



**City of Neenah**  
**Common Council Amended Agenda**  
**Wednesday, May 6, 2026 at 6:00 PM**  
**Neenah City Hall – 211 Walnut Street**  
**Council Chambers**

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- I. Roll Call and Pledge of Allegiance
- II. Proclamations
  - A. May 9, 2026 Stamp Out Hunger, Letter Carriers' Food Drive Day
  - B. May 21-22, 2026 American Legion, Neenah Post 33 and the American Legion Auxiliary, Unit 33 Poppy Days.
- III. Introduction and Confirmation of Mayor's Appointment(s)
  - A. Appoint Shannon Moskal to the Neenah Arts Council for three-year term expiring April 2029. **(Unanimous Consent)**
- IV. Approval of Council Proceedings
  - A. Approval of the Council Minutes and Proceedings of April 21, 2026 Organization and Regular Meetings. **(Unanimous Consent)**
- V. Presentation of Petitions
  - A. ***Receive and make recommendation for future consideration*** Petition P2026-01 Submitted by Andrew Leonard, 1747 Legacy Lane, to move forward with a temporary road improvement no later than Spring 2027 due to ongoing safety, accessibility and quality-of-life concerns with the Freedom Meadows and Freedom Acres subdivisions. **(Attachment)**
  - B. ***Receive and make recommendation for future consideration*** Petition P2026-02 Submitted by Jacob Schreiber, 1710 Sovereign Lane, to move forward with a revised plan of final roads installed in 2028 in the Freedom Meadows and Freedom Acres subdivisions. **(Attachment)**
  - C. Any other petition received by the City Clerk's Office after distribution of the agenda.
- VI. Public Hearings
  - A. Consider Special Use Permit 1-26 by the Fox Valley Islamic Society to establish a private school located at 2680 Marathon Avenue.
  - B. Consider Ordinance 2026-06 amending Chapter 26 of the Code of Ordinances relating to Plan Commission membership.
  - C. Consider Ordinance 2026-08 amending Chapter 22 of the Municipal Code relating to Shoreland-Wetland Zoning.
  - D. Consider Ordinance 2026-09 Section 22-161 and creating Chapter 22 Article VI Shoreland Zoning
- VII. Plan Commission Report Pertaining to the Public Hearings
  - A. Plan Commission meeting of April 28, 2026: (Ald. Erickson) (Minutes can be found on the City website)

1. Commission recommends Council approve a Special Use Permit for a private school located at 2680 Marathon Avenue subject to the conditions of the Special Use Review Letter. **(Roll Call Vote)**
2. Commission recommends Council approve Ordinance No. 2026-06, amending Chapter 26 of the Code of Ordinances relating to Plan Commission membership. **(Roll Call Vote)**
3. Commission recommends Council approve Ordinance No. 2026-08, amending Chapter 22 of the Code of Ordinances Shoreland-Wetland Zoning. **(Roll Call Vote)**
4. Commission recommends Council approve Ordinance No. 2026-09, creating Article VI (Chapter 22) Shoreland Zoning. **(Roll Call Vote)**

VIII. Public Forum

- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.

IX. Mayor/Council Consideration of Public Forum Issues

X. Consent Agenda - None

XI. Reports of Standing Committees

- A. Regular Public Services and Safety Committee meeting of April 28, 2026: (Chairman Weber/Vice Chairman Pollnow) (Minutes can be found on the City website)
  1. Committee recommends Council approve Ordinance 2026-05, amending Chapter 2 of the Code of Ordinances relating to Plan Commission membership. **(Roll Call Vote)**
  2. Committee recommends Council approve the purchase of 2026 New Way Sidewinder ASL from Envirotech Equipment, Menomonee Falls, WI, in the amount of \$391,732.00 and also City logos, new 2-way radio and additional safety lighting not to exceed \$2,000, utilizing 2026 Budgeted Capital Equipment funds and have the remaining budget balance be put into Capital Reserves. **(Roll Call Vote)**
  3. Committee recommends Council approve the Purchase of a 2026 Freightliner Tandem Axle Chassis Patrol Truck-No Salter from Truck Country, Kaukauna, WI in the amount of \$130,800.00 and the snow equipment package from Monroe Truck Equipment, De Pere WI in the amount of \$155,491.00 with a total price of \$286,291.00 utilizing 2026 Budgeted Capital Equipment funds of \$285,000.00, with the balance of \$1,291.00 coming from Capital Equipment Reserve fund. **(Roll Call Vote)**
  4. Committee recommends Council approve the purchase of Advance SW5500 Sweeper in the amount of \$37,814.00 and a Factor Cat XR 700v2 Scrubber in the amount of \$30,816.00, both from, Conger Toyota-Lift, Neenah WI for a total cost of \$68,630.00, utilizing 2026 Capital Equipment funds and have the remaining budget balance be put into Capital Reserves. **(Roll Call Vote)**
  5. Committee recommends Council approve the purchase of 702 95-gallon carts from Sierra Container Group for a cost of \$41,174.50 with funding to come from capital reserve funds. **(Roll Call Vote)**
  6. Committee recommends Council approve the replacement of blacktop in South Lot. **(Roll Call Vote)**

- B. Regular Finance and Personnel Committee meeting of April 27, 2026: (Chairman Erickson/Vice Chairman Ellis) (Minutes can be found on the City website)
  - 1. Committee recommends Council approve entering into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing. **(Roll Call Vote)**
  - 2. Committee recommends Council approve the purchase of equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades. **(Roll Call Vote)**
  - 3. Committee recommends Council approve Resolution 2026-03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. **(Roll Call Vote)**
  - 4. Committee recommends Council approve Debt Management Policy as presented. **(Roll Call Vote)**
  
- XII. Reports of Special Committees and Liaisons and Various Special Projects Committees
  - A. Regular Plan Commission meeting of April 28, 2026: (Council Rep Erickson) (Minutes can be found on the City website)
    - 1. Action taken under Public Hearing.
  - B. Report from the Community Development Authority Meeting of May 4, 2026 - Director Nieforth
  - C. Report from the Bergstrom Mahler Museum – Alderman Bruno
  
- XIII. Council Directives
  - A. Motion by Defferding to start a general obligation debt strategy for the next four years. Motion was seconded by Pollnow. **(Roll Call Vote)**
  
- XIV. Unfinished Business
  
- XV. New Business
  - A. Any announcements/questions that may legally come before the Council.
  
- XVI. Closed Session
  - A. The Common Council may convene into closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending litigation involving the City, specifically regarding: a condemnation (just compensation) appeal filed relative to 105 W. Winneconne Avenue.
  - B. The Common Council may reconvene into open session pursuant to Wis. Stats. §19.85(2) to consider or act on any item (s) discussed in closed session.
  
- XVII. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of

disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or [e-mail clerk@neenahwi.gov](mailto:clerk@neenahwi.gov) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

# Proclamation



## OFFICE OF THE MAYOR CITY OF NEENAH

**WHEREAS**, every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and

**WHEREAS**, the Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than 1.82 billion pounds of food have been collected; and

**WHEREAS**, we also recognize the noteworthy milestone of 34 years that the National Letter Carrier Food Drive celebrates in 2026; and

**NOW, THEREFORE, BE IT RESOLVED**, that WE, the City Council of Neenah, Wisconsin, by the authority vested in us, do hereby proclaim this 9<sup>th</sup> day of May, 2026 as

### **"LETTER CARRIERS' FOOD DRIVE DAY"**

in the City of Neenah, and we encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on Food Drive Day. Your letter carrier will pick it up while delivering the mail – and together, we can all help to feed our hungry.

Signed and sealed this 6th day of May, 2026.



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MAYOR OF NEENAH

# Proclamation



## OFFICE OF THE MAYOR CITY OF NEENAH

**WHEREAS**, the annual distribution of Poppies by the American Legion, Neenah Post 33 and the American Legion Auxiliary, Unit 33 have been officially recognized and endorsed by governmental leaders since 1922; and

**WHEREAS**, the Poppies are assembled by disabled veterans, and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

**WHEREAS**, the basic purpose of the annual distribution of Poppies by the American Legion and Auxiliary is eloquently reflected in the desire to “Honor the Dead by Helping the Living”.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Brian Borchardt, Mayor of the City of Neenah do declare May 21-22 to be

### “POPPY DAYS”

and do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through their donations of Poppies on the days set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

I urge all patriotic citizens to wear a Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms, which we continue to enjoy as American citizens.



Signed and sealed this 21st day of May 2026

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MAYOR OF NEENAH

# City of Neenah Application for Appointment



Name  Date

Address

City, ST Zip

Eve. Phone

E-mail

What appointment are you seeking? You may check more than one box.

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Appeals                      | <input type="checkbox"/> N-M Joint Fire Commission      |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> N-M Sewerage Commission        |
| <input type="checkbox"/> Business Improvement District (BID)   | <input checked="" type="checkbox"/> Neenah Arts Council |
| <input type="checkbox"/> Citizen Advisory Committee            | <input type="checkbox"/> Neenah Harbor Committee        |
| <input type="checkbox"/> Committee of Aging                    | <input type="checkbox"/> Park & Recreation Commission   |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force             |
| <input type="checkbox"/> Fox Cities Transit Commission         | <input type="checkbox"/> Plan Commission                |
| <input type="checkbox"/> Joint Review Board for TIFs           | <input type="checkbox"/> Police Commission              |
| <input type="checkbox"/> Landmarks Commission                  | <input type="checkbox"/> Sustainable Neenah Committee   |
| <input type="checkbox"/> Library Board                         | <input type="checkbox"/> Water Works Commission         |
| <input type="checkbox"/> Loan Assistance Board                 | <input type="checkbox"/> Other: <input type="text"/>    |

Do you currently serve on other boards, commissions, or hold an elected office?  Yes  No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:  
WI

As a professional within the arts industry, I look forward to assisting the city of Neenah in their efforts to promote

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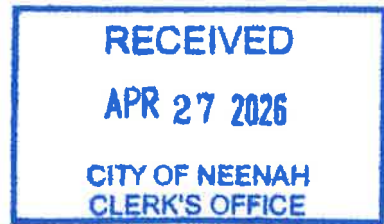
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Please Sign and Date: 

Please return to the Neenah City Clerk's Office



## **Neighborhood Canvassing Breakdown**

### **Freedom Meadows & Freedom Acres**

The following provides additional context regarding neighborhood canvassing results related to temporary road installation.

A total of 248 lots exist within Freedom Meadows & Freedom Acres. Of these, 78 lots (31%) are currently served by a 2-inch asphalt mat, which remains in good condition and is functioning as intended. The remaining 165 lots (66%) are currently served by reclaimed asphalt road surfaces that have deteriorated and failed to provide a safe, reliable temporary roadway since installation.

Of the 165 lots served by failing reclaimed asphalt road surfaces, 128 are currently occupied.

Through neighborhood canvassing efforts, 65 households have signed in support of temporary road installation, representing 51% of occupied homes. An additional 56 households have not yet responded. If even 30% of these households were to support temporary road installation, overall support would increase to approximately 64% of occupied homes—demonstrating clear majority backing.

The 78 lots currently served by a 2-inch asphalt mat do not require replacement. Removing or replacing these roads would result in unnecessary use of resources and would create an inequitable financial burden for residents who would be required to pay additional costs for infrastructure that is already functioning properly.

## **Petition to the City of Neenah Common Council**

Submitted by property owners and residents of Freedom Meadows and Freedom Acres.

Request:

- Install a temporary road improvement no later than Spring 2027; and
- Have the City of Neenah assume 50% of the total cost associated with the installation and eventual removal of the temporary road improvement, as a demonstration of good faith in light of prior failures to fully adhere to contractual obligations.

## Petition Statement

We, the undersigned property owners and residents of Freedom Meadows and Freedom Acres, respectfully petition the City of Neenah to move forward with a temporary road improvement no later than Spring 2027 due to ongoing safety, accessibility, and quality-of-life concerns.

The temporary road improvement referenced in this petition shall consist of paving a temporary 2-inch asphalt mat using reclaimed asphalt or gravel as a base, consistent with the temporary road treatment installed on Freedom Meadows Drive. The total scope includes approximately 10,800 centerline feet of roadway, at an estimated unit cost of \$40 per centerline foot, resulting in an estimated total installation cost of approximately \$432,000.

The cost of this temporary road improvement shall be funded through a special assessment using the Front Foot assessment method, which provides a more equitable distribution of costs based on frontage.

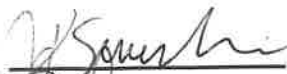





We further request that the City of Neenah assume fifty percent (50%) of the total costs associated with both the installation and the eventual removal of the temporary road improvement when final street construction occurs.

Upon Common Council approval, residents shall receive written notification outlining next steps, anticipated timelines, and estimated completion dates.

The temporary road improvement shall be installed for a minimum duration of five (5) years. Following installation, residents shall receive an annual written status update regarding the condition of the temporary road and anticipated timeline for final street construction. Updates may be provided via written correspondence, email, or social media with assistance from the District 3 Alderman.

Residents submit this petition in good faith and seek a collaborative and accountable resolution with the City of Neenah and the Common Council.

# Signatures – LOYAL DR

Property Address	Property Owner Name	Signature / Date
1754 LOYAL DR	SEVESKA, JEANNE	 4-24-26
1758 LOYAL DR	RODRIGUES DE LIMA SOUZA, THIAGO	 4-26-26
1762 LOYAL DR <del>1762 LOYAL DR</del>	<del>ACOBS DESIGN HOMES LLC</del>	
<del>1765 LOYAL DR</del>	<del>EDWARD A. SCHMIDT, M.D. SISAC</del>	
1766 LOYAL DR	KARLS, BROCK   KARLS, KARLEY	 4-26-26
1769 LOYAL DR	WICKESBERG, TYLER JOSEPH   WICKESBERG, ELIZABETH ANN	
<del>1770 LOYAL DR</del>	<del>AREN, PATRICK   AREN, EMMA ELIZABETH</del>	
1773 LOYAL DR	WALINSKI, CODY JOSEPH   VANLANEN, MACKENZIE HOPE	 4/26/25
1774 LOYAL DR	HANG, SEAN   HANG, EMILY	
1777 LOYAL DR	EPPERSON, ELISE   EPPERSON, ZACHARY	 4-24-2026
1778 LOYAL DR	LAWSON, KEVIN   CARTWRIGHT, KATHRYN M	 4-24/20

# Signatures – LEGACY LN

Property Address	Property Owner Name	Signature / Date
1743 LEGACY LN	<del>KNAPP, NOLAN R   KNAPP, LORIE</del> Kraus, Renee Bevers, Nicholas	<u>Renee Kraus</u> 4/24/26
1747 LEGACY LN	LEONARD, ANDREW   LEONARD, ALEXANDRIA	<u>Andrew Leonard</u> 4/20/2026
1751 LEGACY LN	FRENKEL, KAYLEN F   DVORACEK, DAVID M	<u>David Dvoracek</u> 4/24/26
1755 LEGACY LN	CHANG, YIA XIONG   CHANG, CHUE	<u>Chue Chang</u> 4/25/26
1759 LEGACY LN	AMUNDSON, CHRISTOPHER	<u>Christopher Amundson</u> 4-23-26
1763 LEGACY LN	NECHODOM, MATTHEW JOHN   NECHODOM, EMILIE KAY	<u>Matthew Nechodom</u> 4-24-26
1764 LEGACY LN	MATTHIAE, MORGAN   LAVIN, JEREMY	_____
<del>1767 LEGACY LN</del>	<del>STEPHANI, MATTHEW   STEPHANI, [REDACTED]</del>	_____
1768 LEGACY LN	PARKS, JEFFREY   PARKS, PAIGE	_____
<del>1770 LEGACY LN</del>	<del>WIZNIAK, [REDACTED]</del>	_____
1772 LEGACY LN	PRAHL, JOHN   PRAHL, DANA	<u>Dana Prahl</u> 4/21/26
1775 LEGACY LN	TETTING, COOPER P   TETTING, OLIVIA M	_____
1779 LEGACY LN	HEIMLICH, LUKE   HEIMLICH, MEGAN	<u>Megan Heimlich</u> 4/26/26
1780 LEGACY LN	VANDENELZEN, KIMBERLY A   VANDENELZEN, JO ELLEN M	_____

**Signatures – LEGACY LN (cont.)**

1783 LEGACY LN SKOLASKI, TAYLOR | SKOLASKI, KAYLA \_\_\_\_\_

1787 LEGACY LN LAVARDA, LUKE | MAYER, CATHERINE \_\_\_\_\_

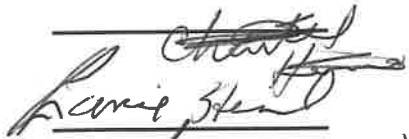
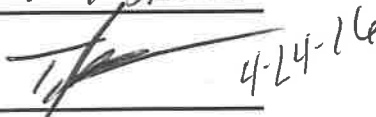


1791 LEGACY LN CARWRIGHT, KATHRYN G \_\_\_\_\_

~~1792 LEGACY LN~~ ~~SPENI, ZACHARY~~ \_\_\_\_\_

1798 LEGACY LN VANGRINSVEN, BRANDON | VANGRINSVEN, LAUREN \_\_\_\_\_

1799 LEGACY LN SCHRAVEN, DAVID E | SCHRAVEN, COURTNEE M <sup>4/24/20</sup> Courtnee Schraven



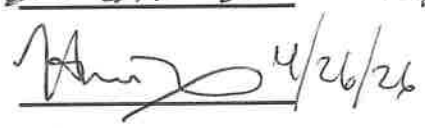


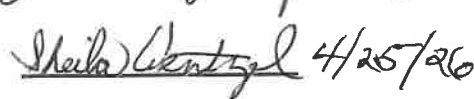
# Signatures – FOUNDERS ST

Property Address	Property Owner Name	Signature / Date
<del>1615 FOUNDERS ST</del>	<del>BOARDWALK BUILDERS INC</del>	_____
<del>1616 FOUNDERS ST</del>	<del>NEVEL, RONALD ALAN</del>	_____
1621 FOUNDERS ST	STEIDL, LANCE W   HAMER, CHANTELL C	 _____
1622 FOUNDERS ST	CRIPPS, TYLER K   LAMERS, BREE A	 4-24-26 _____
1625 FOUNDERS ST	ONEY, MICHAEL T   ONEY, PAIGE N	 4/24/26 _____
<del>1626 FOUNDERS ST</del>	<del>SCHMIDT, EDWARD A   SCHMIDT, LISA B</del>	_____
1629 FOUNDERS ST	KASSHA, ANDREW	_____
1633 FOUNDERS ST	Christopher Morin <del>SCHMIDT BROS CUSTOM HOMES INC</del>	 4/24/26 _____
<del>1641 FOUNDERS ST</del>	<del>INNOVATIVE CUSTOM HOMES LLC</del>	_____
1642 FOUNDERS ST	PURTELL, ROBERT   PURTELL, RITA	_____
1646 FOUNDERS ST	HECKER, DYLAN   HECKER, ABIGAIL	_____
1650 FOUNDERS ST	HENDRICKSON, MICHAEL FRANK   HENDRICKSON, JESSICA ANN	_____
1651 FOUNDERS ST	SPATZ, JOSHUA J   SPATZ, MEGAN E	_____
1654 FOUNDERS ST	SAMUEL AND MEGAN GUNDERSON JOINT REVOCABLE LIVING TRUST	_____



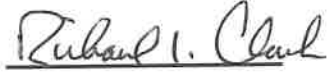
**Signatures – FOUNDERS ST (cont.)**

1655 FOUNDERS ST	DALE, MARTIN J   DALE, DARLENE M	<hr/>
1658 FOUNDERS ST	WENDLER, ARIANNA	<hr/>
*1701 FOUNDERS ST	MARHEFKE, SAMUEL R   SCHUBART, RAQUEL R	<hr/>
1702 FOUNDERS ST	MAMMADOV, ELSHAN   MAMMADOV, NORMA	<u>nee</u> 4/21/26
1705 FOUNDERS ST	BORSZICH, MCKENZIE   JACOBSON, ANDREW	<hr/>
1706 FOUNDERS ST	CARTWRIGHT, JENILEE   CARTWRIGHT, BEN	<hr/>
1709 FOUNDERS ST	LESS, PAMELA S	<del>4/21/26</del> <u>Pamela Less</u>
1710 FOUNDERS ST	RHODE, ANDREW   RHODE, MIKAYLA	<u>Mikayla Rhode</u> 4/21
*1713 FOUNDERS ST	BISSETT, JOSEPH D	<u>Joseph Bissett</u> 4/26
* 1714 FOUNDERS ST	THAO, ZOA	<hr/>
*1717 FOUNDERS ST	MENTING, RILEY D   MENTING, KIRSTEN L	<u>Riley Menting</u> 4/26
1718 FOUNDERS ST	JOHN A AND JANE M MAYER REVOCABLE TRUST DATED DECEMBER 12 2025	<u>JM Mayer</u>
*1721 FOUNDERS ST	MELAH, CHRISTOPHER THOMAS   MELAH, KATELYN	<hr/>
1722 FOUNDERS ST	FEAVEL, HAYLEY   SALZMAN, JOSHUA	<hr/>
1726 FOUNDERS ST	DONNELLY, LINDA	<u>Linda Donnelly</u> 4/21

**Signatures – FOUNDERS ST (cont.)**

1730 FOUNDERS ST	ENGEN, JAYME R   ENGEN, ASHLEY L	
*1733 FOUNDERS ST	BLOCKSOM, TANYA   BLOCKSOM, RICHARD   BLOCKSOM, CASEY	_____
1734 FOUNDERS ST	PAULSON, BENJAMIN J   PAULSON, JENNIFER L	_____
*1737 FOUNDERS ST	1737 FOUNDERS LLC	 4/24/26
1738 FOUNDERS ST	XIONG, HUE   LAO, MAYSEE	 4/26/26
*1741 FOUNDERS ST	DUNSMOOR, ALEXIS   DUNSMOOR, NICKOLAS	_____
1742 FOUNDERS ST	FANNIN, ALLISON   FANNIN, CHRISTOPHER	_____
1745 FOUNDERS ST	FREDRICK, STEPHEN   FREDRICK, JENSEN	
*1746 FOUNDERS ST	GREEN, NICOLE	_____
1749 FOUNDERS ST	WIEGAND, LAUREN   MILLER, ALEX	
1750 FOUNDERS ST	WENTZEL, SHEILA P	 4/25/26

## Signatures – VALOR PL

Property Address	Property Owner Name	Signature / Date
1622 VALOR PL	HARRIS, LAWSON C   HARRIS, BALIE M	_____
1626 VALOR PL	MR&I MEADOWS LLC	_____
1630 VALOR PL	RICE, SUMMER   BUSHLAND, MACKENZIE	_____
1634 VALOR PL	GONZALEZ, DAVID LEONARDO   GONZALEZ, LYNSEY	 4/20
1638 VALOR PL	YANG, JOHN LEE   YANG, PAMZI	 4/21
1642 VALOR PL	RICHARD L CLARK AND EILEEN M CLARK REVOCABLE TRUST	 4/21

# Signatures – FREEMAN DR

Property Address	Property Owner Name	Signature / Date
1753 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1756 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1757 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1760 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1761 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1764 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1765 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1768 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1769 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1772 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1773 FREEMAN DR	BECKER, MOLLY	_____
1776 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1777 FREEMAN DR	VAN SISTINE HOMES LLC	_____
1780 FREEMAN DR	VAN SISTINE HOMES LLC	_____

**Signatures – FREEMAN DR (cont.)**

1781 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1784 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1785 FREEMAN DR SWANSON, BRIAN | BLOHM, ROBYN \_\_\_\_\_

1788 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1789 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1792 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

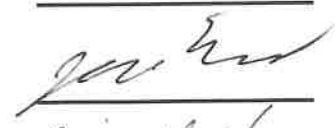
1793 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1796 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1798 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_

1705 FREEMAN DR WAGNER, NANCY | WAGNER, ANTHONY \_\_\_\_\_

1708 FREEMAN DR VAN SISTINE HOMES LLC \_\_\_\_\_


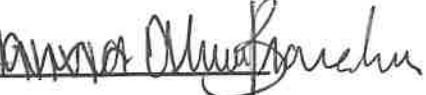


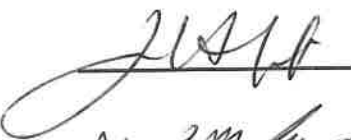

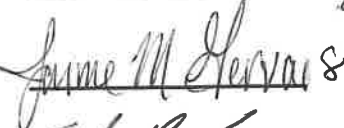

1709 FREEMAN DR GUENTHER, JACOB | GUENTHER, DANIELLE 

1712 FREEMAN DR MR&I FREEDOM LLC 

1713 FREEMAN DR BOWMAN, LAUREN \_\_\_\_\_

1716 FREEMAN DR DEROCHE, MARISSA | DEROCHE, STEPHEN \_\_\_\_\_

## Signatures – FREEMAN DR (cont.)

*1717 FREEMAN DR	MR&I FREEDOM LLC	<hr/>
1720 FREEMAN DR	TOM MCHUGH CONSTRUCTION LLC	 <hr/>
1721 FREEMAN DR	POHLMAN, KRISTINE M   POHLMAN, DAVID S	<hr/>
1724 FREEMAN DR	TOM MCHUGH CONSTRUCTION LLC	 <hr/>
1725 FREEMAN DR	GRIESE, JENNIFER	<hr/>
*1728 FREEMAN DR	MR&I FREEDOM LLC	<hr/>
1729 FREEMAN DR	HEINZ, MICHAEL	<hr/>
1732 FREEMAN DR	DORN, MAXWELL   DRAEGER, SYDNEY	 <hr/>
1733 FREEMAN DR	BORLAND, KEVIN   JELINSKI, HEATHER	 <hr/>
1736 FREEMAN DR	MALM, TIA	<hr/>
1737 FREEMAN DR	HUFF, AMANDA   HUFF, JASON	 <hr/>
1740 FREEMAN DR	nan	 <hr/>
1741 FREEMAN DR	CLIFTON, GREGOR   SAUTER, STEPHANIE	<hr/>
1744 FREEMAN DR	MR&I FREEDOM LLC	 <hr/>
1745 FREEMAN DR	BUCHANAN, TYLER   BUCHANAN, LYDIA	 <hr/>

**Signatures – FREEMAN DR (cont.)**

\*1748 FREEMAN DR

TOM MCHUGH CONSTRUCTION LLC

4-26-26  
*Tom McHugh*

\*1749 FREEMAN DR

MR&I FREEDOM LLC

\_\_\_\_\_

1752 FREEMAN DR

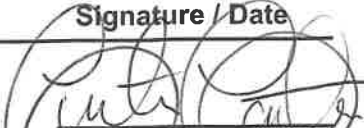

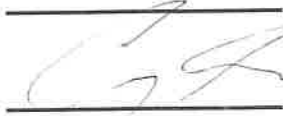



STERN, RACHEL J

\_\_\_\_\_

## Signatures – LIBERTY AVE

<u>Property Address</u>	<u>Property Owner Name</u>	<u>Signature / Date</u>
1704 LIBERTY AVE	VAN SISTINE HOMES LLC	_____
1708 LIBERTY AVE	VAN SISTINE HOMES LLC	_____
1712 LIBERTY AVE	VAN SISTINE HOMES LLC	_____

# Signatures – PATRIOT WAY

Property Address	Property Owner Name	Signature / Date
1704 PATRIOT WAY	MR&I MEADOWS LLC	 4/25/26
1708 PATRIOT WAY	MR&I MEADOWS LLC	 4/25/26
1712 PATRIOT WAY	MYHRE, DAVID J   MYHRE, JULIE M	_____
1716 PATRIOT WAY	KOHNE, LAURA A   SCHOONOVER, CORY	 4/25/26
*1720 PATRIOT WAY	GUESTSCHOW, AARON T   GUESTSCHOW, TANYA L	 4/25/26
1728 PATRIOT WAY	MEIER, DONALD J   MEIER, PATRICIA	 4/25/26
1731 PATRIOT WAY	OLSEN, JOSEPH	_____
1732 PATRIOT WAY	MENTZEL, KAYLA MARIE   MENTZEL, NATHAN ALEXANDER	_____
1735 PATRIOT WAY	MR&I MEADOWS LLC	_____
1739 PATRIOT WAY	HERZFELDT, GARY L, JR   HERZFELDT, AMBER	 4/25/26
1740 PATRIOT WAY	MALNORY, LISA A	_____
1743 PATRIOT WAY	TAYLOR, SHARRON J   MUEHLENBERG, ROBERT E	_____
1744 PATRIOT WAY	MR&I MEADOWS LLC	_____
1747 PATRIOT WAY	DIEDRICH, WILLIAM B   CALDER, MCKENZIE R	_____

**Signatures – PATRIOT WAY (cont.)**

1748 PATRIOT WAY

VENTURA, JESSICA | VENTURA, ANNE

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## Signatures – SOVEREIGN WAY

Property Address	Property Owner Name	Signature / Date
1703 SOVEREIGN WAY	VAN SISTINE HOMES LLC	_____
1706 SOVEREIGN WAY	KLINGER, CARA J	_____
1707 SOVEREIGN WAY	MR&I FREEDOM LLC	_____
1710 SOVEREIGN WAY	SCHREIBER, STEPHANIE   SCHREIBER, JACOB	_____
1711 SOVEREIGN WAY	BRUSS, JACQUE   BRUSS, MELISSA	<u>Melissa Bruss</u> 4/23
1714 SOVEREIGN WAY	VANHOOF, MARK   VANHOOF, MELISSA	<u>M/V</u> 4/25
1715 SOVEREIGN WAY	FEREN, THOMAS	_____
1718 SOVEREIGN WAY	SHEFCHIK, SCOTT	<u>Scott Shefchik</u> 4/25
1719 SOVEREIGN WAY	MR&I FREEDOM LLC	<u>Devin Binge</u>
1722 SOVEREIGN WAY	FROST, KEVIN   FROST, ELIZABETH	<u>Elizabeth Frost</u> 4/26
1723 SOVEREIGN WAY	SCHNEIDER, AMBER   SCHNEIDER, LUKE	_____
1726 SOVEREIGN WAY	CALAWAY, PETER	<u>Peter Calaway</u> 4/25
*1727 SOVEREIGN WAY	DILLARD, LISA	<u>Lillard</u> 4/26
1730 SOVEREIGN WAY	NIEBAUER, BRIAN   NIEBAUER, ALYSSA	<u>Brian Niebauer</u> 4/26

## Signatures – SOVEREIGN WAY (cont.)

1731 SOVEREIGN WAY	MR&I FREEDOM LLC	<u>Jeff Wille</u> 4/25/26
1734 SOVEREIGN WAY	EDWARDS, THOMAS   EDWARDS, STEPHANIE	<u>Tom Edwards</u> 4/25/26
1735 SOVEREIGN WAY	KROPIDLOWSKI, TIM   KROPIDLOWSKI, ZOE	<u>TK</u> 4/25/26
1738 SOVEREIGN WAY	BURTON, LEANNE J   BURTON, KURTIS	<u>Leanne Burton</u> 4/25/26
*1739 SOVEREIGN WAY	TOM MCHUGH CONSTRUCTION LLC	_____
*1742 SOVEREIGN WAY	TOM MCHUGH CONSTRUCTION LLC	<u>Tom Mchugh</u> 4/25/26
1743 SOVEREIGN WAY	BARKER, GIDEON   BARKER, HEATHER	_____
1746 SOVEREIGN WAY	WOLF, STEVEN K   WOLF, JENNIFER	<u>Steve Wolf</u> 4-25-26
1747 SOVEREIGN WAY	MR&I FREEDOM LLC	<u>Jeff Wille</u> 04/25/26

# Freedom Meadows and Freedom Acres Final Roads Petition

In an effort to ensure all residents were informed on the options presented by the Public Works committee on April 14th we put together an informational document and a survey for the neighborhood. According to the Memorandum put out by the public works department there are 241 total lots in the Freedom Meadows and Freedom Acres subdivision. Using the City of Neenah GIS data we concluded that 66 of those lots are either owned by the developer, another LLC (likely being used as rentals), or are otherwise empty lots that are currently for sale. For the purpose of this petition those will be left out. The remaining lots total 175, we made a good faith effort to ensure everyone was able to receive the information and fill out our survey. Beginning in the neighborhood Facebook group, and then by door to door canvassing of homes that had not responded to the survey.

Our goal in getting involved was to simply make sure all residents who have a financial stake in this decision were given the facts when deciding to support the temporary road petition or not. We also included all roads regardless of their current state. Some residents on roads that currently have the 2" mat voiced concerns over how quickly it has deteriorated, and any decision made here will affect them as they will have to wait even longer to receive their permanent road. We know there is another group asking for signatures for a temporary road petition, and that some of their signatures conflict with ours. We believe our data is less biased and more reliable. Some respondents answered our survey with support for permanent roads in 2028, but also signed the other petition for temporary roads. It seems that when presented with the option of final roads in 2028 vs temp roads in 2026 those people chose final roads. When given the option of temporary roads in 2026 vs an unclear timeline, people chose temp roads. This reinforces that waiting until 2032 for a permanent road is not a reasonable outcome given current conditions and how the road has been maintained, and we encourage the council to continue with the short term recommendations of erosion control and road maintenance given from Director Kaiser.

The results of the survey show that 84 of the 145 lots not owned by the developer, landlords, or other LLCs responded. Of those 84 respondents 59.5% chose the option of permanent roads in 2028. 66 respondents currently live on roads consisting of gravel, reclaimed asphalt, or similar. Of those 66 respondents 56% chose the option of permanent roads in 2028.

All of our respondents were made aware of both options by the informational document we provided.

Based on the results from our survey, we are urging the committee to move forward with the revised plan of final roads installed in 2028, in agreement with Director Kaiser's recommendation. There is a concern that the final roads will not happen until 2032 and we ask you to put that to rest by adding the final roads to the CIP and 2028 budget.

Whichever way the council decides, it is clear that the residents want the current improved maintenance from the city to continue and to continue to prioritize the improvement of our roads, so residents are not living on reclaimed asphalt or gravel roads until 2032 like it was originally planned.

Please find below a summary of the data, the informational document that was provided, and the responses we received.

Thank you for your time and consideration.

# Survey Results Summary

Presented to City Council

4/28/2026

Some responses received were duplicates. The data below reflects a single response per lot; all duplicate responses indicated the same option.

## Survey Overview

Total Survey Responses:	84
Percent of Homeowners Responding:*	48.00%

\*Total homeowners were estimated using the City of Neenah GIS parcel data and a Public Works memorandum presented at the April 14 meeting. The estimate reflects the total number of residential lots, minus vacant or listed-for-sale parcels and parcels owned by LLCs or incorporated entities.

## Overall Survey Results

Option	Votes	Percent of Responses
Option A - Temporary Mat Road	34	40.48%
Option B - Final Roads	50	59.52%

## Responses from Non-Mat Road Residents

Option	Votes	Percent of Responses
Option A - Temporary Mat Road	29	43.94%
Option B - Final Roads	37	56.06%

## Summary:

Option B received majority support among all survey respondents (59.52%) and among respondents who do not currently live on a mat road (56.06%).

# Petition from Freedom Meadows and Freedom Acres Subdivision for Long Term Road Improvement

All information below is from the memorandum sent from Director Kaiser of Public Works to the Public Services and Safety Committee, and was discussed at the city council meeting on April 14, 2026. **It has been stressed to us that both of these options have nothing guaranteed (cost/timeline) and the final decision is up to the city.** This petition is simply gathering our opinion on which plan we prefer. The city’s recommendation is for final roads to be placed in 2028.

All prices are an estimation based on the current state of things right now. If final roads are not done in 2028, the price may be higher in 10 years due to inflation.

	<b>Option A: 2” Asphalt mat</b>	<b>Option B: Final Roads in 2028</b>
What is it	A temporary road, currently in place on parts of Honor St, Liberty St, and Freedom Meadows Dr.	This is the current recommendation from Director Kaiser to the City Council. If we do nothing, this is what will be recommended and pushed forward by the city.
Timeline	Late 2026 or early 2027  Homeowners that already have a 2” mat will not be charged but will need to wait 8-10 more years for a permanent road with the rest of the neighborhood.	2028 (the utility trenches need to go through 3 freeze-thaw cycles and doing the entire subdivision at the same time should provide desirable pricing)  Will need to be added to the Capital Improvement Plan for 2028.
Cost to homeowners	Estimated to be \$1,500 - \$2,000 per lot.  Alderman Pollnow suggested the city split the above cost with homeowners. Something like this has never been done before in the city. There is currently no budget for a 2” mat and this will need to be approved by the city council.  These have a lifespan of 8-10 years. At this point, the road is breaking down and needing to be replaced with a final road. The final roads are assessed to the homeowners. However historically temporary roads have been in place longer than 10 years in many neighborhoods (i.e. Dogwood Trail has a temp road that has been there for 12+ years).  When final roads are put in there will be an additional cost to have the temporary roads removed. The price to have the permanent roads put in comes through as an all-in-one bid from contractors so there is no way to price this cost out individually.	Estimated to be \$15,000 - \$18,000 per lot. Can be assessed and paid over 8 years, with a 5% interest rate.*  Estimation of per month cost for a special assessment of \$15,000-\$18,000 over 8 years at 5% interest is \$189.90-\$227.88.**  * The City borrows money for the project and adds 2% to whatever rate they receive. The typical rate at which Neenah is able to borrow is 2-3%. This year's special assessments are being charged at a rate of 5% to homeowners.  ** Calculated using online loan calculator at <a href="http://calculator.net/loan-calculator">calculator.net/loan-calculator</a>
Additional Information	This is a temporary fix. If a 2” mat is placed, a final road will need to be done in 8-10 years, at the cost of the homeowners.	Mayor Elect Borchardt mentioned that the city plans to do final roads on our neighborhood as well as others in the area (Dogwood Trail, etc), at the same time. This will be most cost effective for them and is in their interest to do all roads at one time.

Timestamp	Option	Do you already live on a street with a 2" asphalt road?	Your Name - First and Last	Address
4/23/2026 12:02:13	Option B	No	Jacob Schreiber	1710 sovereign
4/23/2026 12:10:56	Option B	No	Stephanie Sauter	1741 freeman
4/23/2026 12:15:43	Option B	No	Paige Parks	1768 legacy
4/23/2026 12:19:01	Option B	No	Kayla and Nate Mentzel	1732 patriot
4/23/2026 12:19:18	Option B	No	Megan Gunderson	1654 founders
4/23/2026 12:19:45	Option B	No	Lydia Buchanan	1745 freeman
4/23/2026 12:20:13	Option A	No	John Prah	1772 legacy
4/23/2026 12:21:04	Option B	Yes	Lauren Stagl	1538 freedom
4/23/2026 12:42:36	Option B	Yes	Jesse Waldvogel	1785 honor
4/23/2026 12:46:11	Option B	No	Laura Schoonover	1716 patriot
4/23/2026 12:48:23	Option B	No	Melissa & Jack Bruss	1711 sovereign
4/23/2026 12:57:42	Option B	No	Andrew Jacobson	1705 founders
4/23/2026 13:04:53	Option B	Yes	Emily Butts	1769 honor
4/23/2026 13:11:34	Option B	No	Alyssa Niebauer	1730 sovereign
4/23/2026 13:44:45	Option B	No	Hobey Kraus	1658 founders
4/23/2026 13:46:50	Option B	No	Jessica Ventura	1748 patriot
4/23/2026 14:08:27	Option B	No	Anne Ventura	1748 patriot
4/23/2026 14:15:50	Option B	No	Olivia and Cooper Tetting	1775 legacy
4/23/2026 14:32:17	Option B	No	Heather Leinen	1731 patriot
4/23/2026 14:49:23	Option A	No	Mark Vanhoof	1714 sovereign

4/23/2026 15:30:13	Option A	No	Matt Nechodom	1763 legacy
4/23/2026 16:38:42	Option B	No	Tim and Zoe Kropidlowski	1735 sovereign
4/23/2026 17:07:33	Option B	No	Balie Harris	1622 valor
4/23/2026 17:46:45	Option B	No	Katie Cartwright	1791 legacy
4/23/2026 18:24:32	Option A	No	Dick Clark	1642 valor
4/23/2026 19:04:58	Option B	No	Brian Niebauer	1730 sovereign
4/23/2026 19:22:28	Option A	No	Chris Amundson	1759 legacy
4/23/2026 20:34:33	Option B	No	Lauren and Brandon VanGrinsven	1798 legacy
4/23/2026 20:48:08	Option B	No	Gary Herzfeldt	1739 patriot
4/23/2026 20:59:19	Option B	No	Kristine Pohlman	1721 freeman
4/23/2026 21:24:42	Option A	No	Mike and Paige Oney	1625 founders
4/23/2026 22:10:01	Option B	Yes	Kolin Mayborne	1617 liberty
4/23/2026 22:14:53	Option B	No	Andrew Kassha	1629 founders
4/24/2026 8:43:09	Option A	No	Heather Jelinski	1733 freeman
4/24/2026 8:45:01	Option A	No	Andrew Leonard	1747 legacy
4/24/2026 13:52:29	Option B	No	Lisa Malnory	1740 patriot
4/24/2026 14:51:48	Option A	No	Family Mammadov	1702 founders
4/24/2026 17:19:42	Option B	Yes	Jake Komorowski	1534 freedom
4/25/2026 6:22:25	Option A	No	David Gonzalez	1634 valor
4/25/2026 7:26:34	Option A	No	Ashley Engen	1730 founders
4/25/2026 8:49:26	Option B	No	Allee Meerdink	1740 freeman
4/25/2026 9:30:05	Option A	No	Jennie griese	1725 freeman

4/25/2026 9:36:21	Option B	No	Anthony & Nancy Wagner	1705 freeman
4/25/2026 10:10:07	Option A	No	Kevin & Elizabeth Frost	1722 sovereign
4/25/2026 12:59:56	Option B	Yes	Nathan Hutter	1613 liberty
4/25/2026 13:07:10	Option B	No	Mackenzie Bushland	1630 valor
4/25/2026 13:27:29	Option B	Yes	James Stefanich	1786 honor
4/25/2026 13:35:10	Option B	No	Lisa Dillard	1727 sovereign
4/25/2026 13:53:51	Option A	No	Alivia Brandner	1724 freeman
4/25/2026 13:57:10	Option B	No	Kim Van Den Elzen	1780 legacy
4/25/2026 14:11:18	Option A	No	Brian swanson	1785 freeman
4/25/2026 14:21:12	Option A	No	Mckenzie & Will Diedrich	1747 patriot
4/25/2026 17:49:19	Option A	No	Cameron Anderman	1739 sovereign
4/25/2026 18:47:49	Option B	No	Kate Melah	1721 founders
4/25/2026 22:10:36	Option B	No	Nick Dunsmoor	1741 founders
4/26/2026 9:01:32	Option A	No	Mikayla/Andrew Rhode	1710 founders
4/26/2026 9:47:59	Option A	No	Karley and Brock Karls	1766 loyal
4/26/2026 10:30:51	Option A	Yes	Mike Wagner	1545 liberty
4/26/2026 10:45:15	Option A	No	Sydney Draeger	1732 freeman
4/26/2026 10:51:12	Option A	No	Maxwell Dorn	1732 freeman
4/26/2026 11:03:30	Option B	Yes	Grant S	1782 honor
4/26/2026 11:07:51	Option B	No	Danielle and Jacob Guenther	1709 freeman
4/26/2026 11:25:17	Option A	No	Jensen Fredrick	1745 founder
4/26/2026 11:43:11	Option B	Yes	Alec Hietpas	1502 freedom

4/26/2026 11:46:17	Option A	No	Jason Huff	1737 freeman
4/26/2026 11:59:00	Option B	No	Jessica Hendrickson	1650 founders
4/26/2026 12:15:36	Option B	No	Josh Spatz	1651 founders
4/26/2026 12:29:25	Option B	No	Riley Menting	1717 founders
4/26/2026 12:56:23	Option A	Yes	Mark Taczala	1537 liberty
4/26/2026 13:30:29	Option A	No	Zachary Epperson	1777 loyal
4/26/2026 13:36:14	Option A	No	Kurt & Leanne Burton	1738 sovereign
4/26/2026 13:37:11	Option A	Yes	Scott Stanich	1765 honor
4/26/2026 13:51:08	Option A	No	Pamela Less	1709 founders
4/26/2026 14:05:44	Option A	Yes	Sean & Ashley Crowder	1506 freedom
4/26/2026 15:13:49	Option B	No	Mike Heinz	1729 freeman
4/26/2026 15:41:32	Option B	No	Sharron Taylor	1743 patriot
4/26/2026 16:09:00	Option B	No	Robert Muehlenberg	1743 patriot
4/26/2026 16:24:16	Option A	No	Jenilee Cartwright	1706 founders
4/26/2026 16:30:08	Option B	Yes	Hannah McLeod	1536 liberty
4/26/2026 17:49:29	Option A	No	Julie Myhre	1712 patriot
4/26/2026 18:01:16	Option B	Yes	Mark Totts	1768 honor
4/26/2026 18:39:53	Option B	No	Allison Fannin	1742 founders
4/27/2026 6:52:17	Option A	No	Cara Klinger	1706 sovereign
4/27/2026 13:16:50	Option B	Yes	Michael House	1781 honor
4/27/2026 13:41:45	Option B	Yes	Heather Clare	1773 honor
4/28/2026 18:06:01	Option A	No	David Dvoracek	1751 legacy

4/28/2026 18:58:27	Option A	Yes	Kyle Schaefer	1514 freedom
4/28/2026 20:42:47	Option B	No	Hue xiong	1738 founders

**CITY OF NEENAH**

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City of Neenah to consider an amendment to Sections 2-167 and 26-26 of the Municipal Code of the City of Neenah, related to Plan Commission member composition.

The hearings will be held at the City's Administration Building, 211 Walnut Street, Neenah.

Plan Commission Informal Hearing - Tuesday, April 28, 2026  
4:00 P.M.  
Hauser Committee Room

Council Formal Hearing - Wednesday, May 6, 2026  
6:00 P.M.  
Council Chambers

NOTICE IS FURTHER GIVEN that interested people may appear at said hearings and be heard for or against the proposed amendments. A copy of the proposed amendment is located in the Community Development Department.

Dated at Neenah, Wisconsin this 24<sup>th</sup> day of April 2026.

Brad Schmidt, AICP  
Deputy Director of Community Development  
Neenah, Wisconsin

Char Nagel  
City Clerk  
Neenah, Wisconsin

Publish: April 24<sup>th</sup> and April 27<sup>th</sup>, 2026

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**CITY OF NEENAH**  
**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City of Neenah to consider an amendment to Section 22-161 and creating Chapter 22 Article VI of the Municipal Code of the City of Neenah, related to Shoreland Zoning.

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Publish: April 24<sup>th</sup> and April 27<sup>th</sup>, 2026

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, April 28, 2026**  
**4:00 p.m.**

**Present:**

Mayor Brian Borchartd, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Aldersperson Tami Erickson	ABSENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Frank Cuthbert	PRESENT
Gerry Andrews	ABSENT	NJSD Member (Not appointed)	ABSENT		

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Kelly Nieforth, Director of Community Development
Alderman Flo Bruno	Alderman William Pollnow	Mamadou Coulibaly- 2680 Marathon Ave Neenah
Hiram Haney- 2687 Marathon Ave Neenah	Mark Neuman- 509 Chatham Ct Neenah	

**Minutes:** MSC, Kaiser/Cuthbert, the Plan Commission, to approve the April 7, 2026 meeting minutes. All voting aye. Motion passed.

**Public Appearances:** Chairperson Mayor Borchartd opened public appearances to topics not related to the agenda.

Mark Neuman - 509 Chatham Court- He states he is here to learn as he is interested in the open council seat.

Hiram Haney- 2687 Marathon Avenue- He states he can answer questions regarding the application for the school at the mosque as well as Dr. Coulibaly.

No one in attendance spoke. Chairperson Mayor Borchartd closed public appearances.

**Nomination of Plan Commission Vice-Chairperson**

Mayor Borchartd called for nominations. Director Kaiser asked for clarification that this isn't an aldermanic position. Deputy Director Schmidt stated it is not; it just happened to be that way in the past. He explained the Vice Chairperson serves as the chair in the absence of the Chairperson.

Member Genett nominated Member Cuthbert, Director Kaiser second. All voting aye.

**Public Hearings:**

- a. **Special Use Permit #1-26 – 2680 Marathon Avenue – Private School**

No one in attendance spoke. Mayor Borchartd closed this public hearing.

- b. **Text Amendment – Sec. 26-26 – Plan Commission Composition – Ord. 2026-06**

Alderman Pollnow- he reached out to Dr. Harrison, the superintendent of the Neenah Joint School District, and he stated it is always good to have different avenues of communication from the city to the school, but the hindrance is that the school board member for the committee needs to be a resident of the city. If the ordinance could be updated to state just a school board member and not a resident, that would help with communication between the school board and the city.

No one else in attendance spoke. Mayor Borchardt closed this public hearing.

**c. Text Amendment – Sec. 22-161 – Shoreland-Wetland Zoning – Ord. 2026-08**

No one in attendance spoke. Mayor Borchardt closed this public hearing.

**d. Text Amendment – Chapter 22 – Shoreland Zoning – Ord. 2026-09**

No one in attendance spoke. Mayor Borchardt closed this public hearing.

**Action Items:**

**a. Special Use Permit #1-26 – 2680 Marathon Avenue – Private School**

REPORT

Deputy Director Schmidt went over the request to establish a Kindergarten-1<sup>st</sup> grade private school within the current building located at 2680 Marathon Avenue. This would be one classroom, and up to 10 students. If the number of students were to increase in the future, that would need another approval through this committee. There are no other modifications to the interior or exterior to the space, but it would need to go through State plan review in which an architect would review and make sure the space is adequate and meet state international building code standards.

Member Genett asked about facilities such as toilets and sinks for young children in the building. Deputy Director Schmidt stated those items would be part of the building code review.

Member Cuthbert asked if there would be changes to parking or issues with additional traffic. Deputy Director Schmidt stated there is adequate parking and enough access for drop-off and pick-up. If the school becomes larger, then those things would be taken into consideration.

**MSC, Cuthbert/Kaiser, the Plan Commission, to recommend Common Council approve a Special Use Permit for a private school located at 2680 Marathon Avenue subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.**

**b. Text Amendment – Sec. 26-26 – Plan Commission Composition – Ord. 2026-06**

ORDINANCE  
NO. 2026-06

Deputy Director Schmidt went over the process behind this change. He went over the current composition of the Plan Commission, which is the Mayor, Director of Public Works, Parks and Recreation Chairperson, City Alderman, Board of Education member and three city residents. This change is to get both the zoning code and the administrative side into alignment. Deputy Director Schmidt went over the history of having the school board member on the committee. The code states the need for seven members on the committee. In conversations with Dr. Harrison, there

have not been regular updates from the school board representative in the past and the city already has semi-regular meetings to update the school.

Mayor Borchardt stated in a recent conversation with Dr. Harrison, he would like to increase the frequency of the city and school board meetings.

Member Genett asked if the addition of the school board member added anything to the committee. Deputy Director Schmidt stated there have been school board members in the past that provided feedback, but those members were also involved in other aspects of the city.

Member Hancock-Cook stated she was in favor of lessening the number of committee members and making it easier to get a quorum together.

**MSC, Cuthbert/Kaiser, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-06, amending Chapter 26 of the Code of Ordinances relating to Plan Commission membership. All voting aye. Motion passed.**

**c. Text Amendment – Sec. 22-161 – Shoreland- Wetland Zoning – Ord. 2026-08**

ORDINANCE  
NO. 2026-08

Deputy Director Schmidt went over the history of the shoreland zoning. In 2013, state law let cities adopt their own shoreland zoning regulations. For land annexed after May 7, 1982, if a city does not adopt its own ordinance, that land falls under county shoreland zoning. The city has applied shoreland setbacks in practice but has never had a specific ordinance for shoreland zoning. The proposed amendment formally adopts the standards the city has applied which establishes a minimum 50-foot setback from the high-water mark and clarifies that shoreland and shoreland-wetland areas annexed after May 7, 1982, are regulated under the city rather than the county.

Member Cuthbert asked who established the boundary for the wetland area. Deputy Director Schmidt stated the DNR created their wetland inventory map in the 1980's.

Member Cuthbert asked how often the wetland maps are updated. Deputy Director Schmidt stated typically when there is development. If a developer is proposing a subdivision, they have to do a wetland delineation, which maps all the wetlands on the site. Member Cuthbert asked when this delineation happens, are they set forever. Deputy Director Schmidt stated the boundaries can change when further development occurs.

**MSC, Kaiser/Cuthbert, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-08, amending Chapter 22 of the Code of Ordinances Shoreland-Wetland Zoning. All voting aye. Motion passed.**

**d. Text Amendment – Chapter 22 – Shoreland Zoning – Ord. 2026-09**

ORDINANCE  
NO. 2026-09

Members discussed this item in conjunction with the previous item. No further discussion.

**MSC, Kaiser/Genett, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-09, creating Article VI (Chapter 22) Shoreland Zoning. All voting aye. Motion passed.**

**Discussion Items:**

a. **Zoning and Sign Code Re-Write**

Deputy Director Schmidt gave an update on the status of the Zoning and Sign Code rewrite. The consultant will be visiting the city to meet with city staff and tour of the city. There will also be a public workshop and public survey developed to gather feedback.

**Announcements and Future Agenda Items:** Next meeting is scheduled for May 12, 2026

**Adjournment:** The Commission adjourned its meeting at 4:35 p.m. MSC Genett/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, slightly slanted style.

Kayla Kubat

Administrative Assistant, Department of Community Development



---

**DATE:** April 28, 2026  
**TO:** Mayor Borchardt and Members of Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Special Use Permit – 2680 Marathon Avenue – Private School

---

### **Request**

Fox Valley Islamic Society has submitted a special use permit to establish a private school on property located at 2680 Marathon Avenue.

### **Consideration**

The subject site is approximately 7 acres in size located on the east side of Marathon Avenue, north of County Highway G. Fox Valley Islamic Society operates a mosque on the property which was approved through a special use permit in 2019. The property is zoned R-1, Single-Family Residence District.

The applicant is proposing to establish a private school within the existing building. A single classroom will be used to teach a maximum of 10 children in kindergarten and first grade. The school will operate daily from 8:30 a.m. to 3:30 p.m. There is no planned exterior site improvements associated with the school proposed at this time. Should the school expand, or site improvements related to the school be proposed, an amendment to the special use permit is required.

The R-1 district identifies schools (private/public) as a Special Use. Each zoning district includes a list of Permitted Uses or uses allowed by right and Special Uses or uses that possess special characteristics or uniqueness which require thorough review of their location and configuration relative to the surrounding neighborhood. Specifically, the City's Zoning Code requires that the Plan Commission consider the following findings when reviewing a Special Use Permit request:

1. The use shall be compatible with the adjacent land uses so that the existing uses will not be depreciated in value and there will be no deterrents to development of vacant land.
  - a. The proposed school use is intended to serve up to 10 children in one classroom within the building. Several religious institutions in the city have schools within their facilities. Based on the hours of operation and the limited nature of the proposed use, it is not likely the surrounding neighborhood will be negatively impacted.
2. The use shall have an appearance that will not have an adverse effect upon adjacent properties.

- a. There are no proposed changes or modifications to the existing building planned to support the school use.
3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns.
  - a. The city has several public and private schools within the city. The proposed school will serve up to 10 children, expanding school opportunities within the city.
4. The use will not cause traffic hazards or congestion.
  - a. The proposed school is relatively small and is not likely to cause any traffic hazards or congestion.
5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.
  - a. The facility is currently served with city water and sanitary sewer. Both utilities are adequately sized for the proposed use.

### **Recommendation**

**Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a private school located at 2680 Marathon Avenue subject to the conditions of the Special Use Review Letter.**



City of Neenah Community Development  
211 Walnut Street  
Neenah WI 54956  
Ph 920.886.6130

April 23, 2026

MAMADOU COULIBALY  
FOX VALLEY ISLAMIC SOCIETY  
2680 MARATHON AVE  
OSHKOSH, WI 54901

**RE: Special Use Permit #1-26 - 2680 Marathon Ave - Private School Special Use Review () Status Conditional**

Dear MAMADOU COULIBALY:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any that must be addressed. This letter is not to be construed as a zoning compliance, grading, or building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt  
Deputy Director of Community Development and Assessment  
bschmidt@neenahwi.gov  
920-886-6126

## Plan Review Comments

**Planning - Brad Schmidt -  
bschmidt@neenahwi.gov**

**Approved**

**Review Comments:**

1. The proposed use is limited to no more than 10 students in the location of the building identified on the floor plan submitted as part of this special use permit application. Should the location of the use in the building change or the use increase to more than 10 students, an amendment to the special use permit is required.
2. Any exterior site improvements related to the proposed school use may require an amendment to the special use permit or a site plan review. Improvements such as an outdoor play area, play ground, additional off-street parking, or other improvements related to the school use may qualify for an amendment to the special use permit.
3. Prior to occupancy, a building permit may be required. Please contact Kyle Pederson (Chief Building Inspector) at 886-6131 for more information relative to building permits.
4. Any additional exterior building or site signage will require a sign permit. Sign applications can be submitted online by visiting the following link: <https://evolvepublic.neenahwi.gov/>
5. Failure to adhere to the conditions listed above may result in a revocation of the special use permit. Should the proposed school use cease operations for a continuous 12-month period, the special use permit will be considered null and void.

**Fire Department - Jerry Mavroff - 886-6204  
GMavroff@nmfire.org**

**Approved**

**Review Comments:**

**Inspections - Building Commercial - Kyle Pederson - 920-886-6131  
kpederson@neenahwi.gov**

**Conditional**

**Review Comments:**

**Advisory Comments:**

E-Plan Exam or State approval needed prior to permitting for alterations/change of use.



**04/13/2026**

**FVIS School**

**Project Description:**

This project proposes the establishment of a small private school with one classroom serving kindergarten and first-grade students, with a maximum capacity of 10 students. The classroom will be located on the north side of the second floor of the building. The school will operate daily from 8:30 a.m. to 3:30 p.m. and will include a scheduled morning recess (10:00–10:15 a.m.) and a lunch period (11:30 a.m.–12:15 p.m.).

The school will be staffed by two teachers. Student drop-off and pick-up will be managed by parents/guardians, with minimal traffic impact expected due to the small enrollment. The project will comply with all applicable building, fire safety, and occupancy regulations.



103 Kappell Drive, Neenah, WI 54956  
+1 (920) 215-9840  
[www.fvis.org](http://www.fvis.org)  
[contact@fvis.org](mailto:contact@fvis.org)

Facebook • @ NeenahMosque

Donate to FVIS at:  
<https://bit.ly/donate2fvis>

**GENERAL CONSTRUCTION NOTES**

1. EXTERIOR WALLS SHALL BE CONCRETE TO FACE OF BRICKWORK. INTERIOR WALLS SHALL BE CONCRETE TO FACE OF BRICKWORK UNLESS OTHERWISE NOTED.

2. ALL WALLS SHALL BE CONCRETE TO FACE OF BRICKWORK UNLESS OTHERWISE NOTED.

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**PLAN NOTES**

1. DEMO HALF WALL AND 100" AWAY FROM EXTERIOR WALL. FORM FINE SHTYKHA CABINET IN HEARTH.

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**2nd Floor**

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**SCREEN WALL**

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**CLASSROOM 200**

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**CLASSROOM 201**

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**PRAYER ROOM**

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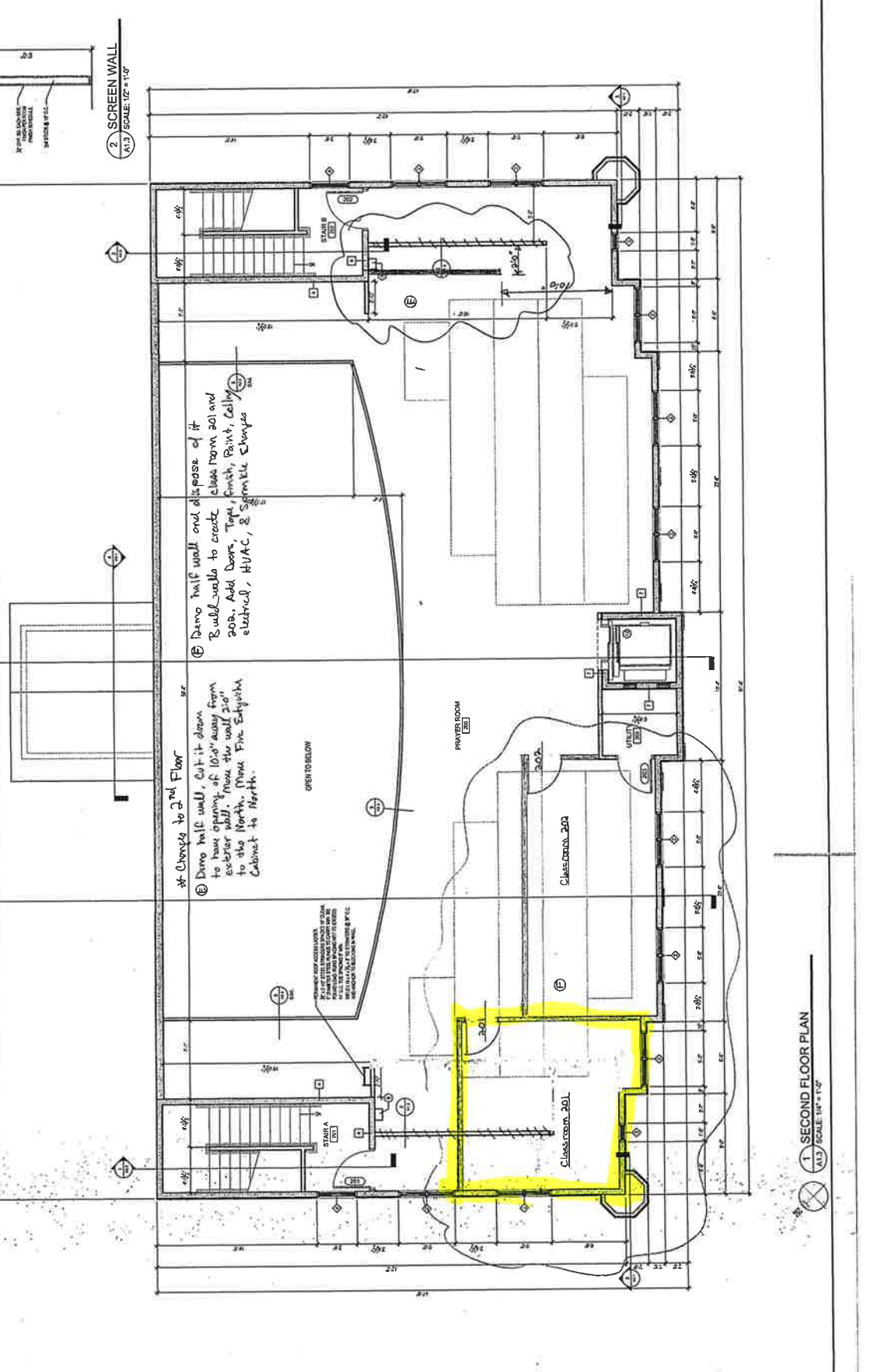
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**1 SECOND FLOOR PLAN**  
A1.3 SCALE: 1/4" = 1'-0"

**WATSON & ELSELE, INC.**  
1777 Highway 100  
Martinez, CA 94553  
www.watson-elsele.com  
920.731.0391 1.800.238.0391

**JAMES I. CALMES AND SONS, INC.**

2680 MARATHON AVENUE | NEENAH, WISCONSIN 54956

**FOX VALLEY ISLAMIC SOCIETY**  
**NEENAH MOSQUE**

DATE: 09-14-2020  
AS NOTED  
PROJECT NUMBER: 14081418

APPROVED: \_\_\_\_\_  
CHECKED: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

SECOND FLOOR PLAN  
DRAWING NO. A1.3



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## M E M O R A N D U M

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**DATE:** April 28, 2026  
**TO:** Mayor Borchardt and Plan Commission  
**FROM:** Brad Schmidt, Deputy Director of Community Development  
**RE:** Plan Commission Membership – Chapter 26 – Zoning Code (**Ord. No. 2026-06**)

---

The City's Plan Commission currently consists of eight members: the Mayor, Director of Public Works, a Parks and Recreation Commission member, one Alderman, one member of the Board of Education, and three citizen members. Under Wisconsin law, a city plan commission is to consist of seven members.

Since 1967, the City's ordinance has included a representative from the Neenah Board of Education (Board) as a member of the Plan Commission. The ordinance also requires that this representative be a resident of the City of Neenah.

Staff is recommending that the Plan Commission membership be reduced from eight members to seven members to align with state law and that the Board of Education member be removed from the Commission membership structure.

This recommendation is based primarily on attendance and quorum considerations. In recent years, scheduling conflicts and other obligations have made it difficult for the Board of Education representative to consistently attend Plan Commission meetings. At times, this has created challenges in maintaining quorum and ensuring full participation in Commission discussions. In one recent year, the Board representative did not attend any Plan Commission meetings. In addition, while unlikely, there is also the potential for all members of the Board of Education to reside outside the City of Neenah, which could make it difficult or impossible to fill the position as currently required by ordinance.

City staff met with NJSD Superintendent Harrison to discuss the proposed change. He expressed support for removing the Board of Education member from the Plan Commission and noted that neither he nor the Board regularly receive feedback from the Board's Plan Commission representative.

Although staff is recommending removal of the Board representative as a formal member of the Plan Commission, the City will continue to coordinate regularly with the Neenah Joint School District on planning and development matters. Staff intends to continue quarterly meetings with Superintendent Harrison to discuss city planning issues, development activity, school district coordination, and other topics of shared interest between the City and NJSD.

In addition to removing the Board of Education member, the intent of this ordinance is to ensure consistency between the two areas of the Municipal Code where the Plan Commission membership requirements are described (Chapter 2 - Administration and Chapter 26 - Zoning Code of the Municipal Code). The two sections differ slightly in the requirements for membership.

April 28, 2026 – Page 2

**Recommendation**

**Appropriate action at this time is for Plan Commission to recommend Common Council approve Ordinance No. 2026-06, amending Chapter 26 of the Code of Ordinances relating to Plan Commission membership.**



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Amending Neenah Code §26-26 of the  
Municipal Code of Ordinances relating to Plan  
Commission.

ORDINANCE NO. 2026-06  
Introduced: \_\_\_\_\_  
Committee/Commission Action:  
\_\_\_\_\_

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 26-26 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

- (a) *Membership Composition.* The Plan Commission shall consist of the Mayor, who shall be the presiding officer, the Director of Public Works, ~~the Chairman of the Park and Recreation Commission (or in his absence, the Vice Chairman, who shall serve as an alternate)~~ a representative of the Park and Recreation Commission appointed by the Chairman of the Park and Recreation Commission for a one-year term, an Alderman, a member of the Board of Education who is a resident of the City recommended by the Neenah Joint School District and three residents.
- (b) *Appointment.* The Alderman and Board of Education members shall be appointed by a two-thirds majority vote of the entire Council each April. The Mayor shall appoint one resident member annually each April for a term of three years. Such appointed members of the Commission shall commence their terms on May 1.
- (c) *Powers and duties.* The Plan Commission shall have such powers as are conferred upon it by law and shall perform such further duties as are imposed upon it by the Council.

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by

any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

\_\_\_\_\_  
Brian Borchardt, Mayor

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk

Moved by: \_\_\_\_\_

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542



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## M E M O R A N D U M

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**DATE:** April 28, 2026  
**TO:** Mayor Borchardt and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director of Community Development  
**RE:** Shoreland Zoning – Amend Sec. 22-161 and Create Chapter 22, Article VI –  
Shoreland Zoning

---

In 2013, a State created legislation which granted municipalities (cities/villages) the ability to adopt their own shoreland requirements subject to the minimum requirements outlined in Wisconsin Statutes 62.633 (Zoning of Annexed or Incorporated shorelands). For communities that didn't pass an ordinance, all property annexed to the City after May 7, 1982, would be regulated under County Shoreland Zoning.

The City currently regulates shoreland setbacks within each zoning district for properties located along a lake, river or navigable stream. In 2018, the City modified the requirements by reducing the building setback in shoreland from 75 feet to 50 feet. While this portion of the code is consistent with state law, adopting a shoreland zoning ordinance specifically creates a shoreland zoning overlay district by identifying the properties impacted by shoreland setbacks and includes detailed definitions to avoid confusion in interpretation of the code.

The proposed ordinance creates a shoreland zoning district that applies to all properties annexed to the City after May 7, 1982. In addition, the ordinance includes a 50-foot setback from the ordinary high-water mark for principle buildings, consistent with current setback requirements. The ordinance further includes allowances where a principle building can be built closer to the ordinary high-water mark if adjacent lots have principle structures closer than 50 feet to the ordinary high-water mark.

