th</sup>.

- 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): This project is on hold pending railroad permitting.

- 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.

Director Kaiser stated that he will not be available for the March 28, 2023 meeting. He asked Chairperson Lendrum if the meeting could be held on March 21, 2023.

Chairperson Lendrum stated that Mr. Frances was scheduled to speak at the March 28, 2023 meeting. Director Kaiser stated that he will email Chairperson Lendrum with options.

Director Kaiser stated that we completed our first month of bulky item pick up. He stated that only four stickers were sold and that Assistant Public Works Superintendent Griesbach tagged six to twelve properties.

**Director Kaiser informed the Committee of an assessment concern brought to him by a property owner on Freedom Court. He stated that the resident did not feel that he should be assessed for the project since he did not reside on one of the streets receiving the work. Director Kaiser noted that he outlined the rationale for including that property in the assessment and indicated that he would inform the Committee of the resident's concerns.**

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:41 PM. All voting aye.

Respectfully submitted,

*Lisa Mrozowski*

Lisa Mroczkowski  
Public Works Office Manager