

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, April 9, 2024

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

Excused: None

Also Present: Public Works Director Kaiser, City Attorney Rashid, Police Chief Olson, Parks & Forestry Superintendent Fink, City Clerk Nagel, Public Works Office Manager Mroczkowski, Rich Van Sistine, and Alejandro Torres

Public Appearance

None

Approval of Minutes of the Meeting of March 26, 2024

Motion/Second/Carried by Stevenson/Hillstrom to approve the minutes of the meeting of March 26, 2024. All voting aye.

Announcements/Future Agenda Items

None

Authorize Resolution for WI-DNR Grant Application

Parks & Forestry Superintendent Fink reviewed Director Kading's memo of April 2, 2024. He stated that the resolution is requirement for the grant application.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Common Council approve Resolution 2024-02 authorizing applications for Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship Local Units of Government-Federal Land-Water Conservation Fund-Recreational Trail Program Grant. All voting aye.

Licenses

Approve Original "Class B" Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant

City Clerk Nagel stated that this license had previously been approved by this committee, however she was contacted by the owner prior to it being approved by the Common Council, and asked for it to be held due to the owners' change of locations for the restaurant.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Stevenson recommend Common Council approve the Original Class “B” Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant, 1111 Westowne Drive, Neenah, agent Alejandro Torres. All voting aye.

Approve the Temporary Extension of License Premises Application for Greene’s Pour House

Report

Following Discussion: Motion/Second/Carried Borchardt/Stevenson recommend Common Council approve the Temporary Extension of License Premises for Greene’s Pour House Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 18, 2024 from 9:00 A.M. to 10:00 P.M. All voting aye.

Extension of Liquor License Premises, Urban Market

Clerk Nagel stated that owner, Mr. Van Sistine is seeking approval of the temporary extension of license premises application for a sidewalk café at the Urban Market located at 207 W Wisconsin Avenue. She stated that the sidewalk café was approved by the Plan Commission previously.

Aldersperson Hillstrom asked for clarification on the walkway measurements.

Mr. Van Sistine stated that they will be extending the concrete where the stone currently is so the walkway will be ADA compliant at 36-inches.

Report

Following Discussion: Motion/Second/Carried Borchardt/Weber to recommend Common Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye.

Director Kaiser stated that the owner is requesting permission to place two poles within Wisconsin Avenue Right-of-Way for purposes of stringing lights over the sidewalk café area adjacent to the business and two city street light poles to support the light strings. Director Kaiser stated that the revocable occupancy permit allows these occupancies.

Report

Following Discussion: Motion/Second/Carried Weber/Borchardt to recommend Common Council approve the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting. All voting aye.

Special Events Permit

Alderson Hillstrom asked Clerk Nagel how the issue with dogs during the Farmers Market is going to be handled. Clerk Nagel stated that State Statute 6-501.115 prohibits animals in the interior portions of the food establishments. She stated that staff is working with Future Neenah for compliance and proper signage.

Alderson Borchardt asked how this will be enforced. Clerk Nagel stated it be on a complaint basis. She stated that when police officers are on patrol and are in between calls, they walk the farmers market and feel that they have a good community presence there. Alderson Borchardt stated that he wants to make sure that Future Neenah will be required to put signs up.

Alderson Borchardt asked if the city has been contacted by a representative of the group sponsoring the Pride Fest. Clerk Nagel stated that she has spoken to a representative. She stated that there are some questions about the security for the event. Clerk Nagel stated that the representative is working with Professional Standards Lieutenant Goetz to iron out the security requests and needs.

Public Works General Construction and Department Activity Report

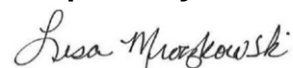
- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 4) Neenah Creek Bridge: Curb/gutter installation on the east approach has been done. The remaining work is the east approach grading. Paving will be done with the developer's project. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed on Cedar from Winnebago Heights to Fairview. Sanitary sewer work is ongoing on Belmont Av and Belmont Ct.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): The contractor mobilized and work in the 100 block started on 4/1.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. The contractor is starting utility construction on Quarry.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A schedule has not been set.

- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): A schedule has not been set.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): This contract was awarded to Jim Fischer Construction. A schedule has not been set.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): Bids are due on 4/10.
- 14) Contract 12-24 (Douglas Pond Storm Piping): The contractor will mobilize the week of 4/8. S. Commercial Street just south of Division will need to be closed for about 3 days to complete the pipe crossings. This is currently scheduled to begin the week of 4/15. The contractor is coordinating this with Galloway Company.
- 15) 1st Addition to Freedom Acres: Utility installation has started.
- 16) Storm Water Report: The annual storm water report was submitted to WDNR.
- 17) Larsen Road Plans: We received the 90% planset for the reconstruction of Larsen Road from STH 76 to CTH CB for our review. This is scheduled for 2025 construction. The City is not a party to this project.

Adjournment

Motion/Second/Carried by Stevenson/Hillstrom to adjourn at 7:01 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager