

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

**January 13, 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.

AGENDA

1. Approval of Minutes of the Meeting of December 30, 2025 (Attachment)
2. Public Appearances
3. Stantec Agreement for Professional Geologist Oversight of Geotechnical Investigation (Attachment)
4. Special Assessment Report for Preliminary Resolution 2025-19: Sanitary Sewer Laterals and Water Services Installation (Attachment)
5. Public Works General Construction and Department Activity Report (Attachment)
6. 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, December 30, 2025

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

Excused: Alderman Weber

Also Present: Mayor Lang, Police Chief Olson, Assistance Police Chief Bernice, Police Open Records Clerk Krueger, City Clerk Nagel, Parks & Recreation Director Kading, Community Development and Assessment Director Nieforth, 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 December 9, 2025

Motion by Borchardt, seconded by Pollnow to approve the minutes of the Regular Meeting of December 9, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 4/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah – Mr. Becher asked the committee for transparency on the Arrowhead Park project in regard to the budget and timeline for this project.

Chairperson Lendrum closed public appearances.

Discussion of the Elert System

Laurie Krueger, Police Department's Open Records Clerk, spoke regarding the Elert System. She stated that the police department is familiar with the Elert System that other law enforcement agencies use. She stated that the reason the Neenah Police Department chooses not to use it, is because of state statutes. Open Records Clerk Krueger stated that the information that is provided on that Elert site reports could identify juveniles, victims of crimes, medical information, and addresses, all of which are protected by state statutes. She stated that the Elert system is a great tool for law enforcement agencies to share information, but it is not a public facing tool. Open Records Clerk Krueger stated that her job is to protect the people of this community.

Alderman Pollnow stated that he has researched the Elert system and sees value in it. He stated that Fox Crossing, Oshkosh and Menasha police departments have been

using it for years. He stated that he talked to the City of Menasha and they did not indicate any open records problems. Alderman Pollnow asked if a version of Elert system could be considered that the police department could accept.

Police Chief Olson stated that the staff will take a look at this and also consult Attorney Gulya with vonBriesen and Roper and meet with Alderman Pollnow.

Alderman Pollnow stated that the other law enforcement agencies that use this system issue a single email to the property owner for notifications of incidents at the property.

The Committee further discussed a single email version possibility for the City of Neenah, getting an example of the email that is sent from the City of Menasha, and the protection of individuals.

Conclusion of discussion was that Alderman Pollnow will meet with the Police Department to further discuss the Elert system for the City of Neenah.

Licenses

Recommend Approval on the Original "Class B" Combination Alcohol Beverage Retail License Application for GLUMF Events, LLC, d/b/a Ballroom at the Reserve, 116 S. Commercial Street, Neenah, Matthew Gloede, Agent

Clerk Nagel stated that the Ballroom at the Reserve has been sold. She stated that this is a transfer of liquor license from the Ballroom at the Reserve to the new owners of GLUMF LLC. She stated that the agent, Matt Gloede, also owns Sante Wine Bar & Bistro in downtown Neenah. All background checks were completed and there were no issues.

Report

Motion by Borchardt, seconded by Pollnow to recommend the Common Council approve the Original "Class B" Combination Alcohol Beverage Retail License Application for GLUMF Events, LLC, d/b/a Ballroom at the Reserve, 116 S. Commercial Street, Neenah, Matthew Gloede, Agent.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Kimberly Point Shoreline Stabilization/Improvement Project

Director Kading reviewed his memo of December 22, 2025. He stated that the agreement scope is for the design, engineering, and permitting tasks for the Kimberly Point Shoreline Stabilization and Restoration project. Edgewater Resources oversaw

the Doty Park Phase I shoreline restoration project and worked with the WI-DNR and contractor with no issues.

Director Kading stated that the Parks and Recreation Commission reviewed and recommended approval of the agreement with Edgewater at their meeting held on December 18, 2025.

Report

Motion by Borchardt, Seconded by Pollnow to recommend Common Council approve the agreement with Edgewater Resources to complete the design, engineering, and permitting requirements for the Kimbelry Point Shoreline Stabilization and Improvements Project in the amount of \$168,800.00 (including reimbursable expenses) utilizing 2026 CIP Budgeted funds.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

ECS Subsurface Exploration and Geotechnical Engineering for Lake Edge Embankment Stability Evaluation at Arrowhead Park

Director Nieforth reviewed her memo of December 22, 2025. She stated that the Wisconsin Department of Natural Resources (WDNR) is requiring the City to perform soil borings along the dike at Arrowhead Park to determine the structural integrity of the dike during the anticipated construction of Arrowhead Park improvements and the final loading of the improvements. She stated that the WDNR would like to confirm that the dike is still functioning as intended when it was constructed in the 1950's.

