

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, September 24, 2019 - 6:30 PM**  
**Council Chambers - City Administration Building**

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

**Excused:** Alderperson Spellman

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Sievert, Police Captain Bernice, Police Officer Mulroy, Nicole Brisky

**Minutes:** **Motion/Second/Carried Lendrum/Lang to approve the minutes of the September 10, 2019, Special Meeting and the September 10, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

**Motion/Second/Carried Lendrum/Bates to amend the agenda to address item 6b - Beverage Operator License Application - Review Provisional License.** All voting aye.

**Beverage Operator License Application-Review Provisional License:** The Committee discussed the beverage operator provisional license for Nicole E. Brisky. Chairman Bates reviewed the memo provided by City Clerk Sturn.

Ald. Stevenson entered the meeting.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve the beverage operator license for Nicole E. Brisky with an expiration date of June 30, 2020.** All voting aye.

**Police Department Canine Program Purchase:** Assistant Chief Sievert reviewed his memo of September 28, 2019, requesting authorization to purchase a K9 replacement for Cedric, a K9 vehicle and all necessary equipment and training for a K9 team. He noted that the request is being made because health issues with Cedric are forcing his retirement earlier than planned. The intention had been to replace Cedric in 2021. The estimated cost of the K9 squad and outfitting is \$66,069.67. He updated his Committee memo with a quote from the New Mexico firm of K-9 Services for the purchase of a new canine and training in the amount of \$12,900. With the updated cost, the total cost for canine purchase, training, and canine officer travel expenses is \$21,610. The total estimated cost is \$87,679.67.

Assistant Chief Sievert noted the number of other departments in the area that have used this vendor for their canine purchases and training. He stated that the new K9 unit would be assigned for patrol and drug interdiction. With this unit, the daytime and nighttime shifts would each have a K9 unit available. He noted that all costs would be funded from donations to the K9 Trust Fund. He stated that there is a current balance of \$75,000 along with a commitment for a donation of \$35,000 to the trust fund if there is a commitment for a new canine purchase in 2019. He stated that the canine purchase comes with a 3-year health guarantee. The

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previous vendor had a 1-year health guarantee. He estimated the working life of a K9 as 8 to 9 years. He reviewed the area departments that have K9 units and the arrangements mutual aid amongst the municipalities. Mayor Kaufert encouraged the selection of a dog that is comfortable at public events since the program is dependent on community donations. Officer Mulroy, K9 handler for Bobby, described the animal selection process and his experience in preparing Bobby to be more comfortable at public events.

Committee discussed the purchase, noting that it is not included in the 2019 budget. Assistant Chief Sievert noted that Finance Director Easker had suggested transferring the trust fund balance to a capital outlay account for disbursement to provide better expense tracking.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council amend the 2019 budget by transferring \$87,679.67 from the K9 Trust Fund to the 2019 Capital Equipment Fund and approve the purchase in 2019 of a 2020 Ford Police Interceptor Utility Vehicle, AWD, 3.3 V6 and all necessary equipment at the cost of \$66,069.67 and approve the purchase in 2020 of a police canine and associated training and equipment for a total cost of \$21,610.** All voting aye.

**Refuse/Recycling Cart Placement for Storage:** Director Kaiser reviewed his September 20, 2019, memo regarding refuse and recycling cart placement for storage. At its August 13, 2019, meeting the Committee discussed the municipal code relative to cart storage and enforcement of that code. Director Kaiser reviewed suggested code language modifications. Committee suggested phrasing adjustments to clarify the language. Committee discussed the potential impact of the language changes on overall community aesthetics if more property owners placed their carts within public view. Director Kaiser noted that the current code includes language that allows the department to grant a variance if site circumstances render strict code compliance impractical. Committee expressed a preference to leave the code language as-is and allow the department discretion in granting variances.

Mayor Kaufert asked that staff evaluate the multi-unit properties to determine if some carts can be removed.

**Warehouse - Harrison Street Pond Site:** Director Kaiser reviewed his findings after conferring with the Police, Fire, Water and Parks & Recreation departments to determine if they had space needs that could be satisfied by the warehouse currently located on the Harrison Street pond site. The Parks and Recreation Department expressed an interest in using the warehouse to consolidate storage of certain items currently stored in the Cecil Street Garage, outbuildings at the Cecil Street Garage, and the Tullar Garage. Director Kaiser noted that this would also allow them to enter into a lease agreement with the Fox Valley Sailing School to use the north section of the building for the covered storage they desire. Maintenance work would be needed to put the building in good, functioning order.

Mayor Kaufert noted the need for inside storage for some things that are currently stored outside. He noted that the life of some of this equipment could be extended with interior storage. He also expressed a concern for building aesthetics given its location near

Washington Park and adjacent to a future pond. Ald. Stevenson expressed a concern that city storage buildings be managed so that they don't gather unnecessary surplus. He also expressed a desire go through the budget process knowing that this building is available for potential requests. After further discussion, the consensus of the Committee was to retain the building.

**Beverage Operator License Application:** The Committee reviewed the beverage operator license applications for Laura L. Eitrem.

C.A. Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve beverage operator license application for Laura L. Eitrem.** All voting aye.

**Temporary Extension of Licenses Premises Application:** Committee reviewed the temporary extension of licensed premise application for Gord's Pub LLC, Street Dance. The event was held on September 14, 2019. Mayor Kaufert noted that this was a retroactive approval since the regular meeting schedule did not fit the timing of the application. He noted that the event was held again this year in the Main Street Parking Lot. He reported that the lot was cleaned up by the organizers after the event.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend that Council approve the Temporary Extension of Licensed Premises application for Gord's Pub LLC for September 14, 2019.**

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

1. Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. A final payment request is being taken to the Board of Public Works on Sept. 24.
2. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
3. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a. Stanley Court – The contractor started road excavation on Sept. 20.
  - b. Stanley Street – Utility work is complete. Curb/gutter repairs are the next work item.
  - c. Thomas Court – Curb/gutter installation started on Sept. 20.Director Kaiser noted that the contract completion date is October 18. Mayor Kaufert noted that there was a delay caused by the failure to pass the water tests. Director Kaiser confirmed that the contract includes a liquidated damages provision.
4. 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. Staff is discussing with the contractor the schedule for the remaining work in the contract. It is possible that some of the work will be carried over to spring 2020.
5. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Some patches have been completed. The remaining work will start in October.
6. Contract 7-19 (Breezewood Sanitary Sewer) – Bids were opened on Sept. 19. An award recommendation is being taken to the Board of Public Works on Sept. 24. This is a joint project with Town of Neenah Sanitary District 2.

7. Courtney Court – Curb/gutter construction is scheduled to start the week of Sept. 23.
8. Cardinal Plat – Utility installation is ongoing. Access to the site comes from Lone Oak Drive.
9. Multi-modal Local Supplement - The Wisconsin 2019-21 budget provides \$75 million in one-time general purpose revenue funding for multimodal transportation projects on the local system through the Multimodal Local Supplement (MLS). The available funding is shown in the table below. Director Kaiser noted that, in addition to the Jewelers Park Trail, applications were being considered for the CTH JJ/CTH CB roundabout and Oakridge Road west of I-41.

Allocation	County	City/Village	Town	Total
Multimodal Local Supplement (MLS)	\$26,669,333	\$19,039,500	\$29,291,167	\$75,000,000
After Kaukauna Bridge Set Aside <sup>1</sup>	\$26,082,667	\$18,452,832	\$28,704,501	\$73,240,000

10. Jewelers Park Trail – Staff is preparing a request for proposals for consulting services to prepare plans and specifications for a possible trail along Jewelers Park Drive. This project is one of several being considered for an MLS application to WisDOT.
11. E. Forest Avenue Parking - Staff is evaluating options regarding a concern that has been raised about public parking in the Commercial Street/Forest Avenue area. Committee discussed the on-street and off-street parking in that area. Committee discussed the parking impact of the Winnebago County Human Services facility in that area.
12. Recycling Grant – Director Kaiser noted that the recycling grant application has been submitted.

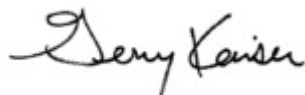
**Announcements/Future Agenda Items:**

Chairman Bates informed the Committee that Ald. Lendrum’s Council Directive regarding garage and hard surface driveway construction for new residential construction was being reviewed in light of recent information provided by Habitat for Humanities. They have informed the Council that, beginning in 2020, their new builds will include a garage. Director Kaiser noted that staff would seek confirmation as to if this includes a hard surface driveway.

Chairman Bates informed the Committee of a potential upcoming topic of gay conversion therapy restrictions. Committee discussed the process by which Council members can bring issues forward for inclusion on a Committee agenda.

**Motion/Second/Carried Lang/Stevenson to adjourn at 8:20 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
 Director of Public Works