

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday June 9, 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, Public Works Superintendent Radtke, Director of Community Development and Assessment Haese, Deputy Director Community Development and Assessment Brad Schmidt, Traffic Engineer Merten, Rick Schmitz

Minutes: **Motion/Second/Carried Lendrum/Spellman to approve of the minutes of the Meeting of May 26, 2020.** All voting aye.

Public Appearances: None

Building Code Sec. 21-39(c) – Swimming Pool Protective Enclosures (Ordinance 2020-08): Deputy Director Schmidt reviewed information gathered at the request of the Committee. The focus of the information related to motorized or automated pool covers. He noted the manner in which the pool covers operate. He noted that most pool cover manufacturers are certified by the ASTM International (formerly American Society for Testing and Materials). He noted provisions in Florida state law related to pool safety.

Committee discussed several aspects of the proposed ordinance including permitting, information dissemination, winter operation, and power outages. Deputy Director Schmidt noted that homeowners would be required to take out the permit. Information related to pool covers will be provided by the Department of Community Development. He stated that, in the event of a power outage, the pool cover can be operated manually.

Committee discussed the phrase “in use” in Section 2 of the proposed ordinance. Deputy Director Schmidt stated that the intent is that the pool is being used by an individual. He stated that the same language currently exists for aboveground pools. Committee discussed inspections. Deputy Director Schmidt stated that inspection would occur with the purchase of a new cover but that there would not be annual city inspections. It was noted that the homeowner’s insurance carrier could add extra requirements beyond those of the City.

Committee noted that negligent operation could occur with either a pool cover or a fence. Deputy Director Schmidt stated that, since a pool cover is an exception to the fencing requirement, if a homeowner was deemed to be in violation by not covering the pool as required, they could be ordered to install a fence. Committee asked Deputy Director Schmidt to update them on the number of applications received. Committee asked Deputy Director Schmidt to review automatic closing gates for fences and provide the information at a future meeting.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve Ordinance No. 2020-08, amending Sec. 21-39(c) of the Municipal Code relating to swimming pool enclosures.** Motion passed 4-1 (Ald. Bates voting No).

#### Tullar Garage Drop-off Site Update

Director Kaiser reviewed his memo of June 5, 2020 regarding the Tullar Garage Drop-off Site Update. He reviewed the changes to the site layout. He noted that fence installation, electrical work and installation of a small security camera system remain. Superintendent Radke noted the locations of fencing and reviewed the work remaining on the attendants hut. Ald. Lendrum noted vehicle conflicts within the Tullar Road cul-de-sac between those accessing the drop-off and Tullar Garage employees leaving at the end of their work day.

Director Kaiser reviewed site access. Access to the drop-off site requires a punch card. This has reduced use by non-residents and contractors. He noted that about 8,900 cards were mailed to property owners of single family, 2-family, 3-family, 4-family and condominium properties. He reviewed how requests for additional cards were being handled. He noted that since re-opening the site over 500 cards have been issued to tenants of eligible properties and to property owners who either did not receive or misplaced their cards. He informed the Committee that, based receipt of several requests, staff had created a card specifically for yard waste and recycling only. Superintendent Radke noted that, as a whole, residents have been receptive to the new system and understanding of the need to have better control of people using it.

Director Kaiser and Superintendent Radke proposed the following in an effort to continue to improve management of the drop-off site:

- Mail drop-off cards to occupants instead of property owners. The occupant address would be on the card and can be used by the attendants as a check.
- Provide a card to commercial properties, upon request, if the City provides curbside refuse/recycling collection.
- Continue to provide a Yard Waste Only card upon request.

Committee discussed drop-off site access. The consensus was that mailing the cards to the occupant rather than the property owner should work better. Mayor Kaufert noted that, as the owner of several duplexes, mailing the card to the occupant should eliminate scheduling conflicts between owners and tenants and between tenants. He expressed disagreement with the policy of not providing cards to the Pendleton Park Apartment tenants. Director Kaiser noted that the Pendleton Park complex is no different in concept to any other large apartment building. Committee noted that having a large volume of unused cards in circulation makes the creation of an off-market possible and could lead to abuse of the drop-off site. Mayor Kaufert expressed a disagreement with the policy of not providing small business owners with a card. He noted that people occasionally leave items at the dumpsters of small businesses and those business owners need a way to dispose of those items. Director Kaiser noted the difficulty of defining a small business in an objective way given the range of properties that are classified as commercial. He stated that is why staff has used the practice of providing a drop-off card to commercial properties, upon request, if the City provides curbside refuse/recycling collection.

Special Events Permits:

Committee noted that several of the events had been previously approved but had been rescheduled due to COVID-19. Committee discussed the appropriate action for these modified events.

Future Neenah 2020 Concerts Series: Committee discussed the date and location changes for the concert events. Committee was informed that the Out to Lunch series will be held at Riverside Park instead of Shattuck Park in order to allow more room for attendees. Committee asked that neighbors be made aware of the event. Mayor Kaufert noted that the first two dates of the evening concert series will be held in the Neenah High School parking lot. He stated that FNI will re-evaluate the arrangement after that.

C.A.

Following discussion, **Motion/Second/Carried Bates/Stevenson to reconfirm the approval of the Special Event Permit for the Future Neenah 2020 Concerts Series, as modified.** All voting aye.

Summer Kick-off Concert: Bike to Boogie: Committee noted that the date has been changed to August 26, 2020.

C.A.

Following discussion, **Motion/Second/Carried Bates/Stevenson to reconfirm the approval of the Special Event Permit for the Summer Kick-Off Concert – Bike to Boogie, to be held on August 26, 2020.** All voting aye.

Udderly Euro Car Show: Traffic Engineer Merten reviewed the permit. He noted that the event will be handled the same as in the past except that food will now be available.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Udderly Euro Car Show, sponsored by the Binah Chmielewski-Volunte, 11901 Washington Green Road, Louisville KY, to be held on August 29, 2020.** All voting aye.

WI Streetball 3 on 3: Committee noted that the dates have been changed to August 15 and 16.

C.A.

Following discussion, **Motion/Second/Carried Bates/Stevenson to reconfirm the approval of the Special Event Permit for the WI Street Ball 3 on 3, to be held on August 15 and August 16, 2020.** All voting aye.

Committee asked Mayor Kaufert about the status of the Bazaar After Dark event. He stated that a final decision had not yet been made.

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Ruth K Ackerman, Lynne M Angle, Tracy A Behreandt, James M Bellmore, James J Brabender, Bonnie L Brochtrup, Liza L Casperson, Sherry R Champion, Amber L Dillenburg, Jacob M Driessen, Elizabeth D Fischer, Michelle L Flowers, Nicole M

Froode, Stefanie A Galeana, Rhiannon L Gauerke, Jason S Harttert, Holly L. Hoeper, Lauren N Holloway, Evelin R Juarez Solea, Natalie A Koerner, Holly C Kolb, Austin D Lange, Connie E Larsen, Nicholas J Lauer, Tina M Liotta, Sarah N Loeck, Ariel S Marx, Penny L Myers, Matthew A Palmer, Marty J Pedranzan, Alexander J Prince, George E Reckin, Kendra S Redlin, Brittney M Rietveld, Raegan R Ruhnke, Steven J Schilly, Nicholas E Sharpless, Josh M Siewert, Lindsey N Solie, Randall C Steward, Tyler M Vandenbusch, Kathryn L Wagner, Elizabeth A Weis, Heidi S Wenberg, David C Wilson, and Lisa A Zolkowski.

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 Application-Delinquent Payment: The Committee reviewed the beverage operator license application for Timothy Sommer.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve the beverage operator license application for Timothy Sommer contingent on payment of all delinquent City fees.** 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 August 26, 2020. Mayor Kaufert noted a desire to have these events provide a non-alcoholic beer option.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Spellman 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 August 26, 2020.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Main installation on Breezewood is scheduled for completion the week of June 8. Road grading will follow. Sanitary District 2 is evaluating flow monitoring equipment options at the connection point between their system and the city's collector sewer. The condition of the road subgrade is very poor. Extra excavation will be needed during restoration. Director Kaiser estimated that the work on the road will be complete in mid-July.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond and Clybourn. Sewer and Water main has been installed on Abby from the railroad to Clybourn. Storm water work in that area will follow.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work is ongoing. Road excavation has started on Van Street.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd excavation and grading is complete. Paving is scheduled for the week of June 8.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon) – The contractor is starting work on Tullar Road the week of June 8. Director Kaiser noted that the schedule calls for the work on Tullar Road to be complete in mid-July.

- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Design work is ongoing.
- 8) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work has started.
- 9) Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
- 10) E-waste Collection Event – Below is a summary of the weight of e-waste collected during our recent events. The Fall 2016 and 2017 events were sponsored by Cellcom.

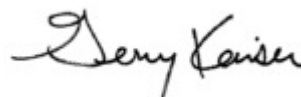
	TVs	CPUs	Monitors	Freon	Electronics	Appliances ' Small Electronics	Total
Fall 2016 <sup>1</sup>	16,445	2,004	1,898	1,800	4,581	4,700	31,42
Spring	14,833	2,096	698	2,347	2,658	8,035	30,66
Fall 2017 <sup>1</sup>	25,884	2,336	2,797	6,122	4,355	9,148	50,64
Spring	10,144	1,952	588	1,923	2,893	7,418	24,91
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,05
Spring	11,068	1,398	710	2,325	3,621	7,758	26,88
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,76
Spring	12,759	3,350	1,147	2,211	4,403	8,468	32,33

- 11) Director Kaiser informed the Committee of the recent installation of units at two lift stations that will add a bacteria to the sewage that will reduce fats, oils and grease build-up in the system, which can cause problems with equipment and flow.

Ald. Bates asked staff to review the possible installation of No Trucks signs on Maple Street south of Peckham Street.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 8:15 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works