

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday May 12, 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 in-person attendees from the public.

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

Excused:

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Assistant Police Chief Bernice, Deputy Clerk Cheslock, Paula Pitsch, Lorrie Davis, Cathy Plath

Minutes: Motion/Second/Carried Lendrum/Lang to approve of the minutes of the meeting of April 28, 2020. All voting aye.

Public Appearances: None

Committee Consideration of Reducing Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic: Paula Pitsch, 210 Main Street, addressed the Committee to request support for reducing the alcohol beverage licensing fees for Class "B" license holders. She noted that since the Stay at Home order, those businesses have seen a major, if not complete, loss of business. She noted that other communities had lowered their fees, to the extent allowed by the State.

Mayor Kaufert informed the Committee that the Tavern League of Wisconsin had encouraged its members to contact their local governments to encourage them to adjust license fees for Class "B" Malt Beverage and "Class B" Intoxicating Liquor because of the business loss during the closure. He outlined the request that he had received from Ms. Pitsch to bring the issue to the Council. He stated that Appleton had not made a decision on adjusting their fees and that Oshkosh had lowered theirs to the minimum.

Committee discussed the license fee information that had been provided. Committee questioned if there were other businesses that have been closed by the Stay at Home order that also pay an annual City fee of some sort. Mayor Kaufert noted the distinction between the Class A and Class B license holders. He stated that Class A license holders have been able to stay in business whereas the Class B license holders have only been able to do limited, if any, business. He noted that Secondhand Dealers licenses are also renewed annually. Deputy Clerk Cheslock noted that some businesses have paid for their license renewal in full. She also confirmed that every Class A and Class B license must be renewed annually. Mayor Kaufert informed the Committee that the revenue from Class A and Class B license fees is about \$24,000.

Ald Stevenson stated that he was supportive of an adjustment and suggested a prorated reduction based on the number of months that businesses are closed. Ald. Lang also expressed support for an adjustment. She expressed that the impact on the businesses will last longer than the closure time. She suggested reducing the fees by 50%. She questioned if there was consensus of the other communities that made fee adjustments. Mayor Kaufert noted that there were a variety of adjustments made by other communities.

Paula Pitsch addressed the Committee to note the uncertainty surrounding the re-opening and the period of time that businesses will be impacted. She stated that waiving the fees will allow these businesses to restock and ease the burden of the closure.

Ald. Spellman expressed support for an adjustment and suggested moving to the minimum fee for "Class B" Intoxicating Liquor and Class "B" Malt Beverage.

Motion/Second Spellman/Lendrum to recommend to Council that for the next year the "Class B" Intoxicating Liquor license fee be reduced from \$350 to \$50, the Class "B" Malt Beverage license fee be reduced from \$100 to \$0, and late fees be waived.

Chairperson Bates suggested that the Class "B" Malt Beverage license fee be reduced to \$10. Alderpersons Spellman and Lendrum agreed to a friendly amendment to the motion to make that change.

The amended motion is to recommend to Council that for the next year the "Class B" Intoxicating Liquor license fee be reduced from \$350 to \$50, the Class "B" Malt Beverage license fee be reduced from \$100 to \$10, and late fees be waived.

Ald. Lendrum noted that, while the proposal was compassionate, it was also smart to help businesses survive and provide employment in the current economic environment.

Committee reviewed the alcohol license fee schedule. Committee confirmed the motion only covered the Class B license holders. Committee discussed other businesses that pay an annual license fee that have also been impacted by the Stay at Home order. Mayor Kaufert noted that most of the other licenses are State licenses. Deputy Clerk Cheslock listed several other annual city licenses, including extension of premise, amusement device, and dancehall. Chairperson Bates estimated that the motion would cost the City about \$20,000 in revenue.

Ald. Stevenson discussed the need to have a more complete revenue and expenditure picture before action is taken. He expressed support for a 50% reduction in the license fees. He stated a need to balance responsibility to these businesses with responsibility to other City taxpayers.

There being no further discussion, Chairperson Bates called for the question. Motion passed 4-1 (Ald. Stevenson voting No).

BOTS Summer Speed Enforcement Grant: Assistant Chief Bernice reviewed his request for approval for the Neenah Police Department to participate in the Bureau of Transportation Safety (BOTS) Speed Enforcement grant that runs from June 1, 2020 to September 30, 2020. Winnebago County will be the fiscal agent for this grant. Agencies within Winnebago County can participate and apply for reimbursement of wages and fringes for officers who worked on speeding and aggressive driving enforcement during the required dates and times. He reviewed the activity performed through this grant in 2019. He stated that total costs in 2019 were \$5,887 and the City share was \$1,472.

REPORT

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve Neenah Police Department participation in the Winnebago County Speed Task Force 2020 Summer Speed Enforcement Grant from June 1 to September 30, 2020.** All voting aye

We Energies Easement Request – Tullar Garage: Director Kaiser reviewed his memo of May 4, 2020, regarding an electric distribution easement requested by We Energies on the Tullar Garage property. The need for the easement was initiated by the City's request to get electric service to the drop-off attendant's hut. In preparing that work, We Energies determined that an easement had not been received for their primary cable that was placed at the time that the Tullar Garage was constructed. He reviewed the easement location. Committee discussed the service line to the attendants hut.

REPORT

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve a Distribution Easement – Underground for We Energies work request 4491109 on the Tullar Garage site.** All voting aye.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Debra L. DeRoche, Ariaah Dubord, Karla Klundt, Janelle R. Potvin, and Andrea L. Reinke.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license applications for Debra L. DeRoche, Ariaah Dubord, Karla Klundt, Janelle R. Potvin, and Andrea L. Reinke.** All voting aye.

Beverage Operator License Application - Delinquent Payment: Committee reviewed the beverage operator license application for Michele L. Bauer.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the beverage operator license application for Michele L. Bauer contingent on payment of all delinquent City fees.** All voting aye.

2020-2021 Renewal of Retail Class "A" and Class "B" Liquor/Beer Licenses: Committee reviewed the license renewals. Committee discussed delinquent payment amounts and circumstances.

C.A.

Following discussion, **Motion/Second/Carried Bates/Stevenson to recommend Council approve the Class "A" and Class "B" Liquor/Beer License renewals, provided in Exhibit A of the agenda, contingent upon payment of all delinquent City fees.** All voting aye.

Public Works General Construction and Department Activity

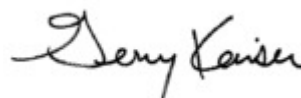
- 1) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. The Breezewood Lane portion of the project was pulverized the week of May 4. Preparation for rock blasting also started that week but ran into high groundwater conditions, which caused work to halt. Work is expected to resume on May 11. The

- 2) general schedule for the remaining work is: 1 week – Blasting, 3 weeks - Install pipe, 1 week - road work, 1 week - shouldering and landscaping. Committee discussed the blasting operation and pre-blast inspections.
- 3) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work on Center Street is complete. Sanitary main work is complete on Bond St. Storm sewer work on Bond St is ongoing.
- 4) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work will begin shortly.
- 5) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd has been pulverized. Excavation will follow.
- 6) Contract 4-20 (Green Bay, Tullar) – Bids were opened on April 8. Director Kaiser informed the Committee that the City was not awarded grant funding for the project. An award recommendation will be brought to the next Board of Public Works meeting.
- 7) Contract 5-20 (Utilities - Lakeshore) – Utility main installation is complete. Service line replacement work is ongoing.
- 8) Contract 6-20 (Street - Lakeshore) – A May 27 bid opening has been scheduled.
- 9) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The contractor schedule has not been set.
- 10) Courtney Court – Paving was completed the week of May 4.
- 11) E-waste Collection Event – We were informed on May 7 by Recyclethatstuff that they are able to hold their previously cancelled May 30 collection event if we are willing. We have told them to go ahead with the event using appropriate safeguards. We are getting event information out on the city website and social media. Director Kaiser noted that he was not aware of any sponsorship to cover the cost of collected items, so customers will need to pay for certain items. Committee discussed the possible number of customers for the event and expressed concern that adequate staffing is in place.
- 12) Downtown Traffic Study – The consultant is completing reports for staff review covering traffic assignments for the Hewitt Lot and Blue Lot structure options, the Main/Torrey intersection analysis, and the Green Bay Road roundabout analysis.

Future Agenda Items: Chairman Bates requested a future discussion of bike riding on sidewalks in the downtown.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:55 p.m. All voting aye.**

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works



Fw: Beer & Liquor Municipal Fees

Dean R Kaufert to: Margaret M Bates, Todd M Stevenson, Jane B Lang, Cari Lendrum, Stephanie J Spellman
Cc: Gerry J Kaiser, Mike Easker, Jim G Godlewski

05/11/2020 10:15 AM

FYI: Scott Stenger (Wisconsin Tavern League) asked me to share this.

List as of this date.... I'm told by Mark Rohloff, City Manager the City of Oshkosh is waiving to minimum Staff is checking on Appleton, Menasha and Fox Crossing.

Sorry, I would prefer to stay out of this one but Paula asked I share this.

Dean

From: "Scott Stenger" <scott@stengergov.com>

Mr. Mayor -

Here is a list of municipalities who lowered or eliminated license fees to our member establishments. Let me know if you have any questions and thanks for any support you may be able to provide.

The City of Two Rivers
Phillips
City of Green Bay
De Pere
Howard,
Lacrosse
Delavan
Little Chute
Cottage Grove lowered \$275
Reedsburg Lowered 50%
Two Rivers
Milwaukee
South Milwaukee
Superior
Altoona
Village of Turtle Lake
Mondavi
Blair
Town of Linwood
Stevens Point
New Holstein
Muskego lowered 50%
Ellsworth Lowered \$200
most municipalities in Kewaunee County

Unless otherwise noted the above have lowered fees to the class B minimum of \$50 and waived class B beer fee.

This information was submitted by members in these municipalities.



211 Walnut Street, P.O. Box 426, Neenah WI, 54957-0426
Phone: (920) 886-6100 - Fax: (920) 886-6109
E-mail Address: psturn@ci.neenah.wi.us

Enclosed please find your renewal paperwork for the next licensing year for the licenses listed below. **The applications have been pre-populated with the information from last year's applications. Please review and make any necessary changes.** Make sure to check the Wisconsin Seller's Permit Number and Federal Employer Identification Number are correct. A renewal application can only be used if the entity is identical to the previous licensing year. If there are any changes from individual to partnership to corporation (or vice versa) it is considered a new licensing situation and you must complete a new original application. Contact the Clerk's office for the proper forms.

<u>Liquor License & Misc.</u>	<u>Trans Code</u>	<u>License Fees</u>
_____ Cigarette	CI	\$ 100.00
_____ "Class A" Malt Beverage	LL	\$ 200.00
_____ "Class A" Intoxicating Liquor	LL	\$ 400.00
<u> 1 </u> "Class B" Malt Beverage	LL	\$ 100.00
<u> 1 </u> "Class B" Intoxicating Liquor	LL	\$ 350.00
_____ "Class C" Wine	LL	\$ 100.00
<u> 1 </u> Fee for publishing liquor/malt applications **	PU	\$ 22.00
_____ Dance	PD	\$ 25.00
<u> 7 </u> Amusement Device (any coin operate machine)	AD	\$ 40.00/machine

Section 125.51(1)(c) of the Wisconsin Statutes provides that "All applications for liquor licenses shall be filed on or before April 15th."

Please submit all application for the above licenses by April 15th. We recommend you conduct an audit of the number of amusement devices you have on premise as inspectors will verify the number shown on the application. Listed above is the number you had last year. The Public Service and Safety Committee will meet on May 12th to consider all applications.

NEW 2020: A \$50 late fee will be charged for any paperwork submitted after the April 15th deadline. If fees are not paid by June 15th, a \$20 a day late fee will be assessed. If this occurs the Police Department will visit your establishment to shut you down until all fees and late fees have been paid.

**** Note:** By State law, license fees are no longer required to be paid upon filing of your application; however, the liquor license publication fee (\$22.00) is due by April 15, 2012. State Law also mandates the publication of all "Class A" and "Class B" license applications.