

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, April 23, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Sievert, Police Captain Bernice, Investigator Streubel, Superintendent of Parks Fink, Traffic Engineer Merten, Alex Wenzel

**Minutes:**

**Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the April 9, 2019, Regular Meeting and the April 16, 2019, Organization Meeting. All voting aye.**

**Public Appearances:** None.

**Motion/Second/Carried Lang/Stevenson to amend the agenda to address items:**

**9b - Temporary Class "B" (Picnic) Beer License Application - Greater Fox Cities Habitat for Humanity**

**9c - Temporary "Class B" (Picnic) Beer & Wine License Application - Greater Fox Cities Habitat for Humanity. All voting aye.**

Temporary Class "B" (Picnic) Beer License Application - Greater Fox Cities Area Habitat for Humanity: The Committee reviewed the request for a temporary Class "B" (picnic) beer license application from the Greater Fox Cities Habitat for Humanity for the Lion's Tail Craft Beer Week Festival to be held on May 17, 2019. Alex Wenzel, of Lion's Tail Brewing and applicant representative, addressed the Committee. He noted that the non-profit partner for the event has changed to Greater Fox Cities Habitat for Humanity. Committee discussed the event layout. Chief Olson stated that the police department did not received complaints about this event in 2018. Mr. Wenzel indicated that attendance last year was about 800 to 900.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council grant a temporary Class "B" (picnic) beer license to the Greater Fox Cities Habitat for Humanity for the Lion's Tail Craft Beer Week Festival to be held at 116 S. Commercial Street on May 17, 2019. All voting aye**

C.A.

Temporary "Class B" (Picnic) Beer & Wine License Application - Greater Fox Cities Area Habitat for Humanity: The Committee reviewed the request for a temporary "Class B" (picnic) beer & wine license application from the Greater Fox Cities Habitat for Humanity for the Lions' Tail Brewing 4th Annual Oktoberfest event to be held on September 20 & 21, 2019. Alex Wenzel, of Lion's Tail Brewing and applicant representative, addressed the Committee. He indicated that attendance for this event was 1500 to 2000 over the two days. At Committee request, Mr. Wenzel indicated that he would provide fundraising figures to Mayor Kaufert upon completion of the events this year.

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C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council grant a temporary “Class B” (picnic) beer & wine license to the Greater Fox Cities Habitat for Humanity for the Lion’s Tail Brewing 4th Annual Oktoberfest to be held at 116 S. Commercial Street on September 20 & 21, 2019.** All voting aye

Request to Purchase Door Access Controls: Assistant Police Chief Sievert reviewed his April 18, 2019, memo requesting approval to purchase electronic door swipe access controllers, hardware and fobs to replace twelve battery operated combination door locks. He stated that it would be the same door access system that is used at city hall. He stated that the plan is to replace all of the secured doors in the building with the exception of the evidence room, under this project. The evidence room will be done as part of the evidence room upgrade. He noted that Information Systems staff would make any coding or access control changes. He expressed satisfaction that they could respond in a timely manner to police administrative staff requests for door or fob programming changes. Committee discussed mapping access control to individual staff positions. Assistant Police Chief Sievert described the current keypad door security and how modifications to the passcodes are handled. He stated that the armory would still be controlled with keypad access. He noted that installation of the electronic door swipe access system is tentatively scheduled for late May. A quote for the work was received from One Source Technologies, Inc. The cost for the conversion work and key fobs is \$19,404.10. The budget for the project is \$20,000.

REPORT

Following further discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve purchase of twelve door swipe access controllers, fobs and all necessary hardware and wiring for a total cost of \$19,404.10 with funds from the 2019 Capital Improvement Fund Budget.** All voting aye.

Vehicle Purchase Change (Parking Enforcement) Vehicle: Police Captain Bernice provided the Committee with updated research findings on the hybrid vehicle purchase request presented at the April 9, 2019, Public Services and Safety Committee meeting. He noted that staff learned that the 2019 Kia Niro, which the Committee had previously approved, had a different battery type from prior year models. The 12-volt standard vehicle battery that assisted with the vehicle’s ignition and accessories was replaced with a smaller lithium-ion power pack. The lithium-ion power pack is insufficient to properly power the emergency lights, computer system and radio. He stated that there are no other crossover hybrid vehicles within the desired price range.

Investigator Streubel outlined the methodology used to explore other vehicle options. After evaluating a number of hybrid vehicles in the compact and subcompact class, staff is recommending the purchase of a Hyundai Sonata. He noted that the vehicle’s EPA fuel economy is rated at 42 mpg. He noted Hyundai’s history in the hybrid vehicle market. Committee discussed the purchase of used vehicles. Investigator Streubel noted that vehicle warranties are null and void for used vehicles that are used for commercial purposes.

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Captain Bernice stated that a purchase quote of \$23,034 had been received from Bergstrom Automotive. He stated that outfitting and LPR transfer costs would keep the cost within the amount previously approved.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to acknowledge the change in parking enforcement vehicle selection and recommend Council authorize the police department to proceed with the purchase of a Hyundai Sonata hybrid to serve as the City's parking enforcement vehicle for a package cost of less than \$32,000, using funds remaining from the purchase of police squads.** All voting aye.

We Energies Easement - Various Park Locations: Superintendent Fink outlined We Energies requests for easements through various parks for underground cable and component placement. The Park and Recreation Commission approved these We Energies easements at their April 18, 2019, meeting. He noted that We Energies will provide a \$6,000 landscape payment - \$1,500 for each of the four VFIs (vacuum fault interrupters) that they need to place in the easements. He stated that We Energies is also making a retroactive payment for VFI installations approved in prior park easements. He noted that most of the buried cable installation will be bored so tree impacts should be minimal. He reviewed the VFI location for Riverside Park.

REPORT

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve the We Energies easements for:**

1. **Kimberly Point Park**
2. **Laudan Park**
3. **Quarry Park**
4. **Riverside Park.**
5. **525 Cedar Street (Park Maintenance Building).**

All voting aye.

We Energies Easement Request: Director Kaiser reviewed the electric distribution easement requested by We Energies over a city-owned property connecting Pembroke Drive to Congress Street. He noted that there is sidewalk located on the city property and that the We Energies request will allow them to bury power lines that currently run overhead.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve the Distribution Easement - Underground for We Energies work request WR 4103917.** All voting aye.

Storm Water Management Ordinance Revisions: Director Kaiser reviewed the storm water management ordinance revisions outlined in his April 18, 2019, memo. The revisions involve items that needed adjustment or clarification based on practices that have evolved since the ordinance was initially adopted in 2002. Committee discussed several aspects of the proposed changes including the manner in which charges are handled for undeveloped property and policy related to storm sewer credits.

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REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve the changes to the Storm Water Management ordinance as outlined and direct the City Attorney to place it in proper ordinance form for Council consideration.** All voting aye.

Special Event Permit:

JDRF One Walk: Committee reviewed the Street Use Permit for the JDRF One Walk to be held on May 18, 2019. Traffic Engineer Merten noted that the event plan is the same as the 2018 event. He noted that the port-a-potties needed on the course will be placed on city property at the Doty Avenue – Park Avenue intersection.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the JDRF One Walk, sponsored by the Juvenile Diabetes Research Foundation, Dana Paschen, 1800 Appleton Road, Ste. 2, Menasha, to be held on May 18, 2019.** All voting aye.

United Way Block Party: Committee reviewed the Street Use Permit for the United Way Block Party to be held on May 22, 2019. Traffic Engineer Merten noted that this is a new event. The event is held in Shattuck Park although the permit will allow the sponsor to block parking on Wisconsin Avenue adjacent to the park for placement of food vendors. He noted that this is a daytime event that will be held on a Wednesday.

C.A.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the United Way Block Party, sponsored by the United Way, Andrew Konkel, 1455 Midway Road, Menasha, to be held on May 22, 2019.** All voting aye.

Race the Lake: Committee reviewed the Street Use Permit for the Race the Lake to be held on August 25, 2019. Traffic Engineer Merten stated that the event plan is the same as the 2018 event. Committee discussed event charges. Traffic Engineer Merten noted that the event has previously been charged for city services.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Race the Lake, sponsored by Dutrirun Foundation, Ben West, 920 S. Keller Park, Appleton, to be held on August 25, 2019.** All voting aye.

A Very Neenah Christmas: Committee reviewed the Street Use Permit request for the A Very Neenah Christmas event to be held on December 6, 2019, in downtown Neenah. This event is sponsored by Future Neenah. Traffic Engineer Merten noted the benefit of closing Church Street at Wisconsin Avenue for the 2018 event and stated that a similar plan would be followed for the 2019 event. He stated that the event has not previously been charged for city services.

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Traffic Engineer Merten noted that city costs for the event exceed the threshold for charging and requested direction from the Committee on charging the event for services. Committee and the Mayor noted the community nature of the event. They also expressed a concern with unilaterally instituting charges if that has not been our past practice for the event. Mayor Kaufert noted that the event is not a major revenue generator for the sponsor and that he would provide information on the event's costs and revenues for future consideration of the matter.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the A Very Neenah Christmas event, sponsored by Future Neenah, Meredith Manion, 135 W. Wisconsin Avenue, Neenah, to be held on December 6, 2019, and that city services will not be charged to the event.** All voting aye.

**Licenses:**

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Lixin Ni and Hsin-Stieng Tsou.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve beverage operator license applications for Lixin Ni and Hsin-Stieng Tsou.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams)
  - a. Adams St – Work is complete.
  - b. Cecil St – Final topsoil and seeding will be done when weather permits. The revised contract completion date for purposes of assessing damages is May 1, 2019.
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. 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 – Work is scheduled to start the week of April 22.
  - 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 – Work has not started. Pavement milling is scheduled for the week of April 29.
  - b. Stanley Street – Work has not started. Work has not started. Pavement milling is scheduled for the week of April 29.

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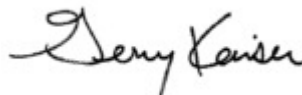
- c. Thomas Court – Water main replacement will be complete early the week of April 22.
6. Contract 3-19 (Epoxy Pavement Marking) – Work is tentatively scheduled for mid-May.
7. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – Bids were opened on April 17. A recommendation is being taken to the Board of Public Works on April 23.
8. Courtney Court – Work has not started.
9. Annual Recycling Report – Staff has prepared the 2018 Annual Report for Recycling Program Accomplishments and Actual Costs for submittal to WDNR. Mayor Kaufert requested a recycling tonnage comparison pre and post automated collection.
10. Downtown Traffic Study – Proposals were received from four firms. Staff is currently evaluating them.
11. GIS/Asset Management System RFP - Water Utility Director Mach has distributed an RFP for a GIS-based Asset Management and Work Order System, which includes a service and pricing alternative for Public Works-related data to be incorporated in the selected solution. Proposals are due at the end of May.
12. Yard waste collection – Weekly collection started the week of April 16.
13. WisDOT traffic counting tubes are in place at a number of locations around the city. This is part of their triennial counting program.
14. Staff has received a request for information from a Pansy Court resident on the process to convert a street from a private street to a public street.

Announcements/Future Agenda Items: Committee directed that a number of items be placed on future agendas:

1. Non-profit designations for special events.
2. Special event cost structure.
3. An update on the Nupark parking management software.

**Motion/Second/Carried Lendrum/Stevenson to adjourn at 8:25 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works