

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
April 29, 2025 @ 5:00 PM
Hauser Room, 211 Walnut Street

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 of April 8, 2025, and the Organizational Meeting of April 15, 2025 (Attachment)
2. Public Appearances
3. Investigative Services Unit's Digital Camera Replacement Project (Attachment)
4. Police Department 2025 1st Quarter Statistics (Attachment)
5. Special Events (Informational Only)
6. Licenses
 - a. Approve the Temporary Extension of Licenses Premises Application to Greene's Pour House for Oktoberfest/Block Party (Attachment)
 - b. Approve the Temporary Class "B" Wine Only Beverage License to Future Neenah for Wine Walk (Attachment)
7. Church Street Ramp Condition Survey (Attachment)
8. Public Works General Construction and Department Activity Report (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 **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106 or e-mail attorney@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, April 8, 2025**

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Police Captain Van Sambeek, Superintendent of Parks/City Forester Fink, City Clerk Nagel, Public Works Office Manager Mroczkowski, Frank Cuthbert, Flo Bruno, Michelle Dunning, and Scott Becher

Chairman Lendrum called the meeting to order at 5:00 PM

Approval of Minutes of the Meeting of March 11, 2025

Motion by Hillstrom, Seconded by Pollnow to approve the minutes of the meeting of March 11, 2025.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah-Mr. Becher stated that this is the 75th anniversary of the City of Neenah Santa float. He encouraged the city to promote this on social media, news media and use it to attract tourism.

Parks & Recreation Oakhill Cemetery Backhoe Proposals

Motion by Weber, Seconded by Pollnow to recommend Council approve the purchase of the Case 580 Backhoe from Service Motor Company in the amount of \$106,275.66.

Superintendent Fink stated that current backhoe is a Case and we have had no issues with it.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Report

Police Department Carpeting

Report

Motion by Borchardt, seconded by Pollnow to recommend Council approve the Neenah Police Department to install new carpeting in the administrative offices at a cost not to exceed \$61,009.37 to be funded from the Facilities Capital Improvement Budget.

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that the carpeting is 14 years old. He stated that they are planning to install the same tile type carpeting that was installed in the training room and the offices. Captain Van Sambeek stated that D&M interiors was used for that job and will be doing this job as well because they are familiar with the building and their employees have had background checks done already. He stated that the budget amount included in the Capital Improvement Program for this project is \$60,000. He stated that overage will come from savings on the other capital projects.

Aldersperson Pollnow asked if vinyl plank flooring was considered. Captain Van Sambeek stated that it was, but the carpet was selected because it dampens sound better.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Police Department Administrative Room Upgrades

Report

Motion by Borchardt, seconded by Pollnow to recommend Council approve the Neenah Police Department to upgrade the administrative offices at a cost not to exceed \$36,000.00 to be funded from the Facilities Capital Improvement Budget.

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that cracks in the walls will be repaired, the Executive Assistant's office will receive new desk furniture, the Professional Staff Captain's and Assistant Chief's offices will receive new modular storage units and height adjustable desks, the sink in the conference room will be made ADA compliant and receive a longer countertop. He stated that Nordon will be the vendor for the office furniture.

Aldersperson Pollnow suggested that in the future to include the name of the vendor or contractor that will be completing the work in the memo.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Police Department Front Desk Upgrades

Report

Motion by Weber, seconded by Pollnow to recommend Council approve the Neenah Police Department to upgrade the front desk offices at a cost not to exceed \$6,500.00 to be funded from the Facilities Capital Improvement Budget.

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that the flooring and overhead storage units will be replaced. He stated that Nordon will be the contractor.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Police Department Records Room Update

Report

Motion by Borchardt, seconded by Pollnow to recommend Council approve the Neenah Police Department to upgrade the records room at a cost not to exceed \$48,000.00 to be funded from the Facilities Capital Improvement Budget.

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that this area will receive new cubicles with sliding doors, new ergonomic desks, and a small meeting area will be added.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Police Department ISU Furniture Replacement

Report

Motion by Pollnow, seconded by Hillstrom to recommend Council approve the Neenah Police Department to replace the ISU furniture at a cost not to exceed \$8,500.00 to be funded from the Facilities Capital Improvement Budget.

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that the conference table and chairs will be replaced and that a work surface for the printers, equipment, and paperwork will be added.

Aldersperson Pollnow requested that the budget amount be included in future memos.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Approved Special Events

Information Item Only

Budget Adoption Project Notice

Director Kaiser stated that at the March 11, 2025, Public Services and Safety meeting, staff was directed to reformat the notice letter that is mailed to residents each December informing them that their street has been approved for utility or street construction and has been included in the CIP. He stated that the draft letter was included in the packet. Director Kaiser stated that the letter identifies the evaluation of how streets are included in the CIP, why they are being notified, the aldermanic information, and a QR code that will direct the residents to the Department of Public Works Resident Information webpage.

Aldersperson Pollnow stated that he thought the letter was excellent. He stated that he liked the QR code.

Aldersperson Lendrum asked that the in the last sentence, to bold the words "Public Works Department at (920)-886-6240".

Aldersperson Lendrum asked Director Kaiser if he had any concerns with the reformatting. Director Kaiser stated he did not.

No further action was needed.

Public Works General Construction and Department Activity Report

1) S. Commercial Street:

- Road grading crews are scheduled to start on 4/7. They will start on the south end of the project with pavement removal, roadbed excavation, and graveling.
- Storm sewer main installation will continue. This work in the first phase of the project is scheduled to be complete during the week of 4/14.
- The contractor is closely coordinating storm sewer installation in front of Galloway to address a water service elevation conflict.
- Several sanitary sewer lateral conflicts are being addressed during the course of storm sewer installation. The city is paying for the adjustments as they are encountered.

2) Contract 7-21 (Harrison Pond): A punchlist has been provided to the contractor. Final topsoiling is about 50% complete.

Aldersperson Hillstrom asked about the waterfall in the back. Director Kaiser stated that we are waiting on Kuehl Electric to make some repairs to the wiring that was damaged.

- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Concrete repairs have been made. Restoration at those sites is needed along with a parking lot asphalt repair. Final quantities have been prepared.
- 4) Contract 4-24 (S. Park Avenue Easement – Utilities): Piping work is complete. Manhole sealing and restoration remain to be done.
- 5) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 6) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 7) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring.
- 8) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 9) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): The pre-construction meeting was held on 4/3. The contractor plans to start work on 4/7.
- 10) Contract 2-25 (Elm, Douglas Utilities and Street):
 - a) Elm: Utility main installation on Elm is about 60% complete. Sanitary sewer lateral installation will start the week of 4/7.
 - b) Douglas: Sanitary sewer main is installed. Storm sewer main is installed from Commercial to the Douglas Park entrance. Sanitary sewer lateral installation has started.
- 11) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract was awarded to David Tenor Corp. A schedule has not been set.
- 12) Contract 8-25 (Tullar Garage Roof Repair): The contract was awarded to JT Rams, LLC. A schedule has not been set.
- 13) PASER Ratings: Staff is beginning the biannual review of street ratings. Once they have been compiled, they will be provided to WisDOT and become part of our CIP development.
- 14) Church Street Ramp: A large window was damaged in the parking ramp, apparently by someone with a pellet gun. Building Manager Benson has made arrangements for its replacement.
- 15) A request for proposal for the ramp inspection was distributed on 4/4. Proposals are due in late April.
- 16) Nicolet/Commercial Roundabout: A request for proposal was distributed on 3/31. Proposals are due at the end of April.

17) City Hall HVAC: Work on the second floor HVAC upgrade is scheduled to start the week of 4/7.

Announcements/Future Agenda Items

Aldersperson Pollnow asked for a future agenda item regarding the contract approval process. Director Kaiser stated that the League of Wisconsin Municipalities has information about this topic. He stated that he would send the link to Aldersperson Pollnow.

Adjournment

Motion by Hillstrom, seconded by Pollnow to adjourn at 5:37 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,

A handwritten signature in cursive script, reading "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager

CITY OF NEENAH
Public Services and Safety Committee Organizational Meeting
Tuesday, April 15, 2025 – 7:13 PM
Council Chambers - City Administration Building

Present: Aldermen Borchardt, Lendrum, Linski, Pollnow, and Weber

Also Present: Director of Public Works Kaiser

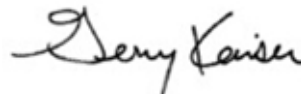
Motion/Second/Carried Weber/Borchardt nominating Alderman Lendrum as Chair of the Public Services and Safety Committee. All voting aye.

Motion/Second/Carried Lendrum/Linski nominating Alderman Weber as Vice-Chair of the Public Services and Safety Committee. All voting aye.

Committee agreed to hold Public Services and Safety Committee meetings at 5:00 p.m. on the Tuesday of the week preceding the regularly scheduled Council meeting.

Motion/Second/Carried Borchardt/Weber to adjourn at 7:15 p.m.

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, P.E.
Director of Public Works



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To Cari Lendrum, Public Services and Safety Committee Chair

From: Captain Amy Wagner

CC: Mayor Jane Lang

Date: 4/22/2025

Re: Investigative Service Unit's Digital Camera Replacement Project

Crime scene documentation is a crucial element in building a solid criminal case. We can take hundreds or even thousands of photographs at a large or serious crime scene to capture every detail of the situation. Our current digital camera/photography equipment requires replacement and upgrading. This equipment is no longer sold or serviced. Our current cameras are Canon DSLR devices, and the technology they use is becoming obsolete in the crime scene photography arena. These cameras are being phased out and replaced with mirrorless cameras which enhance photographic quality. Our current cameras vary in age from nine to eighteen years old. Two of those cameras are no longer functioning properly, leaving us with one reliable camera for documenting crime scenes.

We would also like to replace the cameras that are issued to our School Resource Officers. Their current cameras are unable to take detailed photographs of injuries or other evidence which is crucial in their duty responsibilities. The cameras purchased for them would be compatible with the Investigations Services Unit's cameras and could be used on larger scale crime scenes. We will replace these two cameras with the Canon EOS R10 which will allow us to continue to use some of the lenses we currently own, with the use of the adapter noted.

The Ricoh Theda 360 camera will add the ability to photograph a room using 360-degree imaging technology. It provides a much clearer global representation of a crime scene. We currently photograph from all four corners of a room and piece the photographs together which is antiquated especially for capturing details.

The main camera we are requesting is the Canon EOS R6 mirrorless camera. The R6 will allow investigators a faster shutter speed, improved video capabilities, and less camera shake. The R6 also allows the electronic view finder to show exactly what the photo will look like with better auto focus. It

has greater low light capabilities compared to our current cameras. This purchase would include the following items:

1. Part # 5666C011 Canon EOS R6 Mark II with 24-105L Kit Price \$3299.99 x 2=\$6599.99-(\$400 instant rebate) =\$6199.99
2. Part #5331C009 Canon EOS R10 W/RF 18-45mm lens \$1099.99 x 2=\$2199.99 -(\$200 instant rebate) = \$1998.98
3. Part # 2971C002 Canon R – EF adapter – Price - \$129.99
4. Part # 4514C002 Canon RF100mm Macro lens – Price - \$1199.99
5. Part # 4234C002 Canon RF85mm Macro lens- Price - \$ 599.99 - (\$50.00 rebate) = \$549.99
6. Part #5654C002 Canon Speedlight EL-5 price \$399.00-(\$100 rebate) =\$299.99 x4=\$1199.96
7. Ricoh Theta Z1 360 Camera \$1000 approximate
8. Miscellaneous Accessories: Tripod, wireless remote and travel cases approximately \$600

We compared prices with several online companies which the Department has used in the past, as well as Camera Corner in Green Bay. The prices are all the same and purchasing through Camera Corner would allow us the ability to have the camera equipment serviced locally if needed.

Recommendation: Allow the Investigative Services Unit to replace antiquated cameras and lenses used for documenting crimes in the City of Neenah at a cost not to exceed \$15,000.00. Funding would come from the Capital Improvement Budget 011-2150-473-0236 (PDE09) with \$20,000.00 being approved in the budget.



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Chair, Alderperson Cari Lendrum
Public Services and Safety Committee
Mayor Jane Lang

From: Chief Aaron L. Olson *ALO*

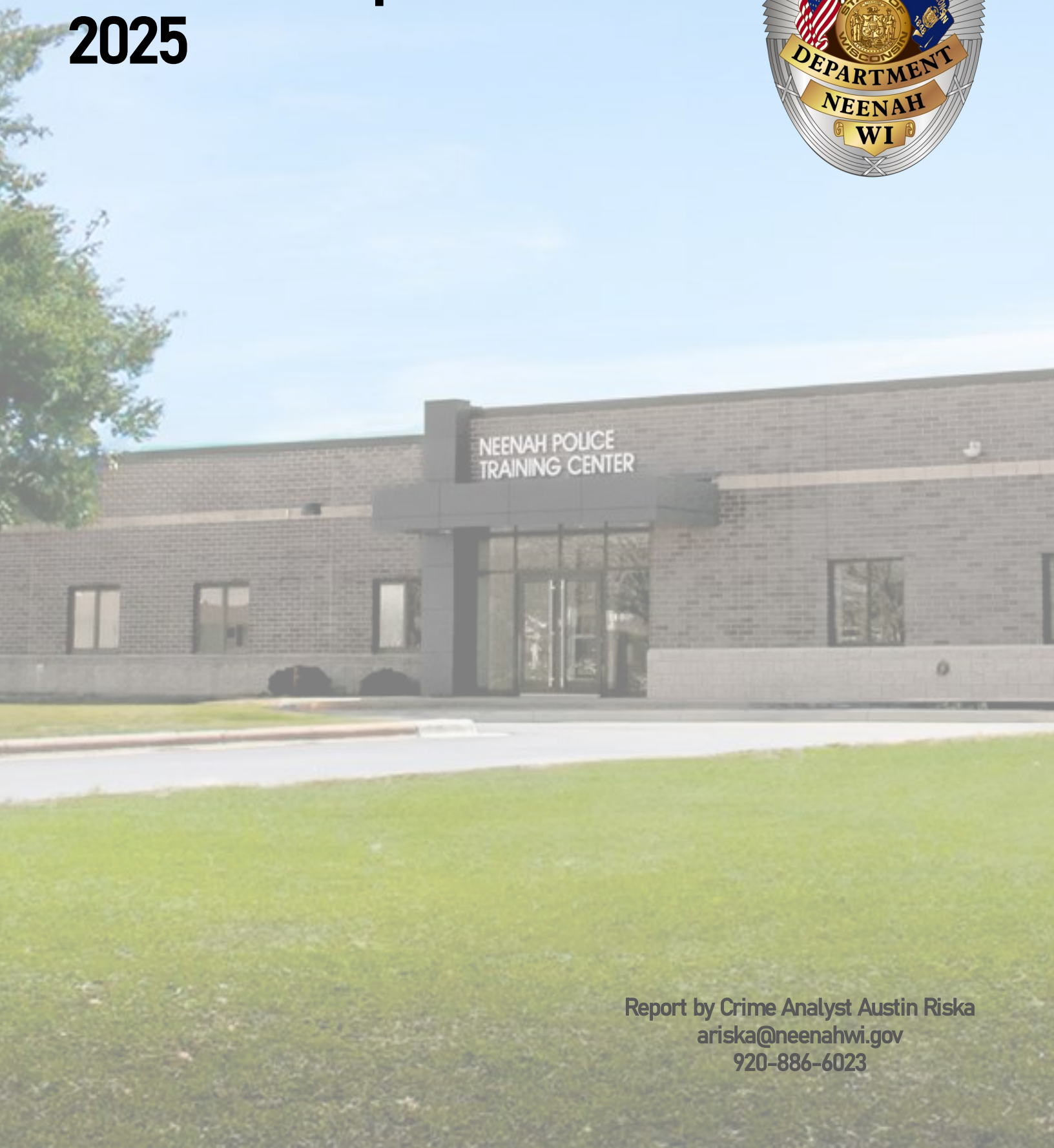
Date: April 24, 2025

Re: **2025 First Quarter Police Statistics**

Attached are the first quarter statistics for the Neenah Police Department.

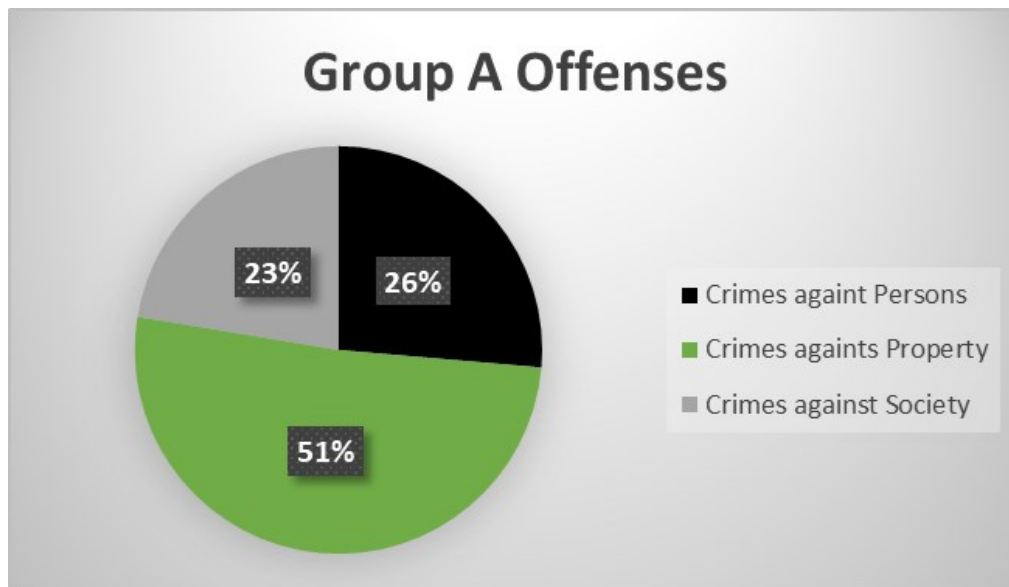
1. Uniform Crime Report
2. Calls Report
3. Traffic Report
4. OWI Arrests
5. Traffic Safety Officer Report
6. Parking Report
7. Traffic Crash Report
8. Overdoses Report
9. Dangerous Animal Report
10. Open Records Report
11. Behavioral Health Officer Report

Neenah Police Department Quarter 1 Report 2025



Report by Crime Analyst Austin Riska
ariska@neenahwi.gov
920-886-6023

Unified Crime Report



Group A Crime Offenses						
Categories	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Crimes against Persons	53	53	43	25	15	40
Crimes againsts Property	103	108	49	27	10	37
Crimes against Society	45	45	42	30	4	34
Total Group A	201	206	134	82	29	111

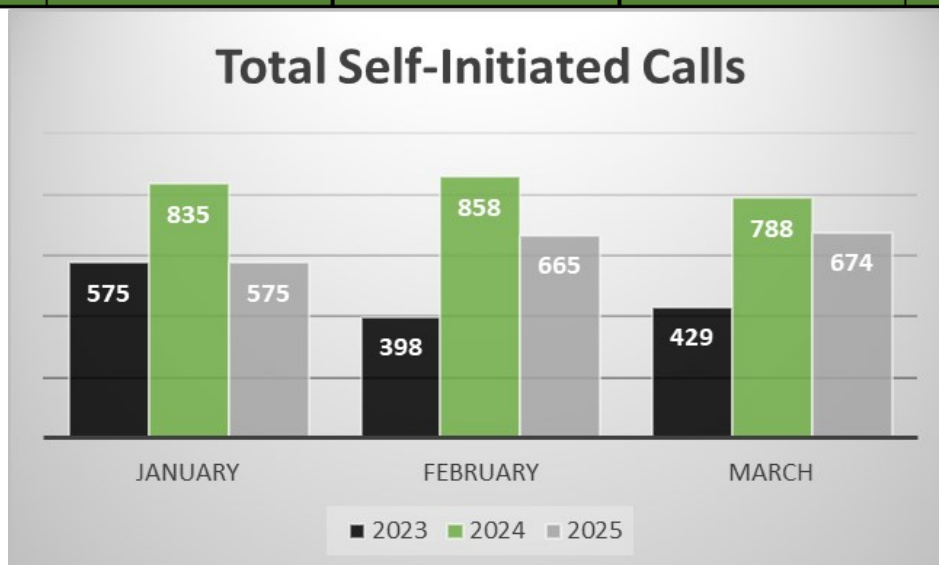
Group B Arrests			
Categories	Adult Arrests	Juvenile Arrests	Total Arrests
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	11	12	23
Driving Under the Influence	18	0	18
Family Offenses, Nonviolent	0	0	0
Liquor Law Violations	1	1	2
Trespass of Real Property	7	0	7
All Other Offenses	49	22	71
Total Group B Arrests	86	35	121

Calls Report

Total Calls for Service				
Year	January	February	March	Total
2023	1431	1227	1456	4114
2024	1187	1219	1324	3730
2025	1007	892	1126	3025



Total Self-Initiated Calls				
Year	January	February	March	Total
2023	575	398	429	1402
2024	835	858	788	2481
2025	575	665	674	1914

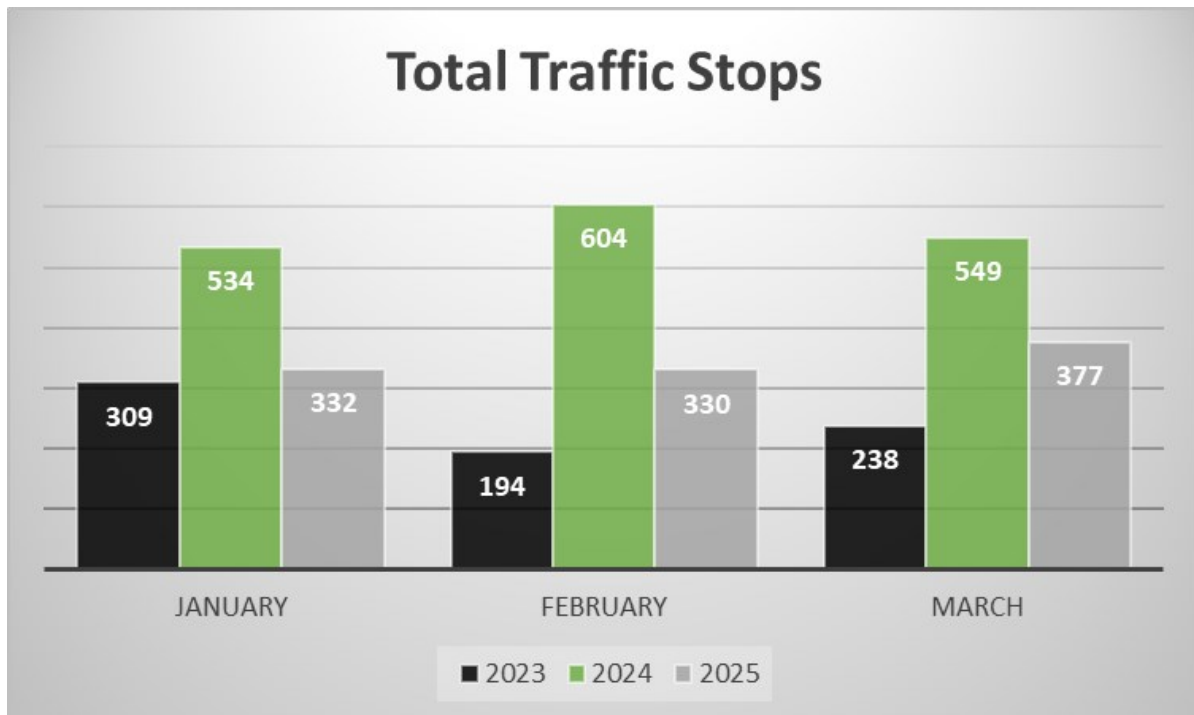


Included in the above Quarter 1 Self-Initiated Calls is 1039 Traffic Stops.



