

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, August 25, 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, Lendrum and Stevenson

**Excused:** Alderpersons Lang and Spellman

**Also Present:** Mayor Kaufert, Public Works Director Kaiser, Traffic Engineer Merten, Deputy Director of Community Development and Assessment Schmidt, Dr. Bill Topel, Mike Elder, Scott Francis

Approval of Minutes of the meetings for July 28, 2020 and August 19, 2020

**Motion Second/Carried Lendrum/Bates to approve of the minutes of the Meeting of July 28, 2020 and August 19, 2020.** All voting aye.

Public Appearances: None

E Forest Avenue Parking Progress Report #3:

Traffic Engineer Merten reviewed his memo of August 20, 2020. He noted the action items identified at the June 23 Committee discussion on the topic. He reviewed four pavement marking layouts: prior to the changes made in June 2019, following the changes made in June 2019, following the adjustments made in October 2019, and an alternate layout made per Committee direction at the June 23 meeting. He noted that Winnebago County representatives were available to provide an update on parking for the Human Services Building. He stated that signing for the parking lot easement in the Dialysis Center Lot will be placed next week. Finally, he outlined his discussion with Randy Stadtmueller, owner of 307 N. Commercial Street, regarding removal of a portion of the brick wall to the north of his building. He stated that Mr. Stadtmueller indicated that the former opening in the wall was filled to address an issue with vandalism. He stated that Mr. Stadtmueller did not have an interest in reopening the wall. He did however indicate a willingness to sell parking permits.

Dr. Bill Topel, Winnebago County Human Services Director, addressed the Committee. He reviewed the parking history related to the Human Services Building. He reviewed staffing numbers since 2007 to show that employee totals have changed minimally, if at all. He noted that the Neenah Police Department had requested that the employees avoid parking in the City easement spaces at 307 N. Commercial and that County staff have complied. He stated that the County currently leases 10 parking spaces from Community First Credit Union. He noted the use of on-street parking on North Water Street. He indicated that he did not believe that they needed to use the parking on Forest Avenue north of their building.

Mike Elder, Director of Facilities, addressed the Committee. He noted that much of the parking demand is for customer traffic using services at the building. He stated that staff use public parking away from the building.

Committee questioned if a previously mentioned concept of selling parking permits for spaces on Island Lane had been evaluated. Traffic Engineer Merten stated that no evaluation has been done. He indicated that he has been observing the time-limited areas. Dr. Topel stated that County staff park on Island Lane daily. Committee reviewed permit vs. time restricted parking options for Island Lane. Dr. Topel stated that he would prefer to not have to lease parking spaces on Island Lane. He noted his understanding that on-site was insufficient at the time the Human Services Building was constructed so parking on Island Lane was created to help provide the needed capacity.

Committee discussed Mr. Stadtmueller's reluctance to reopen the wall north of 307 N. Commercial. Ald. Bates stated that the Community Development Department is looking into the site plan history relative to the wall.

Scott Francis, owner of 303 N. Commercial Street, addressed the Committee. He stated that he has a new commercial tenant coming into that building. He noted that residential tenants park overnight in the lot for 307 N. Commercial Street. Traffic Engineer Merten stated that Mr. Stadtmueller had indicated that he is willing to sell parking permits for his parking lot. Committee discussed the possibility of Mr. Francis purchasing parking permits from Mr. Stadtmueller to address his tenant needs and then increasing the 2-hour time restriction of the City's 8 easement spaces to accommodate the customer time needed for Mr. Francis's new commercial tenant. Committee discussed the appropriate time restriction. Traffic Engineer Merten stated that 4 hours is the maximum time restriction that is considered enforceable.

Following discussion, **Motion/Second Lendrum/Bates to increase the time restriction of the 8 easement parking spaces in 307 N. Commercial Street from 2 hours to 4 hours.**

Committee discussed the possibility having two time restrictions in those spaces. Traffic Engineer Merten confirmed that two zones could be created. Committee discussed the origin of Mr. Francis's request, which was to have additional short-term parking. Mr. Francis noted the desire of County employees to park close to the Human Services Building. He discussed the loss of parking opportunities resulting from the installation of the bike lanes. Ald. Stevenson outlined the difficulty of the City providing parking for a private building that has a variety of different parking needs. He noted that private control of parking is critical to provide flexibility for the use of private property. Committee discussed maintenance of the City's easement spaces. Director Kaiser stated that the City has no maintenance responsibility for the parking lot at 307 N. Commercial Street.

Committee discussed the bike lane layout. Traffic Engineer Merten outlined the objective of the pavement marking project done in June 2019. He stated that it attempted to address the awkwardness of the Forest Avenue movements at the Commercial Street intersection. He also wanted to incorporate a biking accommodation since Forest Avenue is the only east-west street through Doty Island with traffic signal controls at busy intersections that connects to Loop the Lake. He also discouraged breaking up the bike lanes since that can create confusion. Mr. Francis noted that the bike lane was placed without public input and is only two blocks long.

Mr. Francis stated that the time restriction increase to a 4-hour limit would help somewhat. Committee discussed establishing a trial implementation for the change. Ald. Lendrum and Ald. Bates agreed to a one-year trial implementation. Traffic Engineer Merten stated that restrictions have standard enforcement hours of 8 A.M. to 7 P.M.

Report

The Committee acted on the motion to recommend to Council that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period. Motion carried. All voting aye.

Committee continued discussion of the pavement marking arrangement. Ald. Stevenson expressed skepticism about the value of a bicycle facility on E. Forest Avenue and noted an interest in reintroducing some parking on the south side of E. Forest Avenue. Traffic Engineer Merten noted that he is comfortable with the current or alternate layout provided to the Committee. He expressed a preference to leave the marking arrangement as-is. He noted observation of users of the bike lanes.

Revocable Occupancy Permit-617 E Wisconsin Avenue:

Deputy Director Schmidt reviewed his memo of August 20, 2020, regarding the request of the owner of 617 E. Wisconsin Avenue to replace their fence along S. Park Avenue with a 6-foot tall wrought iron fence. He stated that the current fence is located within the right-of-way, so a Revocable Occupancy Permit is being requested in order to allow the fence to remain in the right-of-way. He noted recently placed We Energies facilities that have been placed, which make it difficult to move the fence to the property line.

Ald. Bates expressed a concern with granting the request in light of another front-yard fence request that she is aware of and expressed a concern with establishing a precedent, which allows other residents to place a fence in the right-of-way. Deputy Director Schmidt stated that the request she is referring to is on private property and therefore subject to specific ordinance. The request along S. Park Avenue is in road right-of-way and therefore subject to the conditions placed by the Council. He also stated that Council can look at the unique circumstances of any other requests.

Director Kaiser noted that the street right-of-way width is 66 feet in this area while the road is built with the dimensions of a street within a more commonly used 60-foot right of way, which could have caused confusion when the fence was initially installed.

Mayor Kaufert expressed support for the permit and noted conversations that he has had with the property owner relative to landscaping improvements along the Wisconsin Avenue side of the property. Ald. Bates requested that City Attorney Godlewski provide the Council with information regarding the enforcement of provisions within a Revocable Occupancy Permit.

Report

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue.** Motion passed 2-1 (Ald. Bates voting No).

Arrowhead Phase 1A Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020, regarding the Arrowhead Park Phase 1 of Construction Administration Agreement. The Park and Recreation Commission recommends acceptance of the proposal from SEH in the amount not to exceed \$27,042.46. Director Kading reviewed the overall project budget. He noted that the funding will come from the capital facilities fund and TID 10. He stated that Director Easker and Director Haese will be meeting with him to develop the allocation. Committee

suggested that approval of this agreement should be contingent on the Council awarding the Arrowhead Park construction contract.

Committee discussed the scope of work. Director Kading outlined the involvement of Stantec as a sub-consultant to provide oversight of the shoreline restoration. Committee expressed a concern with the agreement fee based on the number of hours of observation service listed in the scope of services. Director Kading noted that there is administrative work along with other tasks not specifically identified in the scope that will also be done by the consultant. He discussed his involvement in working with the construction administration staff but noted that they have the expertise regarding bid specifications and DNR requirements and are therefore better able to address contractor or regulator questions. He described similar arrangements used for Washington Park and the Trestle Bridge projects.

Ald. Stevenson expressed a concern that consultants don't have the incentive to look out for the City's interests as much as staff. He also noted that the consultant may be taking advantage of the City with this agreement if they know that we aren't seeking competitive quotes. Director Kading stated that the consultant is working as the City's advocate on the project. He also noted the consultant will only be on-site for observation as needed, depending on construction operations. He noted the benefit of having consistency between the construction administration consultant and the design consultant. Ald. Stevenson requested the consultant's hourly rates. He also requested that Director Kading contact the consultant to see if they can improve their pricing.

After further discussion, **Motion/Second/Carried Lendrum/Bates to recommend that Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed \$27,042,46 contingent upon Council award of the associated construction contract.** Motion passed 2-1 (Ald. Stevenson voting No).

Report

Rec Boat Launch Dredging Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020 regarding the Rec Boat Launch Dredging Construction Administration Agreement. The Park and Recreation Commission recommends the proposal from Stantec in the amount not to exceed \$8,800. He reviewed the overall project budget. Committee requested that Director Kading inquire if Stantec, a sub-consultant on the Arrowhead Park project, could coordinate their travel between the two projects to reduce their mileage charges. Director Kading noted that two different teams from Stantec are involved in these projects.

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend that Council approve the Construction Administration Agreement for the Rec Boat Launch Dredging with Stantec Consulting Services, Inc., in the amount not to exceed \$8,800 contingent upon Council award of the associated construction contract.** All voting aye.

Report

Licenses:

Change of Agent/Trade Name, Classic Lanes Fox Valley:

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve the change of agent application for Classic Lanes Fox Valley, 934 Byrd Avenue; William T Smith, Agent**

Public Works General Construction and Department Activity:

1. Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
2. Contract 1-20 (Abby, Bond, Center, Clybourn)
  - a. Abby – Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
  - b. Bond – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
  - c. Center – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
  - d. Clybourn - Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
3. Contract 2-20 (Utilities - Van, Monroe) – Work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
  - a. Gillingham, Van, Monroe, Cavalry – Work is complete.
  - b. Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
  - a. Tullar, Marathon – Work is complete.
  - b. Green Bay - Work is scheduled to start the week of September 8. Staff and the contractor have met individually with businesses to discuss access. Committee discussed project schedule, traffic access and bus routing.
6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
7. Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
8. Contract 7-20 (Fire 32 Roof) – Work started the week of August 17.
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. A walk-through for the archaeology investigation is scheduled for the week of August 24. That work is projected to start after August 27. Director Kaiser noted that the required project permit from WiDNR had been received.

C.A.

11. Tullar Garage – A roof-top HVAC unit, original to the building, has failed. The unit has been replaced. The system controls, also original to the building, are not communicating with the new equipment. A temporary workaround has been made. Update needs for those system controls are being evaluated.
12. 2021 Projects – Staff has started survey work to prepare for 2021 street and utility projects.

Adjournment: **Motion/Second/Carried Stevenson/Lendrum to adjourn at 9:15 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerry Kaiser". The signature is written in a cursive, flowing style.

Gerry Kaiser  
Director of Public Works