

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**

**February 10, 2026 @ 5:00 PM
Hauser Room, 211 Walnut Street**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the Meeting of January 27, 2026 (Attachment)
2. Public Appearances
3. Approve Police Department Purchase of new K-9 and Training
4. Impaired Driver & Speed Enforcement Grant Opportunities (Attachment)
5. Parking Enforcement Vehicle LPR Hardware Replacement (Attachment)
6. Licenses
 - a. Approve Temporary Class “B” (Picnic) License Application to St. Gabriel Parish, for Friday Fish Fries (Attachment)
 - b. Approve Change of Agent Application for Krist Oil Company d/b/a Krist Food Mart #56, 1305 S Commercial St, Neenah, new Agent Clara Griffin (Attachment)
7. Upgrade to City Hall Fire Alarm System (Attachment)
8. Final Resolution 2026-01: Sanitary Sewer Lateral and Water Service Construction on Elm Street, Henry Street, Laudan Boulevard, Reed Street, Sterling Avenue, and Greenfield Street (Attachment)
9. Police Department 2025 4th Quarter Statistic Report
10. Public Works General Construction and Department Activity Report (Attachment)
11. 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 **City Clerk Office at (920)886-6101** or the **City’s ADA Coordinator at (920)886-6106** or e-mail attorney@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 27, 2026

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Parks & Recreation Director Kading, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Wagner, Fire Chief Teesch, City Clerk Nagel, Parks Superintendent/City Forester Fink, Parks Supervisor Williams, Office Manager Mroczkowski, Scott Becher, Frank Cuthbert, Alderman Bruno

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

Approval of Minutes of the Regular Meeting of January 13, 2026

Motion by Pollnow, seconded by Weber to approve the minutes of the Regular Meeting of January 13, 2026.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah – Mr. Becher stated that he would like more information regarding the RFP that is being proposed for the City Hall facility study.

Chairperson Lendrum closed public appearances.

Park & Recreation Purchase of a Mini Excavator

Parks Supervisor Williams stated that the new mini excavator will be replacing a 2010 Cat Loader. He stated that the new mini excavator will be more versatile and efficient and will be able to be used by other departments.

Report **Following Discussion: Motion by Pollnow, seconded by Borchardt to recommend the Common Council approve the purchase of a Bobcat E35 Mini Excavator from Bobcat Plus, Appleton, in the amount of \$93,078.94 using 2026 Capital Equipment Budgeted funds.**

Alderman Pollnow asked if the old piece of equipment will be sold. Parks Supervisor Williams stated that they will continue to use the current piece of equipment until its useful life is reached.

Alderman Linski asked if the new piece of equipment comes with additional attachments. Parks Supervisor Williams stated that the price includes several individual attachments such as an auger, three additional buckets, and concrete breaker.

Call for vote by Chairman Lendrum

Motion Carried. Vote 5/0

Fire Station No.32 Boiler Replacement Funding Authorization of Budget Overage

Fire Chief Teesch stated that the bid price from Energy Control & Design for the boiler replacement at Station No.32 came in at \$139,073, \$4,073 higher than the 2026 budgeted amount of \$135,000.

Chief Teesch stated that he is recommending utilizing Capital Facility balance fund to cover the bid price difference.

Following Discussion: Motion by Weber, Seconded by Pollnow, to recommend the Common Council approve the proposal from Energy Control & Design for the boiler replacement at Fire Station No.32 in the amount of \$139,073 using 2026 Capital Facility Budgeted funds of \$135,000 and the remaining \$4,073 to be funded utilizing Capital Facility fund balance.

Report.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Police Department Cell Phone Extraction Software Purchase

Police Captain Wagner stated that the Police Department is requesting upgrading the current cell phone extraction software and purchasing an additional cell phone extraction software. She stated that the police department currently sends cell phones to the Department of Criminal Investigation (DCI) to have messages extracted from cell phones. She stated that the backlog with DCI is 18 months.

Captain Wagner stated that the current Cellebrite UFED software does not allow for retrieval of deleted messages, the upgrade to Cellebrite Inseyets supports that functionality. She stated that the Magnet Forensics Graykey would be a new software purchase that supports I-Phone message extraction specifically. She stated that the upgrade to Cellebrite Inseyet and adding Magnet Graykey would allow cell phone message extraction processing to be done in-house which would result in a significant reduction in time to process evidence.

Report.

Following Discussion: Motion by Pollnow, Seconded by Borchardt to recommend the Common Council approve the upgrade to Cellebrite Inseyet cell phone extraction software and to purchase the Magnet Forensic Graykey cell phone extraction software at cost not to exceed \$13,000.00. Funding coming from budgeted 2026 Capital Improvement funds.

Alderman Pollnow asked if multi-year license fees were considered. Captain Wagner stated that it could be a possibility in the future. She stated staff would like time to evaluate the two different software's to see their capabilities.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Police Departments 2025 4th Quarter Statistics

NOTE: This item's supporting document was included in the January 27th, 2026, Public Services and Safety Committee packet but was not listed on the agenda as an action item in error and was not discovered until the following day. Discussion of the document took place, and a motion was made and voted on. These minutes are being included to reflect what was discussed. The item will be placed on the February 10th, 2026, Public Services and Safety Committee Meeting as an action item to be officially voted on as required.

Captain Wagner presented the 2025 4th Quarter Police Statistics. She stated that comparing 2025 4th quarter to the 2025 3rd quarter there have not been any significant changes.

Captain Wagner stated that she wanted to update the fatal overdoses statistic. She stated that staff was waiting for autopsy results on the 2nd fatal overdose at the time this report was compiled. She stated that the results indicated a natural cause of the death and not a fatal overdose.

Alderman Pollnow stated that the parking citations have dropped off quite a bit and wondered what the reason is. Captain Wagner stated that there are only 4 printers available for writing citations. She stated that one is used in the parking enforcement vehicle and the one is in a squad car. She stated that the other two are broken and were sent to T2 back in October. Captain Wagner stated that they have made inquiries about the repair status but have not heard back from T2.

Alderman Borchardt stated that he appreciates the breakout statistics of the Behavioral Health Officer. He stated that this position has made a big impact on the community and to the police department.

Following Discussion: Motion by Borchardt, Seconded by Pollnow to Receive and Place on File.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

2026 City Hall HVAC Upgrade Proposal

Director Kaiser reviewed his memo of January 21, 2026. He stated that the 2026 capital facilities budget included \$75,000 for the final upgrade of the variable air volume units (VAVs) on the 1st floor and basement. He stated that staff received a proposal from Energy Control & Design which came in at \$86,968. Director Kaiser stated that staff directed Energy Control and Design to submit a proposal for just upgrading the 1st floor. Director Kaiser stated that bid proposal came in at \$72,835.

Director Kaiser stated that staff is recommending the approval of the bid proposal including both the 1st floor and the basement in the amount of \$86,968.

Report.

Following Discussion: Motion by Pollnow, Seconded by Weber, recommend the Common Council approve the City Hall 1st floor and basement HVAC control upgrade proposal from Energy Control & Design in the amount of \$86,968 using \$75,000 2026 budgeted Capital Facility funds and the remaining balance of \$11,968 utilizing Public Facility fund balance.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

City Hall Space Needs Review

Director Kaiser reviewed his memo of January 23, 2026. He stated that since the building was built in 1977, the floor plan of the building has changed to accommodate space needs in several departments. He stated that in evaluating the remodeling work that was completed this past year, staff discussed the current building layouts advantages and disadvantages and how business is conducted at City Hall as it is related to customer service, efficiency, and security.

Director Kaiser stated that the first thing that will need to happen is the buildings floor plan will need to be updated. He stated that once we have that, we would have an architect, who is familiar with facilities of this type, evaluate the current space use and future space efficiency.

Director Kaiser stated that this proposal is not in the 2026 Capital Budget and would require a budget amendment. He stated that the funding for this proposal would use American Rescue Plan Act (ARPA) interest balance funds. He stated that the projected proposal cost is \$50,000. He stated there is currently \$86,126 in the ARPA interest fund.

Report.

Following Discussion: Motion by Weber, Seconded by Borchardt, recommend the Common Council approve a budget amendment to the 2026 Capital Facilities budget to perform a space needs analysis for City Hall in the amount of \$50,000 utilizing ARPA interest fund balance.

Alderman Pollnow asked how far out the vision would be for planning future space needs and would that include looking at building a different facility. Director Kaiser stated 20 to 25 years. He stated that the bones of the building are good and major mechanics have been kept up so they are good as well.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Works General Construction and Department Activity Report

- 1) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Work is complete. A final pay request is being prepared.
- 2) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is done for the year. Some items will be carried over to 2026.
- 3) Contract 5-25 (Misc Asphalt Pavement Repair): Work is done for the year. Some items will be carried over to 2026.
- 4) Contract 10-25 (City Hall Window Replacement): Work has started on the stairwell windows. Following that, the entry doors will be replaced.
- 5) Contract 12-25 (Courtside Fields Pond): The contractor has started excavation.
- 6) Contract 1-26 (Elm, Reed, Laudan Utilities/Street): Plans are being finalized. The public hearing is scheduled for 2/4.
- 7) Contract 2-26 (Henry, Sterling, Winneconne): Plans are being finalized. The public hearing is scheduled for 2/4.
- 8) Clocktower Update: We have a couple of issues at the clocktower. The motor for the north clock face has malfunctioned. After checking into a repair with a local company, we decided to purchase a replacement motor and assembly at a cost of about \$1,500. We will continue to see if the old motor can be repaired so that it is available as a backup. The second issue is the loss of power above the second level. City crews have checked the electrical components but didn't find anything that was obviously wrong. When the weather improves, we will have Kuehl Electric give it a thorough inspection.

Alderman Pollnow asked about the installation of the traffic signals at Tullar Road and Cecil Street. Director Kaiser stated that using the Federal Highway Administration criteria this intersection does not meet the standard criteria for traffic signal installation.

Alderman Pollnow asked what the status was for the stormwater plan. Director Kaiser stated that staff has received the agreement from the WiDNR. He stated that staff is reviewing it and will be sending it to the WiDNR for approval in February.

Alderman Pollnow asked for a status update on the Baldwin Street sidewalk easement. Director Kaiser stated that he is working on it.

Adjournment

Motion by Linski, seconded by Pollnow to adjourn at 5:43 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5 /0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

To: Cari Lendrum, Chair, Public Services and Safety Committee
Mayor Jane Lang, Vicky Rasmussen

From: Captain Thomas Van Sambeek

Date: February 4, 2026

Re: Purchase of new K9 and Training

The Neenah Police Department is seeking approval to purchase a new dual-purpose K-9 and provide the necessary training for its handler. This initiative is essential to maintain our commitment to public safety and enhance operational capabilities.

Background

With the passing of K-9 Bobby in early 2024 and the medical retirement of K-9 Cam a few months later, the department has been without a K-9 team. Both previous handlers have since been promoted and are no longer eligible for the position.

Over the past year, we have prepared Officer Bryce Sweeney for this role. He has actively participated in K-9 officer training sessions, assisting and observing to gain experience. Officer Sweeney is now ready to assume the responsibilities of a K-9 handler.

Vendor Selection and Costs

We have selected **Jessiffany Canine Services** in Iron Ridge, Wisconsin, as our provider for the dog and training. Jessiffany has a proven track record, including supplying K-9 Bobby, and continues to produce high-quality K-9 teams for area departments.

The estimated costs are as follows:

- **K-9 (sourced from Europe):** \$14,000
- **Five-week training and certification:** \$5,000
- **Fuel and per diem allowance for training:** Will come from the Operations Gasoline and Operations/K9 Training Accounts

Funding for the dog and training will come from public donations, while travel and related expenses will be covered by the K-9 Operations Budget.

Note: The department already has a fully operational K-9-specific squad vehicle, so no additional vehicle purchase is required.



Recommendation

Authorize the Neenah Police Department to spend **no more than \$19,000** for the purchase of a new K-9 and training through Jessiffany Canine Services. The funding source will be the **K-9 Trust Account (063-2152-962-0261)**.



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

To: Cari Lendrum, Chair, Public Services and Safety Committee
Mayor Jane Lang, Vicky Rasmussen

From: Assistant Chief Jeffrey Bernice

Date: February 5, 2026

Re: Impaired Driver & Speed Enforcement Grant Opportunities

The Neenah Police Department has requested to participate in the Winnebago County Traffic Grant Taskforce 2026 (Impaired Driving and Speed Enforcement), sponsored by the State of Wisconsin Bureau of Transportation Safety and hosted by the Winnebago County Sheriff's Office. Our agency will be joining the Oshkosh Police Department, Fox Crossing Police Department, Omro Police Department, and the Winnebago County Sheriff's Office to conduct high-visibility enforcement aimed at reducing crashes and promoting voluntary compliance with traffic laws. Our deployments would only focus within our jurisdictional boundaries, and this taskforce could run through September.

The grants have been approved; however, the County is still awaiting additional procedural information from the State. For example, the State will determine the specific dates and times when the grant is active. These enforcement periods will be publicly announced through press releases and media outreach to ensure the community is aware of upcoming deployments.

The five participating agencies will share both the grant funding and the required match dollars. Our match will come from existing operational line items and is not expected to create any over-spending. If no one from our agency signs up for an assigned enforcement period due to staffing or other priorities, we simply forfeit reimbursement for that specific date.

Grant Totals:

Impaired Driving Grant: \$76,134.40 (Match: \$19,033.60)

Speed Grant: \$41,873.92 (Match: \$10,468.48)

This memorandum is for informational purposes only.



M E M O R A N D U M

DATE: February 10, 2026
TO: Chairman Lendrum and Members of the Public Services and Safety Committee
FROM: Matthew Schroeder, Director of Information Systems
RE: Parking Enforcement Vehicle LPR Hardware Replacement

I am requesting approval to purchase equipment and services to install a new License Plate Reading System for Parking Enforcement at a cost not to exceed \$45,000, with funding coming from the 2026 Police Department capital equipment budget.

As part of the 2026 budgeting process, we included funds to replace the hardware in the parking enforcement vehicle. This equipment consists of two primary pieces – a rugged computer, and an automated license plate reader (LPR) system. The current LPR system was originally purchased in 2016, as part of the initial NuPark system purchase. This hardware was relocated when a new vehicle was purchased and was able to be reused when we moved from the NuPark system over to our current system from T2. The rugged computer has been replaced once in between but is again in need of replacement.

Official support for the existing LPR hardware was discontinued in November 2025, however, we have been having numerous issues with the hardware for at least 6 months. Issues include the computer freezing and shutting down unexpectedly, GPS not working reliably, LPR cameras not connecting, and loose connections to the computer. IS staff believes there is some partial hardware failure in the unit, possible shorts in some of the wiring, and worn-out ports on the computer from regularly plugging/unplugging cables. Due to these issues, there are sporadic days when the equipment is functional, but more often than not, time-limit parking enforcement is non-existent, and permit parking is extremely difficult and inefficient. Police staff is seeing a 3-fold decrease in permit enforcement, and a 10-fold decrease in time limit enforcement due to these issues when compared to a year ago.

To resolve this, IS staff has received a quote from T2 systems to replace both the computer and LPR hardware in the vehicle. A subcontractor specializing in this equipment will perform the installation. To resolve the computer ports issue, we have included a full docking station instead of just a computer mount. The total for the quote, plus a 3-year hardware warranty, comes to \$44,339.20.

Public Services & Safety Committee

February 10, 2026

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date(s) of Event
St. Gabriel Parish	Friday Fish Fries	Beer only	900 Geiger St	2/20, 2/27, 3/6, 3/13, 3/27 2026

Change of Agent/Trade Name

Applicant	Address of Business	Agent	Type of License	Class "A", "Class A", Class "B", or "Class B"
Krist Oil Company d/b/a Krist Food Mart #56	1305 S. Commercial St	Ciara Griffin	Retial License - Fermented Malt Only	Class "A" Convenient Store

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 50

Application Date: 1/12/26

Town Village City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Gabriel Parish

(b) Address 900 Geiger St
(Street) Town Village City

(c) Date organized 07/01/1959

(d) If corporation, give date of incorporation 07/01/1959

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Rev. Brian Wideman, 151 Andrew Ave, Neenah, WI 54956

Vice President _____

Secretary Julie Klein, 4914 Grandview Rd, Larsen, WI 54947

Treasurer Lynn Hopfensperger, W6904 Sunnyvale Ln Apt 3, Greenville, WI 54942

(g) Name and address of manager or person in charge of affair: Christopher Wautlet, 1357 Campbell St, Neenah WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will Be Stored:

(a) Street number 900 Geiger ST

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: school cafeteria and gym

3. Name of Event

(a) List name of the event Fish Fries

(b) Dates of event Feb 20, 27, Mar 6, 13, 27

(c) Does this event require a Special Event Permit Application? NO

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Rev Brian Wideman 1-13-2026
(Signature / Date)

St. Gabriel Parish
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Form
AB-101

Alcohol Beverage Appointment of Agent

Date
1/9/26

Agent Type (check one)

- Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Krist Oil Company

2. Business Trade Name or DBA

Krist Food Mart #56

3. Entity Type (check one)

- Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Management Change

Part B: Agent Information

1. Last Name

Griffin

2. First Name

Ciara

3. M.I.

D

4.

5. Phone

6. Home Address

7. City

Neenah

8. State

WI

9. Zip Code

54956

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? Yes No
3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See Instructions for exceptions.

Continued →

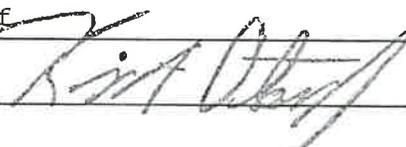
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Griffin	First Name Ciara	M.I. D
Title Station Manager	Email	Phone
Signature 		Date 1/9/26

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Atanasoff	First Name Krist	M.I. D
Signature 		Date 1/9/24

Form
CTV-102

Cigarette, Tobacco, and Electronic Vaping Device Appointment of Agent

Date
1/9/26

Agent Type (check one): Original Change

Part A: Agent Information		
1. Last Name Griffin	2. First Name Ciara	3. M.I.
4.	5. Phone	
6. Home Address		
7. City Neenah	8. State WI	9. Zip Code 54956
10. Date of Birth	11. Drivers License/State ID Number	12. Drivers License/State ID State of Issuance WI

Part B: Questions
1. Have you completed Form CTV-101, <i>Cigarette, Tobacco, and Electronic Vaping Device - Individual Questionnaire</i> ? Submit a completed Form CTV-101 with this form. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary. Management Change

Part C: Business Information		
1. Legal Business Name (individual name if sole proprietor) Krist Oil Company		
2. Business Trade Name or DBA Krist Food Mart #56		
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
4. Premises Address 1305 S Commercial Street		
5. City Neenah	6. State WI	7. Zip Code 54956

