



City of Neenah
Public Services and Safety Committee Agenda
Tuesday, September 29, 2026 at 5:15 PM
Neenah City Hall – 211 Walnut Street
Hauser Room

- I. Call to Order
- II. Roll Call
- III. Public Appearances
Speakers must state their name and residential address and are allowed five minutes to speak on any topic.
- IV. Approval of Minutes
 - A. Approval of the Amended Minutes from the August 25, 2026, Public Services and Safety Committee Meeting and approval of the Minutes from the September 8, 2026, Public Services and Safety Committee Meeting
- V. New Business
 - A. Police Department
 - 1. Squad Buyback Replacement
 - B. Community Development
 - 1. Amendment to Parking Lease Agreement with Alta Realty, LLC
 - 2. \$300,000 Outdoor Recreation Legacy Partnership Grant Program (ORLP) Submittal
 - 3. Notification of Wisconsin Economic Development Corporation (WEDC) Site Assessment Grant (SAG) Award for \$150,000
 - C. Special Event Permits
 - 1. Special Events for September 29, 2026
 - D. Public Works
 - 1. E. Forest Avenue
- VI. Public Works General Construction and Department Activity Report
 - A. Public Works General Construction Report and Department Activity Report for September 9, 2026, to September 25, 2026
- VII. Announcements and Future Agenda Items
- VIII. Adjournment

Notice: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of

disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

****AMENDED****
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, August 25, 2026

Call to Order

Chairman Weber called to order the meeting of the Public Services and Safety Committee meeting at 5:00 PM.

Roll Call

Public Works Office Manager took roll. Alderman Defferding, Pollnow, Steiner, and Weber present. Alderman Linski excused.

Also Present: Mayor Borchardt, City Attorney Rashid, Clerk Nagel, Police Chief Olson, Assistant Police Chief Bernice, Interim Public Works Director Rohloff, Finance Director Rasmussen, Community Development Director Nieforth, Alderman Neumann, Alderman Bruno, Frank Cuthbert, Becky Heidke Kwiatkowski, Scott Becher, Tanner Mann, Douglas Krueger, MaryBeth Matzek, and Andrew Leonard

Public Appearances

Chairperson Weber opened Public Appearances at **5:06**

Chief Olson announced that the Police Department will be ending their contract with Flock Camera effectively immediately.

Andrew Leonard, 1747 Legacy Lane, Neenah-Mr. Leonard discussed on-going issues with storm drains and dirt on the road in the Freedom Meadows subdivision.

Scott Becher, 1061 Green Acres Lane, Neenah-Mr. Becher commended the mayor for better public hearing notices.

Tanner Mann, 833 W. Harris Street, Appleton-Mr. Tanner expressed frustration over the delay in addressing the Flock contract and lack of response from city council members. He stated that Flock lied to the city and police department and cautions against the city entering into similar contracts with Axon.

Alderman Bruno, 1002 E. Forest Avenue, Neenah-Alderman Bruno thanked staff for helping provide information to her constituents after the storm while she was on vacation.

Nathaniel Miller, 981 Grove Street, Neenah-Mr. Miller discussed the cancellation of the Flock contract and the need for the community to be the customer and not the city or police department when entering into these types of contracts.

Doug Krueger, 113 Van Street, Neenah-Mr. Krueger suggested a local security system for neighborhood surveillance, highlighting its benefits and potential implementation.

Alderman Steiner explained the importance of evaluating facts and considering different points of view in decision making. He reassured the residents that were in attendance regarding the Flock cameras, that council members took the Flock issue seriously and emphasized the need for balanced decision making.

Chairperson Weber closed Public Appearances at 5:15 PM.

New Business

Approval of Minutes

Approval of the Regular Meeting Minutes of the August 11, 2026, meeting and the Special Meeting Minutes of the August 19, 2026, meeting

Motion by Pollnow, seconded by Defferding to approve the minutes of the Regular Meeting of August 11, 2026, and Special Meeting of August 19, 2026.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

New Business

Process for Future Agenda Items from Committee Members

Motion by Weber, seconded by Steiner, to approve the trial of a new process for future agenda items placement on the Public Services and Safety Committee.

Alderman Pollnow stated that he objects to the proposed new process, saying it gives too much authority to the committee Chair and conflicts with the existing rulebook. He stated that adopting separate rules for each committee is a slippery slope and believes the matter should be handled by the Rules Committee instead. He stated that he will not support the proposal.

Alderman Defferding stated that he and Chairperson Weber have discussed this and he has been very open about his disagreement. He stated that he reviewed the city's rulebook, and under the section on petitions, it clearly states that any member of the Common Council may request an item of business be placed on an agenda for the appropriate standing committee or for the Common Council. Alderman Defferding stated that the request is to be delivered to the City Clerk, who then coordinates with the

Committee Chair, the Mayor, and the affected staff members to place the item on the agenda. The agenda preparer is then responsible for placing it properly, consistent with Chapter 19 of the Wisconsin Statutes, as determined by the City Attorney. Alderman Defferding stated that the language in the rulebook is very clear that any council member has the ability to do put an item on a committee agenda.

Alderman Defferding stated that, he can't help but feel that the proposed process shifts priority away from elected officials and onto staff in situations where staff may have a conflict of interest. He stated that our role is to put items on the agenda, debate them, and determine whether they benefit our residents, whether by improving efficiency, achieving cost savings, or simply addressing concerns brought forward by the public. He stated that he will not be voting for this.

Alderman Steiner stated that he is open to listening to Chairperson Weber's perspective. He stated that he is interested in knowing what the big conflicts are between the section of the petitions.

Chairperson Weber stated that the intent was to have a trial period of the proposed process to make sure that the committee was all in on future agenda items and let the committee have a chance to weigh in those future agenda items. He stated that otherwise we would get stuck in the bureaucracy of every alderman putting everything they want on every agenda and it becomes excessive work for staff. Chairperson Weber stated that there is no clear process for getting things on the committee's agendas and feels that the rulebook was not being interpreted correctly. Chairperson Weber stated that he is happy to take this item to the rules committee if that's the way that this committee decides. He stated that he thought it would be more effective and more efficient putting it through a trial period to work out the issue before taking it the Rules Committee and Council.

Alderman Steiner stated that Alderman Weber's intent has always been to problem-solve and operate with the highest integrity. He stated that Alderman Weber's goal with this proposal was to make the process clearer and more consistent. Alderman Steiner stated that we need to focus on the substance of the issue itself and keep our comments directed at the topic, not at the motives of individuals. He stated that we can disagree on the details, but the committee should acknowledge that this proposal was brought forward in good faith.

The Committee discussed the intent of the proposed process, providing correct information to the public, and transparency.

City Attorney Rachid stated that for historical reasons, the City of Neenah has not established formal rules governing its committees. As a result, questions about the source of procedural authority have now become a point of discussion. Under Wisconsin law, when neither ordinance nor previously established rules exist, a committee has the authority to adopt its own internal rules. He stated that That is the understanding I have relied upon in reviewing this matter. What is being considered

here is simply an attempt by this committee—without implicating the other standing committees, commissions, or boards—to create and adopt its own procedural rules.

City Attorney Rashid cited Section 2-86 of the City's ordinances states that the Committee on Rules may convene as provided in subsections (A) and (B), and that one of its duties is to establish rules for the Common Council as well as for committees, commissions, and boards. Historically, however, previous Common Councils have not exercised that authority to set rules for committees. In this absence—or “vacuum”—it is appropriate for a committee to adopt its own rules if it wishes to do so.

City Attorney Rashid stated that the proposal before this committee is entirely appropriate. If the committee chooses to proceed, any adopted rules would then be forwarded to the Common Council for further consideration and a vote. Alternatively, the council could convene the Committee on Rules to undertake this task instead.

Mayor Borchardt stated that having sat in both roles first as a committee member last year, and now as mayor, this proposal was simply to streamline the process and to reduce how much authority ends up resting solely with the Chair. He stated that previously, agendas were inconsistent, items were added or withheld unpredictably, and answers to certain requests weren't always provided. He stated that that is what prompted us to take a closer look at how this could be improved.

Mayor Borchardt stated he wants to be very clear that the intent is not to prevent anyone from having a voice. The challenge is that every committee seems to operate differently and those inconsistencies make it confusing for staff who they should respond to, when they should respond, and under what structure. Mayor Borchardt stated that the thought was if we use the Council Directive model it would be a good starting point. It's a method everyone understands, it's predictable, and it keeps staff from having to navigate multiple versions of committee procedures.

Mayor Borchardt emphasized that during tenure, no one is going to be denied information, you will receive what you need, and you will receive it as quickly as staff can produce it. However, Mayor Borchardt also recognizes the workload these requests place on staff, and he wants a system that is organized, consistent, and efficient. He stated that the goal is to ensure everyone is heard while also giving staff a clear, consistent process to follow.

Call for vote by Chairman Weber

Motion vote 2/2 (Alderman Defferding/Alderman Pollnow).

Motion Fails

Special Event Permits

The Committee had no questions.

Liquor Licenses

Recommend approval of the Temporary Extension of the "Class B" Fermented Malt Beverage License to Lion's Tail Brewing Company for Oktoberfest

Report

Motion by Steiner, seconded by Pollnow to recommend the Common Council approve the Temporary Extension of the "Class B" Fermented Malt Beverage License to Lion's Tail Brewing Company, 116 S. Commercial Street, Neenah, for Oktoberfest, to be held on Friday, September 18, 2026, and Saturday, September 19, 2026, from 12:00 PM to 11:00 PM.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

Recommend approval of the Temporary Extension of the "Class B" Fermented Malt Beverage License Grainworks Old + New

Report

Motion by Steiner, seconded by Pollnow to recommend the Common Council approve the Temporary Extension of the "Class B" Fermented Malt Beverage License Grainworks Old + New, W Doty Avenue, Neenah, for Annual Bourbon Drawing, to be held on Saturday, September 19, 2026, from 10 AM to 4 :00 PM.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

Public Works General Construction and Department Activity Report

- 1) Contract 12-25 (Courtside Fields Pond): Final Payment is being completed.
- 2) Contract 1-26 (Elm, Reed, Laudan Utilities/Street): All utility work is complete. Contractor has started to grade and gravel road. Concrete work is set to start week of 8/24.

Alderman Defferding shared concerns with Public Works Interim Director Rohloff about residents getting flat tires while driving down Reed Street and Elm Street, and

also the litter that is on the street from the contractor. Interim Director Rohloff stated will follow up with the engineers about his concerns.

Alderman Defferding asked if these roads are being narrowed. Public Works Interim Director Rohloff stated that he could not answer that question but would find out and get back to him.

3) Contract 2-26 (Henry, Sterling, Winneconne):

- a) Sterling/Greenfield: Concrete repair is complete. Paving is scheduled the week of 9/7.
- b) Henry: South of Winneconne: Utility work is complete. Project is in the resting period. Grading and graveling of road is tentatively scheduled for the week of 9/14.

4) Contract 4-26 (Misc. Concrete Pavement/Sidewalk Repair): A schedule has not been set.

5) Contract 5-26 (Misc. Asphalt Pavement Repair): About 30% of the work has been completed.

6) Pavement Marking: All work is completed except for the part of Winneconne Ave associated with the Henry Street project.

7) Fahrner Asphalt completed chip sealing on S. John Street, N. John Street, Edward Street, Helen Street, and Jean Street.

8) City Hall Master Plan: Consultant is in the process of sending departments plans of their areas to review. The consultant will then set up meetings with each department to get feedback.

9) Freedom Acres/Homes at Freedom Meadows: Nothing new to report.

Interim Public Works Director Rohloff discussed concerns raised by Mr. Leonard and confirmed that dust control at the site remains an ongoing issue. He stated that short-term efforts will focus on monitoring conditions and requiring dust-mitigation measures as needed. Long-term improvements are included in the City's 2028 Capital Improvement Plan.

Alderman Pollnow asked whether a City ordinance exists that prohibits dumping dirt onto the roadway and expressed interest in referencing such an ordinance if available. City Attorney Rashid stated that he will look in the Municipal Code.

Alderman Pollnow asked if there has been any progress on determining responsibility for enforcing these permit and site-plan requirements? Interim Director Rohloff stated that he and Director Nieforth discussed having a multi- department meeting to discuss the erosion control enforcement process.

10) Church St Ramp: Wells Sealants and Restoration will be scheduling work to make some ramp repairs this year. Work will focus on haunches and vector plates starting at the 8th level.

11) The Kittiver Lift station pump rails and discharged pipes failed. The cost of repairs is estimated to be between \$12,000 to \$15,000.

Alderman Pollnow asked for an update on the Benzene study that was required by the DNR for the S. Commercial Street project. Interim Director Rohloff stated he was not familiar with this issue and will follow up with staff and report back.

Alderman Pollnow asked about the sidewalk on Baldwin Street. City Attorney Rashid stated that this relates to the property owned by Century 21, Don Christensen. He stated that before Gerry left, he sent me a note saying he had reviewed the easement and that everything looked fine. He stated that staff engineer Eckhart contacted him today and it is my understanding that he will be handling this moving forward. He stated that we should be close to finalizing this matter.

Alderman Defferding asked what the status is of the storm cleanup.

Mayor Borchardt stated that a press release will go out Thursday, August 27th informing residents of the City's plan. He stated that the final pass through the impacted storm area will begin at 6:00 AM Monday, August 31st and continue through Friday, September 4th for structural and building material debris along with brush and yard waste.

Announcements and Future Agenda Items

Pavement markings on the 1st Street and N. Commercial Street and S. Commercial Street and Oak Street (Defferding).

Adjournment

Motion by Pollnow, Seconded by Defferding to adjourn at 5:55 PM.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, September 8, 2026

Call to Order

Chairman Weber called to order the meeting of the Public Services and Safety Committee meeting at 5:00 PM.

Roll Call

Public Works Office Manager took roll. Alderman Defferding, Pollnow, Steiner, and Weber present. Alderman Linski excused.

Also Present: Mayor Borchardt, City Attorney Rashid, Clerk Nagel, Police Chief Olson, Parks & Recreation Director Kading, Alderman Neumann, Alderman Bruno, Frank Cuthbert, Becky Heidke Kwiatkowski, Scott Becher, Tanner Mann, Josh Tidwell, Kate Hancock-Cooke, Marilyn Fahrenkrug, Brintney Biedscheid, Russell Ziebell, Meg Johnson, Nathaniel Miller, Patrick Woodbridge, Jordon Loeck, Cari Tetzlaff, Josh Hilgendorf, and MaryBeth Matzek

Public Appearances

Chairperson Weber opened Public Appearances at 5:02

Tanner Mann, 833 W. Harris Street, Appleton-Mr. Tanner urged the council to end the Flock Safety contract. He stated that there were five alleged false claims that Flock made regarding their end-to-end encryption, pattern-of-life tracking, people-tracking features, heat-mapping, and data collection practices. He stated that ALPR technology is too extreme for community use and that local governments lack the cybersecurity expertise to evaluate or oversee such systems. Mr. Tanner noted that currently there is bipartisan federal concern about ALPRs and believes seeking a new vendor would be inappropriate. Mr. Tanner asked the council to discontinue Flock and avoid ALPR technology entirely, except possibly for limited use for parking enforcement.

Patrick Woodbridge, 1112 Breezewood Ln, Neenah-Mr. Woodbridge stated he is attending as an interested listener and supports cancelling the city's agreement with Flock. He stated that Flock has a reputation for not removing their cameras when asked and sometimes reactivating them without the municipality's knowledge. He urges that if the city officially cancels the contract, there should be a concrete plan for removing the cameras—possibly taking them down and storing them, as Oshkosh reportedly did.

Nathaniel Miller, 981 Grove Street, Neenah-Mr. Miller explained that he had concerns about Flock's behavior operating within contract language but outside of verbal assurances to the city. He clarified he was never frustrated by the council taking time to learn, but by how community members were treated compared with Flock's salespeople. He stated that residents' concerns were dismissed, while corporate

representatives were treated as neutral experts. Mr. Miller hopes the experience encourages future respect for constituents and greater skepticism toward sales-driven presentations.

Josh Hilgendorf, 527 Grove Street, Neenah-Mr. Hilgendorf stated that he supports ending the city's contract with Flock but warns against immediately choosing another ALPR vendor. He argued that many problems stem from how ALPR systems and contracts are structured, not just from Flock itself, and noted that other companies like Axon have their own concerns. Mr. Hilgendorf recommend pausing, creating clear local rules and protections first, and then deciding whether the city should use ALPR technology at all.

Marilyn Fahrenkrug, 1543 E. Paynes Point Rd, Town of Vinland-Ms. Fahrenkrug stated that she avoids Neenah because Flock cameras create unwanted surveillance, and she asked that tax dollars not fund such technology. She noted that many communities are rejecting Flock and replacing it with Axon, whose integrated policing platform links multiple surveillance tools, retains data longer, and connects to federal systems. Ms. Fahrenkrug argued Axon is not as ethical as claimed and urges the committee to reject any spending on citizen surveillance.

Jordon Loeck, 649 Grove Street, Neenah-Mr. Loeck supports ending the Flock contract and appreciates the work the chief and others have put into reviewing the issue. He cautioned that if the city considers another vendor, it must proceed carefully, noting that companies like Axon are already advertising aggressive surveillance tools. Mr. Loeck warned that choosing a new vendor without caution would be "playing with fire."

Meg Johnson, Oshkosh-Ms. Johnson stated that she oppose any contracts with Flock, Axon, or other ALPR or advanced surveillance vendors, saying these companies have acted in bad faith and damaged community trust. She urged the council not to pursue another surveillance contract and to listen to constituents' concerns.

Chairman Weber closed Public Appearances at 5:17 PM

New Business

Approval of Minutes

Approval of the Regular Meeting Minutes of the August 25, 2026

Chairperson Weber stated that changes were made on Tuesday and the amended minutes were posted.

Aldersperson Pollnow stated that he would like time to review the amended minutes before approving.

Motion by Pollnow, seconded by Defferding to defer approval of the minutes of the August 25, 2026 meeting until the meeting of the Public Services and Safety Committee meeting on September 29, 2026.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

New Business

Flock Safety

Chief Olson stated that Flock has been a major issue for months and says his role is to balance community safety with residents' concerns. He noted that while some people want Flock removed, others have urged him to keep it because it has helped solve crimes. Chief Olson stated that the tipping point for him was the incident two weeks ago in Sheboygan. He stated that the police department has already deactivated all Flock cameras and is waiting for the official council process to conclude to bag the cameras and have the cameras removed.

Chief Olson stated the police department will not move forward with an advisory committee or any ALPR technology until state legislators clarify what is allowed. He stated the recommendation for now, is to end funding for Flock entirely.

Motion by Pollnow, seconded by Defferding to recommend the Common Council approve the resolution amending the 2026 Capital Improvement Plan for the City of Neenah to remove funding for its contract with Flock Group, Inc.

Alderman Pollnow asked for clarification on the termination process for the Flock contract. He asked if the city must send Flock an official cancellation letter to initiate the process.

City Attorney Rashid stated that he has drafted a letter and it will be sent to Flock Group Inc. once the resolution has passed the Common Council. He stated that will start the 30-day notice of intent to terminate the contract for non-funding. Attorney Rashid stated that once the resolution is ratified, the city has the right to then bag the cameras.

Chairperson Weber addressed concerns that some residents felt disrespected during discussions about Flock. He stated that he did not recall anyone being treated disrespectfully and apologized if anyone felt that way. Chairperson Weber noted this committee, the council, and the police chief have spent many hours on this issue and have treated everyone respectfully.

Report

Alderman Steiner stated that all the alderpersons took the issue seriously and that the police chief carefully evaluated the situation. He appreciated residents' passion and noted it took time for officials to learn the details. He emphasized that everyone involved cares about the community and believes the city is now making the right decision.

Alderman Defferding cited a Supreme Court ruling suggesting broad electronic surveillance violates the Fourth Amendment and warns that modern ALPR systems go far beyond plate reading and can expand through software updates. He argued that any surveillance infrastructure could lead to warrantless monitoring and urge the city to rebuild trust and avoid such technologies.

Alderman Pollnow thanked the public and those that showed up at each meeting.

Call for vote by Chairman Weber

Motion vote 4/0

Motion Carried

Park Donation Acceptance

Director Kading stated that Bergstrom Corporation is donating \$30,000 to the City for the replanting of trees in Riverside Park. He stated that staff recommends the funds be placed in the Tree Trust Fund to be used for the purchase of trees.

Director Kading stated that the trees will be planted this year.

Motion by Pollnow, seconded by Defferding to recommend the Common Council approve the acceptance of the donation of \$30,000.00 to the Tree Trust, from Bergstrom Corporation, for the specific purpose of replanting trees in Riverside Park with funds being placed in the Tree Trust.

Call for vote by Chairman Weber

Motion vote 4/0

Motion Carried

Liquor Licenses

Recommend approval of the Temporary Extension of the "Class B" Beverage License to Cedar Neenah LLC for Annual Cornhole Tournament

Clerk Nagel stated that Cedar Bar and Grill will be fencing in the area.

Report

Report

Motion by Pollnow, seconded by Defferding to recommend the Common Council approve the Temporary Extension of the “Class B” Beverage License to Cedar Neenah, LLC, 1330 S. Commercial Street, Neenah, for the Annual Cornhole Tournament, to be held on September 26th and 27th, from 11:00 AM to 5:00 PM

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

Recommend Approval of the Joint Powers Agreement, Winnebago County 911 Emergency System

Report

Motion by Pollnow, seconded by Defferding to recommend the Common Council approve the Joint Powers Agreement, Winnebago County 911 Emergency System.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

Public Works General Construction and Department Activity Report

1) Contract 1-26 (Elm, Reed, Laudan Utilities/Street):

- a) Elm Street: The Contractor is scheduled to continue concrete curb, sidewalk, and driveway construction week 9/7/2026. The Contractor is scheduled to finish concrete curb, sidewalk, and driveway construction week of 9/14/2026.

Alderman Defferding asked for clarification the Block Grant process. He stated that residents have not received any information about their applications. Mayor Borchardt stated that he and Director Nieforth will be having a conversation about this and the process for the grants.

- b) Reed Street: The Contractor is scheduled to begin concrete curb, sidewalk, and driveway construction week of 9/7/2026 and continue the week of 9/14/2026.

Alderman Defferding stated that he would like information regarding 628 Reed Street and the placement of the installed sump pump pit as it is related to the storm sewer lateral that was installed on at this location.

Office Manager Mroczkowski stated that she will follow up with staff and have someone get back to him.

- c) Laudan Boulevard: The Contractor is scheduled to begin concrete curb, sidewalk, and driveway construction week of 9/7/2026 and continue the week of 9/14/2026.
- 2) Contract 2-26 (Henry, Sterling, Winneconne):
- a) Sterling/Greenfield: The contractor is scheduled to fine grade and pave the roadway with hot mix asphalt week of 9/7/2026. Restoration of terraces and lateral areas with topsoil, fertilizer, seed and hydro mulch is set for the week of 9/14/2026.
 - b) Henry: South of Winneconne: The contractor is scheduled to remove the existing concrete and install a new gravel road base week of 9/7/2026.
 - c) Winneconne Ave: The Contractor is scheduled to remove the existing concrete and install new gravel road base week of 9/7/2026. The Contractor is scheduled to finish installing the new gravel road base week of the 9/14/2026.
- 3) Contract 4-26 (Misc. Concrete Pavement/Sidewalk Repair): A schedule has not been set.
- 4) Contract 5-26 (Misc. Asphalt Pavement Repair): About 30% of the work has been completed.
- 5) Pavement Marking: All work is completed except for the part of Winneconne Ave associated with the Henry Street project.
- 6) City Hall Master Plan: The consultant received feedback from departments. Staff will meet with consultant to discuss feedback on 9/22/2026.
- 7) Freedom Acres/Homes at Freedom Meadows: Staff is working on inviting residents from Freedom Acres and area landscaping contractors to an information meeting.
- Alderman Pollnow asked for more information about this meeting. Mayor Borchardt stated that he is looking at the first week of October. He stated that he will talk to staff about this on Wednesday.
- 8) Church St Ramp: Contractor is hoping to start work this year. Contractor is having scheduling issues.
- 9) Tornado Debris Removal: The crews from LGS-DTEK have effectively finished their clean up phase. They have a standby truck available, but their work has now transitioned to chipping of debris. City crews will continue to clean up debris on an as needed basis. LGS is in the process of getting DNR permits to authorize chip disposal. This approach is more cost effective than landfilling the chips. Due to the timing of this work, the work will not be completed within the 45-day window for emergency work. Staff will be issuing a Request for Proposals (RFP) for continued debris removal and monitoring services to keep us eligible for Federal reimbursement if a Federal Emergency is declared.
- 10) Commercial Street Soil Remediation: As reported last week, TRC received the go ahead from the DNR to install monitoring wells in the terrace along Commercial Street to monitor the contaminants in the street that were detected last year. City

crews assisted with traffic control. Staff will keep the committee informed as the monitoring results are available.

Announcements and Future Agenda Items

None

Adjournment

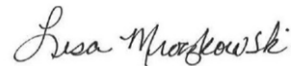
Motion by Pollnow, Seconded by Defferding to adjourn at 5:47 PM.

Call for vote by Chairman Weber

Motion vote 4/0.

Motion Carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager



Memorandum

Date: September 29, 2026

To: Mayor Borchardt, Chairperson Weber, and Members of the Public Services and Safety Committee

From: Captain Thomas Van Sambeek

RE: Squad Buyback Replacement

The Neenah Police Department is requesting authorization to replace one existing patrol squad car through the Ford Buyback Program.

Squad 8, a 2025 Hybrid Police Interceptor, has been out of service for more than 90 days within the past year. Fleet Manager Greg Howat has been working with Bergstrom and Ford regarding these issues, and Ford has agreed to replace the vehicle under Wisconsin State Buyback Guidelines. A replacement vehicle—a 2026 Ford Police Interceptor (gas model)—has been located. Due to reliability concerns with some of our hybrid models, we prefer the gas model. The department will not incur any cost associated with vehicle replacement. Ford has a separate process in place to cover our upfitting costs once the replacement is signed for.

Squad 8, purchased in 2024, currently has approximately 19,300 miles. It will be replaced with a new 2026 gas model Police Interceptor. Fleet Manager Howat has reviewed the specifications, and they match our current needs. The MSRP of the two vehicles differs by only about \$25.

If the City were required to cover the upfitting costs, it would total approximately \$10,000. These costs would cover removal and reapplication of graphics, transfer of existing squad equipment, installation of new equipment such as ballistic panels, and replacement of certain console components. Director of Finance Rasmussen has confirmed that funds are available if needed, though this would be used only as a last resort.

Recommendation:

Authorize the Neenah Police Department to participate in the buyback process for Squad 8, allowing Ford to replace it with a 2026 gas model Police Interceptor, and authorize up to \$10,000.00 for upfitting costs if required through the Capital Equipment Fund Reserve.

Attachments:



Memorandum

Date: September 29, 2026

To: Mayor Borchardt, Chairperson Weber, and Members of the Public Services and Safety Committee

From: Kelly Nieforth, Director of Community Development and Assessment

RE: Amendment to Parking Lease Agreement with Alta Realty, LLC

Alta Realty, LLC (Alta) requested an amendment to change the lease rates within their existing Parking Lease Agreement with the City of Neenah and Community Development Authority (CDA) of the City of Neenah. The intent of the request is for Alta's rates to remain consistent with the rates that other businesses with multiple ramp permits are currently paying in the city-owned parking ramp. Per the existing Parking Lease Agreement, Alta is required to pay \$30/month/stall for 531 permits, but Plexus pays \$15/month/stall. Plexus has the second largest amount of ramp permits behind Alta with over 300 permits. The total number of stalls in the ramp is over 900.

Alta has leased spaces in the ramp since the ramp was constructed in 2005 as part of Alta's office building construction. Alta continues to operate their business at their office building at 120 N. Commercial Street.

City staff held a closed session with Council to gather feedback on Alta's request. A new lease rate with increasing rates on an annual basis was agreed upon. Staff are in favor of the amended lease rates to support Alta's business in downtown Neenah. Parking availability for employees is critical for businesses located downtown as our region is an auto-dependent area. Businesses with daytime employees downtown have a positive ripple effect on the city's downtown by patronizing the other downtown businesses and businesses along their drive in Neenah.

A breakdown of the proposed amendments is below:

- Present to June 30, 2027 = \$15/stall/month
- July 1, 2027 to June 30, 2028 = \$20/stall/month
- July 1, 2028 to June 30, 2029 = \$25/stall/month
- July 1, 2029 to June 30, 2030 = \$30/stall/month
- July 1, 2030 and beyond = City's current ramp rate \$/stall/month
- Discounted rates expire July 1, 2030

- Should fellow ramp permitholder Plexus elect not to renew their ramp permits, Alta has the right to first refusal to apply for those permits.

Recommendations

Appropriate action is to recommend Council approve an amendment to the Parking Lot Lease Agreement with Alta Realty, LLC.

Attachments:

1. Alta_City of Neenah Parking Lease Amendment

AMENDMENT TO PARKING LEASE AGREEMENT

This Amendment to Parking Lease Agreement entered into this ____ day of August, 2026 by and among the CITY OF NEENAH, Wisconsin, a municipal Wisconsin corporation ("Lessor"), the COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH, a public body corporate created under §66.1335, Wis. Stats. ("CDA"), and ALTA REALTY, LLC, a Wisconsin limited liability company ("Lessee").

WITNESSETH

WHEREAS, the parties entered into a Parking Lease Agreement dated November 22, 2005 (the "Parking Lease") for 500 parking stalls in the Lessor's Church Street Parking Ramp situated on the real estate described on Exhibit A (the "Parking Structure"); and,

WHEREAS, the parties entered into an Amendment to Parking Lease Agreement dated March 10, 2009 (the "Amendment") to afford Lessor additional rental spaces and to facilitate certain consents of other parties; and,

WHEREAS, the parties wish to renegotiate the number of parking stalls assigned and rented and the rates for same, as more particularly described on Exhibit A ("Parking Rates from 2026 – 2030"); and,

WHEREAS, under Section Five of the Parking Lease the Lessee must give written consent to any additional exclusive or reserved parking in the Parking Structure;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree to the following terms and conditions.

1. LEASED PREMISES. Section One and Seventeen of the Parking Lease, as amended, is further amended to provide that the total number of stalls provided to Lessee in the Parking Structure shall be Five Hundred Thirty-One (531) of which Five Hundred Seven (507) will be located on the north half of Floor 4 through Floor 8 of the Parking Structure (referred to herein as "Upper Stalls") and Twenty-four (24) will be located on Floor 1 adjacent to the Parking Structure elevator (referred to herein as "Lower Stalls"). It is intended that the Lower Stalls are for visitor parking for Alta Resources, Inc. The 531 Stalls shall be subject to the rental rates as outlined in Exhibit A hereof.

2. ADDITIONAL PERMITS. The parties acknowledge under Lessee's and Alta Resources, Inc.'s operation of the adjoining office tower that multiple permits are issued for access to the Upper Stalls. Provided that the permits issued for the Upper Stalls will only be effective for parking in the Upper Stalls, Lessee shall not be charged additional fees under the Parking Lease for additional permits (within the "Upper Stalls" area) for its or Alta Resources, Inc.'s employees to park in the Upper Stalls. The parties acknowledge and agree that if Lessee's permit holders park in areas other than the

Upper Stalls, those permit holders shall be subject to parking penalties issued by the City of Neenah.

3. TERM. Section Two of the Parking Lease is amended to provide that the Lessee's right to the Leased Premises is perpetual but that Lessee's right to the gradually increasing discounted rent outlined under Section Three shall to expire on and after July 1, 2030.

4. SNOW REMOVAL. The parties reaffirm that Sections Three and Seven, as amended, continue to eliminate Lessee's obligation to procure snow removal services for the Parking Structure, reaffirming the ongoing and current practice. The Lessor shall procure snow removal services and pay the cost of those services directly. Lessee shall not be required to procure or pay for said services and shall not receive credit for payment of those services that the Lessor pays directly.

5. CONSENT TO PLEXUS LEASE. The Amendment of Section Five of the Parking Lease is hereby affirmed, to continue to permit the Plexus Lease.

6. RIGHT OF FIRST REFUSAL FOR ADDITIONAL STALLS. The CDA grants to Lessee a right of first refusal to reserve and lease additional stalls, the specific number of which shall be negotiated by the parties, upon CDA's being notified by Plexus Corporation that it no longer needs to lease such spaces pursuant to its Plexus Lease. The parties, accordingly, agree to notify the other when Lessee's parking need increases, and CDA is notified by Plexus that its need for parking has diminished, respectively.

6. COUNTERPARTS. This document may be signed in counter parts which taken together shall be considered a fully executed document.

7. MISCELLANEOUS. The parties acknowledge and agree that the terms of this further Amendment shall apply to Lessee, its successors, and/or assigns.

IN WITNESS WHEREOF, the parties hereto accept the terms of this Agreement as of the ____ day of July 2026.

[Signature Pages to Follow]

CITY OF NEENAH

ALTA REALTY, LLC

By: _____
Brian Borchardt, Mayor

By:  _____
James F. Bere, Jr., Sole Member

Attest: _____
Char Nagel, City Clerk

COMMUNITY DEVELOPMENT
AUTHORITY OF THE CITY OF
NEENAH

By: _____
Tom Martin, Chairman

Attest: _____
Kelly Nieforth, Executive Director

EXHIBIT A

Parking Rates from 2026 – 2030

July 1, 2026 – June 30, 2027 = \$15/stall/month

July 1, 2027 – June 30, 2028 = \$20/stall/month

July 1, 2028 – June 30, 2029 = \$25/stall/month

July 1, 2029 – June 30, 2030 = \$30/stall/month

July 1, 2030 and beyond = City's current ramp rate \$/stall/month

EXHIBIT B

Lot Two (2), Certified Survey Map No. 5681 filed in the Office of the Register of Deeds for Winnebago County, Wisconsin on February 23, 2005, in Volume 1 on Page 5681, as Document No. 1345640, being all of Lots 1, 2, 3, 4 and 5, Block Two (2) and part of vacated Canal Street, and part of the Canal as shown on Palmer's Map and part of lands described in Volume 779, Page 553, all in the 10th Ward, City of Neenah, Winnebago County, Wisconsin.

EXHIBIT C

Plexus Development

Lot Two (2), Certified Survey Map No. 6333 filed in the Office of the Register of Deeds for Winnebago County, Wisconsin on December 17, 2008, in Volume 1 on Page 6333, as Document No. 1489831, being part of Lots 1 - 16, Block 1, Plat of North Neenah, Part of Lots 5-9, Block 2 of Palmer's Map of Neenah of 1874, part of Lot 1 and all of Lots 2-15, Block B, All of Block C and part of vacated Main Street, Canal Street, and Alley, in Warner's addition to Neenah, being part of the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 21 and part of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 22, T20N, R17E, City of Neenah, Winnebago County, Wisconsin.

EXHIBIT D

Diagram of Leased Premises Location in Parking Structure



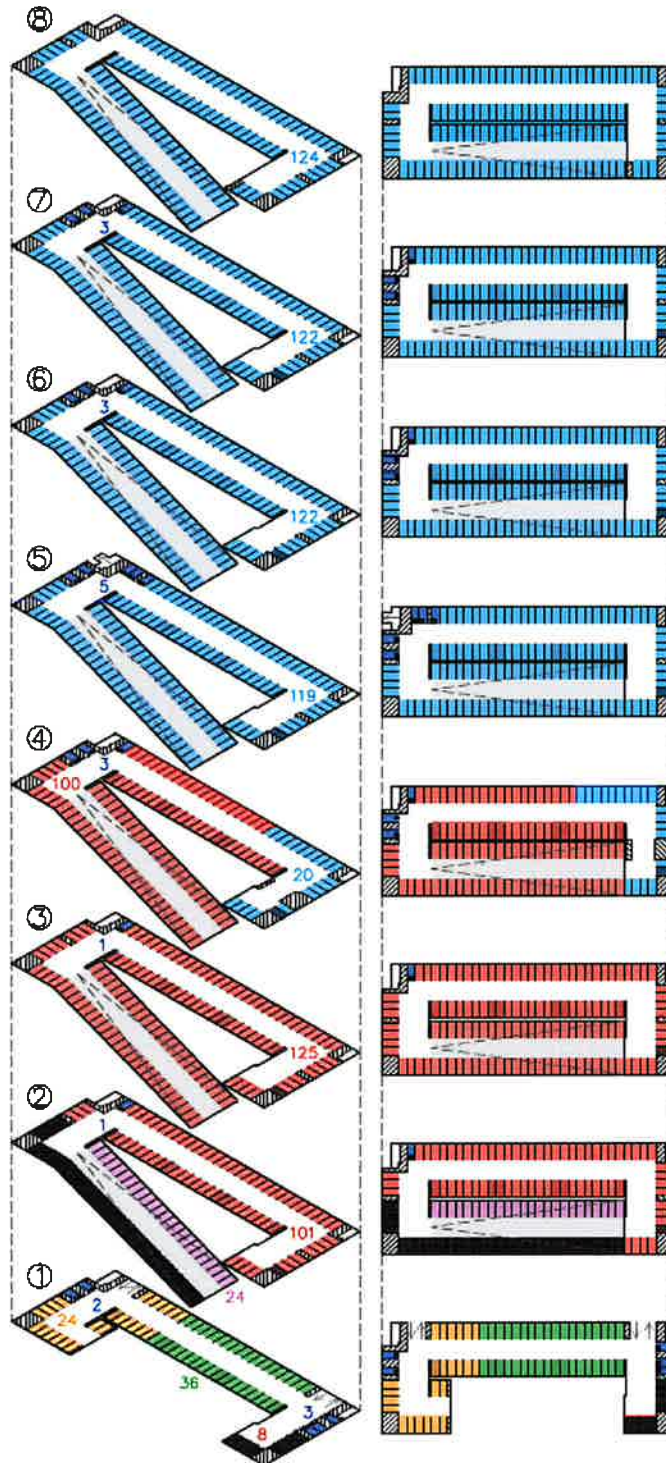
**Green
Parking Ramp**

**135 N. Church Street
Neenah, WI 54956**

**Parking Ramp
Layout**

Permit Zone	Quantity
■ Zone A	24
■ Compact Car	1
■ Zone B	36
■ Compact Car	5
■ Zone C	234
■ Compact Car	18
■ Nov-April	4
■ Plexus Only	12
■ Zone D	24
■ Zone E	507
■ Compact Car	18
■ Nov-April	4
■ Handicap	21
■ Total	946
■ Standard Spaces	925
■ Compact Car	42
■ Nov-April	8

Revision Date: 06/17/2026





Memorandum

Date: September 29, 2026

To: Mayor Borchardt, Chairperson Weber, and Members of the Public Services and Safety Committee

From: Kelly Nieforth, Director of Community Development and Assessment

RE: \$300,000 Outdoor Recreation Legacy Partnership Grant Program (ORLP) Submittal

City staff have become aware of a federal grant (ORLP) opportunity that funds infrastructure costs for city-owned parks. Typically, state grants only fund specific items in parks such as trails, docks, bathrooms, or other park enhancements and the municipality is required to fund basic infrastructure including park roads, stormwater management, parking lots, and site prep of the park. This unique grant opportunity is intended to “develop new or existing outdoor recreation facilities that provide outdoor recreation opportunities to the public in qualifying areas.” Eligible costs include site development and necessary infrastructure to support public use. The minimum amount a municipality must apply for is \$300,000 and the most is \$15 million. The grant is a 50/50 match, so if the city applied for the minimum of \$300,000 grant award, a \$300,000 match from the city would be required for a total project cost of at least \$600,000.

City staff discussed this grant opportunity with Mayor Borchardt with the understanding that Council has expressed concerns about spending additional funds at Arrowhead Park as part of the implementation of major components identified in the master plan created in 2025. Currently, staff are following Council’s feedback to pause the master plan implementation tasks but believe it’s in the city’s best interest to consider applying for this grant to assist with costs of installing basic infrastructure at Arrowhead Park that the DNR has already approved. In addition, there are site-management needs that existing independently of the master plan that the city is required to maintain due to the park’s status of a closed landfill.

As the city encourages residents and visitors to utilize and enjoy the park, it is important to ensure that it is accessible and that the city maintains the park in a manner that is representative of the other high-quality parks the city currently owns and maintains in the city. Except for the pedestrian and bike access along the trestle bridges and trails along the waterfront, vehicle access or pedestrian access from Millview Drive is unwelcoming and

confusing. Closing the park is not an option as Arrowhead Park must remain open to the public, per the deed from the State of Wisconsin in 1951.

The basic infrastructure that staff are recommending installing will allow for safe access into the park and expand the useable area of the park for the public. This includes paving the access road into the park from the railroad (Millview Drive) to the existing paved road, grading the large dirt pile on site, removing the overgrown trees and weeds, installing stormwater management to maintain positive drainage in the park, install a parking lot on the south side of the park road, and install a trail connection from the southside of the park to the existing waterfront trail on the northside of the park. All these improvements total approximately \$650,000, but staff could remove some tasks to keep project costs around \$600,000. Per the City's Grant and Donation Policy, unbudgeted grants of over \$25,000 must be approved by the Commission of Jurisdiction and the Common Council.

In applying for the grant, the city is committing to improving the access and useable public areas in the park, while at the same time, meeting DNR requirements for a closed landfill that the city must follow. Currently, upon accessing the park, the park road in the park is gravel (approx. ¼ mile long) with deep potholes until the paved portion of the road is met. There is a large dirt pile that needs to be graded with overgrown trees and weeds that need to be removed next to it. The gravel road is acceptable to the DNR per the closed landfill requirements, but it makes it difficult for the public to access the park and is not ADA-compliant. However, the DNR does require that the city maintain positive drainage on site and that vegetation is maintained to protect the integrity of the closed landfill. These are requirements that the city must always comply with regardless of what development happens or doesn't happen in Arrowhead Park. City staff believe that this grant could assist with meeting those DNR requirements and making the park more inviting to the public.

City staff have identified multiple funds with fund balances for the \$300,000 match. This includes TID #10, the IDB Fund, and the Non-TID Redevelopment Funds.

Recommendations

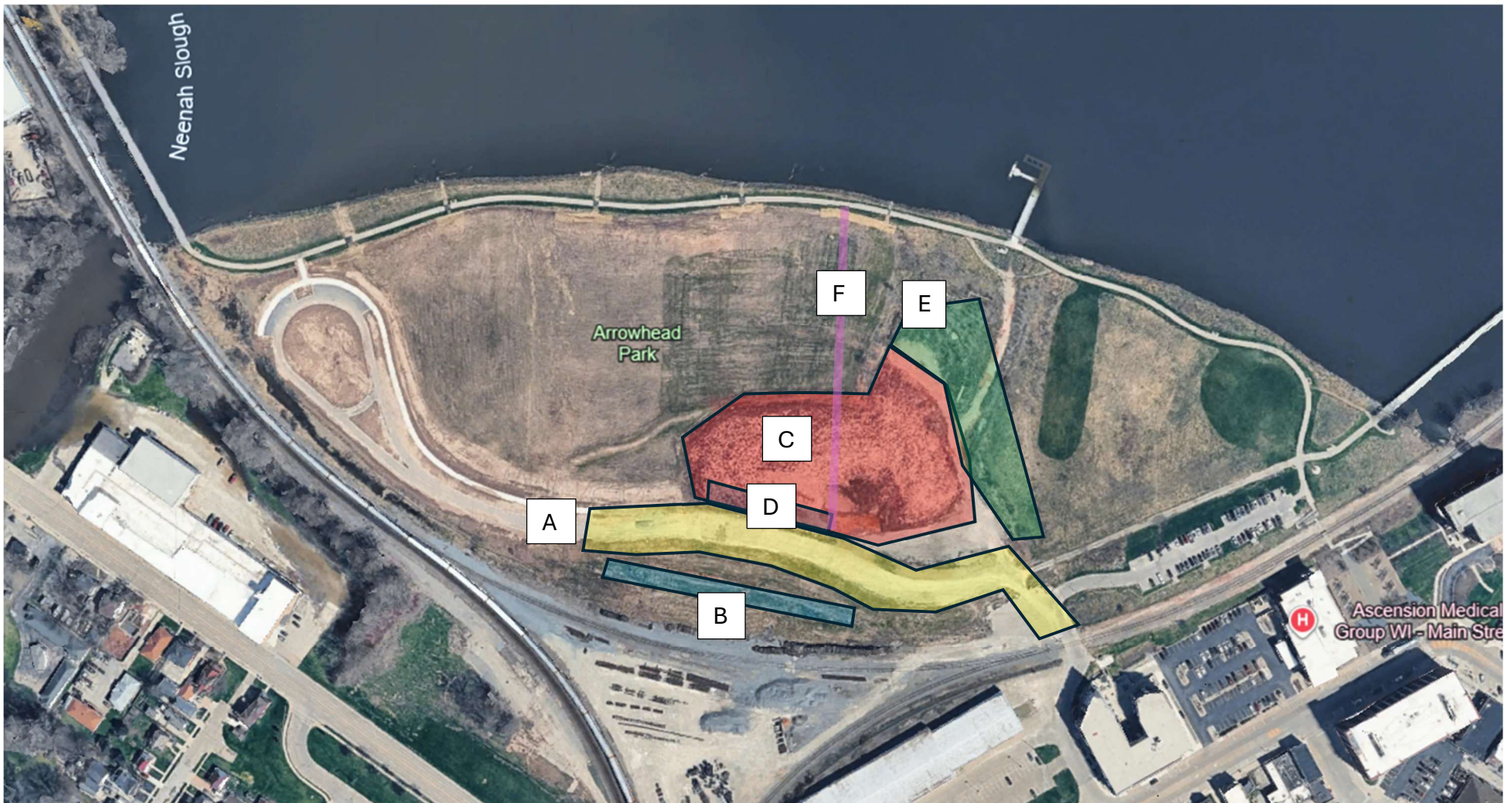
Appropriate action is to recommend Council approve the submittal of a \$300,000 grant application through the ORLP to assist the city with costs to install infrastructure and complete site prep at Arrowhead Park to improve public access and park utilization.

Attachments:

1. PSSC ORLP Grant Visual
2. Email on Arrowhead Grant

Proposed Arrowhead Park Improvements with Outdoor Recreation Legacy Partnership Grant Program

- A- Pave remainder of access road into park
- B- Install stormwater management to ensure there is positive drainage on site
- C-Grade site per approved DNR plans to remove dirt pile
- D-Construct parking lot
- E-Remove overgrown trees and shrubs
- F-Install trail connection from parking lot to existing waterfront trail



Lisa M. Mroczkowski

From: Char Nagel
Sent: Friday, September 25, 2026 10:29 AM
To: Lisa M. Mroczkowski
Subject: FW: Upcoming Public Services and Safety Committee agenda item re: Arrowhead Park
Attachments: PSSC Memo ORLP Grant application 9.29.pdf

Lisa,

Please include this in the PSSC Packet.

Thanks,



Char Nagel, WCMC

City Clerk
City of Neenah

Phone: 920-886-6110

Direct: 920-886-6101

Email: cnagel@neenahwi.gov

211 Walnut St
Neenah, WI 54956

www.ci.neenah.wi.us

"We strengthen our community by building on the past, owning the present, and stewarding the future together." ~ City of Neenah Mission Statement

From: Kelly K. Nieforth <knieforth@neenahwi.gov>
Sent: Friday, September 25, 2026 10:28 AM
To: Kelly K. Nieforth <knieforth@neenahwi.gov>
Cc: Michael T. Kading <MKading@neenahwi.gov>; Vicky K. Rasmussen <vras mussen@neenahwi.gov>; Andrew W. Kahl <AKahl@neenahwi.gov>; Mark A. Rohloff <mrohloff@neenahwi.gov>; Brian D. Borchardt <BBorchardt@neenahwi.gov>
Subject: Upcoming Public Services and Safety Committee agenda item re: Arrowhead Park

Good morning Alderman (via bcc):

I'd like to provide additional background about an item that will be included for your consideration on next week's Public Services and Safety Committee agenda.

City staff found a grant program that funds basic infrastructure and site prep improvements at parks. The federal grant is through the Outdoor Recreation Legacy Partnership Grant Program and offers grants between \$300,000-\$15 million with the intent to improve or update parks for the public. Typically, available grants we see for parks only include park enhancements like trails, buildings, docks, etc. There aren't too many grants that will fund park roads, stormwater management, or other site prep activities. City staff shared this grant opportunity with Mayor Borchardt and expressed interest in applying for funds to improve Arrowhead Park.

Staff is mindful of concerns that we've heard from aldermen that we need to pause the implementation of certain elements included in the master plan at Arrowhead and are currently working under that direction right now. However, we also know that Arrowhead Park requires some basic improvements to

make the park more accessible and useable to the public. Staff wants to ensure that Council is aware of an opportunity to consider applying for grant funds that could decrease the amount of funds the city needs to invest in Arrowhead to make it more inviting to our residents.

As we continue to reassess the implementation certain elements of the master plan, it may be beneficial to have discussions in the future on how to get Arrowhead Park up to the same standards that the city holds for all our other parks. This is a city park and per the deed from the State of Wisconsin from 1951 when the State gave it to the city, it must always remain for a public purpose. This grant could help the city pave the road, grade the site, install a trail connection to the existing waterfront trail, install stormwater management, and remove overgrown trees and weeds that have grown on the property. If we can get the park to an acceptable blank canvas, the city could start to look for other funding resources to help pay for open-air shelters, additional trails, a bathroom, park amenities and more.

At the same time, this grant could help the city with some of the costs required to maintain the closed landfill and meet DNR requirements including maintaining positive drainage on site and ensuring the vegetation is not overgrown and disturbing the cap. On a side note, DNR recently reached out to the city and shared that they would be performing an inspection of the closed landfill this fall. Staff does not know what to expect as a result of this inspection, but will certainly keep Council informed on any findings.

Staff understands that everyone may have different views on spending funds on Arrowhead and respects that, but we ask that you visit Arrowhead in the next couple weeks and enter from Millview Drive and share your thoughts on how we can improve this park for the public.

I have attached the memo and visual that I prepared for the PS&SC meeting agenda and am happy to answer any questions.

Thanks,
Kelly

Kelly Nieforth
Director of Community Development and Assessment
City of Neenah
211 Walnut Street
Neenah, WI 54956
Phone: (920) 886-6127
Email: knieforth@neenahwi.gov





Memorandum

Date: September 29, 2026

To: Mayor Borchardt, Chairperson Weber, and Members of the Public Services and Safety Committee

From: Kelly Nieforth, Director of Community Development and Assessment

RE: Notification of Wisconsin Economic Development Corporation (WEDC) Site Assessment Grant (SAG) Award for \$150,000

A \$150,000 grant from the WEDC has been awarded to the City of Neenah to assist with the costs of demolishing the former warehouse at 135 Millview Drive, which is owned by the City. The grant will also provide financial assistance to complete a site investigation on site and a Phase II Environmental Site Assessment.

The grant will assist with the asbestos removal costs of \$7,500, the demolition and restoration costs of \$165,000, and the Phase II ESA and site investigation costs of \$50,000 for a total project cost of \$222,500. WEDC requires a 20% match of the grant amount so the city was awarded \$150,000 which is the grant award limit. The City will be responsible for the remaining \$72,500 of costs which was already borrowed as part of the 2026 CIP borrowing.

The asbestos removal has commenced, and the contractor is preparing for the building demolition. The demolition and site restoration will be completed this fall. The site investigation will take place after the building has been demolished and when the city chooses an environmental consultant to complete the work. The consultant will also complete the Phase II ESA report. The grant will be administered by the Department of Community Development and Assessment.

Per the City's Grant and Donation Policy, staff is required to notify the Committee of Jurisdiction about the grant award. Please contact Director of Community Development and Assessment Nieforth with any questions.

Attachments:
None

Public Services & Safety Committee

September 29, 2026

Approved Special Event Permits (Informational Only)

Applicant	Name of Event	Class of Event	Location	Alcohol	Date(s)	Approved
Neenah High School	Homecoming Parade	Class A exceeds 200 attendees, travel lane closures	Starts on Clybourn St, N Commercial to Wisconsin Ave to Plexus Parking Lot	DORA	10/9/2026 Starts at 5pm	9/24/2026
Future Neenah Inc.	Very Neenah Christmas & Christmas Market	Class A exceeds 200 attendees, travel lane closures	Wisconsin Ave	DORA	12/4-5-8p 12/5 10a-6p 12/6 10a-2p	9/24/2026

Lisa M. Mroczkowski

From: Brian Defferding
Sent: Thursday, August 27, 2026 10:27 AM
To: Scott C. Weber
Cc: Lisa M. Mroczkowski; Mark A. Rohloff; scottfrancis319@gmail.com
Subject: Re: Commercial/Forest NE corner parking topic

Thank you Chair Weber.

I appreciate you providing all necessary background information regarding this section of the street. Sincerely, this is helpful.

I have read through all of these. My ask is the following:

-Remove the bike lines on the section of the street on Forest from First St. to Commercial on the north and south side, and re-paint in parking spots on that block, both north and south side. A time limit on those parking spots can be discussed at the meeting, but I do not want the time limit to be anything shorter than 2 hours. This is essentially restoring to what it was prior to 2019.

-Remove the bike lane next to the parking spots on the north and south side of Forest Avenue between the intersection of Commercial and Bond street. Put in parking spots on the south side of Forest between Commercial and Bond street, starting 20-25 feet from the intersections (for vision corner purposes). Time limit on those parking spots can be discussed (again, prefer a time limit not shorter than 2 hours). These parking spots will help out the Friendship Place immensely, as well as neighboring businesses, plus the county building.

Reasoning:

- 1) There was no reason to change the markings initially, other than an alderperson who complained about being confused when they had to navigate the four-way controlled intersection. I have looked at the initial discussions of parking spots on Forest Avenue in 2019 and they were focused on the 300-400 block on the opposite side of First street, *not* affecting the section of street from First to Commercial.
- 2) Changing the markings resulted in clear engineering and design mistakes that were not practical from a traffic flow or lane clarity perspective. The bike lanes are not connected to any bike lanes on the opposite side of the intersection of First and Forest, so to have bike lanes there do not make logical sense. The bike lanes connect to nothing.
- 3) The one-year review did not show any measurable differences in traffic safety.
- 3) Changes in markings resulted in the elimination of hundreds of thousands of annual available parking opportunities in an area that was already at a breaking point due to lack of parking. Parking spots directly impact local businesses on Doty Island, eliminating them means eliminating opportunity for them to thrive and grow.
- 4) The changes made did not address the only initial reason given for making the changes (lane clarity) and likely made the situation worse.

5) Continued city actions of limiting parking opportunities and not supporting Island businesses have been made clear throughout this process, when the general public would like just the opposite by providing an environment where local businesses can thrive.

6) Community First branch on Forest Avenue is going to be remodeling into a larger building at that location, hence the increased demand for more parking spots on that street.

Please confirm with me this will be on the agenda for the September 8th PSSC meeting at 5pm for discussion/possible vote.

I have blind copied in Alderfolks from District 1 and the PSSC members, for informational purposes only. Any communication from them from this email will not be looked at.

Thank you,

Brian Defferding

City of Neenah - Alderman, District 1

Phone: (920) 475-5241

Email: bdefferding@neenahwi.gov

686 Oak Street

Neenah, WI 54956

From: Scott C. Weber <SWeber@neenahwi.gov>

Sent: Wednesday, August 26, 2026 9:45 AM

To: Brian Defferding <bdefferding@neenahwi.gov>

Cc: Scott C. Weber <SWeber@neenahwi.gov>; Lisa M. Mroczkowski <LMroczkowski@neenahwi.gov>; Mark A. Rohloff <mrohloff@neenahwi.gov>

Subject: Commercial/Forest NE corner parking topic

Hi Alderman Defferding,

Following up to my comment on the topic around the parking at the NE corner of Commercial/Forest (Mr. Francis' topic), I wanted to ensure you have the attached information.

(Lisa was kind enough to pull the minutes/information from all the past discussions around this.)

As you can see, there has been quite a bit of discussion/activity on this topic going back to 2019.

Please confirm that you feel it is prudent to request that the staff spend additional time on this topic, and if so we will ensure it is on the next PSSC agenda. And, I would ask that you be prepared to articulate during the topic discussion in the meeting what the specific "ask" is of staff and what your rationale is for the request.

I have Bcc'd the other two District 1 Council members, as well as the other members of our PSSC committee so that everyone has the background. I recommend we do not have dialogue/debate on the issue over email.

Thanks

Scott Weber
3rd District Alderperson
sweber@neenahwi.gov
(m) 920-216-0218

From: Lisa M. Mroczkowski <LMroczkowski@neenahwi.gov>
Sent: Friday, August 21, 2026 9:45 AM
To: Scott C. Weber <SWeber@neenahwi.gov>
Subject: Forest Ave Backup

Scott,

Attached is the history and documentation of this topic. It goes back to 2019.

Lisa

Lisa Mroczkowski
City of Neenah
Department of Public Works
Office Manager

920-886-6240

lmroczkowski@neenahwi.gov
www.neenahwi.gov/departments/public-works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, June 25, 2019 - 6:30 PM
Hauser Room - City Administration Building

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the June 11, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Fox Valley Sailing School Storage Building Request (Attachment)
4. E. Forest Avenue Parking Change (Attachment)
5. Police Department First Quarter Statistics (Attachment)
6. Tullar Road/Byrd Avenue Pedestrian Beacon Request (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Announcements / Future Agenda Items
9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



M E M O R A N D U M

TO: Mayor Kaufert and Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
DATE: June 21, 2019
RE: E. Forest Avenue Parking Change

The 400-block of E. Forest Avenue between Third Street and Fourth Street had a "No Parking Anytime" regulation on the south side of the street and no restriction on the north side of the street. On June 3, 2019, the parking regulations were swapped such that the "No Parking Anytime" regulation is on the north side of the street and the existing parking restrictions on the south side were lifted. No request was made to the Committee nor were there any notices or discussions made with affected residents prior to the change.

The reason for the change was because of the following:

- (1) Staff received complaints regarding visibility and operation of the stop sign for westbound traffic on E. Forest Avenue at Third Street.
- (2) With parking in place, there is a negative centerline offset between the east and west legs of the E. Forest Avenue/Third Street intersection. This places eastbound and westbound partially in each other's path if continuing straight through the intersection.
- (3) It places any school-related parking away from resident driveways.

Given feedback from the residents when the changes were made, staff hosted two neighborhood meeting sessions to address residents' concerns regarding the change. The meetings were hosted at City Hall on June 5th and June 12th. As a result of those meetings and individual conversations with the residents, I am requesting the Public Services & Safety Committee to issue a one-year trial (with a formal Committee review upon completion of the trial) with the following proposed parking setup:

- "No Parking Anytime" on the north side of the street on E. Forest Avenue from Third Street to 130 feet east thereof. Parking on the south side would remain.
- "No Parking Anytime" on the south side of the street from 130 feet east of Third Street to Fourth Street. Parking on the north side would be reinstated.

Staff recommends that for a one-year trial basis, a "No Parking Anytime" regulation be instated on E. Forest Avenue on the north side of the street for the first 130 feet east of Third Street and the "No Parking Anytime" regulation be removed on the south side of said street segment.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 25, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Public Works Superintendent Radtke, Traffic Engineer Merten, Police Chief Olson, Police Captain Bernice, Geoff Catlin, Matt Kehler, Marsha Britt, Tim Galloway, Kim Kehler, Don Reid, Scott Powley

Minutes:

Motion/Second/Carried Lendrum/Lang to approve the minutes of the June 11, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Fox Valley Sailing School Storage Building Request: Kim Kehler, President of the Fox Valley Sailing School, addressed the Committee. She outlined the history of her involvement with the sailing school. She noted the history of interaction between the sailing school and the Neenah Parks and Recreation Department. She stated that the sailing school's fleet is its largest asset and needs to have covered storage. She requested that they be allowed to construct a storage building either at the Tullar Garage site or at the Cecil Garage site.

Don Reid, past Commodore of the Neenah Nodaway Yacht Club addressed the Committee. He said that the boats have been stored outdoors behind the Tullar Garage building for many years. He recounted the ways that the club is involved in providing sailing education and training, buoy placement, the occasional emergency service to help retrieve stray boats, and organization of the Venetian Boat Parade.

Tod Galloway, 1499 Cowling Bay Road, addressed the Committee in support of the request. He recounted his history with sailing. He noted the benefit that the atmosphere of the boating culture provides to city visitors. He noted the involvement of Miron Construction in the project to emphasize that competent parties would be involved in the building's construction.

Director Kaiser reviewed his memo of June 21, 2019, regarding the Fox Valley Sailing School's request to construct a permanent storage building at the Tullar Garage. They currently use an area at the rear of the site for loose storage through an informal arrangement with the Parks and Recreation Department. He noted that staff has strong reservations about the placement of a permanent structure at the Tullar Garage site by a non-city entity. Those reservations relate to site security, safety, and future use of the property. With the elimination of an important snow storage site due to the Winneconne Avenue apartment development, the Tullar Garage site will play a larger role in providing the snow storage capacity that the city needs. He stated that, if the Committee wished to consider the request, the proper location to work with is the Cecil Garage site. That site has fewer issues relative to security and safety than the Tullar Garage site. The site is primarily used for storage, so there would be less chance of interaction with operating equipment. It also houses two other private organizations, so the precedent for using this site for that purpose has been established. He suggested a location along the east property line starting at the north end of the property.

Public Services and Safety Committee Meeting
June 25, 2019
Page 2

Mayor Kaufert stated support for the request if it can be made to work. He expressed appreciation for the role of the school in providing recreational education and opportunities. He stated that he had discussed the matter with City Attorney Godlewski who noted that legal documentation of an agreement would be needed. Committee discussed several provisions of an agreement including insurance, building maintenance responsibilities and disposition of the building if the school and club disbanded. Mr. Reid informed the Committee that the Fox Valley Sailing School and Neenah Nodaway Yacht also need to develop a partnership agreement for the project.

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Following discussion, **Motion/Second/Carried Lendrum/Lang to direct staff to work with the Fox Valley Sailing School and Neenah Nodaway Yacht Club to develop a final plan, cost and agreement for their use of a portion of the Cecil Street Garage site for agreed upon storage.** All voting aye.

E. Forest Avenue Parking Change: Traffic Engineer Merten reviewed his memo of June 21, 2019, concerning the recent changes in parking on E. Forest Avenue from Third Street to Fourth Street. Parking had been prohibited on the south side of the street in this block. A recent change was made that prohibits parking on the north side of the street and allows it on the south side of the street. He reviewed the rationale for the change - improving visibility and operation of the stop sign for westbound traffic on E. Forest Avenue at Third Street; improving the alignment of eastbound and westbound traffic lanes on Forest Avenue at Third Street; and placing any school-related parking away from resident driveways. He reviewed the timing of the implementation and the timing of resident notification. He acknowledged that the normal notification and review process was not followed in this case due to an oversight on his part in timing the pavement marking installation.

He noted that, due to negative resident feedback, he hosted two meetings to discuss the issue with concerned residents. As a result of those meetings, he recommends implementing a trial parking change that will: Prohibit parking on the north side of the street from Third Street to 130 feet east thereof; allow parking on the south side in that section; prohibit parking on the south side of the street from a point 130 feet east of Third Street to Fourth Street; and allow parking on the north side of the street in that section.

Ald. Lendrum expressed support for the proposal. She noted her conversations with the affected residents and outlined a number of extenuating circumstances that have been related to her. She noted that in her experience the speeds through this area are generally slow.

Public Services and Safety Committee Meeting
June 25, 2019
Page 3

Traffic Engineer Merten reviewed the on-street parking provisions from First Street to Ninth Street. He confirmed that most of the resident concern related to the notification process and the feeling that they weren't allowed input into the decision.

Committee questioned the rationale for the change. Traffic Engineer Merten stated that the changes were intended to address a variety of issues that had been reported to him. He described his goal with the trial implementation. Committee expressed concern with having the parking restriction change sides of the street mid-block. Committee discussed the next steps if the trial weren't approved. Traffic Engineer Merten stated that his preference is to retain the parking restrictions as they were recently posted until Committee approves a final plan. Committee suggested that the normal process could be followed for those restrictions.

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Committee directed Traffic Engineer Merten to review if there are options available through authority granted in ordinance to address the issues of concern.

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Tullar Road/Byrd Avenue Pedestrian Beacon Request: Traffic Engineer Merten reviewed the efforts between the City and Neenah High School towards developing an agreement to address safety concerns regarding parking and traffic. As part of those efforts, the request was made to install pedestrian beacons at the crosswalk on Tullar Road at Byrd Avenue. Committee discussed student use of the beacons and the possibility of a passive activation system. Traffic Engineer Merten stated that he prefers that pedestrians have to make an action to activate the beacons since it makes it more likely that they are engaged and aware of entering the road.

Public Services and Safety Committee Meeting
June 25, 2019
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Committee discussed the impact of future parking changes on the number of students crossing Tullar Road at this location. Traffic Engineer Merten confirmed that Community Development Block Grant funds have been used for previous beacon installations.

REPORT

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve amending the Capital Improvement Program to purchase and install pedestrian beacons on Tullar Road at Byrd Avenue in the amount of \$15,000 with \$6,000 funded by the Neenah Joint School District and \$9,000 funded by Community Development Block Grant funds.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been informed of a number of punchlist items.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The trail along Woodenshoe Road has been paved. Warranty work has been done.
Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Based on the number of inquiries received from property sellers, realtors and title companies and the comments received, it became apparent that postponing the special assessment billing was inadvertently creating a problem with property transfers. Therefore, special assessment billings have been prepared and are being mailed on June 21.
3. Contract 1-19 (Caroline, Stevens, Fifth)
 - a. Caroline Street – Utility main work is complete. The street rest period has just ended. Private side lateral work will be complete around June 25.
 - b. Stevens Street – Utility work is complete. Sidewalk repairs are being done. Curb/gutter installation is scheduled for the week of June 24.
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Public Services and Safety Committee Meeting
June 25, 2019
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Announcements/Future Agenda Items: Mayor Kaufert informed the Committee that the City of Oshkosh is considering implementation of a TARF to replace special assessments for street and sidewalk construction. He noted that City Attorney Godlewski has been asked to speak to the League of Municipalities about Neenah's TARF.

Chairman Bates noted that a future Committee agenda will include a discussion of gravel driveways and aprons.

Mayor Kaufert informed the Committee that Director Haese has requested that Committee revisit the requests of grocery stores for Click and Collect service.

Motion/Second/Carried Lang/Stevenson to adjourn at 8:25 p.m. All voting aye.

Respectfully submitted,

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Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 25, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Public Works Superintendent Radtke, Traffic Engineer Merten, Police Chief Olson, Police Captain Bernice, Geoff Catlin, Matt Kehler, Marsha Britt, Tim Galloway, Kim Kehler, Don Reid, Scott Powley

Minutes:

Motion/Second/Carried Lendrum/Lang to approve the minutes of the June 11, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Fox Valley Sailing School Storage Building Request: Kim Kehler, President of the Fox Valley Sailing School, addressed the Committee. She outlined the history of her involvement with the sailing school. She noted the history of interaction between the sailing school and the Neenah Parks and Recreation Department. She stated that the sailing school's fleet is its largest asset and needs to have covered storage. She requested that they be allowed to construct a storage building either at the Tullar Garage site or at the Cecil Garage site.

Don Reid, past Commodore of the Neenah Nodaway Yacht Club addressed the Committee. He said that the boats have been stored outdoors behind the Tullar Garage building for many years. He recounted the ways that the club is involved in providing sailing education and training, buoy placement, the occasional emergency service to help retrieve stray boats, and organization of the Venetian Boat Parade.

Tim Galloway, 1499 Cowling Bay Road, addressed the Committee in support of the request. He recounted his history with sailing. He noted the benefit that the atmosphere of the boating culture provides to city visitors. He noted the involvement of Miron Construction in the project to emphasize that competent parties would be involved in the building's construction.

Director Kaiser reviewed his memo of June 21, 2019, regarding the Fox Valley Sailing School's request to construct a permanent storage building at the Tullar Garage. They currently use an area at the rear of the site for loose storage through an informal arrangement with the Parks and Recreation Department. He noted that staff has strong reservations about the placement of a permanent structure at the Tullar Garage site by a non-city entity. Those reservations relate to site security, safety, and future use of the property. With the elimination of an important snow storage site due to the Winneconne Avenue apartment development, the Tullar Garage site will play a larger role in providing the snow storage capacity that the city needs. He stated that, if the Committee wished to consider the request, the proper location to work with is the Cecil Garage site. That site has fewer issues relative to security and safety than the Tullar Garage site. The site is primarily used for storage, so there would be less chance of interaction with operating equipment. It also houses two other private organizations, so the precedent for using this site for that purpose has been established. He suggested a location along the east property line starting at the north end of the property.

Public Services and Safety Committee Meeting
June 25, 2019
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Public Services and Safety Committee Meeting
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Public Services and Safety Committee Meeting
June 25, 2019
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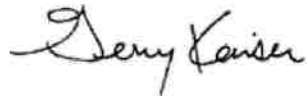
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Respectfully submitted,

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Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, October 8, 2019 - 6:30 PM
Hauser Room - City Administration Building

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the September 24, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Impaired Driving Task Force Grant 2020 (Attachment)
4. E. Forest Avenue Parking Request (Attachment)
5. Tullar Garage Drop-Off Site (Attachment)
6. Licenses
 - a. Beverage Operator License Applications (Attachment)
 - b. Retail Liquor/Beer License Application (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Announcements / Future Agenda Items
9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 4, 2019
RE: E. Forest Ave. Parking Request

The property owner of 303 N. Commercial Street has communicated concerns for the lack of parking within the general vicinity of the property to staff, the mayor, and members of the Common Council. The concern, as staff understands it, is that there has been a gradual removal of parking by the city over time that has left the property less viable for its tenants, especially given that the property has no on-site parking. Concerns were brought up regarding the recent removal of parking due to pavement marking modifications on E. Forest Avenue, the lack of availability of parking on Island Lane, and the existence of public parking in the nearby city parking easement areas.

The property owner expressed a strong desire to restore the parking spaces on E. Forest Avenue as soon as possible. Given timing constraints, staff consider it prudent to bring this request before the Public Services and Safety Committee for direction on addressing the issue. Below is some background on the specific areas of concern.

Forest Avenue Pavement Markings

Earlier this year, pavement marking changes were made to Forest Avenue from Bond Street to Third Street. As a part of the pavement marking project, some on-street parking was removed around intersections to accommodate turn lanes and adjustments with lane alignments. Specifically on the corner of N. Commercial Street and E. Forest Avenue, parking was removed as follows:

- On the north side of the street beginning at the intersection with N. Commercial Street (measured from the back of crosswalk) to approximately 70 feet east thereof, where the utility pole is. While there were not any NO PARKING signs before the changes were made, the statutory restrictions were in place, particularly no parking 15 feet from a crosswalk. This leaves a net parking area removed of about 55 feet.
- On the south side of the street beginning from the NO PARKING sign 28 feet from N. Commercial Street to Island Lane. The total distance of parking removed is approximately 100 feet.

For reference, Neenah's standard length for a parallel parking stall is 22 feet (and 18 feet for endcap stalls). All parking removed was 2-hour time limit restricted.

E. Forest Avenue at N. Commercial Street was originally marked with just centerline leading up to the intersection as displayed in Figure 1. The pavement markings added on E. Forest Avenue now include a left turn lane and a through/right lane as shown in Figure 2.

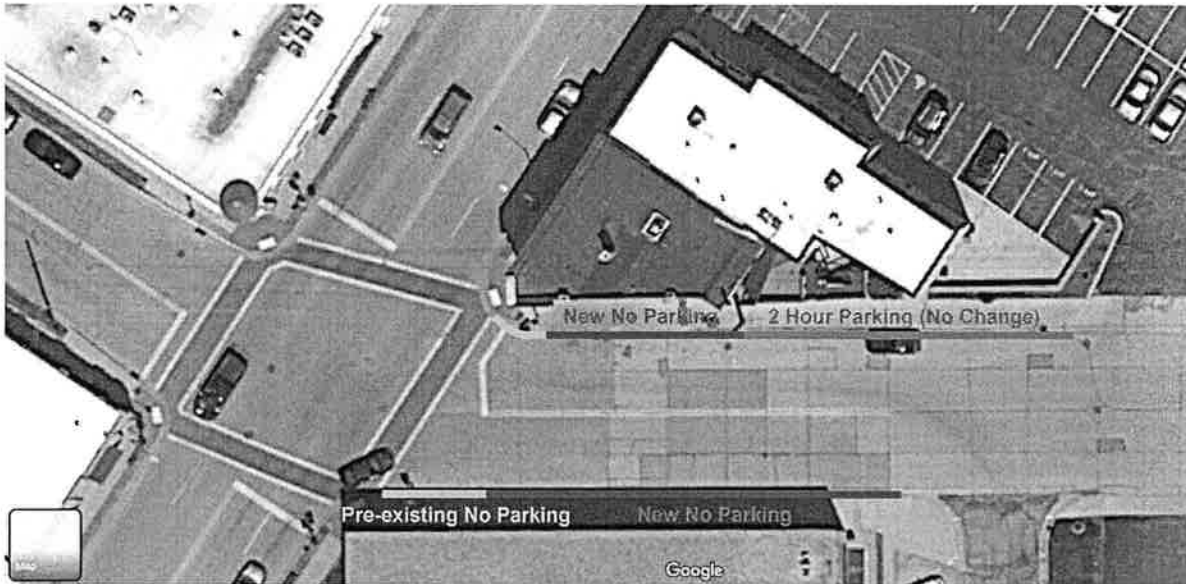


Figure 1: Previously existing pavement markings and changes to the no parking zones.

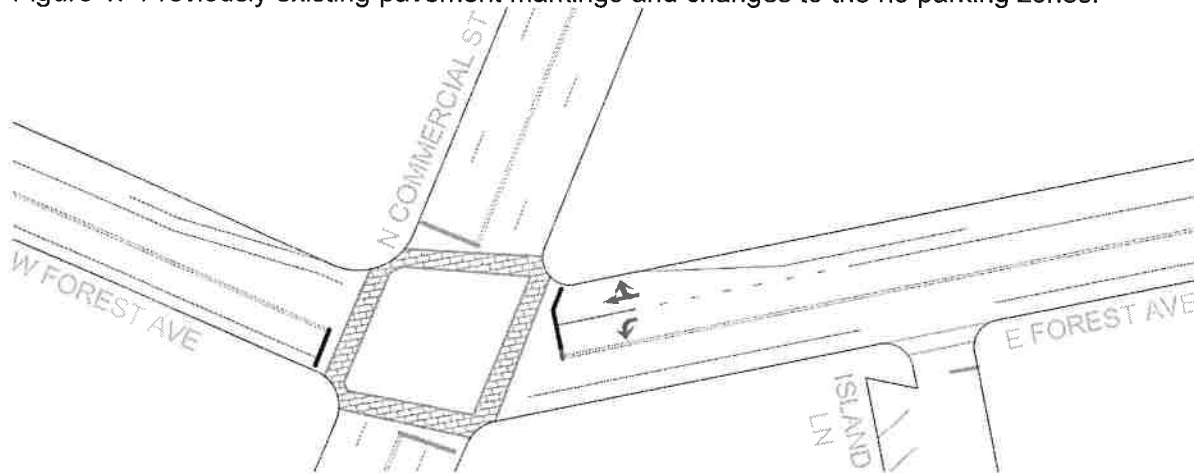


Figure 2: Currently existing pavement markings.

The purpose of the pavement marking additions was to address the consistent concern presented to staff over the years that the intersection was confusing for drivers on either side of Forest Avenue, particularly when people are turning, given the skew of the intersection. The lane designations were an attempt to allow drivers on W. Forest Avenue to better predict the intentions of drivers on E. Forest Avenue.

I have reached out to pavement marking contractors for availability and a cost estimate to remove the turn lanes and restore parking. The response thus far has been that there is concern for the rapidly shrinking window of time left to do the work, especially considering weather and end of season workload. I should have some quotes for consideration before the Public Services and Safety Committee meeting.

Island Lane

Island lane was built in 1994 as a connector street between E. North Water Street and E. Forest Avenue. It was constructed as a result of the Theda Clark Memorial Hospital expansion, given changes made to the E. North Water Street and First Street intersection. The street segment offers 15 angle parking spaces. Currently there are no restrictions placed on those parking spaces. On a daily basis, the parking on Island Lane is usually at capacity during working hours. Staff understanding is that it is typically parked by employees of the adjacent property.

Parking Easements in Private Lots

In 2007, the city obtained a parking easement located at 300 N. Commercial Street for twelve parking spaces. The city originally owned a separate parking lot on the corner of Bond Street and W. Forest Avenue. That lot was merged with the current property in exchange for the parking easement. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

In 2003, the city secured rights to eight parking spaces located at 307 N. Commercial Street through a parking easement (specifically Lot 3 on the Certified Survey map #5242). Currently, these spaces are indicated only by pavement marking stencil indicating "Public Parking." The location of these stalls is different than shown in the parking easement, as shown in Figure 3. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

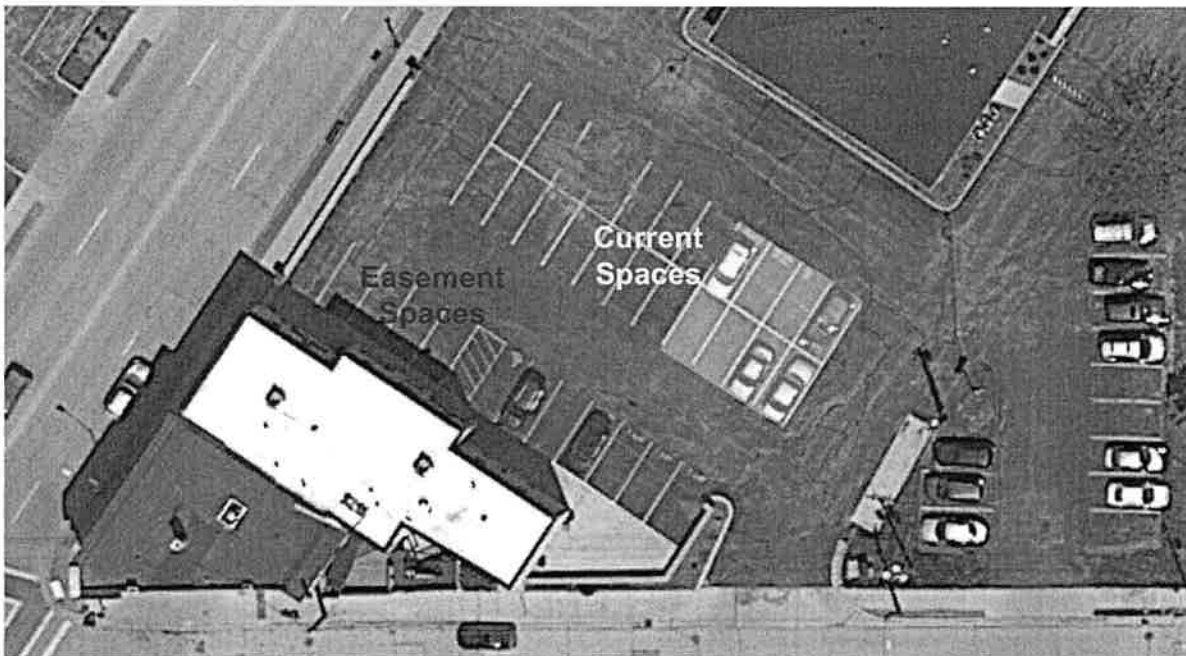


Figure 3: Locations of designated city public parking spaces at 307/325 N. Commercial St.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 8, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Captain Bernice, Traffic Engineer Merten, Superintendent of Public Works Radtke, Scott Francis, Bill Pollnow

Minutes: **Motion/Second/Carried Lendrum/Spellman to approve the minutes of the September 24, 2019, Regular Meeting.** All voting aye.

Public Appearances: None.

Impaired Driving Task Force Grant 2020: Police Captain Bernice reviewed the Police Department request to take part in the Impaired Driving Task Force Grant for 2020. The objectives of the grant are to decrease the incidence of target driving violations, related crashes and to increase voluntary compliance with traffic regulations. He stated that the focus is impaired driving, which includes OWI violations, and other enforcement actions. Committee discussed the enforcement effort for OWI violations given the stated reduction in levels of OWI arrests regionally. Captain Bernice stated that the Winnebago County Sheriff's Office is coordinating the grant enforcement effort. Committee discussed seatbelt violation enforcement practices and texting while driving enforcement. Captain Bernice stated that the city's grant share is \$20,000 with a \$5,000 agency match. Mayor Kaufert noted that this would provide about 400 enforcement hours over the course of the grant year.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant permission for Police Department to take part in the 2020 Impaired Driving Task Force Grant with a grant amount of \$20,000 and city match of \$5,000.** All voting aye.

E. Forest Avenue Parking Request: Engineer Merten reviewed his October 4, 2019, memo regarding the concerns from the owner of 303 N. Commercial Street of the lack of parking within the general vicinity of his property. He reviewed the history of parking inventory in the area. He noted pavement marking changes that were made this past summer on Forest Avenue. He noted that the revised markings are an attempt to address the awkwardness of vehicle interaction at the intersection of Commercial Street and Forest Avenue. He noted the impact that Winnebago County Human Services employees and customers have on parking in the area. He stated that the quoted cost to remove the current striping and place epoxy pavement markings is about \$5,000.

Scott Francis, owner of 301 and 303 N. Commercial Street, addressed the Committee. He note the recent removal of parking adjacent to his building along Forest Avenue. He noted that his building is landlocked with frontage on Commercial Street and Forest Avenue but no direct access to the off-street parking area to the north. He stated that his building has two commercial units on the first floor and three residential units on the second floor.

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October 8, 2019
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He noted a number of parking changes that have taken place since his ownership of the building. He noted contacts that have been made with City staff over the past decade to encourage an increase in the public parking supply. He estimated that the number of employees at the Winnebago County Human Services building has doubled since it opened. He noted two parking easement areas controlled by the City. He noted underutilized parking locations that could be used to alleviate the parking stress around the County site, including the High Street Lot, the Community First Credit Union site, and the Doty Island Dental site. He expressed a concern with the lack of notification of the parking removal on E. Forest Avenue and asked that the parking be restored.

Traffic Engineer Merten confirmed that the pavement marking changes have had the intended result. He also noted that the marking changes opened up parking on the north side of Forest Avenue east of former Kewanna Street. Committee discussed the need to balance the benefit of the traffic change with the cost of the parking loss for adjacent properties. Committee discussed truck turning movements from westbound Forest Avenue onto northbound Commercial Street.

Committee discussed the need to look at the bigger parking picture in the area. Mayor Kaufert noted his observations of parking in the area and suggested that changes to parking start with Island Lane. He suggested placing a time restriction on the northerly three spaces and allow parking by permit in the remaining 12 spaces. He stated that he has contacted the county executive's office to discuss the matter.

Committee discussed the markings and restrictions on parking spaces in the city easement areas. Committee discussed a partial removal of the brick wall edging the parking lot north of 307 N. Commercial Street to provide better access from that lot to the businesses at 303 and 301 N. Commercial Street. Committee discussed establishing time limits that would be less conducive to violation.

The consensus of the Committee was to recommend the following steps:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to Mr. Francis' building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.

Tullar Garage Drop-Off Site: Director Kaiser reviewed the proposed Tullar Garage Drop-Off Site rules of operation, entry card options and information that would be provided to residents.

Public Services and Safety Committee Meeting
October 8, 2019
Page 3

Bill Pollnow, 534 S. Lake Street, addressed the Committee to caution against taking drastic action in managing the drop-off site to address a very small number of problematic customers. He noted that the proposal requires landlords to manage their tenant use of the access cards. He felt that this would be problematic. He questioned the scale of the abuse of the facility and requested more vetting of any proposals. He noted that attendant training needs to be improved to emphasize the need to check IDs for customers.

Director Kaiser noted that the Committee had discussed concerns with drop-off site use in August and reviewed the collection numbers at that time. Superintendent Radtke stated that renters would still be able to get an access card for the site. He reviewed the rationale for the punch-card style system for site access. He noted that staff had considered using a barcode-style card but felt that starting with a simple system would cause the fewest problems. He noted that the owner of each property would be mailed one card, which would be good for 5 visits to the site for disposing large items, concrete, dirt, or garbage. If the property owner needed another card, one would be sold for \$25. Committee requested that staff explore the possibility of adding a property address to the card.

Committee discussed a number of aspects of drop-off site and refuse collection operations. Committee discussed the volume of curbside large item collection that is currently performed. Director Kaiser noted that these volumes have increased over the past several years and are now at levels not seen since 2010. Committee discussed the services provided at the Neenah drop-off site as compared to the services and charges at drop-off sites from several nearby communities. Committee noted that some of the items taken to the drop-off site appear to be in good condition. They requested that information on alternatives to landfill disposal be provided with the access card.

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Erica M. Cowling, Rebecca L. Durant, Jessica G. Lambert, Tami J. Lefebber, Tanna J. Mayer, Nichole A. Van Hammond and Alexis Zehner. Chairperson Bates stated that she would contact the city clerk to find out why corrections were needed to the Cowling, Durant and Lefebber applications.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license application for Erica M. Cowling, Rebecca L. Durant, Jessica G. Lambert, Tami J. Lefebber, Tanna J. Mayer, Nichole A. Van Hammond and Alexis Zehner.** All voting aye.

Retail Liquor/Beer License Application: Committee reviewed the retail liquor/beer license application for Wisconsin Apple, LLC, d/b/a Applebee's Neighborhood Bar & Grill. Chairperson Bates stated that the Liquor License Review Subcommittee had recommended approval of the application.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend that Council approve the retail liquor/beer license application for Wisconsin Apple, LLC, d/b/a/ Applebee's Neighborhood Bar & Grill, 111 Westowne Drive, Kent Billingsley, agent.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
2. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a. Stanley Court – Utility work is complete. Road excavation is complete. Curb/gutter should be placed by the end of the week.
 - b. Stanley Street – Utility work, curb/gutter repairs and landscaping work are complete. Paving work remains.
 - c. Thomas Court – Utility work, excavating, curb/gutter installation, and landscaping are complete. Paving work remains.
3. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The major work items have been completed (Bell St trail, Pendleton Rd sidewalk/trail, Tullar Rd pavement repairs). The remaining work consists of miscellaneous curb/gutter, pavement, and sidewalk repairs.
4. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Some patches have been completed. The remaining work will start in October.
5. Contract 7-19 (Breezewood Sanitary Sewer) – Bids were opened on Sept. 19. Dorner, Inc., was awarded the contract. A pre-construction meeting has not yet been scheduled.
6. Courtney Court – Utility work, excavating, and curb/gutter installation are complete. Landscaping and paving work remains. The Town has indicated that they intend to place the base layer of asphalt this year and the topcoat next year. Staff is reviewing the first billing received from the Town for our share of the project.
7. Cardinal Plat – Utility installation is ongoing. Access to the site comes from Lone Oak Drive.
8. Multi-modal Local Supplement – Staff attended a WisDOT webinar regarding the Multimodal Local Supplement (MLS). We are evaluating a number of potential projects to submit. There is not a limitation on the number of submittals.
9. Downtown Traffic Study – The consultant is evaluating data from travel time runs made along the base route (Wisconsin Avenue) and alternate routes. They are also looking through traffic modelling provided by ECWRPC for the downtown street network.
10. Jewelers Park Trail – Staff has prepared a request for proposals for consulting services to prepare plans and specifications for a possible trail along Jewelers Park Drive.
11. North Riverwalk – The shorewall improvements at the east end of the North Riverwalk have been completed (TID 8 CIP, page 267 of 2019 Operating and Capital Improvement Budget).
12. Abby Avenue – Staff is preparing an MOU with the City of Menasha for the Abby Avenue project. The draft MOU has not yet been provided to Menasha. The final MOU will be brought to Committee and Council.

Public Services and Safety Committee Meeting
October 8, 2019
Page 5

Announcements/Future Agenda Items:

Chairperson Bates requested that Ald. Spellman provide a note identifying items that she would like to have placed on an agenda for future Committee consideration.

Chairperson Bates informed the Committee that, while Habitat for Humanity is constructing garages with new home builds, they will not be installing hard surface driveways. Director Kaiser noted ordinance requirements for hard surface aprons.

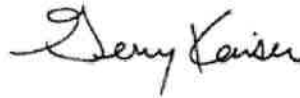
Director Kaiser stated that he will need a Committee meeting prior to the October 16 meeting of the Common Council to address the STP-Urban application for the S. Commercial Street reconstruction project.

Ald. Stevenson noted that the Police Department had previously indicated that they would provide an update on Communications Tech overtime. He requested that they provide that information.

Mayor Kaufert informed the Committee that a speed hump was installed on Baldwin Street.

Motion/Second/Carried Lang/Lendrum to adjourn at 8:50 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Gerry Kaiser", written in a cursive style.

Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, January 28, 2020 - 6:30 PM
Hauser Room - City Administration Building

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the January 14, 2020, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Approval of Special Assessment Report - Installation of Sanitary Sewer Lateral Construction (Abby Ave., Bond St., Center St., Clybourn St., Monroe St., Lakeshore Dr., Van St.) (Attachment)
4. Approval for New Flooring for the Police Department (Attachment)
5. Approval for Vehicles for the Police Department (Attachment)
6. E. Forest Ave Parking Progress Report (Attachment)
7. Licenses
 - a. Beverage Operator License Applications (Attachment)
 - b. Temporary Class "B" (Art After Dark) Beer License Application – Bergstrom Mahler Museum (Attachment)
 - c. Temporary Class "B" (Friday Fish Fry) Beer License Application – St. Gabriel Parish (Attachment)
8. Public Works General Construction and Department Activity (Attachment)
9. Announcements / Future Agenda Items
10. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



MEMORANDUM

TO: Mayor Kaufert and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
DATE: January 24, 2020
RE: E. Forest Ave. Parking Progress Report

On October 8, 2019, I presented a memorandum to the Public Services & Safety Committee requesting direction on parking impacts on E. Forest Avenue resulting from pavement marking changes that had been made. The Committee directed staff to complete the following tasks:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to the 303 N. Commercial Street building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.

Tasks 1-3 have been completed. Task 1 involved removal some of the lane markings and signs. This was completed October 30th. Tasks 2 and 3 were completed mid-November. It should be noted that we are currently using temporary sign posts for Task 2, due to utility constraints prohibiting the installation of the sign posts. Our crews will need to drill into the sidewalk to install the signs.

Excerpts of the October 8, 2019 minutes and agenda are attached.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 8, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Captain Bernice, Traffic Engineer Merten, Superintendent of Public Works Radtke, Scott Francis, Bill Pollnow

E. Forest Avenue Parking Request: Engineer Merten reviewed his October 4, 2019, memo regarding the concerns from the owner of 303 N. Commercial Street of the lack of parking within the general vicinity of his property. He reviewed the history of parking inventory in the area. He noted pavement marking changes that were made this past summer on Forest Avenue. He noted that the revised markings are an attempt to address the awkwardness of vehicle interaction at the intersection of Commercial Street and Forest Avenue. He noted the impact that Winnebago County Human Services employees and customers have on parking in the area. He stated that the quoted cost to remove the current striping and place epoxy pavement markings is about \$5,000.

Scott Francis, owner of 301 and 303 N. Commercial Street, addressed the Committee. He note[d] the recent removal of parking adjacent to his building along Forest Avenue. He noted that his building is landlocked with frontage on Commercial Street and Forest Avenue but no direct access to the off-street parking area to the north. He stated that his building has two commercial units on the first floor and three residential units on the second floor. He noted a number of parking changes that have taken place since his ownership of the building. He noted contacts that have been made with City staff over the past decade to encourage an increase in the public parking supply. He estimated that the number of employees at the Winnebago County Human Services building has doubled since it opened. He noted two parking easement areas controlled by the City. He noted underutilized parking locations that could be used to alleviate the parking stress around the County site, including the High Street Lot, the Community First Credit Union site, and the Doty Island Dental site. He expressed a concern with the lack of notification of the parking removal on E. Forest Avenue and asked that the parking be restored.

Traffic Engineer Merten confirmed that the pavement marking changes have had the intended result. He also noted that the marking changes opened up parking on the north side of Forest Avenue east of former Kewanna Street. Committee discussed the need to balance the benefit of the traffic change with the cost of the parking loss for adjacent properties. Committee discussed truck turning movements from westbound Forest Avenue onto northbound Commercial Street.

Committee discussed the need to look at the bigger parking picture in the area. Mayor Kaufert noted his observations of parking in the area and suggested that changes to parking start with Island Lane. He suggested placing a time restriction on the northerly three spaces and allow parking by permit in the remaining 12 spaces. He stated that he has contacted the county executive's office to discuss the matter.

Committee discussed the markings and restrictions on parking spaces in the city easement areas. Committee discussed a partial removal of the brick wall edging the parking lot north of 307 N. Commercial Street to provide better access from that lot to the businesses at 303 and

301 N. Commercial Street. Committee discussed establishing time limits that would be less conducive to violation.

The consensus of the Committee was to recommend the following steps:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to Mr. Francis' building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.



MEMORANDUM

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: October 4, 2019
RE: E. Forest Ave. Parking Request

The property owner of 303 N. Commercial Street has communicated concerns for the lack of parking within the general vicinity of the property to staff, the mayor, and members of the Common Council. The concern, as staff understands it, is that there has been a gradual removal of parking by the city over time that has left the property less viable for its tenants, especially given that the property has no on-site parking. Concerns were brought up regarding the recent removal of parking due to pavement marking modifications on E. Forest Avenue, the lack of availability of parking on Island Lane, and the existence of public parking in the nearby city parking easement areas.

The property owner expressed a strong desire to restore the parking spaces on E. Forest Avenue as soon as possible. Given timing constraints, staff consider it prudent to bring this request before the Public Services and Safety Committee for direction on addressing the issue. Below is some background on the specific areas of concern.

Forest Avenue Pavement Markings

Earlier this year, pavement marking changes were made to Forest Avenue from Bond Street to Third Street. As a part of the pavement marking project, some on-street parking was removed around intersections to accommodate turn lanes and adjustments with lane alignments. Specifically on the corner of N. Commercial Street and E. Forest Avenue, parking was removed as follows:

- On the north side of the street beginning at the intersection with N. Commercial Street (measured from the back of crosswalk) to approximately 70 feet east thereof, where the utility pole is. While there were not any NO PARKING signs before the changes were made, the statutory restrictions were in place, particularly no parking 15 feet from a crosswalk. This leaves a net parking area removed of about 55 feet.
- On the south side of the street beginning from the NO PARKING sign 28 feet from N. Commercial Street to Island Lane. The total distance of parking removed is approximately 100 feet.

For reference, Neenah's standard length for a parallel parking stall is 22 feet (and 18 feet for endcap stalls). All parking removed was 2-hour time limit restricted.

E. Forest Avenue at N. Commercial Street was originally marked with just centerline leading up to the intersection as displayed in Figure 1. The pavement markings added on E. Forest Avenue now include a left turn lane and a through/right lane as shown in Figure 2.

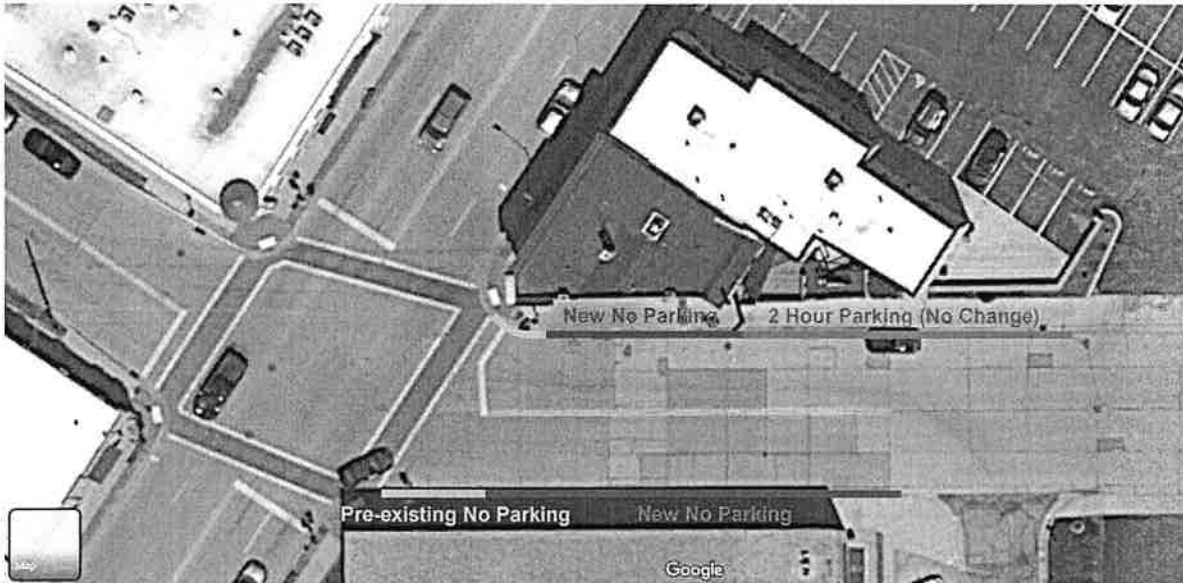


Figure 1: Previously existing pavement markings and changes to the no parking zones.

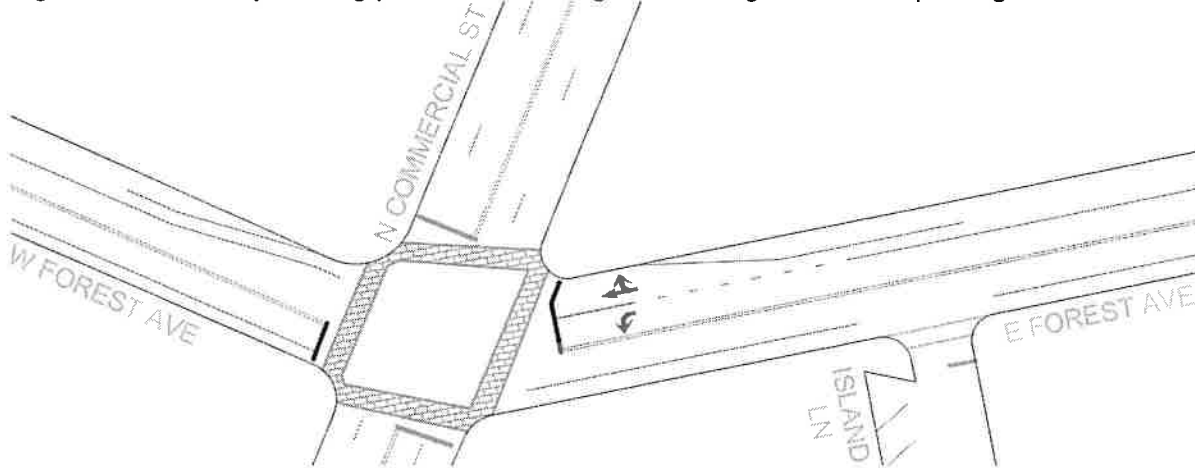


Figure 2: Currently existing pavement markings.

The purpose of the pavement marking additions was to address the consistent concern presented to staff over the years that the intersection was confusing for drivers on either side of Forest Avenue, particularly when people are turning, given the skew of the intersection. The lane designations were an attempt to allow drivers on W. Forest Avenue to better predict the intentions of drivers on E. Forest Avenue.

I have reached out to pavement marking contractors for availability and a cost estimate to remove the turn lanes and restore parking. The response thus far has been that there is concern for the rapidly shrinking window of time left to do the work, especially considering weather and end of season workload. I should have some quotes for consideration before the Public Services and Safety Committee meeting.

Island Lane

Island lane was built in 1994 as a connector street between E. North Water Street and E. Forest Avenue. It was constructed as a result of the Theda Clark Memorial Hospital expansion, given changes made to the E. North Water Street and First Street intersection. The street segment offers 15 angle parking spaces. Currently there are no restrictions placed on those parking spaces. On a daily basis, the parking on Island Lane is usually at capacity during working hours. Staff understanding is that it is typically parked by employees of the adjacent property.

Parking Easements in Private Lots

In 2007, the city obtained a parking easement located at 300 N. Commercial Street for twelve parking spaces. The city originally owned a separate parking lot on the corner of Bond Street and W. Forest Avenue. That lot was merged with the current property in exchange for the parking easement. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

In 2003, the city secured rights to eight parking spaces located at 307 N. Commercial Street through a parking easement (specifically Lot 3 on the Certified Survey map #5242). Currently, these spaces are indicated only by pavement marking stencil indicating "Public Parking." The location of these stalls is different than shown in the parking easement, as shown in Figure 3. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

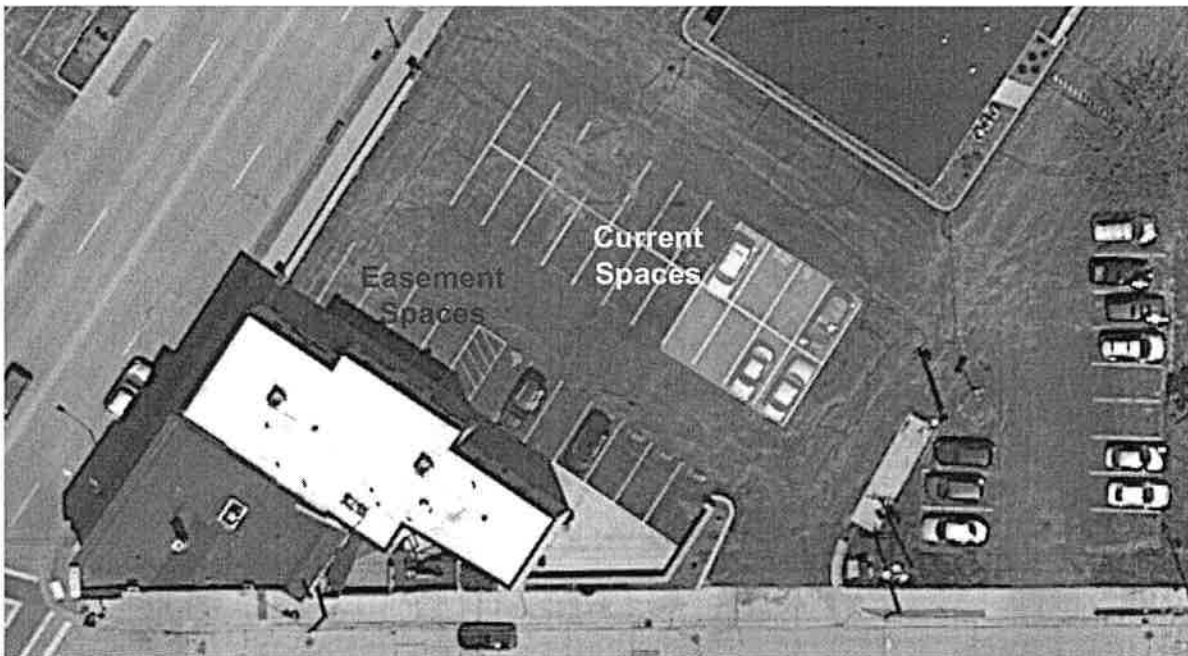


Figure 3: Locations of designated city public parking spaces at 307/325 N. Commercial St.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 28, 2020 - 6:30 PM
Hauser Room - City Administration Building

Present: Alderpersons Bates, Lang, Lendrum, and Stevenson

Excused: Alderperson Spellman

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Asst. Police Chief Bernice, Investigator Streubel, Traffic Engineer Merten

Minutes: **Motion/Second/Carried Lendrum/Spellman to approve the minutes of the January 14, 2020, Regular Meeting.** All voting aye.

Public Appearances: None

Approval of Special Assessment Report - Installation of Sanitary Sewer Lateral Construction (Abby Ave., Bond St., Center St., Clybourn St., Monroe St., Lakeshore Dr., Van St.): Director Kaiser reviewed the assessment report. He noted that these are estimated assessment charges. He stated that actual charges will be based on the work done. Committee discussed the variation in cost related to the difference in house setbacks.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to authorize the Chairman to sign the assessment report for Preliminary Resolution 2020-01: for installation of sanitary sewer laterals on Abby Avenue (North Water to Clybourn), Clybourn Street (Edna to Abby), Center Street (North Water to High), Bond Street (North Water to Edna, Van Street (S Terminus to Harrison), Monroe Street (Van to W Terminus), Lakeshore Avenue (Wisconsin to Kimberly Point)** All voting aye.

Approval for New Flooring for the Police Department: Assistant Chief Bernice reviewed his January 23, 2020, memo. He stated that the Department would like to replace 3,100 square feet of tile floor that is original to the building. He stated that \$31,000 is included in the 2020 Capital Facilities budget for this work. He noted problems with the current tile lifting, curling and cracking, and noted the tripping hazard caused by these issues. He provided the Committee with photos of the areas with poor tile. He noted that an initial proposal was received from Total Floor Covering with a price of \$36,000 for vinyl tile and \$66,000 for rubber tile. A subsequent proposal from D&M Interiors had a price of \$32,000 for vinyl and \$61,000 for rubber. The recommended proposal from D&M Flooring America is for \$22,866.42 for vinyl tile. He stated that the tile has a service life of about 15 years and comes with a 10-year warranty. He also requested approval to purchase a floor cleaning machine to replace the current unit for an amount of \$6,690.96. Assistant Chief Bernice noted that additional savings could be gained by having police department staff remove the existing tile. Committee expressed concern with injury exposure and directed staff to have the removal done by the contractor.

Committee noted the need to schedule the work to avoid the elections scheduled for this year.

REPORT

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve the installation of new vinyl flooring by D&M Flooring America for an estimated cost of \$23,000 and purchase of a new floor cleaning machine for an estimated cost of \$7,000.**

Approval for Vehicles for the Police Department: Investigator Streubel reviewed the memo of January 23, 2020, requesting approval to purchase vehicles for the police department. Three vehicles are requested for the Investigative Services Unit, one for the Community Service Aides, and one for the MEG unit. He noted the efforts that police staff made to evaluate their needs and right-size the vehicles based on the use of the vehicles that were being replaced. He noted that vehicles were analyzed for reliability, warranty, appearance, and cargo space. He noted the purchase incentives that are available until February 3. After evaluating available options, the department recommends the following purchases:

- Investigative Services: 2020 Chevrolet Equinox LT, 2020 Hyundai Santa Fe SE, and 2019 Dodge Grand Caravan SE. If the Hyundai Santa Fe is not available, the department proposes to purchase a 2020 Hyundai Tucson SEL.
- Community Service Aides: 2020 Chevrolet Colorado Pickup
- MEG Unit: Pre-owned 2019 Dodge RAM 1500 SLT Pickup

The budgeted amount for the vehicle purchases is \$220,000. The total estimated cost of the purchases, with incentives, is \$136,402 and the cost to outfit the vehicles is approximately \$26,598 for a total estimated purchase cost of \$163,000. He noted that the department is also looking into the possibility of additional savings by sourcing the parts used for outfitting and providing them to the company that will equip the vehicles. Committee commended Investigator Streubel on the thoroughness of the evaluation. Committee discussed the timing of the purchase relative to the availability of incentives since Council action will not occur until February 5.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council authorize the Police Department to negotiate the immediate purchase of vehicles to maximize incentives for a 2020 Chevrolet Equinox LT Crossover SUV, a 2020 Hyundai Santa Fe SE SUV (or alternate 2020 Hyundai Tucson SEL Crossover SUV), a 2019 Dodge Caravan SE Van, a pre-owned 2019 Dodge Ram 1500 SLT Pick Up, and a 2020 Chevrolet Colorado W/T Pickup up to a maximum of \$175,000 using 2020 Capital Equipment Funds.** All voting aye.

Assistant Chief Bernice provided the Committee with the current 10-Year Motor Vehicle Replacement Planning Worksheet.

E. Forest Ave Parking Progress Report: Traffic Engineer Merten noted that City tasks identified at the October 8, 2019, Committee meeting have been completed. These tasks included restoring three parking spaces on the north side of E. Forest Avenue adjacent to the 303 N. Commercial Street, creating three time limited spaces on the north end of Island Lane, and posting a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Committee noted the impact of parking related to the Winnebago County Human Services Building. Mayor Kaufert informed the

Committee that he and Traffic Engineer Merten were scheduled to meet on January 29 with Winnebago County representatives, Scott Francis, and a Community First Credit Union representative to discuss the parking in this area. Committee requested an update after that meeting.

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Bradley Clements, Kendal Donson, Amy Gitter, Jean Harvath, Maria Hilgart, Kayla Jensen, Holly Krusick.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Bradley Clements, Kendal Donson, Amy Gitter, Jean Harvath, Maria Hilgart, Kayla Jensen, Holly Krusick.** All voting aye

Temporary Class "B" (Art After Dark) Beer License Application – Bergstrom Mahler Museum: Committee requested that the form be modified to include the time of the event in addition to the date.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council to grant a temporary Class "B" Beer License to Bergstrom Mahler Museum, 165 N. Park Ave, for Art After Dark to be held on February 20, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17, 2020.** All voting aye.

Temporary Class "B" (Friday Fish Fry) Beer License Application – St. Gabriel Parish

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish, 900 Geiger Street, for their Friday Fish Fry to be held on February 28, March 6, March 13, March 20, March 27, and April 3, 2020.** All voting aye.

Public Works General Construction and Department Activity:

- 1) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
- 2) Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. Final quantity measurements are being made.
- 3) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. When weather improves later this year, the work in Breezewood Lane will be done.
- 4) Contract 1-20 (Abby, Bond, Center, Clybourn) – Bids were opened on January 14. A memorandum of understanding with the City of Menasha is being finalized and will be brought to a future Committee meeting.
- 5) Contract 2-20 (Utilities - Van, Monroe) – Design work is ongoing.

- 6) Contract 3-20 (Street - Van, Monroe, Gillingham, Shootingstar, Armstrong) – Design work is ongoing. Work on Shootingstar and Armstrong is being bid as an alternate to the base bid of Van, Monroe and Gillingham.
- 7) Contract 4-20 (Green Bay, Tullar) – Design work is ongoing. Green Bay Road has been submitted for Municipal Street Improvement Program – Discretionary funding. We should learn the outcome of that application in March. If our application is successful, this would provide funding for up to 50% of eligible project costs.
- 8) Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year..
- 9) Drop-off Site – Crews have started revising the drop-off site layout. Punch cards will be delivered to the PW office the week of January 27. Mayor Kaufert noted that he intends to include information on the changes in his next Neenah Notes article. Committee noted that the changes could help encourage the repurposing of furniture and other large items.
- 10) Storm Impervious Area Audit – Staff is doing an internal audit of the impervious areas used for storm water billing and TARF charges. GIS staff prepared an updated impervious surface map and public works staff is currently doing a quality control review of that map. Once the mapping is complete, the impervious areas as determined by the map will be compared to those currently being billed. If there is a significant difference in the billed impervious area, the property owners will be notified of pending changes. The goal is to have any revised impervious areas be the basis for billing when the new billing system is fully implemented later this year.
- 11) CTH JJ/CTH CB Roundabout – Winnebago County has approved moving ahead with design of the project. Staff will be developing an MOU with Winnebago County to cover project responsibilities and cost shares.
- 12) Director Kaiser noted that rock blasting is taking place in the Castle Oak VI area in preparation for utility installation in the final phase of the Castle Oak subdivision. Committee discussed the progress of utility installation for the First Addition to Integrity Acres subdivision.

Announcements/Future Agenda Items: Committee requested that staff provide a calendar for bidding on Lakeshore Avenue.

Committee commented on the notification from Information Systems Director Wenninger regarding a ransomware attack on the City of Oshkosh computer system.

Motion/Second/Carried Stevenson/Lang to adjourn at 7:45 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Gerry Kaiser', written over a light blue horizontal line.

Gerry Kaiser, PE
Director of Public Works

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
June 23, 2020 - 6:30 PM**

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/557339557>

OR

Conference Telephone Number (AUDIO ONLY): <tel:+1-646-749-3122>

Access Code: 557-339-557 #

- Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.
- For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the meetings for June 9, 2020
2. Public Appearances
3. E. Forest Avenue Parking (Attachment)
4. Consideration and Acceptance of Kimberly Clark Corporation donation of 350 Byrd Avenue for the development of a dog park (Attachment)
5. Special Events
 - a. Cedar Bar & Grill, LLP, Live Music (Attachment)
6. Licenses
 - a. Retail Class "A" Malt License Application-Dollar General (Attachment)
 - b. Temporary Extension of Licensed Premises Application, Cedar Bar & Grill, LLC (Attachment)
 - c. Beverage Operator License Applications (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: June 19, 2020
RE: E. Forest Ave. Parking Progress Report #2

The last Public Services & Safety Committee (PSSC) discussion on this topic occurred on January 28, 2020. At that meeting, giving a pending discussion with Winnebago County, a secondary progress report was requested. The progress report was scheduled for the March 24th meeting, however was subsequently removed from the agenda due to Covid-19 concerns.

Attached are previous PSSC memorandums and excerpts of meeting minutes pertaining to the parking and pavement marking changes on E. Forest Avenue by N. Commercial Street.

Mr. Francis, owner of 303 N. Commercial Street, organized the aforementioned meeting on January 29, 2020 to discuss the County's role in the matter. Attendees included Mr. Francis, Winnebago County Executive Mark Harris, Winnebago County Director of Facilities Michael Elder, Community First Credit Union Senior Vice President of Facilities Jeff Schweitzer, Mayor Kaufert, Director Haese, and Engineer Merten. The following tasks resulted from the meeting:

1. City staff was to provide a map of the parking restriction of the area. This was sent via email on February 3, 2020.
2. Winnebago County was going to provide the number of employees who utilize the site at 211 N Commercial St, including a breakdown of those who travel throughout the day versus those who don't.
3. Winnebago County had planned to purchase additional parking spaces from Community First Credit Union at their site located on 125 E Forest Ave.

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.

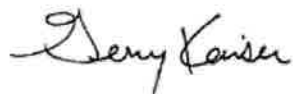
- 11) CTH CB/CTH JJ Roundabout – Staff assisted the county highway commissioner in reviewing consultant proposals. The highway commissioner will be negotiating a work scope and pricing with the selected consultant.
- 12) Grass/Weeds - Staff is reviewing potential changes to the grass/weeds ordinance 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

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
August 25, 2020 - 6:30 PM**

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/624454477>

OR

Conference Telephone Number (AUDIO ONLY): [tel:+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 624-454-477#

- Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.
- For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the meetings for July 28, 2020 and August 19, 2020 (Attachments)
2. Public Appearances
3. E Forest Avenue Parking Progress Report #3 (Attachment)
4. Revocable Occupancy Permit-617 E Wisconsin Avenue (Attachment)
5. Arrowhead Phase 1A Construction Administration Recommendation (Attachment)
6. Rec Boat Launch Dredging Construction Administration Recommendation (Attachment)
7. Licenses
 - a. Change of Agent/Trade Name, Classic Lanes Fox Valley (Attachment)
8. Public Works General Construction and Department Activity (Attachment)
9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



MEMORANDUM

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: August 20, 2020
RE: E. Forest Ave. Parking Progress Report #3

The last Public Services & Safety Committee (PSSC) discussion on this topic occurred on June 23, 2020. The tasks resulting from that meeting were:

1. Provide a layout which shows what the pavement markings would look like if parking were reinstated on the south side of E. Forest Avenue between N. Commercial Street and Island Lane.
2. Follow up with Winnebago County and report on their parking permit status.
3. Address signing in the parking easement on the Dialysis Center property.
4. Contact the owner of 307 N. Commercial Street regarding the wall.

Listed below are the actions staff have taken to address each task:

1. Sketches showing the following pavement markings conditions on E. Forest Avenue have been prepared and are attached to this memorandum:
 - a. Prior to June 2019.
 - b. June 2019 – October 2019.
 - c. October 2019 – Present.
 - d. If parking were reinstated on the south side of E. Forest Avenue.
2. Staff contacted Winnebago County and requested a representative participate in this meeting to discuss the status of parking in the area. The County agreed to have a representative attend.
3. The parking signs designating public parking are currently being made in-house. They will be installed within the next week.
4. Staff contacted the owner of 307 N. Commercial Street regarding the wall segment. The owner did not show interest in having the portion of the wall removed to reinstate the former walkway. The owner stated that there are no assurances that the vandalism activities which originally caused closure of the walkway would not occur again. He supports the use of the adjacent parking easement for general public purposes and per the easement, will continue to provide access to it. Acknowledging the parking concerns being raised, the owner also stated that he was willing to sell parking permits for his lot, if so desired.

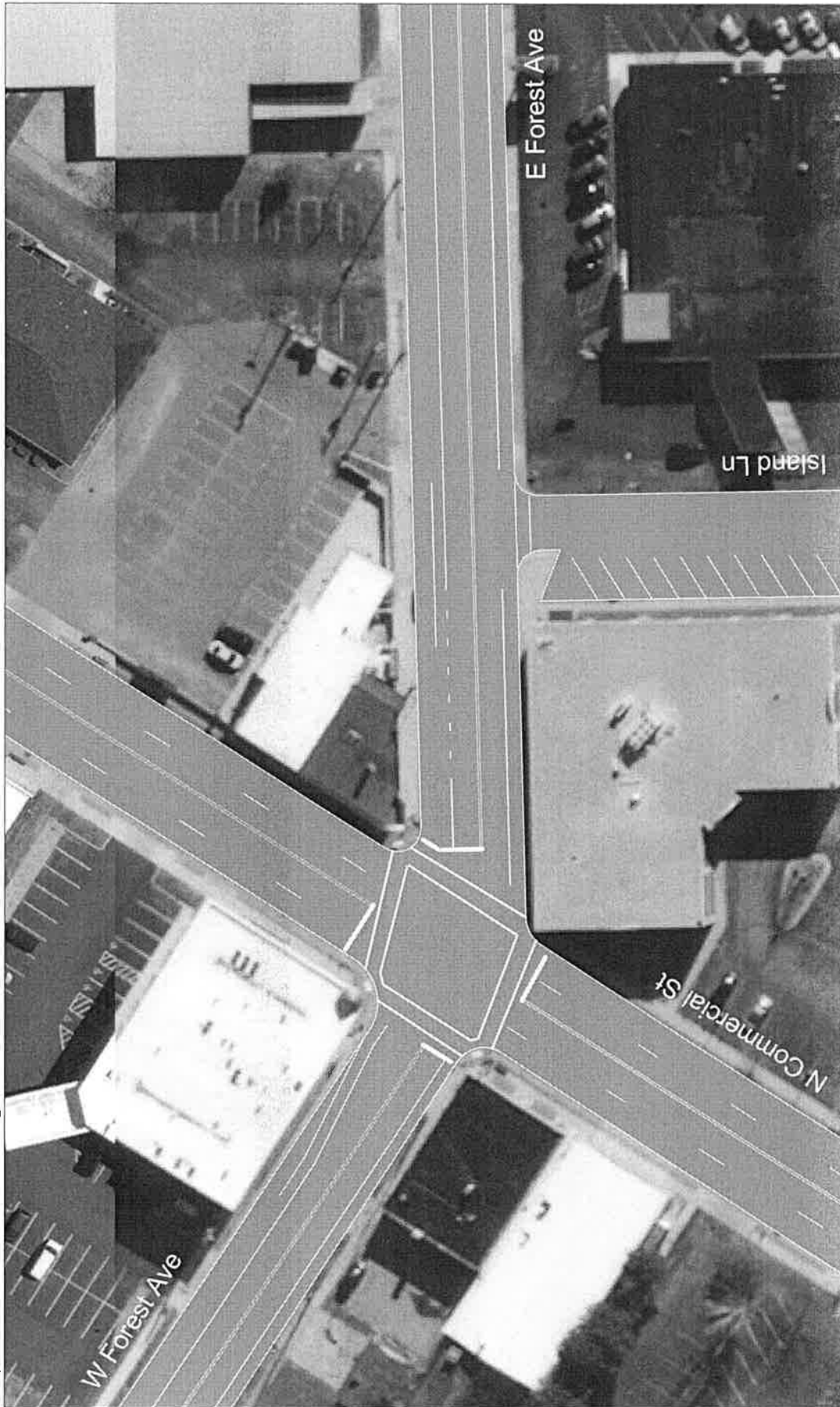
Map 1: Pavement markings prior to June 2019



Map 2: Pavement markings as of June 2019



Map 3: Pavement markings as of October 2019



Map 4: Pavement markings if parking is returned on both sides



CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, August 25, 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, Lendrum and Stevenson

Excused: Alderpersons Lang and Spellman

Also Present: Mayor Kaufert, Public Works Director Kaiser, Traffic Engineer Merten, Deputy Director of Community Development and Assessment Schmidt, Dr. Bill Topel, Mike Elder, Scott Francis

Approval of Minutes of the meetings for July 28, 2020 and August 19, 2020

Motion Second/Carried Lendrum/Bates to approve of the minutes of the Meeting of July 28, 2020 and August 19, 2020. All voting aye.

Public Appearances: None

E Forest Avenue Parking Progress Report #3:

Traffic Engineer Merten reviewed his memo of August 20, 2020. He noted the action items identified at the June 23 Committee discussion on the topic. He reviewed four pavement marking layouts: prior to the changes made in June 2019, following the changes made in June 2019, following the adjustments made in October 2019, and an alternate layout made per Committee direction at the June 23 meeting. He noted that Winnebago County representatives were available to provide an update on parking for the Human Services Building. He stated that signing for the parking lot easement in the Dialysis Center Lot will be placed next week. Finally, he outlined his discussion with Randy Stadtmueller, owner of 307 N. Commercial Street, regarding removal of a portion of the brick wall to the north of his building. He stated that Mr. Stadtmueller indicated that the former opening in the wall was filled to address an issue with vandalism. He stated that Mr. Stadtmueller did not have an interest in reopening the wall. He did however indicate a willingness to sell parking permits.

Dr. Bill Topel, Winnebago County Human Services Director, addressed the Committee. He reviewed the parking history related to the Human Services Building. He reviewed staffing numbers since 2007 to show that employee totals have changed minimally, if at all. He noted that the Neenah Police Department had requested that the employees avoid parking in the City easement spaces at 307 N. Commercial and that County staff have complied. He stated that the County currently leases 10 parking spaces from Community First Credit Union. He noted the use of on-street parking on North Water Street. He indicated that he did not believe that they needed to use the parking on Forest Avenue north of their building.

Mike Elder, Director of Facilities, addressed the Committee. He noted that much of the parking demand is for customer traffic using services at the building. He stated that staff use public parking away from the building.

Committee questioned if a previously mentioned concept of selling parking permits for spaces on Island Lane had been evaluated. Traffic Engineer Merten stated that no evaluation has been done. He indicated that he has been observing the time-limited areas. Dr. Topel stated that County staff park on Island Lane daily. Committee reviewed permit vs. time restricted parking options for Island Lane. Dr. Topel stated that he would prefer to not have to lease parking spaces on Island Lane. He noted his understanding that on-site was insufficient at the time the Human Services Building was constructed so parking on Island Lane was created to help provide the needed capacity.

Committee discussed Mr. Stadtmueller's reluctance to reopen the wall north of 307 N. Commercial. Ald. Bates stated that the Community Development Department is looking into the site plan history relative to the wall.

Scott Francis, owner of 303 N. Commercial Street, addressed the Committee. He stated that he has a new commercial tenant coming into that building. He noted that residential tenants park overnight in the lot for 307 N. Commercial Street. Traffic Engineer Merten stated that Mr. Stadtmueller had indicated that he is willing to sell parking permits for his parking lot. Committee discussed the possibility of Mr. Francis purchasing parking permits from Mr. Stadtmueller to address his tenant needs and then increasing the 2-hour time restriction of the City's 8 easement spaces to accommodate the customer time needed for Mr. Francis's new commercial tenant. Committee discussed the appropriate time restriction. Traffic Engineer Merten stated that 4 hours is the maximum time restriction that is considered enforceable.

Following discussion, **Motion/Second Lendrum/Bates to increase the time restriction of the 8 easement parking spaces in 307 N. Commercial Street from 2 hours to 4 hours.**

Committee discussed the possibility having two time restrictions in those spaces. Traffic Engineer Merten confirmed that two zones could be created. Committee discussed the origin of Mr. Francis's request, which was to have additional short-term parking. Mr. Francis noted the desire of County employees to park close to the Human Services Building. He discussed the loss of parking opportunities resulting from the installation of the bike lanes. Ald. Stevenson outlined the difficulty of the City providing parking for a private building that has a variety of different parking needs. He noted that private control of parking is critical to provide flexibility for the use of private property. Committee discussed maintenance of the City's easement spaces. Director Kaiser stated that the City has no maintenance responsibility for the parking lot at 307 N. Commercial Street.

Committee discussed the bike lane layout. Traffic Engineer Merten outlined the objective of the pavement marking project done in June 2019. He stated that it attempted to address the awkwardness of the Forest Avenue movements at the Commercial Street intersection. He also wanted to incorporate a biking accommodation since Forest Avenue is the only east-west street through Doty Island with traffic signal controls at busy intersections that connects to Loop the Lake. He also discouraged breaking up the bike lanes since that can create confusion. Mr. Francis noted that the bike lane was placed without public input and is only two blocks long.

Mr. Francis stated that the time restriction increase to a 4-hour limit would help somewhat. Committee discussed establishing a trial implementation for the change. Ald. Lendrum and Ald. Bates agreed to a one-year trial implementation. Traffic Engineer Merten stated that restrictions have standard enforcement hours of 8 A.M. to 7 P.M.

Report

The Committee acted on the motion to recommend to Council that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period. Motion carried. All voting aye.

Committee continued discussion of the pavement marking arrangement. Ald. Stevenson expressed skepticism about the value of a bicycle facility on E. Forest Avenue and noted an interest in reintroducing some parking on the south side of E. Forest Avenue. Traffic Engineer Merten noted that he is comfortable with the current or alternate layout provided to the Committee. He expressed a preference to leave the marking arrangement as-is. He noted observation of users of the bike lanes.

Revocable Occupancy Permit-617 E Wisconsin Avenue:

Deputy Director Schmidt reviewed his memo of August 20, 2020, regarding the request of the owner of 617 E. Wisconsin Avenue to replace their fence along S. Park Avenue with a 6-foot tall wrought iron fence. He stated that the current fence is located within the right-of-way, so a Revocable Occupancy Permit is being requested in order to allow the fence to remain in the right-of-way. He noted recently placed We Energies facilities that have been placed, which make it difficult to move the fence to the property line.

Ald. Bates expressed a concern with granting the request in light of another front-yard fence request that she is aware of and expressed a concern with establishing a precedent, which allows other residents to place a fence in the right-of-way. Deputy Director Schmidt stated that the request she is referring to is on private property and therefore subject to specific ordinance. The request along S. Park Avenue is in road right-of-way and therefore subject to the conditions placed by the Council. He also stated that Council can look at the unique circumstances of any other requests.

Director Kaiser noted that the street right-of-way width is 66 feet in this area while the road is built with the dimensions of a street within a more commonly used 60-foot right of way, which could have caused confusion when the fence was initially installed.

Mayor Kaufert expressed support for the permit and noted conversations that he has had with the property owner relative to landscaping improvements along the Wisconsin Avenue side of the property. Ald. Bates requested that City Attorney Godlewski provide the Council with information regarding the enforcement of provisions within a Revocable Occupancy Permit.

Report

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue.** Motion passed 2-1 (Ald. Bates voting No).

Arrowhead Phase 1A Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020, regarding the Arrowhead Park Phase 1 of Construction Administration Agreement. The Park and Recreation Commission recommends acceptance of the proposal from SEH in the amount not to exceed \$27,042.46. Director Kading reviewed the overall project budget. He noted that the funding will come from the capital facilities fund and TID 10. He stated that Director Easker and Director Haese will be meeting with him to develop the allocation. Committee

suggested that approval of this agreement should be contingent on the Council awarding the Arrowhead Park construction contract.

Committee discussed the scope of work. Director Kading outlined the involvement of Stantec as a sub-consultant to provide oversight of the shoreline restoration. Committee expressed a concern with the agreement fee based on the number of hours of observation service listed in the scope of services. Director Kading noted that there is administrative work along with other tasks not specifically identified in the scope that will also be done by the consultant. He discussed his involvement in working with the construction administration staff but noted that they have the expertise regarding bid specifications and DNR requirements and are therefore better able to address contractor or regulator questions. He described similar arrangements used for Washington Park and the Trestle Bridge projects.

Ald. Stevenson expressed a concern that consultants don't have the incentive to look out for the City's interests as much as staff. He also noted that the consultant may be taking advantage of the City with this agreement if they know that we aren't seeking competitive quotes. Director Kading stated that the consultant is working as the City's advocate on the project. He also noted the consultant will only be on-site for observation as needed, depending on construction operations. He noted the benefit of having consistency between the construction administration consultant and the design consultant. Ald. Stevenson requested the consultant's hourly rates. He also requested that Director Kading contact the consultant to see if they can improve their pricing.

After further discussion, **Motion/Second/Carried Lendrum/Bates to recommend that Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed \$27,042.46 contingent upon Council award of the associated construction contract.** Motion passed 2-1 (Ald. Stevenson voting No).

