

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, December 10, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Police Lieutenant Goetz, Superintendent of Public Works Radtke, Deputy Clerk Cheslock, Scott Francis, Ray Jahnke

Minutes: Motion/Second/Carried Lendrum/Lang to approve the minutes of the November 26, 2019, Regular Meeting. All voting aye.

Public Appearances: Scott Francis owner of 301 and 303 N. Commercial Street, addressed the Committee regarding parking issues in the 100 block of E. Forest Avenue. He noted contact that he has made with other property owners/managers in the area including Friendship Place, Island Shores and Winnebago County relative to parking concerns that they have experienced. He stated that existing parking restrictions and limitations are creating problems for all of them. Some of these restrictions are due to pavement marking changes that were placed earlier this year. He noted that Island Shores has seen an increase in on-street parking on North Water Street, which is blocking their monument sign and causing difficulty for people trying to find their site. He mentioned a conversation with Randy Stadtmueller, the owner of property north of Forest Avenue who has observed county staff parking at his properties. He stated that his contact at Winnebago County indicated that about 100 people work in the Human Services Building at 211 N. Commercial Street along with a high parking demand due to the number of clients served at the site. He also stated that this person indicated that Winnebago County feels that the City has not fulfilled the parking promises made when the property was built. He noted several private locations that could be used to provide parking. Committee considered the possibility of having a group similar to the Downtown Parking Task Force review parking issues in this area. Mayor Kaufert updated the Committee on actions taken since the Committee discussion of this topic on October 8. He indicated that he would discuss the matter with the Community Development director. Director Kaiser noted that the Committee action taken at the October 8 meeting called for a follow-up discussion in January. He stated that staff would plan to bring this to the meeting of January 28.

Incomplete Operator License Amendment Process: Deputy Clerk Cheslock reviewed the incomplete operator license amendment process. She reviewed the form that is used and the benefit of having the timeline readily available. Chief Olson expressed a concern with the amount of staff time spent in following up with incomplete applications. Deputy Clerk Cheslock stated that the application form could be improved to make it clearer. She noted the drop in incomplete applications since she started providing examples of offenses that need to be listed. Mayor Kaufert addressed the current employment environment and the need to do what we can to help applicants file correct applications. Committee requested that Deputy Clerk Cheslock work with police staff to improve the application form and streamline the application review process.

Motion/Second/Carried to adjust the agenda to address Item 7 – Quotes for Waste Oil Furnace Replacement at the Tullar Garage. All voting aye.

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Quotes for Waste Oil Furnace Replacement – Tullar Garage: Public Works Superintendent Radtke reviewed quotes to replace the two waste oil burners at the Tullar Road Garage. The budget for this replacement is \$30,000. He noted that the existing furnaces are about 15 years old. He noted the two quotes received from vendors for the existing Clean Burn furnaces in the amounts of \$25,400 and \$27,998. He also reviewed a quote received from Black Gold Environmental Services for two Energy Logic furnaces and two 14-foot ceiling fans in the amount of \$27,321. The fans would improve the efficiency of the heating during cold weather and also provide air movement during periods of warm weather. Staff is recommending the proposal from Black Gold Environmental Services. Superintendent Radtke stated that an on-line savings estimator indicated an annual savings of about \$5,000 over natural gas heating. He noted that the locations with Energy Logic furnaces that he contacted were satisfied with the performance and service. Committee discussed possible sources for waste oil supply.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve purchase of two Energy Logic Waste Oil Furnaces from Black Gold Environmental Services for \$27,321 and an additional \$2,500 for electrical work.** All voting aye.

Commtech/Front Desk Overtime Update: Chief Olson updated the Committee on the CommTech position and the Police Department's front desk coverage since the change in May to close the front desk from 11:00 p.m. to 7:00 a.m. He noted that there is an approximate 70% reduction in overtime hours and pay as compared to 2017 figures. Chief Olson noted that, as part of this change, officers are writing their own reports instead of dictating them for transcribing. He reviewed the previous report preparation process. Lt. Goetz discussed the officer response to the change. Chief Olson confirmed that they have not had a negative response from the Winnebago County Sheriff's Department since closing the front desk during overnight hours. Committee discussed the extent of building accessibility during the overnight hours.

2019 Third Quarter Statistics: Police Chief Olson reviewed the 2019 third quarter statistics. Committee discussed numerous aspects of the traffic statistics, including registration citations, the relationship between reckless/inattentive driving and texting while driving, speeding citation trends and the threshold between issuing a citation and issuing a warning. Mayor Kaufert informed the Committee of the willingness of the police department to help with addressing traffic problem areas. He stated that specific information is helpful.

Chief Olson reviewed the Calls for Service and Uniform Crime Report. He noted that the categories in the Uniform Crime Report are dictated by the federal government. He noted ongoing issues with categorizing calls through the county's record management system. He noted the increase in calls for service as compared to 10 years ago. He stated that in 2008 there were 18,000 calls. Currently there have been 23,000 calls. Committee discussed numerous aspects of these reports including testing procedures for drug impairment, suicide data, processing and sites for emergency committals, shoplifting, human trafficking and prostitution enforcement and trends in gun crimes.

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Chief Olson reviewed the Dangerous Animal reports. He stated that, if Committee members have questions, they can contact him and he will forward them to Sgt. Bone. Committee asked about the status of Sheeba. Mayor Kaufert stated that he would check with City Attorney Godlewski.

Chief Olson reviewed the Citation Count by Location report. He noted that this is a new report and a new way for the department to evaluate their data to more effectively target enforcement. He indicated that he would break out parking citations in future reports.

OWI Statistics: Police Chief Olson updated the Committee on the current OWI statistics for the City, County and State. He stated that, as compared to 2008, there has been a 40.7% drop in arrests statewide, a 48% drop in Winnebago County and a 46.6% drop in the City. He attributed the decline to more responsible driver behavior and the ready availability of rideshare services.

Design Consultant Selection for Jewelers Park Trail: Director Kaiser reviewed the proposals received from five firms to provide engineering and design services for the Jewelers Park Trail. After reviewing the scope of services, reference projects performed by the firms, the fee proposals, and their identified items of potential extra work, staff recommends that the City negotiate a contract with OMNNI Associates. In addition to the base cost included in the proposal, staff is recommending that a hydrology/hydraulics analysis be included as extra work with a cost of \$12,000 for a total not to exceed amount of \$61,300. Committee discussed several aspects of the project including the trail routing and schedule. Director Kaiser noted that construction will likely occur in 2021 at the earliest due to the timing needed for the wetland delineation and permitting. Chairman Bates expressed concern with the speed at which the project is moving when there are issues to be resolved relative to the golf course property and any land commitments that are needed from them for trail construction. Committee discussed the commitment of Jewelers Mutual to the project. Ald. Stevenson requested that staff evaluate alternatives to a third slough crossing at the north end of the project.

REPORT

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve negotiating a contract with OMNNI Associates for engineering and design services for the Jewelers Park Trail, including a hydrology/hydraulics analysis for a total not to exceed amount of \$61,300.** All voting aye.

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Paul J. Amond, Michael C. Gehrman, Kathleen M. VanStraten and Henry A. Wetzel.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve beverage operator license application for Paul J. Amond, Michael C. Gehrman, Kathleen M. VanStraten and Henry A. Wetzel.** All voting aye.

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Temporary Class "B" Picnic License Application - St. Margaret Mary Parish: The Committee reviewed the request for a temporary Class "B" (picnic) beer license application from the St. Margaret Mary Parish for their parish chili/bingo night to be held on January 18, 2020.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council grant a temporary Class "B" (picnic) beer license to St. Margaret Mary Parish for their chili/bingo night to be held at 620 Division Street on January 18, 2020.** All voting aye.

Pawnbroker/Secondhand Dealer Application: Committee reviewed the secondhand article dealer license application (renewal) for Great Estates, 1554 S. Commercial Street.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the secondhand article dealer license application (renewal) for Great Estates, 1554 S. Commercial Street.** All voting aye.

Pawnbroker/Secondhand Dealer Application: Committee reviewed the secondhand article dealer license application (renewal) for J. Anthony Jewelers, 220 S. Commercial Street.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the secondhand article dealer license application (renewal) for J. Anthony Jewelers, 220 S. Commercial Street.** All voting aye.

Pawnbroker/Secondhand Dealer Application - Delinquent Payment: Committee reviewed the secondhand article dealer license application (renewal) for Blind Tiger Games, 675 S. Green Bay Road.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the secondhand article dealer license application (renewal) for Blind Tiger Games, 675 S. Green Bay Road contingent upon payment of all delinquent fees.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
2. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. Final quantity measurements are being made. Committee requested that staff evaluate the possibility of extending the warranty period due to the weather experienced at the time of the asphalt paving on Stanley Street.
3. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work is complete. Final measurements are being made.
4. Contract 7-19 (Breezewood Sanitary Sewer) – The contractor mobilized the week of December 2 with traffic control and erosion control. On December 10, the first manhole will be placed in Breezewood Lane. From there, work will continue to the north through the Harness easement. When weather improves next year, the work in Breezewood Lane will be done.

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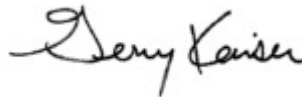
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5. Courtney Court – Work is complete for the year. The topcoat of asphalt will be placed next year.
6. Cardinal Plat – Utility installation is complete. Ground conditions have caused a halt to grading and graveling the streets.
7. Downtown Traffic Study – Staff meetings are scheduled for the Dec. 12 with the consultant. A review team meeting is scheduled for Dec. 20.
8. Jewelers Park Trail – Staff submitted a Multimodal Local Supplement (MLS) application for the project.
9. Public Works Office Manager – Director Kaiser noted that an offer has been extended to fill the position.

Announcements/Future Agenda Items: None

Motion/Second/Carried Stevenson/Lendrum to adjourn at 8:45 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works