

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**February 25, 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 February 11, 2025 (Attachment)
2. Public Appearances
3. Parks & Recreation 16' Mower LM2 Replacement (Attachment)
4. Roundabouts Landscaping Discussion
5. Police Department 2024 4<sup>th</sup> Quarter Statistic Report (Attachment)
6. Final Resolution 2025-01-Installation of Asphalt Pavement and Curb/Gutter for properties served on: Bruce Street from Castle Oak Drive to the northern most property line of 2411 Bruce Street, and Southfield Court (Bruce St to Terminus) (Attachment)
7. Final Resolution 2025-02- Installation of sanitary sewer lateral and water services for properties serviced on the following streets: Caroline Street, Douglas Street, Elm Street, and Hickory Lane (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](mailto:attorney@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, February 11, 2025**

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

**Excused:**

**Also Present:** Public Works Director Kaiser, City Clerk Nagel, Public Works Superintendent Radtke, Public Works Office Manager Mroczkowski, Frank Cuthbert, and Flo Bruno

Approval of Minutes of the Meeting of January 28, 2025

**Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of January 28, 2025.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting Aye. 4/1/0 (Pollnow Abstain)

Public Appearance

None

Fleet #8 Single Axle Patrol Truck

**Motion by Hillstrom, Seconded by Borchardt to recommend Council approve the purchase of a new 2025 International Single Axle Chassis in the amount of \$113,174.80 from Packer City International, Appleton, equipment package in the amount of \$133,323.00 from Monroe Truck Company, De Pere, and a new 2-Way radio and additional safety equipment not to exceed \$1,000.00 with 2025 Capital Equipment funds.**

Public Works Superintendent stated that this is a single axle truck with a stainless-steel box and no salter.

Alderman Pollnow asked where the funds go when the equipment is sold at auction.

Director Kaiser stated that the funds go in the general fund. He stated that in the past it had gone to offset the cost of the piece of equipment

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Report

Fleet #10 Tandem Axle Patrol Truck with Super Combo V-Box Salter

Report

**Motion by Hillstrom, Seconded by Pollnow to recommend Council approve the purchase of a 2025 International Tandem Axle Chassis for \$126,539.25 from Packer City International, Appleton, and equipment package in the amount of \$231,614.00 from Monroe Truck Company, De Pere, and a new 2-Way radio and additional safety equipment not to exceed \$1,000.00 with \$315,000.00 in 2025 Capital Equipment funds and \$44,153.25 from the Capital Equipment fund balance.**

Public Works Superintendent Radtke stated that the v-box salter is an upgrade to the tailgate salter the truck being replaced uses. He stated that the v-box salter can be used for regular salting, pre-wetting or a combination of the two. Public Works Superintendent Radtke stated that we do have a truck with a v-box salter on it and it saved \$4,000 in salt in 2024.

Aldersperson Hillstrom asked how many v-box salters we have. Public Works Superintendent Radtke stated that we currently have one and 11 regular salters.

Aldersperson Pollnow asked about only receiving two bids for the equipment package quote. Public Works Superintendent Radtke stated that there are only two local vendors that offer the v-box spreader. Public Works Superintendent Radtke stated that there are other vendors he could reach out to that are not local on future quotes.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Licenses

Approve the Temporary Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah

C.A

**Motion by Weber, Seconded by Borchardt to recommend Council approve the Temporary Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah, for Friday Fish Fries, to be held on March 13, 21, 28, 2025, and April 4,11, 2025**

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Nicolet Boulevard/Commercial Street Roundabout Feasibility Study Analysis-  
Intergovernmental Cooperation Agreement

Report **Motion by Borchardt, Seconded by Pollnow to recommend the Council authorize the appropriate city officials to sign the Intergovernmental Cooperation Agreement for the Roundabout Feasibility Analysis at Nicolet boulevard and Commercial Street.**

Director Kaiser reviewed his memo of February 5. He stated that the City of Neenah and the City of Menasha are interested in evaluating the feasibility of constructing a roundabout at the intersection of Nicolet Boulevard, First Street, Commercial Street, Standford Street, and Washington Street. He stated that the 2025 budget includes \$15,000 for the study.

Director Kaiser stated that on February 5, 2025, the City of Menasha Board of Public Works recommended approval of the Memorandum of Understanding by their Council. He stated that the City of Neenah will be the administrator of the project. He stated that there will be a 10% administration fee added to the cost of the project which will be shared 50/50 with the City of Menasha.

Aldersperson Hillstrom asked if real estate acquisition will be part of the study. Director Kaiser stated that the study will give us an idea of the real estate needed.

Aldersperson Pollnow asked if the Nicolet/Third intersection was part of the study. Director Kaiser stated that it was not.

Aldersperson Borchardt asked if the new cameras will be used in the analysis. Director Kaiser stated that consultant will have access to the cameras.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

N. Commercial Street Bridge-Design Services for Structure Repair

Report **Motion by Borchardt, seconded by Pollnow to recommend Council approve Alfred Benesch & Company provide professional services for the design of repairs to the N. Commercial Street Bridge at an amount not to exceed \$16,500.00.**

Director Kaiser reviewed his memo of February 7. He stated that in 2023, the city became aware of a hole that had formed in the sidewalk on the N. Commercial Street Bridge near the Neenah Paper's loading dock. He stated that the area of the hole is where the bridge for Neenah Paper's loading dock and the city's bridge meet.

Director Kaiser stated that when the hole was discovered, Alfred Benesch & Company were hired to provide a report on the causes of the failure and potential solutions. He

stated that the report was completed in early 2024 and funds were budgeted in the 2025 for the design and implementation of the repairs.

Aldersperson Pollnow asked if the city has approached Neenah Papers on a cost share for the design and repairs. Director Kaiser stated that the Neenah Papers plant manager is not opposed to a cost sharing agreement.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

2025 City Hall HVAC Upgrade Proposal

Report

**Motion by Borchardt, Seconded by Weber to recommend Council approve the City Hall Second Floor VAV control upgrade proposal from Energy Control & Design in the amount of \$76,914.00 using 2025 budgeted funds and funds from the deferral of the 2025 windowsill purchase.**

Director Kaiser reviewed his memo of January 28, 2025. He stated that this upgrade is for the 2<sup>nd</sup> floor at city hall and is a continuation of HVAC upgrades that started in 2023. He stated that the 3<sup>rd</sup> floor was done in 2024 and during the upgrade, unusual situations were encountered from the original build of city hall that required a lot of work around to correct, which is reflected in in the price for the 2<sup>nd</sup> floor upgrade.

Director Kaiser stated that the 2025 budget includes \$60,000 for this work. He stated that in talking with Facility Manager Benson, staff suggests postponing the purchase of windowsill material of \$30,000.00 which was earmarked for the window replacement project at city hall this year.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Project Notification Process

Chairperson Lendrum asked Director Kaiser to go through his memo and outline what changes are being asked for by the Council Directive.

Director Kaiser reviewed his memo of January 23. He stated that there are three notices that are sent to property owners who will be having assessable construction on their streets. He stated that first is sent after the adoption of the Operating and CIP budgets for the upcoming year. He stated that staff sends out a general letter to property owners abutting the affected streets. He stated that the second notice is the public hearing notice which is statutorily required in the assessment process and informs property owners of the public hearing and the informational meeting prior to the

Council public hearing. He stated the third notice is the construction start letter. He stated that this letter is sent after the contractor is known and provides more detailed

information about the project such as contact information, the project construction order, mail delivery, parking, and garbage and recycle collection.

Aldersperson Pollnow stated that the second notice is only for accessible projects. Director Kaiser stated that the 2025 projects are a bit different than other years projects because there is non-accessible work that is being done. He stated that staff is sending out second notices to residents of non-accessible work informing them of the informational meeting held prior to the council meeting.

Aldersperson Pollnow stated that his intention of the directive is to engage with the public in real time and educate them about which streets are part of future budgets. He stated that the change that he is requesting is to include a list of each project street in the current budget with the aldermanic district and an aldermanic map, in hopes that residents may become more engaged on the front end and contact their aldersperson with concerns or questions.

Aldersperson Weber stated that he is not opposed to including that extra information in the first letter as long as it is not difficult for public works team to include it.

Aldersperson Lendrum stated that she is not in favor of putting the alderman information on the first letter. She stated that questions that we will get are engineering questions and should be directed and answered by public works staff. She stated that the alderman information is on the city website and can be included in the city newsletter along with a map. Aldersperson Lendrum stated that she feels that it only confuses the residents more when we can't answer their questions and ask them to call the public works office.

Aldersperson Pollnow stated that he disagrees. He stated that questions he receives are about meeting times, how the project will affect the street they live on, and financial obligations. He stated that this type of information is not being provided to residents prior to the street being approved. He stated that the first letter should go the residents to be transparent and get them talking and engaged. Aldersperson Pollnow stated that it is critical that alderman is on the front lines and be the interface with the public.

The Committee discussed what additional information should be included in the first letter, attending the informational meeting, encouraging residents to call public works to answer their questions, posting the budget process and meeting dates in the newsletter and social media.

Aldersperson Borchardt stated that he is not opposed to having the alderman information in the first notice letter.

Director Kaiser stated that he is fine with the alderman information being added to the letter. He stated that the part of the directive request he has concerns with is sending the first notice letter out prior to council budget adoption. He also questioned why pre-

approval notification is only on street work. He stated that there are much bigger capital projects in the budget that for transparency, the city may want comments from the public, but they are not going to see that unless they look at the budget. He stated that

rather than looking at specific type of capital project, make it broader to the whole budget.

Alderson Pollnow stated that we already have a notification process in place for public works capital projects. He stated that he has faith in the public that if projects after the first letter have been sent out prior to budget adoption, that we will be able to explain the reason why.

Alderson Weber asked for clarification on the timing of the first letter. Director Kaiser stated that first letter is mailed out in December after the budget has been approved. He stated that what is being proposed by Alderman Pollnow is to send the letter out prior to the CIP approval.

Alderson Weber stated that he would be concerned with sending out the letter prior to the CIP being approved by council.

Alderson Pollnow asked Director Kaiser if he open to including the example he had provided him after the budget is approved. Director Kaiser stated that he would be fine with additional information.

Alderson Pollnow stated that this is a step forward and he understands the concerns of the committee.

#### Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Several, but not all, items have been addressed. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 5) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.
- 6) 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.

- 7) 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.
  
- 8) 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.
  
- 9) 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.
  
- 10) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): The contract is scheduled for advertising on 2/11. Bid opening is scheduled for 2/25.
  
- 11) Contract 2-25 (Elm, Douglas Utilities and Street): The contract has been advertised. Bid opening is scheduled for 2/18.
  
- 12) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract is scheduled for advertising on 2/18. Bid opening is scheduled for 3/4.
  
- 13) S. Commercial Street: The pre-construction meeting for the project is scheduled for February 19. A pre-construction public meeting is scheduled for February 20 at 5:00 p.m. in the Community Room and the Neenah Police Department.

Alderson Hillstrom asked when the north side of the clock tower is going to be fixed. Director Kaiser stated that staff did some investigating, it was determined that the motor needs to be replaced. He stated that it has been ordered.

Announcements/Future Agenda Items

Adjournment

**Motion by Pollnow, seconded by Hillstrom to adjourn at 6:15 PM.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager





*Department of  
Parks & Recreation*

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DATE: February 25, 2025

TO: Chairman Lendrum and members of the Public Services and Safety Committee

FROM: Trevor L Fink, Superintendent of Parks/City Forester

RE: Parks and Recreation 16' Mower LM2 Replacement

Quote for replacing a 2017 Jacobsen 16' wide area mower. Due to several ongoing mechanical issues and high maintenance costs, Jacobsen was not considered this time.

<u>Company</u>	<u>Model</u>	<u>Amount</u>
Reinders, Inc.	Toro Groundsmaster 5910	\$154,060.14

The amount in the 2025 Capital Equipment Budget (2025 Budget Book page 315) for this purchase is \$155,000.

**Parks and Recreation Commission recommends purchase of the mower from Reinders, Inc. for \$154,060.14**

Please email prior to the meeting with any questions or additional information you may need.



Aaron L. Olson  
Chief of Police

# CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue  
Neenah, Wisconsin 54956

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## Memo

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

**From:** Chief Aaron L. Olson *ALO*

**Date:** February 5, 2025

**Re:** **2024 Fourth Quarter Police Statistics**

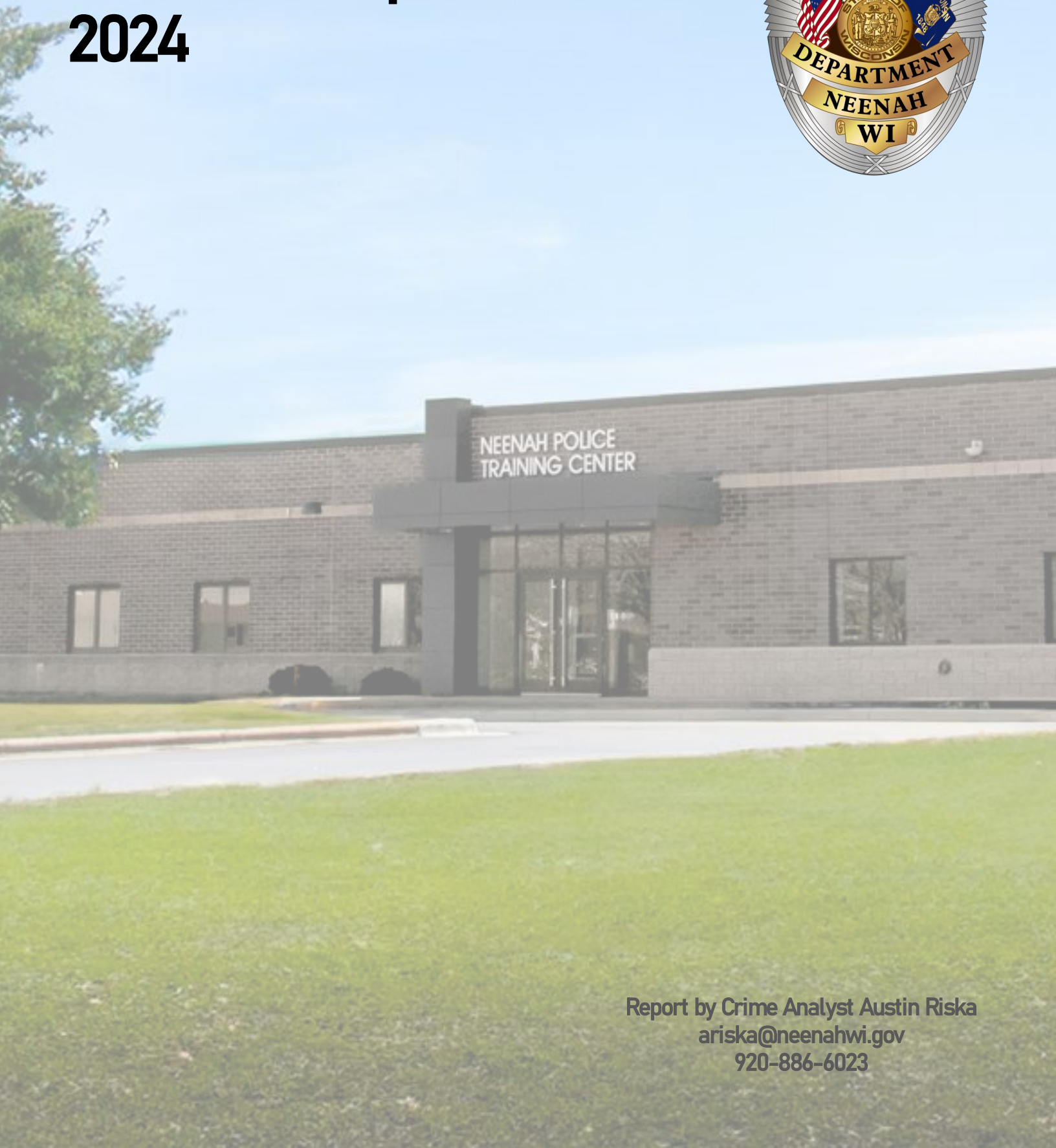
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Attached are the third quarter statistics for the Neenah Police Department.

