

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, November 24, 2020, 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.

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

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Captain Van Sambeek, Deputy Director Community Development and Assessment Schmidt, Public Works Street Superintendent Radtke, Public Works Office Manager Mroczkowski, Brad Avery, Orion Waste Solutions Inc., Kevin Gardner, Orion Waste Solutions Inc., Jeff Patton, Orion Waste Solutions Inc., and Jake Bunz, Main Street Neenah LLC.

Approval of Minutes of the meetings for October 27, 2020

Motion Second/Carried Lendrum/Stevenson to approve of the minutes of the Meeting of October 27, 2020. All voting aye.

Public Appearances:

None

Building Code Sec 21-34-Garage Requirement (Ordinance 2020-20)

Deputy Director Schmidt stated he had a request from Alderperson Lendrum to require all new construction residential homes have a garage and a hard service driveway. Staff researched the requests and is recommending that all single family and two family residences include a garage whether detached or attached, and all residential properties have a garage with a minimum dimension of 200 square feet. He stated the residential properties that do not meet this criteria prior to adoption will be exempt.

Deputy Director Schmidt noted discussions with the Code Enforcement Officer and Building Inspectors. They conveyed the need to require a garage on all single family and two family residential properties. He stated that staff felt that not having a garage on a residential property can lead to other code enforcement issues such as junk in the yard.

Alderperson Lendrum stated that the City of Menasha passed the same ordinance a few years ago. There was some concern that Habitat for Humanity would no longer build in Menasha but that has not been the case.

Alderperson Stevenson stated that he supports the staff recommendation in regards to the garage requirement for all single family and two family residential properties. He then asked for an explanation of the gravel driveways and why there is a need for further research.

Deputy Director Schmidt stated that the city has had issues with gravel driveways for some time. Residents can currently put gravel down and use it as a parking space. Staff has

found that in time the gravel area is not maintained resulting in rutting and erosion that ends up going into the storm sewers. Staff is looking at more restrictive requirements in regards to hard surface driveways and gravel driveways and wants to make sure all bases are covered before bringing a recommendation to the committee.

Aldersperson Bates asked if residents will be required to have a hard surface for storage of their recreational items such as boats and campers. Deputy Director Schmidt stated that will be part of staff's review of the current ordinance.

Mayor Kaufert asked if there will be way for residents who are handicapped and are unable to drive, who can't afford to build a garage or residents that do not own a car to be exempt from the garage requirement. Deputy Director Schmidt stated we have the Administrative Appeal process and also the variance process for these situations. In regards to the financial burden it may cause, staff is hoping that residents will start to maintain and repair the garages instead of tearing them down. Aldersperson Lendrum stated that residents have option for funding through the Loan Assistance Board.

Report Following discussion, **Motion /Second/Carried Lendrum/Stevenson to recommend Council approve Ordinance No. 2020-20, amending Municipal Code Sec 21-34 to require an attached or detached garage for all residential properties.** All voting aye.

Site Plan for Outdoor Patio, Barrel 41 Brewing Company LLC, 1132 S Commercial St

Deputy Director Schmidt reviewed his memo of November 24, 2020 in regards to the extension of Barrel 41 Brewing Company LLC outdoor premise permit. He stated that the original outdoor patio was installed in May of 2019 and was intended at the time to be temporary. The owners are now requesting to make the outdoor patio area permanent. Staff is recommending approval of the permanent outdoor premise area located at 1132 S Commercial St.

Report Following discussion, **Motion/Seconded/Carried Stevenson/Lendrum to recommend Council approve the outdoor premise area expansion application for Barrel 41 Brewery Co., LLC located at 1132 S. Commercial Street, Neenah.** All voting aye.

