

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 8, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Pollnow, and Weber

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Parks & Recreation Director Kading, Information Services Director Schroeder, Police Captain Van Sambeek, City Clerk Nagel, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Andrea Simonis, Frank Cuthbert, Troy Mleziva, Erich Lisser, Ron Albrecht, and Joe Schmidt

Approval of Minutes of the Meeting of September 10, 2024

Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of September 10, 2024

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Public Appearance

Joe Schmidt, 1536 Integrity Way, Neenah-Mr. Schmidt stated that he supports the lower speed limit on Woodenshoe Rd.

Doty Park Phase 1 Request for Additional Funding

Director Kading reviewed his memo of September 30. He stated that the request for additional funding will be used to complete additional soil borings and to acquire the WI-DNR permits. He stated that the permitting process has been difficult and has caused an increase in engineering services needed from Edgewater Resource to obtain the permits.

Motion by Hillstrom, Seconded by Borchardt to recommend Council approve the request for additional funding to complete the design and permitting process for the Doty Park Phase 1 Shoreline Stabilization and Improvements to Edgewater Resources, Madison WI, in the amount not to exceed \$23,710.00 utilizing Grant Writing funds of \$9,480.00 and Capital Reserve Funds of \$14,230.00.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Report

Police Department MDC Unit Replacement

Captain Van Sambeek reviewed his memo of October 4. He stated that the Neenah Police Department is requesting the replacement of 13 squad tablets and two School Resource Officer laptops. He stated that the current MDC units have Windows 10 on them which will no longer be supported in 2025.

Motion by Pollnow, Seconded by Hillstrom to recommend Council approve the purchase of 13 Panasonic Toughbook's CF-33 and accessories in the amount of \$74,977.00, 2 Panasonic Toughbook's FZ-55 and accessories in the amount of \$10,100.00, and 12 Brother PJ862 Thermal Printers in the amount of \$4,848.00 to be funded utilizing the K-9 Trust Fund in the amount of \$ 5,906.00 and the remaining balance of \$86,000.00 from the Capital Improvement Budget.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Church Street Parking Ramp Security Camera Upgrade

Director Schroeder reviewed his memo of October 4. He stated that the current cameras were installed in 2006 and are low-quality resolution. He stated that upgrading cameras will help curb increased vandalism and provide clear footage to investigate when incidents occur. Director Schroeder stated that in addition to the camera replacements the conduit and junction boxes that house the cabling for the cameras are corroded beyond use and will be replaced with this project.

Director Schroeder stated that staff is asking that One Source Technologies be approved even though they are the higher bid. He stated that One Source Technologies will perform all the work including the installation of the conduit where the other bidder would have to source that out.

Motion by Hillstrom, Seconded by Weber to recommend Council approve the upgrade of security cameras in the Church Street parking ramp with One Source Technologies in an amount of \$89,403.00 utilizing budgeted Capital Facility funds of \$90,000.00.

Motion Carried. All voting aye. 5/0

2025 Winnebago County 911 Emergency System Joint Powers Agreement

Motion by Pollnow, Seconded by Borchardt to recommend Council approve the 2025 Winnebago County 911 Emergency System Joint Powers Agreement.

Call for motion vote by Chairman Lendrum

Report

Report

Report

Motion Carried. All voting aye. 5/0

Licenses & Special Event Permits

Approve the Class “A” Fermented Malt Retail License Convenience Store Application to Kwik Trip, Store #434, 903 S. Green Bay Road, Neenah WI, Agent, Eric Lisser

Motion by Pollnow, Seconded by Weber to approve the Class “A” Fermented malt Retail License Convenience Store Application to Kwik Trip, Store #434, 903 S. Green Bay Road, Neenah WI, Agent, Eric Lisser.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Approve the Temporary Class “B” Wine Only (Ratification) to Future Neenah, Inc. for the Wine Walk

City Clerk Nagel stated that the special event permit was not submitted in time to approved through the normal process. Mayor Lang approved the special event permit through executive powers, which requires that it come through committee for ratification.

Motion by Pollnow, Seconded by Borchardt to approve the Ratification of the Temporary Class “B” Wine Only Permit to Future Neenah, Inc., for the Wine Walk.

Motion Carried. All voting aye. 5/0

Approve the Original Class “B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Revs Neenah, LLC., d/b/a Rolling Thunder Lanes, 934 Byrd Avenue, William Smith, Agent

City Clerk Nagel stated that Rolling Thunders bowling alley has been sold to Rev’s of Oshkosh. She stated that this is a transfer of the Class “B” combination alcohol beverage retail license. She stated that there is no closing date set yet, so she would like the motion to be contingent on a closing date.

Motion by Weber, Seconded by Pollnow to recommend Council approve the transfer of the Original Class “B” combination alcohol beverage retail license application and plan of operation to Rev’s of Neenah, LLC., d/b/a Rolling Thunder Lanes, 934 Byrd Avenue, Neenah WI, William Smith, Agent.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Report

C.A.

Report

Approve the Original Class “B” Combination Alcohol Beverage Retail License
Application and Plan of Operation for Grainworks Old + New, LLC., d/b/a Grainworks
Old + New, 200 Main Street, Brian Duncan, Agent

City Clerk Nagel stated that this is an Original Class “B” intoxicated liquor and alcohol retail license for Grainworks Old + New.

Andrea Simonis, 1055 Pilgrim Road, Neenah-Ms. Simonis stated that she is the owner of Grainworks and is applying for the license to expand the business to allow the serving of larger pours versus the sample sizes we currently are only allowed to serve. She stated that they would also like to be able to sell beverages to the customer along with holding private events and tastings after business hours.

City Clerk Nagel stated that this is the last of the remaining intoxicating liquor license for the City of Neenah. She stated that moving forward, establishments wanting to serve intoxicating liquor would have to apply for the reserve licenses which imposes a \$10,000 non-refundable deposit.

Aldersperson Hillstrom asked if any other cities have passed this type of license to be used in this way. City Clerk Nagel stated that Grand Chute recently approved a Class “B” intoxicated liquor and alcohol retail license to Total Wine. She stated they can now serve larger pours and liquor for shoppers to drink while in the store. She stated that Grand Chute did not want to set a precedent that every liquor stores can now become bars.

Motion by Weber, Seconded by Pollnow to recommend Council approve the Original Class “B” combination alcohol beverage retail license application and plan of operation to Grainworks Old + New, LLC., d/b/a/ Grainworks Old + New, 200 Main Street, Neenah WI, Brian Duncan Agent.

Call for motion vote by Chairman Lendrum

Motion Carried. Call to vote 4/1 (Hillstrom)

Special Event Permits

City Clerk Nagel stated there is an application for Boo Fest to be held at Horace Mann Elementary School and Future Neenah submitted a special event permit for an Old-Fashioned Saturday.

Resolution 2024-19: Amended S. Commercial Street Relocation Order

Traffic Engineer Merten stated that this is required by the Wisconsin DOT to authorize as the final amended relocation order for property ownership updates and the final real estate acquisition changes.

Report

Motion by Pollnow, Seconded by Borchard to recommend Council approve Resolution 2024-19: Amended Plat Relocation Order for the 2025 S. Commercial reconstruction project between Stanley Street and Tyler Street.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Doty Avenue Parking Regulation Changes

Traffic Engineer Merten stated that these changes are being made to accommodate a new size road width and the relocation of the Valley Transit Transfer station. He stated that during special events Doty Avenue is parked full with vehicles. He stated that it can become difficult, especially when buses are at the transfer station, for vehicles to get through without having to move over to get through. Traffic Engineer Merten stated that making this change will allow for traffic to flow more freely.

Aldersperson Borchardt asked if there has been any discussion with Valley Transit on finding alternative location for the transfer station. He stated that he was not aware that the current location was what came out of their route study.

Traffic Engineer Merten stated that Valley Transit has discussed with the city a new transfer building that they would fund through grant dollars. He stated that it would need to be downtown yet, so finding an alternate location is the challenge.

Aldersperson Borchardt stated that he would like to make the bus transfer station safer and more accessible for riders, while also keeping in mind the impact that it may be having on the staff at city hall and the facility.

Report

Motion by Weber, Seconded by Pollnow, to recommend Council approve instituting a “no parking anytime” regulation on the entire north side of East Doty Avenue from South Commercial Street to Oak Street.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Woodenshoe Road Speed Limit

Traffic Engineer Merten stated that with the development of the Liberty Heights and Integrity Acres subdivisions, city staff have been receiving requests to lower the speed limit along the quarter-mile section of Woodenshoe Road from the city's southerly limits to CTH G.

Traffic Engineer Merten stated that the speed limit is currently posted at 45 mph. A traffic study taken at the south limit in May 2022 shows an average speed at 39 mph,

He stated that eight new access points were added as a part of city development to the four existing ones prior to city development and Kobussen and Neenah Joint School District have recently made the intersection of Integrity Way and Woodenshoe Road a school bus stop.

Alderson Pollnow stated that he has talked to residents in the neighborhood and there is support for this change.

Alderson Hillstrom asked what the speed limit is on CTH G. Director Kaiser stated that it is 45 mph and Winnebago County is not going to be changing that in the foreseeable future.

Alderson Lendrum asked if any type of notice will be put up for drivers. Traffic Engineer Merten stated that he could place the message board on Woodenshoe Road and also install speed reduction signs.

Report

Motion by Weber, Seconded by Pollnow to recommend Council approve reducing the speed limit on Woodenshoe Road between the city south limits to CTH G from 45 mph to 35 mph.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pumps to get them in operation. Sidewalk and trail are being poured along the east side of the pond. The contractor has arranged for completing the remaining staining work at the patio steps and small retaining wall.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility and concrete paving work is complete. Sidewalk and curb repairs will be completed early the week of 10/7. Grading on the sections of Stevens and Belmont slated for resurfacing will begin that same week.
- 4) Contract 2-24 (E. Doty Av - Utilities and Street): Utility work is complete. Concrete paving and flatwork is complete between Commercial and Oak. Sidewalk and curb repairs are being completed east of Oak. The Oak Street intersection is scheduled to be closed for patching starting on 10/8. The intersection should be opened late the following week.

- 5) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Work is complete.
 - b) Commercial St Water Crossings: Utility installation is complete.
 - c) Quarry Ln: Utility and concrete paving work is complete. Driveway aprons and curb repairs are ongoing.
 - d) Homes at Freedom Meadows: Northeast Asphalt is scheduled to start temporary asphalt paving work on Freedom Meadows Drive and Liberty Avenue the week of 10/15.
- 6) Contract 4-24 (S. Park Avenue Easement – Utilities): A firm work schedule has not been set.
- 7) Contract 5-24 (North St - Utilities and Street): Utility installation and curb repairs are complete. Road grading started the week of 9/30.
- 8) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Miscellaneous pavement repairs are planned for the roundabouts at Fox Point, Bell/Harrison, and Breezewood/Gillingham.
- 9) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 10) Contract 9-24 (Pavement Marking): Work is complete. Final quantities are being prepared.
- 11) Contract 10-24 (Tullar Garage Roof, Phase 2): Work started on 9/28 and should be complete by 10/8. Blocking below the metal coping was found to be rotted and will be replaced.
- 12) Contract 11-24 (Douglas Park Pond): The project will be advertised for bid the week of 10/7. The project permit was received from WDNR.
- 13) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property acquisition.
- 14) S. Commercial Street Reconstruction: The plans, specifications and estimate package along with the real estate clearance information was provided to WisDOT for review. It is included in the bid lettings scheduled for 11/12.
- 15) Leaf collection starts the week of 10/7.
- 16) Office Manager Mroczkowski has started preparation of the 2025 Public Works Services Guide.

Announcements/Future Agenda Items

Signalizing the intersection of Tullar Road and W. Cecil Street (Future Agenda Item)

Overnight parking regulation changes (Future Agenda Item)

Adjournment

Motion by Borchardt, Seconded by Pollnow to adjourn at 5:56 PM.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Office Manager