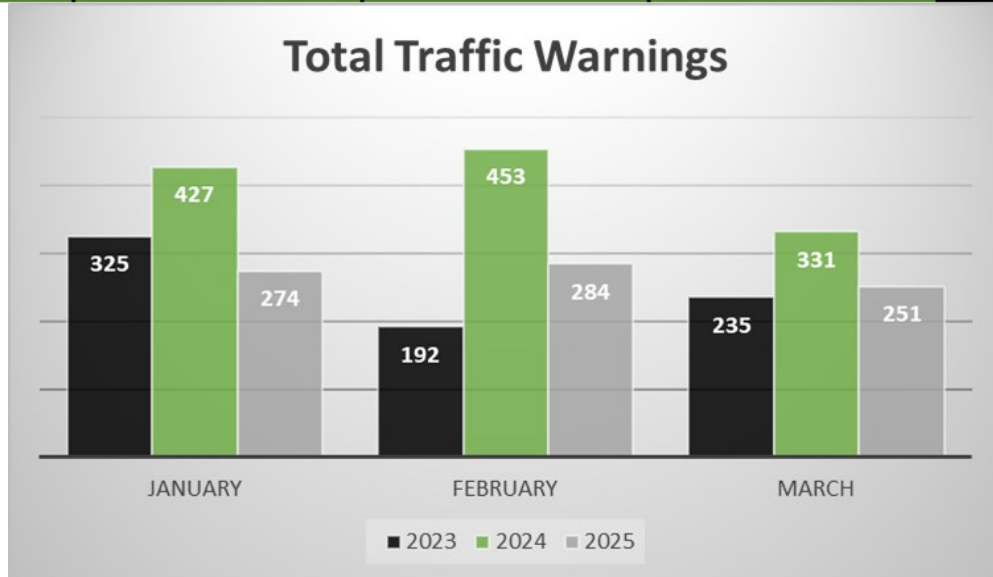
Traffic Report

Total Traffic Stops				
Year	January	February	March	Total
2023	309	194	238	741
2024	534	604	549	1687
2025	332	330	377	1039

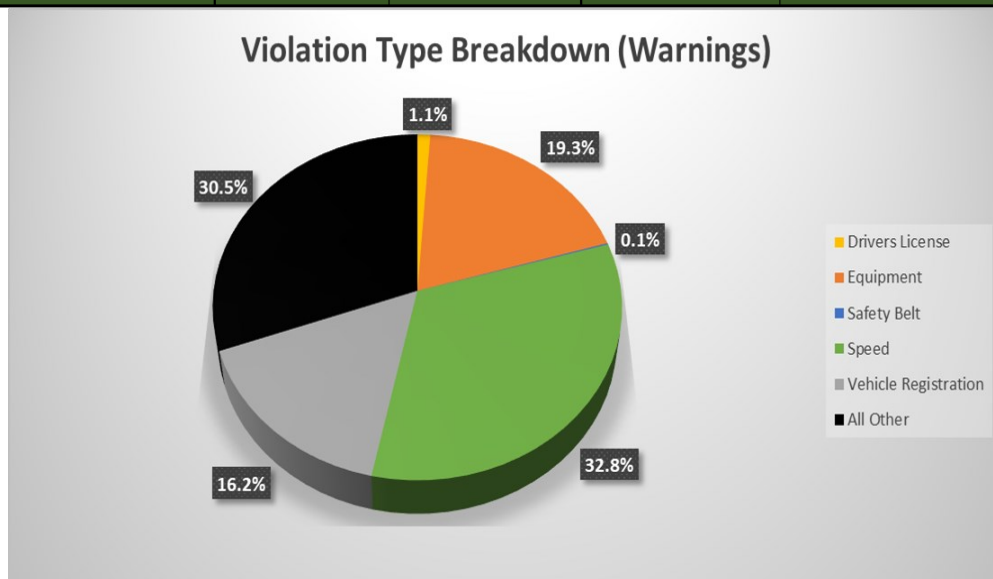


Traffic Report

Total Traffic Warnings				
Year	January	February	March	Total
2023	325	192	235	752
2024	427	453	331	1211
2025	274	284	251	809



Violation Type Breakdown (Warnings)						
Month	Drivers License	Equipment	Safety Belt	Speed	Vehicle Registration	All Other
January	3	52	0	92	40	87
February	3	66	1	92	45	77
March	3	38	0	81	46	83
Total	9	156	1	265	131	247

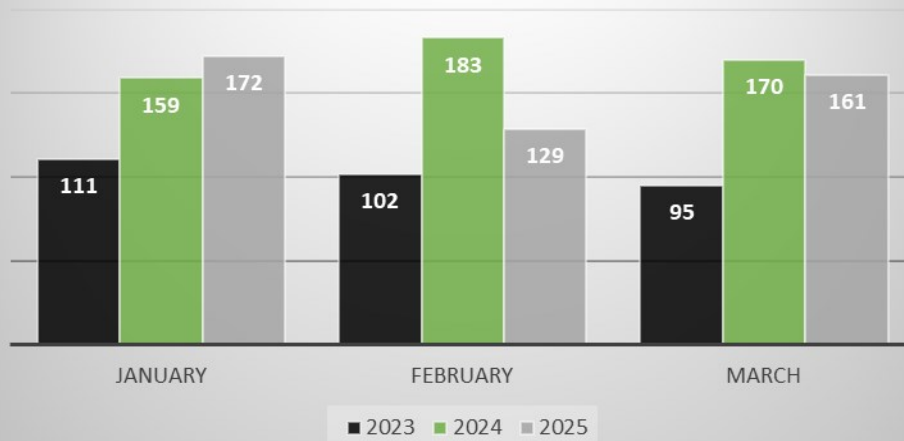


Traffic Report

Total Traffic Citations

Year	January	February	March	Total
2023	111	102	95	308
2024	159	183	170	512
2025	172	129	161	462

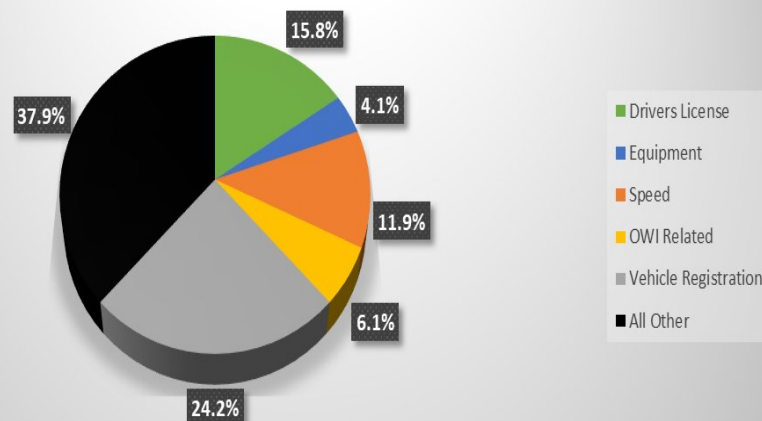
Total Traffic Citations



Violation Type Breakdown (Citations)

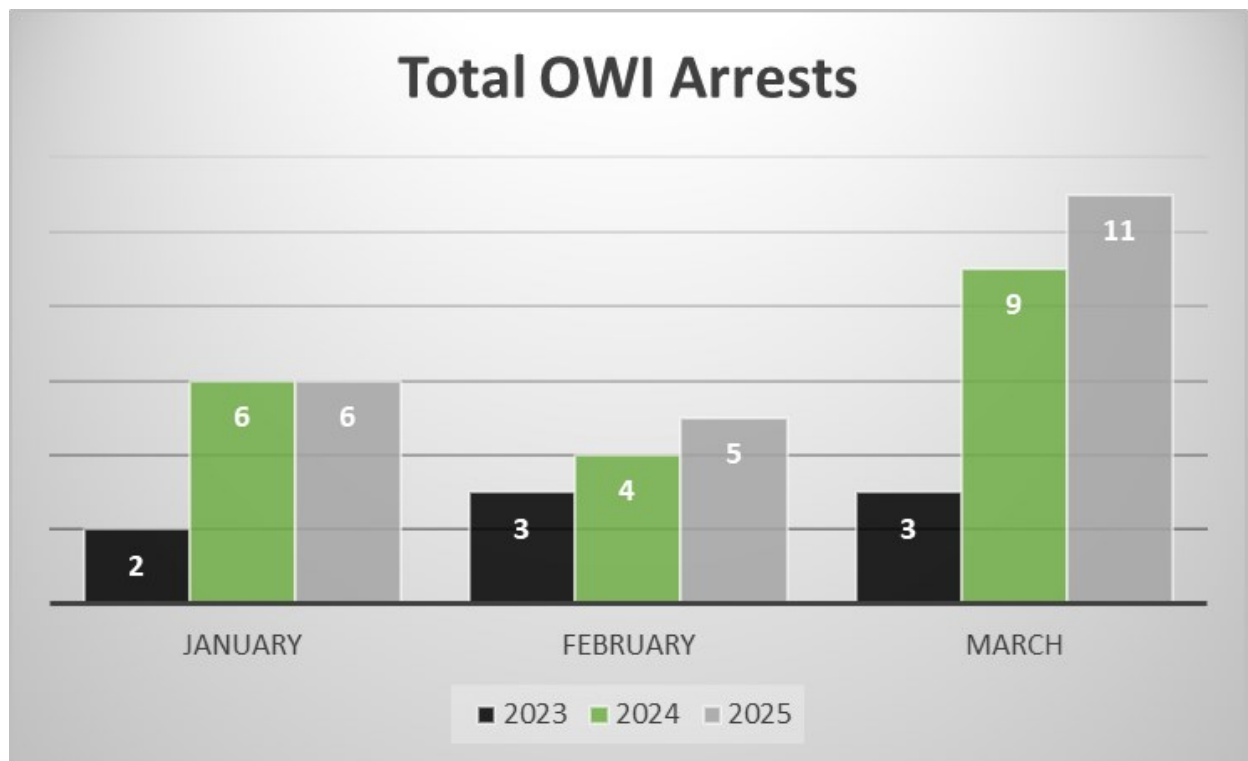
Month	Drivers License	Equipment	Speed	OWI Related	Vehicle Registration	All Other
January	21	4	18	10	46	60
February	26	10	24	10	45	68
March	34	7	19	11	33	66
Total	81	21	61	31	124	194

