

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, October 8, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Police Captain Bernice, Traffic Engineer Merten, Superintendent of Public Works Radtke, Scott Francis, Bill Pollnow

**Minutes: Motion/Second/Carried Lendrum/Spellman to approve the minutes of the September 24, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

**Impaired Driving Task Force Grant 2020:** Police Captain Bernice reviewed the Police Department request to take part in the Impaired Driving Task Force Grant for 2020. The objectives of the grant are to decrease the incidence of target driving violations, related crashes and to increase voluntary compliance with traffic regulations. He stated that the focus is impaired driving, which includes OWI violations, and other enforcement actions. Committee discussed the enforcement effort for OWI violations given the stated reduction in levels of OWI arrests regionally. Captain Bernice stated that the Winnebago County Sheriff's Office is coordinating the grant enforcement effort. Committee discussed seatbelt violation enforcement practices and texting while driving enforcement. Captain Bernice stated that the city's grant share is \$20,000 with a \$5,000 agency match. Mayor Kaufert noted that this would provide about 400 enforcement hours over the course of the grant year.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant permission for Police Department to take part in the 2020 Impaired Driving Task Force Grant with a grant amount of \$20,000 and city match of \$5,000.** All voting aye.

**E. Forest Avenue Parking Request:** Engineer Merten reviewed his October 4, 2019, memo regarding the concerns from the owner of 303 N. Commercial Street of the lack of parking within the general vicinity of his property. He reviewed the history of parking inventory in the area. He noted pavement marking changes that were made this past summer on Forest Avenue. He noted that the revised markings are an attempt to address the awkwardness of vehicle interaction at the intersection of Commercial Street and Forest Avenue. He noted the impact that Winnebago County Human Services employees and customers have on parking in the area. He stated that the quoted cost to remove the current striping and place epoxy pavement markings is about \$5,000.

Scott Francis, owner of 301 and 303 N. Commercial Street, addressed the Committee. He note the recent removal of parking adjacent to his building along Forest Avenue. He noted that his building is landlocked with frontage on Commercial Street and Forest Avenue but no direct access to the off-street parking area to the north. He stated that his building has two commercial units on the first floor and three residential units on the second floor.

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He noted a number of parking changes that have taken place since his ownership of the building. He noted contacts that have been made with City staff over the past decade to encourage an increase in the public parking supply. He estimated that the number of employees at the Winnebago County Human Services building has doubled since it opened. He noted two parking easement areas controlled by the City. He noted underutilized parking locations that could be used to alleviate the parking stress around the County site, including the High Street Lot, the Community First Credit Union site, and the Doty Island Dental site. He expressed a concern with the lack of notification of the parking removal on E. Forest Avenue and asked that the parking be restored.

Traffic Engineer Merten confirmed that the pavement marking changes have had the intended result. He also noted that the marking changes opened up parking on the north side of Forest Avenue east of former Kewanna Street. Committee discussed the need to balance the benefit of the traffic change with the cost of the parking loss for adjacent properties. Committee discussed truck turning movements from westbound Forest Avenue onto northbound Commercial Street.

Committee discussed the need to look at the bigger parking picture in the area. Mayor Kaufert noted his observations of parking in the area and suggested that changes to parking start with Island Lane. He suggested placing a time restriction on the northerly three spaces and allow parking by permit in the remaining 12 spaces. He stated that he has contacted the county executive's office to discuss the matter.

Committee discussed the markings and restrictions on parking spaces in the city easement areas. Committee discussed a partial removal of the brick wall edging the parking lot north of 307 N. Commercial Street to provide better access from that lot to the businesses at 303 and 301 N. Commercial Street. Committee discussed establishing time limits that would be less conducive to violation.

The consensus of the Committee was to recommend the following steps:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to Mr. Francis' building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.

Tullar Garage Drop-Off Site: Director Kaiser reviewed the proposed Tullar Garage Drop-Off Site rules of operation, entry card options and information that would be provided to residents.

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Bill Pollnow, 534 S. Lake Street, addressed the Committee to caution against taking drastic action in managing the drop-off site to address a very small number of problematic customers. He noted that the proposal requires landlords to manage their tenant use of the access cards. He felt that this would be problematic. He questioned the scale of the abuse of the facility and requested more vetting of any proposals. He noted that attendant training needs to be improved to emphasize the need to check IDs for customers.

Director Kaiser noted that the Committee had discussed concerns with drop-off site use in August and reviewed the collection numbers at that time. Superintendent Radtke stated that renters would still be able to get an access card for the site. He reviewed the rationale for the punch-card style system for site access. He noted that staff had considered using a barcode-style card but felt that starting with a simple system would cause the fewest problems. He noted that the owner of each property would be mailed one card, which would be good for 5 visits to the site for disposing large items, concrete, dirt, or garbage. If the property owner needed another card, one would be sold for \$25. Committee requested that staff explore the possibility of adding a property address to the card.

Committee discussed a number of aspects of drop-off site and refuse collection operations. Committee discussed the volume of curbside large item collection that is currently performed. Director Kaiser noted that these volumes have increased over the past several years and are now at levels not seen since 2010. Committee discussed the services provided at the Neenah drop-off site as compared to the services and charges at drop-off sites from several nearby communities. Committee noted that some of the items taken to the drop-off site appear to be in good condition. They requested that information on alternatives to landfill disposal be provided with the access card.

**Beverage Operator License Application:** The Committee reviewed the beverage operator license applications for Erica M. Cowling, Rebecca L. Durant, Jessica G. Lambert, Tami J. Lefeber, Tanna J. Mayer, Nichole A. Van Hammond and Alexis Zehner. Chairperson Bates stated that she would contact the city clerk to find out why corrections were needed to the Cowling, Durant and Lefeber applications.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license application for Erica M. Cowling, Rebecca L. Durant, Jessica G. Lambert, Tami J. Lefeber, Tanna J. Mayer, Nichole A. Van Hammond and Alexis Zehner.** All voting aye.

**Retail Liquor/Beer License Application:** Committee reviewed the retail liquor/beer license application for Wisconsin Apple, LLC, d/b/a Applebee's Neighborhood Bar & Grill. Chairperson Bates stated that the Liquor License Review Subcommittee had recommended approval of the application.

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C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend that Council approve the retail liquor/beer license application for Wisconsin Apple, LLC, d/b/a/ Applebee's Neighborhood Bar & Grill, 111 Westowne Drive, Kent Billingsley, agent.** All voting aye.

**Public Works General Construction and Department Activity:**

1. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
2. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a. Stanley Court – Utility work is complete. Road excavation is complete. Curb/gutter should be placed by the end of the week.
  - b. Stanley Street – Utility work, curb/gutter repairs and landscaping work are complete. Paving work remains.
  - c. Thomas Court – Utility work, excavating, curb/gutter installation, and landscaping are complete. Paving work remains.
3. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The major work items have been completed (Bell St trail, Pendleton Rd sidewalk/trail, Tullar Rd pavement repairs). The remaining work consists of miscellaneous curb/gutter, pavement, and sidewalk repairs.
4. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Some patches have been completed. The remaining work will start in October.
5. Contract 7-19 (Breezewood Sanitary Sewer) – Bids were opened on Sept. 19. Dornier, Inc., was awarded the contract. A pre-construction meeting has not yet been scheduled.
6. Courtney Court – Utility work, excavating, and curb/gutter installation are complete. Landscaping and paving work remains. The Town has indicated that they intend to place the base layer of asphalt this year and the topcoat next year. Staff is reviewing the first billing received from the Town for our share of the project.
7. Cardinal Plat – Utility installation is ongoing. Access to the site comes from Lone Oak Drive.
8. Multi-modal Local Supplement – Staff attended a WisDOT webinar regarding the Multimodal Local Supplement (MLS). We are evaluating a number of potential projects to submit. There is not a limitation on the number of submittals.
9. Downtown Traffic Study – The consultant is evaluating data from travel time runs made along the base route (Wisconsin Avenue) and alternate routes. They are also looking through traffic modelling provided by ECWRPC for the downtown street network.
10. Jewelers Park Trail – Staff has prepared a request for proposals for consulting services to prepare plans and specifications for a possible trail along Jewelers Park Drive.
11. North Riverwalk – The shorewall improvements at the east end of the North Riverwalk have been completed (TID 8 CIP, page 267 of 2019 Operating and Capital Improvement Budget).
12. Abby Avenue – Staff is preparing an MOU with the City of Menasha for the Abby Avenue project. The draft MOU has not yet been provided to Menasha. The final MOU will be brought to Committee and Council.

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**Announcements/Future Agenda Items:**

Chairperson Bates requested that Ald. Spellman provide a note identifying items that she would like to have placed on an agenda for future Committee consideration.

Chairperson Bates informed the Committee that, while Habitat for Humanity is constructing garages with new home builds, they will not be installing hard surface driveways. Director Kaiser noted ordinance requirements for hard surface aprons.

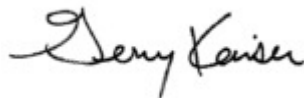
Director Kaiser stated that he will need a Committee meeting prior to the October 16 meeting of the Common Council to address the STP-Urban application for the S. Commercial Street reconstruction project.

Ald. Stevenson noted that the Police Department had previously indicated that they would provide an update on Communications Tech overtime. He requested that they provide that information.

Mayor Kaufert informed the Committee that a speed hump was installed on Baldwin Street.

**Motion/Second/Carried Lang/Lendrum to adjourn at 8:50 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works