

****AMENDED****
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, August 27, 2024

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

Excused:

Also Present: Mayor Lang, City Attorney Rashid, Public Works Director Kaiser, Community Development and Assessor Director Haese, Parks & Recreation Director Kading, Public Works Superintendent Radtke, Public Works Office Manager Mroczkowski, Assistant Public Works Superintendent Beyer, Alderperson Boyette, Ron Albrecht, Arnold Stachurski, Scott Becher, Heidi Keating, and Duke Behnke

Approval of Minutes of the Meeting of the Meeting of July 30, 2024, and the Special Meeting of August 21, 2024

Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of July 30, 2024, and the Special Meeting of August 27, 2024

Motion Carried. All voting aye. 5/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah – Mr. Becher spoke in regard to the Arrowhead RFP review team. He stated that it is a governmental body that should fall under Wisconsin’s opens meeting laws and the Wisconsin’s open records law.

Heidi Keating, 525 Riford Rd, Neenah – Ms. Keating spoke in regard to the proposed ordinance modification allowing alcohol sales in convenience stores. Ms. Keating stated that she does not support the change. She stated that she commends the City of Neenah for their foresight to pass an ordinance that protects the community from the affects alcohol can cause. She stated that revoking the ordinance will increase alcohol related crimes and harms. Ms. Keating stated that this ordinance protects the Neenah community members.

Ron Albrecht, 1144 Westwind Ct, Neenah – Mr. Albrecht spoke in regard to the proposed ordinance modification allowing alcohol sales in convenience stores. He stated that he works for Kwik Trip and is in favor of the ordinance change. He stated that fermented malt beverage sale is not a high profit category for Kwik Trip but is an item that the public would like to be able to purchase in convenience stores. Mr. Albrecht stated that Kwik Trip wants a win/win for the public and wants everyone to be on a level playing field.

Arnold Stachurski, 1356 Mulberry Ln, Neenah - Mr. Stachurski spoke in regard to the proposed ordinance modification allowing alcohol sales in convenience stores. He stated that he also works for Kwik Trip and supports the ordinance change. Mr. Stachurski stated that he too wants to be on a level playing field.

Public Works Superintendent Radtke introduced Travis Beyer as the new Assistant Public Works Superintendent.

Chairperson Lendrum closed public appearances.

South Vehicle Bay Ceiling Fans

Report

Motion by Pollnow, Seconded by Borchardt to recommend Council approve the purchase of two (2) 24' ceiling fans for the south vehicle bay from Black Gold Environmental Services in the amount of \$12,688.00 and installation costs not exceeding \$2,300.00 utilizing 2024 Capital Equipment budgeted funds.

Public Works Superintendent Radtke stated that this will be the second set for the south vehicle bay. He stated that these fans are doing a great job circulating the air in the vehicle storage area. Public Works Superintendent Radtke stated that he will be looking at installing these fans in other work areas in the municipal garage in the future.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Replacement of V-Box Salt Spreader

Report

Motion by Pollnow, Seconded by Borchardt to recommend Council approve a budget amendment of \$8,000 from remaining funds from the Sewer Capital Project Funds, Project SEW09, Sewer Utility Truck, to purchase a Boss VBX 6500 Auger Salt Spreader from Monroe Truck Equipment in the amount of \$6,848.00.

Public Works Superintendent Radtke stated that the current salt spreader was purchased in 2004 and has had the motor and conveyors replaced twice.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Licenses & Permits

Approve the Temporary Extension of Licensed Premises Application to Cedar Neenah, LLC, for the Cedar Cornhole Event.

Motion by Pollnow, Seconded by Weber to recommend Council approve the Temporary Extension of Licensed Premises Application to Cedar Neenah, LLC, 1330 S. Commercial Street, Neenah, for the Cedar Cornhole Event, to be held on September 7, 2024, from 1:00 PM to 6:00 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Special Events Permits Informational Only

Design and Engineering Services for Arrowhead

Motion by Weber, Seconded by Hillstrom to recommend Council approve the Design and Engineering Services of Arrowhead Park to GRAEF, in an amount not exceed \$189,617.00, utilizing ARPA funds allocated for Arrowhead as identified in the 2024 Capital Budget.

Director Kading reviewed his memo of August 22. He stated that under the direction of Mayor Lang, City staff issued Requests for Qualifications (RFQs) to over 20 firms and listed the RFQ on QuestCDN, an online service representing construction and engineering firms. He stated that 10 individuals from various firms attended a June 11, 2024, walkthrough at Arrowhead. Director Kading stated that on June 19, 2024, five firms submitted responses to the RFQ they were JSD, IMEG, MSA, SEH and GRAEF.

Director Kading stated that after the RFQ submittals were received, staff issued a Request for Proposal (RFP) to the five firms. He stated that the interview team reviewed the RFP's and invited four of the five firms to interview with the team. Director Kading stated that after completion of the interview process, fee proposals were reviewed, and the interview team met to further discuss and deliberate.

Director Kading stated that the Arrowhead interview team, based upon quality of presentation and overall strength of team recommends GRAEF in an amount not to exceed amount of \$189,617.00. Director Kading noted that the Parks Commission met earlier today and approved GRAEF as well.

Aldersperson Pollnow stated that in May 2024, the Council voted to receive and place on file the RDG Planning and Design for Arrowhead. He stated that he thought the plan was great, but it did not have costs or a timeline. He stated that for this reason and also that he feels this is a want and not a need, he will be voting against this item.

Call for vote by Chairperson Lendrum

Motion Carried 4/1 (Pollnow)

Schematic Design for the Innovation Building at Arrowhead

Report

Motion by Weber, Seconded by Hillstrom to recommend Council approve the Schematic Design proposal for the innovation building from Gries Architectural Group, Inc., in the amount not to exceed \$23,500, utilizing Budgeted 2024 CIP Arrowhead Funds.

Director Kading reviewed his memo from August 20. He stated that the innovation building is meant to serve as the “HUB” for Arrowhead. He stated that maintenance and parks and recreation programming will be supported out of this facility along with having restrooms.

Call for vote by Chairperson Lendrum

Motion Carried 4/1 (Pollnow)

Prairie Design Services for Arrowhead

Report

Motion by Weber, Seconded by Hillstrom to recommend Council approve the Prairie Design Services proposal from J. Kox Landscape Architecture, LLC, in the lump sum amount not to exceed \$9,500, utilizing Budgeted 2024 CIP Arrowhead Funds.

Call for vote by Chairperson Lendrum

Motion Carried 4/1 (Pollnow)

Council Directive-Convenience Store Alcohol Sales Allowance

Report

Motion by Pollnow, Seconded by Weber to recommend Council approve Ordinance No. 2024-18 modifying the Neenah Municipal Code to permit the sale of malt beverages from convenience stores as specified within the Ordinance.

Director Haese reviewed his memo of August 22. He stated that in response to the Council directive, staff prepared an ordinance to modify the Municipal Code permitting the sale of malt beverages with reasonable restrictions at convenience stores. Director Haese stated that the specific conditions and restrictions will help provide easier processing and improve clarity for the city and the license holder.

Aldersperson Pollnow stated that he is happy to see this modification to the ordinance. He stated that it is good for the city when it comes to future development.

Alderson Hillstrom stated that there are 11 convenience stores in the City of Neenah and 52 locations to purchase alcohol in the City of Neenah. He stated that if we approve this ordinance, larger convenience stores are going to start moving into the city, putting the smaller convenience stores out of business. Alderson Hillstrom stated that he has heard from many people, both from Neenah and outside of Neenah, how they admire the city for the stance they have taken with alcohol in the parks and where alcohol is sold.

Call for vote by Chairperson Lendrum

Motion Carried 3/2 (Lendrum, Hillstrom)

Contract for Weights and Measures Services with City of Appleton

Report

Motion by Pollnow, Seconded by Borchardt to recommend Council approve the Cities of Appleton and Neenah Memorandum of Agreement for weight and measure services.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pump manhole to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is complete. Concrete pavement was placed on one-half of each of the streets. Weather allowing, the other half of the streets will be paved after Labor Day.
- 5) Contract 2-24 (E. Doty Av - Utilities and Street): Utility work is complete with the exception of several service replacements east of Oak St. Concrete paving was done on the north half from Commercial to Oak on 8/20. Weather allowing, the south half of that section will be paved early the week of 8/26.

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- 6) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Work is complete.
 - b) Commercial St Water Crossings: Utility installation is complete.
 - c) Quarry Ln: Utility work is complete. Street excavation and grading will be completed the week of 8/26. Reed St south of Quarry will require additional excavation to address poor soils.
- 7) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is scheduled to start in August.
- 8) Contract 5-24 (North St - Utilities and Street): Utility installation is complete, and the rest period has concluded. Concrete repairs and pavement removal are next steps.
- 9) Contract 6-24 (Jewelers Park Drive – Street): Work is complete. Final quantities are being prepared.
- 10) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Miscellaneous sidewalk repairs will start when the contractor remobilizes.
- 11) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 12) Contract 9-24 (Epoxy Pavement Markings): Pavement markings are set to be start the week of August 26th. The Tullar Road markings will be done first and will be done by before school starts.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. They are planning to start this work in August.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding. The wetland permitting was received on 8/21.
- 15) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.
- 16) Our new Crafcro Mastic Patcher was put into operation on 8/21.
- 17) Traffic Engineer Merten has been monitoring the traffic conditions resulting from the closure of Washington Street in Menasha. That closure has resulted in significant peak hour traffic congestion along Commercial, Nicolet and Ahnaip. The closure is expected to be in place until 8/28.

Announcements/Future Agenda Items

None

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Adjournment

Motion by Borchardt, Seconded by Pollnow to adjourn at 6:15 PM.

Call for motion 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