Violation Type Breakdown (Citations)



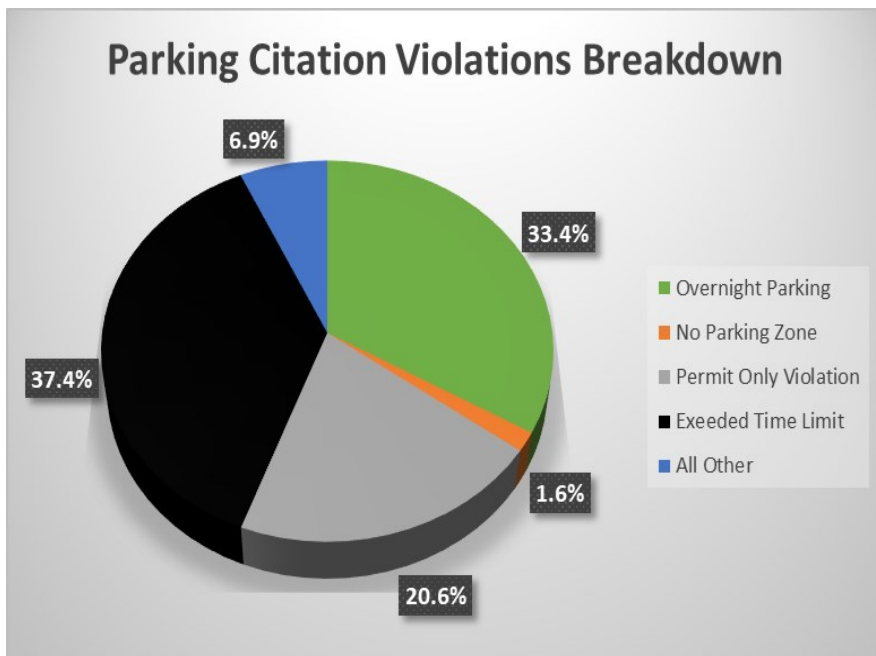
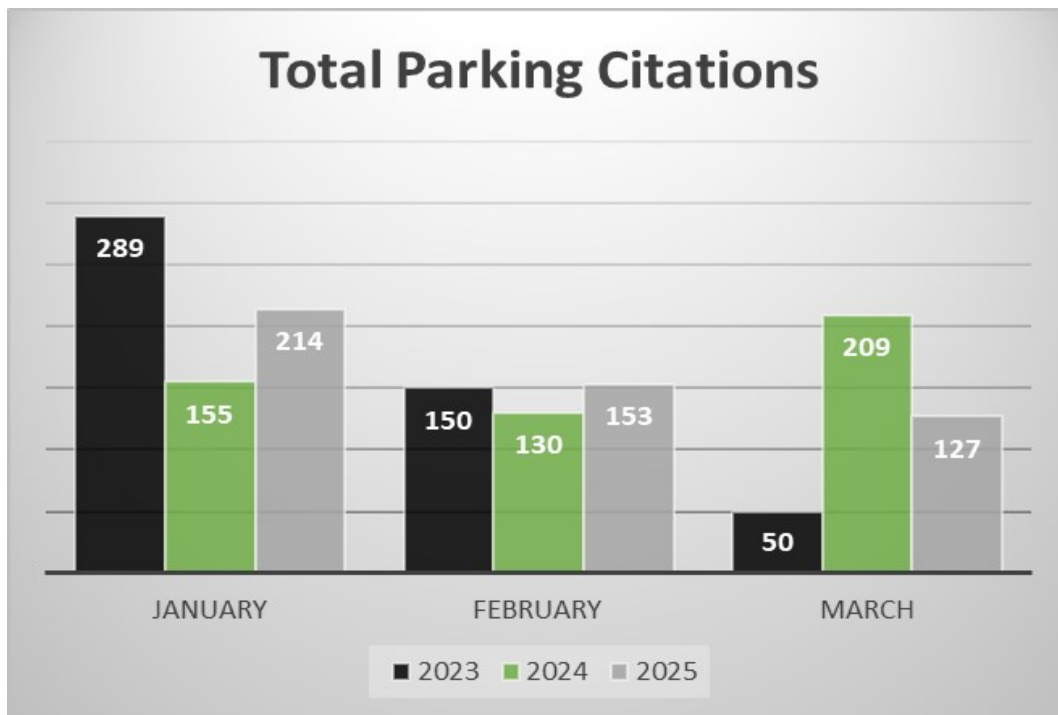
OWI Report

Total OWI Arrests				
Year	January	February	March	Total
2023	2	3	3	8
2024	6	4	9	19
2025	6	5	11	22



Parking Report

Total Parking Citations				
Year	January	February	March	Total
2023	289	150	50	489
2024	155	130	209	494
2025	214	153	127	494

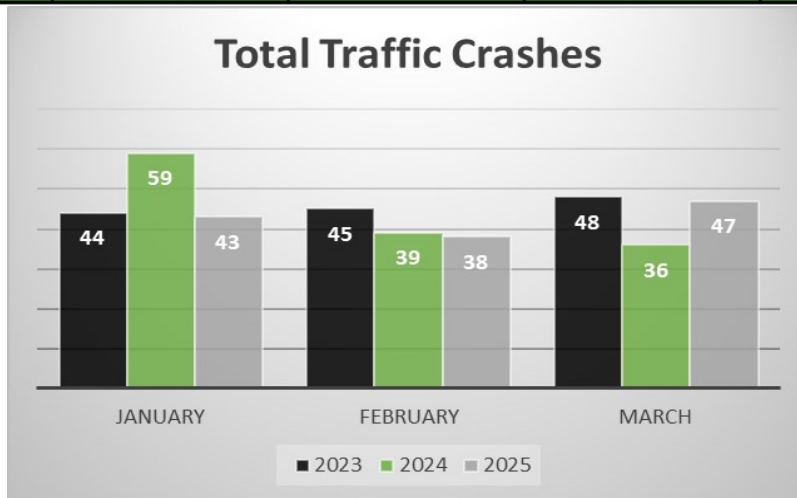


Locations with 10+ Parking Citations	
Locations	Number of Citations
E. Wisconsin Ave	45
Gold Lot	49
Silver Lot	80
Blue Lot	44
W. Wisconsin Ave	33
Stanley Ct	16
Green Ramp	24
Rec Park Lot	12

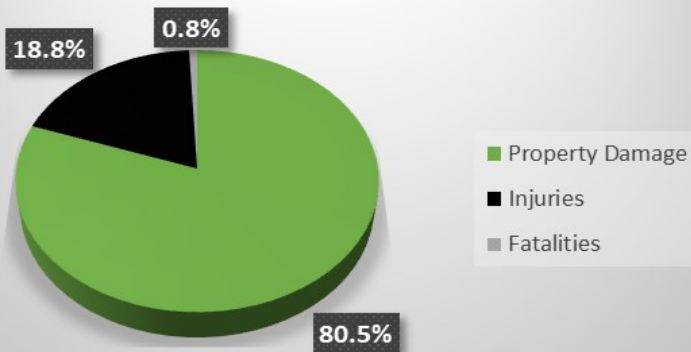


Traffic Crash Report

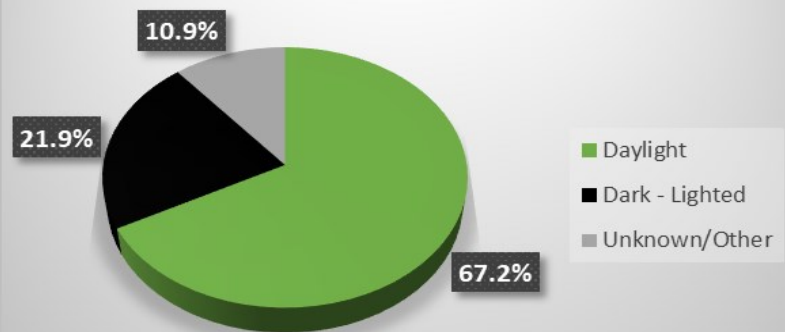
Total Traffic Crashes				
Year	January	February	March	Total
2023	44	45	48	137
2024	59	39	36	134
2025	43	38	47	128



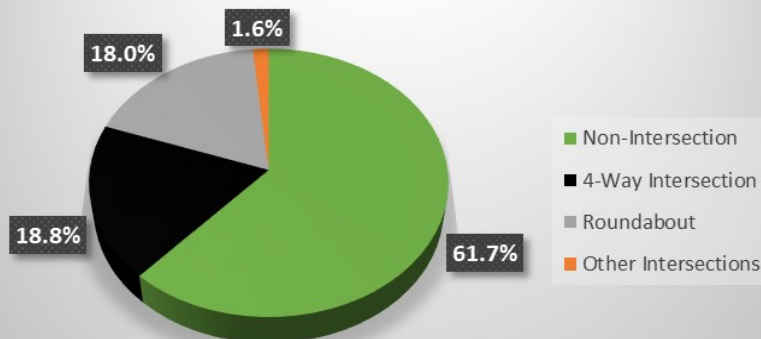
Type of Traffic Crashes



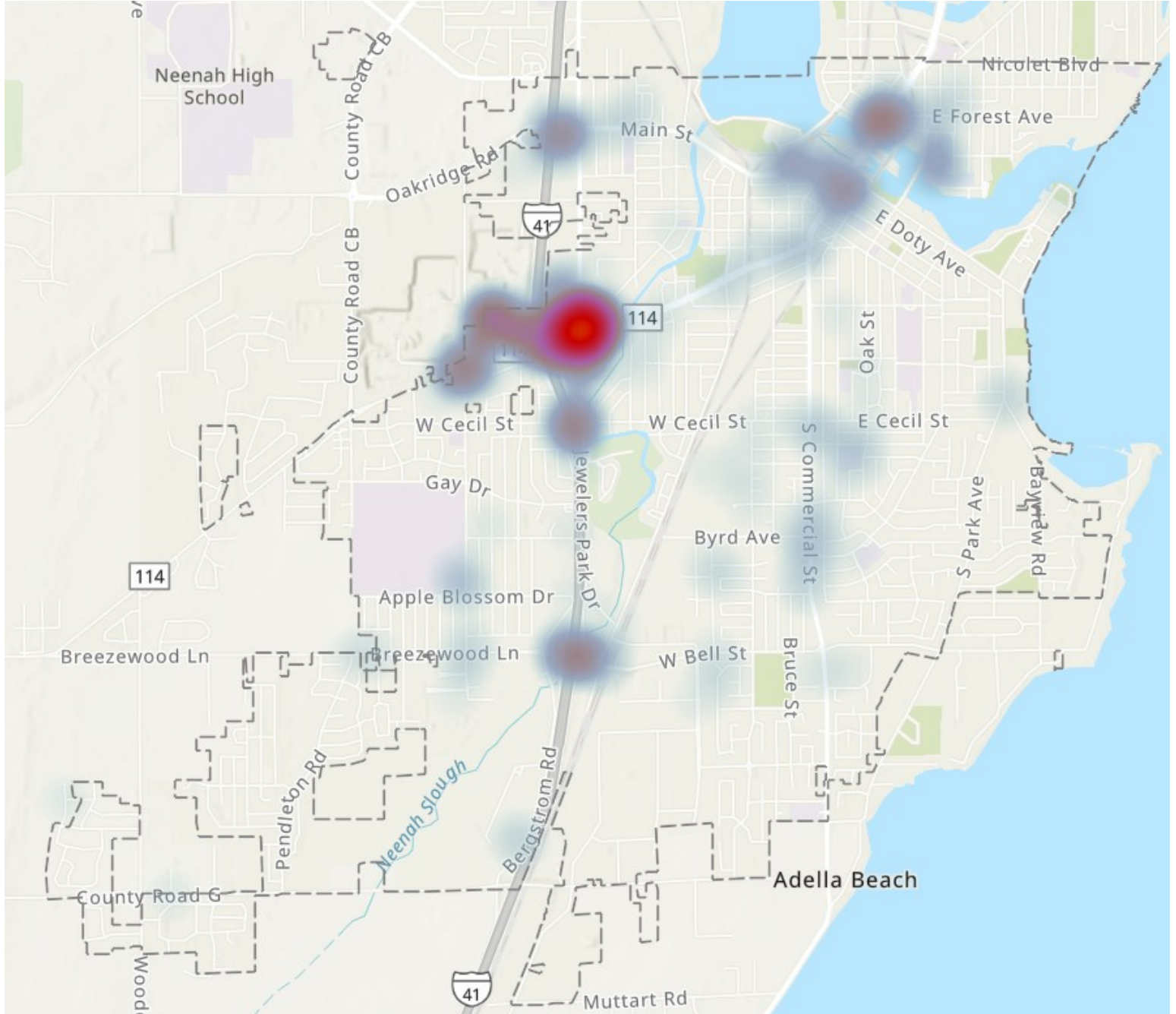
Traffic Crashes by Lighting



Traffic Crashes by Intersection



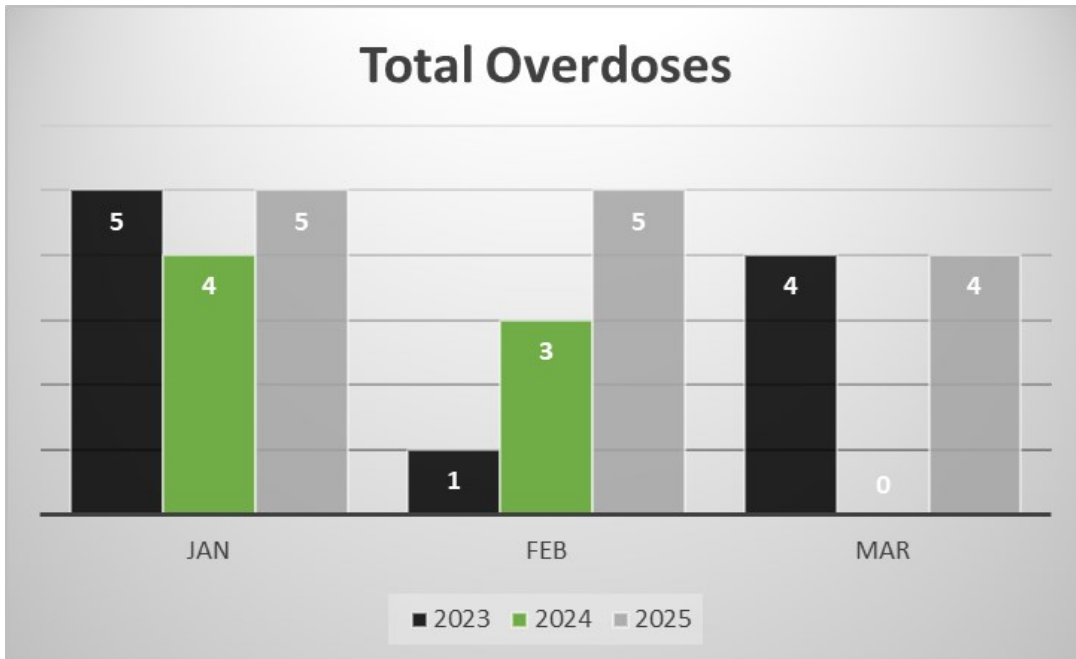
Traffic Crash Maps



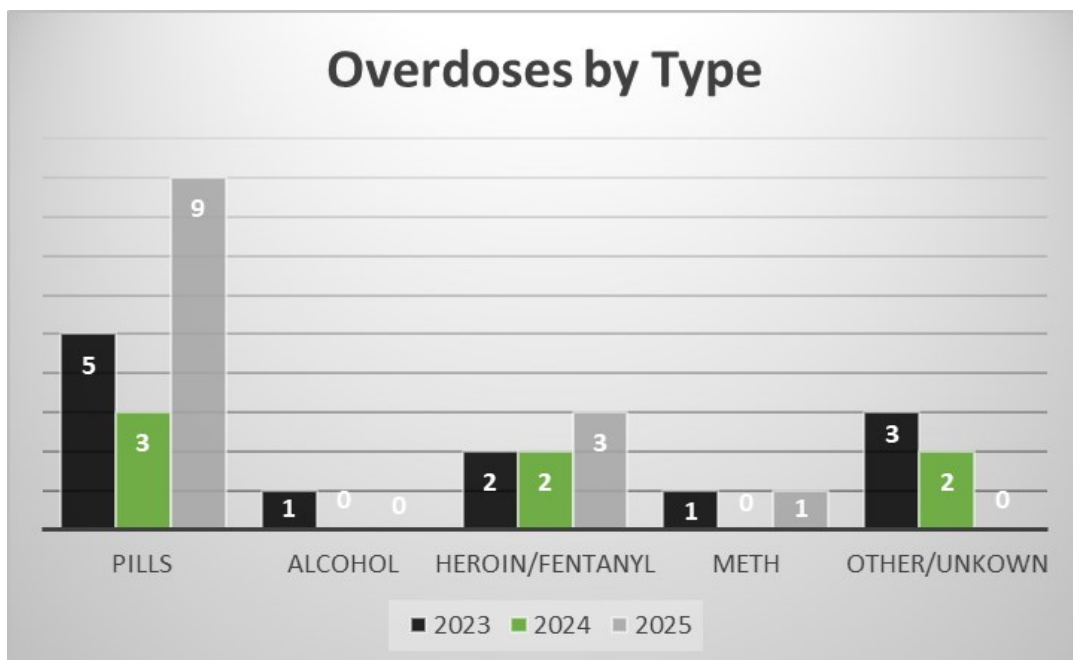
*Map includes all reportable and non-reportable traffic crashes in Q1.

Overdoses

Year	Jan	Feb	Mar	Total
2023	5	1	4	10
2024	4	3	0	7
2025	5	5	4	14



*There were no overdose deaths discovered in Quarter 1 of 2025.



**An overdose can be caused by multiple of the above items.

Dangerous Animals

No Action Taken			
Date	Animal	Animal Owner	Owner Address
25-004963	Dog	Neenah Animal Shelter	
25-004481	Dog	Jack D Tran	215 Whitenack Ct
25-003838	Dog	Miranda E. Plath	2101 Edgewood Dr
25-022178	Dog	Eric G Matson	1560 Kingswood Dr
25-001749	Cat	Wyyatt J Justinak	333 E Doty Ave25-0
25-001209	Cat	Neenah Animal Shelter	2475 Progress Ct.
25-001070	Dog	Juan J Santiago	112 Andrew Ave
25-000433	Dog	Adam Laeyendecker	1342 Blueberry Ln.
25-000305	Dog	John E Kirinovic	457 E Peckham St

Dangerous Animals			
Date	Animal	Animal Owner	Owner Address
3/1/2025	Pit Bull	Michael J Allen	308 Stanley Ct

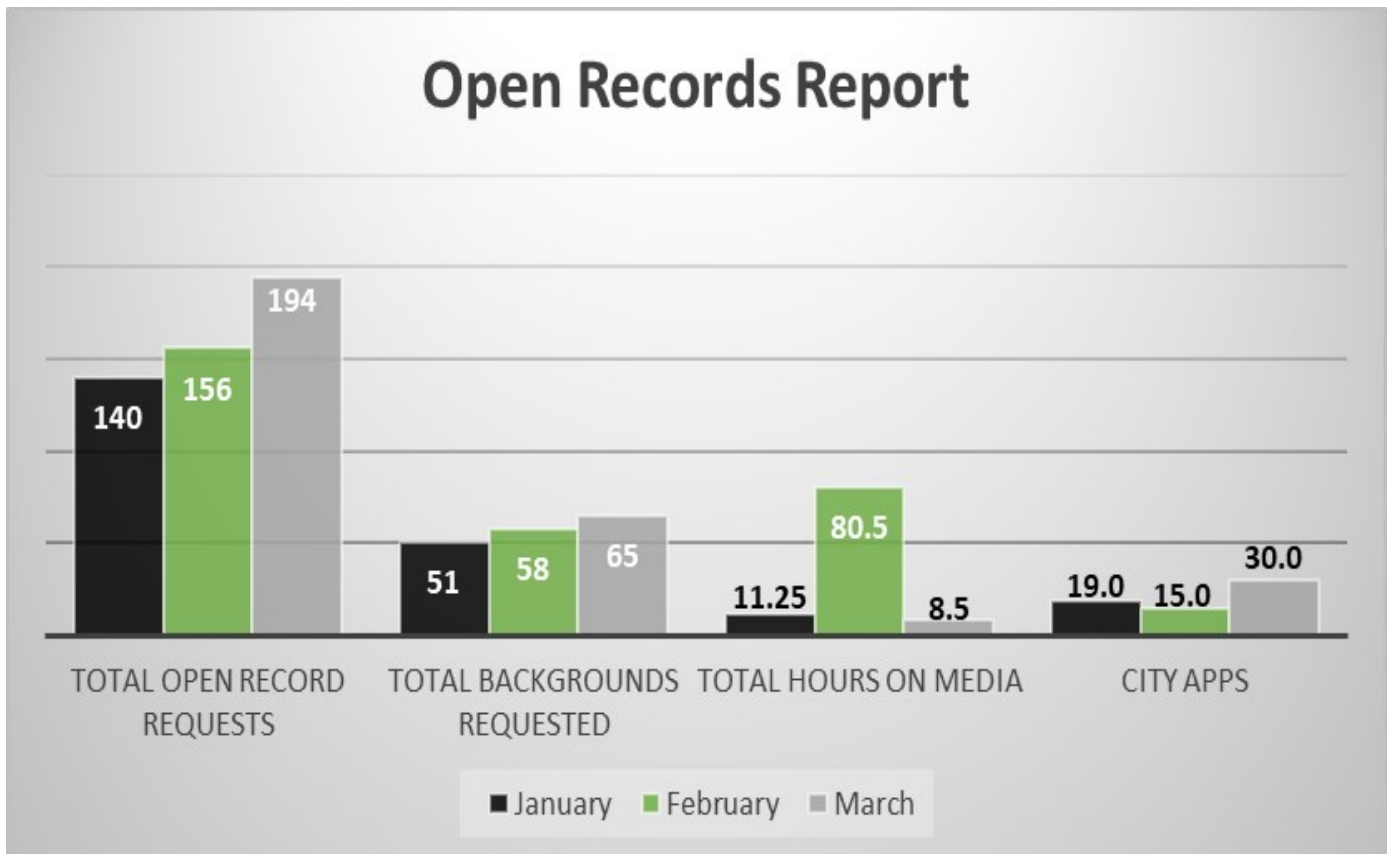
There were no Potentially Dangerous or Prohibited Animals for Quarter 1, 2025.