In addition to the creation of a Shoreland Zoning ordinance, Staff proposes to amend Section 22-161 (Annexed areas) from the Shoreland-Wetland Zoning article of the Municipal Code to remove the provision that land annexed to the City after May 7, 1982, is required to follow Winnebago County shoreland provisions. The shoreland-wetland zoning article applies to wetlands within the shoreland area. This differs slightly from shoreland zoning. To avoid confusion, staff is recommending the removal of County Shoreland Zoning reference for properties annexed to the City after May 7, 1982.

### **Recommendation**

**Appropriate action at this time is for Plan Commission to recommend Common Council approve Ordinance No. 2026-08, amending Chapter 22 of the Code of Ordinances Shoreland-Wetland Zoning and approve Ordinance No. 2026-09, creating Article VI (Chapter 22) Shoreland Zoning.**



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Amending Neenah Code §22-161 of the  
Municipal Code of Ordinances relating to  
Annexed areas within Shoreland-Wetland  
Zoning.

ORDINANCE NO. 2026-08  
Introduced: \_\_\_\_\_  
Committee/Commission Action:  
\_\_\_\_\_

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 22-161 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

~~**Sec. 22-161. – Annexed areas.**~~

~~The Winnebago County shoreland zoning provisions in effect on the date of annexation remain in effect administered by the City for all areas annexed by the City after May 7, 1982. These annexed lands are described on the City's Official Zoning Map. The Winnebago County Town/County shoreland zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the Department of Community Development.~~

**Secs. 22-1621—22-190. - Reserved.**

**Section 2.**

**Section 3. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the

remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 4. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

\_\_\_\_\_  
Brian D. Borchardt, Mayor

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk

Moved by: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Published: \_\_\_\_\_

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Creating Neenah Code Chapter 22 Article VI  
of the Municipal Code of Ordinances relating  
to Shoreland Zoning.

ORDINANCE NO. 2026-09  
Introduced: \_\_\_\_\_  
Committee/Commission Action:  
\_\_\_\_\_

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Chapter 22 Article VI of the Code of Ordinances of the City of Neenah is created to read as follows:

### ARTICLE VI. – SHORELAND ZONING

#### Sec. 22-390. Statutory authorization.

- (a) This ordinance is adopted pursuant to the authorization in §62.23 and §62.233 of the Wisconsin Statutes for villages and cities.
- (b) The City of Neenah Common Council determines that uncontrolled development and use of the shorelands of this municipality would impair the public health, safety, convenience, general welfare and tax base.

#### Sec. 22-391. Definitions.

As used in this article of Chapter 22 – Environmental Control, the following terms shall have the meanings indicated:

**Navigable waters** means Lake Superior, Lake Michigan, all natural inland lakes within Wisconsin and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this state, including the Wisconsin portion of boundary waters, which are navigable under the laws of this state. Under s. 281.31(2)(d) Stats., notwithstanding any other provision of law or administrative rule promulgated thereunder shoreland ordinances required under s. 59.692, Stats., and this chapter do not apply to lands adjacent to farm drainage ditches if:

- (a) Such lands are not adjacent to a natural navigable stream or river;
- (b) Those parts of such drainage ditches adjacent to such lands were nonnavigable streams before ditching or had no previous stream history; and
- (c) Such lands are maintained in nonstructural agricultural use.

**Ordinary high-water mark** means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic. Where the bank or shore at any particular place is of such character that it is difficult or impossible to ascertain where the point of ordinary high-water mark is, recourse may be had to the opposite bank of a stream or to the other places on the shore of a lake or flowage to determine whether a given stage of water is above or below the ordinary high-water mark.

**Principal building** means a building which contains the primary use of the lot, as contrasted to accessory structure, building or use. In any residential zone a dwelling shall be deemed to be the principal building on the lot.

**Shorelands** has the meaning given in §59.692(1)(b) of the Wisconsin Statutes.

**Shoreland setback area** has the meaning given in §59.692(1)(bn).

**Shoreland zoning district** means a zoning district comprised of shorelands that are subject to the provisions of Sec. 22-392.

### **Sec. 22-392. Jurisdiction.**

The jurisdiction of this article shall include all shorelands of the City which are:

- (a) Within 1,000 feet of the ordinary high-water mark of navigable lakes, ponds or flowages. Lakes, ponds, or flowages in the City shall be presumed to be navigable if they are listed in the Wisconsin Department of Natural Resources' Surface Water Data viewer available on the DNR website, or as shown on the United States Geological Survey quadrangle maps. If evidence to the contrary is presented, the Director of Community Development shall make the initial determination whether or not the lake, pond, or flowage in question is navigable under laws of the State. The Director of Community Development shall also make the initial determination of the location of the Ordinary High-Water Mark.
- (b) Within 300 feet of the ordinary high-water mark of navigable waterways. For the purposes of this subsection, waterways in the City shall be presumed to be navigable if they are designated as a Navigable Stream on the City of Neenah Official Shoreland Zoning District Map, which references the Wisconsin Department Natural Resources Surface Water Data viewer available on the DNR website, or as shown on the United States Geological Survey quadrangle maps.

If evidence is presented that a waterway is Non-Navigable, then the Director of Community Development shall make the initial navigability determination under the laws of the State. The Director of Community Development shall also make the initial determination of the location of the Ordinary High-Water Mark.

**Sec. 22-393. Shoreland zoning district boundaries**

The Official Shoreland Zoning District Map is hereby adopted and made part of this Article. The boundaries shall be depicted on this map as defined in Section 22-391. Copies of the map shall be available for public viewing in the Department of Community Development.

**Sec. 22-394. Requirements.**

- (a) There shall be established a shoreland setback of at least fifty (50) feet from the ordinary high-water mark (this could be greater than fifty (50) feet).
- (b) The principal building may be constructed or placed within the shoreland area if all of the following apply:
  - (1) The principal building is constructed or placed on a lot or parcel of land that is immediately adjacent on each side to a lot or parcel of land containing a principal building.
  - (2) The principal building is constructed or placed within a distance equal to the average setback of the principal building on the adjacent lots or thirty-five (35) feet from the ordinary high-water mark, whichever distance is greater.

**Sec. 22-395. Zoning Agency.**

- (a) The Director of Community Development or his/her designee shall:
  - (1) Review and advise the governing body on all proposed amendments to this article, maps and text.
- (b) This Director of Community Development shall not:
  - (1) Grant variances to the terms of the ordinance in place of action by the Board of Appeals; or
  - (2) Amend the text or zoning maps in place of official action by the governing body.

**Sec. 22-396. Interpretation.**

In their interpretation and application, the provisions of this Article shall be held to be minimum requirements and shall be liberally construed in favor of the City and shall not be deemed a limitation or repeal of any other powers granted by the Wisconsin Statutes. Where a provision of this Article is required by a standard in Wis. Admin. Code ch. NR 115 and where the meaning of the Article provision is unclear, the provision shall be interpreted in light of the Wis. Admin. Code ch. NR 115 standards in effect on the date of the adoption of the ordinance from which this Article is derived or in effect on the date of the most recent text amendment to this Article.

**Sec. 22-397. Rules for interpretation of district boundaries.**

Where uncertainty exists as to the boundary of the Shoreland District as shown on the Official Zoning Map, the following rules apply:

- (a) Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow such centerlines;
- (b) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;
- (c) Boundaries indicated as approximately following City limits shall be construed as following City limits;
- (d) Boundaries indicated as following railroad lines shall be construed to be the centerline of the railroad right-of-way;
- (e) Boundaries indicated as approximately following the centerlines of streams, rivers, canals, lakes or other bodies of water shall be construed to follow such centerlines;
- (f) Boundaries indicated as parallel to or extensions of features indicated in subsections (a) through (e) above shall be so construed. Distances not specifically indicated on the Official Zoning Map shall be determined by the scale of the map;
- (g) Boundaries indicated as dividing a lot or plot of land shall be so construed. Distances not specifically indicated on the Official Zoning Map shall be determined by the scale of the map;
- (h) Where physical or cultural features existing on the ground are at variance with those shown on the Official Zoning Map, or in other circumstances not covered by subsections (a) through (g) above, the Director of Community Development shall interpret the district boundaries.

**Sec. 22-398. Applicability.**

This Article applies to all land annexed to the City of Neenah after May 7, 1982, and that prior to annexation was subject to a county shoreland zoning ordinance under Wis. Stat. §59.692.

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: \_\_\_\_\_

\_\_\_\_\_  
Brian D. Borchardt, Mayor

Adopted: \_\_\_\_\_

Attest:

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

\_\_\_\_\_  
Charlotte Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, April 28, 2026**

**Present:** Chairman Weber, Alderman Defferding, Linski, Pollnow, and Steiner

**Excused:**

**Also Present:** Mayor Borchardt, Public Works Director Kaiser, Community Development and Assessment Deputy Director Schmidt, Police Chief Olson, Police Captain Van Sambeek, Public Works Street Superintendent Radtke, Office Manager Mroczkowski, Alderman Bruno, Alderman Erickson, Public Works Staff Engineer Kummerow, Dwight Kerr, Frank Cuthert, Debi Hopfensperger, Ron Hopfensperger, Mary Newman, Gerald Vanryken, Barb Jirkowic, Mike Jirkowic, Lyndsey Gonzalez, Andrew Leonard

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

Public Appearances

Gerald Vanryken, 654 McKinley Street, Neenah – Mr. Vanryken stated that he has been attending city meetings to show his appreciation to the people that run the city and take care of the residents. He stated that school shootings have left communities feeling helpless. He stated that he would like to be an advocate for the Neenah community and be involved. Mr. Vanryken stated that the city needs a list of volunteers that can spring into action when needed.

Dwight Kerr, 434 High Street, Neenah – Mr. Kerr spoke regarding the flooding on North Water Street. He thanked the city for the efforts so far but feels the efforts came too late. He stated that the sandbags that were placed on catch basins had gaps in them which did not work, slowing water down from coming back in the storm sewer. Mr. Kerr also noted that he was disappointed in the plowing that was done this past winter. He stated that there were small areas of the city that the streets were cleared, but the majority of the roads were in terrible condition. He stated that he encourages the elected officials and others to get out and see what the conditions of the roads are after snow events like we had this year.

Barb Jirkowic, 500 W North Water Street, Neenah – Ms. Jirkowic stated that she has lived at her residence over 30 years. She stated that they have experienced high water before but nothing like what has occurred in recent weeks. Ms. Jirkowic stated that she is upset that the City did not close North Water Street to traffic right away and did not close or redirect the Loop the Lake Trail. She stated that officials knew the water from Shiocton and New London would be working its way here and should have gotten out in front of the rising water by providing enough sandbags to residents right away. Ms. Jirkowic stated that she was also disappointed in the lack of police presence until the last couple of days. She stated that they should have patrolled this area from the beginning. She stated that the lack of response and acknowledgement by elected city

officials was disconcerting to residents that were being affected by the flooding. Ms. Jirkowic stated that she hopes lessons have been learned and steps will be put in place by the city to deal with this and other significant situations that occur in the future.

Chairperson Weber closed Public Appearances

Approval of Minutes of the Regular Meeting of April 14, 2026

**Motion by Pollnow, Seconded by Defferding to approve the minutes of the Regular Meeting of April 14, 2026.**

Call for vote by Chairman Weber

Motion Carried. All voting Aye. 5/0

Approval of Minutes from the Public Services and Safety Committee Organizational Meeting of April 21, 2026

**Motion by Pollnow, Seconded by Linski to approve the minutes of the Special Meeting of the Public Work and Safety Committee of April 21, 2026.**

Call for vote by Chairman Weber

Motion Carried. All voting Aye. 5/0

NEW BUSINESS

Plan Commission Membership – Chapter 2 – Administration (Ord. No.2026-05)

Deputy Director Schmidt reviewed his memo of April 28, 2026. He stated that the Plan Commission currently consists of eight members: the Mayor, Director of Public Works, a Parks and Recreation Commissioner, one Alderman, one Board of Education member, and three citizen members. He stated that since 1967, per City Ordinance, the commission has included a representative from the Neenah Board of Education as a member. He stated that the Neenah Board of Education member must also be a Neenah resident.

Deputy Director Schmidt stated that staff is recommending that the Plan Commission membership be reduced from eight members to seven members to align with state law and that the Board of Education member be removed from the Commission membership structure. Deputy Director Schmidt stated that City staff met with NJSD Superintendent Harrison to discuss the proposed change. Deputy Director Schmidt stated that Superintendent Harrison expressed support for removing the Board of Education member from the Plan Commission and noted that neither he nor the Board regularly receive feedback from the Board's Plan Commission representative.

**Motion by Steiner, Seconded by Linski, to recommend the Common Council approve Ordinance 2026-05, amending Chapter 2 of the Code of Ordinances relating to Plan Commission membership.**

Alderman Pollnow stated that he talked with Superintendent Harrison who noted that the challenge of having a member of the School Board on the Plan Commission is that they need to be a City of Neenah resident. Alderman Pollnow stated that this should be put before the Neenah School Board to have them weigh in on the topic. He stated that the city needs to continue to have different bridges and paths of communication. Alderman Pollnow stated that he will not support this item.

Alderman Defferding stated that he agrees with Alderman Pollnow.

**Motion by Defferding, seconded Pollnow to table agenda item.**

Call for Vote by Chairperson Weber

Motion Vote 2/3 (Linski, Steiner, and Weber)

Motion Fails

Alderman Steiner stated that he would like Deputy Director Schmidt to give his perspective of the conversation that he had with Dr. Harrison. Deputy Director Schmidt stated that the timing of this is due to the School Board members spot on the commission because the incumbent did not run again. He stated that staff had conversations with the current superintendent to inform him of the plan. He stated that Dr. Harrison had no reservations or issues with staff's recommendation.

Alderman Steiner asked if other communities have a school board member on their plan commission. Deputy Director Schmidt stated that this was not the case within the Neenah school district. He stated that when he worked for the City of Appleton and City of Janesville, they did not either.

Alderman Steiner asked if have a school board member is part of the state statute. Deputy Director Schmidt stated no.

Alderman Pollnow stated that process wise, this should have been on a school board agenda, and they should have had the chance to weigh in.

Chairperson Weber called for vote.

Motion on vote 3/2 (Defferding/Pollnow)

Motion Carried.

Proposal to Purchase a New Way Automated Refuse Truck – Replacement of Fleet #57

Public Works Superintendent Radtke stated that when the city started automated refuse and recycling pick-up, five trucks were bought. He stated that the trucks were put in a replacement rotation of one replacement each year when their life cycle was nearing, which is typically seven to eight years. He stated that he reserved this truck last year and was able to secure the 2026 price.

Report

**Motion by Pollnow, Seconded by Steiner to recommend the Common Council approve the purchase of a 2026 New Way Sidewinder ASL from Envirotech Equipment, Menomonee Falls, WI, in the amount of \$391,732.00 and also City logos, new 2-way radio and additional safety lighting not to exceed \$2,000, utilizing 2026 Budgeted Capital Equipment funds and have the remaining budget balance be put into Capital Reserves.**

Alderman Defferding asked what the normal lead time is when ordering a new truck. Public Works Superintendent Radtke stated at least one year.

Chairperson Weber called for vote.

Motion on vote 5/0. All voting aye.

Motion Carried.

Proposal to Purchase a 2026 Tandem Axle Patrol Truck – No Salter – Replacement for Fleet #13

Public Works Superintendent Radtke stated that these trucks are used everyday for a variety of jobs. He stated that the Truck Country equipment package quote was low, but truck parts would not be interchangeable with the current trucks. He stated that we would have to have a whole separate inventory of parts for just one truck. Public Works Superintendent Radtke stated that right now all the parts are universal.

Report

**Motion by Pollnow, Seconded by Steiner to recommend the Common Council approve the purchase of a 2026 Freightliner Tandem Axle Chassis Patrol Truck-No Salter from Truck Country, Kaukauna, WI in the amount of \$130,800.00 and the snow equipment package from Monroe Truck Equipment, De Pere WI in the amount of \$155,491.00 with a total price of \$286,291.00 utilizing 2026 Budgeted Capital Equipment funds of \$285,000.00, with the balance of \$1,291.00 coming from Capital Equipment Reserve fund.**

Alderman Weber asked why there is no salter for the truck. Public Works Superintendent Radtke stated that the fleet is made of ½ the trucks with salters and ½ without salters. He stated the trucks without salters are used in cul-de-sacs and downtown.

Alderman Defferding asked that information regarding the annual maintenance cost for these types of truck to be emailed to him.

Chairperson Weber called for vote.

Motion on vote 5/0. All voting aye.

Motion Carried.

Proposal to purchase a Shop Floor Sweeper and Scrubber

Public Works Superintendent Radtke stated that the current sweeper was purchased in 1993. He stated that he had researched getting a combination unit, but determined that the pieces of equipment, although similar, have different uses and would be better if ordered as separate units.

**Motion by Pollnow, Seconded by Linski, to recommend the Common Council approve the purchase of Advance SW5500 Sweeper in the amount of \$37,814.00 and a Factor Cat XR 700v2 Scrubber in the amount of \$30,816.00, both from, Conger Toyota-Lift, Neenah WI for a total cost of \$68,630.00, utilizing 2026 Capital Equipment funds and have the remaining budget balance be put into Capital Reserves.**

Report

Alderman Weber asked why such a difference in the prices for the scrubber. Public Works Superintendent Radtke stated that the Tennat Company are known as the Cadillac of scrubbers.

Chairperson Weber called for vote.

Motion on vote 5/0. All voting aye.

Motion Carried.

Request to Purchase automated collection carts

Public Works Superintendent Radtke stated that with the accelerated growth of the city in the last couple of years, it has directly impacted service demand and capacity requirements for curbside collection. He stated that the remaining inventory that we have from the carts that were purchased last year is enough to issue to just 54 new home requests, cart swap outs requests or cart maintenance requests.

Public Works Superintendent Radtke stated that staff is recommending purchasing a split order of 702 95-gallon carts from Sierra Container Group for a cost of \$41,174.50 with funding to come from capital equipment reserves.

**Motion by Pollnow, Seconded by Steiner to recommend the Common Council approve the purchase of 702 95-gallon carts from Sierra Container Group for a cost of \$41,174.50 with funding to come from capital reserve funds.**

Alderman Pollnow asked if this expense should be escrowed in the future in development agreements. Director Kaiser stated that it is a topic that can be considered in the future.

Alderman Steiner asked if purchasing these carts will address the next two years needs. Public Works Street Superintendent Radtke stated barring growth like the city had with the Freedom Acres phases, this order should be adequate.

Alderman Weber asked if there is an operating budget line item for these carts. Director Kaiser stated that we had a capital budget item in 2025, but nothing in 2026.

Chairperson Weber called for vote.

Motion on vote 5/0. All voting aye.

Motion Carried.

Snow & Ice Procedures

Public Works Street Superintendent Radtke stated that most area communities have a snow and ice procedures document. He stated that this was put together to be a general guideline for snow and ice removal operations and a base method for responding to snow and ice emergencies. He stated that the intent of establishing the snow and ice control procedures is to provide a uniform understanding of the priorities and procedures used to combat snow and ice-related conditions. Public Works Street Superintendent Radtke stated the practices listed in the document are of a general nature only and will depend upon factors that each snow event presents.

He stated that he would like to have feedback from the Committee and to make this available on the website, so residents have an idea of how decisions are made during an event.

The Committee requested that the document be emailed to them.

Alderman Steiner asked if there is a timeline for feedback. Public Works Street Superintendent Radtke doesn't have a hard deadline set.

Alderman Pollnow asked if this should be a policy. Director Kaiser stated that he and Public Works Street Superintendent Radtke have discussed this. He stated that we don't want to restrict the superintendent and assistant superintendent from making decisions they need to make during an event. He stated that this format gives the thought processes on how events are generally handled but not restricting them having to keep to these guidelines for all events.

Alderman Weber stated that there should be language included that give the superintendent and assistant superintendent latitude to make decisions.

E-Bike, E-Scooter and Bicycle Regulation and Mandatory Helmet Ordinance

Chairperson Weber stated that he was notified that Police Chief Olson has changes to the ordinance and he asked to have the item tabled.

The Committee discussed the proposed changes to the locations that would not be allowed, the helmet requirement, enforcement of the ordinance, and language that will allow the patrol officers to enforce the ordinance.

Chief Olson reviewed the changes he is recommending which have to do with the locations where e-bike/e-scooters would be restricted.

Alderman Pollnow asked that Attorney Rashid please be present at the meeting when this item is discussed.

Report

**Motion by Weber, Seconded by Pollnow to table agenda item until the next Public Services and Safety Committee meeting.**

Chairperson Weber called for vote.

Motion on vote 5/0. All voting aye.

Motion Carried.

Replacement of Blacktop in South Lot

Captain Van Sambeek noted that at the police station the south lot, is in poor condition. He stated that the lot serves as the primary parking area for professional staff and is regularly used by department vehicles and specialty units. He stated that due to the heavy loads and frequent use of the parking lot staff is recommending concrete over blacktop.

Captain Van Sambeek stated that two vendors were solicited for bids but only one responded, Wolff Concrete in the amount of \$69,859.50.

Captain Van Sambeek stated that the Neenah Police Department is seeking authorization to replace the South blacktop parking lot with concrete at a cost not to exceed \$75,750.00, including contingency, with funding source being Facilities Capital budget.

Report

**Motion by Pollnow, Seconded by Defferding, to recommend the Common Council approve the Neenah Police Department to replace the South blacktop parking lot with concrete at a cost not to exceed \$75,750.00, including contingency, with the Funding source being the Facilities Capital budget.**

Chairperson Weber called for vote.

Motion on vote 5/0. All voting aye.

Motion Carried.

### UNFINISHED BUSINESS

Alderman Defferding asked for follow-up on Mr. McIntosh's property repair. Director Kaiser stated that he and Public Works Superintendent have discussed it and are looking at the end of this week.

Alderman Pollnow asked about an email he had sent regarding the Freedom Acres landscaping grading. Director Kaiser stated that he is putting a response together.

### Public Works General Construction and Department Activity Report

- 1) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): The contractor has restarted work that was carried over to 2026. They will be starting the second quadrant of the Bell/Commercial intersection the week of 4/27.
- 2) Contract 5-25 (Misc Asphalt Pavement Repair): Some work items have been carried over to 2026.
- 3) Contract 12-25 (Courtside Fields Pond): Rock crushing is about 50% complete. The crushed rock is being used for the utility work taking place on Elm and Reed. Storm sewer tie-ins have been installed. The remaining storm sewer work will be done after the pond's clay liner is installed.
- 4) Contract 1-26 (Elm, Reed, Laudan Utilities/Street):
  - a) Elm St: Water main installation is complete. Sanitary sewer is being installed south of Division.
  - b) Reed St: Sanitary sewer is being installed from Stone to Laudan.
- 5) Contract 2-26 (Henry, Sterling, Winneconne): Water main installation is complete on Greenfield and Sterling. Sanitary sewer installation is 50% complete on Sterling.
- 6) Contract 3-26 (Tullar Garage Roof Repair – Vehicle Storage Bays): Work started on 4/15. Roof ballast is being removed.
- 7) Storms/Flooding: Street flooding is ongoing on North Water Street due to the high-water level in the Fox River/Little Lake Butte des Morts. We are seeing the downstream impact of the torrential rains experienced along the Wolf River basin. Current projections call for the levels to peak about 4/27 and then plateau for a time.

Director Kaiser stated that the Winnebago County Emergency Management supplied sandbags and also provided other sites for sandbags where the city could get some as well. He stated that the street department was also producing sandbags.

Director Kaiser stated that Fire Chief Teesch will be providing a follow-up action review.

Alderman Pollnow asked if the televising of the storm sewer in the area is necessary. Director Kaiser stated that he is no doubt that there is free flow in the system. He stated that when the lake level is the same as the street level, flood prevention becomes difficult.

Alderman Defferding asked when the City's Emergency Management met last. Director Kaiser stated that Chief Teesch is working on getting staff caught up on training through the National Incident Management System. He stated that we had training last winter

Chairperson Weber stated that this is a conversation for the Common Council.

Alderman Defferding stated that the flooding is something that should have fallen under their purview.

The Committee continued discussion on the flooding event and looking to future to be better prepared.

Mayor Borchardt stated that he is in the process of hiring a Communication Specialist. He stated that events like this that could involve community aid would be coordinated through that position.

Director Kaiser stated that Public Works Street Superintendent Radtke has been putting together a flyer for the resident on North Water Street. He stated that it has information regarding a special collection in that area. He stated that staff will hand deliver them Thursday.

- 8) Special Leaf Collection: The special leaf collection is complete. Yard waste collection starts May 4 for Area 1.
- 9) Freedom Acres/Homes at Freedom Meadows Streets: D&D Landscaping was in the week of 4/20 to fix potholes in the reclaimed asphalt.
- 10) Recycling Report: The annual recycling report is being finished. It is due to WDNR on April 30.

### Adjournment

**Motion by Pollnow, Seconded by Linski to adjourn at 6:31 PM.**

Call for vote by Chairman Weber

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

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Amending Neenah Code §2-167 of the  
Municipal Code of Ordinances relating to Plan  
Commission.

ORDINANCE NO. 2026-05  
Introduced: \_\_\_\_\_  
Committee/Commission Action:  
\_\_\_\_\_

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 2-167 of the Code of Ordinances of the City of Neenah is amended by eliminating the stricken language to read as follows:

- (a) *Composition.* The Plan Commission shall consist of the Mayor, who shall be the presiding officer, the Director of Public Works, a representative of the Park and Recreation Commission appointed by the Chairman of the Park and Recreation Commission for a one-year term, an alderman, ~~a member of the Board of Education who is a resident of the City recommended by the Neenah Joint School District~~ and three residents.
- (b) *Appointment.* The Alderman ~~and Board of Education~~ member shall be appointed by majority vote of the entire Council each April. The Mayor shall appoint one resident member annually each April for a term of three years. Such appointed members of the Commission shall commence their terms on May 1.
- (c) *Powers and duties.* The Plan Commission shall have such powers as are conferred upon it by law and shall perform such further duties as are imposed upon it by the Council.

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this

ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

\_\_\_\_\_  
Brian Borchardt, Mayor

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk

Moved by: \_\_\_\_\_

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542



# Memorandum

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**Date:** April 28, 2026  
**To:** Mayor Borchart and Members of the Public Services and Safety Committee  
**From:** Greg Radtke, Public Works Street Superintendent  
**RE:** Proposal for Purchase of New Way Automated Refuse Truck — Replacement of Fleet #57

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We currently use 6 New Way Sidewinder ASL's (automated side loaders) that have performed very well for us. This truck is the fourth replacement, in rotation, of our daily curbside rubbish and recycling fleet. The truck to be replaced was purchased in 2019.

Envirotech Equipment had ordered and secured this truck for the City of Neenah in 2025, knowing that keeping our fleet in good shape is one of our top concerns. We budgeted for an ASL in the CIP as a priority for 2026.

- Envirotech Equipment, Menomonee Falls, WI New Way Sidewinder ASL \$391,732.00
- Sourcewell Purchasing Group New Way Sidewinder ASL \$400,654.00

Staff recommends purchasing a 2026 New Way Sidewinder ASL Truck for \$391,732.00 from Envirotech Equipment along with City logos, a new 2-way radio, and additional safety lighting not to exceed \$2000.00 to be purchased for the above truck.

Existing equipment (Fleet #57) will be traded in or sold at auction.

Budgeted 2025 amount of \$415,000.00 (Page 320 Item #1 in 2026 Budget Book)

**Attachments:**

1. 4\_Fleet #57



Apr 20, 2021 6:52:29 AM  
1495 Tullar Road  
Neenah  
Winnebago County  
Wisconsin



# Memorandum

**Date:** April 28, 2026  
**To:** Mayor Borchardt and Members of the Public Safety and Services Committee  
**From:** Greg Radtke, Public Works Street Superintendent  
**RE:** Proposal to Purchase 2026 Tandem Axle Patrol Truck—No Salter Replacement for Fleet #13

## CHASSIS

Kriete Truck Centers Fond du Lac WI	Mack	\$155,945.18
J X Truck Center Green Bay WI	Peterbilt	\$142,880.74
Truck Country Kaukauna WI	Freightliner	\$130,800.00
Wisconsin Kenworth Green Bay WI	Kenworth	\$143,900.00
Packer City International Appleton WI	International	\$131,325.00
Quality Truck Care Center De Pere WI	Western Star (Minimal Undercoating)	\$141,609.00
Quality Truck Care Center De Pere WI	Western Star (Specified but not necessary, undercoating, aluminum)	\$143,059.00

## SNOW PLOW AND WING EQUIPMENT

Monroe Truck Equipment De Pere WI	Monroe Snow Package	\$155,491.00
Truck Country (Burke Truck Equipment) Madison WI	Burk Snow Package	\$143,000.00

Staff recommends purchasing a new Freightliner tandem chassis from Truck Country for \$130,800.00 and a snow equipment package from Monroe Truck for \$155,491.00 for a total purchase price of \$286,291.00. Staff recommends using Capital Equipment Reserve Funds to cover the \$1,291.00 price difference.

Existing Fleet #13 will be purchased by Truck Country when the new truck is completed for an offered price of \$22,500.00 provided it meets DOT inspection.

Budgeted 2026 amount \$285,000.00. (Page 320, Item #3 in 2026 Budget Book)

**Attachments:**

1. #13



Mar 3, 2022 10:01:07 AM

1495 Tullar Road

Neenah

Winnebago County



# Memorandum

**Date:** April 28, 2026

**To:** Mayor Borchardt and Members of the Public Services and Safety Committee

**From:** Greg Radtke, Public Works Street Superintendent

**RE:** Proposal to purchase a Shop Floor Sweeper and Scrubber

## Combination Unit—Scrubber & Sweeper

Fairchild Equipment Inc. Green Bay WI	Advance CS7010 Hybrid	\$84,044.00
Fairchild Equipment Inc. Green Bay WI	Advance CS7010 (Very used demo)	\$36,800.00

## Sweeper Only

Conger Toyota-Lift Neenah WI	Advance SW5500 (New Order)	\$42,600.00
Conger Toyota-Lift Neenah WI	Advance SW5500 (New leftover from last year)	\$37,814.00

## Scrubber Only

Conger Toyota-Lift Neenah WI	Factory Cat XR 700v2	\$30,816.00
Tennant Company Holland MI	Tennant M-T20	\$65,199.80

Staff recommends purchasing two separate machines rather than a combination sweeper/scrubber, based on performance and cost. The in-stock Advance SW5500 from Conger Toyota-Lift of Neenah for \$37,814.00 and the Factory Cat XR 700v2, also from Conger Toyota-Lift of Neenah, for \$30,816.00. The total purchase would be \$68,630.00

Budgeted 2026 amount \$120,000.00. (Page 320, Item # 8 in 2026 Budget Book)

**Attachments:**

1. Scrubber Sweeper



Advance SW5500



Factory Cat XR



# Memorandum

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**Date:** April 28, 2026  
**To:** Mayor Borchardt and Members of the Public Services and Safety Committee  
**From:** Greg Radtke, Public Works Street Superintendent  
**RE:** Request to purchase automated collection carts

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Over the past several months, we have seen a significant increase in residential occupancy in the Freedom Acres subdivision, which has directly impacted service demand and capacity requirements for curbside collections.

Each parcel is issued 2 carts for curbside collections. When all 240 lots are filled, this comes to 480 carts in total, which will completely deplete stock of 95-gallon carts. This leaves us unable to fulfill the requests of current citizens without creating future logistics difficulties. As this subdivision has grown at an accelerated rate, with an occupancy of about 80%, it is estimated that 50 of each style cart will be needed just to complete this subdivision. This does not include addressing broken, damaged, lost, or cart exchange requests.

In September 2025, we received an order from Sierra Container Group for a split load of carts due to the residential growth and cart exchange requests coming from our residents. That order was split as follows to meet a full truckload delivery.

180) 65-gallon refuse carts  
180) 65-gallon recycling carts

182) 95-gallon refuse carts  
182) 95-gallon recycling carts

Less than a year later, we are left with an insufficient number of 95-gallon carts to keep pace with both new services and upsizing requests. We have enough stock to currently cover 54 new homes/requests and some replacements (according to our rough inventory counts). We are finding that most new residents are requesting the larger carts in exchange for smaller ones.

Staff requests authorization to place a split order of 95-gallon carts from Sierra Container Group to allow the City's obligations for curbside collection to continue

without interruption or hardships. The order would include 351 95-gallon garbage carts and 351 95-gallon recycling carts. Barring another major addition of properties, this order should sustain us for a while.

The cost of this purchase would be \$41,174.50. In discussing the matter of funding this purchase with Director Rasmussen and Director Kaiser, it was recommended to use Capital Equipment Reserve funds, which has a balance of \$820,000.00, as of April 22, 2026, per Director Rasmussen.

Staff recommends purchasing a split order of 702 95-gallon carts from Sierra Container Group for a cost of \$41,174.50 with funding to come from capital equipment reserves.

**Attachments:**

None



# Memorandum

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**Date:** April 28, 2026  
**To:** Scott Weber, Public Works and Safety Committee Chair, Mayor Borchardt  
**From:** Captain Thomas Van Sambeek  
**RE:** Replacement of blacktop in South Lot

---

The Police Department is requesting authorization to replace the deteriorated blacktop section of the South parking lot with reinforced concrete. This area—located south of the Police Department building and east of the concrete added during the storage shed project—has experienced significant degradation over time. The asphalt surface is original to the facility and has developed extensive cracking and recurring potholes. Despite repeated hot and cold patching, the surface requires constant maintenance and is no longer suitable for the volume and weight of departmental traffic.

The lot serves as the primary parking area for professional staff and is regularly used by department vehicles, and specialty units. Due to the heavy loads and frequent use, concrete is recommended over blacktop. The concrete specified includes fiber reinforcement, allowing for increased strength without requiring greater thickness.

Bids were solicited from two vendors: Wolff Concrete and Vinton Construction. Wolff Concrete was the only vendor to submit a bid. Their proposal includes asphalt removal, fine grading, sawed concrete, sealant and replacement of the South lot and installation of a small concrete pad behind the training center for parking the range training vehicle. The total bid is **\$68,859.50**. A **10% contingency** is requested to cover unforeseen issues that may arise during construction. This will still fall well under the \$100,000.00 budgeted.

**Recommendation:**

Authorize the Neenah Police Department to replace the South blacktop parking lot with concrete at a cost not to exceed **\$75,750.00**, including contingency. Funding source is Facilities CIP 013-2150-743.02-35, PDF14.

**Attachments:**

None



# Memorandum

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**Date:** April 28, 2026

**To:** Mayor Borchardt and Members of the Public Services and Safety Committee

**From:** Gerry Kaiser, Director of Public Works

**RE:** Public Works General Activity Report

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1. Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): The contractor has restarted work that was carried over to 2026. They will be starting the second quadrant of the Bell/Commercial intersection the week of 4/27.
2. Contract 5-25 (Misc Asphalt Pavement Repair): Some work items have been carried over to 2026.
3. Contract 12-25 (Courtside Fields Pond): Rock crushing is about 50% complete. The crushed rock is being used for the utility work taking place on Elm and Reed. Storm sewer tie-ins have been installed. The remaining storm sewer work will be done after the pond's clay liner is installed.
4. Contract 1-26 (Elm, Reed, Laudan Utilities/Street):
  1. Elm St: Water main installation is complete. Sanitary sewer is being installed south of Division.
  2. Reed St: Sanitary sewer is being installed from Stone to Laudan.
5. Contract 2-26 (Henry, Sterling, Winneconne): Water main installation is complete on Greenfield and Sterling. Sanitary sewer installation is 50% complete on Sterling.
6. Contract 3-26 (Tullar Garage Roof Repair – Vehicle Storage Bays): Work started on 4/15. Roof ballast is being removed.
7. Storms/Flooding: Street flooding is ongoing on North Water Street due to the high water level in the Fox River/Little Lake Butte des Morts. We are seeing the downstream impact of the torrential rains experienced along the Wolf River basin. Current projections call for the levels to peak about 4/27 and then plateau for a time.
8. Special Leaf Collection: The special leaf collection is complete. Yard waste collection starts May 4 for Area 1.
9. Freedom Acres/Homes at Freedom Meadows Streets: D&D Landscaping was in the week of 4/20 to fix potholes in the reclaimed asphalt.
10. Recycling Report: The annual recycling report is being finished. It is due to WDNR on April 30.

**Attachments:**  
None



**City of Neenah  
Finance & Personnel Committee Minutes  
Monday, April 27, 2026 at 5:00 PM  
Hauser Room  
Neenah City Hall  
211 Walnut Street**

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- I. Call to order
  - A. Meeting called to order by Chairman Erickson at 5:00 PM

**Members Present:** Chairman Erickson, Vice-Chair Ellis, Council President Steiner, and Alderman Bruno.

**Also Present:** Finance Director Rasmussen, IT Director Schroeder, Parks & Recreation Director Kading, Community Development Director Nieforth, Planner Kasmior, Attorney Rashid, City Clerk Nagel, Alderman Pollnow, and citizens Cari Lendrum, Mark Neuman, Frank Cuthbert, and Jim Erickson.

**Excused:** None.

- II. Public Appearances
  - A. None.
- III. Approval of the minutes of the Approval of the Minutes of the April 6, 2026 Regular Meeting and April 21, 2026 Organizational Meeting. (Minutes can be found on the city website)  
**Motion by Ellis, seconded by Steiner to approve the minutes as presented. No discussion. Motion carried in a voice vote, 4-0.**
- IV. Unfinished Business – None.
- V. New Business
  - A. Recommend Council approve to enter into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing.

Director Schroeder explained this agreement would be to change the current system for recreation management. He met with Park and Recreation staff who noted this system would provide greater efficiencies with how the system is set up and managed. It will also provide a more intuitive portal for residents to sign up for programs. The proposed system comes with some additional features and integrations that our current system does not provide. Overall, it's a much better system.

CivicPlus was willing to work with the city and negotiated down to an initial first year cost of \$13,000 which fits into the multi-year software account. The total cost for the first year and half comes to approximately \$30,500. The annual reoccurring cost of the program is \$21,000 with an annual increase expected each year, which is industry standard. The current system is hosted by the city, and the new system will be hosted by the vendor which saves money as well.

The planning for the project would start right away with implementation at the end of the year. The goal is to be on the new system for next year's (2027) programs.

Report

**Motion by Ellis, seconded by Steienr to recommend Council approve entering into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing. Motion carried in a voice vote, 4-0.**

- B. Recommend Council approve the purchase of equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades.

Director Schroeder explained the current access control hardware that provides fob is end of life at the end of 2026. The upgrade is will finalize all the upgrades IS has been working on for the past couple of years. There are newer card readers, of which seven will be employed this year to keep the project within budget. The total quote is just over \$20,000. However, there may be come ancillary issues that may have to be addressed during installation.

Report

**Motion by Ellis, seconded by Bruno to recommend Council approve the purchase of equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades. Motion carried in a voice vote, 4-0.**

- C. Recommend Council approve Resolution 2026-03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.

The Community Development Block Grant is expected to be \$205,408 after June 1, 2026. This grant has been given to use since 1984. The required notices, public hearings, and public comments have been complied with. The grant focuses on programs and services that serve low and medium-income individuals for housing, health needs, and nutrition.

Report

**Motion by Ellis, seconded by Bruno to recommend Council approve Resolution 2026-03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. Motion carried in a voice vote, 4-0.**

- D. Recommend Council approve Debt Management Policy as presented.

Director Rasmussen wanted to put in writing what is done in practice, which is why she brought forth the Debt Management Policy. She used the GFOA (Government Finance Officers Association) recommended practices as a guideline. The maximum debt capacity is 5% of the city's equalized value. The city is typically around 50% of the maximum debt capacity. Director Rasmussen suggested using 3% of equalized value maximum debt capacity with 60% of

that figure as the policy, with the goal of being less than that figure.

Director Rasmussen feels the city needs to have the maximum borrowing capacity that is used to determine projects during the Capital Improve Projects (CIP) approval project. She is currently working on a checklist for each project in order for priority projects to be identified during (CIP). The proposed amount is maximum borrowing capacity is recommended at \$10 million, which is the average of what we are paying off annually. Again, the goal is to be lower than the suggested limit. Director Rasmussen advised that the debt should only be used on long-term capital projects, and the city is prohibited by law from using it for operations or routine maintenance.

The term of the loan should never exceed the use of life for what the money is being borrowed for. She proposed a ten-year maximum for all equipment and street projects, with twenty years for facilities and major infrastructure. Director Rasmussen believes the city should tie their borrowing to the five-year CIP. Enterprise Funds and Tax Incremental District need to be self-supporting. Financial oversight, Director Rasmussen would like to provide an ongoing debt matrix along with capacity, and formalized post-issuance compliance and disclosure requirements.

Report

Adopting this policy will help strengthen our long-term financial planning, enhance transparency and consistency year to year, help support the credit profile, and will give clear guidance to staff.

**Motion by Ellis, seconded by Steiner to recommend Council approve Debt Management Policy as presented. Motion carried in a voice vote, 4-0.**

Financial Report

A. March Vouchers

**Motion by Elliss, seconded by Bruno to receive and place on file. Motion carried in a voice vote, 4-0.**

B. Quarterly Financial Statements

**Motion by Elliss, seconded by Bruno to receive and place on file. Motion carried in a voice vote, 4-0.**

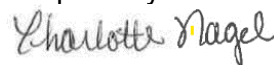
VI. City Attorney Report

A. None.

VII. Adjournment

**Motion by Steiner, seconded by Bruno to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:45 PM.**

Respectfully submitted,



Charlotte Nagel  
City Clerk





# Memorandum

---

**Date:** April 27, 2026

**To:** Chairperson Erickson and Members of the Finance and Personnel Committee

**From:** Matthew Schroeder, Director of Information Systems

**RE:** Recommend Council approve to enter into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing.

---

The City of Neenah has been a long-time customer of our current Recreation Management system, the RecTrac product from Vermont Systems. We have continued to utilize this system and upgrade it over the years, with the most recent major upgrade being performed in 2020. While that upgrade did improve things, staff and citizens continue to struggle with different quirks of the system, and some basic features take more time and effort than we feel they should.

After seeing other Wisconsin municipalities switch to CivicPlus, and hearing of their successes, Director Kading brought the idea of switching to my attention, and we decided to set up a software demonstration. Director Kading and I, along with our staff, have been evaluating the Recreation Management Software from CivicPlus since our initial purchase of three CivicPlus systems back in late 2025. We have vetted the system, and found it has all the functionality we are utilizing with our current system, plus more. Staff immediately identified a number of benefits and processes that would be much easier with this new system.

Items that will be new, or an improvement over our existing system, include:

- Easier to set up Facilities, Programs, and Point of Sale items on the back-end.
- Simpler and more intuitive registration processes online for citizens.
- The ability to integrate with GIS to determine residency, so account creation is fully automated (New).
- Integrated email and texting capabilities for easier communication (separate process currently).
- Document upload option to allow customers to upload forms during registration (separate system currently).
- New portal for instructors to eliminate existing paper processes.
- New Brochure creation wizard.

- New ADA compliance tool for online registration portal.

Staff worked with CivicPlus to bring down and defer some initial costs, and provide a good migration path and timeline. The initial term was negotiated down to \$38,572.88 through the end of 2027, with \$13,000 to be paid in 2026 and the remainder in 2027. Annual recurring costs are around \$21,000, with the term matching the calendar year.

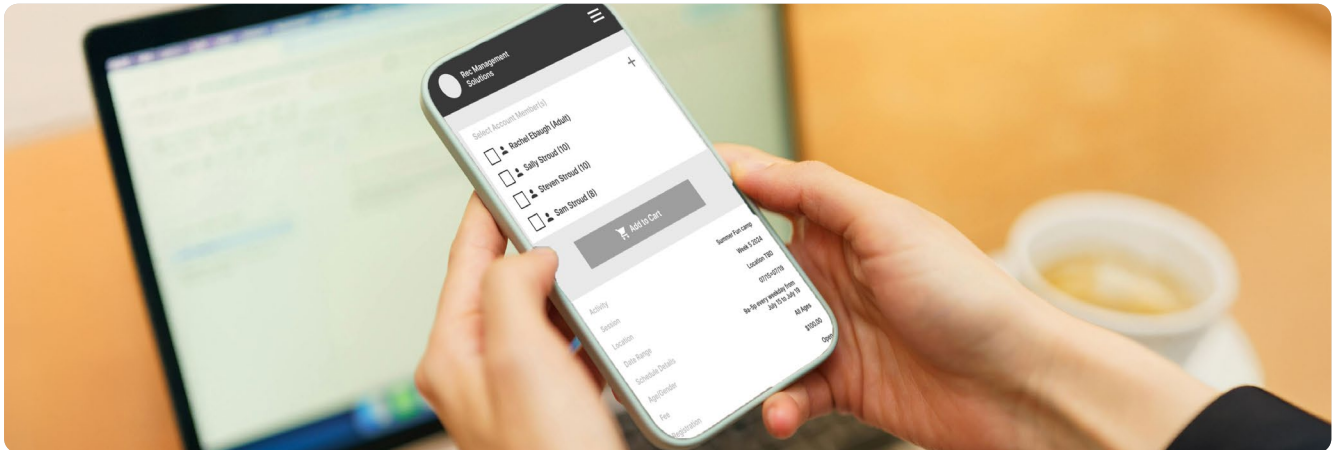
Costs we will spend on our existing system, with add-ons, total approximately \$9,000 annually.

We self-host our current system, but received a quote to move to hosting back in 2020 for \$4,050. Adjusted for 5% growth per year, that would be around \$5,400 in today's dollars. This brings a more comparable total to approximately \$11,400 annually. While there is still a large direct financial increase incurred by moving systems, there are additional features and enhancements not available with our current system, in addition to staff time saved with a more efficient system. Both Director Kading and I feel the amount of staff time we are likely to save, along with simpler processes for citizens, is worth the extra cost.

**I am requesting approval to enter into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing.**

**Attachments:**






1. Rec Management Fact Sheet




# Recreation Management

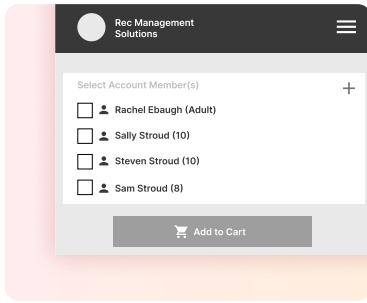
The CivicPlus® Recreation Management solution provides a user-friendly platform, designed by former Parks and Recreation leaders for Parks and Recreation. It streamlines activities, facilities, and membership management while offering residents seamless self-service for registration, reservations, and online payments.

## Recreation Management Benefits:

-  **Simplify sign-ups and streamline the registration process** with an intuitive, user-friendly online platform
-  **Increase community engagement and program participation** with dedicated tools for communication and outreach
-  **Consolidate systems and gain clear visibility into department performance** with centralized data and reporting
-  **Drive staff and program management efficiencies** with integrated, collaborative tools
-  **Minimize training time and improve staff usage** with modern, easy-to-learn software

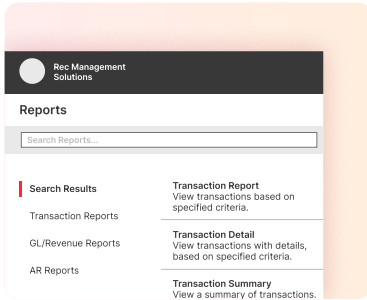
“The choice was clear. CivicPlus’ platform promised a seamless transition, with its user-friendly interface and capabilities tailored to our unique needs, including the integration of our own branding.”

 **Kathy Lind**, Facilities Manager | Carbon Valley District, CO



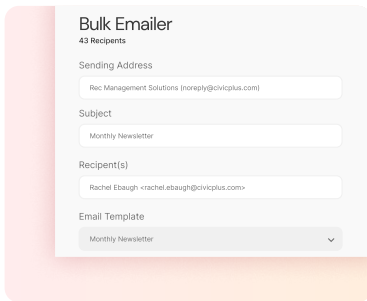
## Online Registration with Mobile Access:

Simplify program registration and payments with an integrated, mobile-friendly platform that allows residents to register, pay, and manage activities from any device. With embedded payment processing and a user-friendly dashboard, residents enjoy convenience while staff simplify program administration and operations.



## Centralized Data and Reporting:

Generate detailed reports and export data to meet departmental needs, such as tracking registrations, revenue, and facility utilization, enabling data-driven decisions.



## Built-In Marketing and Communication Tools:

Use email and SMS alerts to keep residents informed about programs, events, and updates, improving public awareness and satisfaction.

**1,200+**

Serving 1,200+ local government Parks and Recreation departments and special districts

**20+**

20+ years of Parks and Recreation management experience

**\$1B+**

~\$1 billion of recreation revenue processed annually

Ready to learn more?

Get an Online Demo →



# Memorandum

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**Date:** April 27, 2026

**To:** Chairperson Erickson and Members of the Finance and Personnel Committee

**From:** Matthew Schroeder, Director of Information Systems

**RE:** Recommend Council approve the purchase of equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades.

---

Information Systems staff has been slowly upgrading existing doors utilizing older HID hardware to new Axis hardware. The older HID hardware has not been sold for a while now, and support for those units will be ending in 2027. We have finished upgrading a few small locations this year, and have only one facility left with the older HID controllers, which is the Police Department. Once support is ended, these units will no longer receive security patches.

I have received a quote to replace our remaining 21 door controllers along with 7 card readers. Existing wiring, door strikes, and card readers (except for the 7 new), will be reused. The 7 new card readers will be going into sensitive areas that require escorts, where we will be upgrading all the hardware at once. Remaining card reader upgrades for all facilities will be budgeted for in 2027, as these do not have as high of a cybersecurity impact as the door controllers. The quoted work comes to \$20,629. I am requesting a not-to-exceed amount of \$24,000, as there may be additional equipment needed to power a couple of heavy-duty electric strikes. I have planned \$24,000 for these replacements as part of our overall technology replacement line item (\$80,000 total approved in the 2026 budget).

**I am requesting approval to purchase equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades.**

**Attachments:**  
None



# Memorandum

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**Date:** April 27, 2026

**To:** Chairperson Eirckson and members of the Finance and Personnel Committee

**From:** Carol Kasimor, Assistant Planner

**RE:** Recommend Council approve Resolution 2026-03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development

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On Monday, April 27, the Finance and Personnel Committee will consider Resolution 2026–03 to approve the 2026 Community Development Block Grant plan. The Common Council will consider the plan at its May 6, 2026 meeting.

The public was invited to provide input for the development of the plan, including submitting comments during a 30-day public comment period, applying for public service funds, and the opportunity to ask questions about the plan during two public hearings. Goals addressed with the plan include support for:

- A. Needs of low and moderate income households through public services, housing and job creation.
- B. Revitalization, blight elimination, and site improvements.
- C. Improvements in neighborhoods, especially those with low and moderate income residents.
- D. Fair housing and planning

The proposed program budgets \$205,408 in 2026 funds and an estimated \$30,000 in revolving fund payments from the 2025 CDBG year. Regulatory limits on the public service category prevent fully funding the requests received. Additional information on the CDBG program may also be found on our website at <https://www.ci.neenah.wi.us/departments/community-development/block-grants/>

**The Department requests approval of Resolution 2026 – 03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.**

**Attachments:**

1. 2026 CDBG Program
2. Res 2026-03

**PROPOSED 2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**Public Services and Facilities**

Activity	Funding Request	2026 Proposed Funding	Description	2025 Adopted Funding	2025 Activities/Benefit	2026 Proposed Activities/Benefit
1 Christine Ann Domestic Abuse Services - CADAS	<b>\$20,000</b> to provide services that address physical safety, basic needs, healing from trauma, connections to community resources, and prevention of further abuse, injury, and death due to domestic abuse.	\$7,000	CADAS is committed to empowering individuals and families through education, safety and support, and leading our community to reduce the incidents and the effects of domestic abuse and dating violence. <a href="http://www.christineann.net">http://www.christineann.net</a>	\$7,000	64 persons	65 persons
2 Advocap Nutrition Program	<b>\$22,047</b> to assist in providing meals to low income seniors and frail elderly persons at 1 congregate meal site and with home delivered meals.	\$7,000	The Nutrition Program aims to promote health by providing nutritious and affordable meals, reducing hunger, creating opportunities for social interaction, and helping seniors remain independent in their homes and communities. <a href="https://www.advocap.org/food-nutrition.html">https://www.advocap.org/food-nutrition.html</a>	\$7,000	192 persons	190 persons
3 Pillars, Inc.	<b>\$10,000</b> to provide affordable housing, shelter services at the Adult and Adult and Family Shelters, Resource Center services, and case management services for Neenah residents experiencing homelessness or risk of homelessness.	\$7,000	From homelessness to coming home, Pillars provides shelter, support and solutions to address the housing needs in our community. All Pillars programs aim to ensure every person has a place to call home. <a href="http://pillarsinc.org">http://pillarsinc.org</a>	\$7,000	32 households	32 households
4 Reach Counseling Services	<b>\$7,000</b> to provide sexual assault counseling services at a reduced fee to qualified Neenah residents.	\$6,000	Reach Counseling Services is a sexual assault service provider for children and adults that offers trauma counseling, victim advocacy, prevention education, sex offender treatment, and consulting services. <a href="https://reachcounseling.com">https://reachcounseling.com</a>	\$6,000	83 persons	80 persons
5 <b>Total Public Service Funds</b>		<b>\$27,000</b>	Cap of 15% of grant plus program income.	\$27,000	371 persons	367 persons

**Housing and Economic Development**

	Activity	Funding Request	2026 Proposed Funding	Description	2025 Funding	2025 Activities
6	Property Acquisition and Redevelopment Activities	Funding for acquisition, demolition, rehabilitation, development, site and/or infrastructure improvements, economic development, and commercial façade improvement.	\$100,000	Purpose of the program is to remove deteriorated structures where necessary, assist with revitalization and redevelopment efforts, and offer matching grants for commercial facade improvement projects. Projects developed through housing organizations such as Greater Fox Cities Habitat for Humanity, Pillars, Inc. and Rebuilding Together Fox Valley may also be considered in this category.	\$97,000	S. Commercial Street acquisition and demolition projects were undertaken.
7	Neighborhood Improvements	Assistance for upgrades to neighborhoods and neighborhood facilities.	\$37,920	Improvements for purposes of assistance to low and moderate income neighborhoods.	\$32,278	
8	<b>Total Housing and Economic Development Funds</b>		<b>\$137,920</b>		\$129,278	

**Planning and Administration**

	Activity	Funding Request	2026 Proposed Funding	Description	2025 Funding	2025 Activities
9	Fair Housing Center of Northeast Wisconsin	\$15,488 to provide services to households encountering discrimination in the housing market, and to provide technical assistance to housing providers and the City of Neenah.	\$15,488	The prevention of housing discrimination and the enforcement of fair housing law ensures that housing is available to low and moderate income households and racial/ethnic minorities and other protected classes.  <a href="http://www.fairhousingwisconsin.com/">http://www.fairhousingwisconsin.com/</a>	\$12,000	Staffing to answer questions, provide technical assistance to housing seekers and providers, provide intake and counseling regarding fair housing violations, as well as provide housing referral services, fair housing presentations, distribution of educational materials to Neenah organizations, and rental management training.
10	Planning and Program Administration	Assist with costs of planning and administering the CDBG program.	\$25,000	Planning, staff salaries and program expenses are funded through the CDBG	\$25,000	Salaries and program expenses.
11	<b>Total Planning and Administration Funds</b>		<b>\$40,488</b>	Cannot exceed cap of 20% of grant plus program income.	\$37,000	

**Community Development Block Grant program repayments**

	Activity		2026 Proposed Funding from 2025 repayments	Description		2025 Activities
12	Small Business /Microenterprise Loan Program	\$0 estimated in repayments	\$0	Program provides low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah.		No small business loans during the year.
13	Housing Rehabilitation/ Homebuyer Assistance Program	\$30,000 estimated in repayments	\$30,000	Ongoing program assists low and moderate income homeowners with basic structural and mechanical repairs. Homebuyer program assists low and moderate income households to purchase homes in the City of Neenah. Winnebago County Housing Authority was contracted to provide homebuyer education and project management, and the City of Neenah provides downpayment, closing cost and housing rehabilitation assistance.		8 households approved for assistance in the total amount of \$85,500.
14	<b>Total Estimated Program Repayments</b>		<b>\$30,000</b>	Estimated Housing Rehabilitation, Small Business and Homebuyer assistance repayments from 2025 program year.		
15	<b>Total 2026 Community Development Block Grant</b>		<b>\$205,408</b>		\$193,278	



**RESOLUTION NO. 2026 - 03  
RESOLUTION OF THE CITY OF NEENAH APPROVING THE  
2026 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN**

WHEREAS, the City of Neenah is a Community Development Block Grant formula grantee and evaluates community needs, conditions and resources to be addressed by the grant; and,

WHEREAS, the City of Neenah estimates resources totaling \$205,408 for the 2026 Community Development Block Grant program, and revolving funds in the estimated amount of \$30,000; and,

WHEREAS, the City of Neenah is committed to approving a program of Community Development Block Grant activities which gives maximum feasible priority to low and moderate income persons and community development;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Neenah that the 2026 Community Development Block Grant Annual Plan including the programming of 2026 Community Development Block Grant funds is hereby approved. The 2026 Community Development Block Grant program will fund the following activities:

Christine Ann Domestic Abuse Services	\$7,000
Advocap Nutrition Program	\$7,000
Pillars, Inc.	\$7,000
Reach Counseling Services	\$6,000
Property Acquisition and Redevelopment Activities	\$100,000
Neighborhood Improvements	\$37,920
Fair Housing Center of Northeast Wisconsin	\$15,488
Planning and Program Administration	\$25,000
<b>Grant Total</b>	<b>\$205,408</b>
Revolving Funds/Program Income	
Housing Rehabilitation/Homebuyer Assistance	\$30,000
Small Business/Microenterprise Loan Program	-
<b>Total</b>	<b>\$235,408</b>

Recommended by: Finance and  
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Brian Borchardt, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Charlotte K. Nagel, City Clerk



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## P O L I C Y

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<b>DATE:</b>	March 2026	<b>POLICY NO:</b>	2026-1
<b>TITLE:</b>	Debt Management Policy		
<b>ISSUER:</b>	Finance		
<b>COVERAGE:</b>	All City Departments / Employees		
<b>AUTHORITY:</b>	Common Council Approval		
<b>DURATION:</b>	Indefinite		

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### I. PURPOSE

The purpose of this policy is to establish clear guidelines for the issuance and management of debt. This policy is intended to ensure the City of Neenah maintains financial flexibility, protects its credit rating, minimizes borrowing costs, and operates within the legal limits set by the State of Wisconsin.

This policy applies to all forms of debt issued by the City, including General Obligation (G.O.) debt, revenue bonds, and short-term obligations.

This policy also provides a framework for decision-making by the Common Council and City staff regarding the appropriate use, structure, and management of debt.

### II. ROLES AND RESPONSIBILITIES

- **Common Council:** Has the sole authority to approve all debt issuances and adopts policies governing debt management.
- **Finance Committee:** Reviews proposed debt issuances and recommends the method of sale and financing structure to the Common Council.
- **Finance Director:** Serves as the City's debt manager and is responsible for implementing this policy, coordinating debt issuance, maintaining compliance, monitoring debt capacity, and communicating with rating agencies and external professionals.
- **External Professionals:** The City may retain financial advisors, bond counsel, and underwriters, as necessary, to assist in the issuance and management of debt. The City will seek to utilize independent financial advisors when appropriate.

### III. DEFINITIONS

- **Arbitrage:** According to 26 U.S. Code 148, arbitrage is related to the use of tax-exempt proceeds for reinvestment in higher yield taxable securities and the excessive accrual of interest revenue from bond proceeds.
- **Bond Anticipation Notes (BANs):** Short-term debt instruments issued by the City to provide interim financing for a capital project that is expected to be permanently financed with the issuance of long-term bonds. BANs are typically repaid from the proceeds of the subsequent bond issuance.

- **Capital Improvement Plan (CIP):** A multi-year financial planning tool that identifies capital projects for the City. The CIP is the primary tool used to plan for debt.
- **Capital Projects:** The acquisition, creation, or improvement of City land, buildings, equipment, and infrastructure with a useful life of greater than one year and a minimum threshold of \$10,000.
- **Continuing Disclosure:** According to the SEC Rule 15c2-12, continuing disclosure consists of important information about a municipal bond that arises after the initial issuance of the bonds. This information generally reflects the financial health or operating condition of the City as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds.
- **General Obligation (G.O.) Bonds:** Debt issued by the City to finance any project undertaken for a public purpose. General obligation bonds are backed by the full faith and credit of the City.
- **Note Anticipation Notes (NANs):** Short-term debt instruments issued by the City to provide interim financing in anticipation of a specific future funding source, such as state or federal grants, special assessments, or other dedicated revenues. NANs are repaid from the expected receipt of those funds or the issuance of long-term debt.
- **Promissory Note:** A signed document containing a written promise to pay a stated sum to a person or institution at a specific date or on demand.
- **Refunding Bond:** A bond that retires another bond before the first bond matures. Primarily used due to a decline in the interest rates.
- **Revenue Bonds:** Bonds issued to finance public utilities or projects with a dedicated revenue stream. Revenue bonds give the City the ability to recover the cost of a project from beneficiaries of the project or users of the facility. Repayment is made from the revenues generated by the financed system or project.
- **State Trust Fund Loans:** The Board of Commissioners of Public Lands (BCPL) of the State of Wisconsin has funds available to loan to Wisconsin cities. These “trust funds” are derived primarily from the sale of public lands and from penal fees.

#### IV. KEY DEBT MANAGEMENT PRACTICES

The City recognizes debt as an important financing tool when used prudently. Debt will be managed through the following practices:

- **Capital Improvements Program (CIP):** The City maintains a rolling five-year Capital Improvement Plan. **It will be updated annually by department heads and Mayor in August and approved by the Common Council in September.** Debt issuance will be closely aligned with the CIP to ensure borrowing is limited to planned, necessary capital improvements.
- **Debt Service Fund:** The City maintains a specific Debt Service Fund used exclusively to account for the accumulation of resources for the payment of long-term debt principal and interest.
- **Alternative Funding Sources:** The City will actively pursue grants, special assessments, user fees, and other revenue sources to minimize the need for debt financing.

## V. USE OF DEBT

- **Capital Projects:** Debt will be used primarily for high-cost, long-lived capital improvements (e.g., street reconstruction, park development, facility improvements, large equipment) that cannot be funded by current revenues. Borrowing is strictly tied to the City's CIP. Demand for new debt is measured by the needs presented in that plan.
- **Useful Life Limitation:** The term of any debt issuance shall not exceed the estimated useful life of the asset being financed.
- **Prohibition on Operating Use:** Debt shall not be used to fund daily operations, routine maintenance, or minor equipment purchases.
- **Emergency Exceptions:** Exceptions may be made in emergency situations where delay would pose a risk to public health or safety, subject to Common Council approval..

## VI. DEBT LIMITS AND CAPACITY

- **Statutory Legal Limit:** In accordance with Wisconsin Statute § 67.03, the City's total General Obligation (G.O.) debt shall not exceed 5% of the equalized valuation of the taxable property within the City.
  - The City will strive to maintain outstanding G.O. debt at or below **3% of equalized value** (approximately 60% of the legal limit) to preserve financial flexibility.
- **Annual Debt Issuance Target:** The City will seek to limit new General Obligation debt issuance to approximately **\$10,000,000 per year**, unless justified by significant capital needs or approved by the Common Council.

When **projected** capital needs exceed this target, the City will consider:

- Phasing projects over multiple years
- Utilizing pay-as-you-go financing when available
- Utilizing alternative revenues

If it is determined that issuance in excess of \$10,000,000 is necessary within a given year of the Capital Improvement Plan (CIP), approval by a two-thirds (2/3) vote of the Common Council shall be required prior to presentation of the proposed CIP.

- **Debt Affordability Metrics:** The City will monitor the following indicators annually:
  - Debt as a percentage of equalized value
  - Debt per capita
  - Debt service as a percentage of General Fund expenditures

These metrics will be evaluated in the context of maintaining strong credit ratings (e.g., "Aa" or higher category).

- **Tax Increment District (TID) Debt:** TID-related debt shall be structured so that incremental revenues are sufficient to cover debt service. A financial feasibility analysis will be performed prior to issuance. General Fund support shall only be used if explicitly approved by the Common Council.
- **Enterprise Fund Debt (Sanitary Sewer, Storm Water, Water):** Debt issued for enterprise funds should be self-supporting through user fees. Property tax support will only be used in exceptional circumstances with Council approval.

## VII. TYPES OF DEBT ISSUANCE

- **General Obligation Debt:** The City may issue general obligation debt for capital expenditures or other lawful projects.
- **Revenue Debt:** The City may issue revenue bonds to fund proprietary fund activities such as the water and sewer utilities and for other capital projects that generate adequate revenues from user fees to support operations and debt service requirements. The bonds will include written legal covenants which require that revenue sources are adequate to fund annual debt service coverage and reserve fund requirements.
- **Lease-Revenue Bonds:** Community Development Authority Lease-Revenue Bonds may be used to finance projects supported by Tax Increment Financing (TIF) district revenues. Use of these bonds requires approval of both the Community Development Authority (CDA) and the Common Council. The lease-revenue bonds shall be secured by a capital lease agreement between the City and the CDA.
- **Short-Term Debt:** Short-term borrowing, including Bond Anticipation Notes (BANs) and Note Anticipation Notes (NANs), may be utilized for interim financing for a project or to reduce debt service payments during the construction period. BANs and NANs shall not mature more than 5 years from the date of issuance.
- **Conduit Debt:** The City may consider the issuance of conduit debt financing, such as Industrial Development Bonds, on a case-by-case basis when a public policy purpose can be demonstrated. Any conduit debt financing issues shall be reviewed by the City's legal counsel prior to issuance. The City shall obtain a clear opinion that it will not be liable for the payment of principal and interest in the event of default by the conduit borrower. Conduit debt bonds are not included in the City's debt burden since they are secured solely by revenue of the private party.

## VIII. DEBT STRUCTURE AND REPAYMENT

- **Maturity:**
  - Equipment and street-related debt: ≤ 10 years
  - Facilities and major infrastructure: ≤ 20 years
- **Rapid Amortization:** The City will aim, where feasible, to retire at least 75% of the principal within 10 years of issuance. This reduces long-term interest costs and available debt capacity for future needs.
- **Level Debt Service:** Whenever possible, debt shall be structured with level annual payments to provide stability for the property tax levy.
- **Refunding (Refinancing):** The City will periodically review all outstanding debt to determine if savings can be achieved through refinancing, also referred to as refunding. A current refunding will be considered when the present value of future annual debt service savings, net of issuance cost, amounts to at least 1% of refunded principal.

## IX. METHOD OF SALE

The City may issue debt through competitive or negotiated sale.

- **Competitive Sale:** Preferred method for standard, highly rated debt issuances.
- **Negotiated Sale:** May be used for complex, large, or market-sensitive transactions.

The Finance Committee will review and recommend the method of sale to the Common Council based on:

- Size and complexity
- Market conditions
- Type of debt

## X. POST-ISSUANCE COMPLIANCE

- **Investment of Bond Proceeds and Arbitrage Compliance:** The investment of bond proceeds requires significant diligence in meeting the objectives of regulatory compliance, cash flow management, and the funding needs of projects. The City will fully comply with federal arbitrage and rebate requirements. Unless otherwise justified, the City will seek to use debt proceeds within the established time frames pursuant to the bond or note resolution in order to avoid arbitrage. If arbitrage occurs, the City will pay the amount of the arbitrage rebate to the Federal Government as required by Internal Revenue Service regulations. The City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirements in order to preserve the tax-exempt status of outstanding debt.
- **Maintenance of Credit Rating and Rating Agency Communications:** The City may seek a rating on all new debt issues that are being sold in the public market. The Finance Director will maintain good communication with bond rating agencies about the City's financial condition. This effort will include providing periodic updates and the presentation of information on the City and its finances in conjunction with new debt issuance. The City will continually strive to maintain its bond rating by reviewing, updating, and enhancing its financial policies, budgeting, long-term forecasting, and overall financial health of the City.
- **Financial Reporting:** On an annual basis, the Finance Department will prepare all required debt related schedules and footnotes for inclusion in the City's annual financial statements.
- **Continuing Disclosure:** The Finance Department shall be responsible for providing annual disclosure information (via the EMMA system) to established national information repositories and for maintaining compliance with disclosure statements as required by state and national regulatory requirements, including SEC Rule 15c2-12.

## XI. INTERNAL CONTROLS

The Finance Director shall establish and maintain internal controls to ensure:

- Accurate tracking of outstanding debt
- Timely payment of principal and interest
- Compliance with bond covenants
- Proper authorization of all debt-related transactions

## **XII. POLICY REVIEW**

This policy shall be reviewed at least every five years, or more frequently if warranted by changes in law, financial conditions, or best practices.

## **XIII. CONCLUSION**

By adhering to this policy, the City of Neenah ensures that debt is issued and managed in a fiscally responsible and transparent manner. This approach supports long-term financial stability, maintains strong credit quality, and equitably distributes the cost of capital investments across current and future taxpayers.