

**CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES  
Tuesday, April 8, 2025**

**Present:** Chairman Lendrum, Alderperson Borchardt, Hillstrom, Pollnow, and Weber

**Excused:**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Police Captain Van Sambeek, Superintendent of Parks/City Forester Fink, City Clerk Nagel, Public Works Office Manager Mroczkowski, Frank Cuthbert, Flo Bruno, Michelle Dunning, and Scott Becher

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

Approval of Minutes of the Meeting of March 11, 2025

**Motion by Hillstrom, Seconded by Pollnow to approve the minutes of the meeting of March 11, 2025.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting Aye. 5/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah-Mr. Becher stated that this is the 75<sup>th</sup> anniversary of the City of Neenah Santa float. He encouraged the city to promote this on social media, news media and use it to attract tourism.

Parks & Recreation Oakhill Cemetery Backhoe Proposals

Report **Motion by Weber, Seconded by Pollnow to recommend Council approve the purchase of the Case 580 Backhoe from Service Motor Company in the amount of \$106,275.66.**

Superintendent Fink stated that current backhoe is a Case and we have had no issues with it.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Police Department Carpeting

Report

**Motion by Borchardt, seconded by Pollnow to recommend Council approve the Neenah Police Department to install new carpeting in the administrative offices at a cost not to exceed \$61,009.37 to be funded from the Facilities Capital Improvement Budget.**

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that the carpeting is 14 years old. He stated that they are planning to install the same tile type carpeting that was installed in the training room and the offices. Captain Van Sambeek stated that D&M interiors was used for that job and will be doing this job as well because they are familiar with the building and their employees have had background checks done already. He stated that the budget amount included in the Capital Improvement Program for this project is \$60,000. He stated that overage will come from savings on the other capital projects.

Aldersperson Pollnow asked if vinyl plank flooring was considered. Captain Van Sambeek stated that it was, but the carpet was selected because it dampens sound better.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Police Department Administrative Room Upgrades

Report

**Motion by Borchardt, seconded by Pollnow to recommend Council approve the Neenah Police Department to upgrade the administrative offices at a cost not to exceed \$36,000.00 to be funded from the Facilities Capital Improvement Budget.**

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that cracks in the walls will be repaired, the Executive Assistant's office will receive new desk furniture, the Professional Staff Captain's and Assistant Chief's offices will receive new modular storage units and height adjustable desks, the sink in the conference room will be made ADA compliant and receive a longer countertop. He stated that Nordon will be the vendor for the office furniture.

Aldersperson Pollnow suggested that in the future to include the name of the vendor or contractor that will be completing the work in the memo.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Police Department Front Desk Upgrades

Report

**Motion by Weber, seconded by Pollnow to recommend Council approve the Neenah Police Department to upgrade the front desk offices at a cost not to exceed \$6,500.00 to be funded from the Facilities Capital Improvement Budget.**

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that the flooring and overhead storage units will be replaced. He stated that Nordon will be the contractor.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Police Department Records Room Update

Report

**Motion by Borchardt, seconded by Pollnow to recommend Council approve the Neenah Police Department to upgrade the records room at a cost not to exceed \$48,000.00 to be funded from the Facilities Capital Improvement Budget.**

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that this area will receive new cubicles with sliding doors, new ergonomic desks, and a small meeting area will be added.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

Police Department ISU Furniture Replacement

Report

**Motion by Pollnow, seconded by Hillstrom to recommend Council approve the Neenah Police Department to replace the ISU furniture at a cost not to exceed \$8,500.00 to be funded from the Facilities Capital Improvement Budget.**

Captain Van Sambeek reviewed his memo of April 2, 2025. He stated that the conference table and chairs will be replaced and that a work surface for the printers, equipment, and paperwork will be added.

Aldersperson Pollnow requested that the budget amount be included in future memos.

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 5/0

### Approved Special Events

Information Item Only

### Budget Adoption Project Notice

Director Kaiser stated that at the March 11, 2025, Public Services and Safety meeting, staff was directed to reformat the notice letter that is mailed to residents each December informing them that their street has been approved for utility or street construction and has been included in the CIP. He stated that the draft letter was included in the packet. Director Kaiser stated that the letter identifies the evaluation of how streets are included in the CIP, why they are being notified, the aldermanic information, and a QR code that will direct the residents to the Department of Public Works Resident Information webpage.

Aldersperson Pollnow stated that he thought the letter was excellent. He stated that he liked the QR code.

Aldersperson Lendrum asked that the in the last sentence, to bold the words "Public Works Department at (920)-886-6240".

Aldersperson Lendrum asked Director Kaiser if he had any concerns with the reformatting. Director Kaiser stated he did not.

No further action was needed.

### Public Works General Construction and Department Activity Report

#### 1) S. Commercial Street:

- Road grading crews are scheduled to start on 4/7. They will start on the south end of the project with pavement removal, roadbed excavation, and graveling.
- Storm sewer main installation will continue. This work in the first phase of the project is scheduled to be complete during the week of 4/14.
- The contractor is closely coordinating storm sewer installation in front of Galloway to address a water service elevation conflict.
- Several sanitary sewer lateral conflicts are being addressed during the course of storm sewer installation. The city is paying for the adjustments as they are encountered.

#### 2) Contract 7-21 (Harrison Pond): A punchlist has been provided to the contractor. Final topsoiling is about 50% complete.

Aldersperson Hillstrom asked about the waterfall in the back. Director Kaiser stated that we are waiting on Kuehl Electric to make some repairs to the wiring that was damaged.

- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Concrete repairs have been made. Restoration at those sites is needed along with a parking lot asphalt repair. Final quantities have been prepared.
- 4) Contract 4-24 (S. Park Avenue Easement – Utilities): Piping work is complete. Manhole sealing and restoration remain to be done.
- 5) 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.
- 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 ongoing. Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring.
- 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): The pre-construction meeting was held on 4/3. The contractor plans to start work on 4/7.
- 10) Contract 2-25 (Elm, Douglas Utilities and Street):
  - a) Elm: Utility main installation on Elm is about 60% complete. Sanitary sewer lateral installation will start the week of 4/7.
  - b) Douglas: Sanitary sewer main is installed. Storm sewer main is installed from Commercial to the Douglas Park entrance. Sanitary sewer lateral installation has started.
- 11) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract was awarded to David Tenor Corp. A schedule has not been set.
- 12) Contract 8-25 (Tullar Garage Roof Repair): The contract was awarded to JT Rams, LLC. A schedule has not been set.
- 13) PASER Ratings: Staff is beginning the biannual review of street ratings. Once they have been compiled, they will be provided to WisDOT and become part of our CIP development.
- 14) Church Street Ramp: A large window was damaged in the parking ramp, apparently by someone with a pellet gun. Building Manager Benson has made arrangements for its replacement.
- 15) A request for proposal for the ramp inspection was distributed on 4/4. Proposals are due in late April.
- 16) Nicolet/Commercial Roundabout: A request for proposal was distributed on 3/31. Proposals are due at the end of April.

17) City Hall HVAC: Work on the second floor HVAC upgrade is scheduled to start the week of 4/7.

Announcements/Future Agenda Items

Aldersperson Pollnow asked for a future agenda item regarding the contract approval process. Director Kaiser stated that the League of Wisconsin Municipalities has information about this topic. He stated that he would send the link to Aldersperson Pollnow.

Adjournment

**Motion by Hillstrom, seconded by Pollnow to adjourn at 5:37 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