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. Code Enforcement Report

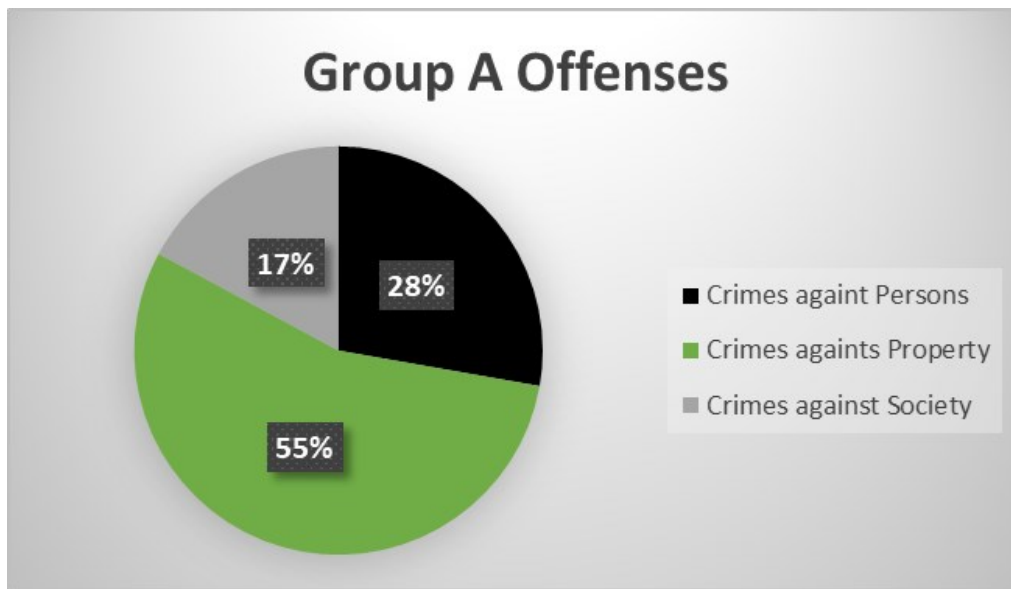


# Neenah Police Department Quarter 4 Report 2024



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	60	60	43	22	9	31
Crimes against Property	119	126	62	52	8	60
Crimes against Society	37	37	32	16	5	21
<b>Total Group A</b>	<b>216</b>	<b>223</b>	<b>137</b>	<b>90</b>	<b>22</b>	<b>112</b>

Group B Arrests			
Categories	Adult Arrests	Juvenile Arrests	Total Arrests
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	9	6	15
Driving Under the Influence	19	0	19
Family Offenses, Nonviolent	0	0	0
Liquor Law Violations	0	4	4
Trespass of Real Property	1	0	1
All Other Offenses	51	13	64
<b>Total Group B Arrests</b>	<b>80</b>	<b>23</b>	<b>103</b>

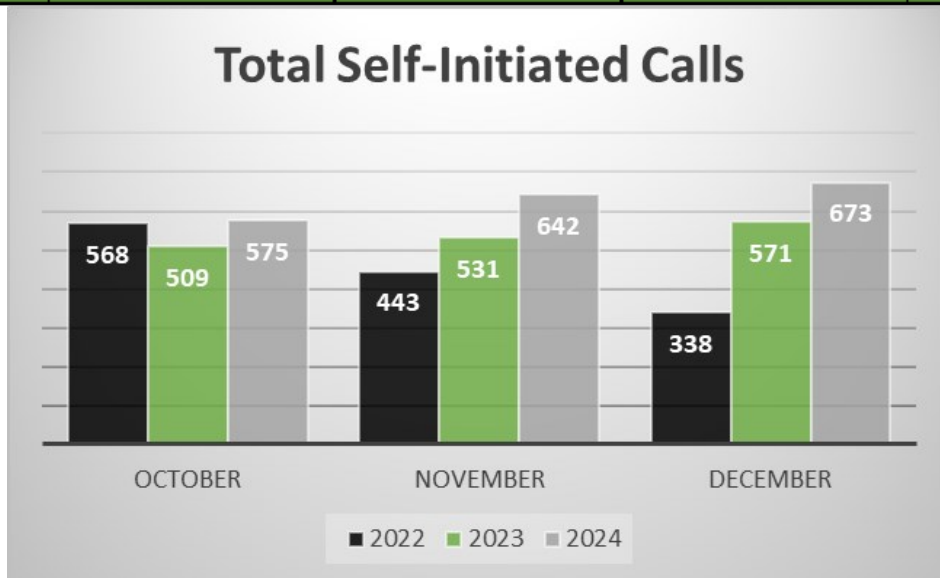


# Calls Report

Total Calls for Service				
Year	October	November	December	Total
2022	1444	1404	1379	4227
2023	1496	1317	1267	4080
2024	1293	1066	1056	3415



Total Self-Initiated Calls				
Year	October	November	December	Total
2022	568	443	338	1349
2023	509	531	571	1611
2024	575	642	673	1890

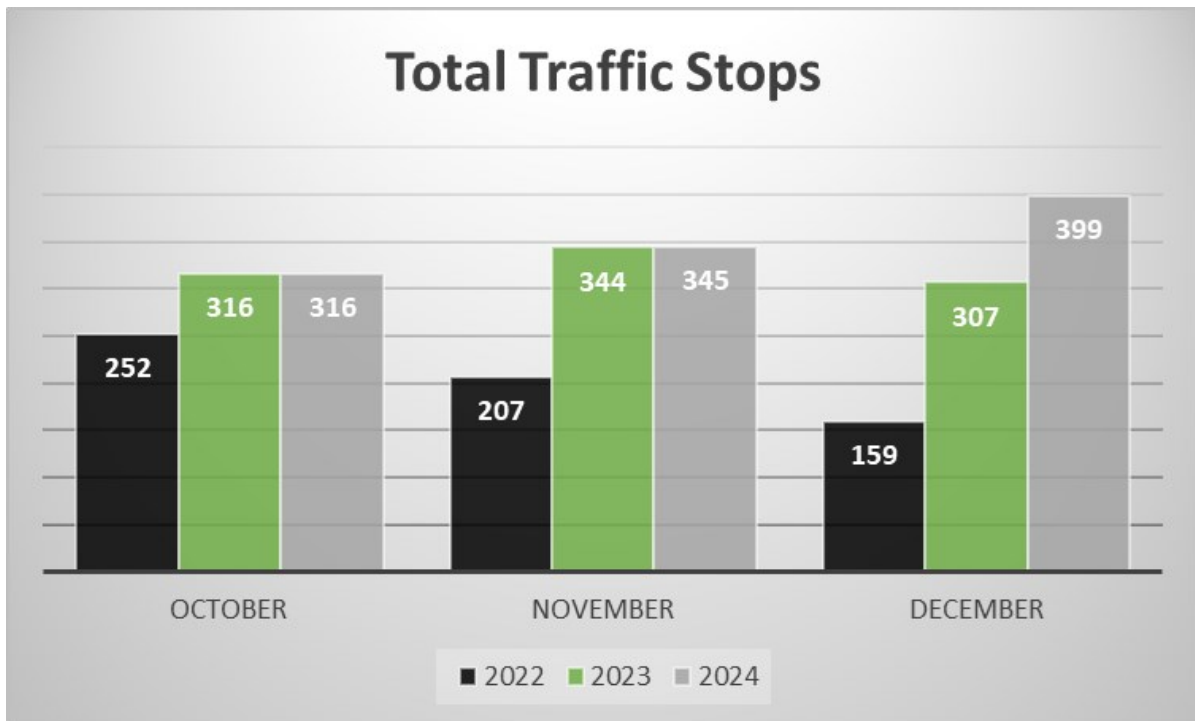


Included in the above Quarter 4 Self-Initiated Calls is 1060 Traffic Stops.



# Traffic Report

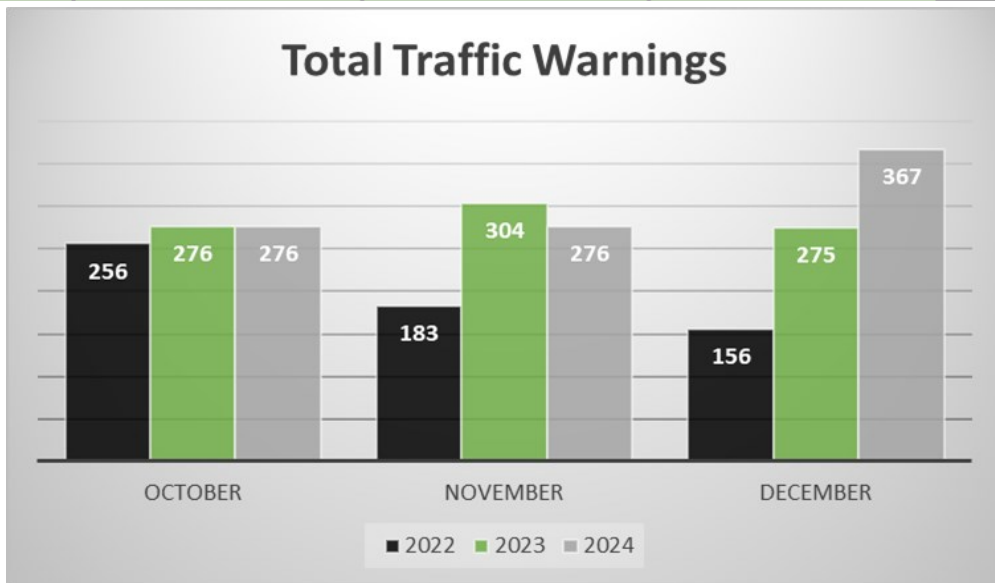
Total Traffic Stops				
Year	October	November	December	Total
2022	252	207	159	618
2023	316	344	307	967
2024	316	345	399	1060