Commercial Dumpster Proposal

Director Kaiser reviewed his memo of November 18, 2020 regarding the Commercial Dumpster Contract Request for Proposal bid results. He stated the current contract is with Waste Management and is set to expire June 30, 2021. A Request for Proposal was sent out and staff received five bids. Based on the bid results, Orion Waste Solutions was the low cost bidder. Director Kaiser stated staff is recommending Council approve entering into a contract with Orion Waste Solutions for providing containers and regular collection for commercial dumpster customers with work to start July 1, 2021. He stated this a five year contract with an option for a contract extension upon mutual agreement.

Mayor Kaufert asked what the business owners are doing for their recycling collection. Director Kaiser stated that it is up to the business owners to manage their own recycling

disposal. Mayor Kaufert asked if it would not be better for the customer to have one carrier collecting both refuse and recycling. Director Kaiser stated that this is how it was originally set up when the commercial dumpster program was implemented.

Aldersperson Bates asked Brad Avery from Orion Waste Solutions, Inc. what other cities they currently service.

Brad Avery, Orion Waste Solutions Inc., stated they currently serve the City of Appleton, Outagamie County and the Town of Oneida. They also have contracts across four other states that service approximately 450,000 customers and another 12,000 commercial customers.

Report

Following discussion, **Motion/Seconded/Carried Stevenson/Lendrum to recommend Council approve entering into a contract with Orion Waste Solutions to provide containers and regular refuse collection for commercial dumpster customers with collection commencing July 1, 2021.** All voting aye.

Revocable Occupancy Permits-Lakeshore Avenue Irrigation Systems

Deputy Director Kaiser reviewed his memo of November 19, 2020 regarding the revocable occupancy permits for irrigation systems on Lakeshore Avenue. He stated during construction there were several irrigation systems located that needed to be adjusted to allow the road grading to occur. Director Kaiser stated that, to have a better way of tracking and giving formal approval of these encroachments, staff is requiring revocable occupancy permits for the irrigation systems.

Aldersperson Bates asked what the procedures will be if digging needs to occur for these irrigation systems. Director Kaiser stated that the Wisconsin Historical Society would need to be notified before digging could commence.

Report

Following discussion, **Motion/Seconded/Carried Lendrum/Lang to recommend Council approve the Revocable Occupancy Permit to John and Jennifer DeBruin, 620 E. Wisconsin Avenue, for irrigation systems facilities located with the Lakeshore Avenue right of way.** All voting aye.

Report

Following discussion, **Motion/Seconded/Carried Lendrum/Lang to recommend Council approve the Revocable Occupancy Permit to Mary Ellen Wroblewski Trust, 114 Lakeshore Avenue, for irrigation systems facilities located with the Lakeshore Avenue right of way.** All voting aye.

Report

Following discussion, **Motion/Seconded/Carried Lendrum/Lang to recommend Council approve the Revocable Occupancy Permit to Grant J. Lamontagne and Judith a. Lamontagne, 157 N. Park Avenue for irrigation systems facilities located with the Lakeshore Avenue right of way.** All voting aye.

Revocable Occupancy Permit-215 Main Street

Director Kaiser reviewed his memo of November 20, 2020 regarding the Revocable Occupancy Permit for 215 Main Street. He stated the revocable occupancy permit is for a portion of the balcony on Site 6 that overhangs the Millview Drive right-of-way and encroaches the sidewalk on Millview Drive.

Alderson Bates asked who is responsible for clearing the snow on the sidewalk. Director Kaiser stated the property owner or it may be part of the Business Improvement District snow removal contract.

Report

Following discussion, **Motion/Second/Carried Lang/Spellman recommend Council approve the Revocable Occupancy Permit to Main Street Neenah, LLC for an encroachment of their building at 215 Main Street into Millview Drive right-of-way.** All voting aye.

Industrial Park Entrance Update

Director Kaiser reviewed his memo of November 19, 2020, regarding the Industrial Drive Entrance Update. He stated funds had been carried forward from 2016 from the resurfacing of Industrial Drive. A portion of those carried forward funds was to be used for the enhancement of the industrial park entrance. He reviewed the costs related to the park entrance sign, relocating a traffic signal cabinet, street lighting upgrade on Industrial Drive from Bell to Castle Oak and new street name signs. Director Kaiser is requesting authorization to proceed with the street lighting portion of this work.

