

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, April 23, 2024

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

Excused: Alderperson Hillstrom

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Community Development Director Haese, City Clerk Nagel, Parks & Forestry Superintendent Fink, Chief Building Inspector Peterson, and Public Works Office Manager Mroczkowski

Public Appearance

None

Approval of Minutes of the Meeting of April 12, 2024 and April 16, 2024 meetings.

Motion/Second/Carried by Borchardt/Weber to approve the minutes of the meeting of April 12, 2024 and April 16, 2024 meetings. All voting aye.

Moving Permit Application for 856 Riverlawn Street

Mayor Lang clarified the rules of order when a member of a standing committee has a conflict of interest with an agenda item. She stated that the committee member is strongly advised to abstain from the vote.

Chief Building Inspector Peterson reviewed his memo of April 10, 2024. He stated that the applicant is requesting a moving permit to allow a two-piece modular home to be transported to 856 Riverlawn Street. He stated that the permit will be valid for one year from approval date.

Alderperson Borchardt asked if one year was typical for a permit to be valid. Chief Building Inspector stated that 12 months is standard protocol for permit length.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Common Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval. Vote 3 aye, 0 nays, 1 abstain (Pollnow).

Approve Resolution 2024-03 for Inflation Reduction Act Urban Forestry Grant.

Parks & Forestry Superintendent Fink reviewed his memo of April 18, 2024. He stated that staff is looking for approval to apply for an urban forestry grant that would be used in disadvantaged areas of the city. He stated the grant will be used for addressing ash trees by the removal and replanting of trees infected with the Emerald Ash Borer on private property in the designated disadvantaged area roughly bounded by North Street, Harrison St, Cecil Street and I41. He stated that staff has identified suitable properties in that area.

Alderson Pollnow asked for the definition of a disadvantaged area. Superintendent Fink stated that is an area that has been identified by the federal government using the economic justice tool. Superintendent Fink stated a number of factors are considered, income, pollution, and health are some examples.

Superintendent Fink stated that approval of the resolution allows staffs to apply for the grant, there is no commitment at this time.

Alderson Pollnow stated that he will be voting against this item. He stated that there are other city projects that could be done that would be a better use of taxpayer dollars.

Report
Following Discussion: Motion/Second/Carried Weber/Borchardt recommend Common Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. Vote 3 aye, 1 nay (Pollnow)

Police Departments 2024 1st Quarter Statistics

Police Chief Olson reviewed the Unified Crime Report (UCR). He noted that 63% of the crime reported was Crimes Against Property, 20% was Crimes Against Person, and 17% was Crimes Against Society.

Chief Olson reviewed calls reported. He noted that the police department took 3,930 calls for service. He stated that of the 3,930 calls, 2,456 were traffic stops.

Chief Olson reviewed Traffic Warnings. He noted that there were 1,211 traffic warnings in the 1st quarter of 2024, compared with 735 in 2023 and 362 in 2022. He stated that the highest number of warnings were issued in for speeding.

Chief Olson reviewed Traffic Citations. He stated that 512 citations were issued in the 1st quarter of 2024 which is higher than the 304 issued in 2023 and bit lower than 2022 that had 656.

Chief Olson reviewed OWI Arrests. He noted that there were 14 in 2022, 8 in 2023 and 19 in 2024. He noted that some of the increase can be attributed to the newer officers becoming more experienced in these type of traffic related stops.

Chief Olson reviewed the Traffic Safety Officer's statistics. He noted that statistics for Officer Edwards were 390 traffic stops, 30 citations, and 462 warnings.

Chief Olson reviewed Parking Citations. He noted there were 494 parking citations issued in the 1st quarter of 2024, 489 in 2023 and 912 in 2022. He noted that we are not at full staff with the CSA's which contributes to the lower numbers.

Chief Olson reviewed Accidents. He noted that there were 134 reported traffic accidents in the 1st quarter of 2024, 137 in 2023 and 105 in 2022.

Chief Olson reviewed Overdoses. He noted that there were 10 in 2024, 10 in 2023 and 13 in 2022. He noted that of the 10 overdoses this quarter, two resulted in deaths.

Chief Olson reviewed Dangerous Animals. He noted that there was one dangerous animal designation. He noted the owner will be appealing that designation at the May 7 Public Services and Safety Committee meeting.

Chief Olson reviewed Open Records Requests. He noted that in the 1st quarter of 2024 there were 375 requests, 424 responses and 135 hours on media reviewed.

Chief Olson reviewed Code Enforcement. He noted that in the 1st quarter of 2024, 405 inspections were done, 141 new cases were opened, 36 cases were closed, 49 fees were issued, and 16 municipal citations were issued.

Licenses

Change of Agent/Trade Name Kwik Trip-Tobacco Outlet Plus 526, 501 S Commercial St.

C.A.

Following Discussion: Motion/Second/Carried Weber/Borchardt recommend Common Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. Vote 3 aye, 0 nay, 1 abstain (Pollnow)

City Administration Building Roof Coating

Director Kaiser reviewed his memo of April 18, 2024. He stated that staff is requesting to perform a maintenance coating on the city administration building roof that was installed in 1997. He stated that three quotes were received, SPS Roofing Systems and Warner Commercial Roofing using a Duro-Last Roofing product and The Jamar Company using GacoFlex product.

Director Kaiser stated that after reviewing the proposals, staff recommends contracting with the The Jamar Company. He stated that the GacoFlex product is a liquid coating and can be reapplied if more substantial roof work is not needed. Director Kaiser stated this application was used on the library roof in 2022 and has performed well to date. He stated that there is a 20-year warranty for the GacoFlex product.

Aldersperson Pollnow asked why a metal roof is not being considered. Director Kaiser stated that it was a consideration, however, the current roof is in good condition and doesn't warrant a full replacement at this time.

Aldersperson Weber asked what is covered by the warranty. Director Kaiser stated that it will cover any issues within the 20 years.

Report

Following Discussion: Motion/Second/Carried Pollnow/Borchardt to recommend Common Council approve the contract with the The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. Several punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The contractor is scheduled to mill temporary ramps that were paved last year and place the top coat of asphalt on the week of April 29. This will complete the project.
- 3) Contract 7-23 (High, River Utility and Street Construction): The contractor is scheduled to mill temporary ramps that were paved last year and place the top coat of asphalt on the week of April 29. This will complete the project.
- 4) Neenah Creek Bridge: Curb/gutter installation on the east approach has been done. The remaining work is the east approach grading and landscaping. Paving will be done with the developer's project. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed on Cedar, Belmont Ct, and Belmont Av. Water main is being installed on Belmont Av and Belmont Ct. Water service and sewer lateral installation within the right-of-way will start on Cedar Street.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Sanitary sewer installation is ongoing between Commercial and Oak. When Oak is reached, the contractor will work on water main installation in that same area. In a couple of weeks, Oak St will be closed to complete the sanitary sewer and water crossings.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. Sanitary sewer installation started at Higgins and has reached Oak St.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A pre-construction meeting was held on 4/18. Work is tentatively scheduled to start in mid-July.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Traffic control and preliminary work started the week of 4/15. Storm sewer installation is scheduled to start the week of 4/29.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): This contract was awarded to Jim Fischer Construction. Work will begin on Baldwin Street in May.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): Bids have been opened and will be reviewed by the Board of Public Works at their meeting on 4/23.

- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized. Staff is reviewing the final draft.
- 15) Contract 12-24 (Douglas Pond Storm Piping): The contractor mobilized the week of 4/15. S. Commercial Street just south of Division was closed to complete the pipe crossings. Work progressed slowly as the contractor needed to work around numerous utilities in that area.



- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Bids have been opened and will be reviewed by the Board of Public Works at their meeting on 4/23. We are working through the property appraisal.
- 17) TDS Telecom: Engineer Eckhart was informed that TDS is not planning to work on their Neenah buildout in 2024. They will make landscaping repairs associated with their 2023 construction and may pull cable in conduit installed in 2023 along with connecting customers.

Announcements/Future Agenda Items

None

Adjournment

Motion/Second/Carried by Weber/Borchardt to adjourn at 7:12 PM. All voting aye.

Respectfully submitted,

Lisa Mroczkowski

Lisa Mroczkowski
Public Works Office Manager