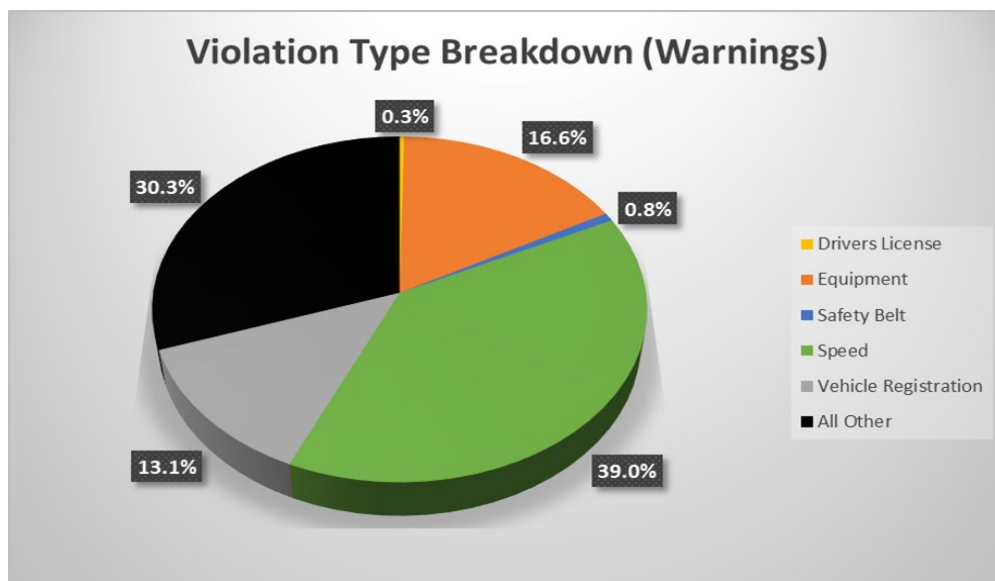


# Traffic Report

Total Traffic Warnings				
Year	October	November	December	Total
2022	256	183	156	595
2023	276	304	275	855
2024	276	276	367	919

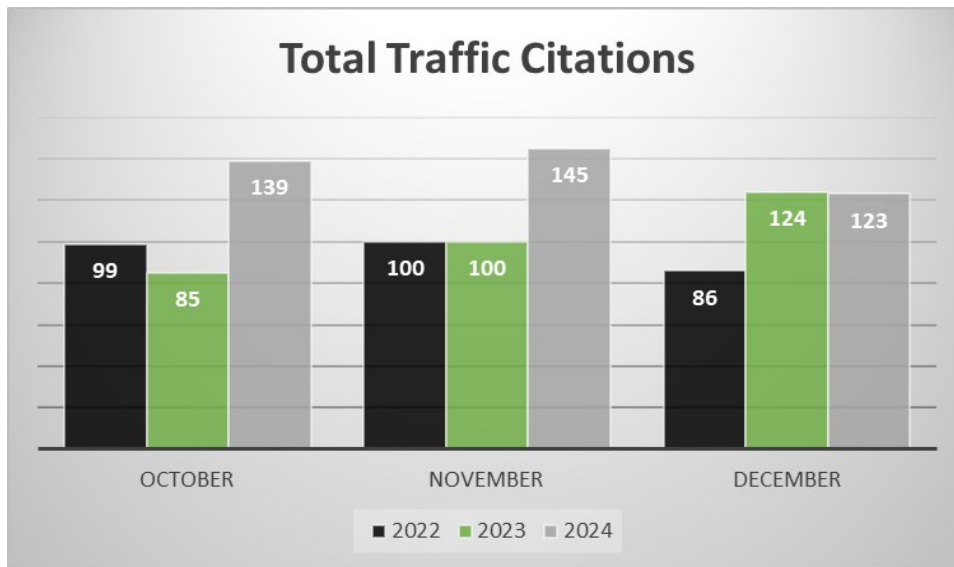


Violation Type Breakdown (Warnings)						
Month	Drivers License	Equipment	Safety Belt	Speed	Vehicle Registration	All Other
October	0	40	1	97	41	97
November	0	46	1	110	38	81
December	3	67	5	151	41	100
<b>Total</b>	<b>3</b>	<b>153</b>	<b>7</b>	<b>358</b>	<b>120</b>	<b>278</b>

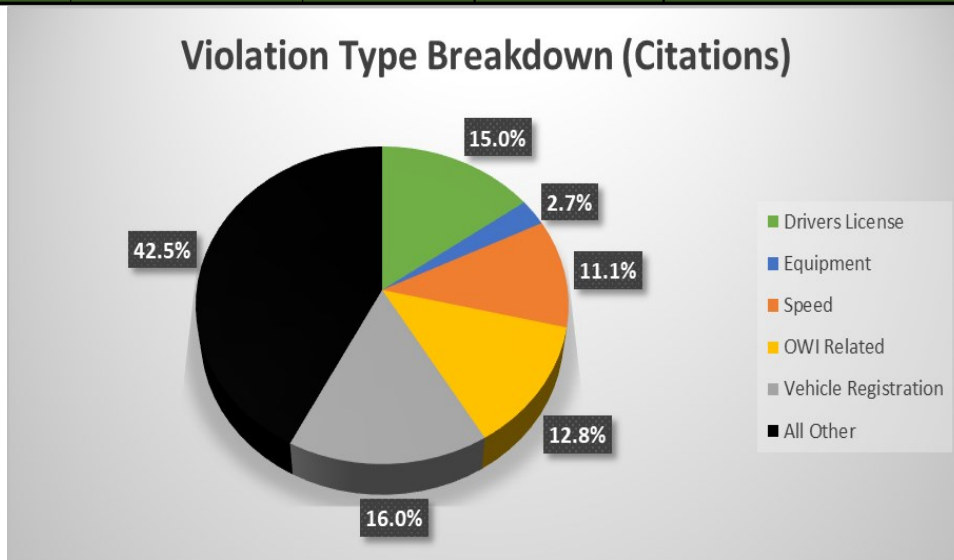


# Traffic Report

Total Traffic Citations				
Year	October	November	December	Total
2022	99	100	86	285
2023	85	100	124	309
2024	139	145	123	407



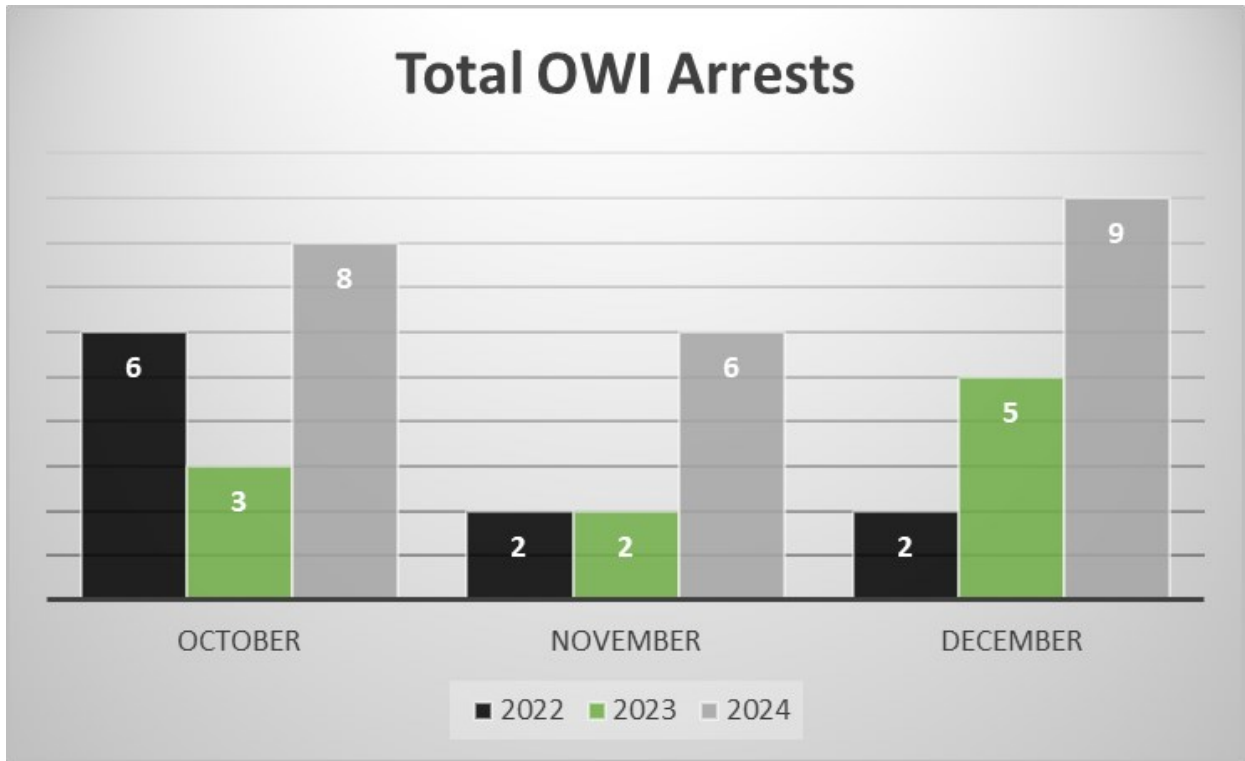
Violation Type Breakdown (Citations)						
Month	Drivers License	Equipment	Speed	OWI Related	Vehicle Registration	All Other
October	13	1	12	21	24	68
November	22	7	17	18	19	62
December	26	3	16	13	22	43
<b>Total</b>	<b>61</b>	<b>11</b>	<b>45</b>	<b>52</b>	<b>65</b>	<b>173</b>





# OWI Report

Total OWI Arrests				
Year	October	November	December	Total
2022	6	2	2	10
2023	3	2	5	10
2024	8	6	9	23



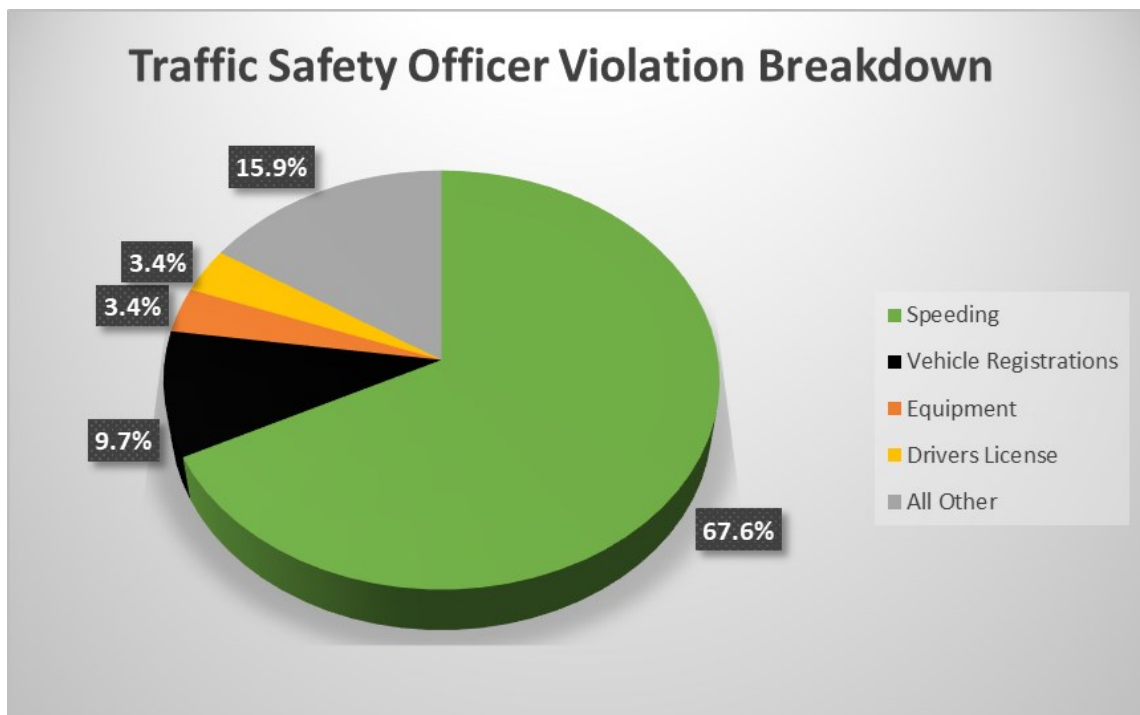
# Traffic Safety Officer

Officer Edwards began the position of Traffic Safety Officer (TSO) in May 2022. He has many responsibilities including moving radar units, conducting Flock training, leading the Bike Patrol, and more. He will also assist patrol on major accidents or emergency calls requiring additional units to respond.

Traffic Safety Officer Action Report								
Month	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
October	39	2	41	0	0	0	0	0
November	55	6	54	0	0	0	0	0
December	58	4	61	0	0	0	0	0
<b>Total</b>	<b>152</b>	<b>12</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

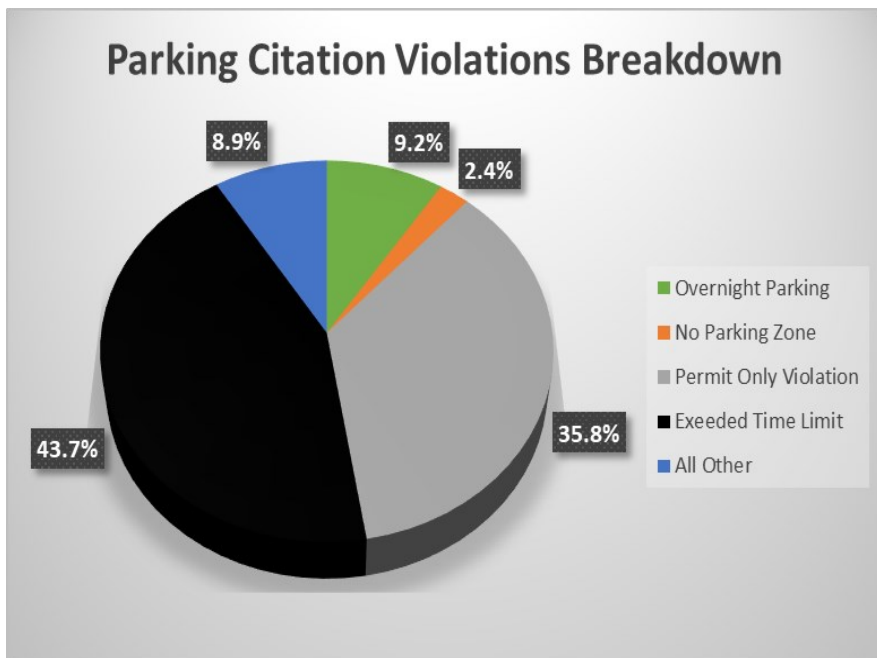
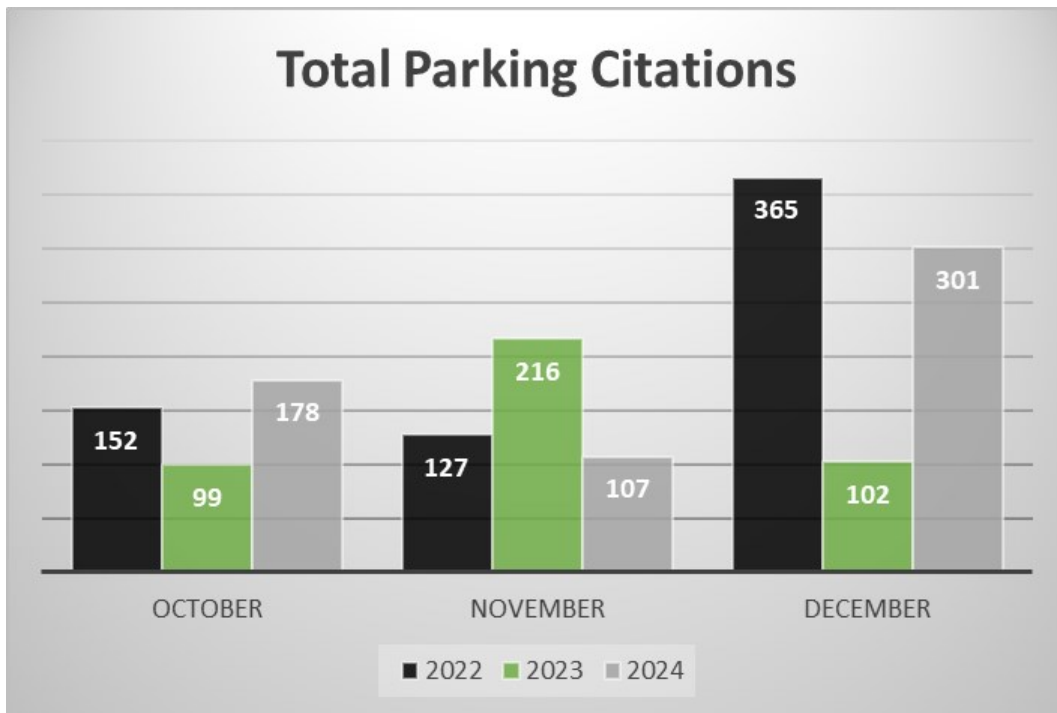
\*Some of the above warnings are verbal warnings.

Traffic Safety Officer Written Violation Breakdown					
Month	Speeding	Vehicle Registrations	Equipment	Drivers License	All Other
Citations	3	1	0	5	3
Warnings	95	13	5	0	20
<b>Total</b>	<b>98</b>	<b>14</b>	<b>5</b>	<b>5</b>	<b>23</b>



# Parking Report

Total Parking Citations				
Year	October	November	December	Total
2022	152	127	365	587
2023	99	216	102	453
2024	178	107	301	586

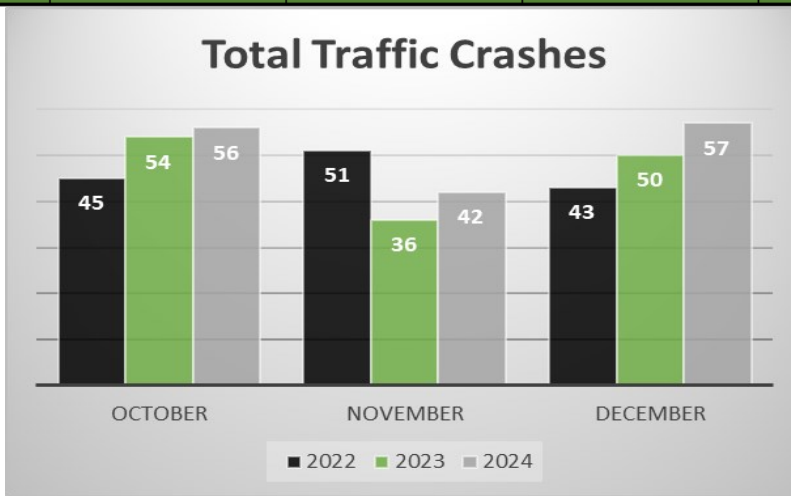


Locations with 10+ Parking Citations	
Locations	Number of Citations
E. Wisconsin Ave	75
Gold Lot	75
Silver Lot	86
Blue Lot	65
W. Wisconsin Ave	64
Primrose Ln	39
Green Ramp	80
Rec Park Lot	12
W Doty Ave	11
S. Church St	16
Hunt Ave	10
Meadow Ln	14

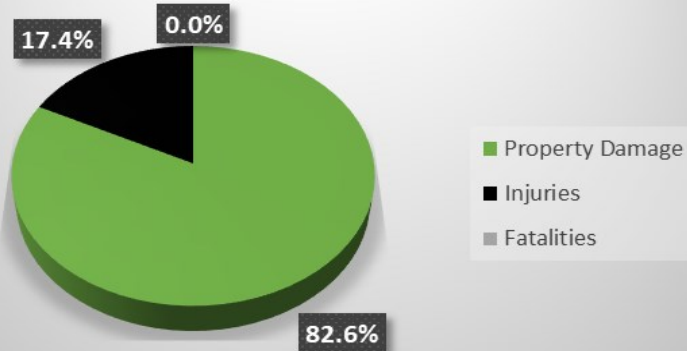


# Traffic Crash Report

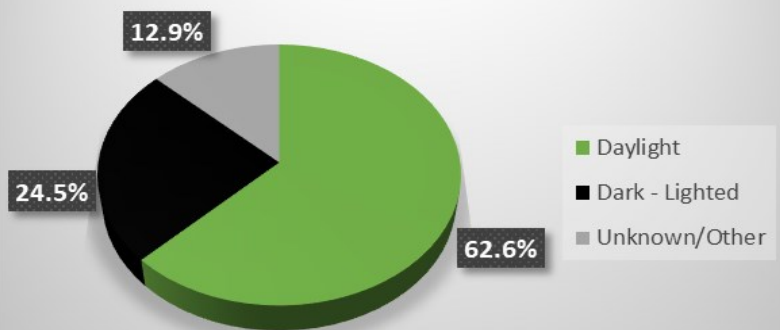
Total Traffic Crashes				
Year	October	November	December	Total
2022	45	51	43	139
2023	54	36	50	140
2024	56	42	57	155



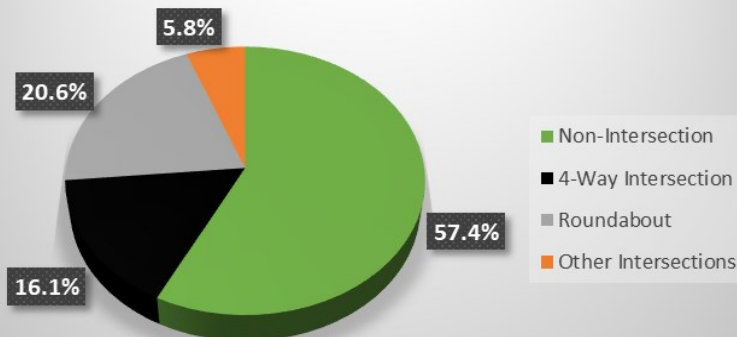
### Type of Traffic Crashes



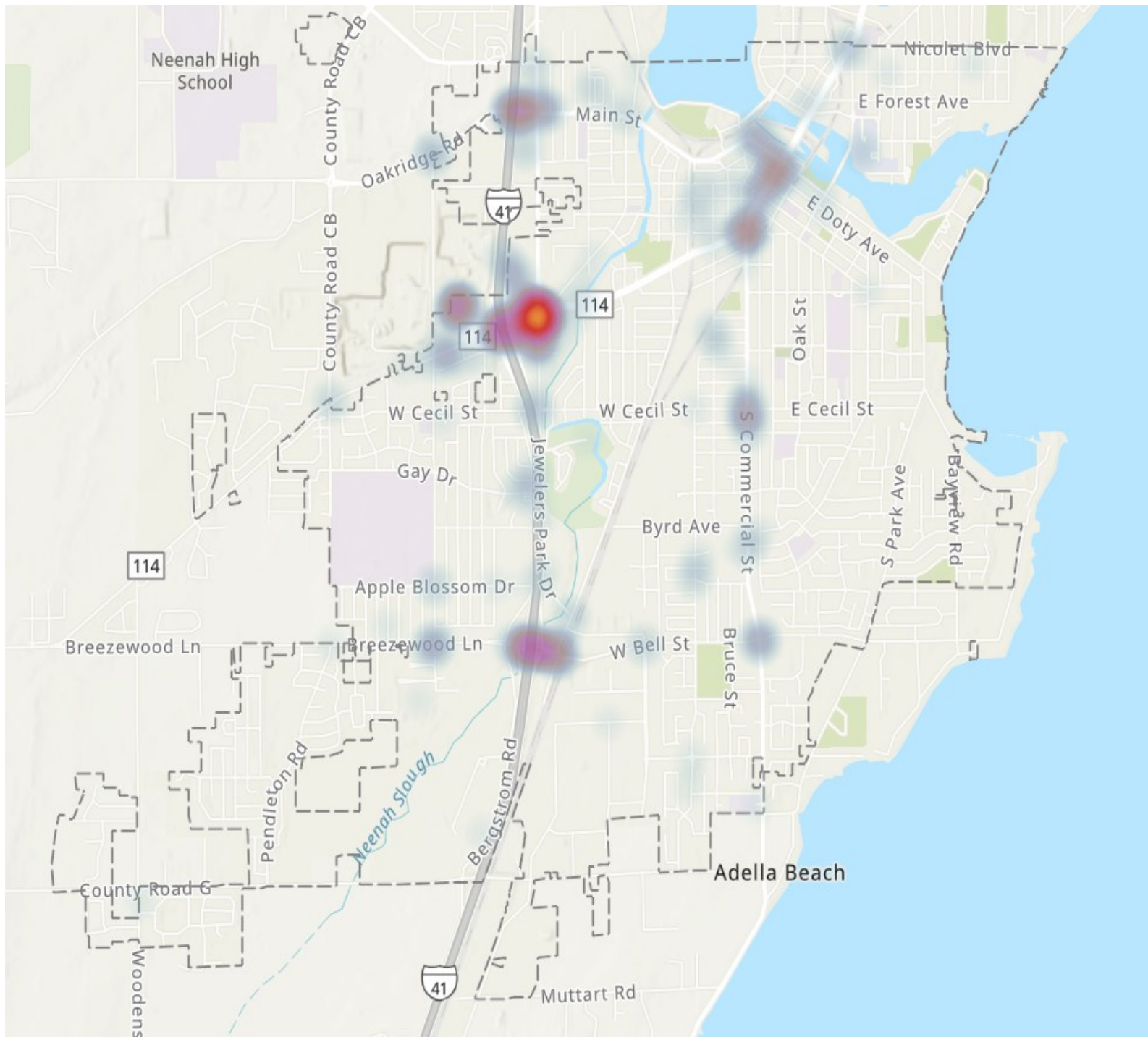
### Traffic Crashes by Lighting



### Traffic Crashes by Intersection



# Traffic Crash Maps

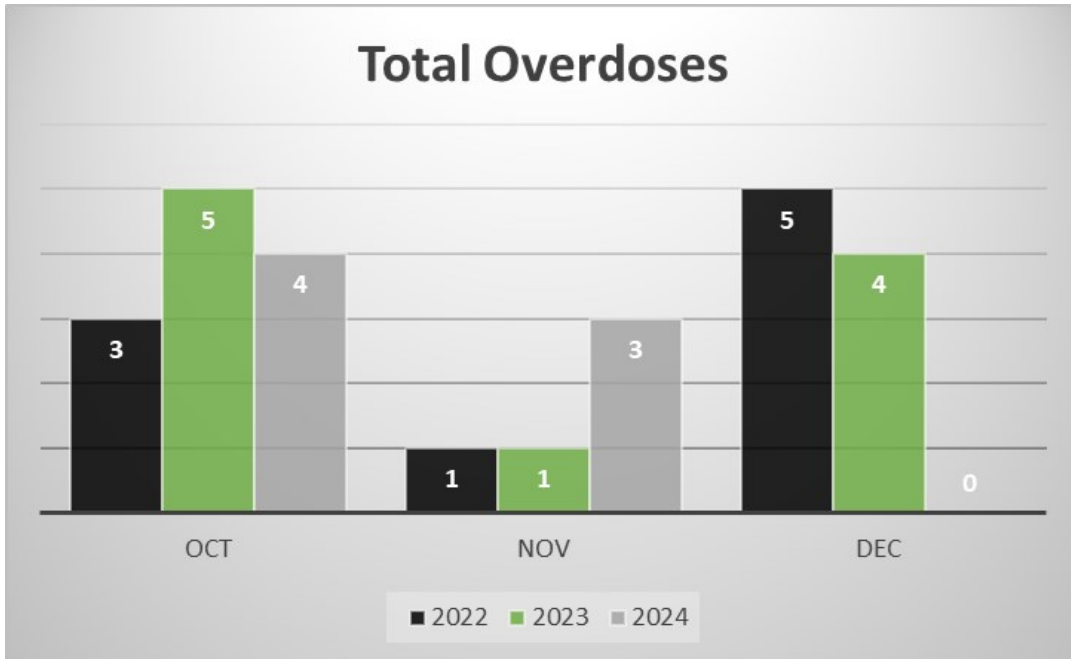


\*Map includes all reportable and non-reportable traffic crashes in Q4.

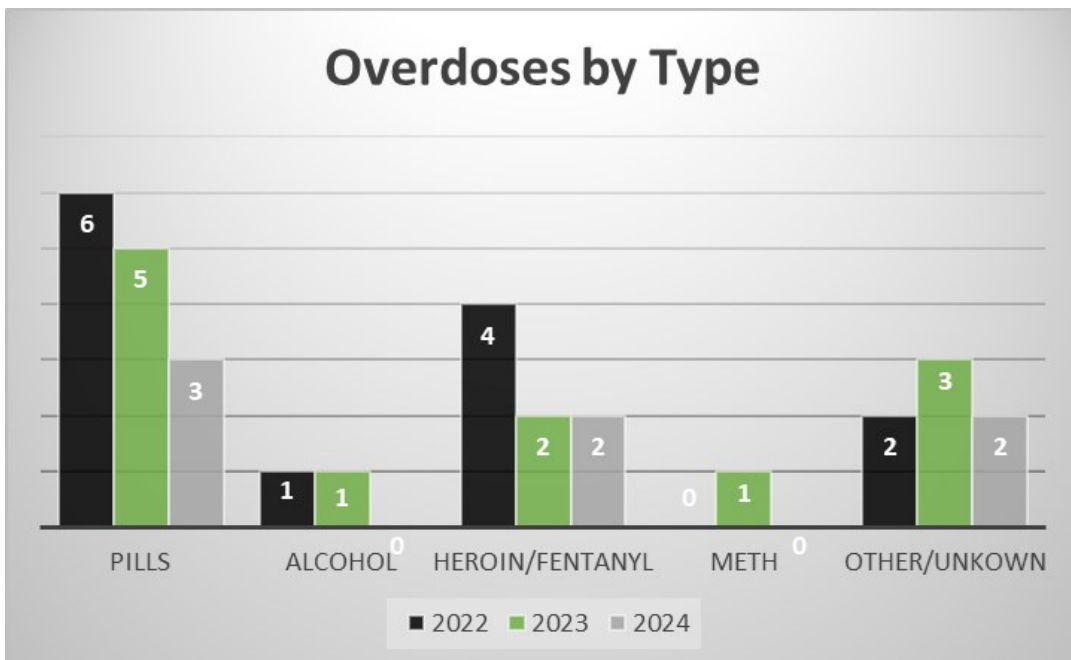


# Overdoses

Total Overdoses				
Year	Oct	Nov	Dec	Total
2022	3	1	5	9
2023	5	1	4	10
2024	4	3	0	7



\*There were 0 overdose deaths in Quarter 4 of 2024.





# Dangerous Animals

No Action Taken			
Date	Animal	Animal Owner	Owner Address
24-022178	Dog	Theresa L Matson	1560 Kingswood Dr
24-021727	Dog	Molly B Quilty-Erickson	716 Kensington Rd
24-021686	Dog	Madeline E Jahnke	980 W Cecil St
24-021596	Cat	Laura A Lewins	937 Riverlawn St
24-021288	Dog	Nancy J Wood	510 Dieckoff St
24-021112	Dog	Nicle L Huss	126 E Franklin Ave
24-020599	Cat	Taylor J Shepherd	819 Henry St
24-020854	Dog	Nathan J Hibbard	1329 Cherry Ln
24-020410	Dog	Joseph J. Birmingham	504 Quarry Ln.
24-019877	Dog	Rachelle C Rabe	2002 Chittam Dr
24-018761	Dog	Nadine L Huettl	2371 Fiesta Ct
24-018685	Dog	Kevin D Joy	621 Congress St.

There were no Potentially Dangerous, Dangerous or Prohibited Animals for Quarter 4, 2024.



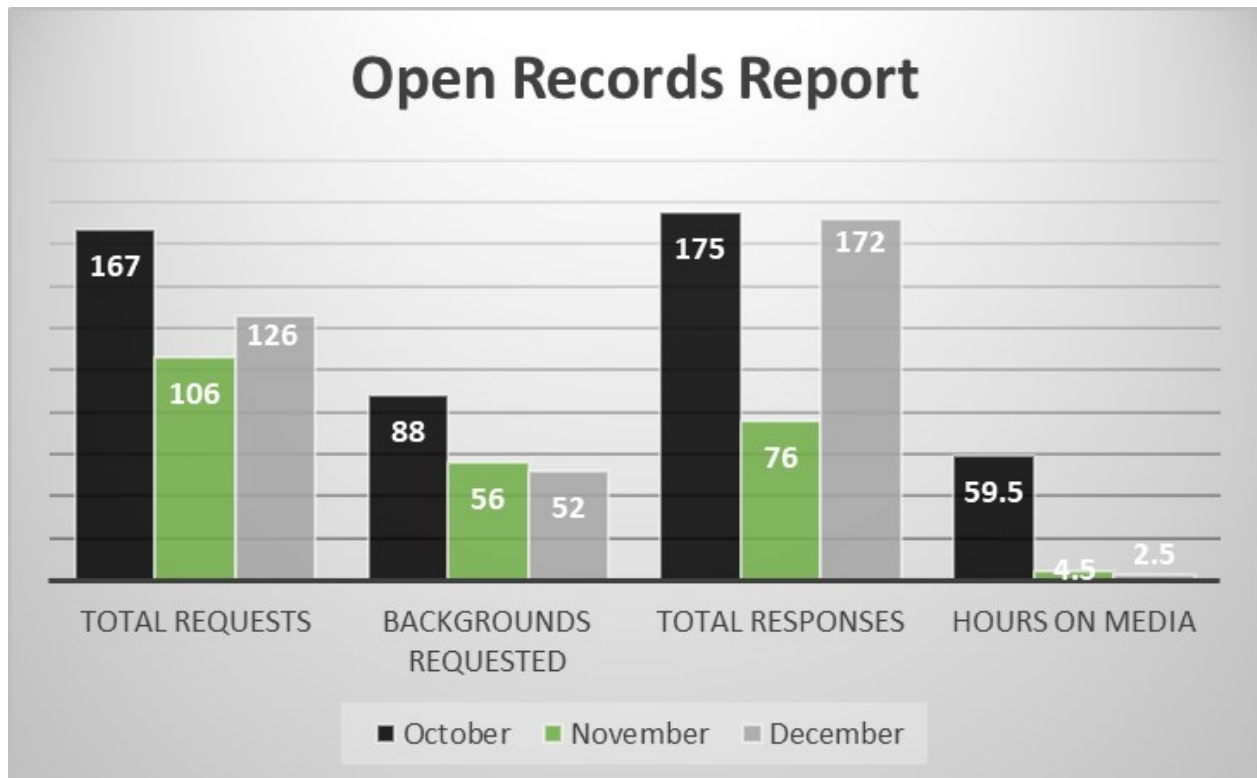
# Open Records Report

Open Records Report				
Month	Total Requests	Backgrounds Requested	Total Responses	Hours on Media
October	167	88	175	59.5
November	106	56	76	4.5
December	126	52	172	2.5
<b>Total</b>	<b>399</b>	<b>196</b>	<b>423</b>	<b>66.5</b>

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

\*\*Total Responses: One request received can result in multiple reports that need to be completed for the response from our agency.

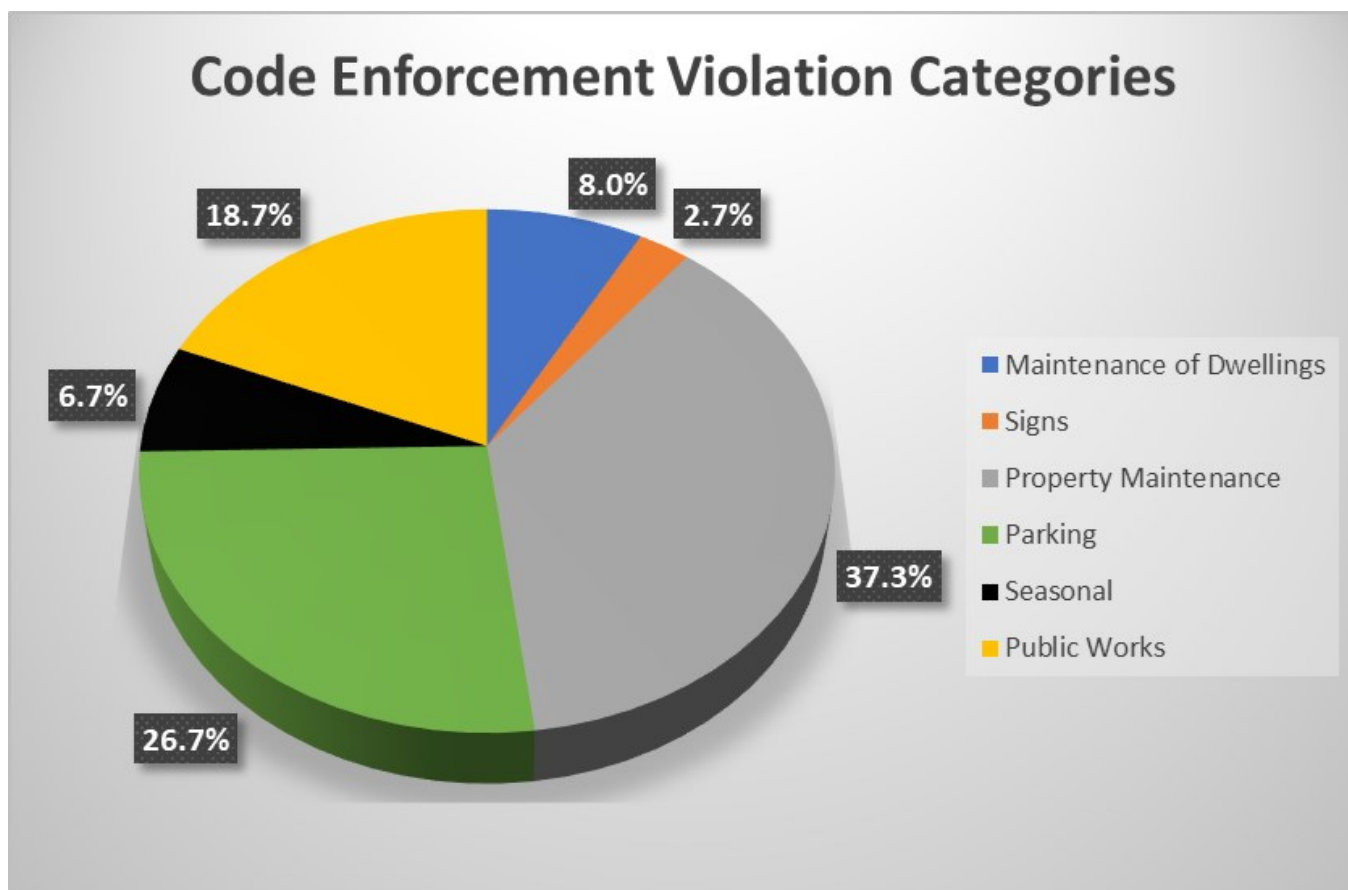
\*\*\*June numbers will be down due to time off by department employees.





# Code Enforcement Report

Totals	
Category	Count
New Cases Started	53
Total Inspections	278
Cases Closed	121
Cases Referred to a Different Department	4
\$50 Fees Issued	14
\$50 Fees Removed	3
\$100 Fees Issued	5
\$100 Fees Removed	0
Municipal Citations Issued	16
Long Form Citations Initiated	6





**RESOLUTION NO. 2025-01**

**FINAL RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.**

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

- 1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

**Installation of Asphalt Pavement and Curb/Gutter for properties served on:**

- 1. Bruce Street from Castle Oak Drive to the northern most property line of 2411 Bruce Street.**
- 2. Southfield Court (Bruce St. to E. terminus)**

- 2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
- 3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
- 4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
  - a. Preliminary or final plans and specifications of the improvements.
  - b. An estimate of the entire cost of the proposed work or improvements.
  - c. A schedule of the proposed assessments as to each parcel of property affected.
  - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

- 5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:  
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Jane Lang, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Char Nagel, City Clerk



**RESOLUTION NO. 2025-02**

**FINAL RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.**

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

- 1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

**Installation of sanitary sewer laterals and water services for properties served on the following streets:**

- 1. **Caroline St. (S. Lake St. to Terminus)**
- 2. **Douglas St. (Henry St. to S. Commercial St.)**
- 3. **Elm St. (Division St. to Wisconsin Ave.)**
- 4. **Hickory Ln. (W. Cecil St. to Baldwin Ave.)**

- 2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above-named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
- 3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
- 4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
  - a. Preliminary or final plans and specifications of the improvements.
  - b. An estimate of the entire cost of the proposed work or improvements.
  - c. A schedule of the proposed assessments as to each parcel of property affected.
  - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

- 5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:  
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Jane Lang, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Charlotte Nagel, City Clerk



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## M E M O R A N D U M

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**DATE:** February 21, 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

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- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Several, but not all, items have been addressed. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 5) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Bid opening is scheduled for 2/25. An award recommendation will be brought to the next Board meeting.
- 11) Contract 2-25 (Elm, Douglas Utilities and Street): Bids were opened on 2/18. An award recommendation will be brought to the next Board meeting.
- 12) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract has been advertised. Bid opening is scheduled for 3/4.
- 13) Contract 8-25 (Tullar Garage Roof Repair): The contract has been advertised. Bid opening is scheduled for 3/5.

- 14) S. Commercial Street: The pre-construction contractor meeting was held on 2/19 and the pre-construction public meeting was held on 2/20. The contractor plans to start mobilizing traffic control equipment and message boards the week of 3/3. Construction work will start on 3/10. Work will start on the west half of the road with pavement removal and storm sewer work.
- 15) Storm Water Management Plan: Staff is applying to WDNR for a non-point source planning grant, which can be used to help offset costs related to our budgeted storm water management plan. The city utilized this type of grant for previous storm water management plans. It could cover up to 50% of the plan cost.