

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, July 9, 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, Traffic Engineer Merten, Assistant Police Chief Sievert, Police Captain Bernice

Minutes: **Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the June 25, 2019, Regular Meeting.** All voting aye.

Public Appearances: Barb Lundrigen, 404 E. Forest Avenue, addressed the Committee regarding the parking recommendation for Forest Avenue abutting her property. She questioned if parking would still be available across the street from her house.

Motion/Second/Carried Lendrum/Spellman to amend the agenda to address items after Item 3, until Traffic Engineer Merten is available. All voting aye.

Potential Amendments to Policy 2018-01 Awarding Class B Licenses: Chairman Bates informed the Committee that the Liquor Licensing Review Subcommittee recommends that Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) *Abandonment of premises.* Any licensee holding a license to sell alcohol beverages under this article that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation or nonrenewal of any alcohol beverage license. In this section "abandon" and "abandonment" shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the Common Council granted the license for a period of six months and Code Sec. 4-97 (a) *As to ownership,* In the event the "Class B" quota has been met and an existing "Class B" licensee goes out of business or relocates out of the City of Neenah, the new owner or tenant holds the right to that regular "Class B" license provided the new owner applies for that license within 60 days. If a new owner or tenant has not applied for said license within 60 days, that license will be added back into the quota for regular "Class B" licenses. Alderman Stevenson stated that the changes were housekeeping to cleanup language in the policy and to provide consistency between the policy and the municipal code.

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Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) Abandonment of Premises and Code Sec. 4-97(a) As to ownership.** All voting aye.

Original Alcohol Beverage Retail License Application: David J. Pyszora, Individual, d/b/a Pappa's Café, 1360 S. Commercial Street, Neenah, WI 54956: Chairman Bates informed the Committee that the applicant informed the city clerk via email that he is withdrawing his application. No Committee action is necessary.

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Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve beverage operator license applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt.** All voting aye.

Beverage Operator License Application (New) - Denial: The Committee reviewed the beverage operator license application for Cody R. Lichtfuss. The Neenah Police Department had recommended license denial.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council deny the new beverage operator license application for Cody R. Lichtfuss.** All voting aye.

Beverage Operator License Application (New) - Delinquent Payment: The Committee discussed the beverage operator license application for Stephani Malliet.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (new) for Stephani Malliet, contingent upon payment of all delinquent City fees.** All voting aye.

Beverage Operator License Application (Renewal) - Delinquent Payment: The Committee discussed the beverage operator license application for Troy Schuppe

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (renewal) for Troy Schuppe, contingent upon payment of all delinquent City fees.** All voting aye.

Temporary Class "B" (Picnic) Retail License Application: Fox Valley Area Labor Council – Labor Day Celebration: The Committee reviewed the request for a temporary Class "B" (picnic) retail license application from the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019, at the Labor Temple (157 S. Green Bay Road). Committee discussed security arrangements for the event. Assistant Police Chief Sievert stated that there have been no calls for police service at this event.

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C.A. Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council grant a temporary Class "B" (picnic) retail license to the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019.** All voting aye.

Taxi Cab License Application - Kidz Kab, LLC: Committee reviewed the taxi cab license application for Kidz Kab, LLC, 233 Dodge Street, Kaukauna.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant a taxi cab license to Kidz Kab, LLC, 233 Dodge Street, Kaukauna.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been working through the punchlist items.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The trail along Woodenshoe Road has been paved. Warranty work has been done. A final estimate is being prepared.
3. Contract 1-19 (Caroline, Stevens, Fifth)
 - a. Caroline Street – Utility work is complete. Curb/gutter and driveway work will be completed 7/3. Sidewalk repairs and terracing will be done the week of 7/8.
 - b. Stevens Street – Utility work concrete work and finish grading are complete. Paving is scheduled for 7/8. Terracing will follow.
 - c. Fifth Street – Work is complete.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a. Stanley Court – Water main and storm sewer installation is complete. Lateral replacements will be done the week of 7/8.
 - b. Stanley Street – Utility main work is complete. The western section of water main needs to have testing completed. Side street tie-ins are complete for Ames and Bruce.
 - c. Thomas Court – Utility work is complete. Lateral replacements were completed on 7/3.
5. Contract 3-19 (Epoxy Pavement Marking) – Work is complete. A final pay estimate is being taken to the Board of Public Works.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The Bell Street trail has been poured. Pendleton Road trail and sidewalk have been installed. Backfilling and terracing are scheduled for the week of 7/8. Tullar Road pavement and sidewalk repairs will be started the week of 7/8. Director Kaiser clarified that the proposed 2020 project on Tullar Road is primarily for diamond grinding the concrete pavement.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has not yet been scheduled.
8. Courtney Court – A pre-construction meeting was held on July 3. The contractor is scheduled to mobilize the week of July 15 and to start work on July 22. Director Kaiser noted that the first piece of work will be installing storm sewer from Green Bay Road to Courtney Court. He stated that this will require that Green Bay Road be closed to traffic on July 22. Committee directed staff to arrange for public notification with the changeable message boards and social media.
9. Pond Fountains – Given repair and electricity costs to maintain and operate pond fountains, staff is evaluating the use of other aeration options. We currently have four fountains out of service with an average repair estimate of \$1,500.

10. Traffic Engineer Merten will be away from the office from July 12 to August 12. If you observe or are made aware of any traffic issues in that time, please contact me.

E. Forest Avenue Parking Change: Engineer Merten reviewed the revised staff proposal to swap the no parking restriction from the south side of E. Forest Avenue to the north side from Third Street to Fourth Street. Parking had been prohibited on the south side of the street in this block. A recent change was made that prohibits parking on the north side of the street and allows it on the south side of the street. Traffic Engineer Merten noted concerns with a partial parking removal on each side of the street. He noted that the restrictions as posted provide more parking in that block than the previous restrictions did. He confirmed that parking would be available on the south side of the street across from 404 E. Forest Avenue. Committee suggested that the situation be monitored for the next year to determine if it had the desired effect. Traffic Engineer Merten confirmed that all of the abutting properties were notified by letter of the Committee meeting. He stated that he was able to speak with several property owners when he delivered the letter. He confirmed that the parking arrangement in this block will match the parking arrangement for the two blocks to the west.

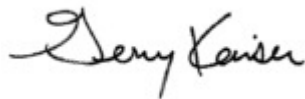
Following further discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve the Official Traffic Maps be amended to remove the “No Parking Anytime” regulation on the south side of E. Forest Avenue from Third Street to Fourth Street and to establish a “No Parking Anytime” regulation on the north side of E. Forest Avenue from Third Street to Fourth Street.** All voting aye.

Announcements/Future Agenda Items: Chairman Bates informed the Committee that a discussion of unpaved driveways and driveway aprons will be part of an upcoming agenda.

Chairman Bates suggested that a Committee of the Whole meeting be held to address the extension of premises issue for click & collect operations and the issue of convenience store alcohol sales. Committee discussed potential COW arrangements. Council President Stevenson stated that he would consider the matter and follow up with the Committee.

Motion/Second/Carried Stevenson/Lendrum to adjourn at 7:10 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

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