

**CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES  
Tuesday, April 29, 2025**

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

**Excused:**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Assistant Police Chief Bernice, Police Captain Wagner, City Clerk Nagel, Public Works Office Manager Mroczkowski, Frank Cuthbert, Flo Bruno, and Kate Hancock-Cooke

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

Approval of Minutes of the Regular Meeting of April 8, 2025, and Organizational Meeting of April 15, 2025

**Motion by Pollnow, Seconded by Weber to approve the minutes of the Minutes of the Regular Meeting of April 8, 2025, and Organizational Meeting of April 15, 2025**

Call for vote by Chairman Lendrum

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

Public Appearance

Alderperson Bruno, 1002 E. Forest Avenue, Neenah-Alderperson Bruno thanked Police Chief Olson for taking the time to give her a tour of the police department and the opportunity to meet the staff. She stated it was very informative.

Kate Hancock-Cooke, 216 Bosworth Court, Neenah-Ms. Hancock-Cooke shared with the committee that she recently had an incident at her residence involving a gas leak. She stated that because of the lack of awareness by children in her neighborhood of the smell of gas, she is asking the city to invest in educating the public by obtaining scratch-and-sniff natural gas safety cards.

Investigative Services Unit's (ISU) Digital Camera Replacement Project

Captain Wagner reviewed her memo of April 22, 2025. She stated that staff is requesting to replace the current camera equipment that is used by the ISU. She stated that the cameras are 18 years old and are no longer serviced. She stated that they are looking at replacing the current camera equipment with mirrorless cameras which enhance photographic quality. Captain Wagner stated that staff are also requesting to replace the cameras that are used by the School Resource Officers (SRO). She stated that these cameras are not equipped to take detailed photographs of injuries or other evidence which is crucial in the SRO's daily duties.

Report

**Motion by Weber, Seconded by Pollnow to recommend Council approve the purchase of the Richo Theda 360 Camera and the Canon EOS R6 Mirrorless Camera at a cost not to exceed \$15,000.00 with funding from the Capital Equipment Budget.**

Aldersperson Borchardt asked if there is a designated officer that handles the photography aspect of crime scenes. Captain Wagner stated that all officers are trained in crime scene photography. She stated that there are a handful of staff that take the lead more than others.

Aldersperson Weber asked what will be done with the current equipment. Captain Wagner stated that it will be kept and used by the patrol officers and evidence custodians.

Aldersperson Linski asked how often the cameras are used. Captain Wagner stated that they are used on a weekly basis.

Called for Vote by Chairman Lendrum

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

#### Police Department 2025 1<sup>st</sup> Quarter Statistics

Captain Wagner reviewed the Unified Crime Report and asked if there were any questions. Aldersperson Weber asked why there was a large difference between the total calls for service between 2024 and 2025. Captain Wagner stated that 2024 was reported out incorrectly. She stated that there were calls included such as medical calls that should not have been included in those numbers.

Aldersperson Weber stated that he would like to request the calls for service be reported in a different format. He stated that he would like to see the data in a format that showed the trend from the previous 6 months than from year-to-year quarters. Captain Wagner stated that she will make a note of that, but wanted to let the committee know that trends change at different times of the year.

Aldersperson Pollnow stated that he would also like to see the statistics reported out in 5-year blocks. Captain Wagner stated that it is done in the annual report.

Captain Wagner asked the committee if they had questions regarding the Traffic Report. Aldersperson Weber asked why the drop in traffic stops in the 1<sup>st</sup> quarter. Captain Wagner stated that the Traffic Safety Officer position has been vacant since January.

The Committee had no questions for Captain Wagner regarding the Traffic Warnings Report, Traffic Citations Report, OWI Report, Parking Report, and Traffic Crash Report.

Captain Wagner reviewed the Overdose Report. She stated that the City of Neenah has started an overdose prevention pilot program. She stated that there were zero overdose deaths in the 1<sup>st</sup> quarter of 2025. Captain Wagner stated that the police department is working to make Narcan more available.

Aldersperson Lendrum stated that the Winnebago County Health Department building now has a vending machine so that residents can obtain a number of public health items such as Narcan kits.

Captain Wagner stated that the top three items dispensed item from this vending machine are gun locks, Narcan and secured medical bags.

The Committee had no questions for Captain Wagner regarding Dangerous Animals.

Captain Wagner stated the Behavioral Health Officer (BHO) Report shows a breakdown of how BHO's time is split while on duty.

The Committee as a whole was pleased to see the BHO report in the quarterly packet. The committee felt it gave a good idea of the situations and duties this position performs for the Neenah community.

Info Only

**Motion by Pollnow, seconded by Weber to receive and place on file the Police Department 2025 1<sup>st</sup> Quarter Statistics.**

Called for Vote by Chairman Lendrum

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

#### Special Events

No discussion. Informationally item only.

#### Licenses

Approve the Temporary Extension of Licenses Premises Application to Greene's Pour House, Robert Greene, for Oktoberfest/Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 17, 2025, from 1:00 PM to 9:00 PM.

Report

**Motion by Weber, seconded by Pollnow to recommend Council approve the Temporary Extension of Licenses Premises Application to Greene's Pour House, Robert Greene, for Oktoberfest/Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 17, 2025, from 1:00 PM to 9:00 PM.**

Called for Vote by Chairman Lendrum

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

Approve the Temporary Class "B" Wine Only Beverage License to Future Neenah, 135 W. Wisconsin Avenue, Neenah, for a Wine Walk in the 100 & 200 Block of W. Wisconsin Avenue, to be held on May10, 2025 from 11:00 AM to 3:00 PM.

Report

**Motion by Weber, seconded by Pollnow to recommend Council approve the Temporary Class "B" Wine Only Beverage License to Future Neenah, 135 W. Wisconsin Avenue, Neenah, for a Wine Walk in the 100 & 200 Block of W. Wisconsin Avenue, to be held on May10, 2025 from 11:00 AM to 3:00 PM.**

Called for Vote by Chairman Lendrum

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

Church Street Ramp Condition Survey

Director Kaiser stated that the parking ramp is 20 years old. He stated that last year, when discussing with a contractor about caulking the joints at the ramp, he pointed out a number of areas that need to be addressed. Director Kaiser stated that he included in the Capital Improvement Budget \$15,000 for a condition survey report of the parking ramp.

Director Kaiser stated that he received two proposals prior to his memo being included in the packet. He stated that he was made aware of a third proposal on Monday that had been sent to the office and placed at the front desk counter. He stated that that third proposal came in between Graef-USA and Larson Engineering.

**Motion by Pollnow, seconded by Weber to recommend Council approve entering into a professional service agreement with GRAEF-USA, to perform a condition survey of the Church Street parking ramp at a cost not to exceed \$12,000.00, to be funded by Capital Facilities Program.**

Aldersperson Pollnow asked if TIF funding can be used to pay for the condition survey. Director Kaiser stated that he would talk to Director Rassmussen and report back to the committee.

Aldersperson Weber asked Director Kaiser what some of the concerns were. Director Kaiser stated that the contractor pointed out weld joint issues, cracks in the wall and pitting on the deck surface.

Called for Vote by Chairman Lendrum

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

Public Works General Construction and Department Activity Report

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.

Director Kaiser stated that he had concerns with the pavement markings being done so early in the project. He stated that the pavement markings will be done later in order to keep them from being damaged during the second phase of the project.

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 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.

Director Kaiser stated that work will begin the Week of May 5<sup>th</sup>.

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 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.  
  
Director Kaiser stated that the PASER ratings are done and have been entered into the spreadsheet.  
  
Alderman Lendrum asked Director Kaiser to explain what the PASER Rating system is for the Alderman Linski.  
  
Director Kaiser stated that the PASER rating is a system that the Wisconsin Department of Transportation requires to be done every two years. He stated that staff will inspect each road and rate it on a scale of 1 to 10, with 1 being the worst and 10 being the best. This information is then entered into a spreadsheet and set to the 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.

Announcements/Future Agenda Items

None

Adjournment

**Motion by Pollnow, seconded by Weber to adjourn at 5:51 PM.**

Call for vote by Chairman Lendrum

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

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager