

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 7, 2019 - 6:30 PM
Hauser Room - City Administration Building

Present: Chairman Bates, Alderman Lang, Lendrum, Spellman and Stevenson

Also Present: Mayor Kaufert, Community Development Director Haese, Deputy Community Development Director Schmidt, City Engineer Kummerow, Traffic Engineer Merten

Minutes:

Motion/Second/Carried Lendrum/Spellman to approve the minutes of the April 23, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Ordinance 2019-13 Amending Article IV – Stormwater Management Services: Chairman Bates indicated the ordinance was reviewed at the Public Services & Safety Committee (PSSC) meeting held on April 23, 2019.

ORD. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve Ordinance 2019-13 amending Article IV – Stormwater Management Services.**

Downtown Traffic Study Phase II Consultant Selection: Engineer Merten provided the following recommendation statement to the Council: Staff recommends Council contract with MSA Professional Services to execute the Downtown Traffic Study Phase II because their proposal offers the following: (1) Shows a clear understanding of the work requested, particularly articulated through the estimated time dedicated to each project of the study; (2) Is projected to have the most dedicated engineering hours to the study; (3) Is the second lowest proposal cost; and (4) Can build from existing knowledge of the dynamics and nuances of Downtown Neenah gained from executing the Phase I study.

Alderman Lendrum questioned the need for the study. She indicated that she did not want the City to spend money for a report if it might not be used. Engineer Merten stated the purpose of the study is to utilize the information collected from the Phase I study and develop solutions which can be implemented in conjunction with future development, particularly on the west side of the downtown.

Alderman Lendrum also questioned if any of the higher bidders could provide more value. Chairman Bates questioned the benefits of picking the same firm who did the Phase I study versus the benefits of hiring a different firm. Alderman Stevenson requested the scoring matrix used to evaluate the consultants. Engineer Merten indicated that the criteria established in the Request for Proposal (RFP) was used to provide a recommendation, however no scoring matrix was used. He also mentioned the strengths and weaknesses to each proposal and that the selection committee found that Ayres Associates and MSA Professional Services provided the strongest proposals. Mayor Kaufert mentioned that the Council be careful with selecting a higher bidder, as it may send mixed messages to the consultants. He stated that should a higher bidder be selected, the City must provide a justifiable explanation. Committee requested the staff selection committee to report back with a scoring matrix of the proposals for the Committee to review. No motion was considered.

Licenses:

Beverage Operator License Applications: The Committee reviewed the applications for Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke, and Morgan Martzahl.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license applications for Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke and Morgan Martzahl.** All voting aye.

Temporary Class B (Picnic) Beer and Wine License Application: The Committee reviewed the application for the 60th anniversary event hosted by Bergstrom Mahler Museum.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the Temporary Class B (Picnic) Beer and Wine License Application for Bergstrom Mahler Museum, 165 N. Park Avenue, for their 60th anniversary event.** All voting aye.

Outdoor Extension of Premises Application: Chairman Bates questioned the applicability of the permit, given that the fermented malt beverage permit is issued by the State of Wisconsin and not the City of Neenah like other liquor licenses. Director Haese indicated that the State permit does not address serving alcohol outside of the building and that this license application allows the permitted premises to be extended. Alderman Lendrum requested that the City Attorney's Office research and confirm the suitability of this process. Chairman Bates questioned whether the existing fence is required to meet the 6-foot fence requirement listed on page one of the application, given the proximity of 1131 Maple Street, an R-1 zoned property. Director Haese indicated that the requirement might apply given additional specifics of the project and permit request. He stated that staff could further examine the conditions and have a report prepared in advance of Council review. Alderman Spellman brought up confusion with how the City Code is structured regarding 3-foot and 4-foot fence requirements. Mayor Kaufert questioned whether the premises extension should contain direct access to the currently licensed premises. Director Haese indicated that alcohol must be served within the premises extension and it may not be carried outside of the premises by customers.

REPORT

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the Outdoor Extension of Premises Application for Barrel 41 Brewery, 1132 S. Commercial Street, contingent upon a report providing Council with clarifications regarding permit applicability and permit conditions.** All voting aye.

2019-2020 Renewal of Retail Liquor/Beer Licenses: Alderman Stevenson questioned the need for some businesses to hold multiple licenses and requested staff investigate if licenses could be consolidated.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve all 2019-2020 retail liquor/beer renewal licenses provided in Exhibit A of the agenda, contingent upon payment of outstanding forfeitures, where applicable.** All voting aye.

Public Works General Construction and Department Activity:

- 1) Contract 2-18 (Cecil, Adams)
 - a) Adams St – Work is complete. Engineer Kummerow mentioned that some quality control concerns will be address relating to the top soil work.
 - b) Cecil St – Final topsoil and seeding has been done.
- 2) Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early this year.

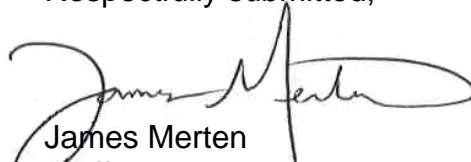
Staff has done a field review of the concrete work with the contractor and identified one driveway apron and two sections of sidewalk that need to be replaced under the warranty.

Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
- 3) Contract 1-19 (Caroline, Stevens, Fifth)
 - a) Caroline Street – Utility work will be complete the week of May 6.
 - b) Stevens Street – Water main and sanitary sewer main have been installed. Services have been installed within the right-of-way.
 - c) Fifth Street – Water main installation is complete. Service installation within the right-of-way will be complete the week of April 22.
- 4) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a) Stanley Court – The road has been pulverized. Water main installation is scheduled to start the week of May 6.
 - b) Stanley Street – The road has been pulverized.
 - c) Thomas Court – Water main replacement is complete and storm sewer installation is complete.
- 5) Contract 3-19 (Epoxy Pavement Marking) – Work is tentatively scheduled for mid-May.
- 6) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The work has not yet been scheduled.
- 7) Contract 5-19 (Miscellaneous Sidewalk Repair – CDBG) – Bids will be opened on May 8.
- 8) Contract 6-19 (Hot-Mix Asphalt Pavement Repair) – Bids will be opened on May 15.
- 9) Courtney Court – Work has not started.

Announcements/Future Agenda Items: None.

Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:53 p.m. All voting aye.

Respectfully submitted,



James Merten
Traffic Engineer