Alderson Stevenson asked if the \$171,169 in Part 2 of the memo is to be used for relocating the traffic signal box, street lighting upgrade and street name signs. Director Kaiser stated yes. The total estimated cost for all of those items is \$146,411.

Director Kaiser stated that his main request is for the street lighting. He asked the Committee if this is enough of an enhancement to proceed with the street lighting upgrade.

Mayor Kaufert stated this has already been approved by the Council. He sees no reason to not proceed with the proposed enhancements. He expressed that this will be a positive improvement for that area of the city.

Alderson Bates stated if we are going to do the street lighting, we should do the entire area from Bell Street to Castle Oak Drive. She further stated she would like to see a name change to make it more welcoming and inviting. Alderson Bates stated the area is looking tired and this will help revive it. Committee requested that Director Kaiser provide information on the proposed monument sign if it is available prior to the next Council meeting.

Report

Following discussion, **Motion/Second/Carried Lang/Stevenson recommend Council approve budget expenditure with 2016 carried forward budget funds for Industrial Drive Entrance to include the street lighting upgrade on Industrial Drive from Bell Street to Castle Oak Drive in the amount of \$96,800, installation of an overhead street name sign for Industrial/Bell in the amount of \$1,000 and a street name sign with City logo banner within the Industrial Park in the amount of \$500.** All voting aye

Public Works General Construction and Department Activity:

- 1) Contract 1-20 (Abby, Bond, Center, Clybourn) - Work is complete. A final estimate is being prepared.

- 2) Contract 2-20 (Utilities - Van, Monroe) – Work is complete. A final estimate is being prepared.
- 3) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
- 4) Contract 4-20 (Green Bay, Tullar, Marathon) – Work is complete. The contractor has contacted us with a change order request about the contract's access provisions. Staff is reviewing the request.
- 5) Contract 6-20 (Millview Drive Utility Relocation) – Work is complete. A final estimate is being prepared.
- 6) Contract 9-20 (Misc. Asphalt Pavement Repairs) – Work has not been scheduled.
- 7) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is complete. A final estimate is being prepared.
- 8) Contract 11-20 (Street - Lakeshore) – Archaeology work is complete. Roadway and trail excavation and graveling are scheduled for completion by the end of November 20. Work under the contract will be halted at that point. City crews will place work zone signing, which will stay in place until the contractor re-mobilizes in spring. City crews are marking the utility structures so that they can be avoided during snow plowing.

Alderson Stevenson asked if all the archaeological work been completed. Director Kaiser stated there may be a need to have them monitor the sidewalk is installed on the south side of Wisconsin Avenue.
- 9) Drop-off Site – We have had two incidents of damage to the fence at the site. Superintendent Radtke is working with Neenah Police on the matter.
- 10) TDS Telecom Project. – Street Excavation Permit submittals for the initial phases of this project are expected in the next couple of weeks. Information Systems Director Wenninger has arranged for a presentation on the project by TDS Telecom at the beginning of the December 2 meeting of the Common Council.
- 11) Harrison Street Pond – The City has received an extension on the \$150,000 grant for the pond. OMNNI Associates is completing the modeling for the storm water management plan for the pond. Stantec is working with WDNR on the proper disposal of excavated material, some of which is considered low hazard and some of which is petroleum contaminated. Plans and specifications are scheduled for completion in early December, after which the project will be submitted to WDNR for permitting. Bidding is scheduled for early January with work anticipated to start in February. In late November, the parking lot will be milled and that material will be used on the Arrowhead Park project for road base.

Adjournment: **Motion/Second/Carried Stevenson/Lang to adjourn at 8:01 p.m.** All voting aye.

Respectfully submitted,

Lisa Mroczkowski
Public Works Officer Manager