

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, August 26, 2025**

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

Excused:

Also Present: Mayor Lang, Deputy Director Community Development and Assessment, Assistant Police Chief Bernice, City Clerk Nagel, Police Captain Tom Van Sambeek, Public Works Engineer Kummerow, Building Facility Manager Benson, Public Works Office Manager Mroczkowski, and Alderman Bruno

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

Approval of Minutes of the Regular Meeting of July 29, 2025

Motion by Linski, seconded by Pollnow to approve the minutes of the Regular Meeting of July 29, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

None

Concrete for Police Department New Shed

Building Manager Benson stated that the contractor graded the area around the new shed and placed gravel down. He stated this will be an issue this winter. He stated the low bid; Wolff Concrete he has worked with before and is comfortable with them doing the work.

Motion by Pollnow, seconded by Borchardt to recommend the Common Council approve Wolff Concrete, at a cost not to exceed \$37,400.00 with an included 10% contingency, to pour concrete around the new police department shed, utilizing Facilities Capital funds.

Alderman Linski asked if concrete was planned in the original budget for the shed. Captain Van Sambeek stated the plan is to replace that whole part of the parking lot in the future. He stated that the excavation for the shed was larger than we anticipated and presented an issue with the gravel, so the decision was made to just replace this portion for now.

Report

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Building Code Amendment-Sec. 21-27 Regulations for moving buildings (Ord. No. 2025-11)

Deputy Director Schmidt reviewed his memo of August 26, 2025. He stated that as part of the Neenah Housing Study and Needs Assessment, a list of changes to the City's Zoning Code and Building Code were included. He stated that one of the recommendations included changes to the building code regarding the moving buildings permit.

Deputy Director Schmidt stated that Community Development and Public Works staff reviewed the current ordinance and surrounding communities' building moving ordinance to identify changes to apply to the city's ordinance. He stated that after reviewing, staff are recommending modifying the current ordinance by eliminating the Council review of the moving permits and eliminating the public notice and the protest petition requiring three-fourths by the council approval. He stated that the permit would be reviewed administratively.

Motion by Borchardt, seconded by Weber, recommend the Common Council approve Ordinance No. 2025-11, amending Section 21-27, of the Code of Ordinances relating to regulations for moving buildings.

Aldersperson Pollnow stated that one concern he has is the requirement for a hold harmless agreement. He stated that this can delay the approval process and is also costly. Deputy Schmidt stated this would be something that Director Kaiser and Chief Building Inspector Pederson would need to address. He stated that he will discuss this with them and report back before the Council meeting.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Jewelers Park Drive Bridge Repair (Bridge B-70-060)

Engineer Kummerow reviewed Director Kaiser's memo of August 21, 2025. He stated that a recent bridge inspection report of the Jewelers Park Drive structure over Neenah Creek noted the need for an immediate repair to the northeast wingwall due to tipping. He stated that staff reached out to Pheifer Brothers Construction to make temporary repairs until a repair plan was developed.

Engineer Kummerow stated that staff received a repair plan and cost to make the repairs and are requesting approval to move forward with the repairs at a cost of \$69,485.16.

Report

Motion by Pollnow, seconded by Linski to recommend the Common Council approve contracting with Pheifer Brothers Construction Company for repairs to the northeast wingwall of the Jewelers Park Drive structure over the Neenah Creek in an amount not to exceed \$70,000, utilizing TID 12 funds and if necessary, Miscellaneous Pavement Repair funds.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Licenses

Change of Agent, Festival Foods

C.A.

Motion by Borchardt, seconded by Pollnow to recommend the Common Council approve the change of agent for Skogen's Foodliner, Inc, d/b/a Festival Foods, 647 S Green Bay Road to Paul Klinkhammer.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Temporary Extension "Class B" Combination License to Grainworks Old + New for the Annual Bourbon Drawing, to be held on September 6, 2025, from 10:00 AM to 4:00 PM

C.A.

Motion by Pollnow, seconded by Borchardt, to recommend the Common Council approve the Temporary Extension "Class B" Combination License to Grainworks Old + New, 200 Main Street, for the Annual Bourbon Drawing, to be held on September 6, 2025, from 10:00 AM to 4:00 PM.

Clerk Nagel stated that the owner was reminded that the DORA does not start until 12:00 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Temporary Extension "Class B" Combination License to Gord's Pub for the Gord's Street Dance, to be held on September 13, 2025, from 5:00 PM to 9:00 PM

C.A.

Motion by Pollnow, seconded by Borchardt, to recommend the Common Council approve the Temporary Extension "Class B" Combination License to Gord's Pub, 210 Main Street, for Gord's Street Dance, to be held on September 13, 2025, from 5:00 PM to 9:00 PM

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Public Works General Construction and Department Activity Report

- 1) S. Commercial Street:
 - a) Mainline paving is complete. Small handwork pours should be completed the week of 8/18.
 - b) Contractor is grading for and placing sidewalk on the east side between Stanley and Cecil.
- 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 walk-through was held with the contractor to review softscape restoration. A final pay request is being prepared.
- 4) Contract 6-24 (Jewelers Park Drive): Work on the original contract is complete. Change-ordered work on the Arrowhead loop road 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 is complete. Excavation and grading are complete. Concrete work is ongoing and should be completed the week of 8/25.
- 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): Utilities have been installed on Caroline. Sanitary sewer main installation is ongoing on Hickory Lane.
- 10) Contract 8-25 (Tullar Garage Roof Repair): Work is complete. A final pay request is being processed.
- 11) 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.
- 12) Contract 11-25 (Church/Wisconsin intersection): Work is complete pending final cleanup.

- 13) Fleet Maintenance Superintendent: After 35 years of dedicated service to the city, Rick Spoo retired as of August 1. Matt Kerkhoff, who had been in a mechanic's role, has accepted the position of Fleet Maintenance Superintendent.
- 14) TDS Telecom: After stopping work for about 20 months, TDS will start again on their citywide fiber buildout in Neenah. A pre-construction meeting is scheduled for 8/28. Roughly speaking, the area that remains is west of the railroad tracks. Plans have already been approved for work areas around Memorial Park.

Announcements/Future Agenda Items

None

Adjournment

Motion by Borchardt, seconded by Pollnow to adjourn at 5:32 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager