

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday June 23, 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, Director of Parks & Recreation Kading, Traffic Engineer Merten, Ald. Boyette, Brian Defferding, Scott Francis

Minutes: Motion/Second/Carried Lendrum/Spellman to approve of the minutes of the Meeting of June 9, 2020. All voting aye.

Public Appearances:

Brian Defferding, 686 Oak Street, addressed the Committee to request information about military surplus equipment acquired by the City through the 1033 program. He questioned if the City still owned the equipment, the occasions of use of the equipment, and the maintenance cost. Mayor Kaufert noted that Mr. Defferding was referring to the caiman unit that was acquired by the City several years ago. He stated that there were no plans for additional acquisitions. He stated that initially there were costs for outfitting the unit. Since then there has been normal maintenance. He indicated that he recently asked Chief Olson to provide a summary of use. Mayor Kaufert suggested that Mr. Defferding provide him with an email listing the information that he is requesting.

Motion/Second/Carried Stevenson/Lendrum to adjust the agenda to address item 4, Consideration and Acceptance of Kimberly Clark Corporation donation of 350 Byrd Avenue for the Development of a Dog Park. All voting aye.

Consideration and Acceptance of Kimberly-Clark Corporation donation of 350 Byrd Avenue for the Development of a Dog Park: Director Kading reviewed his memo of June 19, 2020, regarding the acceptance of Kimberly-Clark Corporation donation of 350 Byrd Avenue for the development of a dog park. He noted that the Park & Recreation Commission has recommended that the City accept the donation. Mayor Kaufert provided background on the donation. He expressed appreciation to Kimberly-Clark Corporation for the donation. He noted the interest in the community for a dog park and expressed a need for the community to support the operation of the dog park.

Committee discussed the impact on the community gardens. Mayor Kaufert clarified that the donation includes all of the land west of the police station including the community garden area. He noted that a separate group manages the garden. Director Kading confirmed that the community garden group leases the area from Kimberly-Clark and is responsible for maintenance and operation of the area. Mayor Kaufert stated that he intends to meet with the community garden representatives to gain a better understanding of how it is managed.

Committee discussed other aspects of the donation including the loss of tax revenue, parking availability, site size, site layout, water service, fencing, police station expansion

plans, and City liability for injuries. Director Kading stated that the dog park area will be about 4.8 acres. He stated that 10-15 acres is normally the range for a regional park. He noted that others are exploring another similar-sized dog park site in northern Winnebago County. He stated that recreational immunity would apply to this park. Mayor Kaufert noted that the proposed police station expansion is within the current police station parcel. He also stated a desire to clarify any conditions on the possible future use of this property by the City for non-dog park or garden activities.

After further discussion, **Motion/Second/Carried Stevenson/Spellman to recommend to Council to accept Kimberly-Clark Corporation donation of 350 Byrd Avenue for the development of a dog park and assign authority for the property to the Neenah Park & Recreation Commission.** All voting aye.

E. Forest Avenue Parking: Traffic Engineer Marten reviewed the history of the parking issue. He noted that the most recent development was a meeting in late January between Scott Francis, owner of 303 N. Commercial Street, and representatives of the City, Winnebago County, and Community First Credit Union. He reviewed the tasks coming from that meeting. He noted that he has not received information from Winnebago County regarding employee utilization of the Human Services building site. He reviewed the tasks coming from the October 8 Committee discussion and noted that the City tasks have been completed.

Scott Francis addressed the Committee. He questioned if intersection safety had been evaluated since the pavement marking changes were made. He stated that he wished to have the parking restored on the south side of E. Forest Avenue between Commercial Street and Island Lane with a 2-hour time limit. He stated that Winnebago County had been leasing 10 spaces from Community First Credit Union and that they planned to lease an additional 10 spaces. He was not aware if that had been done. He noted concerns of the County representatives about the amount of time their employees would spend walking to their parking spaces and the belief that use of public parking west of Commercial Street was unworkable. He stated that he had been unable to make contact with the owner of 307 N. Commercial Street to discuss removing a portion of the brick wall that separates the parking lot from the sidewalk.

Chairman Bates noted a concern with street narrowness with the previous parking arrangement. Traffic Engineer Merten stated that he did not have data available to indicate if there has been an improvement in safety at the intersection. He stated that the goal was to make the intersection more clear and understandable given the skew. Committee discussed the truck movements at the intersection. Traffic Engineer Merten stated that the trucks accessing the warehouse east of Commercial Street utilize Commercial Street and not First Street. Committee expressed a concern with making any changes on the south side of the street without having an answer on the partial wall removal at 307 N. Commercial Street. Ald. Stevenson indicated that he would support the addition of two or three spaces west of Island Lane.

Mr. Francis noted the contention of Winnebago County that the City had previously committed to providing any parking necessary for the Human Services building operations. Mayor Kaufert confirmed that this had been inferred in the January meeting. Mr. Francis recounted the loss of free parking in this area. He noted that Winnebago County has added about 15 staff, additional case workers, and other programs since the building was developed.

Following discussion, Committee recommended the following steps:

1. Traffic Engineer Merten will prepare a layout creating two parking spaces on the south side of Forest Avenue and provide it to Committee.
2. Traffic Engineer Merten will follow up with Winnebago County on their parking and permitting status.
3. Traffic Engineer Merten will address signing in the parking easement on the Dialysis Center property.
4. Committee suggested that Mr. Francis contact the owner of 307 N. Commercial Street by letter if phone contact has been unsuccessful.

Special Events Permits:

Cedar Bar & Grill, LLP, Live Music: Committee reviewed the Special Event Permit for the Cedar Bar & Grill, LLP for live music to be held at 1330 S Commercial St on Saturday, July 18, 2020. Chairperson Bates noted that the permit is accompanied by a Temporary Extension of Licenses Premises application. Committee questioned the need for this event to have a special event agreement since it is on private property. Mayor Kaufert noted the possible overflow of parking on to the city property on the west side of Commercial Street. Committee asked that traffic cones be provided to mark the crossing area. Committee discussed the need for the temporary extension of premises given the recent change to the outdoor extension ordinance being administered by the Department of Community Development. Director Kaiser noted that he and Traffic Engineer Merten had discussed the matter with Director Haese who had informed them that the proposed event did not fall within the program that his office is administering.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit for the Cedar Bar & Grill, LLP, sponsored by Gretchen Diegel and Mark Diegel, to be held on July 18, 2020, recognizing that this event is on private property.** All voting aye.

Licenses:

Retail Liquor/Beer License Application (Original): Committee reviewed the, Class "A" Beer license application (original) for Dolgen Corp, LLC, d/b/a The Dollar General, 1126 S Commercial Street, 7/1/20 to 6/30/21. Mayor Kaufert noted that a number of other Dollar General stores sell beer. He noted that the license type is similar to that held by CVS Pharmacy and Walgreen's.

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve the Retail Liquor/Beer License Application (original) for Dolgen Corp, LLC, d/b/a The Dollar General, 1126 S Commercial Street, 7/1/20 to 6/30/21.** All voting aye.

Committee questioned the status of the convenience store beer sales issue. Mayor Kaufert stated that he would contact Director Haese to discuss.

Temporary Extension of Licenses Premises Application: Committee reviewed the temporary extension of licensed premise application for Cedar Bar & Grill, LLP, for Live Music. The event will be held on July 18, 2020.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend that Council approve the Temporary Extension of Licensed Premises application for Cedar Bar & Grill, LLP for event to be held on July 18, 2020.**

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for James Adams, Jade Beyer, Hannah Bratz, Elizabeth Darkow, Christopher Depner, Erin Flanagan, Penny Fluette, Cassandra Fredriksen, Elise Harper, Shaun Krueger, Brian Ottman, Samantha Piette, Carlos Ramirez Martinez, Alex Ransome, Kristin Reinen, Judy Schmidt, Adam Schueller, Vickie Sopata, Douglas Stoffel, Amy Vandenberg, Lori Zettler.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications as presented.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Main installation is complete. Sanitary District 2 has ordered flow monitoring equipment. A change order for Breezewood Lane road repair was approved by the Board of Public Works on June 19. The change order was necessitated by the increased extent of repair needed due to poor pavement structure. Committee discussed cost share arrangements for the change order. Director Kaiser stated that he estimated the city's share of the change order to be about \$27,000.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond, Clybourn, and Abby (east of the railroad). Service replacement work has started. Borings under the railroad are scheduled for the week of June 22.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility work is complete.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd is complete. Curb/gutter installation on Van and Monroe is ongoing.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon) – Full depth repairs on Tullar will be complete the week of June 22. Partial depth repairs will follow. Repairs have also started on Marathon.
- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Specifications are being finalized. Advertisement for bid is scheduled for the week of June 22.
- 8) Contract 7-20 (Fire 32 Roof) – Work is schedule for late August/early September.
- 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. Mayor Kaufert informed the Committee that the date of the hearing on the project is

August 7. Ald. Stevenson noted that City Attorney Godlewski had contacted him about scheduling a Council update.

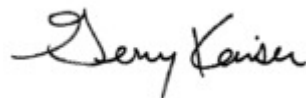
- 11) CTH CB/CTH JJ Roundabout – Staff assisted the county highway commissioner in reviewing consultant proposals. The highway commissioner will be negotiating a work scope and pricing with the selected consultant.
- 12) Grass/Weeds - Staff is reviewing potential changes to the grass/weeds ordinance to address the amount of time between notification and action.
- 13) Doty Island Placards – Traffic Engineer Merten met with Doty Island Development Council representatives to discuss a program that they will present at a future meeting to place placards above street name signs on the Island.

Mayor Kaufert informed the Committee that an announcement would be forthcoming about the Bazaar After Dark event.

Director Kaiser informed the Committee that he would arrange a walk-through of the proposed Jewelers Park Trail project. Ald. Stevenson noted the access limitations in place for the slough clean-up project.

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

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works