

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
December 9, 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 November 25, 2025 (Attachment)
2. Public Appearances
3. Church Street Parking Ramp Structure Condition Survey (Attachment)
4. Preliminary Resolution 2025-19: Sanitary Sewer Lateral and Water Service Construction on Elm Street, Henry Street, Laudan Boulevard, Reed Street, and Sterling Avenue (Attachment)
5. Public Works General Construction and Department Activity Report (Attachment)
6. Announcements/Future Agenda Items
7. 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, November 11, 2025**

Present: Chairman Lendrum, Aldermen Borchardt, Pollnow and Weber

Excuse: Alderman Linski

Also Present: Mayor Lang, Public Works Director Kaiser, Deputy Community Development Director Schmidt, City Attorney Rashid, City Clerk Nagel, Police Lt. Bone, Police CSA Superintendent Bedora, and Citizen Frank Cuthbert.

Chairman Lendrum called the meeting to order at 4:30 PM

Approval of Minutes of the Regular Meeting of October 28, 2025

Motion by Pollnow, seconded by Weber to approve the minutes of the Regular Meeting of October 28, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 4/0

Public Appearance

None.

Revocable Occupancy Permit – 612 Main Street

Director Schmidt explained this is a unique situation. The new owner wanted a document that legitimized the parking lot. Director Schmidt explained the history of the situation. When the Main Street overpass was constructed in 2001 Mayer Street was closed with the right of way left as is. The Revocable Occupancy Permit is to legitimize the parking lot left in the Mayer Street right-of-way. Mayer Street right-of-way has not been vacated, there is a watermain in the right-of-way, and there is public pedestrian access that connects Mayer Street to Main Street. If in the future Mayer Street is to be connected to Main Street, this permit gives the city the ability to do so.

Motion by Borchardt, seconded by Weber, to recommend the Common Council approve the Revocable Occupancy Permit for 612 Main Street to maintain a parking lot in Mayer Street right-of-way.

There was discussion about closing off Main Street for safety reasons. Director Kaiser noted that in a perfect world it would be the preferred solution, but with the time that has elapsed since the overpass was built and the decisions that were made at that time, the better option is to leave it as is.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Report

Article XI Wrestling and Boxing Ordinance Repeal (Attachment)

Clerk Nagel went through the history of the Wrestling and Boxing Ordinance Repeal Ordinance and her memo.

Motion by Weber, seconded by Borchardt to recommend Council approve Ordinance 2025-15, repealing Article XI – Wrestling and Boxing License in its entirety, and reserving Article XI for future use.

Discussion ensued regarding having the wrestling and boxing license fall under a special use permit or special event permit. City Attorney Rashid noted that this is a policy choice and it comes down to whether or not the city wants to regulate these activities, license them, and collect the associated fees. The committee consensus at the time of the last approval seemed as though, with the small number of licenses issued and the lack of enforceability of the ordinance, it was advantageous to the city to repeal the ordinance. By repealing the ordinance, the host would be responsible for the event at their own risk.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Motion by Pollnow, seconded by Weber to move up Public Works General Construction and Department Activity Report while waiting for the appellant to arrive.

Public Works General Construction and Department Activity Report

- 1) S. Commercial Street:
 - Work is complete. A punchlist has been provided to the contractor.
- 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 13-24 (S. Commercial St Turn Lane at Winneconne Av): The vehicle lane was poured on 11/5. The week of 11/10, sidewalk will be graded and poured. Temperatures are requiring cold weather concrete curing, which will increase the unit price for pavement from \$86/SY to \$91/SY and sidewalk from \$7.10/SF to 7.60/SF. Together, these changes will add about \$3,000 to the project cost.
- 5) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Work is complete. A final pay request is being prepared.
- 6) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A final pay request is being prepared.
- 7) Contract 3-25 (Caroline, Hickory Utility and Street Construction): A final pay request is being prepared.

Public Services and Safety Committee Meeting

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- 8) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): The contractor is starting work on the sidewalk repair list.
- 9) Contract 5-25 (Misc Asphalt Pavement Repair): The contractor will be starting in the next week or two.
- 10) Contract 10-25 (City Hall Window Replacement): OMNI Glass & Paint will start work on Nov. 12. They are starting on the west building face, then moving to the north face, then the east face, and finishing with the south face. We are estimating one week of work for each floor on each face, so three weeks per face. Work is scheduled to be complete in mid-January. Building staff have been removing the window sills in advance of the contractor starting.
- 11) Courtside Fields Pond: This project will be advertised on 11/7 with a bid opening scheduled on 11/21.
- 12) 2nd Addition to Freedom Acres: Utility installation is complete for this phase.