Open Records Report

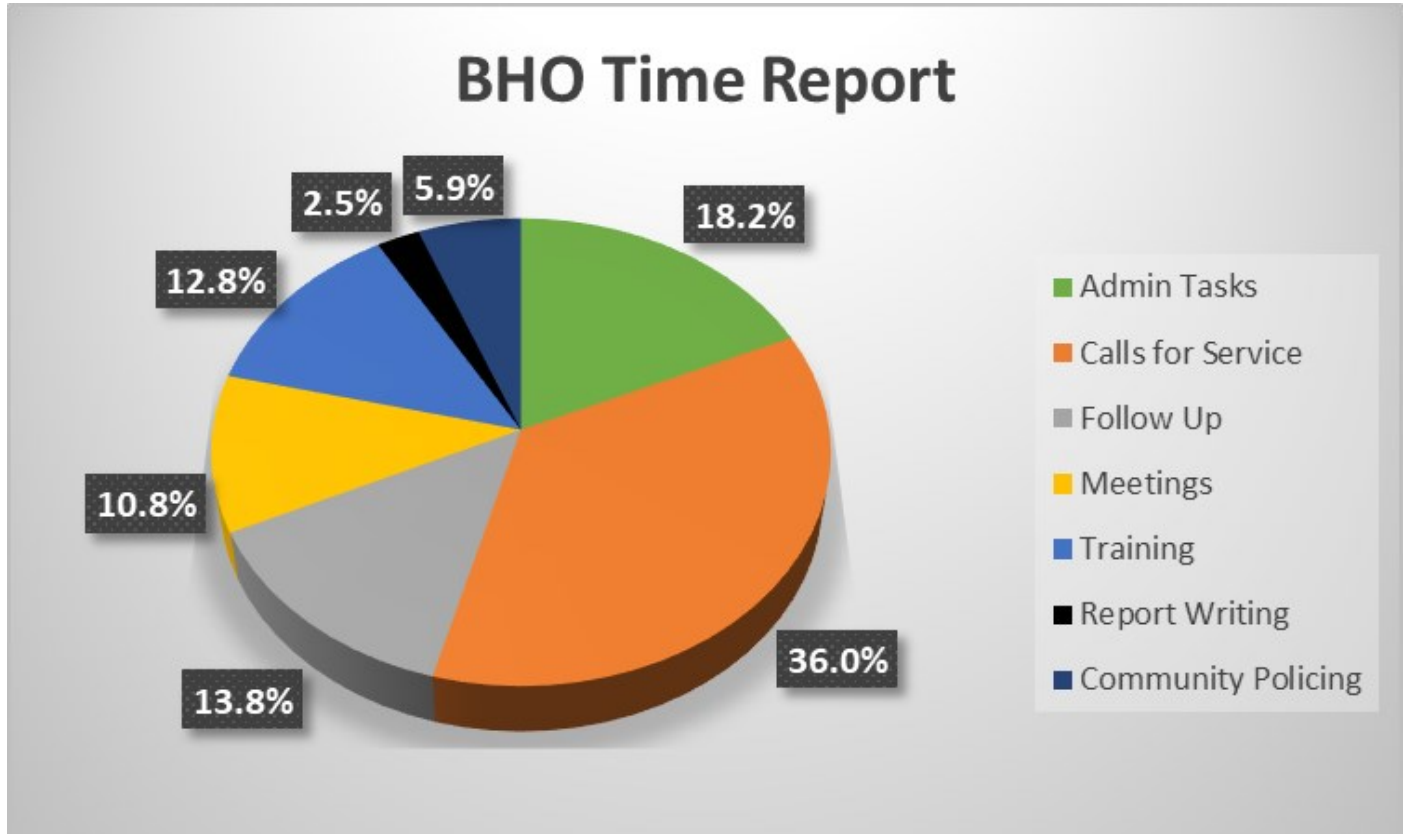
Open Records Report				
Month	Total Open Record Requests	Total Backgrounds Requested	Total Hours on Media	City Apps
January	140	51	11.25	19.0
February	156	58	80.5	15.0
March	194	65	8.5	30.0
Total	490	174	100.25	64

*Total Requests: Requests come in the forms of City Hall License Checks, Permit Checks, Background Checks, etc.



Behavior Health Officer

BHO Time Report (Hours)				
Task	January	February	March	Total
Admin Tasks	18.5	15	17	50.5
Calls for Service	36.5	32	42	110.5
Follow Up	14	11.5	15	40.5
Meetings	11	5	5.5	21.5
Training	13	20	23	56
Report Writing	2.5	2.5	6	11
Community Policing	6	9.5	12	27.5



Public Services & Safety Committee

April 29, 2025

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	Alcohol	Date(s)	Approved
Breakthrough T1D Formerly JDRF	One Walk - Non-Competitive Run/Walk	Class A exceeds 200 attendees, travel lane closures	Riverside Park	No	5/17/25 8:30am-12pm	4/24/2025
Greene's Pour House	Ocktoberfest/Block Party	Class A exceeds 200 attendees, travel lane closures	Church St. between Doty Ave & Main St	Temp. Extension	5/17/25 1-9pm	4/24/2025
Twin City Veterans	Memorial Day Parade	Class A exceeds 200 attendees, travel lane closures	N Commerial St to Wisconsin Ave to Plexus Parking lot	No	05/26/25 9-11AM	4/24/2025
Future Neenah Inc.	Summer Kickoff Concert	Class A exceeds 200 attendees, travel lane closures	100 & 200 Block W Wisconsin Ave	TDORA	06/11/25 6-9pm	4/24/2025
Future Neenah Inc.	Farmers Market	Class B no travel lane closures	Shattuck Park	No	06/14/25 to 10/11/25 8am-12pm	4/24/2025

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date & Time	Motion
Greene's Pour House	Robert Greene	Ocktoberfest/ Block Party	134 W. Wisconsin	5/17/25 1-9pm	Recommend Council Approve

Temporary "Class B" Wine Only Beverage License					
Applicant	Event Contact	Name of Event	Location	Date & Time	Motion
Future Neenah Inc	Michelle Dunning	Wine Walk	100 & 200 Block W Wisconsin Ave	05/10/25 11am-3pm	Recommend Council Approve



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@neenahwi.gov
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: April 25, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Church Street Ramp Condition Survey

A request for proposal to prepare a condition survey for the 20-year-old Church Street ramp was distributed to five firms. The objective of the work is to identify areas for repair, develop an estimate of probable cost for the repairs, and identify areas for further investigation or observation. This report will inform future capital project budgeting and general maintenance practices. Two proposals were received. Both proposals included an acceptable scope of services and outlined experience relevant to this work. This work is included in the 2025 capital facilities budget at an amount of \$15,000.

Firm	Location	Cost
Graef-USA, Inc.	Green Bay, WI	\$12,000
Larson Engineering, Inc.	Appleton, WI	\$16,785

Staff recommends that the City of Neenah enter into a professional services agreement with Graef-USA, Inc., for the preparation of a structural condition survey of the Church Street parking ramp.



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DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: April 25, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) S. Commercial Street:
 - Road grading is ongoing. Crews are preparing and trimming the gravel in anticipation of starting to place concrete pavement the week of May 5.
 - Storm sewer work on the west side of the road is complete.
 - The west leg of Cecil Street was closed for a two week period starting 4/21. In the two-week closure period, the contractor is scheduled to complete pavement removal, storm sewer installation, gravel and concrete pavement placement, traffic signal conduit and structures, and pavement marking. This is scheduled to be complete May 2 so that this leg can be re-opened by 5/5.
- 2) Contract 7-21 (Harrison Pond): A punchlist has been provided to the contractor. Final topsoiling is about 50% complete.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Concrete repairs have been made. Restoration at those sites is needed along with a parking lot asphalt repair. Final quantities have been prepared.
- 4) Contract 4-24 (S. Park Avenue Easement – Utilities): Piping work is complete. Manhole sealing and restoration remain to be done.
- 5) Contract 6-24 (Jewelers Park Drive): Work on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 6) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 7) Contract 11-24 (Douglas Park Pond): Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring.
- 8) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 9) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Water main installation is ongoing.
- 10) Contract 2-25 (Elm, Douglas Utilities and Street):
 - a) Elm: Utility main installation on Elm is complete. About 6 sewer/water services remain to be installed.

b) Douglas: Utility mains have been installed. Service installation is ongoing.

- 11) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The pipebursting contractor has mobilized to start work on services the week of April 28. A pre-construction meeting is scheduled for 4/29.
- 12) Contract 8-25 (Tullar Garage Roof Repair): The contract was awarded to JT Rams, LLC. A schedule has not been set.
- 13) PASER Ratings: The ratings are being entered into a spreadsheet which will be uploaded to WisDOT.
- 14) Nicolet/Commercial Roundabout: A request for proposal was distributed on 3/31. Proposals are due on April 30.
- 15) Recycling Report – Engineer Kummerow is compiling the WDNR's annual recycling report, which is due on April 30.