Rec Boat Launch Dredging Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020 regarding the Rec Boat Launch Dredging Construction Administration Agreement. The Park and Recreation Commission recommends the proposal from Stantec in the amount not to exceed \$8,800. He reviewed the overall project budget. Committee requested that Director Kading inquire if Stantec, a sub-consultant on the Arrowhead Park project, could coordinate their travel between the two projects to reduce their mileage charges. Director Kading noted that two different teams from Stantec are involved in these projects.

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend that Council approve the Construction Administration Agreement for the Rec Boat Launch Dredging with Stantec Consulting Services, Inc., in the amount not to exceed \$8,800 contingent upon Council award of the associated construction contract.** All voting aye.

Report

Report

Licenses:

Change of Agent/Trade Name, Classic Lanes Fox Valley:

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve the change of agent application for Classic Lanes Fox Valley, 934 Byrd Avenue; William T Smith, Agent**

Public Works General Construction and Department Activity:

1. Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
2. Contract 1-20 (Abby, Bond, Center, Clybourn)
 - a. Abby – Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
 - b. Bond – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
 - c. Center – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
 - d. Clybourn - Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
3. Contract 2-20 (Utilities - Van, Monroe) – Work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a. Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b. Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
 - a. Tullar, Marathon – Work is complete.
 - b. Green Bay - Work is scheduled to start the week of September 8. Staff and the contractor have met individually with businesses to discuss access. Committee discussed project schedule, traffic access and bus routing.
6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
7. Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
8. Contract 7-20 (Fire 32 Roof) – Work started the week of August 17.
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. A walk-through for the archaeology investigation is scheduled for the week of August 24. That work is projected to start after August 27. Director Kaiser noted that the required project permit from WIDNR had been received.

11. Tullar Garage – A roof-top HVAC unit, original to the building, has failed. The unit has been replaced. The system controls, also original to the building, are not communicating with the new equipment. A temporary workaround has been made. Update needs for those system controls are being evaluated.
12. 2021 Projects – Staff has started survey work to prepare for 2021 street and utility projects.

Adjournment: **Motion/Second/Carried Stevenson/Lendrum to adjourn at 9:15 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerry Kaiser". The signature is fluid and cursive, with the first name "Gerry" and last name "Kaiser" clearly distinguishable.

Gerry Kaiser
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, July 9, 2019 - 6:30 PM
Hauser Room - City Administration Building

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the June 25, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. E. Forest Avenue Parking Change (Attachment)
4. Report from the Liquor Licensing Review Committee meeting of June 25, 2019 (Attachment)
 - A. Potential amendments to Policy 2018-01 Awarding Class B Licenses (Attachment)
 1. Add Section C: In addition to the provisions above, the City has enacted two provisions which affect Class B licenses:
 - a) Code Sec. 4-100(6) Abandonment of Premise
 - b) Code Sec. 4-97 (a) Ownership
 - B. Original Alcohol Beverage Retail License Application (Attachment)
 1. David J. Pyszora, Individual, d/b/a Pappa's Café, 1360 S. Commercial Street, Neenah, WI 54956
5. Licenses:
 - A. Beverage Operator License Applications (Attachment)
 - B. Beverage Operator License Application - Denial (Attachment)
 - C. Beverage Operator License Applications - Delinquent Payments
 - D. Temporary Class "B" (Picnic) Retail License Application - Fox Valley Area Labor Council (Attachment)
 - E. Taxi Cab Application - Kidz Kab, LLC (Attachment)
6. Public Works General Construction and Department Activity (Attachment)
7. Announcements / Future Agenda Items
8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: July 3, 2019
RE: E. Forest Avenue Parking Change

The Public Services & Safety Committee reviewed a proposal to change parking on E. Forest Avenue on June 25, 2019. The proposal to swap the no parking restriction from the south side of the street to the north side of the street for the first 130 feet east of Third Street for a trial period of one year was not approved.

Given feedback from the committee, the revised staff proposal is to swap the no parking restriction from the south side of the street to the north side of the street from Third Street to Fourth Street. Notices of the revised proposal and committee meeting review schedule were sent to residents on Friday, June 28, 2019. If approved, staff will monitor impacts from the change in parking regulations during the school season and during wintertime.

Staff recommends the Official Traffic Maps be amended to remove the “No Parking Anytime” regulation on the south side of E. Forest Avenue from Third Street to Fourth Street and to establish a “No Parking Anytime” regulation on the north side of E. Forest Avenue from Third Street to Fourth Street.

**Minutes of the Liquor Licensing Review Subcommittee
of the Public Services & Safety Committee
Tuesday, June 11, 2019 – Noon
Council Chambers**

MEMBERS PRESENT: Police Chief Olson, Assistant Fire Chief Green, City Attorney Godlewski, Director of Community Development & Assessment Haese, City Clerk Sturn and Ald. Bates and Stevenson.

ALSO PRESENT: Mayor Kaufert.

Chairman Bates called the meeting to order at 1:04 p.m.

APPEARANCES: None.

MINUTES: MSC Haese/Godlewski to approve the minutes of August 28, 2018 and June 11, 2019, all voting aye.

NEW BUSINESS:

Potential Amendments to Policy 2018-01: City Atty. Godlewski reviewed the amendments to Policy 2018-01 adding Section C with the following language: Code Sec. 4-100(6) *Abandonment of premises*. Any licensee holding a license to sell alcohol beverages under this article that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation or nonrenewal of any alcohol beverage license. In this section "abandon" and "abandonment" shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the Common Council granted the license for a period of six months and Code Sec. 4-97 (a) *As to ownership*, In the event the "Class B" quota has been met and an existing "Class B" licensee goes out of business or relocates out of the City of Neenah, the new owner or tenant holds the right to that regular "Class B" license provided the new owner applies for that license within 60 days. If a new owner or tenant has not applied for said license within 60 days, that license will be added back into the quota for regular "Class B" licenses. City Atty. Godlewski explained that this is not adding new requirement, it just adds these sections of the code to this policy. **MSC Godlewski/Olson to recommend the Public Services & Safety Committee approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) *Abandonment of premises*. Any licensee holding a license to sell alcohol beverages under this article that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation or nonrenewal of any alcohol beverage license. In this section "abandon" and "abandonment" shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the Common Council granted the license for a period of six months and Code Sec. 4-97 (a) *As to ownership*, In the event the "Class B" quota has been met and an existing "Class B" licensee goes out of business or relocates out of the City of Neenah, the new owner or tenant holds the right to that regular "Class B" license provided the new owner applies for that license within 60 days. If a new owner or tenant has not applied for said license within 60 days, that license will be added back into the quota for regular "Class B" licenses, all voting aye.**

REPORT

Original Alcohol Beverage Retail License Application for Pappa's Cafe: The Committee reviewed the Original Alcohol Beverage Retail License Application by David J. Pyszora, Individual, d/b/a Pappa's Café, 1360 S. Commercial Street. Clerk Sturn advised that there is one "Class B" license remaining in the City's (38) quota for licenses plus ten Reserve licenses. She explained that increased populations can add more Reserve licenses to our quota. The \$10,000 fee is no longer refundable through an economic development grant. The City will never have more than 38 regular licenses they currently have. She advised that all inspectors have signed off on the license with the exception of Asst. Fire Chief Green. Two violations would need to be corrected prior to issuance of the license. There is also a delinquent water bill in the amount of \$2,463.60 that would need to be paid. Dir. Haese indicated he would like a more detailed drawing showing the number of tables/chairs etc. Clerk Sturn apologized indicating she told the applicant it did not need to be an architectural drawing but a simple drawing would suffice. She will have the applicant provide a more detailed drawing including dimensions as required on the application.

Police Chief Olson left the meeting at 1:25 p.m.

The Committee asked if Reserve licenses can be issued before all Regular licenses are issued. They asked the possibility of issuing the applicant a Reserve license. City Atty. Godlewski indicated he will check if that is possible and let the Committee know.

MSC Haese/Godlewski to recommend the Public Services & Safety Committee deny the regular liquor license application for David J. Pyszora, Individual, d/b/a Pappa's Café, 1360 S. Commercial Street due to the lack of economic impact and parking, with the condition that the applicant may apply for a Reserve License, if found to be allowed by the City Attorney, upon submitting a completed application that meets all the requirements for consideration by the Committee/Council, all voting aye.

MSC Haese/Green to adjourn at 1:35 p.m., all voting aye.

Respectfully Submitted,



Patricia A. Sturn, WCPC, MMC
City Clerk

REPORT

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, July 9, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Traffic Engineer Merten, Assistant Police Chief Sievert, Police Captain Bernice

Minutes: **Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the June 25, 2019, Regular Meeting.** All voting aye.

Public Appearances: Barb Lundrigen, 404 E. Forest Avenue, addressed the Committee regarding the parking recommendation for Forest Avenue abutting her property. She questioned if parking would still be available across the street from her house.

Motion/Second/Carried Lendrum/Spellman to amend the agenda to address items after Item 3, until Traffic Engineer Merten is available. All voting aye.

Potential Amendments to Policy 2018-01 Awarding Class B Licenses: Chairman Bates informed the Committee that the Liquor Licensing Review Subcommittee recommends that Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) *Abandonment of premises.* Any licensee holding a license to sell alcohol beverages under this article that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation or nonrenewal of any alcohol beverage license. In this section "abandon" and "abandonment" shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the Common Council granted the license for a period of six months and Code Sec. 4-97 (a) *As to ownership,* In the event the "Class B" quota has been met and an existing "Class B" licensee goes out of business or relocates out of the City of Neenah, the new owner or tenant holds the right to that regular "Class B" license provided the new owner applies for that license within 60 days. If a new owner or tenant has not applied for said license within 60 days, that license will be added back into the quota for regular "Class B" licenses. Alderman Stevenson stated that the changes were housekeeping to cleanup language in the policy and to provide consistency between the policy and the municipal code.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) Abandonment of Premises and Code Sec. 4-97(a) As to ownership.** All voting aye.

Original Alcohol Beverage Retail License Application: David J. Pyszora, Individual, d/b/a Pappa's Café, 1360 S. Commercial Street, Neenah, WI 54956: Chairman Bates informed the Committee that the applicant informed the city clerk via email that he is withdrawing his application. No Committee action is necessary.

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve beverage operator license applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt.** All voting aye.

Beverage Operator License Application (New) - Denial: The Committee reviewed the beverage operator license application for Cody R. Lichtfuss. The Neenah Police Department had recommended license denial.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council deny the new beverage operator license application for Cody R. Lichtfuss.** All voting aye.

Beverage Operator License Application (New) - Delinquent Payment: The Committee discussed the beverage operator license application for Stephani Malliet.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (new) for Stephani Malliet, contingent upon payment of all delinquent City fees.** All voting aye.

Beverage Operator License Application (Renewal) - Delinquent Payment: The Committee discussed the beverage operator license application for Troy Schuppe

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (renewal) for Troy Schuppe, contingent upon payment of all delinquent City fees.** All voting aye.

Temporary Class "B" (Picnic) Retail License Application: Fox Valley Area Labor Council – Labor Day Celebration: The Committee reviewed the request for a temporary Class "B" (picnic) retail license application from the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019, at the Labor Temple (157 S. Green Bay Road). Committee discussed security arrangements for the event. Assistant Police Chief Sievert stated that there have been no calls for police service at this event.

Public Services and Safety Committee Meeting
July 9, 2019
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C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council grant a temporary Class "B" (picnic) retail license to the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019.** All voting aye.

Taxi Cab License Application - Kidz Kab, LLC: Committee reviewed the taxi cab license application for Kidz Kab, LLC, 233 Dodge Street, Kaukauna.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant a taxi cab license to Kidz Kab, LLC, 233 Dodge Street, Kaukauna.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been working through the punchlist items.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The trail along Woodenshoe Road has been paved. Warranty work has been done. A final estimate is being prepared.
3. Contract 1-19 (Caroline, Stevens, Fifth)
 - a. Caroline Street – Utility work is complete. Curb/gutter and driveway work will be completed 7/3. Sidewalk repairs and terracing will be done the week of 7/8.
 - b. Stevens Street – Utility work concrete work and finish grading are complete. Paving is scheduled for 7/8. Terracing will follow.
 - c. Fifth Street – Work is complete.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a. Stanley Court – Water main and storm sewer installation is complete. Lateral replacements will be done the week of 7/8.
 - b. Stanley Street – Utility main work is complete. The western section of water main needs to have testing completed. Side street tie-ins are complete for Ames and Bruce.
 - c. Thomas Court – Utility work is complete. Lateral replacements were completed on 7/3.
5. Contract 3-19 (Epoxy Pavement Marking) – Work is complete. A final pay estimate is being taken to the Board of Public Works.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The Bell Street trail has been poured. Pendleton Road trail and sidewalk have been installed. Backfilling and terracing are scheduled for the week of 7/8. Tullar Road pavement and sidewalk repairs will be started the week of 7/8. Director Kaiser clarified that the proposed 2020 project on Tullar Road is primarily for diamond grinding the concrete pavement.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has not yet been scheduled.
8. Courtney Court – A pre-construction meeting was held on July 3. The contractor is scheduled to mobilize the week of July 15 and to start work on July 22. Director Kaiser noted that the first piece of work will be installing storm sewer from Green Bay Road to Courtney Court. He stated that this will require that Green Bay Road be closed to traffic on July 22. Committee directed staff to arrange for public notification with the changeable message boards and social media.
9. Pond Fountains – Given repair and electricity costs to maintain and operate pond fountains, staff is evaluating the use of other aeration options. We currently have four fountains out of service with an average repair estimate of \$1,500.

10. Traffic Engineer Merten will be away from the office from July 12 to August 12. If you observe or are made aware of any traffic issues in that time, please contact me.

E. Forest Avenue Parking Change: Engineer Merten reviewed the revised staff proposal to swap the no parking restriction from the south side of E. Forest Avenue to the north side from Third Street to Fourth Street. Parking had been prohibited on the south side of the street in this block. A recent change was made that prohibits parking on the north side of the street and allows it on the south side of the street. Traffic Engineer Merten noted concerns with a partial parking removal on each side of the street. He noted that the restrictions as posted provide more parking in that block than the previous restrictions did. He confirmed that parking would be available on the south side of the street across from 404 E. Forest Avenue. Committee suggested that the situation be monitored for the next year to determine if it had the desired effect. Traffic Engineer Merten confirmed that all of the abutting properties were notified by letter of the Committee meeting. He stated that he was able to speak with several property owners when he delivered the letter. He confirmed that the parking arrangement in this block will match the parking arrangement for the two blocks to the west.

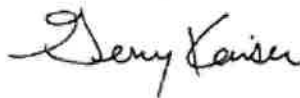
Following further discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve the Official Traffic Maps be amended to remove the “No Parking Anytime” regulation on the south side of E. Forest Avenue from Third Street to Fourth Street and to establish a “No Parking Anytime” regulation on the north side of E. Forest Avenue from Third Street to Fourth Street.** All voting aye.

Announcements/Future Agenda Items: Chairman Bates informed the Committee that a discussion of unpaved driveways and driveway aprons will be part of an upcoming agenda.

Chairman Bates suggested that a Committee of the Whole meeting be held to address the extension of premises issue for click & collect operations and the issue of convenience store alcohol sales. Committee discussed potential COW arrangements. Council President Stevenson stated that he would consider the matter and follow up with the Committee.

Motion/Second/Carried Stevenson/Lendrum to adjourn at 7:10 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

REPORT

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 25, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Public Works Superintendent Radtke, Traffic Engineer Merten, Police Chief Olson, Police Captain Bernice, Geoff Catlin, Matt Kehler, Marsha Britt, Tim Galloway, Kim Kehler, Don Reid, Scott Powley

Minutes:

Motion/Second/Carried Lendrum/Lang to approve the minutes of the June 11, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Fox Valley Sailing School Storage Building Request: Kim Kehler, President of the Fox Valley Sailing School, addressed the Committee. She outlined the history of her involvement with the sailing school. She noted the history of interaction between the sailing school and the Neenah Parks and Recreation Department. She stated that the sailing school's fleet is its largest asset and needs to have covered storage. She requested that they be allowed to construct a storage building either at the Tullar Garage site or at the Cecil Garage site.

Don Reid, past Commodore of the Neenah Nodaway Yacht Club addressed the Committee. He said that the boats have been stored outdoors behind the Tullar Garage building for many years. He recounted the ways that the club is involved in providing sailing education and training, buoy placement, the occasional emergency service to help retrieve stray boats, and organization of the Venetian Boat Parade.

Tim Galloway, 1499 Cowling Bay Road, addressed the Committee in support of the request. He recounted his history with sailing. He noted the benefit that the atmosphere of the boating culture provides to city visitors. He noted the involvement of Miron Construction in the project to emphasize that competent parties would be involved in the building's construction.

Director Kaiser reviewed his memo of June 21, 2019, regarding the Fox Valley Sailing School's request to construct a permanent storage building at the Tullar Garage. They currently use an area at the rear of the site for loose storage through an informal arrangement with the Parks and Recreation Department. He noted that staff has strong reservations about the placement of a permanent structure at the Tullar Garage site by a non-city entity. Those reservations relate to site security, safety, and future use of the property. With the elimination of an important snow storage site due to the Winneconne Avenue apartment development, the Tullar Garage site will play a larger role in providing the snow storage capacity that the city needs. He stated that, if the Committee wished to consider the request, the proper location to work with is the Cecil Garage site. That site has fewer issues relative to security and safety than the Tullar Garage site. The site is primarily used for storage, so there would be less chance of interaction with operating equipment. It also houses two other private organizations, so the precedent for using this site for that purpose has been established. He suggested a location along the east property line starting at the north end of the property.

Public Services and Safety Committee Meeting
June 25, 2019
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Mayor Kaufert stated support for the request if it can be made to work. He expressed appreciation for the role of the school in providing recreational education and opportunities. He stated that he had discussed the matter with City Attorney Godlewski who noted that legal documentation of an agreement would be needed. Committee discussed several provisions of an agreement including insurance, building maintenance responsibilities and disposition of the building if the school and club disbanded. Mr. Reid informed the Committee that the Fox Valley Sailing School and Neenah Nodaway Yacht also need to develop a partnership agreement for the project.

Committee discussed site security and building code requirements. Director Kaiser stated that he would discuss this with the building inspector. Representatives noted that the building construction is temporary in nature so that it can be relocated if City needs dictate that it be moved. Mr. Reid confirmed that city staff have stated that all materials will need to be stored in the building. Ald. Stevenson informed the representatives that there have been Council discussions regarding the long-term use and disposition of the Cecil Garage site.

Following discussion, **Motion/Second/Carried Lendrum/Lang to direct staff to work with the Fox Valley Sailing School and Neenah Nodaway Yacht Club to develop a final plan, cost and agreement for their use of a portion of the Cecil Street Garage site for agreed upon storage.** All voting aye.

E. Forest Avenue Parking Change: Traffic Engineer Merten reviewed his memo of June 21, 2019, concerning the recent changes in parking on E. Forest Avenue from Third Street to Fourth Street. Parking had been prohibited on the south side of the street in this block. A recent change was made that prohibits parking on the north side of the street and allows it on the south side of the street. He reviewed the rationale for the change - improving visibility and operation of the stop sign for westbound traffic on E. Forest Avenue at Third Street; improving the alignment of eastbound and westbound traffic lanes on Forest Avenue at Third Street; and placing any school-related parking away from resident driveways. He reviewed the timing of the implementation and the timing of resident notification. He acknowledged that the normal notification and review process was not followed in this case due to an oversight on his part in timing the pavement marking installation.

He noted that, due to negative resident feedback, he hosted two meetings to discuss the issue with concerned residents. As a result of those meetings, he recommends implementing a trial parking change that will: Prohibit parking on the north side of the street from Third Street to 130 feet east thereof; allow parking on the south side in that section; prohibit parking on the south side of the street from a point 130 feet east of Third Street to Fourth Street; and allow parking on the north side of the street in that section.

Ald. Lendrum expressed support for the proposal. She noted her conversations with the affected residents and outlined a number of extenuating circumstances that have been related to her. She noted that in her experience the speeds through this area are generally slow.

Public Services and Safety Committee Meeting
June 25, 2019
Page 3

Traffic Engineer Merten reviewed the on-street parking provisions from First Street to Ninth Street. He confirmed that most of the resident concern related to the notification process and the feeling that they weren't allowed input into the decision.

Committee questioned the rationale for the change. Traffic Engineer Merten stated that the changes were intended to address a variety of issues that had been reported to him. He described his goal with the trial implementation. Committee expressed concern with having the parking restriction change sides of the street mid-block. Committee discussed the next steps if the trial weren't approved. Traffic Engineer Merten stated that his preference is to retain the parking restrictions as they were recently posted until Committee approves a final plan. Committee suggested that the normal process could be followed for those restrictions.

Following discussion, **Motion/Second Lendrum/Spellman to recommend Council approve, for a one-year trial basis, a "No Parking Anytime" regulation be instated on E. Forest Avenue on the north side of the street for the first 130 feet east of Third Street and the "No Parking Anytime" regulation be removed on the south side of said street segment.** Motion failed 1-4 (Ald. Lendrum voting aye).

Committee directed Traffic Engineer Merten to review if there are options available through authority granted in ordinance to address the issues of concern.

Police Department First Quarter Statistics: Police Chief Olson reviewed the first quarter statistics. He noted that the data comes from the new record management system (RMS) being implemented by Winnebago County. He stated that there are still issues with the implementation, so the data in the reports is not completely accurate. Captain Bernice reviewed the implementation of the statewide Wisconsin Incident-Based Reporting System (WIBRS). He noted that police staff is starting training on WIBRS on June 26. He discussed difficulties in integration between the RMS and WIBRS systems. Chief Olson noted terminology or incident descriptions differences between the old RMS, the new RMS and WIBRS. He indicated that this will affect the year-to-year comparisons of the history shown on the "Calls for Service as Dispatched" report. Committee discussed the number of citations issued. Chief Olson stated he expected citation numbers in the second quarter will be higher as the department continues to implement changes in their approach to policing. Committee discussed dangerous animal investigations. Chief Olson indicated that these are occurring in the same volume as previous years. Committee discussed the need for additional driver education to improve yielding to pedestrians at roundabouts.

Tullar Road/Byrd Avenue Pedestrian Beacon Request: Traffic Engineer Merten reviewed the efforts between the City and Neenah High School towards developing an agreement to address safety concerns regarding parking and traffic. As part of those efforts, the request was made to install pedestrian beacons at the crosswalk on Tullar Road at Byrd Avenue. Committee discussed student use of the beacons and the possibility of a passive activation system. Traffic Engineer Merten stated that he prefers that pedestrians have to make an action to activate the beacons since it makes it more likely that they are engaged and aware of entering the road.

Public Services and Safety Committee Meeting
June 25, 2019
Page 4

Committee discussed the impact of future parking changes on the number of students crossing Tullar Road at this location. Traffic Engineer Merten confirmed that Community Development Block Grant funds have been used for previous beacon installations.

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve amending the Capital Improvement Program to purchase and install pedestrian beacons on Tullar Road at Byrd Avenue in the amount of \$15,000 with \$6,000 funded by the Neenah Joint School District and \$9,000 funded by Community Development Block Grant funds.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been informed of a number of punchlist items.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The trail along Woodenshoe Road has been paved. Warranty work has been done.
Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Based on the number of inquiries received from property sellers, realtors and title companies and the comments received, it became apparent that postponing the special assessment billing was inadvertently creating a problem with property transfers. Therefore, special assessment billings have been prepared and are being mailed on June 21.
3. Contract 1-19 (Caroline, Stevens, Fifth)
 - a. Caroline Street – Utility main work is complete. The street rest period has just ended. Private side lateral work will be complete around June 25.
 - b. Stevens Street – Utility work is complete. Sidewalk repairs are being done. Curb/gutter installation is scheduled for the week of June 24.
 - c. Fifth Street – Work is complete.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a. Stanley Court – Water main and storm sewer installation is complete. The street is in the rest period. Lateral replacements will be done after the lateral work is complete on Thomas Ct.
 - b. Stanley Street – Utility main work is complete. Tie-ins and service connections should be complete the week of June 24.
 - c. Thomas Court – Utility work is complete. Lateral replacements will start around June 26.
5. Contract 3-19 (Epoxy Pavement Marking) – Work is complete. Final quantities are being prepared. Chairman Bates asked staff to evaluate the condition of the crosswalks on Marathon Avenue adjacent to Southview Park.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The Bell Street trail has been poured. Backfilling and terracing are scheduled for June 25. Excavation started on the Pendleton Road sidewalk on June 20. The contractor plans to complete the sidewalk and trail installation the week of June 24. The contractor tentatively plans to start work on the Tullar Road pavement repairs the week of June 24.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has not yet been scheduled.
8. Courtney Court – Work is tentatively scheduled to start the week of July 15.

Public Services and Safety Committee Meeting
June 25, 2019
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9. Engineering Technician Kevin Prost completed a Construction Site Erosion Control and Stormwater Permit Compliance course sponsored by the North American Stormwater and Erosion Control Association. He is now certified as an erosion control inspector.

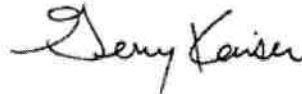
Announcements/Future Agenda Items: Mayor Kaufert informed the Committee that the City of Oshkosh is considering implementation of a TARF to replace special assessments for street and sidewalk construction. He noted that City Attorney Godlewski has been asked to speak to the League of Municipalities about Neenah's TARF.

Chairman Bates noted that a future Committee agenda will include a discussion of gravel driveways and aprons.

Mayor Kaufert informed the Committee that Director Haese has requested that Committee revisit the requests of grocery stores for Click and Collect service.

Motion/Second/Carried Lang/Stevenson to adjourn at 8:25 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerry Kaiser".

Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 11, 2019 - 6:30 PM
Hauser Room - City Administration Building

Present: Aldermen Bates, Lendrum, Spellman and Stevenson

Excused: Alderman Lang

Also Present: Mayor Kaufert, Assistant City Attorney VandenHeuvel, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Sievert, Police Captain Bernice, Police Lieutenant Kuffel, Traffic Engineer Merten, Alderman Boyette, Alderman Kunz, Matt Krahenbuhl, Scott Krahenbuhl, Kyle Fink

Minutes:

Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the May 28, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Purchase Replacement Handguns and Associated Equipment: Assistant Police Chief Sievert and Police Lieutenant Kuffel reviewed their memo of June 6, 2019, recommending the purchase of replacement handguns and associated equipment. They provided the Committee with an updated quote, which includes a trade-in of \$20 per unit for the tactical weapon light and reduces the overall purchase cost to \$37,582.22. They reviewed issues experienced with the current handguns, which are over ten years old. They noted the conversion to 9mm ammunition. They confirmed that a vendor had provided a quote for the purchase but that quote was higher.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve purchase of replacement handguns and associated equipment from Kiesler Police Supply, Inc., for a total purchase price of \$37,582.22 with funding from the 2019 Capital Equipment Budget.** All voting aye.

Ordinance 2019-14 Amending Article IV - Division 3: Noise: Committee reviewed Assistant City Attorney VandenHeuvel's June 6, 2019, memo regarding changes that were made to the proposed noise ordinance since the Committee's last review. He noted that he had corresponded with Ald. Kunz to address the concerns that he raised. One revision added a definition for the term "decibel". A second revision added language to create an exemption for the use of powered lawn and garden equipment. He noted that this revision also incorporated snow removal equipment which is currently exempted under a different section. Committee discussed the use of the nuisance ordinance for noise issues that crossed zoning classifications. Ald. Boyette addressed the Committee to inquire if the ordinance could be used to cite a celebration or event at a city park. Assistant City Attorney VandenHeuvel stated that enforcement of those situations would be handled the same as they are currently. He noted that officers will now respond with a decibel meter to noise complaint calls. Chief Olson stated that three meters are on order. Chief Olson reviewed the training received by staff to determine if a motorcycle muffler is stock or non-stock.

Public Services and Safety Committee Meeting
June 11, 2019
Page 2

Assistant City Attorney VandenHeuvel stated that staff reviewed the acceptable sound level table in Section 4 of the proposed ordinance and found it to be in line with other community noise ordinances.

ORD.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council adopt Ordinance 2019-14 amending Article IV Division 3 of the municipal code relating to noise violations.** All voting aye.

Ordinance 2019-15 Amending Code §4-106: Temporary Extension of Licensed Premises: Committee reviewed Assistant City Attorney VandenHeuvel's June 11, 2019, memo regarding Ordinance No. 2019-15 amending the Code creating the section for a temporary extension of licensed premises. He noted that staff has recommended an application lead time of 25 days since that works within the normal Committee and Council schedule. Committee discussed the event times frames noted in Sec. 4-107(d). Committee discussed the differences between the proposed ordinance and the requirements of the Temporary Class "B" (Picnic) Beer License. Committee expressed a desire to be informed when the situation results in the Mayor approving a Temporary Extension of Premises application.

Ald. Kunz addressed the Committee. He noted that Sec. 4-107 limits the number of events to three per year. He expressed a willingness to allow more. He noted a preference for the language in the code concerning Temporary Class "B" (Picnic) Beer License applications. He expressed a concern with the fencing requirement. He felt that a boundary could be established beyond which alcohol could not be taken. He noted a concern that fencing can detract from the ambiance of an event. Assistant City Attorney VandenHeuvel noted concern with using the Temporary Class "B" (Picnic) Beer License language since that could impact the ability for a business to hold an event on short notice if the same kind of event had not been previously held at that business. Committee discussed fencing and boundary options.

Following discussion, **Motion/Second Stevenson/Spellman to recommend Council adopt Ordinance 2019-15 applying Beer Garden and Sidewalk Café requirements to State licenses premises and providing for a temporary extension of licensed premises including an adjustment to Sec. 4-107(a)(1) requiring notification of Council within 48 hours or prior to an event for events that have been approved by the Mayor.**

Committee continued discussing establishment of different hours of operation and amplified sound for weekends versus weekdays.

Following discussion, **Motion/Second/Carried Stevenson/Bates to amend the motion to change Sec. 4-107(d) to establish hours of operation Sunday thru Thursday between 8 a.m. to 10 p.m. and any amplified sound (music or speech) between the hours of 9 a.m. and 9 p.m. and hours of operation on Fridays and Saturdays between 8 a.m. to 10:30 p.m. and any amplified sound (music or speech) between the hours of 9 a.m. and 10 p.m.** All voting aye.

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, July 27, 2021- 6:30 PM
Council Chambers**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the meeting for July 13, 2021 (Attachment)
2. Public Appearances
3. Beverage Operator License Denial Appeal-Jill Gibson (Attachment)
4. E. Forest Avenue (100 Block) Lane Designation Recommendation (Attachment)
5. 4-Hour Parking Restriction Trial at 307 N. Commercial St. Parking Easement (Attachment)
6. Byrd Avenue No Parking Zone Request near Gillingham Road (Attachment)
7. Licenses
 - a. Approve the Temporary Class "B" Picnic License application for the sale of fermented malt beverages for the Labor Temple's Labor Day Celebration to be held on September 6, 2021. (Attachment)
 - b. Temporary Extension of Licensed Premises Application, Firelite Inc., 1171 Gillingham Rd for Cornhole Tournament to be held on Saturday, August 28 2021 from 11:00 AM to 8:00 PM (Attachment)
8. Public Works General Construction and Department Activity (Attachment)
9. Announcements/Future Agenda Items
10. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: July 23, 2021
RE: E. Forest Avenue (100 Block) Lane Designation Recommendation

This discussion is being brought forward at request of the Public Services & Safety Committee (PSSC) from the July 13, 2021 meeting. At the meeting, the PSSC requested a recommendation regarding the status of the pavement marking layout on the 100 block of E. Forest Avenue.

For reference purposes, I have hyperlinked the following forgoing related Committee discussion (which can be found online at www.neenahgov.org under the "Agenda & Minutes" link):

- October 8, 2019 PSSC meeting [minutes](#) and [agenda](#) packet
- January 28, 2020 PSSC meeting [minutes](#) and [agenda](#) packet
- June 23, 2020 PSSC meeting [minutes](#) and [agenda](#) packet
- August 25, 2020 PSSC meeting [minutes](#) and [agenda](#) packet

In addition, I have attached the following additional references to this memo:

- Pavement marking layouts from 2019 to present as well as a proposed layout that incorporates parking on the south side of E. Forest Avenue
- June 6, 2021 Presentation from Mr. Francis, owner of 303 N. Commercial Street

My position regarding the pavement marking layout on E. Forest Avenue remains unchanged. The original marking layout installed in June of 2019 remains as the preferable layout from a traffic operations standpoint. I understand that the modifications made in October 2019 were an attempt to address, in part, Mr. Francis' concerns regarding lack of parking availability for his building at 303 N. Commercial Street. At Mr. Francis' request, I produced a layout schematic, which shows how the markings would be modified to include parking on the south side of the E. Forest Avenue. Given the desire to strike a balance, my recommendation is to maintain the status quo.

