

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday April 13, 2021, 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, Hillstrom, Lang, Lendrum and Stevenson

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Director of Community Development & Assessment Haese, Police Chief Olson, Fire Chief Kloehn, Assistant Police Chief Bernice, Captain Van Sambeek, Deputy Director of Community Development & Assessment Schmidt, Assistant Planner Kasimor, Alderperson Boyette, Alderperson Erickson, Alderperson Elect Skyrms, Street Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Code Enforcement Officer Osthelder, Kenneth Voigt, Ayres Associates, Alex Wenzel, Lions Tail Brewing, Dr. Israel Del Toro, Alex Schultz, Paul Bradshaw, Nikki Hessel, Tyler Jefferson, Sustainable Neenah, Dennis Kittel, Sustainable Neenah, Samantha Jefferson, Brannin Gries, Gries, Architecture,

Approval of Minutes of the meetings for March 30, 2021

Motion Second/Carried Hillstrom/Stevenson to approve of the minutes of the Meeting of March 30, 2021. All voting aye.

Public Appearances:

Alderperson Boyette stated that she supports the Lions Tail Brewing outdoor premise area extension and revocable occupancy permit. She stated that during this time of Covid-19 we need to find ways to support our businesses.

Traffic Study

Kenneth Voigt of Ayres Associates, presented the Downtown Neenah Transportation/Parking Study. He presented the data and conclusions of the traffic study and the impact that proposed changes and future development will have on the downtown Neenah street network, the intersection control at Main Street and Torrey Street, and the feasibility of parking structures on the Hewitt Street parking lot and the Blue parking lot

Alderperson Stevenson asked if the roundabout at Torrey Street and Main Street will affect traffic entering and exiting Arrowhead Park. He stated he is concerned with northbound traffic backing up trying to enter on to Millview Drive during special events. Director Kaiser stated that the discussion with Ayres on the traffic impact included the current apartment development taking place and future development on the warehouse site. He stated the discussion did not include special events at Arrowhead Park. Alderperson Stevenson stated this is an area we need to address.

Aldersperson Stevenson questioned with the proposed re-routing of traffic from Main Street on to Torrey Street and Smith Street would impact the intersection of Church Street and Columbian Avenue. Mr. Voigt stated that looking at the volumes, it would be recommended that the current four-way stop be changed to a two-way controlled intersection. He also noted that this change would impact traffic on Church Street for vehicles using the intersection.

Mr. Voigt stated that they were also asked to evaluate the feasibility of a roundabout at Green Bay Road and Main Street. Mr. Voigt presented the data and conclusions of the study and the impact it would have. He then stated that at the time of the current study, there was a referendum regarding the new Neenah High School. He stated that since that has been approved, he would suggest a traffic impact study be conducted to address traffic concerns eastbound on Main Street and the spacing between Green Bay Road and the US 41 ramps.

Aldersperson Stevenson asked if land acquisitions could be a problem with the proposed roundabout. Director Kaiser stated costing of land acquisition was not included in the scope of this traffic study. Director Kaiser stated there would be some real estate impact and also possibly environmental impact on the southwest corner.

Aldersperson Bates asked what the traffic flow will be on Main Street to the new high school. Director Kaiser stated that there will be a large number of vehicles that will be traveling on Main Street from Doty Island. He stated some may use Winneconne or US 41 as alternative routes. Director Kaiser stated that the traffic study that was done by Neenah School District raised concerns with city staff and staff has shared those concerns with the school district.

Director Haese stated the main reason this traffic study was done was to see the impact of a parking ramp structure on the Hewitt parking lot and to address the large volume of traffic entering the downtown area. He stated that this study was done for long range planning purposes to know the direction our downtown was heading towards.

Director Kaiser stated that staff will distribute the study and the Mr. Voigt's PowerPoint to the committee.

Site Plan for Outdoor Patio-Lions Tail Brewing Company, 116 S. Commercial St.

Alex Wenzel, owner of Lions Tail Brewing stated that during the pandemic in 2020 he had a temporary outdoor seating area with four picnic tables in the parking lot for their customers. He stated it was successful and now he is looking to expand this concept to be a more permanent structure. He stated the goal is to have it be used throughout the year to provide a safe outdoor environment for his customers. He stated that there were some concerns from the Police and Fire Departments and those concerns have been resolved.