Part D: Attestations	
READ CAREFULLY BEFORE SIGNING: I, the Licensee or Permittee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature of Licensee or Permittee (officer, member, or authorized signatory) 	Date 1/9/24
Name of Person Signing Krist D Atanansoff	Title Vice President
READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.	
Signature of Agent 	Date 1/9/26



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: February 5, 2026
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Upgrade to City Hall Fire Alarm Proposal

The city hall fire alarm system is original to the building. In the course of upgrading the elevator and tying in alarm detection units, it became apparent that the system needed to be updated to accommodate modern detection equipment. \$40,000 was included in the 2026 capital facilities budget for this work. We received a proposal from Suburban Electric, who services the buildings alarm system, in the amount of \$33,448.03 for this upgrade. The work included is listed below.

- Demolition of existing Fire alarm panel and field devices
- Provide and install:
 - Fire Alarm control panel: 1
 - Remote Annunciator panels: 1
 - Sole Path Cellular Communicator: 1
 - Permit and State plan submittal
 - Required cabling and pathways
- Provide and install up to:
 - Notification power supplies: 1
 - Horn strobe notification devices: 8
 - Heat detectors: 23
 - Photoelectric smoke detectors: 4
 - Dual action manual pull stations: 15
 - Addressable Relay modules: 4
 - Duct detector with remote test switch: 1

Staff recommend acceptance of the City Hall Fire Alarm Replacement proposal from Suburban Electric in the amount of \$33,448.03 using 2026 budgeted capital facilities funds.



RESOLUTION NO. 2026-01

FINAL RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

- 1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

Installation of sanitary sewer laterals and water services for properties served on the following streets:

- | | |
|---|---|
| 1. Elm St. (Cecil St. to Division St.) | 2. Henry St. (W. Winneconne Ave. to Monroe St.) |
| 3. Henry St. (Douglas St. to W. Winneconne Ave.) | 4. Laudan Blvd. (Reed St. to Congress St.) |
| 5. Laudan Blvd. (Elm St. to Reed St.) | 6. Reed St. (Washington St to Cecil St) |
| 7. Sterling Ave. (Greenfield St. to Western Ave.) | 8. Greenfield St. (Sterling Ave. to Terminus) |

- 2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above-named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
- 3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
- 4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
 - a. Preliminary or final plans and specifications of the improvements.
 - b. An estimate of the entire cost of the proposed work or improvements.
 - c. A schedule of the proposed assessments as to each parcel of property affected.
 - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

- 5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@neenahwi.gov
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: February 5, 2026
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Work is complete. A final pay request is being prepared.
- 2) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is done for the year. Some items will be carried over to 2026.
- 3) Contract 5-25 (Misc Asphalt Pavement Repair): Work is done for the year. Some items will be carried over to 2026.
- 4) Contract 10-25 (City Hall Window Replacement): Work on the northeast stairwell was completed the week of 2/3. Work on the southwest stairwell will start on 2/9 with a drive-thru closure expected from 2/9 – 2/11. Work on the entry doors is scheduled to start the week of 2/16.
- 5) Contract 12-25 (Courtside Fields Pond): The contractor has started excavation. Preparation for blasting is expected to start the week of 2/16.
- 6) Contract 1-26 (Elm, Reed, Laudan Utilities/Street): Plans are being finalized. The bid opening is scheduled for 2/19.
- 7) Contract 2-26 (Henry, Sterling, Winneconne): Plans are being finalized. The bid opening is scheduled for 2/26.
- 8) Contract 3-26 (Tullar Garage Roof Repair): Bid opening is scheduled for 3/4. This project covers the roof areas over the north and south vehicle storage bays.
- 9) Household Hazardous Waste Event: Winnebago County Solid Waste requested that the City host a household hazardous waste collection event later this year. Arrangements are being made to hold that event at the Tullar Garage on November 7.
- 10) Engineering Position: Our candidate for the engineering position has unfortunately decided to move forward on another opportunity. The ad for the position has been re-posted.
- 11) Drop-off Card Distribution: Card distribution will start on February 23.