

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, December 10, 2024

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development Director Haese, Community Development Deputy Director Schmidt, Public Works Superintendent Radtke, City Clerk Nagel, Public Works Engineer Kummerow, and Public Works Office Manager Mroczkowski

Approval of Minutes of the Meeting of November 12, 2024

Motion by Hillstrom, Seconded by Pollnow to approve the minutes of the meeting of November 12, 2024

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

None

Modification to Storm Sewer Policy

Motion by Borchardt, Seconded by Weber to recommend Council approve Policy 2024-01 Storm Sewer Fee Policy for annexing properties.

Deputy Director Schmidt reviewed his memo of December 10. He stated that the Storm Sewer Fee was created in the 1970's to help offset the construction of public storm sewer infrastructure in new residential subdivisions. He stated that at some point it was imposed on all annexing parcels too. Deputy Director Schmidt stated that amendments have been made to limit the financial impact on residential properties with deep lots. He also noted that a storm water utility was formed in 2003 to build, replace and maintain the storm water system.

Deputy Director Schmidt stated that a typical residential property (100'x150') would pay \$3,000 while a 2-acre commercial property would be \$18,000 under the current policy. He stated that staff is proposing to stop collecting the storm water fee for developed town properties wishing to annex to the City. He stated that the storm sewer fee will continue to be applied to new developments requiring the installation of public storm sewer infrastructure.

Report

Following discussion the motion by Borchardt, Seconded by Weber to recommend Council approve Policy 2024-01 Storm Sewer Fee Policy for annexing properties was called for vote by Chairman Lendrum.

Motion Carried. All voting aye. 5/0

Sidewalk Furniture Ordinance

Deputy Director Schmidt stated that staff will be reviewing the sidewalk furniture ordinance in the next couple of months to clean up some of the language and address placement of sandwich boards, planters, and furniture and how enforcement will be handled.

Approve Purchase of Community Development Inspection/Assessor Vehicle

Report

Motion by Hillstrom, Seconded by Borchardt to recommend Council approve the purchase of a 2025 Chevrolet Trax 1LS from Bergstrom Chevrolet, Neenah, in the amount of \$20,698.00.

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye.

Approve Purchase of Fleet #55-2024 Rear Load Refuse Truck

Report

Motion by Borchardt, Seconded by Hillstrom to recommend Council approve the purchase of a 2024 New Way Cobra Refuse Truck from Envirotech Equipment, Menomonee Falls, WI, in the amount of \$244,692.00 and accessory equipment at a cost not to exceed \$2,000.00 utilizing 2025 Capital Equipment funds.

Called for Vote by Chairman Lendrum

Motion Carried. All voting Aye.

Approve Purchase of Fleet #53 or #57 a 2024 New Way Automated Sidewinder Loader Refuse Truck

Motion by Borchardt, Seconded by Pollnow to recommend Council approve the purchase of a 2024 New Way Sidewinder ASL Truck from Envirotech Equipment, Menomonee Falls, WI., in the amount of \$379,887.00, and accessory equipment at a cost not to exceed \$2,000.00 utilizing 2025 Capital Equipment funds and savings on the rear-load truck (Fleet #55)

Aldersperson Pollow asked if the \$14,000 from the sale of the Rear Load Truck could be used to offset this capital expenditure.

Director Kaiser stated that Finance Director Rassmussen was consulted with this purchase and staff was directed to use this method for payment. He said revenue from the sale of capital equipment is placed in the general fund.

Report

Following discussion the motion by Borchardt, Seconded by Pollnow to recommend Council approve the purchase of a 2024 New Way Sidewinder ASL Truck from Envirotech Equipment, Menomonee Falls, WI., in the amount of \$379,887.00, and accessory equipment at a cost not exceed \$2,000.00 utilizing 2025 Capital Equipment funds and savings on the rear-load truck (Fleet #55) was called for vote by Chairman Lendrum

Motion Carried. All voting aye.

Update on Fleet #40, Combo Sewer Truck

Public Works Superintendent Radtke stated that the committee requested a 1-year review of the use of the sewer truck that was kept in the fleet after the purchase of the new sewer truck. He stated that this truck as been used every Thursday to clean problem areas and has helped to gain ground on the sewer cleaning schedule. He stated that it was available when the new sewer truck was out of service for warranty work and has been used by both the Water Utility and Parks Department for hydro excavating. Public Works Superintendent stated that he would like to keep the extra sewer truck and continue to use it as it was this year.

Aldersperson Pollnow stated that he would like to thank the fleet maintenance department on the stewardship of both equipment and dollars in keeping the fleet operable for many years beyond their useful life.

Licenses

Approve the Temporary Class "B" Retail License application to Bergstrom Mahler Museum of Glass for Art After Dark to be held on December 19, 2024.

C.A

Motion by Borchardt, Seconded by Pollnow to recommend Council approve the Temporary Class "B" Retail License application to Bergstrom Mahler Museum of Glass Art, 165 N Park Ave., Neenah WI., for Art After Dark, to be held on Thursday, December 19, 2024, from 5:30 PM to 8:30 PM

Called for Vote by Chairman Lendrum

Motion Carried. All voting aye.

C.A

Motion by Weber, Seconded by Pollnow to recommend Council approve the Change of Agent application to Kwik Trip 434, 903 S. Green Bay Rd., Neenah WI., Aaron Bowe, new agent

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Liquor License Review Committee Discussion

City Clerk Nagel stated that in 2018 the Council approved Policy 2018-01, Awarding Class B Licenses. City Clerk Nagel stated that a subcommittee was formed from this policy to vet any issues and to ensure the businesses who applied for the quota license would make a positive economic impact on the city. City Clerk Nagel stated that the subcommittee has members that consist of the Chief of Police, City Attorney, Fire Chief, Director of Community Development, City Clerk, Deputy Clerk and two members of the Public Services and Safety Committee. City Clerk Nagel stated that members of the subcommittee find a value in continuing to review the applications prior to their being presented to Committee but was open to restructuring how that review is done. She stated that staff discussed using the same method used for special event approval.

Director Haese stated that in the past there was frustration on trying to determine if it was significant enough for this committee to review the license applications and then from a staff level not having any input to the approval of the license applications. He stated that the subcommittee can have discussions on the value of the license and how it relates to the business's impact to the city. Director Haese stated that he feels there is value in continuing the subcommittee.

Aldersperson Weber stated that he is on the committee and at times it can be academic, but other times it is has been valuable to talk through the process. He stated that he is hearing that staff feels the importance of the subcommittee and he stated that he is fine with attending the meeting.

Aldersperson Pollnow stated that he likes the idea of handling the review of the quota licenses like the special event permits. He stated that the subcommittee should have a check list like the one in the policy and apply it to each application. He stated that he does not feel this subcommittee is an efficient use of staffs time.

Aldersperson Hillstrom stated that he would be fine with just one aldersperson on the subcommittee.

Aldersperson Borchardt stated that he is comfortable with no alderspersons on the subcommittee, staff reviewing the applications, and then bringing them to this committee for approval.

Director Kaiser stated that the policy language in section “A” may need to be tweaked to reflect that only Quota licenses and not the reserve licenses are subject to review subcommittee.

The Committee continued discussion regarding the value of the subcommittee and how the review process would work if it was restructured like the special event permits.

The Committee directed staff to amend the current policy with the changes discussed and bring back to committee.

Preliminary Resolution 2024-23: Sanitary Sewer Lateral and Water Service Construction on Caroline St., Douglas St., Elm St., and Hickory Ln.

Report

Motion by Weber, Seconded by Pollnow to recommend Council approve Preliminary Resolution 2024-23: Sanitary Lateral and Water Service Construction on Caroline St., Doulgas St., Elm St., and Hickory Ln.

Call for Vote by Chairman Lendrum

Motion Carried. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): The pumps are working thanks to the troubleshooting expertise of Water Utility Director Mach. Sidewalk/trail and staining work is complete. Final topsoiling is about 40% 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. 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 2-24 (E. Doty Av - Utilities and Street): Work is complete. Final quantities are being prepared.
- 5) 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.
- 6) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 50% complete. Several of the service replacements have been very challenging, which is leading to more than projected contractor time to complete.
- 7) Contract 5-24 (North St - Utilities and Street): Work is complete. Final quantities are being prepared.
- 8) 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.

- 9) 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.
- 10) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Work is complete. Final quantities are being prepared.
- 11) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pipe installation started the week of 12/2. Topsoil is being stripped from the pond area. Some of the topsoil that is not needed for final landscaping on this project is being hauled to the Harrison Pond for use there. The remainder is being stockpiled at the Tullar Garage for our future use.
- 12) 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.

Announcements/Future Agenda Items

Aldersperson Pollnow stated that he talked with Police Chief Olson regarding the quarterly reports being brought to the committee. Aldersperson Pollnow stated that Chief Olson does not have an issue bringing the report to committee. Aldersperson Pollnow stated that he feels it is a good process to have committee members weigh in on the report and provide feedback and be able to ask questions.

Adjournment

Motion by Hillstrom, Seconded by Pollnow to adjourn at 6:00 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager