

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, December 09, 2025**

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

**Excused:**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Office Manager Mroczkowski, Scott Becher, Frank Cuthbert, and Bethanie Gengler

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

Approval of Minutes of the Regular Meeting of November 25, 2025

**Motion by Pollnow, seconded by Weber to approve the minutes of the Regular Meeting of November 25, 2025**

Call for vote by Chairman Lendrum

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

Public Appearance

None

Church Street Parking Ramp Structure Condition Survey

Director Kaiser reviewed past construction and repair history of the ramp and then went through the results of the condition survey. He stated that GRAEF broke down the repairs into three conditions. Condition "A" are items that need immediate repair; Condition "B" are repairs that should be addressed in the next 2-3 years; Condition "C" are repairs that are non-critical maintenance items.

Director Kaiser stated that typical condition "A" repairs will consist of repairing cracked and deteriorating corbels, repairing corroded shear wall connections to double tees, repairing delaminated double tee stems, and repairing failed joint sealant and cracked flange connector welds. He stated that the cost estimate for Condition "A" repairs is \$384,000.00. He stated that condition "B" repairs that were noted by the report are minor deck cracks, corroded beam seats, façade connections, broken and corroded safety cables, column splice connections and others. Director Kaiser stated that condition "C" repairs include broken and corroded drain covers, ponding, and delaminated concrete patches.

Director Kaiser stated that these repairs will be included in future Capital Improvement Budgets (CIP). He stated that there is \$50,000 in the 2026 CIP for maintenance repairs that will be used to address some of the repairs and also for the consultant to get the

proper details that are needed in order to make the repairs. He stated that most of the repairs will be done by several different contractors on a time and material basis.

The Committee further discussed how future maintenance will be determined as capital or operational and setting a schedule for the work to be done and budgeting for it in the future.

Preliminary Resolution 2025-19: Sanitary Sewer Lateral and Water Service Construction on Elm Street, Henry Street, Ladaun Boulevard, Reed Street, and Sterling Avenue

Director Kaiser stated that this is the first step in the special assessment process.

Report  
**Motion by Pollnow, seconded by Borchardt to recommend the Common Council approve Preliminary Resolution 2025-19: Sanitary Sewer Lateral and Water Service Construction on Elm Street, Henry Street, Laudan Boulevard, Reed Street and Sterling Avenue.**

Call for vote by Chairman Lendrum

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

Public Works General Construction and Department Activity Report

- 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 Ave): 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 Director Kaiser 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.

Aldersperson Pollnow asked for the approval timeline for the grant. Director Kaiser stated it should be approved by Christmas.

Aldersperson Pollnow asked what the status is on the traffic signals at Cecil Street and Tullar Road. Director Kaiser stated that the traffic counts that were done in late 2024 were re-evaluated against the traffic signal warrant criteria. He stated that the count did meet the criteria for traffic signals at this intersection.

The Committee further discussed the possible future completion of Pendleton Road being put in and how that would affect this intersection.

Aldersperson Pollnow inquired about the Traffic Engineer position. Director Kaiser stated that he was asked by Human Resources to re-evaluate the need for this position. He will be sitting down with Interim Human Resources Director Barber to discuss the position.

Aldersperson Pollnow asked if the City of Menasha's 2026 budget included money for the Intersection Control Evaluation for the roundabout at Nicolet and Commercial. Director Kaiser stated that it is their budget and approved.

Aldersperson Pollnow asked about the Baldwin Easement. Director Kaiser stated that it is on his list to complete and close out.

Aldersperson Lendrum asked if there are any traffic changes that can be made at the intersection of Henry Street and Winneconne Avenue. She asked if traffic signals could be considered. Director Kaiser stated that with the spacing and location to other traffic signals it would be hard to justify.

Aldersperson Borchardt asked about the connecting bridge with Neenah Paper and what is happening with it. Director Kaiser stated that Benesch did some design work and provided staff with details. He stated that we will be bidding that out in 2026.

Aldersperson Lendrum stated that the solution to the pedestrian crossing at Forest and Commercial Street is working great. She stated that public works staff Eric Hannemann created a walking stick with an orange flag on top that pedestrians can use as they walk across the street to be more visible to vehicles.

Announcements/Future Agenda Items

Open Item Request List

Update from the Environmental Attorney for Arrowhead Park Project

Eler System

Adjournment

**Motion by Pollnow, seconded by Weber to adjourn at 6:00 PM.**

Call for vote by Chairman Lendrum

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

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager