

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, April 11, 2023, 6:30 PM**

**Present:** Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

**Excused: NONE**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Public Works. Police Chief Olson, Superintendent Radtke, Police Captain Van Sambeek, City Clerk Nagel, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Scott Francis

Public Appearances:

Lauralei Staffeld, 640 Greenfield Street, Neenah. Ms. Staffeld requested that the city consider going to weekly recycling collection. She stated that her household constantly has extra recycling that will not fit in the cart every two weeks and the cost of an extra cart is not affordable.

Mary Staffeld, 640 Greenfield Street, Neenah. Ms. Staffeld stated that she also is asking for the city to implement weekly recycling collection. She stated that the city requires that the lid be closed on the refuse and recycling carts, so she is not able to fit all the recycling into the cart every two weeks. She stated that recycling every week may encourage more recycling from residents.

Aldersperson Lendrum stated that Laurie Hill, the Director of Friendship Place is here with guests regarding the parking concerns around the building at 220 N. Commercial Street. Aldersperson Lendrum stated that she had met with Director Hill and viewed the parking situation. She stated that after walking the parking area and discussing options with Director Hill, she is confident that 80% of the parking issues can be resolved by the City delineating individual parking stalls along the 100 Block of W Forest Avenue on the north side.

June Cartel, 220 N Commercial Street, Neenah. Ms. Cartel stated that she is a patron of Friendship Place at 220 N. Commercial Street and would like to see parking inside of the bike lane.

Scott Francis, 319 Cleveland Street, Menasha. Mr. Francis stated that Doty Island is a blighted area. He stated that looking at the Capital Improvement Plans for the city going back as far as 1990, the plans suggest that the lack of sufficient parking makes it hard to support redevelopment on Doty Island. He stated that there are many viable retail properties that have remained vacant over the last 10 to 15 years because there is not enough parking available. Mr. Francis stated that the city provides parking downtown for retail properties and wants the same consideration on Doty Island. He stated that he lost seven parking stalls next to his building when the intersection pavement markings were restriped. He stated that the elimination of the parking stalls along his building on Forest Avenue has created an economic hardship that effects the rental income that he can get for his building at 303 N. Commercial Street. Mr. Francis stated that he is asking to have the center line on E. Forest Avenue moved to the north, which would allow the reinstatement of parking stalls that were eliminated with the current pavement stripping.

Lisa Olejniczak, 1600 Elk Trail, Neenah. Ms. Olejniczak stated that she is the Executive Director of New Perspective Island Shores Senior Living at 131 E. North Water Street, Neenah. She stated that Island Shores is a 100-unit senior living apartment building that runs at approximately 95% occupancy. She stated that the facility does have underground parking for the residents and has a 20-stall parking lot available for visitors. She stated that on street parking availability is limited to the apartment building because Winnebago County employees park on E. North Water Street on a daily basis. Alderperson Lendrum stated that the topics discussed will be taken under consideration. She thanked those who attended and for their input.

**Motion/Second/Carried by Stevenson/Hillstrom to adjust the agenda to act on Agenda Item 8 (c), i, ii, and iii.** All voting aye.

Retail Liquor License Applications

Report

Urban Market Neenah, LLC, 201 W Wisconsin Avenue, "Class B" Liquor & Beer

**Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend Council approve the Class "B" Combo Liquor & Beer License #38 to Urban Market Neenah, LLC., 201 W Wisconsin Avenue, Agent Spencer Anvelink.** All voting aye.

Report

David Pyszora, 1360 S Commercial Street, "Class B" Liquor & Beer.

**Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the reserved Class "B" Combo Liquor & Beer License with a \$10,000 non-refundable deposit to David Pyszora, Pappa's Café, 1360 S Commercial Street, Agent David Pyszora.** All voting aye.

Report

2 Bullyz Bar, LLC, 430 Sherry Street, "Class B" Liquor & Beer.

**Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the transfer of Two Broke Girls Class "B" Combo Liquor & Beer License to 2 Bullyz Bar, LLC., 430 Sherry Street, Agent Rosita Eisenach.** All voting aye.

Approval of Minutes of the Special Meeting of March 21, and April 5, 2023

**Motion/Second/Carried by Borchardt/Hillstrom to approve the minutes of the Special Meetings of March 21 and April 5, 2023, meeting.** All voting aye.

Axon and evidence.com Upgrade

Police Captain Van Sambeek stated the Neenah Police Department is seeking approval to enter into a 5-year contract with Axon for their body cameras data storage. Captain Van Sambeek asked if the committee had any questions.

Aldersperson Stevenson asked what the funding source is for this purchase. Police Chief Olson stated that Capital Improvement Funds will be used.

Aldersperson Stevenson stated that the Council can only approve 2023 dollars.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Neenah Police Department enter into a new 5-year contract with Axon and approve the 2023 payment in the amount \$33,932.25 for year one of the contract using 2023 Budgeted Capital Funds. All voting aye.**

School Resource Officer Squad Replacement

Captain Van Sambeek reviewed his memo of March 8, 2023. He stated that the current School Resource Officer (SRO) squad is up for replacement in 2024. He stated that it is experiencing mechanical issues that are estimated to cost more than the vehicle's value. He stated that staff is seeking to have the SRO temporarily use the squad assigned to the Behavioral Health Officer until one of the 2019 Ford Interceptor SUV's that are going to auction is available later this year.

Captain Van Sambeek stated that this is an informational item, and no Committee action is needed.

Fleet #9A Replacement

Public Works Superintendent Radtke reviewed his proposal to replace Fleet 9#A. He stated that he only received one bid from Packer City International Trucks. Public Works Superintendent Radtke stated that the truck came in over budget, but stated that overall, he is under budget with the equipment purchases for this year.

Report

**Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the purchase of a 2024 International Tandem Patrol Tuck utilizing the International chassis and the Monroe Truck equipment package from Packer City International Truck for \$251,302.00 with the funding coming from \$230,000.00 in the 2023 Capital Budget and the remainder to come from equipment fund balance. All voting aye.**

Tullar Garage North Vehicle Storage Fan Purchase

Public Works Superintendent Radtke stated that these fans have been installed in the mechanic's and traffic shops and have been performing very well in heating efficiency and employee comfort. He stated that he would like to purchase two more for installation in the vehicle bays to help with heating and drying the floors out in the winter.

Report

**Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the purchase of two (2) 24-foot ceiling fans from Black Gold Environmental Services for \$11,681.00 and to approve electrical and fire system work to be done to install the ceiling fans not to exceed an amount of \$3,250.00 with the funding source being \$15,000.00 of the 2023 Capital Facility Budget. All voting aye.**

Accessible Pedestrian Signal Purchase

Traffic Engineer Merten reviewed his memo of April 7, 2023, regarding a request for an accessible pedestrian (APS) signal system at the Bell/Commercial and Bell/Marathon intersections. He stated that system provides audible tones and message to inform users when to use the crosswalk and to provide alternative methods to trigger a walk signal. Traffic Engineer Merten stated that two quotes were received, TAPCO in the amount of \$15,422 to do both intersections and TCC in the amount of \$18,800.00. He stated that the Common Council approved \$20,000.00 for this project. He stated that staff also verified that this project qualifies for a Community Development Block Grant.

Traffic Engineer Merten stated that staff is seeking approval to purchase the Polara APS system from TAPCO in the amount of \$15,422.00, utilizing 2023 CIP account 012-4776-743-0236 with the intent to be reimbursed by Community Development Block Grant.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the purchase of the Polara APS System from TAPCO for \$15,422.00, utilizing 2023 CIP account 012-4776-743-0236 with the intent to be reimbursed by Community Development Block Grant to the Public Infrastructure fund balance. All voting aye.**

Licenses

Temporary Class "B" Picnic, Bergstrom-Mahler Museum of Glass Arts Festival, August 11-12, 2023

C.A. **Following discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Common Council approve the Temporary Class "B" Picnic License Application for the sale of fermented malt beverages and wine to Bergstrom-Mahler Museum Glass of Art Festival, 165 N Park Drive, to be held on August 11, 2023, and August 12, 2023. All voting aye**

Temporary Extension of Licensed Premises, Richtergreene, LLC, Greene's Pour House Block Party, May 20, 2033

