

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, April 25, 2017 - 7:00 PM
Hauser Room - City Administration Building

Present: Aldermen Bates, Hillstrom, Lang, Lendrum, and Stevenson

Also Present: Director of Public Works Kaiser, Police Chief Wilkinson, Alderman Pollnow, Jan Smith, Alex Wenzel

Minutes: **Motion/Second/Carried Lendrum/Hillstrom to approve the minutes of the Regular Meeting of March 28, 2017 and the Organizational Meeting of April 18, 2017.** All voting aye.

Public Appearances: None

Motion/Second/Carried Lang/Hillstrom to amend the agenda to address Item 7: Licenses. All voting aye.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Samuel S. Ellyson, Jessica L. Galeazzi, Jeff C. Gerarden, Denise R. Hardy, Kelly A. Mohnen, Sara V. Pitts, Rebecca I. Sauer, Andrew K. Schlieter, Courtney R. Schultz and Breanna E. Verburgt.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Samuel S. Ellyson, Jessica L. Galeazzi, Jeff C. Gerarden, Denise R. Hardy, Kelly A. Mohnen, Sara V. Pitts, Rebecca I. Sauer, Andrew K. Schlieter, Courtney R. Schultz and Breanna E. Verburgt.** All voting aye.

Temporary Class "B" Retail Beer (Picnic) License Application - Bergstrom-Mahler Museum: The Committee reviewed the request for a temporary Class "B" retail beer (picnic) license application from the Bergstrom-Mahler Museum, 165 N. Park Avenue for the Art After Dark events to be held on 4/20/17, 5/18/17, 6/15/17 (2016-17 License) and 7/20/17, 8/17/17, 9/21/17, 10/19/17, 11/16/17, 12/21/17, 1/18/18 and 2/15/18 (2017-18 License). Jan Smith, representing the Bergstrom-Mahler Museum of Glass, addressed the Committee about the license request. She noted that the "Art After Dark" event is an audience development tool to bring people to the museum who may not otherwise attend. She stated that in prior events, they have seen between 100 and 350 guests over a two-hour period. She stated that Lion's Tail Brewery serves craft beer as one of the beverage options during the event. There is a licensed bartender serving. Ald. Lendrum noted her positive experience during one of these events in a 2016. Committee asked staff for clarification on the number of these temporary licenses that one premise is allowed to have in the course of a year.

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to recommend Council approve the temporary Class "B" retail beer (picnic) license to Bergstrom-Mahler Museum, 165 N. Park Avenue for the Art After Dark events to be held on 4/20/17, 5/18/17, 6/15/17 (2016-17 License) and 7/20/17, 8/17/17, 9/21/17, 10/19/17, 11/16/17, 12/21/17, 1/18/18 and 2/15/18 (2017-18 License).** All voting aye.

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Temporary Class "B" Retail Beer/Wine License Application - CASA Fox Cities: The Committee reviewed the request for a temporary Class "B" retail beer/wine license application from CASA of the Fox Cities, 1500 N. Casoloma Drive, Appleton, for their CASA Craft Beer Week Festival to be held on May 19, 2017, in the parking lot at 116 S. Commercial (Lion's Tail Brewing Co.). Alex Wenzel, representing Lion's Tail Brewery, reviewed the event details and the event layout. He noted that two similar events had been held in 2016 without any issues. He stated that there would be three security people working the event. He reviewed the function of Court Appointed Special Advocates (CASA) and noted that event proceeds would benefit the Fox Valley chapter. Chief Wilkinson confirmed that the police department had no issues with the events in 2016. Chairman Bates expressed a hope that a future event could benefit a charitable organization in Neenah.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant a temporary Class "B" retail beer/wine license to CASA of the Fox Cities, 1500 N. Casoloma Drive, Appleton, for their CASA Craft Beer Week Festival to be held on May 19, 2017, in the parking at 116 S. Commercial (Lion's Tail Brewing Co.).** All voting aye

Beverage Operator License Application (New) - Delinquent Fee: The Committee reviewed the beverage operator license application for Jennifer M. Zehner. Ms. Zehner currently has a delinquent utility bill of \$278.43.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (new) for Jennifer M. Zehner contingent upon payment of a delinquent utility bill of \$278.43 and any other outstanding City fees.** All voting aye.

Motion/Second/Carried Lang/Lendrum to amend the agenda to address Item 4: Police Department Monthly Reports. All voting aye.

Police Department Monthly Reports: Chief Wilkinson reviewed the Police Department monthly reports. He noted that the number of injury crashes is not increasing but that the number of injuries coming out of those crashes shows an increase. He noted that the Green Bay/Winneconne roundabout continues to be an active location. He stated that the primary incident location has trended from the northeast quadrant to the southwest quadrant. Committee discussed obtaining traffic counts at the roundabout. Chief Wilkinson noted that he parking ticket citations are up. Committee discussed the Seatbelt/Child Restraint citations. Chief Wilkinson noted that March citation figures reflect efforts from a seatbelt enforcement grant.

Chief Wilkinson reviewed the Potentially Dangerous Animal Summary, discussing recent incidents and follow-up from past cases. Ald. Lendrum requested that Chief Wilkinson provide the dangerous animal lists to the code enforcement officer.

Chief Wilkinson reviewed the Uniform Crime Report. He reviewed the Year-to-Date Incident Totals noting administrative changes made to more accurately log Building Security and Truancy activity.

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Following discussion, **Motion/Second/Carried Stevenson/Lendrum to accept the Traffic Accident Statistical Breakdown Report, the Potentially Dangerous Animal Summary, the Uniform Crime Report and the Year-To-Date Incident Totals Report.** All voting aye.

Nature Trails - L Shaped Pond Information: Director Kaiser reviewed his April 20, 2017, memo describing recent and ongoing activities to address algae concerns in the L-Shaped Pond of the Nature Trail Subdivision. He stated that about \$15,000 was spent in 2015 to dredge and modify the pond to reduce the nutrient availability for algae. He noted the rationale for the limits of that work. He discussed ongoing pond maintenance work and the related costs for that work. He noted staff is preparing a trial use of a water mover at the pond to further limit algae growth. Committee discussed various aspects of pond maintenance including electricity use and animal trapping. Committee commented on the difference in appearance on the aerial photo between the L-Shaped Pond and the natural pond located in the Carpenter Preserve wetlands. Ald. Pollnow addressed the Committee to request a table of operation and improvement costs for each of the City ponds.

Revocable Occupancy Permit - 430 Sherry Street: Director Kaiser reviewed his April 20, 2017 memo. Valley Area Properties, LLC, owner of Two Broke Girlz at 430 Sherry Street, contacted the City with a request to occupy a small portion of Sherry Street right-of-way. The owner would like to replace a stoop at the entrance to the property with a stairway that has a landing at the door. To accommodate the door swing and some buffer room, the required width of the stairway is 48 inches. There is 38 inches between the face of the building and the street right-of-way. This revocable occupancy permit would allow the property owner to occupy the additional space in the right-of-way that is required for the stairway. Alderman Pollnow addressed the Committee to question if there was a charge for the Revocable Occupancy Permit. Director Kaiser stated that there was no charge.

REPORT

Following discussion, **Motion/Second/Carried Hillstrom/Lendrum to recommend Council approve the Revocable Occupancy Permit to Valley Area Properties, LLC, for installation of a stairway on Sherry Street for their building at 430 Sherry Street.** All voting aye.

Yorkshire Road Agreement with Town of Neenah: Director Kaiser reviewed the background and terms of the intermunicipal agreement between the Town of Neenah and the City of Neenah for the reconstruction of Yorkshire Road east of Yorkshire Court. The 2017 Capital Improvement Program includes this project. The majority of this project abuts the Town of Neenah on the north side of the street. The Town has requested that an agreement be developed to allow the Town to cost-share in the project rather than have a deferred assessment on the abutting Town property owners. The Town and the City will split costs on a 50/50 basis along the 655 feet of shared frontage with the Town paying an additional 10% of their share of the project cost as an administrative charge.

REPORT

Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to recommend Council approve the Intermunicipal Agreement between the Town of Neenah and the City of Neenah for the Yorkshire Road construction project.** All voting aye.

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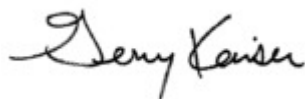
Public Works General Construction and Department Activity:

1. Contract 1-17 (Cecil St, Higgins Av)
 - a. W. Cecil Street – Sanitary sewer main and services are being installed.
 - b. E. Cecil Street – Sanitary sewer, water and storm sewer utilities are installed. Private lateral work is ongoing. We Energies has begun gas main replacement. Ald. Pollnow addressed the Committee to request the number of properties that have had full water and sewer service replacements done.
2. Contract 2-17 (Edward, Helen, Cleveland)
 - a. Edward Street – Sanitary sewer and water main have been installed. Services are being installed.
 - b. Helen Street – Work has not started
 - c. Cleveland Street – Sanitary sewer main has been installed. Sanitary service work will start the week of April 24.
3. Contract 3-17 (Downtown Parking Lot, Whippoorwill, Yorkshire, Bergstrom Rd Trail) – Work has started on the Main Street parking lot.
4. Contract 4-17 (Industrial Drive Pavement Repair) – Bids were opened on April 19. The Board of Public Works made a recommendation to the Council to award that work to Sommers Construction.
5. Arrowhead Park – The contractor's for 2-17 and 3-17 are taking excavated soil from their projects to Arrowhead Park for disposal. The material is suitable for filling and capping low areas in the park. The soil is being graded as needed.
6. Pendleton Park Traffic Impact Study – The report is being discussed at the next Winnebago County Highway Commission meeting. It will be brought to the next meeting of this Committee.
7. Tullar Garage Drop-Off Site
 - a. The drop-off attendants and other city personnel are taking part in customer service training on April 25.
 - b. Saturday morning drop-off hours begin on May 6.
 - c. The electronics recycling event is scheduled for Saturday, May 13, from 8 a.m. to Noon.
8. Spring yard waste collection started on April 18.
9. Vacant Sanitation Positions – We are still searching for qualified candidates to fill the three vacant sanitation positions.
10. The State recycling report has been prepared and submitted to WDNR.

Announcements/Future Agenda Items: None

Motion/Second/Carried Hillstrom/Lendrum to adjourn at 8:30 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser
Director of Public Works