

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, March 26, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Traffic Engineer Merten, Meredith Manion

Minutes:

Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the March 12, 2019, Regular Meeting and the March 20, 2019, Special Meeting. All voting aye.

Public Appearances: None.

Motion/Second/Carried Hillstrom/Lendrum to amend the agenda to address Item 4 – Street Use Permit for Bike to Boogie and Item 5b – Temporary Class “B” (Picnic) Beer License Application for Future Neenah, Inc. All voting aye.

Street Use Permits:

Future Neenah Bike to Boogie: Committee reviewed the Street Use Permit request for Future Neenah’s Bike to Boogie event to be held on June 12, 2019. Meredith Manion, event coordinator for Future Neenah, Inc., informed the Committee that there are no planned changes from the 2018 event. The event will be held on the CDA property in the 200 block of W. Wisconsin Avenue.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend that the Common Council approve the Street Use Permit the Bike to Boogie Event sponsored by Future Neenah, Inc., to be held on June 12, 2019.** All voting aye.

Temporary Class “B” (Picnic) Beer License Application - Future Neenah: The Committee reviewed the Temporary Class “B” (picnic) beer license application for Future Neenah for their Summer Kick Off Bike to Boogie event to be held on June 12, 2019. Ms. Manion described the event site. She noted that the stage, food trucks and vendor booths will be on three sides. Signs are posted on the open side saying No Beer Past This Point. She also noted that wristbands are required for eligible patrons to purchase beer. Ms. Manion noted that there is only one location on the event site where beer can be purchased. Committee discuss security arrangements. Mayor Kaufert noted that two police staff are assigned to the event and two other on-duty staff check in on the event periodically. Committee noted that there is a charge for police service in the application. Committee discussed food at the event. Traffic Engineer Merten informed the Committee that the Street Use Permit form is being modified to clarify the food vendor questions.

C.A.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve the Temporary Class “B” (picnic) beer license application for Future Neenah, Inc., 135 W. Wisconsin Avenue, for their Summer Kick Off Bike to Boogie event to be held on June 12, 2019.** All voting aye.

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Downtown Traffic Study Phase II: Traffic Engineer Merten reviewed the request for proposals for the study. He reviewed the five projects that will be studied:

- Project 1 - Downtown Traffic Network Management Plan. The purpose of this evaluate strategies to improve bypass routing and relieve congestion on Wisconsin Avenue during peak periods. This includes evaluating the feasibility of a realigning Torrey Street with Millview Drive
- Project 2 - Intersection Control Evaluation for Main Street and Torrey Street. Committee discussed consideration of pedestrian and bicycle needs in the evaluation.
- Project 3 - Parking Ramp Site Assessment – Blue Lot (Presbyterian Church Lot). The goal of this assessment is to evaluate the potential traffic impacts of a ramp on the adjacent street network and improvements that would be needed to address those impacts.
- Project 4 - Parking Ramp Site Assessment – Hewitt Lot. Same goal as Project 3.
- Project 5 - Roundabout Conceptual Design for Main Street and Green Bay Road.

Committee discussed the parking ramp site assessment projects. Committee emphasized that approving this study does not mean that the City is committing to a parking structure at either site. Committee discussed the traffic projections called for in the study. Mayor Kaufert noted concerns that he has heard from downtown businesses about encouraging traffic to bypass the downtown. Committee discussed the human element of commuter driving habits.

Traffic Engineer Merten reviewed the project schedule. Staff will distribute the request for proposal later this week. He noted that a consultant selection would be brought to a future Committee meeting.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Jared L. Frisby.

C.A.

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend Council approve beverage operator license applications for Jared L. Frisby.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams)
 - a. Adams St – Work is complete.
 - b. Cecil St – Final topsoil and seeded will be done when weather permits. The revised contract completion date for purposes of assessing damages is May 1, 2019.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early this year. Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.

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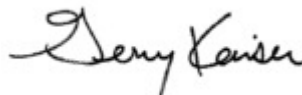
3. Contract 1-19 (Caroline, Stevens, Fifth) – Carl Bowers & Sons Construction was awarded this contract. The pre-construction meeting was held on Tuesday, March 26. Work on these Stevens and Fifth will start the week of April 1. Director Kaiser noted that the contractor was made aware of the need to maintain access to the Whiting Boathouse on April 2 for voting.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Robert J. Immel Excavating, Inc., was awarded this contract. A pre-construction meeting is scheduled for Wednesday, March 27.
5. Courtney Court – The Town of Neenah opened bids on March 18. A public information meeting was held at the Town Hall on March 25. Project award by the Town Board is expected at their meeting later that same evening. The apparent lower bidder is Robert J. Immel Excavating, Inc.
6. Pendleton Road Sidewalk/Trail – A notice is being sent to properties on Pendleton Road (Gay – Cecil) to make them aware of the upcoming sidewalk/trail installation. Trail is being installed on the west side of the street and sidewalk is being installed on the east side of the street. The budget for this work is included in TID 11.
7. Storm Water Ordinance – Staff is updating the Stormwater Management Services ordinance in preparation for future Committee consideration.
8. Refuse/Recycling Cart Swaps – Crews are caught up with the refuse/recycling cart swaps. Since the rollout, about 890 carts have been swapped. Committee asked if there was data available for the types of swaps that had been made.
9. Spring Load Limits – Load limits were placed on March 25. These apply to all streets in the city that do not have curb/gutter.
10. Commerce Court Pond – We received notice that our grant reimbursement application has been approved for the full \$80,000 request.

Committee discussed road conditions. Director Kaiser noted that PASER ratings are scheduled for this year. Mayor Kaufert stated that staff will be evaluating options for addressing some of the road segments damaged the most by the winter weather.

Announcements/Future Agenda Items: None.

Motion/Second/Carried Hillstrom/Stevenson to adjourn at 8:00 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works