

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday July 7, 2020 - 6:30 PM**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.**

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

**Excused:**

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Sgt. Driscoll, Lt. Kuffel, Deputy City Attorney Westbrook, W. Marijke Van Roojen, Osahon

Minutes: **Motion/Second/Carried Lendrum/Stevenson to approve of the minutes of the Meeting of June 23, 2020.** All voting aye.

Public Appearances: None

Amending Municipal Code Chapter 16, Article IV, relating to Bicycles: DCA Westbrook introduced the need for the update to the bicycle ordinance. Sgt. Driscoll noted that the changes are intended to bring the ordinance in line with current practice and to align it with the change in State statute that recognized a bicycle as a vehicle therefore subject to the motor vehicle code. DCA Westbrook noted that an earlier clause in the Chapter 16 of the municipal code adopts State statutes related to vehicles and traffic. Committee discussed clause 16-160(c) of the propose ordinance related to bicycle attachments. The consensus was to modify the clause to adjust the phrasing to clarify the allowance of manufactured items designed to be pulled by bicycles. Committee discussed the application of the ordinance to e-bikes. Sgt. Driscoll stated that e-bikes are considered bikes and are subject to the same rules although he noted that some communities have limited their use on trails. Committee discussed the elimination of the enforcement section. Sgt. Driscoll noted that the section could be deleted since a bicycle is now treated as a vehicle. He also noted that education is emphasized over citations when a violation is seen. Committee discussed bike safety downtown. Committee discussed the application of the ordinance to stunt bike activity. Sgt. Driscoll noted that there will be officer discretion in determining if the activity poses a risk to other people or property. He outlined education activities undertaken by the Police Department and the coordination of education events with the Parks & Recreation Department.

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve Ordinance 2020-11 amending Chapter 16, Article 4 of the Municipal Code relating to bicycles as amended to clarify the language in Sec. 16-160(c).** All voting aye.

Report

Ordinance 2020-02 amending Municipal Code Section 4-98 relating to issuance of operator's licenses: DCA Westbrook reviewed the background for the proposed ordinance. He noted that the State passed an act in 2019 that allowed municipalities to designate a municipal official to issue beverage operator's licenses. He noted that the proposed ordinance provides the City Clerk with that authority. He stated that all of the requirements of the current application review process will remain. He noted that the change will allow a shorter review and approval time since license issuance will not be tied to the Committee and Council meeting schedule. This will also reduce the number of provisional licenses that are issued. Committee discussed language on the application relative to the required payment of fines and fees before license issuance. Committee discussed the notification process outlined in Section 1(b). Chairperson Bates noted that the City Clerk notifies an applicant of a license denial.

Report

After further discussion, **Motion/Seconded/Carried Lendrum/Spellman to recommend to Council to approve Ordinance 2020-02 amending Section 4-98 of the Municipal Code relating to the issuing of beverage operator licenses.**

Presentation of the Police Department's Caiman Rescue Vehicle: Assistant Chief Bernice and Lt. Kuffel reviewed the history of the department's use of an armored vehicle, the 1033 program used to acquire the Caiman unit, the maintenance history of the Caiman, and the deployment history of the Caiman. They noted that the unit was acquired in 2014 for \$1,500 through the Department of Defense 1033 program. In addition, \$4,600 was spent to transport the vehicle to Neenah, \$4,711 was spent for vehicle conversion, and \$11,713 was spent for outfitting. They estimated the value of the vehicle to be approximately \$750,000. Since 2014, \$1,158 has been spent on gas and oil and \$1,846 has been spent on maintenance. They noted that major parts, such as the spare set of tires, are obtained through the 1033 program. They noted that the unit can hold about 20 adults. They stated that a smaller unit was considered prior to acquisition of this unit but it was determined that it didn't have adequate capacity for a fully equipped SWAT unit. They described the circumstances under which the Caiman has been deployed in the City. They stated that the Caiman has also been deployed to assist other jurisdictions. Committee discussed the criteria for use of the Caiman. Staff indicated there were not fixed criteria for use but that it was deployed in consultation with the chief, assistant chief and SWAT unit leader.

W. Marijke Van Roojen, 428 Ninth Street, addressed the Committee. She suggested that there should be a less subjective approach to the use of the vehicle. She asked if there were after action reviews when the vehicle is deployed. Assistant Chief Bernice confirmed that there were post-event debriefings and evaluations performed.

Committee requested that the presentation information be provided to the public. Chief Olson stated that he would make it available on the department web page.

Licenses:

Temporary Extension of Licensed Premises Application: Committee reviewed the temporary extension application for Firelite Inc., 1171 Gillingham Rd, for the Cornhole Tournament to be held on Saturday, August 15, 2020, from 11:00 AM to dusk. Mayor Kaufert noted that this event was also held last year and no complaints were received.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend that Council approve the Temporary Extension of Licensed Premises application for Firelite, Inc., 1171 Gillingham Rd for Cornhole Tournament to be held on August 15, 2020 from 11:00 AM to dusk.**

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Allison Braves, Patricia Brooks, Natasha Cattelino, Meghan Dilley, Donald Gulickson, Rebecca Hilgers, Amy Johnson, Randi Lakonen, Grace Maki, Kristina Robbins, and Kevin Stephanie

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications as presented.** All voting aye.

Beverage Operator License Applications-Delinquent Payment: The Committee reviewed the beverage operator license applications with delinquent payments for Kayla Bartels and Kathryn Decker

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications contingent on payment of all delinquent City fees.** All voting aye.

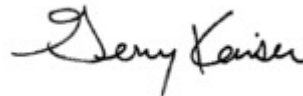
Public Works General Construction and Department Activity

1. Contract 7-19 (Breezewood Sanitary Sewer) – Main installation is complete. We have been letting the road bed dry out before proceeding with final grading and paving. The contractor projects paving on July 10, weather allowing.
2. Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond, Clybourn, and Abby (east of the railroad). Sanitary sewer and water main borings under the railroad have been done. The boring for storm sewer will be done the week of July 6. Service work on Center is being completed. Road work on Bond is scheduled to start the week of July 6.
3. Contract 2-20 (Utilities - Van, Monroe) – Utility work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
  - a. Gillingham is complete.
  - b. Van and Monroe - Curb/gutter and sidewalk installation is complete. Terracing is ongoing.
  - c. Cavalry Lane (Castle Oak IV) - The 2-inch temporary mat on has been placed.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
  - a. Tullar, Marathon - Pavement repairs on are complete. Diamond grinding is scheduled for the week of July 6.

- b. Green Bay - Work is scheduled to start the first week of September.
- 6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7. Contract 6-20 (Millview Drive Utility Relocation) – Bid opening is scheduled for July 14.
- 8. Contract 7-20 (Fire 32 Roof) – Work is schedule for late August/early September.
- 9. Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
- 10. Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
- 11. Commercial Dumpster Contract – Our 5-year commercial dumpster contract with Waste Management expires June 30, 2021. There is not a provision in the contract for a mutual extension. A couple of contractors have inquired about future bidding for that work. Provided the City wishes to continue with this contract, I would anticipate issuing a request for proposal in Fall.

Adjournment: **Motion/Second/Carried Stevenson/Lendrum to adjourn at 7:45 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works