Director Kaiser gave a process update on the Request for Proposal (RFP) of the Storm Water Management Plan. We are currently waiting on a DNR grant agreement. Once the grant agreement is approved, the DNR has to approve the RFP before it can go out.

Discussion was made regarding private parking of vehicles on city-owned property. There was discussion on potentially installing "No Parking" signs on the city owned lots. The other solution was to draft a policy for using city-owned property for private parking.

Dangerous Animal Designation Appeal by Shallin (Veirauch) Stone for pet dog Hank (Attachment)

City Attorney Rashid explained that this is a Dangerous Animal Appeal under ordinance section 3-31 which gives the appellant an opportunity to appeal the dangerous animal designation made by the Police Chief or his designee, Lt. Bone. He then explained the procedure for this due process hearing to follow. Attorney Rashid stated that he would ask questions of Lt. Bone as to the reasons for the designation. Once complete, the appellant may ask questions of Lt. Bone. Once complete, the Committee may ask any questions of Lt. Bone. Lt. Bone will be dismissed after all questioning. The appellant will have an opportunity to state her reasons as to why the dangerous animal designation should be overturned. Once completed, Attorney Rashid and the committee may ask questions of the appellant. Once all questioning is complete, the Chair will ask for a motion, and a vote taken.

Lt. Bone of the Neenah Police Department was called to the table and sworn in by Clerk Nagel.

Attorney Rashid questioned Lt. Bone as to why the dangerous animal designation was determined for dog, Hank. At the conclusion of Attorney Rashid's questioning, Ms. Stone, dog owner, asked questions of Lt. Bone. At the conclusion of Ms. Stone's questioning, the Committee asked questions of Lt. Bone. At the conclusion of all questioning, Lt. Bone was excused.

Dog owner, Shallin Stone, 603 Sherry Street, Neenah, WI, was sworn in by Clerk Nagel. Ms. Stone gave her reasons as to why the dangerous animal determination placed on dog Hank should be overturned. At the conclusion of Ms. Stone's statement, Attorney Rashid was given the opportunity to question Ms. Stone. At the conclusion of Attorney Rashid's questioning, the Committee was allowed to ask questions of Ms. Stone. At the conclusion of all questioning, Chairman Lendrum asked for a motion.

Motion by Pollnow, seconded by Borchardt to uphold the designation of a dangerous animal for dog Hank as determined by the Neenah Police Department. Roll call vote: Pollnow – Aye, Borchardt – Aye, Weber – Aye, Lendrum – Aye. Motion carried in a roll call vote, 4-0.

Lt. Bone gave instructions to Ms. Stone as to the detailed requirements to keep Hank in the city. Attorney Rashid explained to the Committee this decision is final as far as the city is concerned, however, the appellant may seek review in Circuit Court within the next 30 days. Lt. Bone will send Ms. Stone a final determination letter.

Announcements/Future Agenda Items

The next meeting is the Tuesday prior to Thanksgiving. At this time, a quorum of the committee should be present at this meeting.

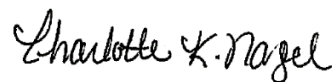
Adjournment

Motion by Pollnow, seconded by Borchardt to adjourn at 5:30 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Respectfully submitted,



Charlotte Nagel, City Clerk

Church Street Parking Ramp Structure Condition Survey

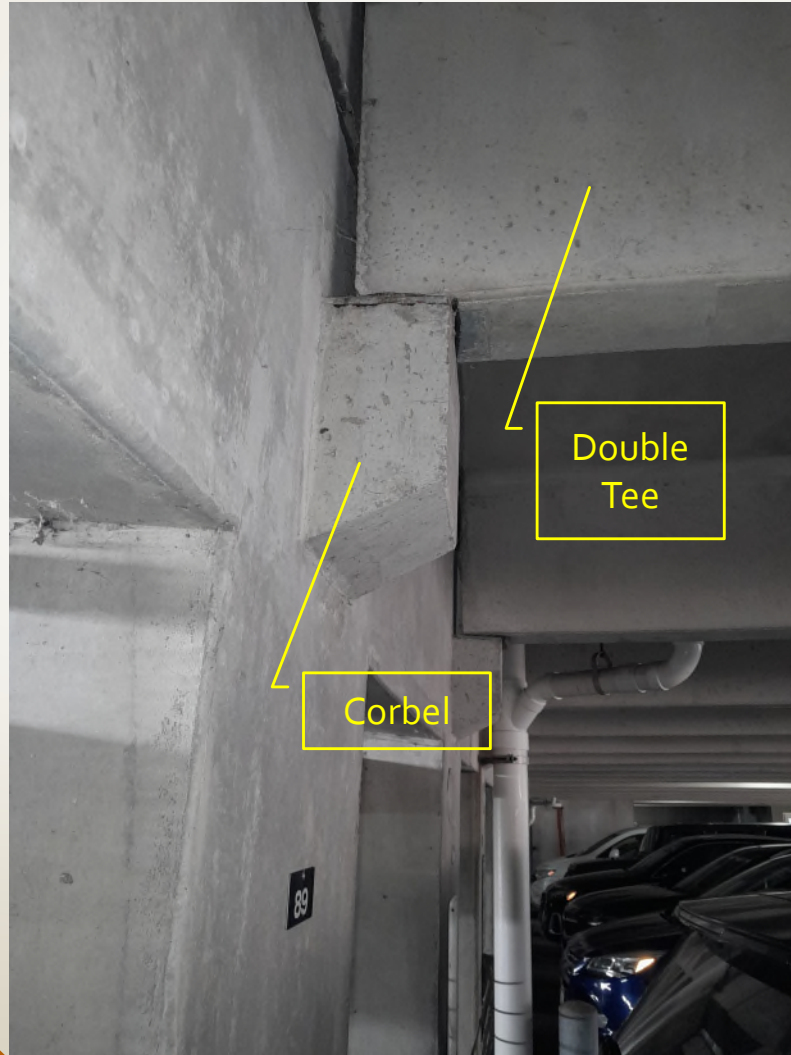


October 2025

Construction and Repair History

- 2005 - Ramp built as part of the Alta Resources development.
- 2012 – Warranty repairs made to failed welds on flange connectors.
- 2012 – Concrete surfacing done to improve pedestrian traction.
- 2015 – LED lighting conversion completed.
- 2008 to Present – Repairs made to failing concrete around corbels (haunches).











Condition Survey

Visual Inspection of the Ramp.

The issues that were identified were assigned as Condition A, Condition B, or Condition C concerns.

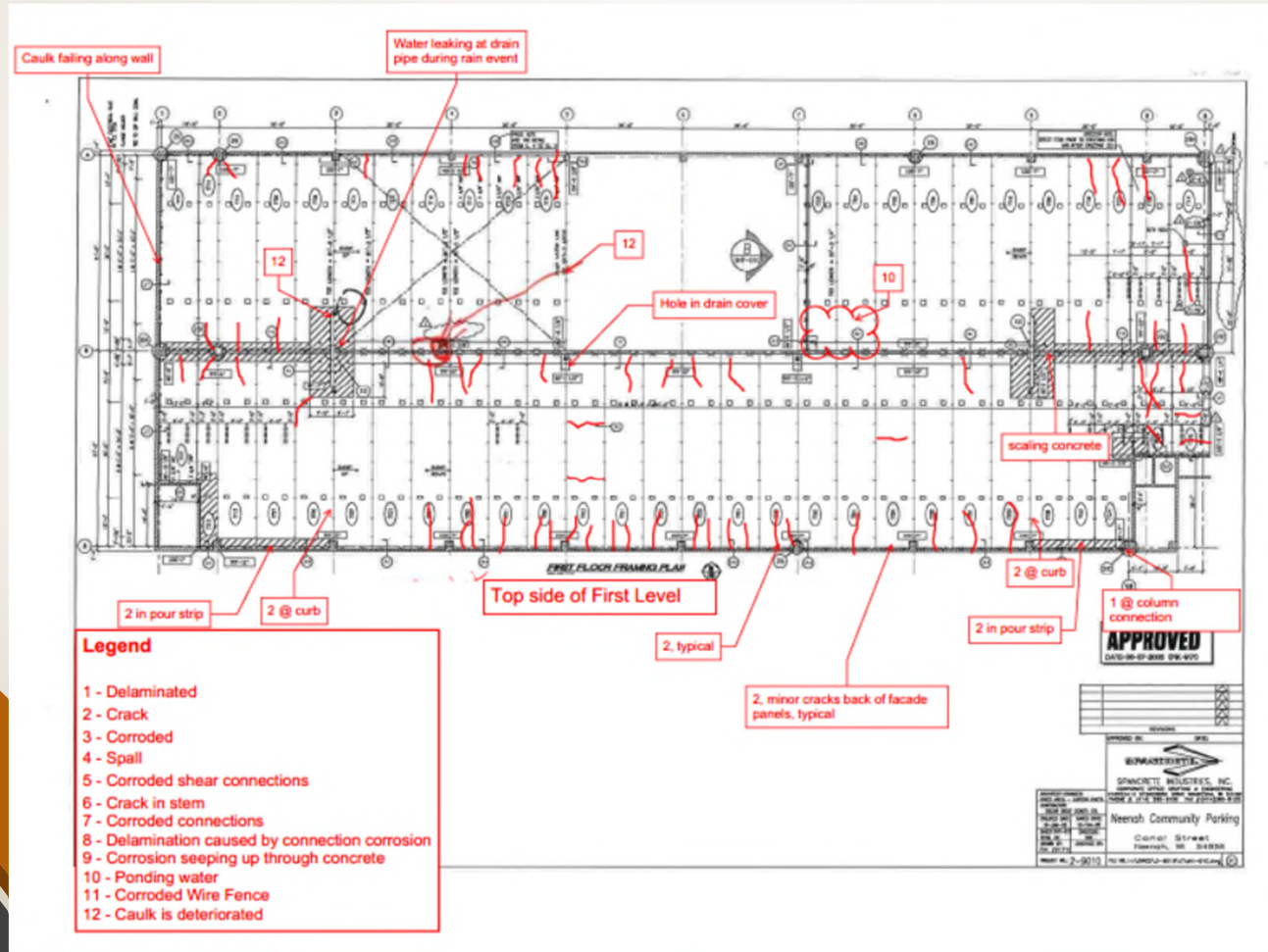
Condition A: Immediate repair items.

Condition B: Items to be addressed in the next 2-3 years.

Condition C: Non-critical maintenance items.



Typical Field Notes Page



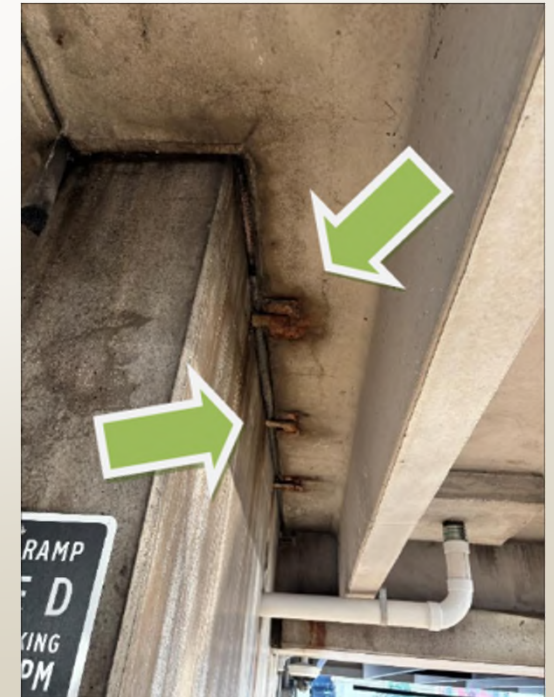
Typical Condition A Issues

Cracked/deteriorating corbels. We have been dealing with these since the ramp opened. Repair involves removing concrete surrounding the structural steel, cleaning and coating the steel, and recasting the concrete.



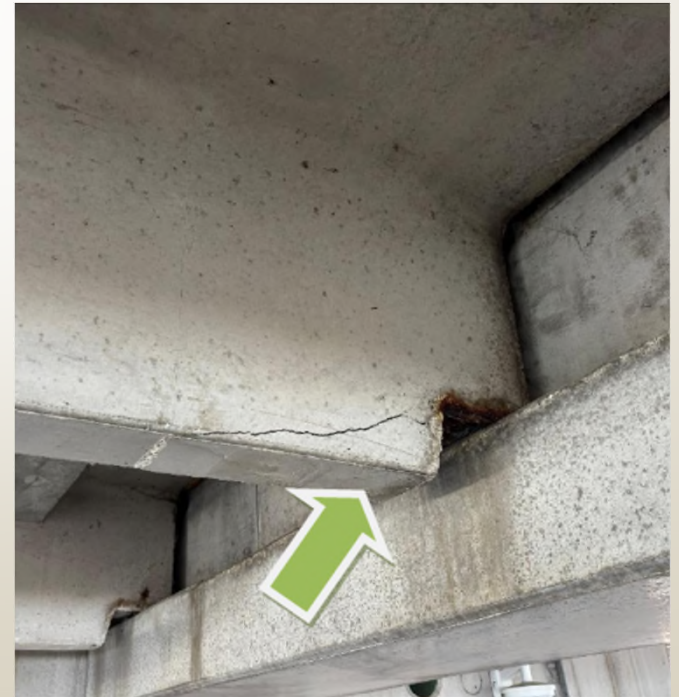
Typical Condition A Issues

Corroded shear wall connections to double tees. Repair involves removing corrosion from the steel, coating the steel, and repairing any concrete around the connection.



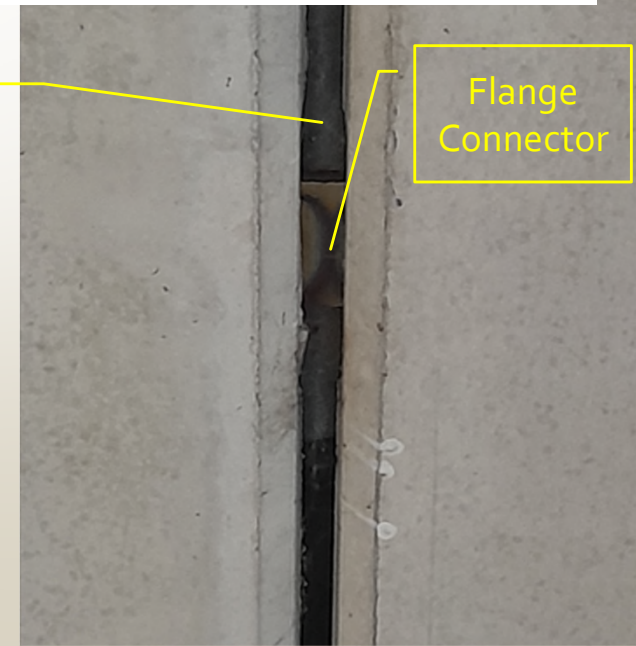
Typical Condition A Issues

Delaminated double tee stem. Repair is dependent on the specific location but may consist of wrapping stems with fiber-reinforced polymer.



Typical Condition A Issues

Failed joint sealant and cracked flange connector welds. This sealant is important in preventing the migration of moisture, which can lead to corrosion. Sealant replacement will need to be scheduled as ongoing work. Flange connectors tie the edges of the double tees together.



Cost Estimate for Condition A Issues

Church Street Parking Structure - Repair Cost Estimate

Condition	Condition Description	Units	Estimated Quantity See note 2	Unit Cost (\$) See note 1	Estimated Cost (\$)
	GENERAL CONDITIONS (ASSUMES 3 MONTHS ON SITE)	QTY	3	\$20,000	\$60,000
A1	CONCRETE CORBEL REPAIR (SEVERE/FULL REPLACEMENT)	QTY	79	\$750	\$59,250
A2.1	SHEAR WALL CONNECTION REPAIR	QTY	4	\$2,000	\$8,000
A2.2	SHEAR WALL CONNECTION CLEAN AND COAT	QTY	16	\$500.0	\$8,000
A3	DELAMINATED DOUBLE TEE STEM REPAIR	QTY	12	\$350	\$4,200
A4	DELAMINATED CONCRETE REPAIR	QTY	23	\$350	\$8,050
A5.1	JOINT SEALANT REPLACEMENT FLANGE JOINTS	LF	4700	\$15	\$70,500
A5.2	JOINT SEALANT REPLACEMENT PERIMETER JOINTS (quantity estimated is perimeter at each level)	LF	6250	\$15	\$93,750
A6	DOUBLE TEE FLANGE VECTOR REPAIR	QTY	4	\$1,500	\$6,000
A7	DOUBLE TEE FLANGE CRACKS AND SPALLS (estimated lump sum allowance)	LS	1	\$50,000	\$50,000
A8	FAILED WALL CONNECTION REPAIR	QTY	15	\$750.0	\$11,250
A9	STAIR DOOR REPAIR	LS	1	\$2,000	\$2,000
A10	DRAINPIPE REPAIR	LS	1	\$3,000	\$3,000
					\$0
					\$0
				TOTAL	\$384,000

NOTES:

- 1 THE UNIT COSTS LISTED ABOVE ARE BASED ON THE ENGINEER'S PROBABLE COST USING HISTORICAL DATA AND THE RESOURCES AVAILABLE TO US AT THIS TIME. THE FINAL UNIT COST IS SUBMITTED BY THE CONTRACTOR.
- 2 THE QUANTITIES SUMMARIZED IN THIS TABLE ARE BASED UPON THE INITIAL FIELD OBSERVATIONS PERFORMED IN JULY OF 2025. TOTAL QUANTITIES WILL BE TABULATED AND FINALIZED DURING THE DEVELOPMENT OF THE REPAIR DOCUMENTS.



Typical Condition B Issues

- Minor deck cracks - rout and inject sealant.
- Minor double tee stem crack – inject with epoxy.



Typical Condition B Issues

- Corroded beam seats – clean steel and apply coating.
- Facade connections – inspect. Clean and coat any corroded steel.



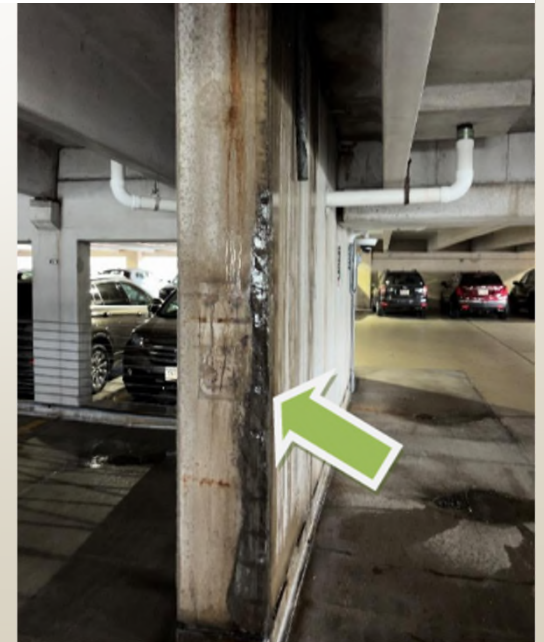
Typical Condition B Issues

- Broken/corroded safety cable – replace cables.
- Column splice connections – remove and replace loose cementitious material.



Typical Condition B Issues

- Broken/corroded safety cable – replace cables.
- Column splice connections – remove and replace loose cementitious material.
- Shear wall repair – remove loose concrete, clean and coat reinforcing steel, place repair mortar.



Typical Condition C Issues

- Broken/corroded drain covers - replace.
- Ponding – check floor drains, correct concrete slope.
- Delaminated concrete patches - remove loose concrete, clean and coat reinforcing steel, place repair mortar.





RESOLUTION NO. 2025-19

PRELIMINARY 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:

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Elm St. (Cecil St. to Division St.) 3. Henry St. (Douglas St. to W. Winneconne Ave.) 5. Laudan Blvd. (Elm St. to Reed St.) 7. Sterling Ave. (Greenfield St. to Western Ave.) | <ul style="list-style-type: none"> 2. Henry St. (W. Winneconne Ave. to Monroe St.) 4. Laudan Blvd. (Reed St. to Congress St.) 6. Reed St. (Washington St to Cecil St) |
|--|--|

- 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



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: December 4, 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) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is complete. A final pay request is being prepared.
- 2) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Work is complete. A final pay request is being prepared.
- 3) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A final pay request is being prepared.
- 4) Contract 3-25 (Caroline, Hickory Utility and Street Construction): Work is complete. A final pay request is being prepared.
- 5) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is done for the year. Some items will be carried over to 2026.
- 6) Contract 5-25 (Misc Asphalt Pavement Repair): Work is done for the year. Some items will be carried over to 2026.
- 7) Contract 10-25 (City Hall Window Replacement): The west side is complete. Work has started on the northwest angle and will continue to the north side windows.
- 8) Contract 12-25 (Courtside Fields Pond): The contract was awarded to MCC, Inc. A pre-construction meeting is being scheduled.
- 9) Jewelers Park Drive Bridge: Backfilling is complete and equipment is being removed. Sidewalk repairs will be made in 2026.
- 10) Storm Water Planning Grant Agreement: We have received a draft of the storm water planning grant agreement from WDNR. Engineer Kummerow and I are reviewing it. Per the Grant and Donation Policy (2025-1), once the agreement particulars are in order, Mayor Lang is authorized to sign it since it was a budgeted project. The grant amount of \$75,900 is to go toward the update of the stormwater management plan.