

**CITY OF NEENAH**  
**Public Services and Safety Committee Meeting Minutes**  
**Tuesday, October 28, 2014 - 7:00 P.M.**  
**Hauser Room - City Administration Building**

**Present:** Chairman Hillstrom, Aldermen Bates, Hamblin, Lang and Lendrum

**Also Present:** Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Parks Superintendent Fink, Police Chief Wilkinson, Alderman Pollnow, William Stroik, Jane Sugden, Darwin Westphal, Colleen Westphal, Elizabeth Wiedenhaft

A quorum of the Common Council was present, but no action of the Council was taken.

**MINUTES: Motion/Second/Carried Lendrum/Bates to approve the minutes of the October 7, 2014, regular meeting.** All voting aye

**APPEARANCES:** William Stroik addressed the Committee to request an update on the City's review of dredging the Nature Trails L-shaped Pond. Director Kaiser replied that staff had met with a contractor on-site to evaluate the logistics of dredging the pond using an excavator. The difficulty with that method is handling the excavated material. The width of the south berm is not conducive to trucking and the material will be very liquid, which also makes trucking difficult. Staff is considering the possibility of placing the material on the south bank of the berm to allow it to dewater and then haul it away from the area. Staff has also considered using the City's vac-all or jetter truck to vacuum the sediment out of the pond. This addresses the hauling concern, but there are difficulties in getting access to the sediment with these trucks. Director Kaiser stated that the goal remains to dredge the west bay of the pond this year.

**COUNCIL REFERRALS:**

Street Reconstruction Petition - Meadowview Street, Hillcrest Place and Green Meadows Street: Committee reviewed the petition signed by owners of more than one-half of the frontage abutting on Meadowview Street, Green Meadows Street and Hillcrest Place requesting that those streets be placed in the 2015 street construction program. Director Kaiser reviewed his memo of October 21, 2014, which provided background on the streets and the work proposed. The streets were included in the program request for 2019. He noted that the streets had not had any significant work done since at least 1969.

Darwin Westphal, 154 Meadowview Street, addressed the Committee to inform them that at the time the project was originally proposed in 2000, the status of the property north of this area was uncertain, which lead the project to be postponed. He noted that patching has been done since then and that recently gravel was used to fill potholes. He also expressed the concern that the project didn't maintain its position in the 5-year program but was consistently moved back. He also questioned information on the current assessment installment interest rate.

Ald. Pollnow addressed the Committee and the residents to review the budgeting and bonding process for capital improvements. He reviewed the street rating process.

Colleen Westphal, 154 Meadowview Street, addressed the Committee to question if any of the members had looked at the street. Several Committee members answered in the affirmative.

Jane Sugden, 136 Hillcrest Place, noted that the large pothole that was filled with gravel was near her property. She also noted that there was a manhole in the street near her house that was struck by a plow last winter and should get checked. She also stated that the residents in this area pay taxes like everyone else and should have a good street.

**Public Services and Safety Committee Meeting Minutes**  
**October 28, 2014**  
**Page 2**

Committee discussed the need for Council to consider both the visible street defects and the underground utility issues when comparing projects and the changes to the program that would be needed to fit these streets in the 2015 program. Ald. Hamblin noted that he would propose that these streets be added to the 2015 program at the upcoming budget deliberations. The residents were informed of the budget workshop schedule and encouraged to attend.

Betty Wiedenhaft, 137 Hillcrest Place, expressed frustration at being told that the streets would get constructed and then having the project removed from the budget. She stated that there have been numerous complaints about the condition of the streets and wondered how long they would have to wait to get a good street. Committee noted that the street petition was the right approach to take and encouraged the residents to continue to follow the budget process.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Parks and Recreation:**

Request to Purchase a Compact Utility Tractor and Cemetery Utility Cart: Committee reviewed Superintendent Fink's October 20, 2014, memo outlining proposals received for a compact utility tractor and a utility cart, along with vehicle condition reports and maintenance history.

Proposals were requested from three vendors for the compact utility tractor with two submitting. This tractor is used for snow removal and maintenance of ball diamonds and athletic fields. The Parks and Recreation Commission has reviewed these proposals and recommends the Kubota L3560 HSTC from Service Motor Company of Dale for a net proposal of \$28,200. The budgeted amount for this purchase was \$35,000. Superintendent Fink noted that the trade-in price would be accepted for this purchase because it exceeds the expected e-Bay price.

