

**AMENDED  
CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES  
Tuesday August 30, 2022, 6:30 PM**

**Present:** Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

**Excused:**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Parks & Recreation Director Kading, Deputy Director Community Development & Assessment Schmidt, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Rhonda Hansen, Lou Stepter, and Austin Foremiller

Approval of the July 26, 2022 Regular Meeting Minutes and of the August 17, 2022 Special Meeting Minutes.

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the July 12, 2022 regular meeting and the August 17, 2022 special meeting. All voting aye.**

Public Appearances:

None

Arrowhead Park Phase 1B-Construction Administration

Director Kading reviewed his memo of August 22, 2022 regarding the Arrowhead Park Phase 1B Construction Administration Service Agreement. He stated that the scope of the work includes oversight of site grading, drainage, trail construction, restoration and pier construction for a period of October 1, 2022 through June 1, 2023.

Director Kading stated that he is recommending accepting the Construction Administration Service Agreement with SEH in the amount of \$61,500, utilizing 2021 CIP funding.

Aldersperson Stevenson asked if the lowest bidders are being recommended for approval on the two contracts for the pier construction and the prairie/path construction that are going to the Board of Public Works for approval. Director Kading stated that the numbers reflected in the memo are the lowest bidders for the two separate contracts.

Report Following discussion, **Motion/Second/Carried Borchardt/Weber to recommend Council approve the Construction Administration Service Agreement with SEH in the amount of \$61,500.** All voting aye.

Street Vacation-Jackson St, McKinley St and Austin Ave-Galloway Company

Deputy Director Schmidt reviewed his memo of August 30, 2022. He stated that the Community Development department received a request from the Galloway Company and 5K Fiber to vacate Jackson Street, McKinley Street and Austin Avenue. Deputy Director Schmidt stated that over the last several years, Galloway Company has purchased and demolished all of the properties along Jackson Street, McKinley Street and Austin Avenue which were adjacent to their property at 601 S Commercial Street. He stated that the purpose of the acquisitions is to provide the opportunity for future building expansion and better site efficiency and traffic/truck circulation. Deputy Director Schmidt stated that the Plan Commission had previously recommended the rezoning of the Galloway property along with a certified survey map that consolidates all of the Galloway property onto one parcel.

Deputy Director Schmidt stated that there are water and sanitary sewer utilities that run along Jackson Street and McKinley Street. He stated that the sanitary sewer will become private and that staff is requesting that a utility easement be recorded to assure that the water utility can continue to be maintained by the City until such a time that it is vacated.

Aldersperson Weber asked why only the sanitary sewer will become private. Deputy Director Schmidt stated that staff consulted Utility Director Mach and because of Public Service Commission rules regarding who maintains the water supply, it must remain public.

Director Kaiser stated that the sanitary sewer does not service anyone else but the Galloway Company so it makes sense that they would take it over and maintain it.

Aldersperson Hillstrom asked where the storm water runoff from the Galloway property currently flows, to get to the Harrison Street storm water pond. Director Kaiser stated that it is directed down Commercial Street to Monroe Street where it crosses the railroad tracks into the pond. Director Kaiser stated that staff is looking into an alternative that would direct it out to Henry Street.

Report Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend Council discontinue Jackson Street, McKinley Street and Austin Avenue (Resolution 2022-15).** All voting aye.

### Proposed Intersection Control Change at Isabella/Caroline

Traffic Engineer Merten reviewed his memo of August 24, 2022. He stated that upon the reopening of Isabella Street after the reconstruction project done in 2021, staff implemented a trial in which the stop signs on Isabella Street at Caroline Street were swapped so that Caroline stops for Isabella. This was done because Isabella has a higher street classification and carries more traffic than Caroline. The purpose of this trial was to evaluate the effects of this swap before bringing forth any formal recommendations. Traffic Engineer Merten stated that the results of the trial did not show any significant difference in speeds on Isabella as compared to the pre-trial speed data.

Traffic Engineer Merten stated that per the Intersection Control Policy, these factors warrant Isabella having the right-of-way over Caroline and that his recommendation is to leave the intersection controlled with the stop sign on Caroline at Isabella.

Traffic Engineer Merten stated that he is aware that by doing this, it may create a thoroughfare on Isabella Street. He stated that if the committee wishes to seek an alternative solution, staff recommends the stop sign control change at Isabella/Caroline be upheld (stop on Caroline) and the stop sign control at Isabella/Adams be swapped instead (stop on Isabella). This would achieve better spacing between stop signs.

Alderson Borchardt asked if the proposed right turn lane at Winneconne and Commercial will impact the traffic flow onto Church Street and Isabella Street. Traffic Engineer Merten stated that with the addition of a right turn lane there will most likely be a significant traffic impact to both Church and Isabella.

Mr. Stepter, 407 Isabella Street, asked if a no left turn lane onto Winneconne from either Church or Isabella is being considered. Traffic Engineer Merten stated that if staff sees an increase in accidents or vehicle stacking issues, than yes, staff would have to look at options and one of them maybe through signage.

Ms. Hansen, 322 Monroe Street, stated that she is not in favor of the stop sign being on Caroline at Isabella. She stated that she has lived there 35 years. She stated that she does not think that Isabella should be a full thoroughfare. Ms. Hansen stated that swapping the stop sign at Adams and Isabella would be a better solution.

The Committee further discussed the traffic impact of the proposed right turn for Church and Isabella.

Alderson Weber asked what the reason was for swapping the stop signs at Isabella and Caroline. Engineer Merten stated that he created a intersection control policy to create criteria for the installation of stop signs, yield signs, etc. He stated that with Isabella being closed last year, this was a good time to take advantage of correcting the stop sign placement at that intersection to meet the criteria in the intersection control policy.

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the stop sign control at Isabella/Adams be swapped (stop on Isabella).** All voting aye. (The effect of the motion is that stop signs will remain on Caroline Street at Isabella Street and stop signs at Isabella and Adams Street will be moved from Adams Street to Isabella Street).

### Proposed Intersection Control Changes on Henry Street

Traffic Engineer Merten reviewed his memo of August 24, 2022. He stated that this item pertains to the segment of Henry Street north of Winneconne Avenue, between the dead end and Sherry Street. He stated that the affected intersections are at Caroline Street, Adams Street, and Monroe Street. Traffic Engineer Merten stated that the intersection control in this neighborhood was originally laid out in a typical residential grid-style approach, such that there was a stop/yield condition at every other intersection.

Traffic Engineer Merten stated that Henry Street no longer connects to Winneconne Avenue and all of the railroad crossing on adjacent streets have been closed. He stated that with these connections severed, the nearest access to/from the neighborhood is Isabella Street.

Traffic Engineer Merten stated that in looking at the number of households on each street, the majority of households would benefit if the intersection right-of-way was allocated to the east-west corridors. He stated that staff proposes to orient the intersection control at each of the Henry Street intersections accordingly.

Traffic Engineer Merten stated that staff recommends removing the stop signs and erecting yield signs for north-south traffic on Henry Street at the Caroline Street, Adams Street, and Monroe Street intersections.

Ms. Hansen stated that she, along with neighbors, requested the stop sign at Monroe and Henry. She stated that she would like the stop sign to remain.

Traffic Engineer Merten asked Ms. Hansen if Monroe Street traveled over the railroad tracks at the time the stop sign was requested. Ms. Hansen stated no.

Traffic Engineer Merten stated that he stands by his recommendation that the stop signs be changed to yield signs but will do what is recommended by the committee.

Aldersperson Lendrum asked if keeping the stop sign at Monroe and Henry will affect the traffic flow vision that Traffic Engineer Merten has in mind. Traffic Engineer Merten stated that if we went through the whole city and followed the intersection control policy, leaving this stop as is would be an anomaly. He stated that his goal, where it makes sense, is to implement the policy's criteria retroactively and to be consistent moving forward as requests are made.

Following discussion, **Motion/Second/Carried Stevenson/Borchardt to recommend the Council approve the removal of the stop signs and erect yield signs for north-south traffic on Henry Street at the Caroline Street and Adams Street intersections. This action does require codification by ordinance at a future date.** All voting aye.

#### Commercial Street/Winneconne Avenue Intersection Design Proposal Follow-Up

Traffic Engineer Merten reviewed his memo of August 26, 2022. He stated that per the Committee's request a revised contract with Westwood was created to only design services. He stated that staff anticipates the costs associated with the design work for this addition can be covered by the existing 2022/2023 S. Commercial Street project budget.

Aldersperson Borchardt asked if funding from the 2025 S. Commercial Street project can be used for this design work. Traffic Engineer Merten stated that the project is federally funded so all the costs associated with that project are locked in.

Aldersperson Borchardt asked when it would make sense to construct the right turn lane. Traffic Engineer Merten stated that the design of the right turn lane is very dependent on what is going to be done with the Commercial Street project. He stated that it would be best if it was done ahead of time.

Director Kaiser stated that even if we weren't doing the S. Commercial Street project, the layout that Traffic Engineer Merten has developed would be beneficial to the city to implement.

Aldersperson Stevenson stated that the quote was reduced by \$10,000 from the quote previously presented to Committee. He stated that there is no breakdown by hours to see what the \$38,900 is being allocated to. He stated that he would like to see that before the Council meeting.

Aldersperson Weber asked for further information on the real estate model and how that would proceed. Director Kaiser stated that the city would need to get field work done to see where the design would end up. He stated that after that is complete, staff would work with the consultant to see what the possibilities are for the 105 W Winneconne property and then make a determination if the impact can be addressed in some way.

Austin Foremiller, 105 W Winneconne Avenue, stated that currently the only access to his property is from Church Street. He stated that the right turn lane could have an impact on that access. Mr. Foremiller stated that he is again asking that the design include driveway access to his property from S. Commercial Street.

Traffic Engineer Merten stated that from the City's perspective, we would want to discourage any additional driveway access from S. Commercial Street.

The Committee continued discussion on the impact of granting driveway access the 105 W Winneconne property.

Aldersperson Stevenson stated that we are not asking the consultant to provide any other options than a right turn lane. He stated that we need to have the consultant provide a design that provides the best level of service of the intersection whether that is a right turn lane or possibly a roundabout.

Aldersperson Borchardt stated that he is in agreement with Aldersperson Stevenson. He asked what staff's thoughts are in designing a roundabout at this intersection.

Director Kaiser stated that the S. Commercial Street and W. Winneconne Avenue intersection was part of the MSA Phase 1 downtown traffic study. He stated that the recommendation that came from that traffic study was to do an Intersection Control Evaluation (ICE). Director Kaiser stated that based on the scope of work that was being done in Phase 2 of the traffic study, it was decided to leave out the ICE report.

The Committee continued discussion on what an ICE report is, what impact a roundabout would be for this intersection, cost of land acquisition, impact on businesses, and the impact of additional driveway access on S. Commercial Street.

Aldersperson Weber asked if there is any risk in stepping back and looking at other options. Director Kaiser stated that taking a step back would mean putting this design concept on hold and doing an Intersection Control Evaluation.

The Committee further discussed how stepping back and doing an ICE report would affect the timing of construction for this intersection related to the S. Commercial Street project slate for 2025.

Aldersperson Borchardt stated that he would like to get more information about the intersection and agrees that an ICE report should be done.

Info Only

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to table the agenda item and direct staff to complete an Intersection Control Evaluation for the intersection of S. Commercial Street and W. Winneconne Avenue and report back to Committee the results of the evaluation.** All voting aye.

#### ERU Determination for Condominium Parcels

Director Kaiser reviewed his memo of August 16, 2022. He stated that proposed Ordinance 2022-18, addresses the change to storm water ERU determination for condominiums. He stated that a number of other communities' ordinances were reviewed to compare how they treat condominiums. He stated that many treat

condominiums in the equivalent land use category. Director Kaiser stated that the proposed ordinance makes that change to Neenah code.

Report

Following discussion, **Motion/Second/Carried Borchardt/Weber to recommend the Council approve Ordinance 2022-18 amending Section 17-126 of the Municipal Code related to storm water customer classes and ERU determinations.** All voting aye.

Licenses

Change of Agent Application, Pick 'n Save #412, 828 Fox Point Plaza

C.A.

Following Discussion: **Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Change of Agent Application for Pick 'n Save #412, 828 Fox Point Plaza for the licensing year 2022.** All voting aye.

Temporary Extension of Licensed Premises Application, Lions Tail Brewing Co., LLC, 116 S Commercial St, Alexander Wenzel for Oktoberfest, September 16, 2022 from 3:00 PM to 11:00 PM and September 17, 2022 from 12:00 PM to 11:00 PM

C.A.

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend Council approve the Temporary Extension of Licenses Premise Application to Lions Tail Brewing Co., LLC, 116 S Commercial St, Alexander Wenzel for Oktoberfest, September 16, 2022 from 3:00 PM to 11:00 PM and September 17, 2022 from 12:00 PM to 11:00 PM.** All voting aye

Approve the Temporary Class "B" license application to sell wine for the Future Neenah's Wine Walk

C.A.

Following Discussion: **Motion/Second/Carried Borchardt/Hillstrom to recommend Common Council approve Temporary Class "B" License Application for the sale of wine to Future Neenah, Inc. for the Wine Walk to be held on October 1, 2022.** All voting aye.

Approve the Temporary Class “B” license application to sell fermented malt beverages for Bergstrom-Mahler Museum Art after Dark

C.A. Following Discussion: **Motion/Second/Carried Hillstrom/Stevenson to recommend Common Council approve the Temporary Class “B” License Application for the sale of fermented malt beverages to Bergstrom-Mahler Museum for Art After Dark to be held on September 15, 2022.** All voting aye.

Special Events

Future Neenah Wine Walk

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to recommend Council approve the Street Use Permit for the Wine Walk sponsored by Future Neenah Inc., 135 W Wisconsin Avenue, to be held on October 1, 2022.** All voting aye.

Bergstrom Mahler Art After Dark

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Street Use Permit for Ark After Dark, sponsored by Bergstrom-Mahler Museum Inc., 165 N Park Drive, to be held on June 23, 2022.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is in place. Wall staining colors have been approved.
- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): The west/north side of the streets have been paved. The east/south side of the streets



is tentatively scheduled for paving on September 2. Following that, driveway and sidewalk paving will be done on the east/south side of the streets.

- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Park, Southview Park): Work on Fresh Air Park, Shootingstar/Armstrong and the Southview Park basketball court is complete. Concrete repairs and manhole adjustments in the Fredrick Drive area are ongoing. Excavation of soft soil areas on those streets is also ongoing. Fine grading is projected to start the week of September 12.
- 5) Contract 4-22 (S. Commercial Utility Construction): There are some small pieces of asphalt paving still left to do.
- 6) Contract 6-22 (Epoxy Pavement Marking): Bid documents are being finalized. Alderperson Hillstrom asked when the pavement markings are going to be completed. Director Kaiser stated that most of this work will be carried over to 2023.
- 7) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column are complete. Work on the bridge deck have not been scheduled. Alderperson Hillstrom stated that there cones were placed on the bridge today. Director Kaiser stated that we will start to see some lane closures in order to repair the expansion joints.
- 8) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was awarded to Northeast Asphalt. Work has not been scheduled but typically takes place in October.
- 9) Contract 11-22A and 11-22B (Lead service line replacement): Bid openings are scheduled for August 31 and September 1. Zemlock and Reddin are in 11-22A while Hunt, Madison and Nicolet are in 11-22B.
- 10) The recently approved leaf picker trailer unit has been delivered.
- 11) The recently approved diesel exhaust fluid system is operational at the Tullar Garage.
- 12) Jetter Truck: We were contacted by a vendor who represents a line of sewer jettors that we are strongly considering as a 2023 capital equipment purchase. He informed us that all but two of his 23 allocated 2023 jetter units is spoken for. We approved putting our name in for one of the remaining two units with the understanding that it does not commit us to a purchase. The vendor is confident he will be able to sell the unit if we choose to go in a different direction.

Adjournment: **Motion/Second/Carried Hillstrom/Borchardt to adjourn at 8:28 PM.**  
All voting aye. Respectfully submitted,

*Lisa Morzkowski*

Lisa Mroczkowski  
Public Works Office Manager