E. Forest Avenue (100 Block) Lane Designation Recommendation
Attachment 1: Pavement Marking Layouts

Map 1: Pavement markings prior to June 2019



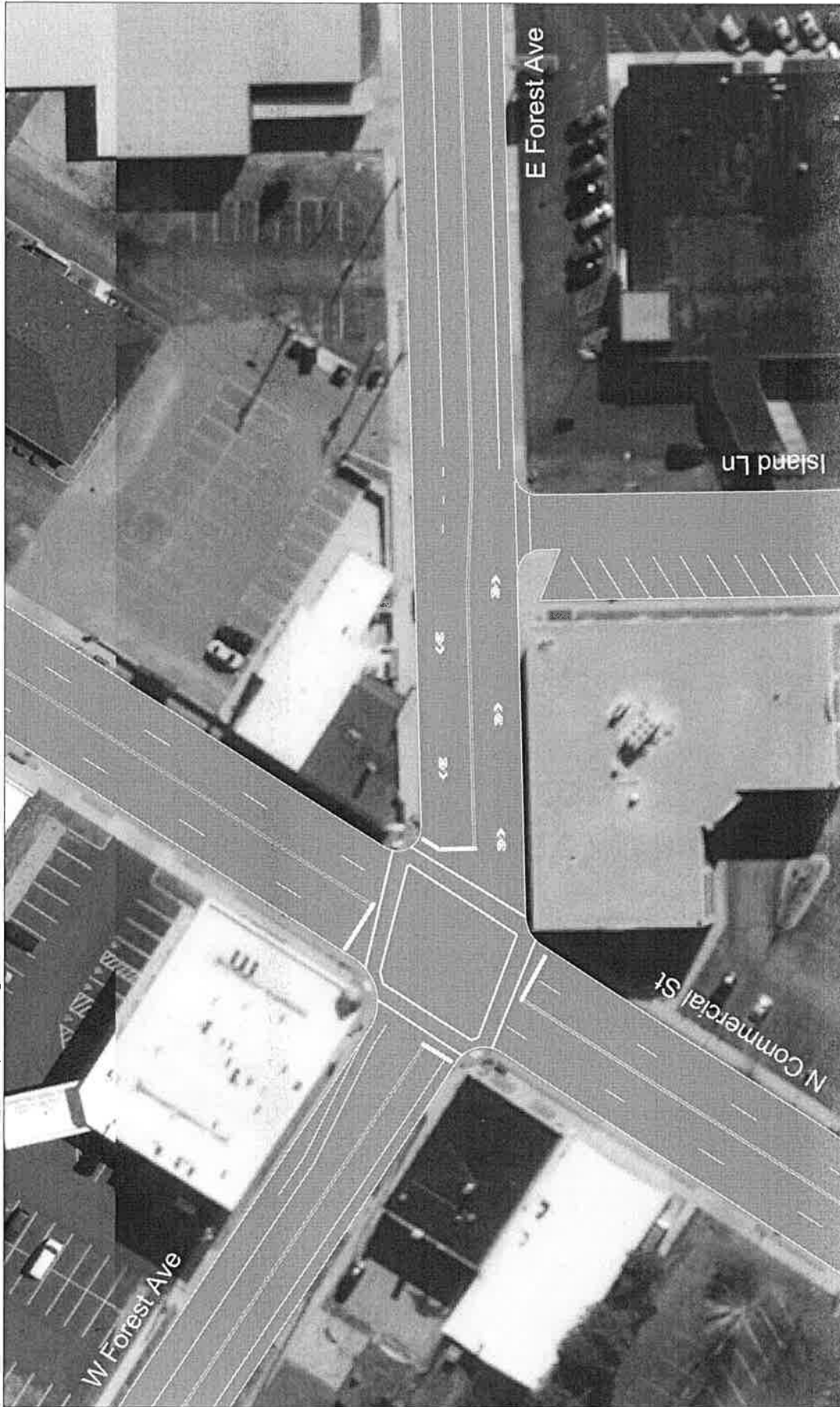
Map 2: Pavement markings as of June 2019



Map 3: Pavement markings as of October 2019



Map 4: Pavement markings if parking is returned on both sides



E. Forest Avenue (100 Block) Lane Designation Recommendation
Attachment 2: Presentation from Mr. Francis

Return of Parking Spaces next to County building on Forest Ave

- Nearly two years ago a short stretch of Forest Avenue was re-stripped resulting in the elimination of 6 parking stalls immediately north of the County building on forest Avenue.
- There was not public notice or discussion of the re-stripping before it occurred.
- There was no record of any above normal level of accidents that might have precipitated the re-stripping

“Trial Period”

- .When the problems and difficulties associated with the re-stripping were brought to the board it was stated that this would be a “trial” and “we will see how it works”
- .During the pandemic when the topic was brought to the board again and a “no action” decision was taken by just three members of the board in attendance.
- .The opinion of the city engineer was that “Best Practices” suggest that his preference would be that the stripping remain as is.

Bicycle Safety Mentioned as Reason for Keeping Stripping

- .There has been no noticeable or documented changes in intersection safety since the re-stripping.
- .There were NO observed bicyclist between October 15th 2020 and May 15th 2021 yet parking demand in the area has been steady and increasing as the activity opens up with the wind down of the pandemic.
- .Most of the little bicycle traffic that exist uses the sidewalk and there is no “bike lane” to cross the intersection

The re-stripping caused(s) a nearly total loss of available public parking.

.The city of Neenah has done more to impede economic progress on “The Island” than it has to help it in recent years

.All recent traffic changes have been to “increase the flow of traffic across the island as quickly as possible” not to promote commerce.

.More than 65 public parking spaces have been removed from the Forest / Commercial intersection area in recent years with no parking replacement.

This is an Ariel view of the affected area – 40+ public spots were removed from behind the dialysis center and 20+ from Commercial St. and 8 from Forest Ave. (Just near the intersection)



The loss of parking has caused and continues to cause economic hardship.

.The loss of parking has directly contributed to the loss of renters and the desire-ability of nearby spaces for any type of use.

.This has caused tens of thousands of dollars in reduced rent and property values.

.The reduction of parking spaces has also caused inconvenience for people visiting the county building and difficulty dropping off clients of the Friendship Place and limited the drop-off pick up area by Roosevelt School.

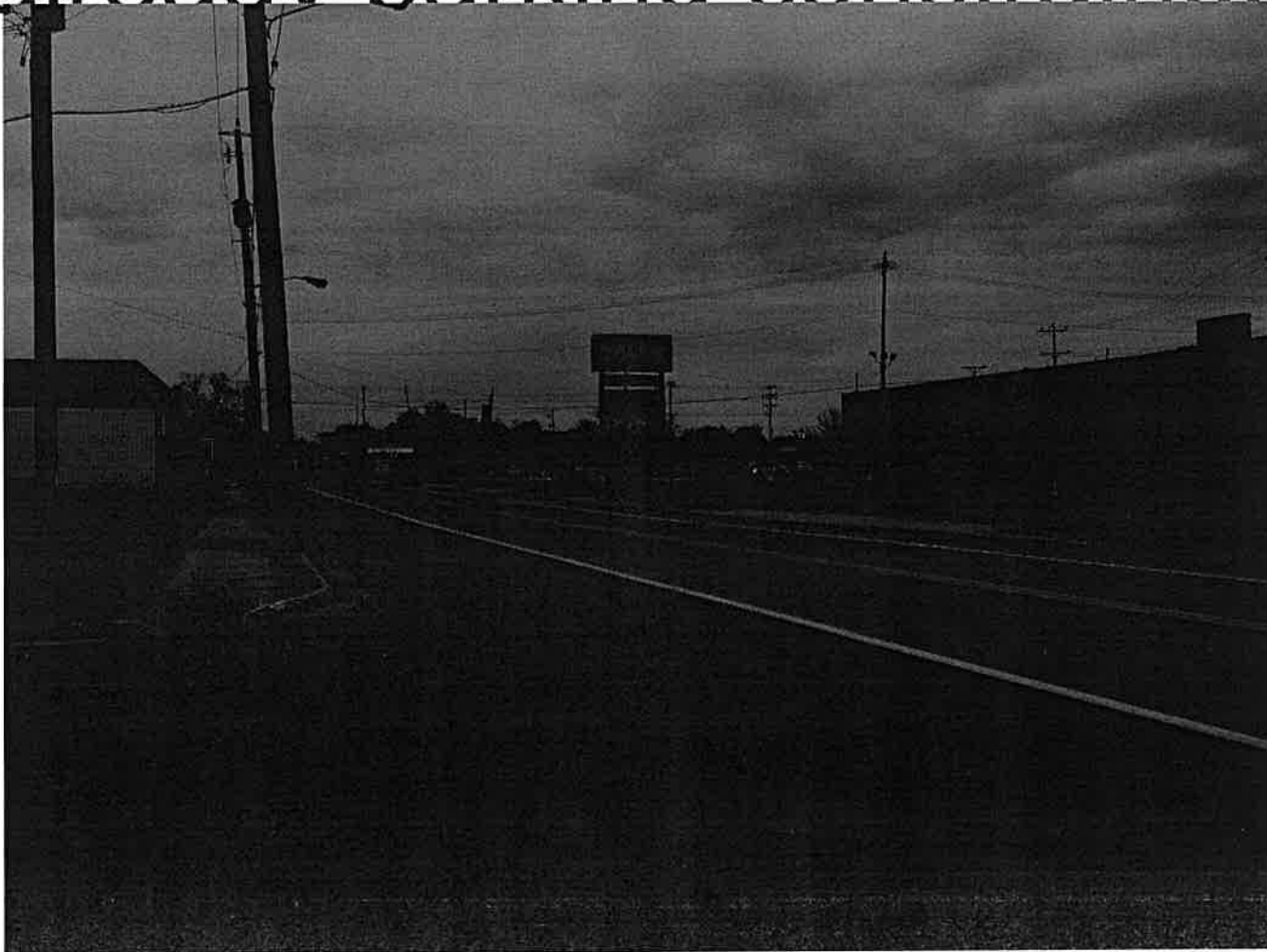
The only reason offered for not returning the parking spots was “Best Practices”

- .The alder-people who made a “no decision” regarding the removal of the re-stripping deferred to the city engineer for his opinion of what he would “prefer”
- .There was no empirical evidence given for keeping the re-stripping in place.
- .So – What are “Best Practices”? Are they any of the situations that resulted from the re-stripping show in the following slides?

Directing Traffic (Including semi's) to make an impossible right hand turn on a corner with less than a 90 degree angle.



Running a “Bike trail” through a warehouse loading area that was already parking constrained



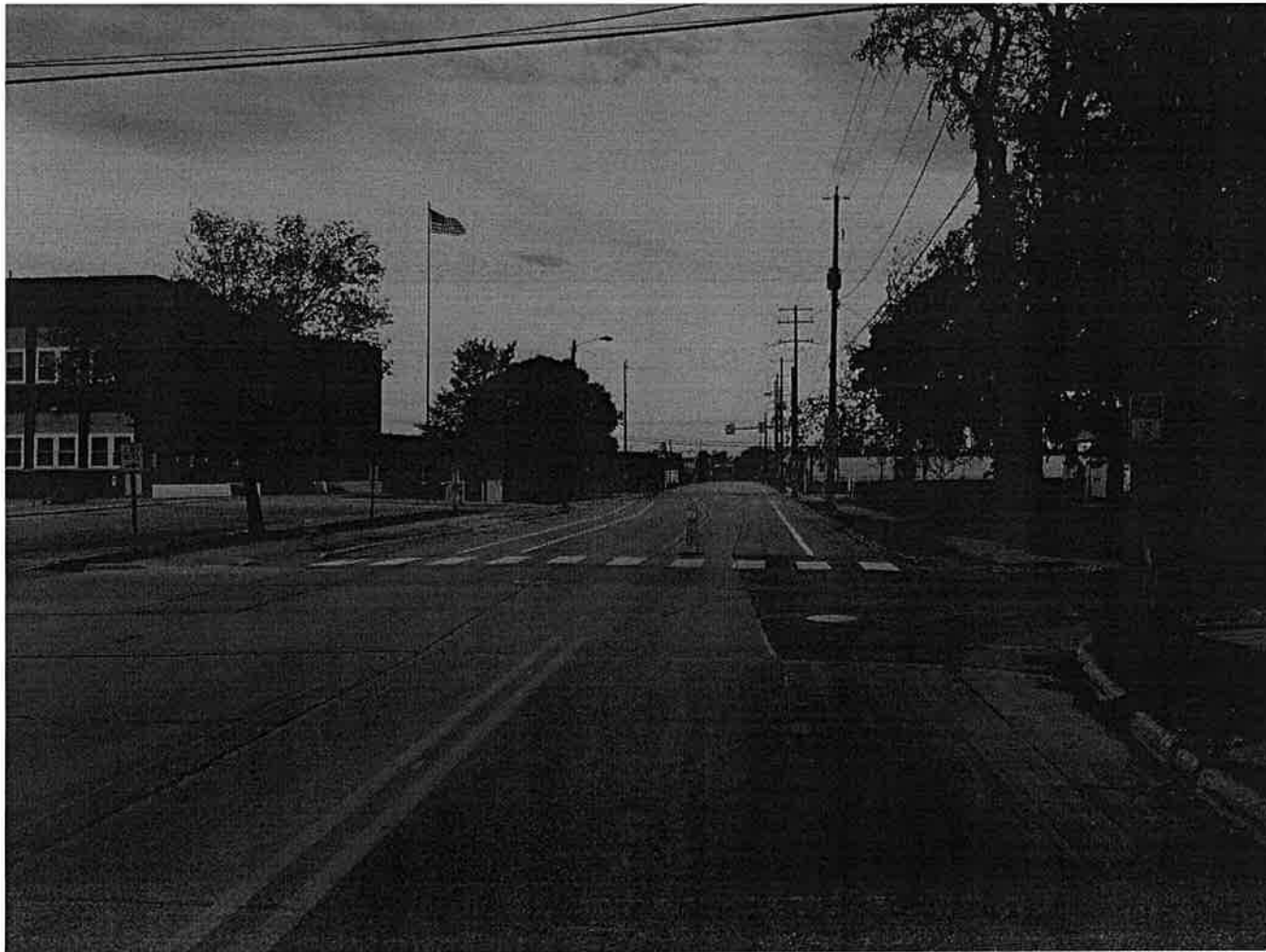
Causing a Bus Stop to have to be moved from a convenient corner with a waiting bench to mid block

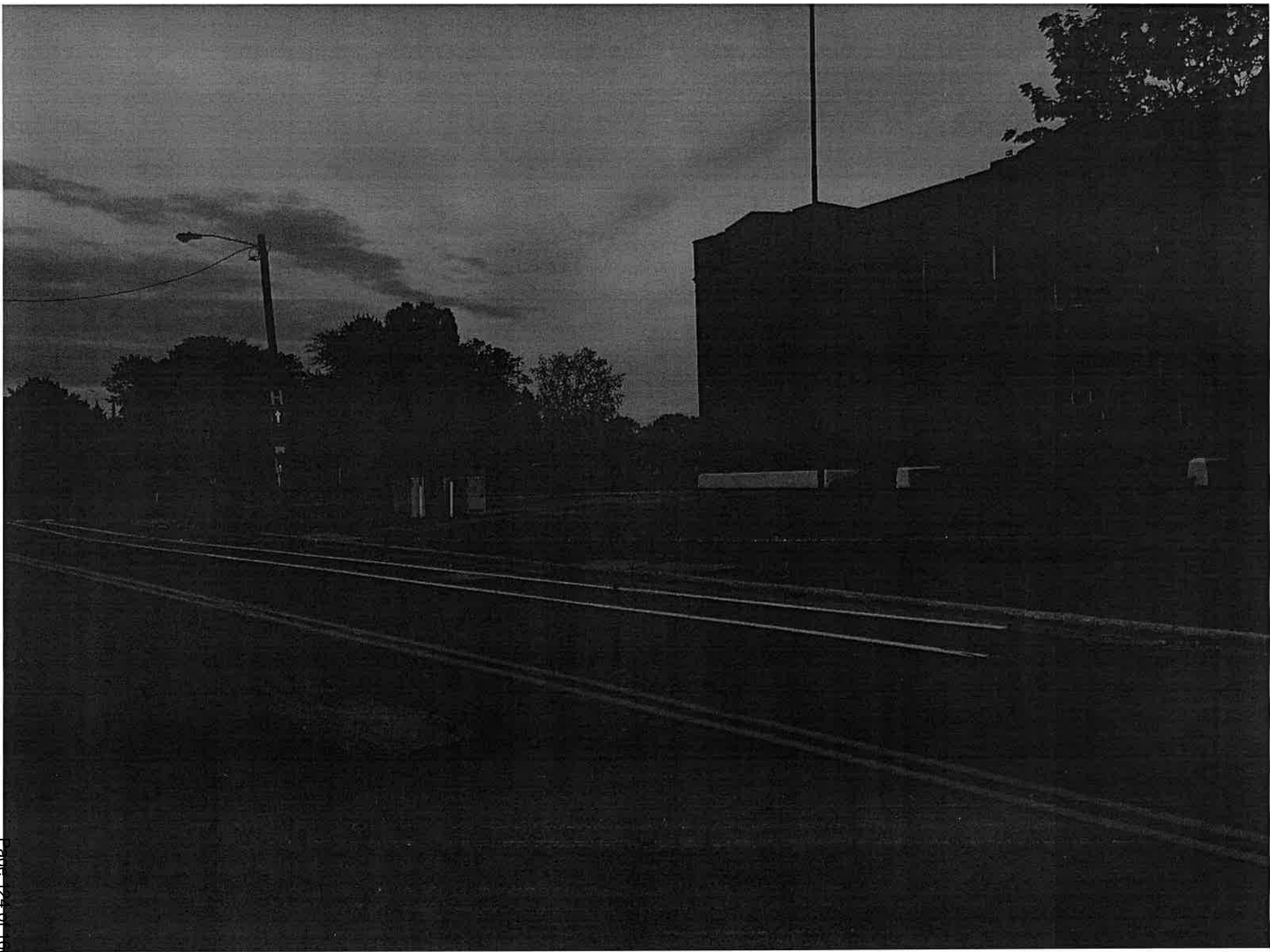


Dramatically reducing the economic viability of the old “Custom Marine Site”

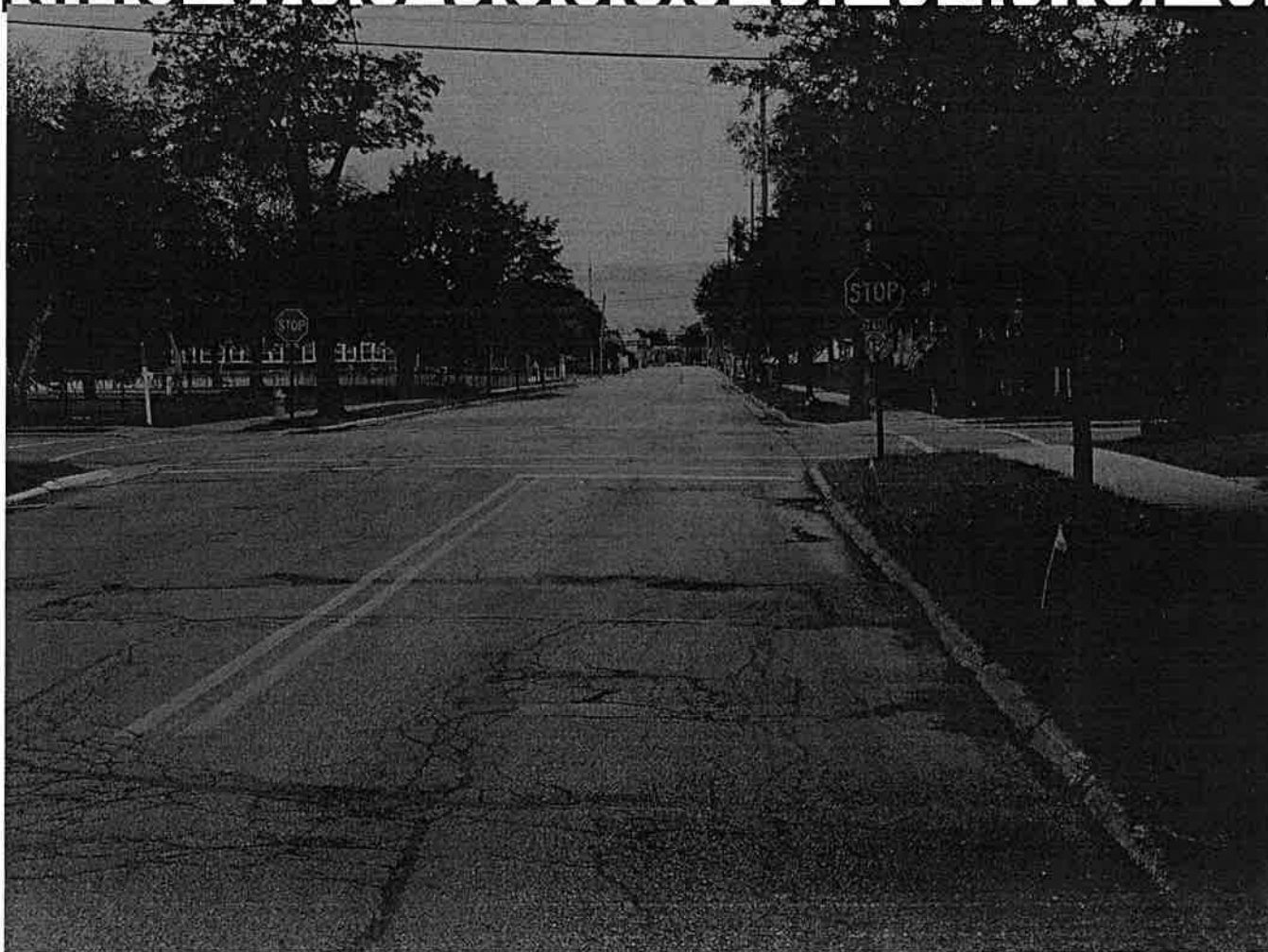
- .Removal of on street parking on Forest Combined with the prior removal of parking on 1st street and Neenah's requirement for the berming of Commercial developments means that upwards of 1/3 of the available space must be used for on-site parking.
- .This unnecessary requirement has dramatically reduced the desirability of the space and will reduce the value of future development and incremental tax revenue.

Restricting/ eliminating a school drop off location.





Directing traffic flow into a parking spot in front of a stop sign.(No Parking was added at a later date)



Eliminating the re-stripping will:

- Help restore economic viability to the neighborhood
- Stop directing bicycle traffic into a “loading zone”
- Increase the viability of a major redevelopment site.
- Make school drop offs and pick ups easier
- Reduce lane/parking confusion by stop sign

Eliminating the ill-conceived re-stripping Is the “Best Practice”

- It takes into account the wishes of (and delivers the best situation for) area constituents and tax payers.
- Helps the market ability of re-development sites
- Does not reduce safety
- Shows that the cities elected officials listen
- Helps maintain the cities promise of “always providing sufficient on street parking” for the County Building

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday July 27, 2021, 6:30 PM**

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

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, City Attorney Westbrook, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Scott Francis, Jill Gibson and Jean Redlin

Approval of Minutes of the meeting for the July 13, 2021 Meeting

Motion Second/Carried Lendrum/Hillstrom to approve the minutes of the Meeting of July 13, 2021. All voting aye.

Public Appearances:

Scott Francis, 319 Cleveland Street, Menasha WI

Mr. Francis spoke regarding the current parking spots and street pavement markings on E. Forest Avenue adjacent to the property he owns at 303 N. Commercial Street. Mr. Francis stated that it comes down to priorities for the City-whether the City wants to support businesses and historic properties. Mr. Francis stated that there has never been a safety issue that he is aware of, only an issue with the awkwardness of the N. Commercial Street intersection with Forest Avenue. He stated that the removal of the parking in this area has been a detriment to the economic viability of this corner. Mr. Francis stated that he is asking to have the center line on E. Forest Avenue moved to the north, which would allow the reinstatement of parking stalls that were eliminated with the current pavement stripping. He stated that by doing this the city would be sending a message to the community that the City does support local businesses.

Beverage Operator License Denial Appeal-Jill Gibson

City Attorney Westbrook informed the Committee that Captain Van Sambeek was not able to attend the meeting due to a scheduling conflict. He stated he would present the Police Department's determination and his own understanding of the reasons for denial.

City Attorney Westbrook stated that Ms. Gibson's application was answered honestly in regards to her ever being convicted of a misdemeanor or felony. City Attorney Westbrook stated that currently Ms. Gibson is facing two misdemeanor charges and a felony charge in Winnebago Circuit Court for reckless endangering safety, criminal damage to property and disorderly conduct. He stated these are pending charges and Ms. Gibson has not been found guilty of these charges. City Attorney Westbrook stated that because these three pending charges are open, the Police Department and City Clerk's Office issued a denial for Ms. Gibson's beverage operator's license application.

He further stated that had she not had these pending charges her application would have been approved. He noted that if Ms. Gibson is found not guilty of these charges, she will be able to reapply for her license.

City Attorney Westbrook stated that he wants to make it clear that with these pending charges, if the committee issues the license and she is then found guilty, the committee would have to revoke the license which can be hard to do once a license has been issued.

Ms. Gibson stated that the City can't take away her beverage operator's license if she found guilty of a felony. She stated that the felony that she is charged with is not related to any of the policies, statutes or criteria that prevent someone from obtaining a license in the City of Neenah. She stated that these are charges and not convictions.

Jean Redlin, owner of Sidetracked Bar & Grill, stated that the incident that Ms. Gibson was involved with was not a physical altercation. She hit the woman's car in the parking lot of Oink's Restaurant. Ms. Redlin stated that this is a part-time job for Ms. Gibson. She is a cook at Third Street Diner and is also cooking and bartending for her at Sidetracked Bar. Ms. Redlin stated that Ms. Gibson does not drink. She stated that she is supporting three children.

City Attorney Westbrook stated that there is more flexibility granting a operator's license than there is in revoking an operator's license. He further stated that had Ms. Gibson been found guilty of these three charges, the Police Department would still have denied her beverage operator license based on her past history.

City Attorney Westbrook stated that he does not want to bring in any information that is not in the court records because he feels that is not appropriate given the context of her charges. He stated that if Ms. Gibson and Ms. Redlin choose to do so, that is up to them. He stated that her initial conditions after the May arrest were no contact with the victim, no contact with Oink's Restaurant, and to not be on the premises of any bar or tavern. City Attorney Westbrook stated that at a hearing held on June 3, the court upheld the conditions of no contact with the victim and no contact with Oink's Restaurant and removed the condition of being on the premises of a bar or tavern.

City Attorney Westbrook stated that because these conditions were in the original bond, he feels that it is important because the prosecutor felt that it was important enough to be added to the bond.

Ms. Redlin stated that she has no reservations in hiring Ms. Gibson. She stated that Ms. Gibson is a hard worker and that she is trying to support a family. She stated that she has not seen any evidence of problems with drinking while training Ms. Gibson.

Alderperson Lendrum asked City Attorney Westbrook how long it will be until Ms. Gibson's trial. City Attorney Westbrook stated it could take months depending on the outcome of her preliminary trial.

Mayor Kaufert stated that one of the criteria of denying a license is if the conviction on the application can be tied to the act of being a bartender. He stated although Ms. Gibson's charges are not drug or alcohol related, there is a pattern of disorderly conduct

and domestic disturbances. Mayor Kaufert asked Ms. Gibson if she has taken herself out of the lifestyle that was causing these disturbances. Ms. Gibson stated yes.

Alderson Stevenson stated that Ms. Gibson has a conviction in 2020 for disorderly conduct and currently has three pending charges from an altercation that took place in May of this year. He stated that the Police Department is recommending denial based on these facts. Alderson Stevenson expressed the need to recognize an individual's rights and that, if a person has not been convicted of a charge, he cannot deny a beverage operator's license based on the charge.

City Attorney Westbrook stated that the decision of the Police Department to deny this license stems from a pattern of disorderly behavior in Ms. Gibson's recent history.

Alderson Lendrum asked Ms. Redlin if she allows her bartenders to drink on duty. Ms. Redlin stated that her closing bartenders do not drink while on duty and that is the shift that Ms. Gibson would be working.

Alderson Lendrum stated that she is concerned because Ms. Gibson did not call the police after the altercation that took place in the parking lot at Oink's Restaurant. Ms. Gibson stated that she should have called the police but she was not thinking clearly and was very upset. She stated she is in anger management and is trying to avoid putting herself in those types of situations anymore.

Alderson Bates stated that she is also concerned with the pattern of behavior in Ms. Gibson's past. She stated that having a bartender's license is a privilege.

Alderson Lendrum asked City Attorney Westbrook if he could draft a contract between the City and Ms. Gibson requiring that she surrender her license if she found guilty. City Attorney Westbrook confirmed that this could be done but that it is only good if Ms. Gibson follows through and actually returns the license. He stated that once a license is issued this committee would have to go through the revocation process to revoke the license.

Ms. Redlin stated that she would not be supporting Ms. Gibson if she did not believe that Ms. Gibson had changed. She stated that she would not risk losing her liquor license if she wasn't sure that Ms. Gibson would be a good employee. She stated that everyone deserves a second chance in life.

Alderson Bates stated that the Committee members here also responsible to be held accountable by the citizens of this community. She stated that this is a difficult decision and situation for all involved. She stated that issuing a license is saying that she has confidence in the license holder and for Ms. Gibson she does not have the confidence that she will not repeat her behavior.

Ms. Gibson stated she has never had an issue as a bartender or alcohol related issues while bartending.

Alderson Lang stated that she has a lot of reservations about voting in favor of this approach based on what she feels is a likelihood that this committee will be revoking Ms. Gibson's license.

Following Discussion, **Motion/Second/Carried Stevenson/Lendrum to approve the Beverage Operator's License for Jill Gibson, with the caveat that if the pending charges result in convictions, this committee will support the recommendations of the Police Department of denial and Ms. Gibson will surrender her beverage operator's license based on Ms. Gibson's agreement to do so before this Committee. Vote 3-2 (Alderpersion Lang and Alderpersion Bates voting nay)**

E. Forest Avenue (100) Block Lane Designation Recommendation

Traffic Engineer Merten stated that the Public Services and Safety Committee requested at their last meeting, a formal recommendation for the 100 Block of E. Forest Avenue lane designation. Traffic Engineer Merten stated that his position regarding the pavement marking layout on E. Forest Avenue remains unchanged.

Alderpersion Bates stated that the recommendation is to maintain the status quo which keeps the three parking stalls on the north side of E. Forest Avenue.

Traffic Engineer Merten stated that from a traffic flow and safety standpoint, this is his recommendation.

Alderpersion Bates asked if any Committee members wished to enter a motion to alter the recommendation presented in Traffic Engineer Merten's memo of July 23. Hearing none, she closed the agenda item.

Alderpersion Bates asked Traffic Engineer Merten if the signs have been installed at the 300 N. Commercial Street lot. Traffic Engineer Merten stated that the signs were installed Monday, July 26.

Four-Hour Parking Restriction Trial at 307 N. Commercial St. Parking Easement

Traffic Engineer Merten stated that the four hour parking restriction at 307 N. Commercial Street was done as a one year trial as directed by this Committee and the Common Council. He stated that the one year trial is done. He stated that from his observation of the area there has been no misuse of the parking stalls by Winnebago County employees. He stated that there have been citations issued but none of them to county employee vehicles.

Traffic Engineer Merten stated that his recommendation at this time is keep the Four-Hour parking restriction at 307 N. Commercial Street.

Report

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend the Common Council approve the four-hour time limit restriction located with the City parking easement at 307 N. Commercial Street, to be codified by ordinance within 6 months upon Council. All voting aye.**

Byrd Avenue No Parking Zone Request near Gillingham Road

Traffic Engineer Merten reviewed his memo of July 20, 2021. He stated that that Cross & Oberlie, located at 916 Byrd Avenue, contacted him with a request that a no parking zone be installed on the north side of Byrd Avenue in front of the entrance to their loading dock. He stated that semi-trucks have difficulty entering the driveway to the loading dock because vehicles parked on the north side inhibit the access and maneuverability to and from the loading dock.

Traffic Engineer Merten stated that that he is recommending to install a no parking anytime zone from Gillingham Road to the east property line of 915 Byrd Avenue, to be codified by ordinance within 6 months upon Council approval.

Alderperson Bates asked if notices were sent out the residents within the recommended area. Traffic Engineer Merten stated that had not been done.

Mayor Kaufert requested that Traffic Engineer Merten reach out to the Community Development Department to see if any development plans have been submitted for this area of Byrd Avenue.

Report

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common Council approve the installation of a no parking anytime zone from Gillingham Road to the east property line of 915 Byrd Avenue for a trial period of to be codified by ordinance by the Common Council after a 6 month trial period. All voting aye.**

Licenses

Approve the Temporary "Class B" Picnic License Application for sale of fermented malt beverages for the Labor Temple's Labor Day Celebration to be held on September 6, 2021.

Mayor Kaufert stated that the event has been taking place for 30 years. He stated that the only change this year for this event is there will be no parade.

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson approve the Temporary Class "B" Picnic License Application for the sale of fermented malt beverages for the Labor Temple Labor Day Celebration, 157 S Green Bay Road, to be held on September 6, 2021 All voting aye.**

Temporary Extension of Licensed Premises Application, Firelite Inc., 1171 Gillingham Rd for Cornhole Tournament to be held on Saturday, August 28, 2021 from 11:00 AM to 8:00 PM

C.A.

Following discussion, **Motion/Second/Carried Steveson/Hillstrom approve the Temporary Extension of Licensed Premises Application, Firelite, Inc., 1171 Gillingham Road for the Cornhole Tournament to be held on Saturday, August 28, 2021 from 11:00 AM to 8:00 PM. All voting aye.**

Public Works General Construction and Department Activity

1) Contract 3-20 (Street - Van, Monroe, Gillingham)

- a) Gillingham, Van, Monroe, Cavalry – Work is complete.
- b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.

Alderson Hillstrom asked if the any work will be able to be completed this year. Director Kaiser stated that the utilities and grading and graveling will be done his year and the paving will be done next year.

2) Contract 1-21 (Marathon Av) – Water and sewer utility work is complete. Pavement from Peckham to Byrd has been pulverized. Excavation and graveling from Bell to Joseph is complete.

Alderson Bates asked if the first block north of Bell Street will remain the same width or will that be widened to the 41'. Director Kaiser stated that the width will match was there before. He stated that it will start to transition to the 41' width after the first block.

3) Contract 2-21 (Fairview, Laudan)

- a) Fairview – Utility work is complete. Excavation and graveling for the road is complete. Because of the amount of sidewalk that needs to be replaced due to defect or damage, the contractor is providing us with a cost to replace the sidewalk entirely rather than perform spot repairs.

Alderson Stevenson asked if the contractor makes an estimate of the amount of sidewalk that will need to be replaced at the time of bid. Director Kaiser stated that the bid contains an estimated quantity for 4" and 6" sidewalk to be replaced with the contract.

- b) Laudan – City utility work is complete. We Energies is continuing work on gas main replacement. Excavation and graveling is scheduled to start the week of July 26.

4) Contract 3-21 (Winneconne, Washington, Olive, Isabella)

a) Winneconne – Work has not started.

Alderperson Bates asked if the plan is still to have sidewalk installed on the on the Dairy Queen side of the road. Director Kaiser confirmed that it was.

b) Washington – Sanitary sewer and water main have been installed. Service work will be started the week of July 26. The water main tie-in at Walnut will also be done that week.

c) Olive – Sanitary main has been installed except for the section that needs to be pipeburst under the Dairy Queen patio. Water main installation will start the week of July 26.

d) Isabella – Sanitary sewer and water main work is complete. Storm sewer work has started.

5) Contract 4-21 (Epoxy Pavement Marking) – The contractor has started work on areas that are unaffected by ongoing street construction.

6) Contract 5-21 (Misc. Asphalt Repairs) – A schedule has not bet set.

7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – A schedule has not bet set.

8) Contract 7-21 (Harrison Pond) – Bid advertising was moved to the first week of August.

Director Kaiser stated that there is some outfall and pump information that we are waiting for from a consultant that we will be incorporating into the specifications.

9) Jewelers Park Drive Trail – Plans and specifications have been reviewed. The needed easement from Bridgewood has been received. We are working through some language adjustments for the Jewelers Mutual easements.

Alderperson Bates asked what the time frame is for the work to begin. Director Kaiser stated that he is hoping to have the easements at the next regular Finance Committee Meeting and then onto the Common Council for approval. He stated that the anticipated bid opening is early to mid-September. Director Kaiser stated that there will be work that can be done during the winter months such as grading and graveling and foundation work for the structure.

Alderperson Stevenson asked there has been a final design discussion. Director Kaiser that the design is final. He stated that the base bid is for everything south of Cameron Way which includes the south bridge crossing and the slough crossing near Harrison Street. The alternate bid is everything north of Cameron Way. Director Kaiser stated that the alternate bid does not include any trail work north of Cameron Way except at Jewelers Park Drive, connecting the north bridge up to Cecil Street.

- 10) Refuse/Recycling Carts – We have performed an audit of our carts in place and have notified property owners if there is a discrepancy in our records between the number of carts listed for the property and the property classification.

Director Kaiser stated that staff sent out approximately 300 letters. He stated that the letters listed reasons such as too many carts than are allowed, duplicate cart serial numbers or no cart serial numbers listed in our inventory, and the type of residence did not match the assessor's records.

- 11) S. Commercial Street – We have started to prepare a request for proposals for design and real estate services on the S. Commercial Street project. WisDOT has asked that they be provided with the draft RFP before it is distributed to consultants.

Announcements/Future Agenda Items

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 8:54 p.m.**
All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Officer Manager

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, July 30, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, City Attorney Godlewski, Assistant City Attorney Vanden Heuvel, Director of Public Works Kaiser, Assistant Police Chief Sievert, Police Captain Bernice, Parks and Recreation Director Kading, Public Works Superintendent Radtke, Kelly Olson, Andrew Prust, Jens Jacobsen, Laura Nelson, John Schmidt, Sarahjean Schluechtermann, Larry Langohr, Jake Lamb, Ald. Erickson

Minutes: **Motion/Second/Carried Lendrum/Spellman to approve the minutes of the July 9, 2019, Regular Meeting.** All voting aye.

Motion/Second/Carried Lendrum/Spellman to amend the agenda to address item 4, Recommendation to Award Contract to Ayres Associates. All voting aye.

Recommendation to Award Contract to Ayres Associates for the Design and Engineering of the Shattuck Park Fountain: Director Kading reviewed the Shattuck Park fountain design and engineering proposal. He reviewed the issues encountered with the current fountain and noted problems that soil conditions present for that type of fountain design. He stated that \$150,000 was included in the 2020 budget request to construct a new water feature at that spot. He reviewed the intended design and bid schedule. Mayor Kaufert noted that it was his intention to have private donors assist with project construction costs. Director Kading stated that the requested design work would be covered through \$22,342 in funds remaining from the \$30,000 budgeted in 2019 for Shattuck Park Fountain design. He stated that work performed with that budget to this point included an evaluation of alternatives for the fountain. He stated that under their proposal, Ayres Associates would provide engineering, final design, and permitting for a splash pad on the site.

Committee discussed timing of the work relative to the opening of the Washington Park splash pad. They expressed concern with proceeding with a second design by this consultant without having experience with the operation of the Washington Park splash pad. Director Kading stated that they would have about six weeks of use for the Washington Park splash pad this year prior to bidding on the Shattuck Park project. He also expressed confidence in the experience of the design engineer involved. Committee questioned if a budget amendment was needed for this design work. City Attorney Godlewski stated that the request is consistent with the original purpose of the budget item so a budget amendment is not needed. Director Kading clarified that the contract proposal from Ayres Associates was in the amount of \$19,300.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the design and engineering proposal for the Shattuck Park Fountain from Ayres Associates for an amount not to exceed \$19,300.** All voting aye.

Public Appearances: None.

REPORT

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Motion/Second/Carried Stevenson/Lang to amend the agenda to address item 9, Special Event Permits - Bikers Against Human Trafficking Ride. All voting aye.

Special Event Permits - Bikers Against Human Trafficking Ride: Committee reviewed the Special Event Permit for the Bikers Against Human Trafficking Ride to be held on Saturday, August 17, 2019. Kelly Olson, support services director for Damascus Road, addressed the committee as the sponsor representative. The course for the motorcycle ride through Neenah is on Commercial Street from Menasha to Wisconsin Avenue, Main Street, Green Bay Road and North Street. She stated that this is their second year holding the event and their first time using this route. She expects 50 to 100 riders. Mayor Kaufert commented on his discussions with police staff about staffing for the event. He indicated that CSAs will be held over on that day to handle traffic control at the necessary intersections. Ms. Olson indicated that the ride will take about 10 to 15 minutes to pass through Neenah, depending on the number of participants, sometime between 4:30 p.m. and 5:00 p.m. Committee requested that church service times be checked to avoid conflicts with churches along the route.

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 Street Use Permit for the Bikers Against Human Trafficking Ride, sponsored by the Bikers Against Trafficking, WI, Becky Jacobsen, 1336 Meadow Lane, Neenah, to be held on August 17, 2019.** All voting aye

Motion/Second/Carried Stevenson/Lendrum to amend the agenda to address item 10, Licenses. All voting aye.

Temporary Extension of Licensed Premise Application: The Committee reviewed the request for a temporary extension of licensed premise for the Fire Lite, Inc., for their Cornhole Tournament on August 17, 2019. Laura Nelson, applicant, addressed the Committee to describe the layout for the event. She stated that there would be no music outside. She stated that the event should end by 10:00 p.m.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the temporary extension of licensed premise application for the Fire Lite, Inc., 1171 Gillingham Road, for their Cornhole Tournament on August 17, 2019.** All voting aye.

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Taegen A. Ewald, Grace Kenny, Daniel Krieg, Jennifer L. Lemke, Kara L. Palasz, Dean A. Ressler, Jodi A. Strzyzewski, and Haley I. Tesch.

Public Services and Safety Committee Meeting
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C.A. Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve beverage operator license applications for Taegen A. Ewald, Grace Kenny, Daniel Krieg, Jennifer L. Lemke, Kara L. Palasz, Dean A. Ressler, Jodi A. Strzyzewski, and Haley I. Tesch.** All voting aye.

Beverage Operator License Application (New) - Delinquent Payment: The Committee discussed the beverage operator license application for Heidi Raegan.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the beverage operator license application (new) for Heidi Raegan, contingent upon payment of all delinquent City fees.** All voting aye.

Beverage Operator License Application (Renewal) - Delinquent Payment: The Committee discussed the beverage operator license application for Melissa C. Wintrow.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the beverage operator license application (renewal) for Melissa C. Wintrow, contingent upon payment of all delinquent City fees.** All voting aye.

Police Department Statistics and Data: Police Captain Bernice reviewed the Police Department's statistics and data. He reviewed the following reports:

- Second Quarter Calls for Service (April – June 2019)
- Uniform Crime Report (UCR)/Wisconsin Incident Based Reporting System (WIBRS) Report - (January – June 2019)
- Traffic Arrests, OWI Tests, Traffic Violation Detail – June 2019
- Citation Detail – June 2019
- Warning Detail – June 2019
- Dangerous Animal Report (January 1 – July 12, 2019)

Captain Bernice noted continuing data issues between the record management system and WIBRS and ongoing discussions with the State about improvements. Committee discussed 911 Hangups and Alcohol calls. Assistant Chief Sievert outlined police interaction with human trafficking resource centers. Committee discussed the disposition of dangerous animal cases.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to accept and place on file the Second Quarter Calls for Service (April – June 2019) report, the Uniform Crime Report (UCR)/Wisconsin Incident Based Reporting System (WIBRS) Report - (January – June 2019), Traffic Arrests, OWI Tests, Traffic Violation Detail – June 2019, Citation Detail – June 2019, Warning Detail – June 2019, and Dangerous Animal Report (January 1 – July 12, 2019).** All voting aye.

Ordinance 2019-18: Amending the City's Official Map by Changing the Name of Peckham Road, Oak Street Road, and Peckham Street to East Peckham Street: City Attorney Godlewski reviewed the need for Ordinance 2019-18. He described the areas affected by the change. Committee discussed notification to residents and EMS.

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ORD.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council adopt Ordinance 2019-18 amending the name of Peckham Road, Oak Street Road and (east) Peckham Street between Commercial Street and South Park Avenue as East Peckham Street.** All voting aye.

Ordinance 2019-17: Amending Section 11-100 to Include a Ban on E-Cigarettes: Assistant City Attorney VandenHeuvel reviewed his memo of July 30, 2019, regarding an amendment to the City's smoking ban to include e-cigarettes and similar products. He noted that an exemption is included in the proposed ordinance that would allow sampling at vaping retailers. He noted receipt of a letter of support for the proposed ordinance from the Winnebago County Health Department. Mayor Kaufert expressed the belief that the ordinance will clarify a currently ambiguous issue. Committee discussed the encroachment of a regulation into a matter that businesses are capable of controlling. They indicated that this is a matter that should be addressed on a state-wide level. Assistant City Attorney VandenHeuvel stated that there are discussions about this because of the number of communities that have implemented their own vaping bans.

Ald. Erickson addressed the Committee to note the support for a city-wide ban that she has heard from restaurant and tavern owners. She noted a personal experience with an individual who was vaping at a restaurant.

Sarahjean Schluechtermann of the Winnebago County Health Department addressed the Committee to express support for the ordinance. She noted recent incidents where youths who had been vaping needed to be hospitalized.

Assistant City Attorney VandenHeuvel stated that he did not expect the ordinance to require additional law enforcement efforts.

ORD.

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve Ordinance 2019-17 amending the Smoking Ban to include e-cigarettes.** All voting aye.

Discussion of Extension of Premise for Alcohol Beverage License to Allow for Car Side Alcohol Sales: Assistant City Attorney VandenHeuvel reviewed the history of the extension of premises requests that have come before the City, Committee, and Council. He noted that he and Police Chief Olson had contacted other police departments about this issue. The police departments that they contacted in communities that allow curbside alcohol sales have not experienced additional enforcement issues. He stated that these locations have also had a perfect record in compliance checks. He stated that this is likely due to the requirement that a licensed individual conduct the sale along with the time lag between the order and the pick-up. He noted the statutory requirements for curbside alcohol pick-up. He indicated a preference for the conditions included in the ordinance from DePere.

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Chairman Bates expressed a concern in handling this issue outside of a Committee of the Whole meeting. She expressed the belief that this ordinance and discussion of allowing alcohol sales at convenience stores are inter-related because they both reflect a change in the alcohol culture in Neenah. Assistant City Attorney VandenHeuvel noted that from a legal standpoint they are separate issues. He also noted receipt of a letter of opposition to allowing curbside alcohol sales from the Winnebago County Health Department. Ald. Lendrum expressed a concern with the impact that this could have on small businesses.

Ald. Stevenson expressed the belief that curbside alcohol sales is a separate issue from convenience store alcohol sales. He noted that the curbside alcohol sales issue relates to businesses that have a current alcohol license and doesn't expand the number of alcohol sales outlets in the city. Committee discussed the methods by which a Committee of the Whole meeting can be called. Ald. Stevenson stated that he felt the current Committee setting was appropriate for the discussion of curbside alcohol sales. He stated that the convenience store alcohol sales issue is unique and warrants a Committee of the Whole discussion.

Chairperson Bates opened the floor to public comment. No comments were made.

Following discussion, **Motion/Second/Carried Stevenson/Lang to direct the City Attorney's Office to draft an ordinance allowing for the extension of premises for alcohol beverage licenses to allow for car side sales for future Committee discussion.** Motion passed 4-1 (Ald. Bates voting No).

Discussion of Tullar Garage Drop-Off Site Layout and Operations: Director Kaiser and Superintendent Radtke reviewed their memo of July 25, 2019, regarding the layout and operation of the Tullar Garage drop-off site. They noted concerns with user safety, site security, and site abuse that have led them to consider changes. They reviewed comparisons between the Neenah drop-off site and those of surrounding communities. They also noted trends in large item tonnage. They reviewed layout changes that they are considering for 2020. They discussed the possibility of using a punch-card system for site use. Their proposal would provide the owner of each residential property with four or fewer units with a card for five free uses of the large item bins at the drop-off site. After those five uses, the property owner would need to purchase a card for additional uses. The card would also allow admittance to other areas of the drop-off site. Committee discussed a number of aspects of the drop-off site including the use of security cameras, the need to educate the public on outlets to donate items that they want to discard, the importance of having the attendants check user IDs, the possibility staffing multiple attendants to improve oversight, and the resident reaction to being charged for its use.

Committee directed staff to develop firm proposals for further Committee discussion.

Public Works General Construction and Department Activity:

1. Contract 1-18 (Andrew, Richard, Geiger, Whiting) – Subsequent to our issuing final payment for this work, we were notified that a subcontractor had found an error in the final quantities. We will be issuing a correction payment to resolve this.
2. Contract 2-18 (Cecil, Adams). Staff met with the contractor to review final quantities. A final pay estimate is being prepared.
3. Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. The contractor has been contacted about providing an estimate to grade and pave the Shootingstar Drive connection.
4. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
5. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a. Stanley Court – Utility work is complete. The street is in the rest period.
 - b. Stanley Street – The western section of water main needs to have testing completed. Service work can be completed when the testing is complete.
 - c. Thomas Court – The contractor is scheduled to start road removal the week of August 5.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – Tullar Road pavement and sidewalk repairs are ongoing. Pavement repairs in the southbound travel lane and sidewalk repairs on the west side need to be done. Following that, pavement repairs around the centerline manholes will be done.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has started.
8. Courtney Court – Construction started the week of June 22. Sanitary sewer main installation should be complete the week of July 29.
9. Storm Damage – Extra yard waste pick-up was done due to damage resulting from the July 20 storms.
10. Harrison Street Pond – Staff have been reviewing concepts for the Harrison Street Pond (on the former Neenah Foundry property). In the review of the project, we have begun evaluating the potential of retaining the warehouse on the property. The benefit that would be gained by its removal is reduced due to the presence of sanitary and water utilities that extend through the site and are planned to remain.
11. Quiet Zone – We received notice from the Federal Railroad Administration that our railroad quiet zone is still compliant.
12. Survey work is starting for 2020 street and utility projects.

Director Kaiser noted a need to hold a special meeting prior to the August 7 Council meeting to address the 2018 Surplus Commodity Revenue ballot from the Winnebago County Solid Waste Board.

Chairperson Bates commented on a fountain in the Pondview detention pond. Superintendent Radtke stated that this fountain is a 5 hp fountain, whereas other pond fountains are 1 hp fountains, so this fountain shoots a more substantial stream of water. He reviewed the information received on the cost to convert existing fountain locations to aerators.

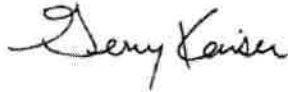
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Ald. Stevenson noted a concern from Scott Francis about the lack of parking near his commercial property. He is the owner of a building at the northeast corner of Commercial Street and Forest Avenue. Director Kaiser indicated that he'd had several recent conversations with Mr. Francis about his concerns. He stated that Mr. Francis is concerned with the incremental loss of parking around his building. He indicated that he intended to meet with Director Haese and Traffic Engineer Merten to consider options to address the concerns of Mr. Francis.

Announcements/Future Agenda Items: None.

Motion/Second/Carried Lang/Lendrum to adjourn at 8:55 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Gerry Kaiser". The signature is fluid and cursive, with the first name "Gerry" and last name "Kaiser" clearly distinguishable.

Gerry Kaiser, PE
Director of Public Works

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday July 13, 2021, 7:00 PM**

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

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Director Community Development & Assessment Haese, Assistant Police Chief Bernice, Captain Van Sambeek, Lt. Kuffel, Street Superintendent Radtke, Public Works Office Manager Mroczkowski, Scott Francis, Jamey Klein of Nuance Dragon Law Enforcement, and Katie Gaffney and Jayme Sellen of the Fox Cities Chamber Commerce

Approval of Minutes of the meetings for June 8, 2021 and June 16, 2021 Meeting

Motion Second/Carried Lendrum/Hillstrom to approve the minutes of the Meeting of June 8 and June 16, 2021. All voting aye.

Public Appearances:

Scott Francis, 319 Cleveland Street, Menasha WI

Mr. Francis spoke regarding the current parking spots and street pavement markings on E. Forest Avenue adjacent to the property he owns at 303 N. Commercial Street. Mr. Francis stated that parking has been difficult in the area since on-street parking was removed on N. Commercial Street and on the south side of E. Forest Avenue. He presented street pavement markings and parking spot configurations that have been used on E. Forest Avenue in the past. Mr. Francis is asking to have the center line on E. Forest Avenue moved to the north, which would allow the reinstatement of parking stalls that were eliminated with the current pavement stripping. He stated that he has suffered economic loss since the parking spots have been removed.

Aldersperson Bates asked Mr. Francis how many parking spots he is proposing on E. Forest Avenue. Mr. Francis stated that he would like all nine back that were on E. Forest Avenue previously.

Aldersperson Lendrum asked Mr. Francis if he had spoken to Randy Stadtmueller, owner of the parking lot at 307 N. Commercial Street, regarding the use of it for tenant parking. Mr. Francis stated that this was not germane to this topic but stated that he has an agreement with Mr. Stadtmueller.

Aldersperson Lendrum asked Mr. Francis if he has discussed with Mr. Stadtmueller the removal of the brick barrier on N. Commercial Street. Mr. Francis stated that Mr. Stadtmueller has no interest in removing the brick wall. Mr. Francis noted that the brick wall was not part of the original development plan.

Aldersperson Stevenson stated that if the suggestion is putting back the three parking stalls in front of the county building, we will be returning to the same problem we had

before with county employees parking there for an extended period of time. He questioned if we are trying to limit parking to create turnover or if we are looking to provide long term parking stalls that people will park at all day. Mr. Francis stated that he is fine with 2 hour parking on the three stalls he is asking to be reinstated.

Aldersperson Stevenson requested a formal response from Traffic Engineer Merten on his opinion of the proposal from Mr. Francis.

Aldersperson Bates stated that the proposal will be taken under advisement.

Approve purchase of Nuance Dragon Law Enforcement licenses and hardware

Captain Van Sambeek reviewed his memo of June 17, 2021 regarding the purchase of the Nuance Dragon Law Enforcement dictating hardware and licensing. He stated that currently officers are typing their reports at the police station because it is easier than trying to type the reports in their squad cars. He stated that the dictating software will allow them to dictate their reports from their squad cars using a microphone. Captain Van Sambeek stated that this will put the officers out in the community more and make them more visible and able to be situationally aware.

Captain Van Sambeek stated that currently the Winnebago County Sheriff's Department and the Village of Fox Crossing use the software. Both agencies have had great success in lowering the time it takes officers to complete their reports.

Captain Van Sambeek stated that we had five officers on a beta test program the past two months to test the efficiency of the software. He stated that the officers used the software a total of 479 times for 939 minutes which saved 31 hours of typing reports the old way.

Jamey Klein from Nuance Dragon Law Enforcement presented the Committee with background on the software and with the results of the beta test program that was done with Neenah officers.

Mayor Kaufert stated that he fully supports the purchase of this software. He noted that getting the officers out in the community more and visible more is only a benefit to our city.

Aldersperson Stevenson noted that the cost per training session seems high in regards to the purchase price of the software. Mr. Klein stated that they recommend no more than 15 to 20 officers per training session because of the learning curve. He stated that each training session is geared toward a specific part of the software. Aldersperson Stevenson asked how many trainers from Dragon are at each session. Mr. Klein stated typically two or three.

Aldersperson Stevenson stated that he is concerned that we will be paying for training time that we are not going to be using. Captain Van Sambeek stated that we need the training time that is included in the package because if we didn't we would end up paying officers overtime to complete the training.

Alderson Stevenson asked what is included in the cost of the annual management subscription and annual maintenance fee. Mr. Klein stated that the annual management agreement is an administration portal where files are backed up to, where the vocabulary center is stored along with reporting and analytical data. The annual maintenance fee is for all the updates and technical support.

Alderson Stevenson noted that the funding source is unclear and he would like to know what operation accounts are being used to purchase this software. Assistant Police Chief Bernice stated that he will provide that to the committee.

Report

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the purchase of 35 Dragon Law Enforcement licenses and 17 Power Mic 3 dictation microphones at a cost of \$25,736 and request the Police Department provide the budget line items that have been earmarked for this purchase.** All voting aye.

Approve purchase of John Deere Motor 772GP Motor Grader

Street Superintendent Radtke stated that he is requesting the purchase of a used 2017 grader from Brooks Tractor in the amount of \$200,000. He stated that he cannot justify purchasing a new one for \$450,000 for the amount of use it will get. He stated that this grader will replace a 50 year old unit. The 2021 Capital Equipment budget included \$250,000.00 for this purchase.

Report

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve purchase of a 2017 John Deere 772GP Motor Grader from Brooks Tractor Inc., De Pere WI in the amount of \$200,000.00 using 2021 Capital Equipment funds.** All voting aye.

Licenses

Approve the Temporary Retail "Class B" License Application for Bazaar After Dark, sponsored by Fox Cities Chamber of Commerce, 125 N Superior St., Appleton WI 54911

Katie Gaffney, representative from Fox Cities Chamber of Commerce, stated that from a visual prospective the layout and the organization of the event is the very similar to what has been done in previous years.

Alderson Bates stated that one of her main concerns is bars that are within the event area allowing patrons to leave their establishment with open intoxicants.

Mayor Kaufert stated that there are bars within the footprint of the event. He stated that each community that has this event has the same issue. He noted that, while

technically patrons who purchase alcohol from a bar should not be bringing it out side of the establishment, this is hard to enforce.

Ms. Gaffney stated that we have designated alcohol areas where individuals are required to purchase wrist bands to identify those who are purchasing beer from the event vendors. She stated that it is hard to monitor. She noted that the intention is that individuals will patronize the establishments as well as our vendors.

Mayor Kaufert noted that people don't seem to know about the event. He noted that we need to get the word out about this event. Ms. Sellen stated that they will be publicizing it more in the coming week.

Director Haese stated that there were some issues last time regarding vehicles driving through the partial road closure while the event was being set up. He stated that he would like to see a CSA on each end of the closed street to ensure that no vehicles other than vendors are allowed through. Ms. Gaffney stated that they will look into having volunteers stationed at each end of the closure. Lt. Kuffel stated that he is also looking to have some type of large vehicle or equipment at each end of the road closure to deter someone from driving through during the event.

C.A.

Following discussion, **Motion/Second/Carried Lang/Hillstrom approve the Temporary Class "B" License Application for the sale of fermented malt beverages and wine for Fox Cities Chamber of Commerce for Bazaar After Dark on July 28, 2021. All voting aye.**

Special Event Permits

Bazaar After Dark

C.A.

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for Bazaar After Dark, sponsored by the Fox Cities Chamber of Commerce, 125 N Superior Street, Appleton WI, to be held on July 28, 2021. All voting aye**

Barrel 41, Class of 2011 Reunion

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for Class of 2011 Reunion, sponsored by the Barrel 41, 1132 S Commercial Street, WI, to be held on August 7, 2021. All voting aye**

HAKAS

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for HAKAS, sponsored by the Barrel 41, 1132 S Commercial Street, WI, to be held on August 27, 2021 and August 28, 2021. All voting aye**

Furry Flurry Walk for Pets

C.A.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for Furry Flurry Walk for Pets, sponsored by the Neenah Animal Shelter, 951 County Rd G, Neenah, WI, to be held on August 7, 2021. All voting aye**

Single Use Punch Card

Director Kaiser reviewed his memo of July 9, 2021. He stated that he wanted to provide the Committee with data to show where we stand today, relative to last year in regards to the punch card distribution and to discuss the possible use of a single punch card.

Director Kaiser stated that staff is currently working with the Information System Department on using RecTrak as a possible point of sale at the drop off site, but we are still identifying everything involved with that. He stated that in the meantime we wanted to be able to offer residents that do not have access to the drop off site the option of purchasing a single use card. He noted that the intention of this card is for large item access only to the drop off site. Director Kaiser stated that they will initially be sold at the Public Works Office at City Hall with the goal of eventually selling them at the city garage as well.

Alderperson Bates asked what staff will use to verify residency. Director Kaiser stated that residents will need provide some type of identification to verify they live in the City of Neenah. He stated that staff is recommending limiting it to a maximum of 2 cards that can be purchased at one time, the name will be on the card and the attendant will collect the cards when it is presented.

Mayor Kaufert stated that he is glad to see we are offering another option for those who do not get the regular punch card.

Alderperson Stevenson stated that this is a great proactive approach to satisfy the needs of those residents who do not have access to the drop off site.

Director Kaiser asked the committee if this is something that they want to proceed with. The Committee agreed to move forward with the Single Use Punch Card.

Revocable Occupancy Permit Heated Sidewalks

Director Kaiser stated that this resident approached him last year about the possibility of installing heating coils under his sidewalks at 561 E Wisconsin Avenue. He stated that after discussing the project with the owner, he felt the best way to proceed to allow the owner to have the heated sidewalks was through a Revocable Occupancy Permit. Director Kaiser noted that the property owner will be using a similar type system that is being installed under the Wisconsin Avenue sidewalk abutting the skate rink.

Director Kaiser stated that the conditions of the revocable occupancy permit is that the property will be fully responsible for the maintenance and repair of the sidewalk and encroachment and if the system is ever permanently discontinued the owner is responsible for removing and legally disposing of the liquid contained within the pipes.

Report

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Common Council approve the Revocable Occupancy Permit to install a hydronic heating system under the public sidewalk abutting the property at 561 E. Wisconsin Avenue.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – A final pay estimate was taken to the Board of Public Works on July 13, 2021 and approved.
- 3) Contract 1-21 (Marathon Av) – Water and sewer utility work is complete as is the sludge line replacement. We Energies continues with work on gas main replacement. Road work is tentatively projected to start the week of July 19.
- 4) Contract 2-21 (Fairview, Laudan)
 - a) Fairview – Utility work is complete. Road work is projected to start the week of August 2.
 - b) Laudan – City utility work is complete. We Energies is continuing work on gas main replacement.
- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella) –
 - a) Winneconne/Washington/Olive – Sanitary sewer work started on July 6.
 - b) Isabella – Sanitary sewer main replacement is complete. Water main replacement is ongoing south of Caroline St.

- 6) Contract 4-21 (Epoxy Pavement Marking) – A schedule has not been set.
- 7) Contract 5-21 (Misc. Asphalt Repairs) – A schedule has not bet set.
- 8) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – A schedule has not bet set.
- 9) Contract 7-21 (Harrison Pond) – Bid advertising is scheduled for mid-July.
- 10) Jewelers Park Drive Trail – Plans and specifications have been received for staff review. The anticipated bid opening date is August 11.
- 11) Refuse/Recycling Carts – We have seen steady requests for 95 and 65 gallon carts as a result of new construction, cart swaps, and additional cart requests. As of June 25, our inventory of carts was:

65 Gallon Garbage: 31, 65 Gallon Recycling: 22, 95 Gallon Garbage: 77, 95 Gallon Recycling: 59. Given requests since that inventory and our ongoing rate of requests, which has been surprisingly consistent over the past year, we will be out of 95 gallon carts in October. We received a quote from Rehrig today for additional supplies of the 95 gallon and 65 gallon carts. The 95 gallon carts came in at \$63.75 each and the 65 gallons came in at \$58.75 each. The last price that we had received was \$60 for a 95 gallon cart. We would be looking at a total order of about 600 units between the two sizes.

Director Kaiser stated that based on the inventory numbers he is looking at possibly purchasing carts this year with Capital Reserve Funds. He stated that the other option would be to wait and budget for them in 2022. He noted that if we wait and budget the money in 2022 and run out of carts we would inform the residents they would have to wait until we had carts available.

Director Kaiser stated that he wanted to make the committee aware he may be bringing this back to committee for approval of the purchase of carts.

- 12) Commercial Dumpster Change – The week of June 28, Orion Environmental Solutions placed their containers for each of the commercial dumpster customers. While there were a couple of hiccups along the way, all of the customers are being handled.

Announcements/Future Agenda Items

Discussion of pedestrian crossing by the new ice rink

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 9:15 p.m.**
All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Officer Manager

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, September 24, 2019 - 6:30 PM
Council Chambers - City Administration Building

Present: Alderpersons Bates, Lang, Lendrum, and Stevenson

Excused: Alderperson Spellman

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Sievert, Police Captain Bernice, Police Officer Mulroy, Nicole Brisky

Minutes: Motion/Second/Carried Lendrum/Lang to approve the minutes of the September 10, 2019, Special Meeting and the September 10, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Motion/Second/Carried Lendrum/Bates to amend the agenda to address item 6b - Beverage Operator License Application - Review Provisional License. All voting aye.

