

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 30, 2024, 6:30 PM

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

Excused:

Also Present: Alderperson Boyette, Community Development Director Haese, Police Chief Olson, Deputy Director Community Director Schmidt, City Clerk Nagel, Public Works Superintendent Radtke, Police Captain Van Sambeek, Police Fleet Specialist Streubel, Public Works Engineer Kummerow, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of December 12, 2023, and Special Meeting of January 17, 2024.

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of December 12, 2023, and Special Meeting of January 17, 2024. All voting aye.

Douglas Pond-Memorandum of Agreement with Galloway Company

Engineer Kummerow reviewed Director Kaisers memo of January 26, 2024. He stated that the Public Works and Parks & Recreation staff have been evaluating the use of a portion of Douglas Park for a storm water facility. He stated that the purpose of the facility is to address street flooding on S. Commercial Street and water quality in the drainage basin encompassing the Commercial Street corridor between Cecil Street and Orange Street and extending easterly roughly to Higgins Avenue.

Alderperson Lendrum stated that there will be calls about the safety of the pond. She asked if there will be landscaping similar to the other ponds to help deter the public from getting close to the pond. Engineer Kummerow stated that the landscaping will include similar tall prairie and aquatic plants along the safety shelf and all around the pond that will help prevent people from getting near the pond.

Engineer Kummerow stated that the memo also states during the course of developing this project, staff was engaged by Galloway Corporation relative to their expansion plans and the storm water needs attendant to that expansion. He stated in order to build the pond, the city would need to obtain easements through Galloways property to connect the storm water infrastructure from Douglas Park to S. Commercial Street.

Engineer Kummerow stated that the Parks Commission approved the land use for the storm water pond and the Public Works Department is seeking approval of the Memorandum of Agreement (MOA) with the Galloway Corporation for the easements.

Alderson Borchardt asked if Galloway will continue to discharge their storm water into the Harrison Street Pond after the Douglas Street Pond is complete. Engineer Kummerow stated that their storm water will first discharge into the Douglas Pond and then cycle through to the Harrison Street Pond.

The Committee further discussed the conditions of the MOA including Galloways financial cap in sharing a portion of the construction costs and a lump sum payment to offset costs associated with property acquisitions, providing easements to the city, the Stormwater Utilities financial obligation to the Parks Department, Galloway providing long-term planning information to the city for future site development, and completion of the project.

Alderson Weber asked Alderson Hillstrom what the Park Commissions feelings were regarding the use of the park for a pond. Alderson Hillstrom stated it was positive.

The Committee discussed the conditions for the use of the park which include installation of a looping stone trail around the stormwater facility, a park sign off of Douglas Street, replacement of a two-bay swing set, commission maintenance of the area around the current bathroom, play area and future swing set, and turf adjacent to the stone path.

Alderson Lendrum asked if the public was notified about this topic being on the Parks Commission agenda. Director Haese stated that it was not but there was no statutory requirement for that either.

Report

Following Discussion: Motion/Seconded/Carried Hillstrom/Weber to approve the Memorandum of Agreement with Galloway Company relative to the construction of the Douglas Park Pond. All voting aye.

Police Department Request for Vehicle Replacement

Police Fleet Specialist Streubel reviewed the proposed vehicle purchases for the police department. He stated that the department is requesting to replace two 2019 squad cars with 2025 Ford Hybrids Police Utility cars, a 2014 Training Lieutenant pick-up truck with a 2024 Ford F150 pick-up truck, a 2019 School Resource Officer squad car and 2014 School Resource Officer squad car with 2024 civilian Ford Explorers, and the 2014 Community Policing Coordinator pick-up truck with a 2024 Ford F150 Police Responder. He stated that total cost of the vehicles is \$353,524.00 which is under budget by \$4,389.00.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the purchase of two 2025 Ford Hybrid Police Utility cars, one 2024 Ford F150 Training Lieutenant Pick-Up Truck, two 2024 civilian Ford Explorers, and one 2024 Ford F150 Police Responder Pick-Up Truck, all from Bergstrom Automotive, Neenah WI, and to include all equipment and changeover costs not to exceed the approved 2024 Capital Improvement Equipment budgeted amount of \$357,913.00. All voting aye.

Police Department Building Remodel Phase II-Current Office Space

Police Chief Olson reviewed his memo of January 26, 2024, regarding the reconfiguration of the current briefing room, exercise room, mat room, and Professional Staff Supervisors Office. He stated that this is Phase II of the department's updates for the sustainability of the department.

Police Chief Olson stated that the current briefing room and gym will be turned into an area designated for patrol. He stated that the mat room will be redesigned into two offices which will be designated for future use, and the current patrol supervisor's office will be redesigned into Professional Staff Supervisor office space. Police Chief Olson stated that Building Manager Benson will be the project manager for the remodel.

Aldersperson Stevenson asked if the operating budget will be compensated for Building Manager Benson's time. Police Chief Olson stated that Building Manager Benson is doing the work to save the department money, we are not reimbursing the operating budget.

Report

Following Discussion: Motion/Second/Carried by Weber/Stevenson to recommend Council approve Phase II of the Police Department's remodel of the briefing room, gym, mat room, and patrol supervisor's office, in the amount of \$170,000.00 with funding coming from the Capital Facilities Budget. All voting aye.

Police Department 2023 Statistics Report

Police Chief Olson reviewed the 2023 statistics. He stated that in 2023 the police department took 18,302 calls for service.

Chief Olson reviewed the Unified Crime Report (UCR) for 2023. He noted that 61% of the crime reported was Crimes Against Property, 22% was Crimes Against Person, and 17% was Crimes Against Society.

Chief Olson reviewed Traffic Stops for 2023. He noted that there was a total of 3,561 traffic stops in 2023, compared with 3,105 in 2022 and 2,533 in 2021. Chief Olson noted that in 2024 he has put an emphasis on officers making more traffic stops.

Chief Olson reviewed Traffic Warnings for 2023. He noted that there was a total of 3,254 traffic warnings in 2023, compared with 2,914 in 2022 and 2,690 in 2021.

Chief Olson reviewed Traffic Citations. Chief Olson stated that 1,314 citations were issued in 2023, compared to 1,743 in 2022 and 1,364 in 2021.

Chief Olson reviewed OWI Arrests. He noted that there was a total of 37 OWI arrests in 2023, compared to 47 in 2022 and 64 in 2021.

Chief Olson reviewed Traffic Safety Officer. Chief Olson stated that in 2023 Traffic Safety Officer Edwards made 1,166 traffic stops. Chief Olson noted that the stops resulted in 130 citations and 1,273 warnings being issued. He stated that 69.1% of the warnings were for speeding.

Chief Olson reviewed Parking Citations. In 2023, 1,528 parking citations were issued. He noted that the majority were for overnight parking.

Chief Olson reviewed Accidents. There were a total of 538 reported accidents in 2023. He noted that the majority of accidents are in non-intersection parts of the street. He also noted that there were no accidents with fatalities.

Chief Olson reviewed Overdoses. He noted that there was a total of 47 overdoses in 2023 with 10 resulting in death.

Chief Olson reviewed Dangerous Animals. He noted that in 2023 there were 58 reports of dangerous animal where no action was taken, 5 potentially dangerous designations, 1 dangerous designation and zero prohibited designation.

Chief Olson reviewed Open Records Requests. He noted that there were 1,744 total open records requests in 2023. He noted that these are background checks, license, and permit checks. He noted that of the 1,744 requests there were 2,166 different response types requested and 448.3 hours of media requested.

Chief Olson reviewed Code Enforcement. He noted that there were a total of 2,133 code enforcement related cases, inspections, fees, and citations issued in 2023. He noted that there were 438 new cases opened, 1,168 inspections done, and 376 cases closed.

Licenses

Approve the Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah WI

Following Discussion: Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the Class "B" (Picnic) license application to St. Gabriel Church, 900 Geiger Street, Neenah WI, for Friday fish fry to be held on February 9, 16, 23, and March 1, and 8. All voting aye.

Approve the renewal Secondhand Dealer Application for J. Anthony Jewelers, 220 S Commercial Street, Neenah WI for the 2024 licensing year

C.A. **Following Discussion: Motion/Seconded/Carried Borchardt/ Stevenson to recommend Council approve the renewal of the Secondhand Dealer application to J. Anthony Jewelers, 220 S. Commercial Street, Neenah WI for the 2024 licensing year. All voting aye.**

Vehicle and Equipment Purchases

Public Works Superintendent Radtke reviewed his memo of January 5, 2024. He stated that he has locked in 2024 pricing for these pieces of equipment even though delivery is not until 2025 on some of them.

Fleet #93, Pick Up Truck

Report **Following Discussion: Motion/Seconded/Carried Stevenson/Weber to recommend Council approve the purchase of a 2023 GMC Sierra 1500 Pick-Up Truck, from Holiday Automotive, Fond du Lac WI, in the amount of \$43,705.00 and the purchase of a safety lighting package, two-way radio, and toolboxes to outfit the truck with a not to exceed cost of \$5,000.00, all to be funded by 2024 Capital Equipment funds. All voting aye.**

Fleet #1E, Shop Service Truck-Chassis Only

Report **Following Discussion: Motion/Seconded/Carried Weber/Hillstrom to recommend Council approve the purchase of a 2024 Ford 350 chassis from Ewald Automotive Group, Hartford WI, in an amount of \$52,210.00, to be funded by 2024 Capital Equipment funds. All voting aye.**

Fleet #29, Wheel Loader

Report **Following Discussion: Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the purchase of a John Deere 624P HL Wheel Loader from Brooks Tractor Inc., De Pere WI, in the amount of \$269,000.00, snowplow and wing package from Monroe Truck Equipment, De Pere WI, in an amount of \$53,306.00, and approve the purchase of pallet forks and other accessories with a not exceed cost of \$25,000.00, all to be funded by 2024 Capital Equipment funds. All voting aye.**

Fleet #6A, Single Axle Patrol Truck

Report

Following Discussion: Motion/Seconded/Carried Weber/Borchardt to recommend Council approve the purchase of a 2024 International Single Axle chassis from Packer City Trucks, Appleton WI, in the amount of \$113,997.00 and approve the purchase of the equipment package from Monroe Truck Equipment, De Pere WI, in the amount of \$128,870.00, all to be funded by 2024 Capital Equipment funds. All voting aye.

Fleet #11A, Tandem Axle Patrol Truck

Report

Following Discussion: Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve the purchase a 2024 International Tandem Axle Chassis from Packer City Trucks, Appleton WI, in the amount of \$124,917.00 and approve the purchase of the equipment package from Monroe Truck Equipment, De Pere WI, in the amount of \$140,458.00, all to be funded by 2024 Capital Equipment funds. All voting aye.

Fleet #54, 2023 Automated Side Loader Refuse Truck

Report

Following Discussion: Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the purchase of a 2023 New Way Sidewinder ASL truck from Envirotech Equipment, Menomonee Falls, WI, in the amount of \$352,797.00 and approve the purchase of new radio equipment, city logos, and additional lighting with a not to exceed cost of \$3,500.00. 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. We are awaiting the meter socket for the electric service. 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 topcoat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): A final pay request is coming to Council on February 7.

- 4) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 5) Neenah Creek Bridge: Work is halted until spring. The remaining work is parapet staining, the east approach paving and trail repairs.
- 6) 2024 Projects: The contract layout for 2024 is listed below.
 - 1-24: Belmont Ct, Belmont Av, Cedar St, Stevens St - Utilities and Street
 - 2-24: E. Doty Av - Utilities and Street
 - 3-24: Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street
 - 4-24: S. Park Avenue Easement - Utilities
 - 5-24: North St, Utilities and Street
 - 6-24: Jewelers Park Dr, Storm sewer and Street
 - 7-24: Misc. Concrete Pavement and Sidewalk Repairs, Commercial/Winneconne.
 - 8-24: Misc. Asphalt Repairs
 - 9-24: Epoxy Pavement Marking
 - 10-24: Tullar Garage Roof (Section 2 of 5)
- 7) City Hall Elevator: Work on the elevator upgrade started the week of 11/6. Completion is scheduled for February 2.

Office Manager Mroczkowski stated that Building Manager Benson was informed by the contractor the completion date is now February 9.
- 8) CTH G Traffic Impact Analysis: We have received the draft report for the CTH G traffic study. We are reviewing the report.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 8:05 PM.

All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager