

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, February 25, 2025**

**Present:** Chairperson Lendrum, Alderperson Borchardt, Hillstrom, and Pollnow

**Excused:** Alderperson Weber

**Also Present:** Mayor Lang, Public Works Director Kaiser, Parks & Recreation Director Kading, Superintendent of Parks/City Forester Fink, Police Chief Olson, Public Works Office Manager Mroczkowski, and Frank Cuthbert

Approval of Minutes of the Meeting of February 11, 2025

**Motion by Hillstrom, Seconded by Borchardt to approve the minutes of the meeting of February 11, 2025.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting Aye. 4/0

Public Appearance

None

Parks & Recreation 16' Mower LM2 Replacement

Report **Motion by Borchardt, Seconded by Hillstrom to recommend Council approve the purchase of a Toro Groundmaster 5910, 16' Mower LM2, from Reinders, Inc, in the amount of \$154,060.14, with the funding source being the 2025 Capital Equipment Budget.**

Superintendent Fink stated that the Jacobson mower that this one will be replacing has not been reliable. He stated that there has been over \$100,000 in repairs made to the Jacobson since it was purchased.

Alderperson Pollnow asked why there was only one bid price. Superintendent Fink stated that Jacobson would have been the other vendor. Superintendent Fink stated that he went through Sourcewell purchasing services.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Roundabouts Landscaping Discussion

Superintendent Fink stated the plantings and vegetation that are at the Winneconne and Breezewood roundabouts are showing their age and a lot of them have died off. He stated that the plan is to remove all the current vegetation and plant grass and then do planting areas in the grass to try and add some color. He stated the goal is to make the roundabouts easier to maintain.

Aldersperson Pollnow asked if there has been any thought of using artificial materials. Superintendent Fink stated that has been discussed but thinks the plan in place will be good and manageable.

Aldersperson Hillstrom asked if the purpose of the taller vegetation is so drivers can't look through the roundabout. Superintendent Fink stated that they will plant shrubs and trees and soft perennials.

Aldersperson Lendrum asked why the whole roundabout can't be concrete. Superintendent Fink stated that would be expensive.

Director Kaiser asked when the work will begin. Superintendent Fink stated that it will begin this spring before we get into yard waste collection.

Police Department 2024 4<sup>th</sup> Quarter Statistics

Info Only

**Motion by Hillstrom, Seconded by Pollnow to receive and place on file the Police Department's 2024 4<sup>th</sup> Quarter Statistics.**

Police Chief Olson reviewed the statistics with the Committee.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Final Resolution 2025-01-Installation of Asphalt Pavement and Curb/Gutter for properties served on Bruce Street from Castle Oak Drive to the northern most property line of 2411 Bruce Street, and Southfield Court (Bruce St. to Terminus)

Report

**Motion by Borchardt, Seconded by Hillstrom to recommend Council approve Final Resolution 2025-01-Installation of Asphalt Pavement and Curb/Gutter for properties served on Bruce Street from Castle Oak Drive to the northern most property line of 2411 Bruce Street, and Southfield Court (Bruce St. to Terminus)**

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Final Resolution 2025-02-Installation of sanitary sewer laterals and water services for properties served on the following streets: Caroline Street (S. Lake St. to Terminus), Douglas Street (Henry St. to S. Commercial St.), Elm Street (Division St. to Wisconsin Ave.), and Hickory Lane (W. Cecil St. to Baldwin Ave.)

Report

**Motion by Pollnow, seconded by Borchardt to recommend Council approve Final Resolution 2025-02-Installation of sanitary sewer laterals and water services for properties served on the following streets: Caroline Street (S. Lake St. to Terminus), Douglas Street (Henry St. to S. Commercial St.), Elm Street (Division St. to Wisconsin Ave.), and Hickory Lane (W. Cecil St. to Baldwin Ave.)**

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

#### Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Several, but not all, items have been addressed. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 5) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.
- 6) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 7) 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.
- 8) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring.
- 9) 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 the property acquisition.

- 10) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Bid opening is scheduled for 2/25. An award recommendation will be brought to the next Board meeting.
- 11) Contract 2-25 (Elm, Douglas Utilities and Street): Bids were opened on 2/18. An award recommendation will be brought to the next Board meeting.
- 12) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract has been advertised. Bid opening is scheduled for 3/5.
- 13) Contract 8-25 (Tullar Garage Roof Repair): The contract has been advertised. Bid opening is scheduled for 3/5.
- 14) S. Commercial Street: The pre-construction contractor meeting was held on 2/19, and the pre-construction public meeting was held on 2/20. The contractor plans to start mobilizing traffic control equipment and message boards the week of 3/3. Construction work will start on 3/10. Work will start on the west half of the road with pavement removal and storm sewer work.
- 15) Storm Water Management Plan: Staff is applying to WDNR for a non-point source planning grant, which can be used to help offset costs related to our budgeted storm water management plan. The city utilized this type of grant for previous storm water management plans. It could cover up to 50% of the plan cost.

Alderson Pollnow stated that he had been contacted by the owner of the Saucey Kitchen. He stated that she thought the S. Commercial Street Construction public meeting that was held last week was about the right turn lane. He stated that he told her it was not related to that project but larger reconstruct of S. Commercial Street this year.

Alderson Pollnow asked when there will be news about the property acquisition regarding the right turn lane. Director Kaiser reviewed the property acquisition process to the Committee.

Alderson Hillstrom asked who is responsible for maintaining the green pedestal utility boxes in the right-of-way. Director Kaiser stated it would be the utility that installed it. He stated a lot of the older ones around the city are most likely AT&T.

Alderson Hillstrom stated that he contacted PW Superintendent Radtke about doing something about the open one near Starbucks. He stated that Superintendent Radtke reached out to AT&T, but they were not interested in doing anything about the condition of the pedestal.

Director Kaiser stated that if we could determine that it was causing a hazard, it would be easier for us to justify requiring the utility to repair it or remove it.

Announcements/Future Agenda Items

Adjournment

**Motion by Hillstrom, seconded by Pollnow to adjourn at 5:53 PM.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski  
Public Works Office Manager