Report

Motion by Borchardt, Seconded by Linski to recommend Common Council approve the agreement with ECS to perform subsurface exploration and geotechnical engineering for the lake edge embankment stability evaluation at Arrowhead Park in the amount of \$53,168. Funding for the Agreement to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvements Budget.

Alderman Pollnow asked if these soil borings are in a different location than the ones done earlier this year. Director Nieforth stated that these borings are along the shoreline.

Call for vote by Chairman Lendrum

Motion Carried. Call for Vote. 3/1 (Alderman Pollnow)

Stantec Agreement for Implementation of Gas Migration Prevention Action Plan at Arrowhead Park

Director Nieforth reviewed her memo of December 22, 2025. She stated that the City has requested services from Stantec Consulting Services Inc. to assist the City with tasks required to implement the city's Gas Migration Prevention Action Plan at Arrowhead Park.

Director Nieforth stated that the Prevention Plan was created in 2025 in response to the Wisconsin Department of Natural Resources (WDNR) requirement to develop a plan to monitor the former landfill (now Arrowhead Park) to ensure that gas could be properly migrated if there was any detected on the site. She stated that the Prevention Plan is required to be implemented for the site regardless if development occurs on the Park property or not. She stated that the Neenah-Menasha Fire Department is doing the testing.

Report

Motion by Borchardt, Seconded by Linski to recommend Common Council approve the Agreement with Stantec for Implementation of Gas Migration Prevention Action Plan at Arrowhead Park in the amount of \$32,350. Funding for the Agreement to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvements Budget.

Call for vote by Chairman Lendrum

Motion Carried. Call for Vote. 3/1 (Alderman Pollnow)

Discussion on the process for Open Item Request List

Alderman Pollnow stated that his vision for the list is that it available to the Council, be put on the intranet and suggested future agenda items be voted on by the committee to be placed on the list.

Chairperson Lendrum read an email from Alderman Weber

Alderman Weber stated that he is in favor of the concept of maintaining a current list of open and potential items that come up with various discussions in our committee meetings and that having a list regularly available and visible would be a good practice to have in place. He stated that he does not believe that the intranet system is the appropriate place at this time. He stated that adding the list to the agenda similar to the way the Public Works Activity report is a good option.

Alderman Lendrum stated that she agrees with Alderman Weber.

The Committee further discussed who can have items placed on the list, if a vote should be required to place items on the list, if the new agenda software will make it easier to

create a list like the one being suggested, and does policy have to be created with criteria steps that an item must meet to be placed on the list.

Committee consensus is that the next Public Services and Safety Agenda will include a version of the Open Request List.

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): The north and west sides are complete. Work on the east side is ongoing. The fiber connection between city hall and Fire 32 needs to be relocated for work to be done on the southwest stairwell. The current connection comes from the server room, wraps around the stairwell's west window bank, and passes over Columbian Avenue to Fire 32. After evaluation, it was determined that this fiber would not survive temporary relocation given its age. Director Schroeder, working with MCE, has developed a plan to relocate this connection underground. Elexco will do this work the first week of January. The cost is \$17,490. Director Schroeder intends to use capital project funds to cover the cost.
- 5) Contract 12-25 (Courtside Fields Pond): The contract was awarded to MCC, Inc. A pre-construction meeting was held on December 22. Work will start in early January.
- 6) Superintendent Radke has received word on the status of equipment for several of the newly purchased trucks for which we have taken chassis delivery. Two of the pieces are scheduled for equipment completion in the second quarter of 2026 and two are scheduled for completion in the second quarter of 2027. If this remains the norm for equipment purchases, we may need to re-evaluate how we proceed with budgeting and approval for larger Public Works capital equipment purchases.

Announcements/Future Agenda Items

Adjournment

Motion by Borchardt, seconded by Linski to adjourn at 5:52 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager



MEMORANDUM

TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Kelly Nieforth, Director of Community Development and Assessment
DATE: January 9, 2026
RE: Stantec Agreement for Professional Geologist Oversight of Geotechnical Investigation

The City has requested services from Stantec Consulting Services Inc. to assist the City with oversight of the geotechnical investigation as part of the embankment stability evaluation at Arrowhead Park required by the Wisconsin Department of Natural Resources (WDNR). ECS Midwest, LLC will perform the actual soil boring drillings and Stantec will provide oversight from an environmental standpoint.

A professional geologist is required by the Wisconsin Department of Natural Resources (WDNR) to oversee and administer the sampling of the 21 geotechnical soil samples along the dike at Arrowhead Park. As previously reported with the dike soil borings agreement, the soil borings and oversight by the professional geologist on the site are required regardless of whether development occurs on the Park property or not. The WDNR has authority under state statutes to require an owner of a landfill to install, sample, and document environmental monitoring devices at an existing or former landfill licensed within Wisconsin.

Stantec will oversee and conduct the following tasks as part of this agreement:

- A professional geologist from Stantec will be on-site to oversee the drilling and document the geotechnical borings. The professional geologist will ensure the documentation required by the WDNR is correct and that the boreholes are properly abandoned.
- Stantec will prepare a PCB sampling plan required by the WDNR. Two samples will be collected from each 10-foot boring, with a third sample collected from 25-foot borings.
- Stantec will collect composite samples from the waste drums generated during the geotechnical drilling and will be submitted to the lab for PCB analysis.
- Stantec will prepare a summary report of the samplings and results required by the WDNR.

Stantec has determined that the services identified above will cost \$27,255.

Recommendations

Appropriate action is to recommend Council approve the Agreement with Stantec for Professional Geologist Oversight of the Geotechnical Investigation at Arrowhead Park in the amount of \$27,255. Funding for the Agreement to be provided from Arrowhead Park carry forward funds included in the 2026 Capital Improvements Budget.



Department of Public Works
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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: January 9, 2026
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Assessment Report

Attached is the Assessment Report for sewer lateral and water service installation on the 2026 utility construction projects. This is the second step of the special assessment process, following Council approval of the associated Preliminary Resolution. This report identifies the project cost estimate, the estimated assessable costs, the estimated direct costs and the estimated City costs. The assessment report also defines the assessment rate that is estimated for each type of installation – water or sewer. Again, these are estimates, so the amount charged to a property may be greater if there is work needed in addition to the typical installation due to any number of factors that cause the level of effort to go beyond the norm, such as adding a sump pump location, dealing with an unusual style of home layout or construction, or additional plumbing work that is needed or desired by the owner.

This report does not require Council action - only approval by the Public Services and Safety Committee with authorization for the Committee chair to sign the report. Following report approval, affected residents will be notified of the public hearing on the project, which is currently scheduled for February 4.

**Report of the Committee of Public Services and Safety
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2025-19, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

Installation of sanitary sewer laterals for properties served by sanitary sewers on the following streets:

	Street	No. of Served Properties	Est. Construction Costs	Est. Assessable Costs	Est. City Costs
1.	Elm Street (Division to Cecil)	51	\$336,600	\$168,300	\$168,300
2.	Reed Street (Washington to Cecil)	53	\$349,800	\$174,900	\$174,900
3.	Laudan Boulevard (Elm to Congress)	2	\$13,200	\$6,600	\$6,600
4.	Henry Street (Monroe to Winneconne)	4	\$26,400	\$13,200	\$13,200
5.	Henry Street (Winneconne to Douglas)	18	\$118,800	\$59,400	\$59,400
6.	Sterling Avenue (Greenfield to Western)	36	\$237,600	\$118,800	\$118,800

Installation of water services for properties served by potable water on the following streets:

	Street	No. of Served Properties	Private/Public Est. Construction Costs	Private Est. Assessable Costs	Public Est. City Costs
1.	Elm Street (Division to Cecil)	42	\$183,400	\$50,400	\$133,000
2.	Reed Street (Washington to Cecil)	47	\$143,060	\$56,400	\$86,660
3.	Henry Street (Winneconne to Douglas)	7	\$24,850	\$8,400	\$16,450
4.	Sterling Avenue (Greenfield to Western)	26	\$91,400	\$31,200	\$60,200
5.	Greenfield Street (Sterling to Terminus)	8	\$32,000	\$9,600	\$22,400

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

Estimated Schedule of Assessment Rates

Single-Family / Two-Family Residence District	\$ <u>3,300.00</u> per sewer lateral (1)
Single-Family / Two-Family Residence District	\$ <u>1,500.00</u> per 1 ¼" water service (1)
Multi-Family /Commercial / Industrial District	\$ <u>1,800.00</u> per 1 ¼" water service (1)

(1) Includes 10% engineering and administration fees

- Some water services may have higher costs due to underground drilling and or rock excavation, homes with no basements, and inability to pull the new water service with the sewer line.

Public Services and Safety Committee

Dated: _____

By: _____
Chairman



Department of Public Works
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GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: January 9, 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): Excluding the stairwells, the 3rd floor is scheduled for completion on 1/12 with the replacement of the large window in the conference room. After that, installation of the large window in the activity/storage room in Park & Rec will complete the 2nd floor. That will be followed by installation of the window in the Finance conference room and the window in the Mayor's office. Following that, work will start on the stairwell windows. The fiber connection between city hall and Fire 32 was relocated the week of 1/5. City crews will remove the old aerial connection.
- 5) Contract 12-25 (Courtside Fields Pond): Work started the week of 1/5 with removal of a small amount of assorted piping in the old baseball fields. The contractor is scheduled to start excavation the week of 1/12. The blasting subcontractor has contacted 25 adjacent properties to offer a pre-blast inspection.
- 6) Local Road Improvement Program: An application has been filed for our 2026-2027 LRIP allocation. Our allocation for this biennium is \$66,439.36. I have submitted for the Congress Street project in 2027. There is an ability to substitute another project if that project is not budgeted for next year.