Deputy Director Schmidt reviewed his memo of April 14, 2021. He stated the applicant is proposing to construct a patio connected to the south side of the building with access to the patio via a doorway along the south side of the building. The patio will also extend along the rear of the building.

Deputy Director Schmidt stated the applicant is also proposing to extend their liquor premise area to include the outdoor patio area. The applicant has an existing outdoor patio

on the east side of the building which was approved in 2017. Per our municipal code, liquor license holders may request to extend their premise area outdoors onto private property or with the public right-of-way. To accommodate this request Director Kaiser suggested a Revocable Occupancy permit for the 6 feet of sidewalk that the structure will be built on.

Aldersperson Stevenson asked, if in the future Lions Tail Brewing leaves this location, the structure could be removed and the revocable permit be withdrawn. Deputy Director Schmidt stated yes.

Mayor Kaufert asked if the city is opening itself up to any liability having the structure in our right of way. He stated he would like to confer with the City Attorney on what liability the city may have. Director Kaiser noted that there is language in the revocable permit to cover liability issues. He further stated that the revocable permit is being issued to the property owner.

Report

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend the Common Council approve the site plan for the outdoor patio at 116 S. Commercial Street (Lions Tail Brewing Company) and recommend Council approve the Revocable Occupancy Permit to Investment Creations, LLC (owner of 116 S. Commercial Street) All voting aye.**

"No Mow May"

Assistant Planner Kasimor stated that the Council received a request from Pollenablers of the Fox Cities and Dr. Israel Del Toro, Lawrence University, to have the City of Neenah participate in "No Mow May". Sustainable Neenah was asked to comment on the request. She stated the committee met and is recommending the city participate in the program on a one year trial basis. Participation would be voluntary, participants would need to apply for a no fee permit, terraces would need to be mowed and that it would not apply to commercial and industrial properties. She stated the main area of concern from the Sustainable Neenah Committee was the disposal of grass clippings which has been resolved.

Dr. Del Toro stated the purpose of "No Mow May" is to provide early pollinators a food source. He stated a big emphasis of this program is to educate the public on how this small step can promote pollination in many varieties of insects. Dr. Del Toro stated one of big concerns is the disposal of grass clippings. He stated they have received permission from the St. Therese Community Gardens in Appleton, Riverside Gardens in Appleton, Community Gardens in Menasha and Lawrence University for residents to dispose of their grass clippings. Dr. Del Toro stated in the City of Appleton there was a 5 time increase in the bee population and a 3 time increase in the diversity in the species of bees in 2020.

Alex Schultz, City of Appleton Aldersperson and a member of the Pollenablers of the Fox Cities stated that the City of Appleton will be participating in the "No Mow May" for the second year. He stated in 2020 approximately 500 residents registered for the "No Mow May" along with another 25 % to 30% participating passively. Mr. Schultz stated that one

of the big trepidations is the number of complaint calls that are issued for the long grass. He stated in 2020, Appleton's long grass complaint calls only increased by 10 to 20 calls during the month of May. Mr. Schultz stated that in Appleton, not mowing the grass in the month of May turned out to be not such a nuisance as first thought.

Alderson Hillstrom stated this is a good and valuable program and he would like to see it move forward.

Alderson Lendrum stated that she is strongly against "No Mow May". She stated that staff is already overburdened with the complaints that come in each year. She stated that this is a city and not a town and we should be taking pride in our community by maintaining our property.

Alderson Erickson stated that she would like to remind the committee of the mason bee houses that Sustainable Neenah sponsored. She stated they were not maintained and ended up attracting wasps. She stated that this is not good for the community and is not supportive of "No Mow May".

Alderson Lang asked what type of participation there was with the 500 registered in Appleton. Mr. Schultz stated that residents could opt to not mow their grass at all, not apply pesticides, only mow every other week, or mow when they couldn't stand the look anymore.