Beverage Operator License Application-Review Provisional License: The Committee discussed the beverage operator provisional license for Nicole E. Brisky. Chairman Bates reviewed the memo provided by City Clerk Sturn.

Ald. Stevenson entered the meeting.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve the beverage operator license for Nicole E. Brisky with an expiration date of June 30, 2020.** All voting aye.

Police Department Canine Program Purchase: Assistant Chief Sievert reviewed his memo of September 28, 2019, requesting authorization to purchase a K9 replacement for Cedric, a K9 vehicle and all necessary equipment and training for a K9 team. He noted that the request is being made because health issues with Cedric are forcing his retirement earlier than planned. The intention had been to replace Cedric in 2021. The estimated cost of the K9 squad and outfitting is \$66,069.67. He updated his Committee memo with a quote from the New Mexico firm of K-9 Services for the purchase of a new canine and training in the amount of \$12,900. With the updated cost, the total cost for canine purchase, training, and canine officer travel expenses is \$21,610. The total estimated cost is \$87,679.67.

Assistant Chief Sievert noted the number of other departments in the area that have used this vendor for their canine purchases and training. He stated that the new K9 unit would be assigned for patrol and drug interdiction. With this unit, the daytime and nighttime shifts would each have a K9 unit available. He noted that all costs would be funded from donations to the K9 Trust Fund. He stated that there is a current balance of \$75,000 along with a commitment for a donation of \$35,000 to the trust fund if there is a commitment for a new canine purchase in 2019. He stated that the canine purchase comes with a 3-year health guarantee. The

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previous vendor had a 1-year health guarantee. He estimated the working life of a K9 as 8 to 9 years. He reviewed the area departments that have K9 units and the arrangements mutual aid amongst the municipalities. Mayor Kaufert encouraged the selection of a dog that is comfortable at public events since the program is dependent on community donations. Officer Mulroy, K9 handler for Bobby, described the animal selection process and his experience in preparing Bobby to be more comfortable at public events.

Committee discussed the purchase, noting that it is not included in the 2019 budget. Assistant Chief Sievert noted that Finance Director Easker had suggested transferring the trust fund balance to a capital outlay account for disbursement to provide better expense tracking.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council amend the 2019 budget by transferring \$87,679.67 from the K9 Trust Fund to the 2019 Capital Equipment Fund and approve the purchase in 2019 of a 2020 Ford Police Interceptor Utility Vehicle, AWD, 3.3 V6 and all necessary equipment at the cost of \$66,069.67 and approve the purchase in 2020 of a police canine and associated training and equipment for a total cost of \$21,610.** All voting aye.

Refuse/Recycling Cart Placement for Storage: Director Kaiser reviewed his September 20, 2019, memo regarding refuse and recycling cart placement for storage. At its August 13, 2019, meeting the Committee discussed the municipal code relative to cart storage and enforcement of that code. Director Kaiser reviewed suggested code language modifications. Committee suggested phrasing adjustments to clarify the language. Committee discussed the potential impact of the language changes on overall community aesthetics if more property owners placed their carts within public view. Director Kaiser noted that the current code includes language that allows the department to grant a variance if site circumstances render strict code compliance impractical. Committee expressed a preference to leave the code language as-is and allow the department discretion in granting variances.

Mayor Kaufert asked that staff evaluate the multi-unit properties to determine if some carts can be removed.

Warehouse - Harrison Street Pond Site: Director Kaiser reviewed his findings after conferring with the Police, Fire, Water and Parks & Recreation departments to determine if they had space needs that could be satisfied by the warehouse currently located on the Harrison Street pond site. The Parks and Recreation Department expressed an interest in using the warehouse to consolidate storage of certain items currently stored in the Cecil Street Garage, outbuildings at the Cecil Street Garage, and the Tullar Garage. Director Kaiser noted that this would also allow them to enter into a lease agreement with the Fox Valley Sailing School to use the north section of the building for the covered storage they desire. Maintenance work would be needed to put the building in good, functioning order.

Mayor Kaufert noted the need for inside storage for some things that are currently stored outside. He noted that the life of some of this equipment could be extended with interior storage. He also expressed a concern for building aesthetics given its location near

Washington Park and adjacent to a future pond. Ald. Stevenson expressed a concern that city storage buildings be managed so that they don't gather unnecessary surplus. He also expressed a desire go through the budget process knowing that this building is available for potential requests. After further discussion, the consensus of the Committee was to retain the building.

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Laura L. Eitrem.

C.A. Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve beverage operator license application for Laura L. Eitrem.** All voting aye.

Temporary Extension of Licenses Premises Application: Committee reviewed the temporary extension of licensed premise application for Gords Pub LLC, Street Dance. The event was held on September 14, 2019. Mayor Kaufert noted that this was a retroactive approval since the regular meeting schedule did not fit the timing of the application. He noted that the event was held again this year in the Main Street Parking Lot. He reported that the lot was cleaned up by the organizers after the event.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend that Council approve the Temporary Extension of Licensed Premises application for Gord's Pub LLC for September 14, 2019.**

Public Works General Construction and Department Activity:

1. Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. A final payment request is being taken to the Board of Public Works on Sept. 24.
2. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
3. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a. Stanley Court – The contractor started road excavation on Sept. 20.
 - b. Stanley Street – Utility work is complete. Curb/gutter repairs are the next work item.
 - c. Thomas Court – Curb/gutter installation started on Sept. 20.Director Kaiser noted that the contract completion date is October 18. Mayor Kaufert noted that there was a delay caused by the failure to pass the water tests. Director Kaiser confirmed that the contract includes a liquidated damages provision.
4. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The major work items have been completed (Bell St trail, Pendleton Rd sidewalk/trail, Tullar Rd pavement repairs). The remaining work consists of miscellaneous curb/gutter, pavement, and sidewalk repairs. Staff is discussing with the contractor the schedule for the remaining work in the contract. It is possible that some of the work will be carried over to spring 2020.
5. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Some patches have been completed. The remaining work will start in October.
6. Contract 7-19 (Breezewood Sanitary Sewer) – Bids were opened on Sept. 19. An award recommendation is being taken to the Board of Public Works on Sept. 24. This is a joint project with Town of Neenah Sanitary District 2.

7. Courtney Court – Curb/gutter construction is scheduled to start the week of Sept. 23.
8. Cardinal Plat – Utility installation is ongoing. Access to the site comes from Lone Oak Drive.
9. Multi-modal Local Supplement - The Wisconsin 2019-21 budget provides \$75 million in one-time general purpose revenue funding for multimodal transportation projects on the local system through the Multimodal Local Supplement (MLS). The available funding is shown in the table below. Director Kaiser noted that, in addition to the Jewelers Park Trail, applications were being considered for the CTH JJ/CTH CB roundabout and Oakridge Road west of I-41.

Allocation	County	City/Village	Town	Total
Multimodal Local Supplement (MLS)	\$26,669,333	\$19,039,500	\$29,291,167	\$75,000,000
After Kaukauna Bridge Set Aside ¹	\$26,082,667	\$18,452,832	\$28,704,501	\$73,240,000

10. Jewelers Park Trail – Staff is preparing a request for proposals for consulting services to prepare plans and specifications for a possible trail along Jewelers Park Drive. This project is one of several being considered for an MLS application to WisDOT.
11. E. Forest Avenue Parking - Staff is evaluating options regarding a concern that has been raised about public parking in the Commercial Street/Forest Avenue area. Committee discussed the on-street and off-street parking in that area. Committee discussed the parking impact of the Winnebago County Human Services facility in that area.
12. Recycling Grant – Director Kaiser noted that the recycling grant application has been submitted.

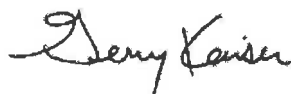
Announcements/Future Agenda Items:

Chairman Bates informed the Committee that Ald. Lendrum's Council Directive regarding garage and hard surface driveway construction for new residential construction was being reviewed in light of recent information provided by Habitat for Humanities. They have informed the Council that, beginning in 2020, their new builds will include a garage. Director Kaiser noted that staff would seek confirmation as to if this includes a hard surface driveway.

Chairman Bates informed the Committee of a potential upcoming topic of gay conversion therapy restrictions. Committee discussed the process by which Council members can bring issues forward for inclusion on a Committee agenda.

Motion/Second/Carried Lang/Stevenson to adjourn at 8:20 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, December 10, 2019 - 6:30 PM
Hauser Room - City Administration Building

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Police Lieutenant Goetz, Superintendent of Public Works Radtke, Deputy Clerk Cheslock, Scott Francis, Ray Jahnke

Minutes: Motion/Second/Carried Lendrum/Lang to approve the minutes of the November 26, 2019, Regular Meeting. All voting aye.

Public Appearances: Scott Francis owner of 301 and 303 N. Commercial Street, addressed the Committee regarding parking issues in the 100 block of E. Forest Avenue. He noted contact that he has made with other property owners/managers in the area including Friendship Place, Island Shores and Winnebago County relative to parking concerns that they have experienced. He stated that existing parking restrictions and limitations are creating problems for all of them. Some of these restrictions are due to pavement marking changes that were placed earlier this year. He noted that Island Shores has seen an increase in on-street parking on North Water Street, which is blocking their monument sign and causing difficulty for people trying to find their site. He mentioned a conversation with Randy Stadtmueller, the owner of property north of Forest Avenue who has observed county staff parking at his properties. He stated that his contact at Winnebago County indicated that about 100 people work in the Human Services Building at 211 N. Commercial Street along with a high parking demand due to the number of clients served at the site. He also stated that this person indicated that Winnebago County feels that the City has not fulfilled the parking promises made when the property was built. He noted several private locations that could be used to provide parking. Committee considered the possibility of having a group similar to the Downtown Parking Task Force review parking issues in this area. Mayor Kaufert updated the Committee on actions taken since the Committee discussion of this topic on October 8. He indicated that he would discuss the matter with the Community Development director. Director Kaiser noted that the Committee action taken at the October 8 meeting called for a follow-up discussion in January. He stated that staff would plan to bring this to the meeting of January 28.

Incomplete Operator License Amendment Process: Deputy Clerk Cheslock reviewed the incomplete operator license amendment process. She reviewed the form that is used and the benefit of having the timeline readily available. Chief Olson expressed a concern with the amount of staff time spent in following up with incomplete applications. Deputy Clerk Cheslock stated that the application form could be improved to make it clearer. She noted the drop in incomplete applications since she started providing examples of offenses that need to be listed. Mayor Kaufert addressed the current employment environment and the need to do what we can to help applicants file correct applications. Committee requested that Deputy Clerk Cheslock work with police staff to improve the application form and streamline the application review process.

Motion/Second/Carried to adjust the agenda to address Item 7 – Quotes for Waste Oil Furnace Replacement at the Tullar Garage. All voting aye.

Quotes for Waste Oil Furnace Replacement – Tullar Garage: Public Works Superintendent Radtke reviewed quotes to replace the two waste oil burners at the Tullar Road Garage. The budget for this replacement is \$30,000. He noted that the existing furnaces are about 15 years old. He noted the two quotes received from vendors for the existing Clean Burn furnaces in the amounts of \$25,400 and \$27,998. He also reviewed a quote received from Black Gold Environmental Services for two Energy Logic furnaces and two 14-foot ceiling fans in the amount of \$27,321. The fans would improve the efficiency of the heating during cold weather and also provide air movement during periods of warm weather. Staff is recommending the proposal from Black Gold Environmental Services. Superintendent Radtke stated that an on-line savings estimator indicated an annual savings of about \$5,000 over natural gas heating. He noted that the locations with Energy Logic furnaces that he contacted were satisfied with the performance and service. Committee discussed possible sources for waste oil supply.

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Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve purchase of two Energy Logic Waste Oil Furnaces from Black Gold Environmental Services for \$27,321 and an additional \$2,500 for electrical work.** All voting aye.

Commtech/Front Desk Overtime Update: Chief Olson updated the Committee on the CommTech position and the Police Department's front desk coverage since the change in May to close the front desk from 11:00 p.m. to 7:00 a.m. He noted that there is an approximate 70% reduction in overtime hours and pay as compared to 2017 figures. Chief Olson noted that, as part of this change, officers are writing their own reports instead of dictating them for transcribing. He reviewed the previous report preparation process. Lt. Goetz discussed the officer response to the change. Chief Olson confirmed that they have not had a negative response from the Winnebago County Sheriff's Department since closing the front desk during overnight hours. Committee discussed the extent of building accessibility during the overnight hours.

2019 Third Quarter Statistics: Police Chief Olson reviewed the 2019 third quarter statistics. Committee discussed numerous aspects of the traffic statistics, including registration citations, the relationship between reckless/inattentive driving and texting while driving, speeding citation trends and the threshold between issuing a citation and issuing a warning. Mayor Kaufert informed the Committee of the willingness of the police department to help with addressing traffic problem areas. He stated that specific information is helpful.

Chief Olson reviewed the Calls for Service and Uniform Crime Report. He noted that the categories in the Uniform Crime Report are dictated by the federal government. He noted ongoing issues with categorizing calls through the county's record management system. He noted the increase in calls for service as compared to 10 years ago. He stated that in 2008 there were 18,000 calls. Currently there have been 23,000 calls. Committee discussed numerous aspects of these reports including testing procedures for drug impairment, suicide data, processing and sites for emergency committals, shoplifting, human trafficking and prostitution enforcement and trends in gun crimes.

Public Services and Safety Committee
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Chief Olson reviewed the Dangerous Animal reports. He stated that, if Committee members have questions, they can contact him and he will forward them to Sgt. Bone. Committee asked about the status of Sheeba. Mayor Kaufert stated that he would check with City Attorney Godlewski.

Chief Olson reviewed the Citation Count by Location report. He noted that this is a new report and a new way for the department to evaluate their data to more effectively target enforcement. He indicated that he would break out parking citations in future reports.

OWI Statistics: Police Chief Olson updated the Committee on the current OWI statistics for the City, County and State. He stated that, as compared to 2008, there has been a 40.7% drop in arrests statewide, a 48% drop in Winnebago County and a 46.6% drop in the City. He attributed the decline to more responsible driver behavior and the ready availability of rideshare services.

Design Consultant Selection for Jewelers Park Trail: Director Kaiser reviewed the proposals received from five firms to provide engineering and design services for the Jewelers Park Trail. After reviewing the scope of services, reference projects performed by the firms, the fee proposals, and their identified items of potential extra work, staff recommends that the City negotiate a contract with OMNNI Associates. In addition to the base cost included in the proposal, staff is recommending that a hydrology/hydraulics analysis be included as extra work with a cost of \$12,000 for a total not to exceed amount of \$61,300. Committee discussed several aspects of the project including the trail routing and schedule. Director Kaiser noted that construction will likely occur in 2021 at the earliest due to the timing needed for the wetland delineation and permitting. Chairman Bates expressed concern with the speed at which the project is moving when there are issues to be resolved relative to the golf course property and any land commitments that are needed from them for trail construction. Committee discussed the commitment of Jewelers Mutual to the project. Ald. Stevenson requested that staff evaluate alternatives to a third slough crossing at the north end of the project.

REPORT

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve negotiating a contract with OMNNI Associates for engineering and design services for the Jewelers Park Trail, including a hydrology/hydraulics analysis for a total not to exceed amount of \$61,300.** All voting aye.

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Paul J. Amond, Michael C. Gehrman, Kathleen M. VanStraten and Henry A. Wetzel.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve beverage operator license application for Paul J. Amond, Michael C. Gehrman, Kathleen M. VanStraten and Henry A. Wetzel.** All voting aye.

Public Services and Safety Committee
December 10, 2019
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Temporary Class "B" Picnic License Application - St. Margaret Mary Parish: The Committee reviewed the request for a temporary Class "B" (picnic) beer license application from the St. Margaret Mary Parish for their parish chili/bingo night to be held on January 18, 2020.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council grant a temporary Class "B" (picnic) beer license to St. Margaret Mary Parish for their chili/bingo night to be held at 620 Division Street on January 18, 2020.** All voting aye.

Pawnbroker/Secondhand Dealer Application: Committee reviewed the secondhand article dealer license application (renewal) for Great Estates, 1554 S. Commercial Street.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the secondhand article dealer license application (renewal) for Great Estates, 1554 S. Commercial Street.** All voting aye.

Pawnbroker/Secondhand Dealer Application: Committee reviewed the secondhand article dealer license application (renewal) for J. Anthony Jewelers, 220 S. Commercial Street.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the secondhand article dealer license application (renewal) for J. Anthony Jewelers, 220 S. Commercial Street.** All voting aye.

Pawnbroker/Secondhand Dealer Application - Delinquent Payment: Committee reviewed the secondhand article dealer license application (renewal) for Blind Tiger Games, 675 S. Green Bay Road.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the secondhand article dealer license application (renewal) for Blind Tiger Games, 675 S. Green Bay Road contingent upon payment of all delinquent fees.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
2. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. Final quantity measurements are being made. Committee requested that staff evaluate the possibility of extending the warranty period due to the weather experienced at the time of the asphalt paving on Stanley Street.
3. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work is complete. Final measurements are being made.
4. Contract 7-19 (Breezewood Sanitary Sewer) – The contractor mobilized the week of December 2 with traffic control and erosion control. On December 10, the first manhole will be placed in Breezewood Lane. From there, work will continue to the north through the Harness easement. When weather improves next year, the work in Breezewood Lane will be done.

Public Services and Safety Committee
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5. Courtney Court – Work is complete for the year. The topcoat of asphalt will be placed next year.
6. Cardinal Plat – Utility installation is complete. Ground conditions have caused a halt to grading and graveling the streets.
7. Downtown Traffic Study – Staff meetings are scheduled for the Dec. 12 with the consultant. A review team meeting is scheduled for Dec. 20.
8. Jewelers Park Trail – Staff submitted a Multimodal Local Supplement (MLS) application for the project.
9. Public Works Office Manager – Director Kaiser noted that an offer has been extended to fill the position.

Announcements/Future Agenda Items: None

Motion/Second/Carried Stevenson/Lendrum to adjourn at 8:45 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Gerry Kaiser". The signature is fluid and cursive, with the first name "Gerry" and last name "Kaiser" clearly distinguishable.

Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, April 11, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

Excused: NONE

Also Present: Mayor Lang, Public Works Director Kaiser, Public Works. Police Chief Olson, Superintendent Radtke, Police Captain Van Sambeek, City Clerk Nagel, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Scott Francis

Public Appearances:

Lauralei Staffeld, 640 Greenfield Street, Neenah. Ms. Staffeld requested that the city consider going to weekly recycling collection. She stated that her household constantly has extra recycling that will not fit in the cart every two weeks and the cost of an extra cart is not affordable.

Mary Staffeld, 640 Greenfield Street, Neenah. Ms. Staffeld stated that she also is asking for the city to implement weekly recycling collection. She stated that the city requires that the lid be closed on the refuse and recycling carts, so she is not able to fit all the recycling into the cart every two weeks. She stated that recycling every week may encourage more recycling from residents.

Aldersperson Lendrum stated that Laurie Hill, the Director of Friendship Place is here with guests regarding the parking concerns around the building at 220 N. Commercial Street. Aldersperson Lendrum stated that she had met with Director Hill and viewed the parking situation. She stated that after walking the parking area and discussing options with Director Hill, she is confident that 80% of the parking issues can be resolved by the City delineating individual parking stalls along the 100 Block of W Forest Avenue on the north side.

June Cartel, 220 N Commercial Street, Neenah. Ms. Cartel stated that she is a patron of Friendship Place at 220 N. Commercial Street and would like to see parking inside of the bike lane.

Scott Francis, 319 Cleveland Street, Menasha. Mr. Francis stated that Doty Island is a blighted area. He stated that looking at the Capital Improvement Plans for the city going back as far as 1990, the plans suggest that the lack of sufficient parking makes it hard to support redevelopment on Doty Island. He stated that there are many viable retail properties that have remained vacant over the last 10 to 15 years because there is not enough parking available. Mr. Francis stated that the city provides parking downtown for retail properties and wants the same consideration on Doty Island. He stated that he lost seven parking stalls next to his building when the intersection pavement markings were restriped. He stated that the elimination of the parking stalls along his building on Forest Avenue has created an economic hardship that effects the rental income that he can get for his building at 303 N. Commercial Street. Mr. Francis stated that he is asking to have the center line on E. Forest Avenue moved to the north, which would allow the reinstatement of parking stalls that were eliminated with the current pavement stripping.

Lisa Olejniczak, 1600 Elk Trail, Neenah. Ms. Olejniczak stated that she is the Executive Director of New Perspective Island Shores Senior Living at 131 E. North Water Street, Neenah. She stated that Island Shores is a 100-unit senior living apartment building that runs at approximately 95% occupancy. She stated that the facility does have underground parking for the residents and has a 20-stall parking lot available for visitors. She stated that on street parking availability is limited to the apartment building because Winnebago County employees park on E. North Water Street on a daily basis

Alderperson Lendrum stated that the topics discussed will be taken under consideration. She thanked those who attended and for their input.

Motion/Second/Carried by Stevenson/Hillstrom to adjust the agenda to act on Agenda Item 8 (c), i, ii, and iii. All voting aye.

Retail Liquor License Applications

Urban Market Neenah, LLC, 201 W Wisconsin Avenue, "Class B" Liquor & Beer

Report

Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend Council approve the Class "B" Combo Liquor & Beer License #38 to Urban Market Neenah, LLC., 201 W Wisconsin Avenue, Agent Spencer Anvelink. All voting aye.

David Pyszora, 1360 S Commercial Street, "Class B" Liquor & Beer.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the reserved Class "B" Combo Liquor & Beer License with a \$10,000 non-refundable deposit to David Pyszora, Pappa's Café, 1360 S Commercial Street, Agent David Pyszora. All voting aye.

2 Bullyz Bar, LLC, 430 Sherry Street, "Class B" Liquor & Beer.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the transfer of Two Broke Girls Class "B" Combo Liquor & Beer License to 2 Bullyz Bar, LLC., 430 Sherry Street, Agent Rosita Eisenach. All voting aye.

Approval of Minutes of the Special Meeting of March 21, and April 5, 2023

Motion/Second/Carried by Borchardt/Hillstrom to approve the minutes of the Special Meetings of March 21 and April 5, 2023, meeting. All voting aye.

Axon and evidence.com Upgrade

Police Captain Van Sambeek stated the Neenah Police Department is seeking approval to enter into a 5-year contract with Axon for their body cameras data storage. Captain Van Sambeek asked if the committee had any questions.

Alderperson Stevenson asked what the funding source is for this purchase. Police Chief Olson stated that Capital Improvement Funds will be used.

Alderperson Stevenson stated that the Council can only approve 2023 dollars.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Neenah Police Department enter into a new 5-year contract with Axon and approve the 2023 payment in the amount \$33,932.25 for year one of the contract using 2023 Budgeted Capital Funds. All voting aye.

School Resource Officer Squad Replacement

Captain Van Sambeek reviewed his memo of March 8, 2023. He stated that the current School Resource Officer (SRO) squad is up for replacement in 2024. He stated that it is experiencing mechanical issues that are estimated to cost more than the vehicle's value. He stated that staff is seeking to have the SRO temporarily use the squad assigned to the Behavioral Health Officer until one of the 2019 Ford Interceptor SUV's that are going to auction is available later this year.

Captain Van Sambeek stated that this is an informational item, and no Committee action is needed.

Fleet #9A Replacement

Public Works Superintendent Radtke reviewed his proposal to replace Fleet 9#A. He stated that he only received one bid from Packer City International Trucks. Public Works Superintendent Radtke stated that the truck came in over budget, but stated that overall, he is under budget with the equipment purchases for this year.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the purchase of a 2024 International Tandem Patrol Tuck utilizing the International chassis and the Monroe Truck equipment package from Packer City International Truck for \$251,302.00 with the funding coming from \$230,000.00 in the 2023 Capital Budget and the remainder to come from equipment fund balance. All voting aye.

Tullar Garage North Vehicle Storage Fan Purchase

Public Works Superintendent Radtke stated that these fans have been installed in the mechanic's and traffic shops and have been performing very well in heating efficiency and employee comfort. He stated that he would like to purchase two more for installation in the vehicle bays to help with heating and drying the floors out in the winter.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the purchase of two (2) 24-foot ceiling fans from Black Gold Environmental Services for \$11,681.00 and to approve electrical and fire system work to be done to install the ceiling fans not to exceed an amount of \$3,250.00 with the funding source being \$15,000.00 of the 2023 Capital Facility Budget. All voting aye.

Accessible Pedestrian Signal Purchase

Traffic Engineer Merten reviewed his memo of April 7, 2023, regarding a request for an accessible pedestrian (APS) signal system at the Bell/Commercial and Bell/Marathon intersections. He stated that system provides audible tones and message to inform users when to use the crosswalk and to provide alternative methods to trigger a walk signal. Traffic Engineer Merten stated that two quotes were received, TAPCO in the amount of \$15,422 to do both intersections and TCC in the amount of \$18,800.00. He stated that the Common Council approved \$20,000.00 for this project. He stated that staff also verified that this project qualifies for a Community Development Block Grant.

Traffic Engineer Merten stated that staff is seeking approval to purchase the Polara APS system from TAPCO in the amount of \$15,422.00, utilizing 2023 CIP account 012-4776-743-0236 with the intent to be reimbursed by Community Development Block Grant.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the purchase of the Polara APS System from TAPCO for \$15,422.00, utilizing 2023 CIP account 012-4776-743-0236 with the intent to be reimbursed by Community Development Block Grant to the Public Infrastructure fund balance. All voting aye.

Licenses

Temporary Class "B" Picnic, Bergstrom-Mahler Museum of Glass Arts Festival, August 11-12, 2023

C.A.

Following discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Common Council approve the Temporary Class "B" Picnic License Application for the sale of fermented malt beverages and wine to Bergstrom-Mahler Museum Glass of Art Festival, 165 N Park Drive, to be held on August 11, 2023, and August 12, 2023. All voting aye

Temporary Extension of Licensed Premises, Richtergreene, LLC, Greene's Pour House Block Party, May 20, 2023

C.A.

Following discussion: Motion/Second/Carried Borchardt/Stevenson to recommend Common Council approve the Temporary Extension of Licensed Premises to Richtergreene, LLC, for Greene's Pour House Block Party, 134 W Wisconsin Avenue, to be held on May 20, 2023. All voting aye

Special Events

Bergstrom-Mahler Museum of Glass Arts Festival

C.A.

Following discussion: Motion/Second/Carried Borchardt/Weber to recommend Council approve the Street Use Permit for Bergstrom-Mahler Museum Glass Art Festival, 165 N Park Drive, to be held on August 11 and August 12, 2023. All voting aye.

Fox Cities Marathon

C.A.

Following discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the Street Use Permit for the Community First Fox Cities Marathon, sponsored by Community First Credit Union, 1575 Dresang Way, to be held on September 16 and September 17, 2023. All voting aye.

Future Neenah Farmers Market

C.A.

Following discussion: Motion/Second/Carried Borchardt/Weber to recommend Council approve the Street Use Permit for the Future Neenah Farmers Market, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on Saturdays from June 10, 2023, through October 14, 2023. All voting aye.

Future Neenah Out to Lunch & Evening Concert Series

C.A. Following discussion: Motion/Second/Carried Borchardt/Stevenson to recommend Council approve the Street Use Permit for the Future Neenah Out to Lunch and Evening Concert Series, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on Wednesdays starting June 21, 2023, and ending August 24, 2023, from 6:00 PM to 8:00 PM and Thursdays starting June 15, 2023, ending August 9, 2023, from 11:30 AM to 1:00 PM. All voting aye.

Greene's Pour House Block Party

C.A. Following discussion: Motion/Second/Carried Stevenson/Weber to recommend Council approve the Street Use Permit for the Greene's Pour House Oktoberfest, sponsored by Greene's Pour House, 134 W Wisconsin Avenue to be held on May 20, 2023. All voting aye.

JDRF One Walk

C.A. Following discussion: Motion/Second/Carried Stevenson/Weber to recommend Council approve the Street Use Permit for the JDRF One Walk, sponsored by JDRF, 1800 Appleton Rd, Ste. 2, Menasha, to be held on May 20, 2023. All voting aye.

Neenah-Menasha Memorial Day Parade

C.A. Following discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the Neenah-Menasha Memorial Day Parade, sponsored by Twin City Veterans, P.O Box 441, Menasha, to be held on May 29, 2023. All voting aye.

Neenah Kids Triathlon

C.A. Following discussion: Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Street Use Permit for the Neenah Parks Kids Triathlon, sponsored by City of Neenah Parks & Recreation Department, 211 Walnut Street, to be held on August 5, 2023. All voting aye.

Udderly Euro

C.A.

Following discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the Street Use Permit for Udderly Euro, sponsored by Udderly Euro, 11901 Washington Green Road, Louisville KY, to be held on June 17, 2023. All voting aye.

Copia Cup Soccer Tourney

The Committee discussed traffic control arrangements.
No action required. Informational only.

Flatgrass Soccer Tourney

No action required. Informational only.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Work on the water feature stones will continue when weather allows.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.
- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer lateral/water service pulling is about 25% complete. The contractor will be starting sewer main replacement on Burr Avenue the week of April 10.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is scheduled to start work the week of April 17 on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A work schedule has not been set.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction): The contract was awarded to MCC, Inc. A work schedule has not yet been set.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): The contractor has been installing sewer main. About 45% of that work is complete.
- 9) Contract 7-23 (High, River Utility and Street Construction): The soil boring report has been received and the necessary information provided for railroad review.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the

roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.

- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project bid has been opened. The Board of Public Works tabled a recommendation pending staff review of the library bumpout design.
- 12) Spring Load Limits: We are planning to lift spring load limits on April 17.
- 13) Oakridge Road: While preparing the capital improvement program, staff met with Town of Neenah representatives to discuss the status of Oakridge Road. It became apparent that they are not in a position to proceed with a project east of Tullar Road. I have directed staff to check into the cost to place a skim coat of asphalt over the current pavement to address the road conditions for the next 8 to 10 years while arrangements can be made with the Town for a more substantial project.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Weber to adjourn at 7:52 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



M E M O R A N D U M

DATE: September 25, 2026
TO: Mayor Borchardt and Members of the Public Services and Safety Committee
FROM: Mark Rohloff, Interim Director of Public Works
RE: Public Works General Activity

- 1) Contract 1-26 (Elm, Reed, Laudan Utilities/Street):
 - a) Elm Street: Concrete curb, sidewalk, and driveway construction should be completed by 10/2/2026. Landscaping has started and should take 2 to 3 weeks. Fine grading and paving is scheduled to start the middle of October.
 - b) Reed Street: Concrete curb, sidewalk, and driveway construction should be completed by 10/2/2026. Landscaping has started and should take 2 to 3 weeks. Fine grading and paving is scheduled to start the middle of October.
 - c) Laudan Boulevard: Concrete curb, sidewalk, and driveway construction should be completed by 10/2/2026. Landscaping has started and should take 2 to 3 weeks. Fine grading and paving is scheduled to start the middle of October.
- 2) Contract 2-26 (Henry, Sterling, Winneconne):
 - a) Sterling/Greenfield: The project is complete.
 - b) Henry (Douglas to Monroe): Contractor will begin paving the west side of Henry Street the week of 9/28/2026. Concrete curb and gutters will begin the week of 10/5/2026.
 - c) Winneconne Ave: The eastbound lane of Winneconne Avenue has been paved. The contractor will be removing the existing concrete and installing a new gravel road base on the westbound lane the week of 9/28/2026. Paving is scheduled for the week of 10/5/2026.
- 3) Contract 4-26 (Misc. Concrete Pavement/Sidewalk Repair): A schedule has not been set.
- 4) Contract 5-26 (Misc. Asphalt Pavement Repair): A schedule has not been set to complete the rest of the work.
- 5) City Hall Master Plan: Consultant is working on revisions based on the feedback from departments.
- 6) Freedom Acres/Homes at Freedom Meadows: There is an information meeting scheduled for September 30th at the Library from 5:30 to 7:00. Letters were sent to all residents in the Freedom Acres and Homes at Freedom Meadow Subdivision along with area landscapers.
- 7) Church St Ramp: The contractor that Building Manager Benson was working with has closed. He is working to find another contractor to do the work.