C.A. **Following discussion: Motion/Second/Carried Borchardt/Stevenson to recommend Common Council approve the Temporary Extension of Licensed Premises to Richtergreene, LLC, for Greene's Pour House Block Party, 134 W Wisconsin Avenue, to be held on May 20, 2023. All voting aye**

Special Events

Bergstrom-Mahler Museum of Glass Arts Festival

C.A. **Following discussion: Motion/Second/Carried Borchardt/Weber to recommend Council approve the Street Use Permit for Bergstrom-Mahler Museum Glass Art Festival, 165 N Park Drive, to be held on August 11 and August 12, 2023. All voting aye.**

Fox Cities Marathon

C.A. **Following discussion: Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the Street Use Permit for the Community First Fox Cities Marathon, sponsored by Community First Credit Union, 1575 Dresang Way, to be held on September 16 and September 17, 2023. All voting aye.**

Future Neenah Farmers Market

C.A. **Following discussion: Motion/Second/Carried Borchardt/Weber to recommend Council approve the Street Use Permit for the Future Neenah Farmers Market, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on Saturdays from June 10, 2023, through October 14, 2023. All voting aye.**

Future Neenah Out to Lunch & Evening Concert Series

C.A. Following discussion: Motion/Second/Carried Borchardt/Stevenson to recommend Council approve the Street Use Permit for the Future Neenah Out to Lunch and Evening Concert Series, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on Wednesdays starting June 21, 2023, and ending August 24, 2023, from 6:00 PM to 8:00 PM and Thursdays starting June 15, 2023, ending August 9, 2023, from 11:30 AM to 1:00 PM. All voting aye.

Greene's Pour House Block Party

C.A. Following discussion: Motion/Second/Carried Stevenson/Weber to recommend Council approve the Street Use Permit for the Greene's Pour House Oktoberfest, sponsored by Greene's Pour House, 134 W Wisconsin Avenue to be held on May 20, 2023. All voting aye.

JDRF One Walk

C.A. Following discussion: Motion/Second/Carried Stevenson/Weber to recommend Council approve the Street Use Permit for the JDRF One Walk, sponsored by JDRF, 1800 Appleton Rd, Ste. 2, Menasha, to be held on May 20, 2023. All voting aye.

Neenah-Menasha Memorial Day Parade

C.A. Following discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the Neenah-Menasha Memorial Day Parade, sponsored by Twin City Veterans, P.O Box 441, Menasha, to be held on May 29, 2023. All voting aye.

Neenah Kids Triathlon

C.A. Following discussion: Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Street Use Permit for the Neenah Parks Kids Triathlon, sponsored by City of Neenah Parks & Recreation Department, 211 Walnut Street, to be held on August 5, 2023. All voting aye.

Udderly Euro

C.A. **Following discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the Street Use Permit for Udderly Euro, sponsored by Udderly Euro, 11901 Washington Green Road, Louisville KY, to be held on June 17, 2023. All voting aye.**

Copia Cup Soccer Tourney

The Committee discussed traffic control arrangements.  
No action required. Informational only.

Flatgrass Soccer Tourney

No action required. Informational only.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Work on the water feature stones will continue when weather allows.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.
- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer lateral/water service pulling is about 25% complete. The contractor will be starting sewer main replacement on Burr Avenue the week of April 10.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is scheduled to start work the week of April 17 on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A work schedule has not been set.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction): The contract was awarded to MCC, Inc. A work schedule has not yet been set.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): The contractor has been installing sewer main. About 45% of that work is complete.
- 9) Contract 7-23 (High, River Utility and Street Construction): The soil boring report has been received and the necessary information provided for railroad review.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the

roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.

- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project bid has been opened. The Board of Public Works tabled a recommendation pending staff review of the library bumpout design.
- 12) Spring Load Limits: We are planning to lift spring load limits on April 17.
- 13) Oakridge Road: While preparing the capital improvement program, staff met with Town of Neenah representatives to discuss the status of Oakridge Road. It became apparent that they are not in a position to proceed with a project east of Tullar Road. I have directed staff to check into the cost to place a skim coat of asphalt over the current pavement to address the road conditions for the next 8 to 10 years while arrangements can be made with the Town for a more substantial project.

Announcements/Future Agenda Items

None

**Adjournment: Motion/Second/Carried Hillstrom/Weber to adjourn at 7:52 PM.** All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager