

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, July 25, 2017 - 7:00 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Superintendent of Parks Fink, Traffic Engineer Merten, Alderman Pollnow, Alderman Boyette

**Minutes: Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the Regular Meeting of July 11, 2017.** All voting aye.

**Public Appearances:** None.

**We Energies Utility Easement - Memorial Park:** Committee reviewed Superintendent Fink's July 21, 2017, memo. We Energies has requested a 15-foot wide easement strip at the northwest corner of Memorial Park (Gay Drive/Pendleton Road) to install a switch/vacuum fault interrupter (VFI) cabinet. The cabinet is 7 feet wide by 7 feet deep by 4 feet tall. It is proposed to be installed behind the Memorial Park sign located at the corner. The unit is part of a plan to provide service to the Pendleton Park development. We Energies will pay \$1,500 toward landscaping around the unit. Superintendent Fink stated that the Parks & Recreation Commission recommended approval of the easement. Committee discussed measures to disguise the cabinet. Ald. Stevenson questioned if a location closer to the park maintenance building had been considered. Superintendent Fink indicated that he was unaware if it had. Committee noted that the Parks & Recreation Commission would need to approve any other location for the VFI.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to table the item and direct staff to discuss with We Energies the possibility of locating the VFI cabinet near the maintenance building area.** All voting aye.

**Cumings Plat MOU Sewer Agreement:** Committee reviewed City Attorney Godlewski's July 20, 2017, memo regarding the Cumings Plat sewer collector memorandum of understanding with Sanitary District 2. The MOU provides for the construction of a sanitary sewer collector extending south from Cumings Lane. This collector would be connected to an extension of the existing Breezewood Lane interceptor. Construction of this collector will allow the District to abandon their existing lift station on Cumings Lane, which has experienced capacity problems. He reviewed the provisions of the agreement and clarified the alignment shown for the collector line. He stated that staff is developing a prospective street layout for the area which will allow the collector to be constructed within a future road right-of-way. Mayor Kaufert discussed the overall goals of the project. City Attorney Godlewski noted the MOU provision that allows the City access to an existing District easement that extends east of Woodside Lane. Director Kaiser reviewed the potential future use for that easement. Ald. Pollnow addressed the Committee to question if a  $\frac{3}{4}$  approving vote of the Council would be needed since the project could be a budget amendment. City Attorney Godlewski noted that construction is most likely to occur in 2018, in which case it could be included in the upcoming budget.

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If things were to progress in a way that allowed construction in 2017, then a  $\frac{3}{4}$  vote would be required for approval. Committee questioned the project cap included in the MOU. City Attorney Godlewski stated that there is high bedrock in the area that could increase the project construction cost. Director Kaiser stated that soil borings would be taken when legal access is acquired. Committee questioned the MOU provision that allows the District to upgrade the existing Cumings lift station if the collector project falls through. Director Kaiser reviewed the history of the project and the prior development of operational protocols for the lift station.

REPORT

Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to recommend Council approve the Cumings Plat Sewer Collector memorandum of understanding.** All voting aye.

Street Use Permit - Great Pumpkin Run: Committee reviewed the Street Use Permit for the Great Pumpkin Run (formerly the Plexus Run) to be held on October 7, 2017. As requested at the July 11, 2017, Public Services and Safety Committee meeting, Traffic Engineer Merten clarified the tax exempt status of the sponsor and provided information on the recipient of the event proceeds. He stated that the organization does not currently have 501(c) status but is in the process of applying for that. He stated that the event proceeds are being directed to the Christine Ann Emergency Shelter. Committee discussed concerns with events that use city facilities but provide event proceeds to facilities or organizations outside of the City. They noted that there a number of non-profits in the City that could benefit from this financial assistance. Mayor Kaufert reminded the Committee that City residents may benefit from the services offered by these organizations even if they are not located in the City.

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 the Great Pumpkin Run, Gloria West, DuTriRun Foundation, 920 Keller Park Drive, Appleton, to be held on October 7, 2017, with the fee schedule applied as a for-profit entity.** All voting aye.

**Licenses:**

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Pattie J. Braun, Rodney L. Crow, Aaron J. Harvey, Mariah K. Hilgart, Holly L. Hoeper, Eric T. Lintner, Emily E. Lukasavage, Dominick A. Reshel, Sheela L. Schuman and Patricia L. Tomaschefski.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Pattie J. Braun, Rodney L. Crow, Aaron J. Harvey, Mariah K. Hilgart, Holly L. Hoeper, Eric T. Lintner, Emily E. Lukasavage, Dominick A. Reshel, Sheela L. Schuman and Patricia L. Tomaschefski.** All voting aye.

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Outdoor Extension of Class B Premise Application - Lion's Tail Brewing Company:  
Committee reviewed the request for an outdoor extension of a Class B premise from Lion's Tail Brewing Co. Committee discussed the application and the location of the outdoor extension on the site. Mayor Kaufert noted that patron service would need to occur within the extension area. Chairman Bates requested that Director Kaiser determine if a gate to the outdoor seating area was required. *(Note: A gate is not required. Section 4-106(3) reads in part: "Openings in the outdoor area shall not require installation of gates, but any opening where persons may pass from the outdoor area to an unlicensed area shall contain signs indicating that open intoxicants are prohibited beyond the licensed premises." In this case, the business is installing the appropriate sign.)*

Report

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council grant an Outdoor Extension of a Retail Class B Beer and Wine License to Lion's Tail Brewing Company, 116 S. Commercial Street, Alexander Wenzel.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 1-17 (Cecil St, Higgins Av) Utilities have been installed, pavement has been placed. Landscaping is scheduled for the week of July 24 with pavement marking to follow. Anticipated opening date is August 31.
2. Contract 2-17 (Edward, Helen, Cleveland) All work is complete.
3. Contract 3-17 (Main Street Lot, Temple Lot, Whippoorwill, Yorkshire, Bergstrom Rd Trail)
  - a. Main Street Parking Lot – Work is complete. Landscaping is separate from this contract.
  - b. Bergstrom Road Trail – About 40% of the trail has been paved. Excavating is ongoing for the south half of the work. Mayor Kaufert related a question he had received about the trail grade near the warehouses.
  - c. Temple Lot – The existing surface was pulverized on July 20.
4. Contract 4-17 (Industrial Drive Pavement Repair) – Patching work is complete. Diamond grinding is scheduled for completion early the week of July 24.
5. Contract 5-17 (Cecil Street Overpass Approaches) – Bridge repairs and approaches are complete. Sidewalk pouring and landscaping are scheduled for completion the week of July 24. Anticipated opening date is August 31.
6. 308 Caroline – The sewer main and lateral have been televised. We have not yet received the recording to review. The verbal report from the televising contractor was that there did not appear to be any faults in those lines.
7. Castle Oak V – Utility installation is complete. Street grading/graveling will take place over the next couple of weeks.
8. Forest Manor Street Lighting – Underground cable and street light pole installation are complete. Light fixtures have not yet been installed.
9. Pavement and Sidewalk repair contracts are being prepared. They are scheduled for a mid-August award.
10. Drop-off Attendant – One of our drop-off attendants has resigned. We are advertising for another attendant.

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11. Sanitary Sewer Rate Study - Staff is meeting with the consultant on July 26 to review progress on the study.

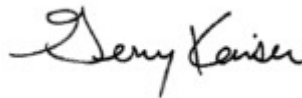
Announcements/Future Agenda Items:

Chairman Bates informed the Committee that she asked staff to consider the possibility of allowing parking on Bell Street near S. Park Avenue. She would like a report from staff at the next available committee meeting.

Chairman Bates requested that staff provide the ordinance updates necessary to implement the sidewalk criteria.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Gerry Kaiser".

Gerry Kaiser  
Director of Public Works