Following discussion, **Motion/Second/Carried Bates/Lang to recommend Council approve the purchase of a Kubota L3560 HSTC compact utility tractor from Service Motor Company of Dale for a net price of \$28,200.**

Proposals for the utility cart were requested from three vendors with three submitting. The unit is used in Oakhill Cemetery. The Parks and Recreation Commission recommends the Toro Workman HDX utility cart from Reinders, Inc. of Sussex for a net proposal of \$21,484. Budgeted amount for this purchase was \$22,000.

Following discussion, **Motion/Second/Carried Lang/Hamblin to recommend Council approve the purchase of a Toro Workman HDX utility cart from Reinders, Inc. of Sussex for a net price of \$21,484.** All voting aye

Superintendent Fink briefly updated the Committee on reports that the emerald ash borer beetle is expanding its impact to other tree species of the same family as the ash tree.

**Police Department:**

Monthly Reports: Chief Wilkinson reviewed the Traffic Accident Statistical Breakdown Reports for August and September. He noted that roundabout crashes overall are at a 4-year low even though crashes have increased at the US 41 southbound off-ramp at Breezewood Lane. He noted that parking ticket citations continue to be high due to an emphasis on overnight parking enforcement.

REPORT

REPORT

**Public Services and Safety Committee Meeting Minutes**  
**October 28, 2014**  
**Page 3**

He also noted that insurance violations now account for the highest number of traffic violations. Many of those violations are waived upon provision of proof of insurance. He discussed changes to the laws related to Operating After Suspension/Operating After Revocation/Operating Without a License violations. He stated that a new emphasis for these violations is to get the cited individuals in compliance and not just punish them. Chief Wilkinson noted that the department did another traffic initiative at the Main Street/Western Avenue school crossing.

Director Kaiser noted a recent roundabout education program that he and Traffic Engineer Merten had conducted and the misunderstanding that many participants had regarding allowable traffic movements within roundabouts. He also noted that the current WisDOT roundabout training emphasis is to teach drivers to be prepared to yield when approaching the roundabout and to choose the correct lane before entering the roundabout.

Chief Wilkinson reviewed the Uniform Crime Report. He noted that September had a 73% property recovery rate primarily due to the recovery of approximately \$19,000 in jewelry and precious metals. Chief Wilkinson discussed the involvement that he and Ald. Lendrum have with Heroin Task Force. He noted that the group is working toward getting a methadone clinic in Oshkosh to support treatment efforts. The nearest clinic is in Appleton, which can prove difficult to reach for clients in Oshkosh. He stated that Addiction Medical Solutions is considering opening a location in Oshkosh.

Committee discussed a recent incident with citizens in the central island of roundabouts and recent national trends in protesting. Committee also related to Chief Wilkinson concerns with speed enforcement on US 41 through the construction zone and on the Little lake Butte des Morts Bridge. Chief Wilkinson indicated that he would inform the local patrol sergeant.

Chief Wilkinson noted that the department will received the Compassionate Employer Award on Nov. 11 from the Community Benefit Tree.

Following discussion, **Motion/Second/Carried Lendrum/Bates to accept the August and September 2014 Traffic Accident Statistical Breakdown Report and the Uniform Crime Report.** All voting aye

**Community Development Department:**

Ordinance 2014-16: Weights and Measures Code Amendments: City Attorney Godlewski reviewed the memo prepared by Weights and Measures Inspector Slocum proposing amendments to Chapter 4, Article II related to Weights and Measures. Ordinance 2014-16 reflects those amendments. Many of the amendments are intended to update references and clarify language. Committee questioned if the double permit fee included in section 4-24(2) could be applied to other licensing situations. City Attorney Godlewski indicated that it could be considered.

ORD. Following discussion, **Motion/Second/Carried Bates/Lendrum to recommend Council approve Ordinance 2014-16 amending the Weights and Measures code.** All voting aye

**Public Works Department:**

Public Works General Construction and Department Activity:

1. (Contract 1-14, Plummer/Gruenwald/Chestnut/Laudan) Work on all streets is complete. Final quantities are being prepared. Street assessments have been sent to affected property owners.

## Public Services and Safety Committee Meeting Minutes

October 28, 2014

Page 4

2. (Contract 2-14, Concrete Pavement Construction)
  - a. Main Street/Green Bay Road - Work is complete.
  - b. Winneconne/Harrison - Concrete paving was scheduled to be complete on October 25. Sidewalk repair and landscaping work remain to be done. The goal is to have the street open to traffic at the end of this week.
  - c. Dixie Rd Relocation - Concrete paving is complete. Asphalt paving is scheduled the week of October 27. Traffic is using the new Dixie Road.
3. (Contract 3-14, Epoxy Pavement Marking) The remaining work is being scheduled. It will likely be completed the week of Nov. 2.
4. (Contract 4-14, Miscellaneous Concrete Sidewalk and Pavement Repair) Sidewalk repair is complete in target area 1. Work continues on miscellaneous sidewalk repairs. Work on the sidewalk on the north side of Breezewood Lane between Tullar Road and Gillingham Road is complete.
5. (Contract 5-14, Hot-Mix Asphalt Pavement Patch) Work has started.
6. Skyview Drive Dewatering Manhole - Following the last Committee discussion, Director Kaiser spoke with City Attorney Godlewski about legal aspects related to charging the homeowner abutting the manhole a portion of the electric cost. I estimate that the annual electric charges will be about \$600. His opinion is that charging the abutting owner does not place any additional liability on the city for operating the dewatering manhole. Director Kaiser subsequently contacted the property owner to make him aware of the Committee discussion and the potential charge. He stated that he did not present it in the manner where the homeowner must accept the charge as a condition of the upgrade. The homeowner was concerned and discussions with him are continuing. Director Kaiser noted that he had indicated to the homeowner that it might help for him to appear before the Committee. Ald. Pollnow addressed the Committee to question if the \$13,000 increase in the cost estimate for this work over the budget estimate requires Council action. Director Kaiser indicated that he would follow up with Director Easker on the question. Director Kaiser also indicated that he would discuss with City Attorney Godlewski the need for documentation on the matter to provide some clarity to city staff and the adjacent homeowner on rights and responsibilities in regard to the dewatering manhole given the unique circumstances. Ald. Pollnow addressed the Committee to concur that a formal agreement is desirable.
7. Directors Haese, Taylor and Kaiser met with the prospective developer of the area north of the Cottages at Woodside Green. Director Taylor is going to provide the developer with the cost to install a booster pump station to provide adequate water pressure for the new development. City Attorney Godlewski determined that all of the abutting property owners would need to approve a conversion of the private streets in The Cottages to public streets. The developer is going to contact the residents to make them aware of the proposal.
8. Graybar Electric has provided two sample LED lighting fixtures that will be installed in the Church Street Parking Ramp.
9. Street light fixtures on Third Street and North Water Street were converted to LED. The lower wattage LED fixtures on North Water Street were moved to the Cecil/Commercial intersection to replace unsatisfactory compact fluorescent fixtures. Ald. Hillstrom requested that information be placed in the budget to indicate savings from energy efficiency measures.
10. Flashing beacon equipment has been installed at the Main/Western crosswalk and the Lakeview School crosswalk on S. Commercial Street.

### **Licenses:**

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Laurie L. Behnke, Kenneth M. Crane, William J. Dachel, Carol J. Healy, Trisha L.

**Public Services and Safety Committee Meeting Minutes**  
**October 28, 2014**  
**Page 5**

Hendricks, Taylor E. Lashua, Scott S. Laurin, Joshua P. Naundorf, Mary V. Samuelsson, Cathleen A. Winter and Lisa M. Zarling.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Laurie L. Behnke, Kenneth M. Crane, William J. Dachel, Carol J. Healy, Trisha L. Hendricks, Taylor E. Lashua, Scott S. Laurin, Joshua P. Naundorf, Mary V. Samuelsson, Cathleen A. Winter and Lisa M. Zarling.** All voting aye

Announcements/Future Agenda Items: The consensus of the Committee was to cancel the November 11 meeting since budget workshops are being held that night. The next regular Public Services and Safety Committee meeting will be on November 25.

**Motion/Second/Carried Bates/Lendrum to adjourn at 9:05 p.m.** All voting aye

Respectfully submitted,

Gerry Kaiser  
Director of Public Works