

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, January 10, 2023, 6:30 PM**

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

**Excused:**

**Also Present:** Mayor Lang, City Attorney Rashid, Public Works Director Kaiser, Police Chief Olson, Utility Director Mach, City Clerk Nagel, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Jace Park

Approval of Minutes of the Meetings of December 13, 2022

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the December 13, 2022 meeting.** All voting aye

Public Appearances:

NONE

Doty Island Sign Proposal

Jace Park, President of the Doty Island Development Council (DIDC) requested permission to have the city install "Historic Doty Island" signs above street sign locations on Doty Island. She stated that this project has been in the works for two years. She stated that the City of Menasha has approved the signs and she is looking for approval from the City of Neenah to install the specialty signs. She stated the initial cost of the signs and brackets will be paid for by the DIDC. Ms. Parks stated that the signs are being constructed per Federal and State sign regulations. She also noted that DIDC will prove replacement for signs that are stolen or damaged.

Traffic Engineer Merten stated that the labor to install the signs will be donated by the city.

The Committee discussed costs of the project and how to prevent the signs from being stolen.

**Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the placement of 82 Historical Doty Island signs on the street name signs, with the City of Neenah donating the labor to install the signs.** All voting aye.

C.A.

SRO Agreement with Neenah Joint School District

Aldersperson Stevenson outlined his concern with the proposed contract. He stated that he has concerns regarding the funding percentage that has been included in the contract. He stated that with the School District and Village of Fox Crossing negotiations on going, he hoped that the city could have negotiated a better funding percentage.

The committee discussed the funding percentage, the need for 2 SRO's, and if the City should wait until the Village of Fox Crossing SRO contract is negotiated with the school district.

Report

**Following Discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the SRO contract between the Neenah Joint School District and the City of Neenah. Vote 4/1 (Nay vote from Aldersperson Stevenson)**

Cecil Street Garage Lease with Youth Go

Director Kaiser stated that, while Youth Go is discontinuing the haunted house event at the Cecil Street Garage, Youth Go has expressed interest to still lease space in the garage. He stated that the current lease price of \$292 per month has been in place since 2005. Director Kaiser stated that with the decrease in leased square footage of Youth Go the proposed new monthly lease agreement price is \$100.

Report

**Following Discussion: Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the lease amendment with Youth Go Inc., for the Cecil Street Garage with a start date of April 1, 2023. All voting aye.**

Public Works-2023 Capital Budget Amendments

Director Kaiser stated that with the uncertainty of the Shattuck Development Project, staff is recommending to focus construction efforts on other areas in the city that were in need of work. He stated that the proposed changes eliminates three streets in the current CIP, Elm Street (Cecil to Division), Reed Street (Cecil to Division), and Laudan Boulevard (Elm to Reed).

Director Kaiser stated that staff is proposing to replace those projects with projects on Laudan Boulevard (Oak to Elm), River Street (Forest to Edna), High Street (River to Center), Brantwood Drive (Marathon to Parkwood), Brantwood Ct, and Columbian Avenue (Elm to Congress). He stated that all of these streets have deficiencies either with sanitary sewer, water facilities, or pavement.

Report

**Following Discussion: Motion/Second/Carried Stevenson/Borchardt to recommend Council approve the 2023 budget amendments as outlined in the table in Director Kaiser, January 3, 2023 memo. All voting aye.**

Current CIP

	Project	Streets	Sanitary Sewer	Storm Sewer	Water	Total
1.	Elm St (Cecil - Division)	0	600,000	210,000	511,000	1,321,000
2.	Reed St (Cecil - Division)	0	620,000	150,000	454,000	1,224,000
3.	Laudan Blvd (Elm - Reed)	0	84,000	70,000	89,000	243,000
	TOTALS	0	1,304,000	430,000	1,054,000	2,788,000

Proposed budget amendment

	Project	Streets	Sanitary Sewer	Storm Sewer	Water	Total
1.	Laudan Blvd (Oak - Elm)	114,000	0	26,000	128,000	268,000
2.	River St (Forest - Edna) High St (River - Center)	133,000	180,000	50,000	196,000	559,000
3.	Brantwood Dr (Marathon - Parkwood)	236,000	0	34,000	262,000	532,000
4.	Brantwood Ct	59,000	0	4,000	37,000	100,000
5.	Columbian Av (Elm - Congress)	345,000	210,000	97,000	200,000	852,000
	TOTALS	887,000	390,000	211,000	823,000	2,311,000

