

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 29, 2019 - 6:30 PM
Hauser Room - City Administration Building

Present: Alderpersons Bates, Lendrum, Spellman and Stevenson

Excused: Ald. Lang

Also Present: Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Director of Parks and Recreation Kading, Traffic Engineer Merten, Police Chief Olson, Police Captain Bernice, Ald. Boyette, Ken Zwick, Dan McIntosh

Minutes: Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the October 8, 2019, Regular Meeting and the October 16, 2019, Special Meeting. All voting aye.

Public Appearances: None.

Ordinance 2019-24: Plan Commission Organization: City Attorney Godlewski and Mayor Kaufert updated the Committee on recent contact with the Neenah Joint School District regarding the appointment of a school board member to the Plan Commission. NJSD had appointed a board member who lives outside of the City. Ordinance requires that the school board member be a City resident. Mayor Kaufert stated that the school district superintendent had asked if the City would consider revising the ordinance to remove the city residency requirement.

City Attorney Godlewski reviewed the Plan Commission composition, which includes the Mayor, Director of Public Works, one Alderman appointed by the Common Council, representatives from the Park and Recreation Commission and Board of Education (and who is a city resident) and 3 additional residents who are not City Officials, for a total of 8 members. He stated that the proposed ordinance would remove the requirement that a school board member be on the Plan Commission. Committee discussed the rationale for having a school board member on the Plan Commission.

Following discussion, the consensus of the Committee was to maintain the current Plan Commission composition and to retain the requirement that Plan Commission members be City residents. Mayor Kaufert stated that he would relay the message to the school district superintendent.

Discussion and Update on Neenah High School / Memorial Park Parking During School Days and On-Street Parking Changes in Area of High School: Mayor Kaufert provided the Committee with background on discussions with the Neenah Joint School District regarding use of the Memorial Park parking lot for high school student parking. He noted that the NJSD had asked to re-visit the use of that parking lot, reversing a prohibition that was placed a number of years ago due to student conduct in the lot.

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Mayor Kaufert noted that conditions for an agreement were developed that would place the lot under NJSD control during school hours and allow it to be enforced in the same manner as a high school parking lot. The lot would be monitored and cleaned by high school staff or volunteer groups. He stated that the city's interest in the arrangement is tied to an ability to remove some current on-street parking to improve safety and reduce neighborhood traffic and parking problems. He stated that the high school would sell permits for the lot. NJSD would pay the city \$2,000 per year.

Parks and Recreation Director Kading stated that the agreement involves about 140 spaces in the Tullar Road parking lot. He noted that 12 stalls would remain open for public use. He stated that the city would continue to have winter maintenance responsibility. He stated that the high school would sell permits at an annual cost of about \$35 per space. Committee noted that this would raise about \$4,900 in revenue for the school.

Mayor Kaufert noted that the Parks and Recreation Commission has oversight of the park property and they have approved this agreement in concept. He noted that his office has received periodic complaints from neighbors regarding on-street student parking. He stated that he intends to hold a neighborhood meeting to discuss the Memorial Park parking proposal and the on-street parking restrictions. Committee requested that the Council be notified of the meeting schedule.

Ald. Boyette addressed the Committee to question school district responsibility toward major maintenance of the Tullar Road parking lot given the increased use. Director Kading noted that those costs are not built into the lease. He also noted that other park facilities would still be available for use during the school year. He noted that the lease payment would be revenue to parks operations.

Committee discussed the impact on police services with the need to monitor the additional parking. Chief Olson noted that School Resource Officer Strebek will monitor all locations. She may ask for patrol support if it is needed. Mayor Kaufert noted that Neenah High School also has a parking services manager who can assist.

Traffic Engineer Merten reviewed the current on-street parking restrictions. He noted proposed changes to on-street parking to address resident concerns, improve driver vision clearance areas and to improve intersection operations. Committee discussed congestion at the Tullar/Apple Blossom intersection. He discussed the field work involved to implement the changes and the amount of time needed. He noted that the spaces being made available in Memorial Park exceed the number of spaces being removed on-street.

Ald. Boyette addressed the Committee to question the impact of the parking removals on events held at the high school. She also expressed concern for a potential increase in traffic on Pendleton Road. Traffic Engineer Merten reviewed locations where the proposed parking changes are school day prohibitions and where they are permanent removals. He reviewed the proposed pavement marking plan for Tullar Road.

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Mayor Kaufert noted that the parking changes could be implemented on a trial basis for one year with a follow-up evaluation. He stated that NJSD hopes to sell permits starting December 1 for a start in January 2020. This would require that an agreement with the NJSD be brought to Council in November. Committee discussed placing this item on the next available meeting agenda.

Lakeshore Avenue Options: Director Kaiser reviewed his memo of October 23, 2019 regarding design options for Lakeshore Avenue. He noted the factors considered in evaluating the design options - vehicle traffic accommodation, pedestrian traffic accommodation, bicycle traffic accommodation, aesthetics, drainage, economic development/tourism, environmental issues, and maintenance. He stated that a goal of the reconstruction is to provide a safe and comfortable environment for vehicular and non-vehicular traffic to co-exist.

Traffic Engineer Merten reviewed the traffic count data. Traffic counts were collected from video taken from May 29 – June 5, 2019 and from July 9 – July 16, 2019 at the intersection of Lakeshore Avenue and Wheeler Street. He noted that the average daily traffic during those periods was 963 vehicles per day and 414 pedestrians/bicyclists per day. He described the composition of non-motorized traffic and noted the directional split of the various traffic categories.

Director Haese discussed the value that off-street trails provide for a progressive city image. He commented on the leisure value in the Lakeshore Avenue route and noted that it is one of the highest pedestrian traffic locations in the city even though it is not surrounded by a residential neighborhood. He noted the trend of people choosing a living location first and workplace after. He noted that they are selecting where they live based on their view of the quality of life that the location can provide, which is enhanced with trails.

Ald. Boyette addressed the Committee to note that a trail could wind around trees to minimize impacts. She also encouraged the Committee to consider installing a sidewalk on the resident side of the street to eliminate an additional demand on city snow removal crews. Ald. Lendrum expressed that people will still walk on the street because they want to be closer to the water. Traffic Engineer Merten commented on the difference in sidewalk width and trail width. He noted that the traffic data collection included counts of individual pedestrians and pedestrians that traveled in groups of 2 or more. He stated that 62% of the pedestrians traveled individually and 38% traveled in groups. Ald. Boyette questioned Director Kaiser as to the relative maintenance difficulty of the listed options.

Ken Zwick, 730 Congress Place, addressed the Committee to express support for construction of an off-street trail with the project. He noted his experience in moving to this area and using Lakeshore Avenue. He encouraged the City to take advantage of this opportunity to look at the long-term potential of that kind of facility and not be so focused on snow removal. He expressed that the current 400 pedestrians and bicyclists per day would increase if a safe, separated trail were built.

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Deputy Director Schmidt reviewed comprehensive plan information showing public support for increasing opportunities for biking and walking along with improving access to the water. He reviewed survey data that was collected as part of the comprehensive planning process. He noted that Lakeshore Avenue is not just used by the neighborhood but is a destination location.

Committee discussed construction timeframe and resident access. Staff noted that construction may be able to be staged to avoid seasonal peak use time periods.

Dan McIntosh, 234 Lakeshore Avenue, addressed the Committee to comment on the need to maximize greenspace and tree preservation and to minimize hard surface. He noted the benefits that trees provide to shoreline protection.

Committee outlined their opinions on the alternatives offered. There was support for preserving trees to the greatest extent possible. Ald. Bates expressed that this is the opportunity to do something special. Ald. Stevenson stated that the issue should be dealt with in the context of the overall budget. He questioned the rationale for discussing the topic at this point. Director Haese noted that a request had been made at the June budget meetings to bring the matter to Committee.

Mayor Kaufert expressed a desire to improve this street. He noted the importance of the roadway to the city and a concern that the ambiance remain as it is. He noted that the budget amount that he allocated to the project was intended to send a message regarding his design preference. He stated that he believes that on-street accommodation of all pedestrian and bicycle traffic is safe and sufficient.

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Amy E. Decker, Nichole C. Gambsky, Dylan J. Howard, Brooke L. Klabunde, Julie M. Redemann, Alicia S. Rhinehart, Ashley M. Siebers and Jody J. Sipiorski.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license application for Amy E. Decker, Nichole C. Gambsky, Dylan J. Howard, Brooke L. Klabunde, Julie M. Redemann, Alicia S. Rhinehart, Ashley M. Siebers and Jody J. Sipiorski.** All voting aye.

Beverage Operator License Application - Denial: The Committee discussed the beverage operator license application (new) for Jennifer L. Thomack. Committee noted that the recommendation for denial was based on an incomplete application. Committee questioned the aspects of the application that were incomplete. Mayor Kaufert stated that he would have Deputy Clerk Cheslock provide an explanation prior to the next Council meeting.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council deny the beverage operator license (new) for Jennifer L. Thomack.** All voting aye.

C.A.

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Pawnbroker / Secondhand Dealer License Application:

Committee reviewed the secondhand article dealer license application for Blind Tiger Games, 675 S. Green Bay Road. Committee noted that the "Background Check" section of the application was not completed. Committee discussed the vetting process for these applications. Mayor Kaufert stated that he would have Deputy Clerk Cheslock provide the Council with information about the procedures for processing these applications.

C.A.

Following discussion, **Motion/Second/ Carried Stevenson/Lendrum to recommend Council approve the secondhand article dealer license application for Blind Tiger Games, 675 S. Green Bay Road pending receipt of the requested information.** All voting aye.

Committee reviewed the secondhand article dealer license application for EcoATM, LLC, 1530 S. Commercial Street. Committee noted that EcoATM has another location in Neenah.

C.A.

Following discussion, **Motion/Second/ Carried Lendrum/Stevenson to recommend Council approve the secondhand article dealer license application for EcoATM, LLC, 1530 S. Commercial Street.** All voting aye.

Public Works General Construction and Department Activity:

Director Kaiser noted that the binder mat was paved on Stanley Court and Stanley Street. He stated that the top coat of asphalt was paved on Thomas Court. Committee discussed landscaping and temporary mailbox removal.

Director Kaiser stated that a pre-construction meeting was held for the Breezewood Lane and Harness Sanitary Sewer Extension. He stated that the contractor plans to install main through the Harness Farm easement this year. They plan to install the main in Breezewood Lane next spring.

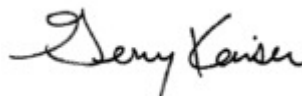
Announcements/Future Agenda Items:

Director Kaiser noted that the next meeting is scheduled for November 12. He stated that the same evening has been tentatively scheduled for a budget workshop. Committee discussed addressing the Neenah High School parking agreement on that evening prior to the budget workshop.

Ald. Spellman's request for a discussion of a conversion therapy ban will be scheduled for the November 26 Committee meeting.

Motion/Second/Carried Lendrum/Spellman to adjourn at 9:00 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works