

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 28, 2025

Present: Chairman Lendrum, Alderman Linski, Pollnow and Weber

Excuse: Alderman Borchardt

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development Director Nieforth, City Attorney Rashid, City Clerk Nagel, Public Works Superintendent Radtke, Public Works Office Manager Mroczkowski, Scott Becher, Frank Cuthbert, Susan Dart, Marline Noren, Richard Liedel, Michelle Dunning, and Brent Bauman

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

Approval of Minutes of the Regular Meeting of September 23, 2025

Motion by Weber, seconded by Linski to approve the minutes of the Regular Meeting of September 23, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 4/0

Public Appearance

Susan Dart, 131 E. North Water Street, Neenah- Ms. Dart stated that she is the Executive Director of Island Shores Senior Living. She stated that she is addressing the Public Services and Safety Committee regarding the crosswalk at E. North Water Street and N. Commercial Street. Ms. Dart stated that there have been many close calls with vehicles ignoring or not seeing the Rectangular Rapid Flashing Beacon (RRFB) and almost hitting residents from Island Shores and other pedestrians trying to cross at this intersection. She stated that she is asking the city to consider installing traffic signals at the E. Water Street and N. Commercial Street intersection.

Richard Liedel, 131 E. North Water Street, Neenah- Mr. Liedel stated that he is a resident at Island Shores Senior Living. He stated that he has almost been hit twice in the last month trying to cross this intersection to go to the YMCA. He stated that he would like to also ask the city to consider installing traffic signals at this intersection.

Scott Becher, 1061 Green Acres Lane, Neenah- Mr. Becher stated that he is addressing the Public Services and Safety Committee to stress the need for the Traffic Engineer position to be filled.

Michelle Dunning, 224 Parkwood Drive, Neenah- Ms. Dunning stated that she works for Future Neenah and is addressing the Public Services and Safety Committee regarding the Neenah's Very Merry Christmas Market Special Event. She stated that Future Neenah is very excited about this new event. She stated that it will take place in tandem with the Very Neenah Christmas on Friday, and then Saturday and Sunday.

Chairman Lendrum closed the Public Appearances

GRAEF Arrowhead Park Contract Amendment No.2

Director Nieforth reviewed her memo of October 16, 2025. She stated that the need for a second amendment stems from additional tasks that city staff requested that GRAEF complete based on conversations staff had with the Wisconsin Department of Natural Resources (WDNR). She stated that the \$56,183 is a request from GRAEF for services already completed.

Motion by Weber, seconded by Linski, to recommend the Common Council approve Contract Amendment No.2 with GRAEF Engineering in the amount of \$56,183.00 for professional services for Arrowhead Park engineering tasks and guidance. Funding to be provided by Arrowhead Park carry forward funds included in the 2025 Capital Improvement Budget.

The Committee discussed the roles of GRAEF Engineering, Stantec and the environmental attorney in regard to the Arrowhead Park project.

Alderman Pollnow stated that he feels that this agenda item should have included all costs related to the project so it could be discussed in its totality. He stated that he has asked for updates on the environment attorney's role with this project and has received nothing. He stated that because of these issues he will not be supporting this item.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 3/1 (Alderman Pollnow)

Motion by Weber, seconded by Pollnow to amend the agenda and move item 10 Dangerous Animal Designation Appeal by Shallin Stone before agenda item 5.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Dangerous Animal Designation Appeal by Shallin (Veirauch)Stone for pet dog Hank

Attorney Rashid stated that his office received a voicemail from Shallin Stone who indicated that she is sick and asked to reschedule tonight's hearing. Attorney Rashid stated that he and City Clerk Nagel discussed the request and have agreed to reschedule the hearing per Ms. Stone's request. He stated that this will be the only rescheduling that will be allowed. Attorney Rashid stated that the dangerous dog appeal for Hank will be rescheduled to the November 11th Public Services and Safety Committee Meeting at 5:00 PM.

Alderman Pollnow asked if there is anything in our ordinance that would preclude the committee from voting on this item tonight. Attorney Rashid stated that by not granting Ms. Stone's request, it could open the city up to litigation.

Motion by Pollnow, seconded by Weber to table agenda item No.10 Dangerous Animal Designation Appeal by Shallin (Veirauch)Stone for pet dog Hank until November 11, 2025, Public Services and Safety Committee Meeting.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Special Event-Neenah's Very Merry Christmas Market

Clerk Nagel asked for Future Neenah representatives in attendance to speak on behalf of this event.

Ms. Dunning of Future Neenah Inc. provided an overview of the event. She stated that it will be held on December 5th, 6th, and 7th. She stated that it will take place in the Gateway Plaza and the grassy area of the Plexus property. She stated that Wisconsin Avenue will not be closed on the 6th and 7th but will be closed on Friday the 5th during the Very Neenah Christmas event.

Ms. Dunning stated that this event is being modeled around the European Christmas Markets. She stated that there will be 15 wooden booths for vendors to display and sell their handmade items. She stated that there will be live animals, a carousel, kids' events, ice sculptures, music, and food trucks. Ms. Dunning stated that the Fox Cities Convention Bureau is promoting this event as a destination event and has partnered with Appleton International Airport and Allegiant Air offering discounted flights from Fort Myers.

Alderman Lendrum asked if the TDORA will be in place for this event. Clerk Nagel stated yes. Alderman Lendrum stated that although this is a great event, she will not be able to support it because she does not support allowing the sale of alcohol to start at 10:00 AM which is allowed in the TDORA.

C.A.

Motion by Pollnow, seconded by Weber to approve the special event permit for Neenah's Very Merry Christmas Market, sponsored by Future Neenah Inc., 135 W Wisconsin Avenue. Event to be held on Friday, December 5, 2025, from 5:00 PM to 8:00 PM, Saturday, December 6, 2025, from 10:00 AM to 8:00 PM, and Sunday, December 7, 2025, from 10:00 AM to 3:00 PM

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 3/1 (Alderman Lendrum)

Discuss proposed change to 2026 Punch Card Distribution

Director Kaiser reviewed his memo of October 24, 2025. He stated that the punch card has been mailed out every February as a mass mailing. He stated that staff is proposing for 2026, to have residents pick up their card in person at either City Hall or the Tullar Garage. Director Kaiser stated that this will save on mailing costs, reduce conflict with residents looking for replacement cards, and give staff a way to track distribution and use.

Alderman Lendrum asked what the mailing costs are. Public Work Office Manager Mroczkowski stated that the postage is approximately \$3,000.

Alderman Pollnow stated that he would like to see an online request available for residents. Director Kaiser stated that currently residents can pay for replacement cards online and have them mailed to them. He stated that with the proposed change, at least in the first year, he would prefer in person pick up only for the initial punch card. Alderman Pollnow stated that he would not support that option and feels that there should be the two options for residents, online request and in person.

Alderman Weber stated that he also agrees that we need more than just in person distribution. He stated that there are three options, in person, online or phone call request. Director Kaiser stated that it would have to be either online or in person because we still need to confirm residency.

Alderman Lendrum stated that she would like to offer residents the option of in person or online request.

The consensus of the Committee was to provide an online request form option and an in-person pick-up option for the 2026 Drop-Off Site Punch Card.

Request to Raze the former Doty Avenue Bus Shelter

Director Kaiser reviewed his memo of October 2, 2025. He stated that the former bus shelter was built in the mid-1980's. He stated that the building has become a target for vandalism which staff feel will continue if the building remains. Director Kaiser stated that alternative uses for the building have been explored by Future Neenah, but costs associated with adapting the building for another use have been cost prohibitive.

Director Kaiser stated that based on the circumstances, staff requests permission to raze the building.

C.A.

Motion by Pollnow, seconded by Linski, to recommend Council authorize staff to raze the city-owned former bus shelter at the northeast corner of Church Street and Doty Avenue.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Nicolet Boulevard and N. Commercial Street Roundabout

Director Kaiser presented the results of the roundabout feasibility study for the intersection of Nicolet Boulevard and N. Commercial Street. He stated that this was a joint project with the City of Menasha with a 50/50 cost share.

Director Kaiser stated that what staff directed the consultant to see if the intersection met the parameters for a roundabout, if a roundabout would fit at this intersection, if there were feasible layout options, how would the layout options compare to current traffic conditions, past crash reports, and develop a cost estimate for the project.

Director Kaiser presented the results of the study of the Nicolet Boulevard and N. Commercial Street roundabout and the next steps if this committee and Council are interested in moving forward with the project.

Director Kaiser presented the results of the study of the Nicolet Boulevard and Ahnaip Street roundabout and the next steps if this committee and Council are interested in moving forward with the project.

The Committee further discussed the impact that both roundabouts would have on traffic flow, 50/50 cost share with City of Menasha, future development, business access, if state funding would be available, and timing of the project because of the road condition of Nicolet Boulevard.

Licenses

Recommend approval of the Temporary "Class B" License to Sell Wine at Special Event for Future Neenah. Inc., Very Merry Christmas Market

C.A.

Motion to approve by Weber, Pollnow to recommend Council approve the Temporary "Class B" License to Sell Wine to Future Neenah Inc., 135 W Wisconsin Avenue, for the Very Merry Christmas Market, to be held on Friday, December 5, 2025 from 5:00 PM to 8:00 PM, Saturday, December 6, 2025, from 10:00 AM to 8:00 PM, and Sunday, December 7, 2025, from 10:00 AM to 3:00 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Special Events

No discussion

Public Works General Construction and Department Activity Report

1) S. Commercial Street:

- Work is complete. A punchlist has been provided to the contractor.

- 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. Punchlist items including a manhole repair and fence repair are being completed. A final pay request is being prepared.
- 4) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Staking and sawcutting are scheduled for 10/24. Utility work and pavement removals are scheduled for the week of 10/27 and paving scheduled for the following week.
- 5) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Work is complete. A final pay request is being prepared.
- 6) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A final pay request is being prepared.
- 7) Contract 3-25 (Caroline, Hickory Utility and Street Construction): Utility work, grading, concrete placement, and graveling are complete. Paving is scheduled for the week of Oct. 27.
- 8) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): The contractor is starting work on the sidewalk repair list.
- 9) Contract 4-25 (Misc Asphalt Pavement Repair): The contractor is starting work on the sidewalk repair list.
- 10) Contract 10-25 (City Hall Window Replacement): OMNI Glass & Paint has done measurements and are finalizing shop drawings. Installation is projected to start in early December.
- 11) Fuel: Superintendent Radtke received proposals for fuel and fluids service and has been working with vendors to clarify proposals.
- 12) Courtside Fields Pond: Final quantities and specifications are being prepared for pond construction. We are looking to advertise for bids on the pond in the next two weeks.

13) Storm Water Management Plan Update: Staff received word that the City was awarded a grant from WDNR of \$75,900 for the storm water management plan update. A request for proposals has been prepared. WDNR will prepare a project agreement and review the RFP before it is issued to make sure that it fully captures the work approved in the grant.

Alderman Pollnow stated that he would like to have a set policy on when the sanitary and storm water rates are reviewed.

Alderman Pollnow asked Director Kaiser what the next step would be regarding trails along Woodenshoe Lane, knowing that this is not a priority for the Town of Neenah based on recent conversations with them.

Director Kaiser mentioned reforming the Trail Task Force as an option. He stated that the task force was appointed citizen group that would vet issues like this and provide for citizen input.

Alderman Pollnow asked if East Central Wisconsin Regional Planning Commission could provide some input. Director Kaiser stated that he will contact them and see what direction they suggest taking.

Alderman Pollnow stated that he was contacted from a citizen about the pedestrian crossing at Tullar Road and Gay Drive and the Tullar Road and Cecil Street. He asked if there is anything more planned for those two intersections as far as safety for pedestrian crossings. Director Kaiser stated that there was discussion about installing traffic signals at Tullar Road and Cecil Street. He stated that an analysis would need to be done to see if that would be warranted.

Director Kaiser stated that with regard to Tullar Road and Gay Drive, the police department was looking at removing the crossing guard and installing a Rectangular Rapid Flashing Beacon.

Alderman Pollnow asked who is following up on the Open Item List/Future Agenda Item topic with Mr. Foth. He asked City Attorney Rashid if anyone had discussed this with him. Clerk Nagel stated that Mayor Lang has been in contact with Mr. Foth regarding this issue and he will be here on December 5th for training. Alderperson Lendrum stated that we can talk about this with him at that time.

Announcements/Future Agenda Items

Pedestrian crosswalk at Tullar Road and Gay Drive

Adjournment

Motion by Pollnow, seconded by Linski to adjourn at 6:42 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