

**CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**

**September 23, 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 September 9, 2025 (Attachment)
2. Public Appearances
3. Replacement of Fleet #18 (One-Ton Dump Truck) (Attachment)
4. Discuss 2026 Yard Waste Schedule Changes
5. Discuss Parameters for Future Agenda Items
6. Discuss Police Department Quarterly Statistic Report
7. Public Works General Construction and Department Activity Report (Attachment)
8. Announcements/Future Agenda Items
9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **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.

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, September 9, 2025**

**Present:** Chairman Lendrum, Alderman, Borchardt, Pollnow and Weber

**Excuse:** Alderperson Linski

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

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

Approval of Minutes of the Regular Meeting of August 26, 2025

**Motion by Pollnow, seconded by Weber to approve the minutes of the Regular Meeting of August 26, 2025**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting Aye. 4/0

Public Appearance

None

Replacement of Fleet #1B 4WD Extended Cab Pick-Up Truck (Attachment)

Public Works Superintendent Radtke stated that this is a replacement of the Fleet Superintendents' 2013 pick-up truck. He stated that it is rusting out and is time for replacement. He stated that staff is asking for approval of the higher bid price from Holiday Automotive because of an earlier delivery date of October 2025. PW Superintendent Radtke stated that the low bid of Napleton Automotive has a delivery date of January or February of 2026. This truck was budgeted for \$65,000.00.

PW Superintendent Radtke stated that he is also asking for approval to keep the current truck active in the fleet due to low availability of pick-up trucks in the fleet.

**Motion by Pollnow, seconded by Weber to recommend the Common Council approve the purchase of a 2026 Chevrolet Silverado 1500 4WD Ext. Cab work truck from Holiday Automotive for \$44,092.00, and approve the purchase of a toolbox, rear-window guard, 2-way radio, and additional safety items/lighting in an amount not exceed \$3,000.00. Funding to come from Capital Equipment fund.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Replacement of Fleet #20 4WD Regular Cab Pick-Up Truck with snowplow and salter

Public Works Superintendent Radtke stated that this is a replacement of a 2005 ¾ ton pick-up truck. He stated that he is upgrading to a one-ton pick-up to include a snowplow and salter. He stated that it will be used on trails and parking lots. This truck was budgeted for \$75,000.00.

Report

**Motion by Pollnow, seconded by Weber, recommend the Common Council approve the purchase of a 2026 Chevrolet Silverado 3500 4WD Regular Cab Dump Truck from Napleton Autowerks for \$71,347.00, and approve the purchase of a 2-way radio and additional safety items/lighting not to exceed \$2,000.00. Funding to come from Capital Equipment fund.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Future Use of 2012 Jetter Truck Discussion

Public Works Superintendent Radtke stated at the December 12, 2023, this committee approved retaining the replaced jetter truck to be used on trouble areas within the city. He stated that he was directed to report back to this committee each year with the status of the old jetter truck. PW Superintendent Radtke stated that he was informed by the Fleet Superintendent that the old jetter truck is now in need of significant maintenance with costs exceeding \$10,000.00. He stated that he and the Fleet Superintendent are recommending retiring the unit.

Public Works Superintendent Radtke stated that in the future he would like to budget for a trailered jetter unit that would serve as a back-up.

Licenses

Recommend Approval of Convenient Store Class “A” Fermented Malt Beverage License to Commercial Petro, 521 S Commercial Street, Neenah

Report

**Motion by Weber, seconded Pollnow to recommend the Common Council approve the Convenient Store Class “A” Fermented Malt Beverage License to Mahabai, LLC, d/b/a Commercial Petro, 521 S Commercial Street, Neenah, Agent Manisha Balami.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Recommend Approval of Convenient Store Class “A” Fermented Malt Beverage License to Fox Point Petro, 904 S Green Road, Neenah

Report  
**Motion by Weber, seconded Pollnow to recommend the Common Council approve the Convenient Store Class “A” Fermented Malt Beverage License to KN LLC, d/b/a Fox Point Petro, 904 S Green Bay Road, Neenah, Agent Nawaraj Subedi**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Recommend Approval of Temporary Extension “Class B” Combination License to Lion’s Tail Brew Co., 116 S Commercial Street, for Oktoberfest 2025

C.A.  
**Motion by Pollnow, seconded by Borchardt, to recommend the Common Council approve the Temporary Extension “Class B” Combination License to Lion’s Tail Brewing Co., 116 S Commercial Street, Neenah, for Oktoberfest 2025, to be held on September 19, 2025, from 3:00 PM to 10:30 PM, September 20, 2025, from 12:00 PM to 10:30 PM, and September 21, 2025, from 9:00 AM to 3:00 PM.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Recommend Approval of Temporary Extension “Class B” Combination License to Cedar Bar & Grill, 1330 S Commercial Street, for Cedar Cornhole Event

C.A.  
**Motion by Borchardt, seconded by Pollnow, to recommend the Common Council approve the Temporary Extension “Class B” Combination License to Cedar Bar & Grill, 1330 S Commercial Street, Neenah, for Cedar Cornhole Event, to be held on October 4, 2025, from 12:00 PM to 6:00 PM, with a back-up date of October 5, 2025, in case of inclement weather.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Recommend Approval of Class “C” Wine only & Class “B” Fermented Malt Beverage License to Union Star Corporation, d/b/a The Cheese Table, 125 W Wisconsin Avenue, Neenah

Report **Motion by Weber, seconded by Borchardt, to recommend the Common Council approve the Class “C” Wine only & Class “B” Fermented Malt Beverage License to Union Star Corporation, d/b/a The Cheese Table, 125 W Wisconsin Avenue, Neenah, Agent Jon Metzgi**

Call for vote by Chairman Lendrum

**Motion Carried. All voting aye. 4/0**

Public Works General Construction and Department Activity Report

1) S. Commercial Street:

- Contractor is grading for and placing sidewalk, driveway aprons and remove underlying colored/stamped terrace on the east side.

2) Contract 7-21 (Harrison Pond): Work under the contract is complete. A final pay request is being prepared.

3) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is complete. A final pay request is being prepared.

4) Contract 6-24 (Jewelers Park Drive): All work is complete. A final pay request is being prepared.

5) 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.

6) 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 property acquisition.

7) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Utility work, excavation, grading, and concrete work are complete. The contractor will be making structure adjustments in preparation for fine grading and paving.

8) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A punchlist is being prepared.

9) Contract 3-25 (Caroline, Hickory Utility and Street Construction):

a) Caroline: Utilities have been installed. The street is in the rest period.

b) Hickory: Sanitary sewer main has been installed. Water main and sanitary sewer services are being installed.

- 10) Contract 10-25 (City Hall Window Replacement): The work has been awarded to OMNI Glass & Paint. They are collecting the information necessary to get shop drawing approvals for the replacement units.
  - 11) Contract 11-25 (Church/Wisconsin intersection): Work is complete. A final pay request is being processed.
  - 12) Nicolet/Commercial Roundabout Study: Dir. Merten and I met with the consultants on the roundabout study to review the conceptual alternatives that have been developed and to discuss our next steps.
  - 13) Church Street Parking Ramp: We have received the final condition survey report for the Church Street Parking Ramp. I will prepare a summary to provide at a future committee meeting.
  - 14) Gas/Oil Supplier: We have been notified that Levenhagen Oil Corp., our primary supplier of gas, oil, and other vehicle fluids, has been purchased by E.H. Wolf & Sons. Supt. Radtke is following up on this to see how it will affect our service.
- Aldersperson Pollnow stated that there are three street name no outlet signs on S. Lake Street that need to have the "No Outlet", moved from the front of the street name signed to the end of the sign.

#### Announcements/Future Agenda Items

- 1) Discuss parameters for future agenda items list
- 2) City parking lot insurance requirements for special events
- 3) Review DORA
- 4) Discussion of Police Department Quarterly Statistic Report reporting out to PSSC

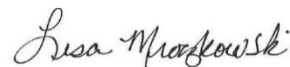
#### Adjournment

**Motion by Pollnow, seconded by Borchardt to adjourn at 5:52 PM.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager



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## P R O P O S A L

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### Fleet #18 (One-ton Dump Truck)

Bergstrom Ford Neenah, WI		No Bid
Bergstrom GM Neenah, WI		No Bid
L & S Truck Center Appleton, WI	Ford F-350	\$75,954.50
Napleton Autowerks (State Bid) Columbus, WI	Chevrolet Silverado 3500	\$68,306.00
Kolosso Chrysler/Jeep/Dodge/Ram Appleton, WI	RAM 1500	\$71,812.50
Holiday Automotive Fond du Lac, WI	Chevrolet Silverado 3500	\$73,955.00

Staff recommends purchasing a 2026 Chevrolet Silverado 3500 with a Monroe Dump Box from Napleton Autowerks of Columbus, WI, for \$68,306.00.

Staff recommends the purchase of a new 2-way radio, and additional safety items/lighting, not to exceed \$2,000.00. Staff also requests that the existing equipment, a 2006 Ford F-350 dump truck, remain active in the fleet, pending major repairs, since we are usually short on small dump trucks.

Budgeted 2025 amount \$80,000.00  
(Page 315 Item 6 in 2025 Budget Book)



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GERRY KAISER, P.E.  
DIRECTOR OF PUBLIC WORKS

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

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**DATE:** September 19, 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) S. Commercial Street:
  - Several overlapping operations will be taking place until the project is completed. These operations include grading for and placing sidewalk and driveway aprons on the east side; placing asphalt tie-ins for driveways and side streets; traffic signal cabling and cabinet installation; and landscaping.
- 2) Contract 7-21 (Harrison Pond): Work under the contract is complete. A final pay request is being prepared.
- 3) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is complete. Punchlist items including a manhole repair and fence repair are being completed. A final pay request is being prepared.
- 4) 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.
- 5) 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 property acquisition.
- 6) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Utility work, concrete work, and paving are complete. Landscaping and clean-up remain.
- 7) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A punchlist items are being addressed and final quantities are being prepared.
- 8) Contract 3-25 (Caroline, Hickory Utility and Street Construction):
  - a) Caroline: Utilities are complete. Street construction starts the week of 9/22.
  - b) Hickory: Utility work is complete. Street work is expected to start in early October.
- 9) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): The contractor is starting work on the sidewalk repair list.
- 10) Contract 10-25 (City Hall Window Replacement): OMNI Glass & Paint has done measurements and are finalizing shop drawings. Installation is projected to start in early December.
- 11) Nicolet/Commercial Roundabout Study: The draft report has been received and comments returned to the consultant. When the final report is received, it will be presented to Committee. Staff met with our Menasha counterparts to discuss arranging a joint meeting of the Councils to determine next steps.
- 12) Utility Rates: Rates for the stormwater and sanitary sewer utilities are being reviewed. Recommendations will eventually be presented to the Finance & Personnel Committee.