Report

Following discussion, **Motion/Second/Carried Hillstrom/Bates to recommend the Common Council adopt an ordinance with the 10 provisions recommended from the Sustainable Neenah meeting of April 21, 2021.** Motion failed 2-3 (Aldersons Stevenson, Lang and Lendrum voting no)

Approve the Purchase of Ballistic Vests from 2021 CIP

Assistant Chief Bernice reviewed his memo of April 6, 2021. He stated he received three quotes for the vests. Streicher's Police Equipment for \$29,208, Red Arrow Sales for \$36,845.76 and the Uniform Shoppe for \$27,563.00. He stated the vests they are requesting to purchase will be used during critical incidents that require equipment to be more easily accessible. Assistant Chief Bernice stated that he is requesting approval to purchase 12 ballistic vests from the Uniform Shoppe at a cost of \$27,563.00.

Report

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Common Council approve the purchase of 12 ballistic vests from the Uniform Shoppe in the amount of \$27,563.00 with CIP funds.** All voting aye.

Police Station Lobby Interview/Soft Room Remodel

Captain Van Sambeek reviewed his memo of April 8, 2021. He stated he is seeking approval to remodel the partially enclosed area in the lobby to create a secondary interview room which would be used for sensitive and soft interviews. He further stated that he is also seeking approval to remodel the current soft interview room. He stated this

room is in the secure area of the building which creates security issues when interviewing members of the public. The room would become a multipurpose room. Captain Van Sambeek stated that he recommends authorizing the Neenah Police Department to remodel the partially enclosed area of the police department in the lobby to create a soft interview room and turn the current soft room into a multipurpose room at a total cost of \$9,953.00. He noted that the approved budget is \$10,000.

Mayor Kaufert asked if the work is being done by an outside contractor. Captain Van Sambeek stated there are multiple contractors. He stated the main contract is Keesler Remodeling. The Mayor stated that Pat Benson is also available for these types of remodeling projects.

Report

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Common Council authorize the Neenah Police Department to remodel the partially enclosed area of the police department lobby to create a soft interview room and turn the current soft room into a multipurpose room for a total not to exceed \$10,000.** All voting aye.

Aldersperson Stevenson asked Captain Van Sambeek for a memo that breaks down the contractors and their costs for this project. Captain Van Sambeek stated he will do that and email it to Aldersperson Stevenson.

University of Wisconsin Milwaukee Archaeological Study for the Lakeshore Avenue Construction Project

Director Kaiser asked that this be held until the April 27, 2021 meeting.

Special Events

Memorial Day Parade

Traffic Engineer Merten reviewed the permit. He noted the event will be handled the same as in the past.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Memorial Day Parade, sponsored by the Nicolet VFW Post 2126, 546 Third Street, Menasha WI, to be held on May 31, 2021.** All voting aye

Aldersperson Stevenson stated that he has contacted Council President Sevenich from the City of Menasha regarding Council members participating in the parade. He will provide more information at a later meeting.

Aldersperson Bates asked if a super spreader breaks out what is the process for canceling the parade. Mayor Kaufert stated that he discussed this with City Attorney Westbrook.

City Attorney Westbrook informed the mayor that he would have emergency powers to cancel any special event due to COVID-19.

Relay for Life of the Fox Cities

Traffic Engineer Merten reviewed the permit.

Aldersperson Hillstrom stated this is a walk from Cook Park to Herben Dolly Park. He stated normally this is held at the Calder Stadium in Menasha.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Relay for Life of the Fox Cities, sponsored by the American Cancer Society, Pewaukee WI, to be held on June 11, 2021.** All voting aye

Sole Burner 5K Walk/Run

Traffic Engineer Merten reviewed the permit.

Aldersperson Hillstrom stated there will be three different locations for this event. He stated location for Neenah is Loop the Lake.

Aldersperson Stevenson asked where the other locations will be. Director Kaiser stated the other locations are City Park in Appleton, Sunset Park in Kimberly, and Hydro Park in Kaukauna.

Aldersperson Stevenson asked where the event in Neenah will start. Traffic Engineer stated Arrowhead Park. Director Kaiser stated the event will have 5 minute start intervals.

Aldersperson Bates asked if there will be any construction going on at Arrowhead Park. Traffic Engineer stated he talked with Director Kading and he informed him they would accommodate the event. Aldersperson Hillstrom stated the construction work begins in October at Arrowhead Park.

C.A.

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Sole Burner 5K Walk/Run, sponsored by the American Cancer Society, 2616 S Oneida Street, Appleton WI, to be held on August 21, 2021.** All voting aye

WI Streetball Neenah 3-on-3

Traffic Engineer Merten reviewed the permit. He stated there is a new owner of the event this year, Paul Bradshaw.

Paul Bradshaw stated that he is the operates a basketball training program called Ballhawk Basketball out of Faith United Methodist Church and is the varsity basketball

coach at St. Mary's Catholic High School. He stated he wanted to bring this event back to promote the community.

Mayor Kaufert stated that he talked with Mr. Bradshaw regarding his concerns of providing enough porta-potties and trash collection. He stated Mr. Bradshaw assured him he would deal both issues. Mayor Kaufert stated that he supports this event and is glad to see it back.

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the WI Streetball Neenah 3-on-3, sponsored by Ballhawk Basketball, Paul Bradshaw, 1406 W. Oakcrest Dr., Appleton, to be held on August 14, 2021. All voting aye**

Boogie Downtown

Nikki Hessel, Future Neenah, stated that the event will be held in the 100 BLK of W. Wisconsin Avenue between Church Street and Commercial Street. She stated there will no food trucks or alcohol as we want to promote and support the downtown businesses. The event is Wednesday, August 25th. She stated the live music will be on Wisconsin Avenue at Commercial Street with the stage facing west.

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for Boogie Downtown, sponsored by Future Neenah, 135 W Wisconsin Avenue, Neenah WI, to be held on August 25, 2021. All voting aye**

Public Works General Construction and Department Activity

- 1) 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 has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – Pending the outcome of legal matters, construction is scheduled to resume on April 12. The contractor intends to complete several minor pieces of excavation prior to prepping and paving the trail and sidewalk. This will be followed by work on the west curb and driveways. Included in this work will be a small bit of excavating and placing concrete pads for the three informational signs on the project along with the sculpture/bench to be located across from the Bergstrom-Mahler Museum.
- 3) Contract 1-21 (Marathon Av) – Sanitary main work is complete. Crews are working on sanitary sewer laterals. Water main replacement is expected to start in the next two weeks.
- 4) Contract 2-21 (Fairview, Laudan)

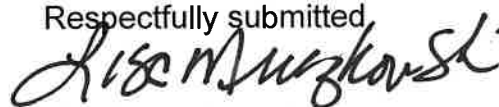
- a) Fairview – Sanitary main, water main and sludge line replacement are complete. Work on service lines is ongoing.
- b) Laudan – Sewer work is expected to start the week of April 12.
- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella,) – A pre-construction meeting is scheduled for April 16.
- 6) Contract 4-21 (Epoxy Pavement Marking) – Bids are scheduled for opening on April 27. The primary areas of work are W. Winneconne Avenue (Tullar - Green Bay and Lake – Harrison), E. Winneconne Avenue, S. Lake Street, and Westowne Drive.
- 7) Yard Waste – Curbside yard waste collection starts on April 13.
- 8) Dumpster Rental Service – For many years, the Public Works has offered dumpster rental. For a charge - \$30 for a 1-CY dumpster or \$50 for a 2-CY dumpster – residents could rent a dumpster and have it collected and dumped. We average about 35 rentals a year. Almost all of the rentals that we see are for the 2-CY dumpster. Staff is considering discontinuing this service. We are looking at several issues:
 - a) The rental charge has not been changed in many years, possibly since the service started. It should be closer to \$90 for each to cover actual costs.
 - b) We have 3 of the 2-CY dumpsters remaining and they are in poor condition. The dumpsters date to the time prior to the City contracting for commercial dumpster collection, which started in 1997. New 2-CY dumpsters are about \$700.
 - c) There are numerous private services available that offer more flexibility in dumpster size.

Aldersperson Stevenson asked how the process works. Director Kaiser stated that residents can rent the dumpsters for up to two weeks. If they need it for a longer period of time they would need to pay for an additional two weeks.

Director Kaiser stated that Street Superintendent Radtke now has a bin at the Drop-Off site for shredded paper. He stated the paper will be mixed with the compost. Residents will need their punch card to access the drop-off site to dispose of the shredded paper but it will not require a punch.

Adjournment: **Motion/Second/Carried Hillstrom/Lang to adjourn at 9:44 p.m.** All voting aye.

Respectfully submitted



Lisa Mroczkowski
Public Works Officer Manager