

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 10, 2025

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, City Clerk Nagel, Public Works Engineer Kummerow, Public Works Office Manager Mroczkowski, Alderman Bruno, and Frank Cuthbert

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

Approval of Minutes of the Regular Meeting of May 27, 2025

Motion by Weber, Seconded by Pollnow to approve the minutes of the Regular Meeting of May 27, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

NONE

Licenses

Approve 2025-2026 Liquor License Renewals & Liquor License Quotas

City Clerk Nagel stated that all background checks have been completed on the license holders and all passed. She stated the only exception is that not all have paid their annual fee. She stated that during Covid the city was allowing the license holder to pay the \$22 publication fee and foregoing the final payment until after the license was approved.

Clerk Nagel stated that she is asking for approval with the contingency that the annual fee is paid prior to release of the license.

Report **Motion by Weber, Seconded by Borchardt to recommend Council approve the 2025-2026 Liquor License Renewals and Liquor License Quotas contingent on payment of the annual fee.**

Called for Vote by Chairman Lendrum

Motion Carried. 4/1/0 (Pollnow Abstain)

Approve the Temporary Class “B” Beer License to Bergstrom-Mahler Museum for Art After Dark Renaissance Faire

C.A. **Motion by Pollnow, seconded by Weber to recommend Council approve the Temporary Class “B” Beer License to Bergstrom-Mahler Museum, 165 N Park Ave., for Art After Dark Renaissance Faire, to be held on June 26, 2025, from 1:00 PM to 9:00 PM**

Called for Vote by Chairman Lendrum

Motion Carried. 5/0

Approve the Temporary Class “B” Wine & Class “B” Fermented Malt Beverage License to St. Margaret Mary Parish for Parish Picnic

C.A. **Motion by Borchardt, seconded by Pollnow to recommend Council approve the Temporary Class “B” Wine and the Class “B” Fermented Malt Beverage License to St. Margaret Mary Parish, 439 Washington Ave, to be held in the evening of August 16, 2025, and August 17, 2025, from 9:30 AM to 5:00 PM**

Called for Vote by Chairman Lendrum

Motion Carried. 5/0

Special Events

No action required

Approve Resolution 2025-05: Compliance Maintenance Annual Report (CMAR) for Reporting Year 2024

Public Works Engineer Kummerow stated that this report is required annually by the Wisconsin Department of Natural Resources (WisDNR). He stated that it is a status report about the city’s sanitary sewer system. He stated that there was a bypass this year that was reported. He stated that this was due to a watermain break on Henry Street next to a sanitary manhole. Engineer Kummerow stated the water from the main break went into the manhole. He stated that a pump was put in the manhole and the sanitary sewer main was bypassed to allow the water to be pumped out.

Report **Motion by Borchardt, seconded by Pollnow recommend Council approve Resolution 2025-05: Compliance Maintenance Annual Report (CMAR) for Reporting Year 2024.**

The Committee discussed how the City of Neenah ranks with other local municipalities in regard to Inflow and Infiltration (I&I), where estimated future planning costs are derived from,

and if the sanitary system has gained ground since the city started mandating sanitary sewer lateral replacements during street construction projects.

Called for Vote by Chairman Lendrum

Motion Carried. 5/0

Public Works General Construction and Department Activity Report

1) S. Commercial Street:

- Sidewalk and driveway installation is ongoing.
- Time-sensitive sidewalk and driveway pours are being coordinated with Galloway Company for the week of 6/9.
- Colored concrete terraces are being poured.
- Landscaping for the west half of the road is scheduled to start the week of 6/9.
- The contractor anticipates shifting traffic to the new pavement around July 4.

2) Contract 7-21 (Harrison Pond): Work under the contract is complete. A final pay request is being prepared.

3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Concrete repairs and associated restoration are done. Parking lot asphalt repair remains. Final quantities have been prepared.

4) Contract 4-24 (S. Park Avenue Easement – Utilities): Piping work is complete. Softscape restoration is complete. Hardscape restoration is either being done under our concrete/asphalt repair contracts or by city crews.

5) Contract 6-24 (Jewelers Park Drive): Work on the original contract is complete. Curb/gutter, flume and trail installation are complete. Fine grading and asphalt paving is planned for the week of 6/9.

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): Work is complete pending a walk-through.

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 the property acquisition.

9) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Water main installation will be completed by 6/5. Service lines for Forest Manor Ct will be installed the week of 6/9.

10) Contract 2-25 (Elm, Douglas Utilities and Street):

- a) a) Elm: Utility work is complete. The new sewer and sewer laterals were televised on 6/4. Concrete curb and sidewalk repairs will start the week of 6/9.

b) b) Douglas: Utility work is complete. Concrete curb and sidewalk repairs were completed the week of 6/2.

11) Contract 3-25 (Caroline, Hickory Utility and Street Construction): Service line pipebursting is complete. Mainline sewer and water installation are scheduled to start in June.

Engineer Kummerow stated that the contractor will have a crew start in June and then will be bringing in another contractor to help in July.

12) Contract 8-25 (Tullar Garage Roof Repair): The contract was awarded to JT Rams, LLC. A schedule has not been set.

13) Contract 10-25 (City Hall Window Replacement): The RFP for this work has been posted. Proposals are due on June 18.

14) Contract 11-25 (Church/Wisconsin intersection): Work was completed on the north half of the intersection. The south side of the intersection is being formed and poured the week of 6/2.

15) Fiber Installation Project: All underground construction complete. Fiber cable is pulled and in place. Fiber splicing began 6/2. City network equipment in place and ready. Expected completion mid-June.

16) Bridge sealing has been completed.

17) Street crackfilling has been completed for those streets that are receiving an oil/chip treatment later this summer. These streets include E. Doty Av (Congress – S. Park), Lakecrest Dr (Congress – Stevens), Mitchell St (Laudan – Winnebago Heights), and Winnebago Heights (Congress – S. Park).

Director Kaiser stated that property owners are notified of this work by the contractor.

E-Waste Collection: We've received the totals for the spring e-waste event. A summary of recent e-waste collection events is below.

	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
Spring 2021	7,246	1,551	543	2,432	3,485	7,060	22,317
Fall 2021	5,272	860	349	1,611	2,798	4,480	15,370
Spring 2022	6,702	943	668	2,179	4,312	5,240	20,044
Fall 2022	6,288	1,759	716	1,557	3,476	4,100	17,896
Spring 2023	5,090	1,482	598	1,666	3,687	6,360	18,883
Fall 2023	3,811	1,090	254	2,591	3,859	4,860	16,465
Spring 2024	4,921	1,594	504	2,638	4,380	6,587	20,624
Fall 2024	5,493	2,165	511	3,989	4,753	6,570	23,481
Spring 2025	5,816	1,847	334	2,127	5,145	7,169	22,438

Alderman Pollnow asked Director Kaiser if he had looked into the bridge work being funded through TIF 12. Director Kaiser stated that there is a fund balance of approximately \$60,000 in TIF 12.

Alderman Pollnow asked Director Kaiser if sidewalks or a trail will ever be installed on Woodenshoe Road between Breezewood Drive and County HWY G. Director Kaiser stated that is not likely. He stated that the city does not have any right-of-way jurisdiction on Woodenshoe along that section of the road.

The committee discussed right-of-way jurisdiction, Town of Neenah Comprehensive Outdoor Recreation Plan, and a pedestrian crossing across County HWY G from the Freedom Meadows subdivision to the Integrity Acres subdivision.

Announcements/Future Agenda Items

Fireworks discussion at the meeting of 6/12/2025

Adjournment

Motion by Pollnow, seconded by Borchardt to adjourn at 5:27 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Office Manager