

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, September 23, 2025

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

Excuse:

Also Present: Mayor Lang, Public Works Director Kaiser, Public Works Superintendent Radtke, City Clerk Nagel, Public Works Office Manager Mroczkowski, Scott Becher, and Frank Cuthbert

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

Approval of Minutes of the Regular Meeting of September 9, 2025

Motion by Weber, seconded by Pollnow to approve the minutes of the Regular Meeting of September 9, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

None

Replacement of Fleet #18 (One-Ton Dump Truck)

Public Works Superintendent Radtke stated that this is a replacement for a smaller one-ton dump truck. He stated that the state bid by Napleton was the low bid at \$68,306.00. He stated that the budgeted amount was \$80,000.00. He stated that this truck will have a stainless-steel box to avoid rusting.

Public Works Superintendent Radtke stated that staff are also requesting that the existing 2006 Ford F-250 dump truck remain in the fleet pending major repairs due to the lack of small dump trucks.

Motion by Weber, seconded by Borchardt to recommend the Common Council approve the purchase of a 2026 Chevrolet Silverado 3500 Dump Truck with a Monroe Dump Box from Napleton Autowerks, Columbus WI, for \$68,306.00, and approve the purchase of a 2-way radio and additional safety items/lighting in an amount not to exceed \$2,000.00. Funding to come from Capital Equipment fund.

Report

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Chairman Lendrum suspended the rules to allow open dialogue on agenda items, 4,5, and 6.

Discuss 2026 Yard Waste Schedule Changes

Public Works Superintendent Radtke reviewed the change to yard waste collection in 2025. He stated that there was quite a bit of resident feedback regarding the changes that were made to the collection schedule. He stated that most of the feedback was that we started too early.

Public Works Superintendent Radtke stated that staff discussed options to resolve the comments from residents. He stated that the staff is recommending collection starting in May instead of April. He stated that the collection schedule would be May, June, August, and October. The same number of months but starting one month later.

Alderman Pollow stated that last year when the discussion to change the schedule to every other month was proposed, the reason was to reallocate labor that was previously used for yard waste collection to perform other duties. He stated that he would like a report on how the reallocated labor was used and if changing the schedule was beneficial.

Public Works Superintendent Radtke stated that twice as much hot mix was put down filling potholes. He stated that 12,000 lbs. of mastic was put down compared to just 4,000 lbs. in 2024. He stated that the mastic is used for filling larger cracks and trip hazards in the road, making manholes flush with the road and repairing longer stretches of cracked asphalt that is damaged along the curblin. Public Works Superintendent Radtke stated that we went from taking 4 days to collect yard waste down to 2 days. Public Works Superintendent Radtke stated that residents have been using the drop-off site much more to dispose of their yard waste. He stated that is what we hoped would be the case with the change in schedule.

Alderman Pollnow was encouraged to hear the benefit of the schedule change and stated that we should not lose sight of why the change was made. He stated that if the change has proven to be beneficial, we should consider continuing with the current schedule.

Office Manager Mroczkowski stated that the callers she talked to said April was too early to start yard waste collection. She stated that the majority of the callers did not have time to start to work in their yards yet.

Further discussion was held, and the Committee's consensus was to move April collection to May and then the normal even month collection of June, August and October.

Discuss Parameters for Future Agenda Items

Alderman Pollnow stated that he feels that it is important to have an open agenda items list, so agenda items are not forgotten about. He stated that he would like to see this posted on the intranet.

Alderman Weber asked what is done with the list. Office Manager Mroczkowski stated it is kept in her Public Services and Safety Committee folder. She stated it is reviewed periodically by Director Kaiser.

The Committee had a lengthy discussion on whether the future agenda list should be posted on the intranet, how this list integrates with Council directives, reviewing the list quarterly, being transparent with the Common Council, what other committees do to track their outstanding items, and the need to establish a common practice for all committees.

Further discussion was held by the Committee to reach out to Mr. Foth from the League of Wisconsin Municipalities for his opinion on what other cities do in this situation or using our City Attorney to provide his opinion.

The consensus of the Committee was to reach out to Mr. Foth of the League of Wisconsin Municipalities for his opinion and also consult the City Attorney.

Discuss Police Department Quarterly Statistic Report

Chairman Lendrum stated that she would like to propose that the Police Department's quarterly statistic report be included in Chief Olson's Weekly Report email, instead of being reported out through this committee. She stated that the Common Council would still be receiving the data but through a different channel.

Alderman Pollnow stated that he does not agree with the suggested change. He stated that bringing this report to committee allows questions to be asked. He stated it is great tool to learn about trends in crime in the City of Neenah and other communities. He stated that it also provides transparency for the police department.

Alderman Borfhcardt stated that if he has questions about the report he will reach out to Chief Olson. He stated that he does not see a need to review it page by page. He stated it can be presented to committee and then open it up for questions, that would be his suggestion.

The consensus of the Committee was that the Police Department's Quarterly Statistic Report continue to be reported out to the Public Services and Safety Committee.

Public Works General Construction and Department Activity Report

1) S. Commercial Street:

- Several overlapping operations will be taking place until the project is completed. These operations include grading for and placing sidewalk and driveway aprons on the east side; placing asphalt tie-ins for driveways and side streets; traffic signal cabling and cabinet installation; and landscaping.

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 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.

5) 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 property acquisition.

Director Kaiser stated the land acquisition paperwork was signed on Monday, September 22, 2025.

6) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Utility work, concrete work, and paving are complete. Landscaping and clean-up remain.

Director Kaiser stated that all that is left to do is pick up the barricades.

7) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A punchlist items are being addressed and final quantities are being prepared.

8) Contract 3-25 (Caroline, Hickory Utility and Street Construction):

- a) Caroline: Utilities are complete. Street construction starts the week of 9/22.
- b) Hickory: Utility work is complete. Street work is expected to start in early October.

9) Contract 4-25 (Misc Concrete Pavement/Sidewalk 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) Nicolet/Commercial Roundabout Study: The draft report has been received and comments returned to the consultant. When the final report is received, it will be presented to Committee. Staff met with our Menasha counterparts to discuss arranging a joint meeting of the Councils to determine next steps.

Director Kaiser stated that the final report was received on Monday, September 22, 2025. He stated that he has talked with Director Merten and have agreed to a joint meeting of the Common Councils on how to proceed with the project.

- 12) Utility Rates: Rates for the stormwater and sanitary sewer utilities are being reviewed. Recommendations will eventually be presented to the Finance & Personnel Committee.

Announcements/Future Agenda Items

None

Adjournment

Motion by Borchardt, seconded by Pollnow to adjourn at 5:58 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