Approval of Special Assessment Report-Installation of Sanitary Sewer Laterals and Water Services Construction on Burr Avenue, Chestnut Street, Dieckhoff Street, Laudan Boulevard, River Street, High Street, and Columbian Avenue

Report  
**Following Discussion: Motion/Second/Carried Stevenson/Hillstrom to authorize the Chairman to sign the assessment report for Preliminary Resolution 2022-22 for installation of sanitary sewer and water service construction on Burr Avenue, Chestnut Street, Dieckhoff Street, Laudan Boulevard, River Street, High Street, and Columbian Avenue. All voting aye.**

Licenses

Approve the Cigarette & Tobacco Products License Application for Purdy Clean Detail, 1617 S. Commercial Street, Neenah WI, agent, Michael Purdy

Approve the Cigarette & Tobacco Products License Application for Grainworks Old & New, 200 Main Street, Neenah WI, agent, Brian Duncan

Approve the Cigarette & Tobacco Products License Application for Commercial Petro, 521 S. Commercial Street, Neenah WI, agent, Manisha Balami

Approve Class A Combination Liquor/Beer Application for Grainworks Old & New, LLC, 200 Main Street, Neenah WI, agent Brian Duncan

Approve Class B Combination Liquor/Beer Application for Double Tree by Hilton Neenah, WP Neenah SPE OPS, LLC, 123 E Wisconsin Avenue, Neenah WI, agent Debbie Becklund

Approve Change of Agent/Trade Name for Ultimate Mart, LLC, Pick 'N Save #124, 1530 S Commercial Street, Neenah WI

Approve the renewal Secondhand Dealer Application for J. Anthony Jewelers, 220 S Commercial Street for the 2023 licensing year

Approve the renewal Secondhand Dealer Application for ecoATM, LLC, located inside Walmart at 1155 W Winneconne Ave for the 2023 licensing year

Following Discussion: **Motion/Second/Carried Stevenson/Borchardt to recommend Common Council approve the licenses 8a through 8h as presented on agenda.**

All voting aye. (\*After review it was found that the address of 1617 S. Commercial Street for the Cigarette and Tobacco License is in the Town of Neenah)

C.A.

#### Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Stones continue to be placed for the water feature on the east side of the pond. The contractor will be installing the last pieces of storm and sanitary sewer at the Monroe/Union intersection in the next week or two.
- 2) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): A final pay request is being prepared.
- 3) Contract 11-22A (Lead service line replacement – Zemlock/Reddin): 93 services have been replaced.
- 4) Contract 11-22B (Lead service line replacement – Hunt/Madison/Nicolet): 63 of 100 service replacements have been completed.
- 5) 27 Spot Lead Line Service Replacements were completed in 2022.
- 6) Contracts for 2023: Work is proceeding on projects programmed for 2023. The contract list is:
  - 1-23 Chestnut, Burr, Dieckhoff, Laudan - Utilities and Streets.
  - 2-23 Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct - Water Utility and Streets.
  - 3-23 Misc. Concrete Pavement and Sidewalk Repairs
  - 4-23 Misc. Asphalt Repairs
  - 5-23 Liberty Heights, Integrity Acres, Cardinal and Arthur Plat – Final Streets
  - 6-23 Columbian Avenue - Utilities and Street
  - 7-23 High St and River St - Utilities and Streets
  - 8-23 Tullar Garage Roof Replacement
  - 9-23 Epoxy Pavement Marking

- 7) ECWRPC/Valley Transit Study: Staff met with ECWRPC and Valley Transit staff to interview staff from SRF, the firm that submitted a response to the RFP regarding an operations and fare analysis for Valley Transit along with the Neenah Transfer Station location evaluation.

Director Kaiser stated that he was contacted today by East Central Regional Planning that they have come to an agreement with SRF Consulting for the route analysis study for Valley Transit. He stated he expects results sometime this summer.

Alderperson Borchardt asked if there is anything else that can be done to help with the weather exposure in the bus shelter. Director Kaiser stated that he and Facility Manager Benson have been discussing options.

Director Kaiser noted that he has been in contact with a resident on Beaulieu Drive regarding the repaving of the private road. He stated that he has asked to be kept up to date as to the timing as there is a sanitary line that will need to be replaced prior to the road paving.

#### Announcements/Future Agenda Items

Chairperson Lendrum stated that moving forward meetings will be held in the Hauser room.

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:38 PM.**  
All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager