



**City of Neenah**  
**Public Services and Safety Committee Agenda**  
**Tuesday, June 23, 2026 at 5:00 PM**  
**Neenah City Hall – 211 Walnut Street**  
**Council Chambers**

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- I. Call to Order
- II. Roll Call
- III. Public Appearances  
Speakers must state their name and residential address and are allowed five minutes to speak on any topic.
- IV. Approval of Minutes
  - A. Approval of Minutes from the Meeting of June 9, 2026 (Attachment)
- V. New Business
  - A. Community Development
    - 1. 135 Millview Drive Building Demolition Services (Attachment)
  - B. Public Works
    - 1. Approve Resolution 2026-06: Compliance Maintenance Annual Report (CMAR) for Reporting Year 2025 (Attachment)
    - 2. Woodenshoe Road Resurfacing - Intergovernmental Cooperation Agreement
  - C. Police Department
    - 1. Flock Safety Presentation
    - 2. Police Department Locker Room Project Phase 2 (Attachment)
    - 3. Safety Resource Officer (SRO) Contract with Neenah Joint School District (NJSD) (Attachment)
    - 4. Sale of Neenah Police Department Vehicle (Attachment)
- VI. Public Works General Construction and Department Activity Report
  - A. Public Works General Construction and Activity Report
- VII. Announcements and Future Agenda Items
- VIII. Adjournment

**Notice:** Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), 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 on 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.

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.

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, June 9, 2026**

**Call to Order**

Chairman Weber called to order the meeting of the Public Services and Safety Committee meeting at 5:00 PM.

**Roll Call**

Chairman Weber noted that Public Works Office Manager had taken roll. All members were present. Alderman Steiner was attending meeting via telephone.

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

**Excused: None**

**Also Present:** Mayor Borchardt, City Attorney Rashid, Public Works Director Kaiser, City Clerk Nagel, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Office Manager Mroczkowski, Frank Cuthert, Jordan Hansen, Kate Hancock-Cooke, Ben Cominos, Mark Neuman, Pam Pingel, Russell Ziebell, Karsen Beardry, Mark Gehrke, Tanner Mann, Amanda Wara, Peggy Arnoldussen-Pinkonsly, Jacob Thompson, Gloria DeGrave, Cari Tetzlaff, Carla Hates, Amber Vidanagamage, Patrick Woodbridge, Scott Rowe, Josh Hilgendorf, Jordan Loeckj, Duke Behnke, Nathaniel Miller, Brandon Lehrer, Brianna Phillip, Emmy Carrick, Megan Ruffing, Scott Becher, Mehliia Hauxwell, Ashley Hermans, and Todd Lynwood

Public Appearances

Chairman Weber opened Public Appearances at 5:02 PM

Tanner Mann, 833 W Harris Street, Appleton - Mr. Mann spoke regarding the Flock Cameras. He stated that he objects to the technology that Flock cameras use. He stated that he has respect for the Neenah Police Department, values public safety, and also sees the value of Automated License Plate Reader (ALPR) technology but does not believe this is the right system for the City of Neenah. He stated that Flock made false claims about heat mapping capabilities to City of Oshkosh officials. He stated that Flock creates records on every individual vehicle that passes the cameras and creates frequent travel patterns for each vehicle. Mr. Mann stated that Flock states that they use end-to-end encryption. He stated that if it were true, Flock would have no access to the data, but in their terms and conditions, it states that users give Flock a worldwide perpetual irrevocable license to use and disclose customer data. Mr. Mann stated that Flock has secret and hidden access paths to customer data that users have no ability to discover. He stated that Flock has the encryption keys which means that Flock is subject to the National Security Letter under the Patriot Act. He stated that this allows

the government to keep Flock from telling its users that they have shared their data with the government.

Kate Hancock-Cooke, 216 Bosworth Court, Neenah - Ms. Hancock-Cooke spoke regarding the Flock cameras. She stated that she has served on many city committees and is currently a Winnebago County Board Supervisor. She stated that her concern is the unknown use of the data. She stated that she is aware of what Flock can do for the police department. She stated that there is no way to know where this data is going and what is being done with it. Ms. Hancock-Cooke stated that she is not a fan of Flock cameras and encourages the city to look at other options.

Ben Cominos, 1028 Lucerne Drive, Menasha – Mr. Cominos spoke regarding the Flock cameras. He stated that there is a lack of trust with Flock. He stated that there is an element of surveillance that people are uncomfortable with today. He stated that this technology is being used to monitor immigrants and is being misused by police department staff for their own benefit. Mr. Cominos stated that there should be a longer and more in-depth conversation about checks and balances when it comes to the use of this type of technology.

Nathaniel Miller, 981 Grove Street, Neenah – Mr. Miller spoke regarding the Flock cameras. He stated that Flock cameras are being used to stalk individuals, violate citizens' constitutional right to privacy, and is not a trustworthy company. Mr. Miller cited cases and incidents where police departments had opted out of sharing their data, but data was still shared, and another incident involving an individual being tracked who had sought medical treatment. Mr. Miller stated that when talking about citizens' safety and privacy, why would the city do business with a company that is unethical and continues to lie.

Todd Lynwood, 117 Hazel Street, Neenah - Mr. Lynwood spoke regarding Flock cameras. He stated that he has had many background checks done by numerous employers, school districts, church and youth organizations. He stated that he has nothing to hide or fear with background checks, but he does fear Flock. Mr. Lynwood stated that he 100% opposes the use of Flock cameras. It violates the 4<sup>th</sup> Amendment against unreasonable searches and warrantless seizures. He stated that this is not the Neenah that he wants to live in.

Jordan Loeck, 649 Grove Street, Neenah – Mr. Loeck spoke regarding the Flock cameras. He stated that he is against all automatic license plate readers. He stated that it is a violation of our 4<sup>th</sup> Amendment rights. Mr. Loeck stated that he also opposes the Axon system. He stated that he does not want to live in a surveillance state.

Peggy Arnoldusen-Pinkonsly, 428 5<sup>th</sup> Street, Neenah – Ms. Arnoldusen-Pinkonsly spoke regarding the Flock cameras. She stated that in December 2024 her mother was reported missing. She stated that between the Appleton Police Department, the City of Neenah Police Department, and the use of Flock cameras, her mother was found safe. Ms. Arnoldusen-Pinkonsly stated that she supports the use of any type of camera that will help police departments do their job and help residents.

Amber Vidanagamage, 213 Bosworth Court, Neenah – Ms. Vidanagamage spoke regarding the Flock cameras. She stated that Flock is doing nothing more than a shakedown to the city. They have sold the city a product that does not meet the security requirements in the contract. She stated that the residents of Neenah are the customers and needs to make sure that any product that is used by city staff meets the residents' standards of working with a transparent company.

Josh Hilgendorf, 527 Grove Street, Neenah – Mr. Hilgendorf spoke regarding the Flock cameras. He stated that when these cameras are in use, the citizens of Neenah are putting a lot of trust that the data is being used properly. He stated that it has been proven that misuse by department employees exists. The Neenah Police Department shares their data with other agencies within the state. He stated he is concerned about the checks and balances that these agencies have for misuse of the data.

Cari Tetzlaff, 824 Power Street, Oshkosh – Ms. Tetzlaff spoke regarding the Flock cameras. She stated that Oshkosh recently rescinded their contract with Flock. She stated that the cameras had to be bagged because Flock has not removed them yet and they were still collecting data. Ms. Tetzlaff shared with the Committee what aggregate data collection is, that there are pathways for this data to be shared with the federal government, and the need to have a policy for this technology. Ms. Tetzlaff stated that this type of technology should be a response to a need by the community, not retrofit and used upon a community.

Patrick Woodbridge, 1112 Breezewood Lane, Neenah – Mr. Woodbridge spoke regarding the Flock cameras. He stated that what he has heard tonight is that there is a lot of cost and potential risk. He is opposed to the use of the Flock cameras and feels the city is headed in a direction that infringes on civil rights.

Gloria DeGrave, 981 Grove Street, Neenah – Ms. DeGrave spoke regarding the Flock cameras. She stated that she is opposed to the use of Flock cameras. She stated that the cameras are being abused by agency staff to track residents who are politically active and for their own personal benefit. Ms. DeGrave stated that she needs to feel safe and she does not with the Flock cameras being used.

Megan Ruffing, 756 Chestnut Street, Neenah – Ms. Ruffing spoke regarding the Flock cameras. She stated that she appreciates the work that the police do for the community. She stated that these cameras are used to solve mostly vehicle-based crimes such as burglaries, shootings, catalytic converters, and mail theft. She stated that to her knowledge we don't have issues with these types of crimes in Neenah so the city would not benefit from Flock cameras. She stated a lot the police have other means to solve crimes and locate missing people so why are we spending money on these cameras. Ms. Ruffing stated that the City will be making a big mistake by using Flock cameras.

Emmy Carrick, 155 Wildwood Drive, Oshkosh – Ms. Carrick spoke regarding the Flock cameras. She stated that the City of Neenah needs to rescind their contract with Flock. She stated that Flock representatives provided misinformation to top City of Oshkosh officials. She stated that if the City of Neenah can't expect truthfulness from Flocks top officials, it would be irresponsible for them to continue doing business with them. Ms. Carrick stated that this technology is unregulated and experimental AI with problematic repercussions regarding privacy. She shared with the Committee a statement from the ACLU of Wisconsin

*“Flock surveillance technology scans and stores license plate data from countless drivers every day, enable the government to track where people drive and when without their knowledge or consent, and without warrant. These devices collect everyone’s data not just data on vehicles associated with a crime”.*

She stated that Flock cameras are not a good investment for the City of Neenah. Ms. Carrick stated that the city is playing with fire and the only ones that will be getting burned are the residents. She stated that there needs to be strong policy first to determine what the safety solution is that will not compromise privacy.

Jordan Hansen, 423 W 12<sup>th</sup> Avenue, Oshkosh – Mr. Hansen spoke regarding the Flock cameras. He stated that Flock is a dishonest company and does not give straight answers when asked. He stated they have not taken the cameras down in Oshkosh or Dane County and have not turned off the cameras in Oshkosh even though they have been asked to several times. Mr. Hansen stated we do not want to live in a surveillance state. He stated that it is a 4<sup>th</sup> Amendment violation. Mr. Hansen stated that we do not want to continue down this slope of more and more surveillance.

Scott Becher, 1061 Green Acres Lane, Neenah – Mr. Becher spoke regarding the Flock cameras. He stated that he suggested bagging the cameras or having a 30- or 60-day moratorium. He stated that it sounds like there are disadvantages with using Flock and encourages city officials to give this thought before proceeding.

Mehlia Hauxwell, 721 N Lark Street, Oshkosh – Ms. Hauxwell spoke regarding Flock cameras. She stated that she served in the US Airforce as an All-Source Intelligence Analysis and Reading Pattern of Life Product Specialist. She stated that the City of Neenah needs to know what the intelligence platform network is doing in 2026 not what was pitched to them when the city bought it. She asked if any Flock product available to the Neenah Police Department can query Neenah’s camera data, including Flock, Nova, Flock OS products, and is reachable through the national lookup network satisfy that the US Army Intelligence analysis Manual for component defines what pattern life collection is, includes persistent location collection, baseline establishment, deviation detection or predictive analysis. Ms. Hauxwell asked the second question-does the Flock system create a heatmap of a vehicle’s movement using multiple aggregated images of a specific searched vehicle. She stated that the city needs to know the answer to these two questions because Flock is lying to them.

Brandon Lehrer, 637 Maple Street, Neenah – Mr. Lehrer spoke regarding the Flock cameras. He stated that he opposes the Flock cameras. He stated that it steps on our civil rights as citizens against unreasonable searches and seizures. He stated that the Congress Privacy Act of 1974 bans agencies from record keeping information collected on people who aren't suspected of a crime. He stated that police agencies can go to Flock and purchase this data to get around without a warrant.

Russell Ziebell, 1146 Maple Street, Neenah – Mr. Ziebell spoke regarding the Flock cameras. He stated that he is concerned what will happen to the data if Flock goes out of business. He stated that the cameras do good work but are also a very powerful tool and needs to be kept track of. Mr. Ziebell stated that we have talked about the cases where misusers have been caught, but how many more are out there who are not caught.

Chairman Weber closed Public Appearances at 5:55 PM.

Approval of Minutes of the Regular Meeting of May 26, 2026

**Motion by Pollnow, Seconded by Defferding to approve the minutes of the Regular Meeting of May 26, 2026.**

Call for vote by Chairman Weber

Motion vote all voting aye. 5/0

Motion Carried.

NEW BUSINESS

Licenses

Approve the Pawnbroker/Secondhand Jewelry Dealer Application to Mega Media Xchange, 1152 Westowne Drive, Neenah, Robert Settecasse, Agent.

Report

**Motion by Pollnow, Seconded by Defferding to recommend the Common Council approve the Pawnbroker/Secondhand Jewelry Dealer Application to Mega Media Xchange, 1152 Westowne Drive, Neenah, Robert Settecasse, Agent**

Call for vote by Chairman Weber

Motion vote all voting aye. 5/0

Motion Carried.

### Flock Cameras Update

Police Chief Olson presented a PowerPoint presentation including a comparison of sworn officers from 1971 to present, what the photo looks like from the cameras, a summary of the current contract with Flock, how the data is kept, who has access to the data, data retention policy, audit policy, and examples of how the Flock cameras have been used to obtain criminals by the City of Neenah Police Department.

Alderman Steiner stated that he sees value in Flock cameras but questions the integrity of the Flock company. He stated he would like to know about the 1% of data that is used for training. He stated that if it is an end point to end point encryption, none of the data should be available. Chief Olson stated that he can only go by what the Chief of Staff said about stripping down the data. Alderman Steiner stated he would like follow-up from Flock about this.

Alderman Defferding discussed noteworthy sections of Flock's terms and conditions- confidentiality and applicable laws regarding personal information-, end to end encryption, how the government can use Flock against citizens, the new capability of taking short videos, Flock Business Network available on their website, the federal government having access to the data, sharing the data, and the loss of privacy.

Alderman Pollnow asked Chief Olson if other companies were considered other than Flock. Chief Olson stated that we was not aware of any other companies that offered this type of technology at the time the contract was approved.

Alderman Pollnow stated that he would like to know more of what is in the Police Departments policy as it relates to the Flock cameras oversight. He stated that he would also like to see a representative from Flock at a future meeting.

Chief Olson stated that a representative of Flock was supposed to be in attendance tonight, but something came up and was not able to be here.

Alderman Pollnow stated that he also has concerns because a lot of local municipalities have terminated their contracts with Flock and he is concerned about the viability of the company.

Chief Olson stated that we will continue the contract through 2028. He stated that by then, he believes that Motorola or Axon will have the same technology that is being provided by Flock. He stated that Axon is a longstanding, trustworthy company.

Alderman Pollnow asked if representatives from Axon could attend future meetings. Chief Olson stated yes, once the contract is up with Flock. He stated that staff will start to look for options towards the end of 2027 because it be a long project.

Alderman Pollnow stated that he has concerns now, and there maybe an urgency to cancel the contract with Flock now. He asked how the city gets the questions that we have answered short term.

The Committee discussed when representatives from Flock would be attending a future meeting and if Committee questions should be sent to Chief Olson ahead of time.

The Committee consensus was that this item be put on the June 23, 2026, meeting of the Public Services and Safety Committee meeting with representatives from Flock attending and questions from the Committee be sent to Chief Olson to be forward to Flock.

Alderman Linski asked what is our next fight after this, dismantling all cameras? He stated there are cameras everywhere we go today. He stated that he supports the use of Flock cameras.

#### Repealing and Replacing 11-86 Sale and Discharge of Fireworks Restricted.

City Attorney Rashid stated that the city ordinance regarding fireworks was passed in 1977 and has not been updated since. He stated that over the years, especially around this time of year as the 4<sup>th</sup> of July approaches, staff is asked to revisit the ordinance and define it better. Attorney Rashid stated that Police Chief Olson, Fire Chief Teesch and himself, met and put together an ordinance.

Attorney Rashid stated it mirrors Wisconsin State Statute 167.10. He stated the key thing to note is that Wisconsin residents think fireworks are illegal in the state. What the statute states is that they are illegal until a municipality regulates them or permits them.

Attorney Rashid stated that the ordinance permits various categories of who can apply for permits, defines what fireworks are and what they are not, and the permit fee. He stated that now, if complaints are called in the police responding will have a tool to enforce.

Report

#### **Motion by Pollnow, Seconded by Defferding to recommend the Common Council adopt Ordinance 2026-11 as proposed.**

Alderman Pollnow asked for clarification to why parts of the state statute regarding a 48-hour notice must be given to the Fire Chief upon submittal of permits is not in the proposed ordinance. Attorney Rashid stated that there is nothing that states the City is required to mirror the language in the state statute. He stated the state statute was used as a starting point and the ordinance presented is clear enough as written.

Attorney Rashid stated that state statute does not dictate how the city prescribes our own regulatory ordinances. He stated that the Fire Chief was involved in writing this ordinance and that is a protection that the city needs to maintain so that it gives us checks and balances. Attorney Rashid stated that he does not support the amended motion.

**Motion by Alderman Pollnow to amend the previous motion to include language that requires a 48-hour notice to the Fire Chief and law enforcement officials of proposed use of fireworks.**

No second.

Motion fails.

Alderman Defferding stated that it is ironic that permission must be granted by the government to celebrate our freedom.

Alderman Pollnow stated that when the City of Oshkosh adopted their fireworks ordinance, they publicized it and it had a lot of positive feedback and lowered the usage of illegal fireworks. He stated that he hopes that we follow that same path as the City of Oshkosh.

Alderman Weber stated that he also supports this ordinance. He stated that every year this topic comes up and he is glad that we have a solid more defined ordinance.

Chief Olson stated that each year, prior to the 4<sup>th</sup> of July, the department always puts out a social media post. He stated that he reached out to the Oshkosh police chief and he said there was very little push back about their ordinance.

Call for vote by Chairman Weber on original motion.

Motion Vote 4/1 (Defferding)

Motion Carried.

Nicolet Boulevard Roundabout intersection Control Evaluations-Intermunicipal Agreement

Director Kaiser reviewed his memo of June 9, 2026. He stated this is the next step in the evaluation process for potential roundabouts at the intersection. He stated the City of Menasha approved the agreement at the June 1, 2026, Board of Public Works meeting recommending Council approval.

Report

**Motion by Pollnow, seconded by Defferding to recommend the Common Council authorize the appropriate city officials to sign the Intergovernmental Cooperation Agreement for the Nicolet Boulevard Intersection Control Evaluations.**

Alderman Defferding stated that he is glad to see this moving forward. He asked if the churches on the corners are aware of this project. Director Kaiser stated that they have reached out to him to discuss it.

Chairperson Weber called for vote.

Motion vote all voting aye. 5/0

Motion Carried.

### UNFINISHED BUSINESS

#### Open Items List

Alderman Pollnow stated that the list can be a tool that is helpful to keep track of things that have been discussed at meetings. He stated it just has to be a simple spreadsheet.

Chairman Weber stated that he understands Alderman Pollnow's request but will need to talk with Clerk Nagel and Attorney Rashid to understand the control mechanism of how items are added to the list and that this request is appropriate.

### Public Works General Construction and Department Activity Report

- 1) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is complete. Final quantities are being prepared.
- 2) Contract 5-25 (Misc Asphalt Pavement Repair): Some work items have been carried over to 2026.
- 3) Contract 12-25 (Courtside Fields Pond): The contractor is shaping the bowl of the pond in preparation for clay liner installation. The remaining storm sewer work will be done after the clay liner is in place.
- 4) Contract 1-26 (Elm, Reed, Laudan Utilities/Street):
  - a) Elm St: Water main tie-ins will be done at Division and at the school. Storm sewer main and laterals will be installed the week of 6/8 between Division and Laudan. A change order is being processed for additional storm sewer piping south of Laudan.
  - b) Reed St: Sanitary sewer installation is complete. Watermain installation will be completed the week of 6/8. Work on the storm sewer main and utility services between Laudan and Division will be done following watermain installation.
- 5) Contract 2-26 (Henry, Sterling, Winneconne):
  - a) Sterling/Greenfield: The pipebursting contractor is onsite replacing sewer laterals and water services from the property line to the house.
  - b) Henry: Water main installation is done from Douglas to Jackson.
- 6) Contract 4-26 (Misc. Concrete Pavement/Sidewalk Repair): A schedule has not been set.
- 7) Contract 5-26 (Misc. Asphalt Pavement Repair): A schedule has not been set.
- 8) City Hall Master Plan: Staff is scheduled to meet with the consultant on 6/8 to review the data collection and initial layout concepts.
- 9) Stormwater Management Plan Update: The RFP for the update to the Stormwater Management Plan was distributed to seven firms on 5/27. Proposals are due on 6/19 with a selection recommendation scheduled to come to Committee on 7/7.

Alderman Pollnow asked how this will affect the 2028 budget. Director Kaiser that it wont come into play until the 2029 budget.

- 10) Woodenshoe Road: Staff met with the Town of Neenah to review some of their upcoming work plans. One of their projects is a mill and resurface on Woodenshoe Road from CTH G to a point about ½ mile north. A small portion of that road is in the City. I've prepared an agreement for their review that will come to a future meeting.

Alderman Pollnow stated that he wants to continue to try and get a conversation started with the Town of Neenah about installing sidewalks along this stretch of Woodenshoe. Director Kaiser stated that he did mention to the Town of Neenah possible paving the shoulder to provide more room for pedestrians and was informed that it is not part of the project.

#### Announcements and Future Agenda Items

None

#### Adjournment

**Motion by Pollnow, Seconded by Linski to adjourn at 7:14 PM.**

Call for vote by Chairman Weber

Motion vote all voting aye. 5/0

**Motion Carried.**

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager



# Memorandum

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**Date:** June 23, 2026

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

**From:** Kelly Nieforth, Director of Community Development & Assessment,  
Director of Community Development and Assessment

**RE:** 135 Millview Drive Building Demolition Services (Attachment)

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The City requested bids to perform multiple services related to the proposed demolition of the existing city-owned building at 135 Millview Drive. The demolition of the existing building is required to prep the site for redevelopment. Redevelopment of this site has been included in multiple plans including the City's Comprehensive Plan and Downtown Master Plan. The City sent out a Request for Proposals (RFP) in the fall of 2025 to solicit redevelopment proposals and received one proposal from TWall Enterprises. City staff are currently working with TWall Enterprises on a Letter of Intent to redevelop the site for Council to consider at a future meeting. The City purchased the building in February of 2026.

Two different proposals are being requested to be approved, one for demolition and one for asbestos abatement of the existing building. Staff received four bids for the demolition and one bid for the asbestos abatement. The demolition proposal includes the demolition of the building, removal and disposal of the materials, removal of the foundations, erosion control for the site, utilities capping, and seeding the demolition site. The abatement proposal includes the removal and disposal of the asbestos and notification of the DNR.

Staff have submitted a grant application for \$150,000 to the Wisconsin Economic Development Corporation to assist with the demolition, abatement, and environmental testing costs related to the site. The city is required to provide a 20% match for the grant, which will come from TID #10. Funding for the services will be provided from TID #10 borrowing included in the 2026 Capital Improvements Budget.

Work on the building will not commence until staff are notified if the city will be awarded the grant or not. At this time, it is anticipated that the demolition work will start in the fall of 2026. It is anticipated to be completed by the end of the year

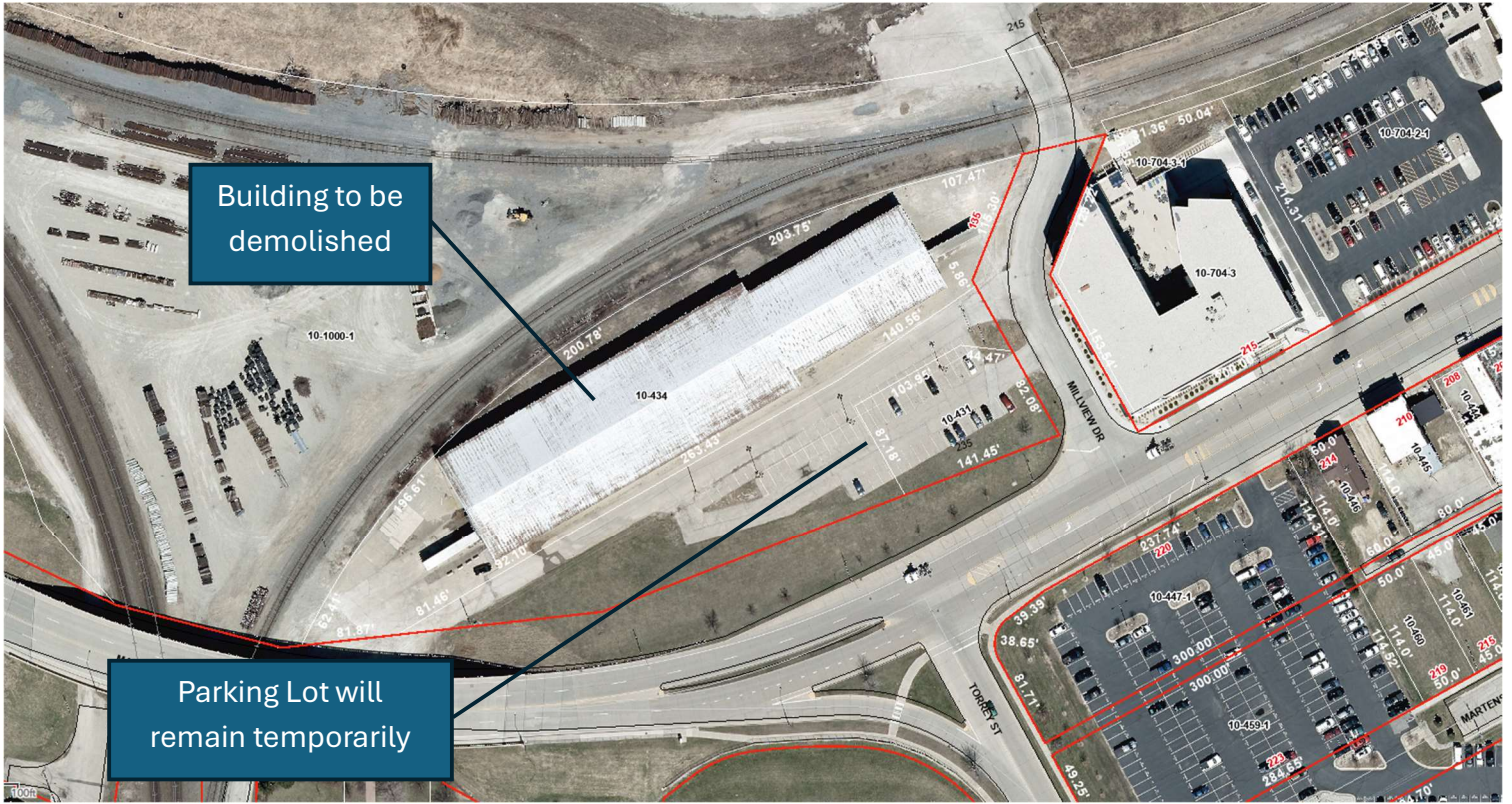
**Recommendations** Appropriate action is to recommend Council approve the bid from B.E.S.T. Enterprises, LLC, in the amount of \$164,104 to provide demolition services for 135 Millview Drive.

Appropriate action is to recommend Council approve the bid from Advanced Asbestos Removal Inc in the amount of \$7,520 to provide asbestos abatement services for 135 Millview Drive.

**Attachments:**

1. 1\_Back up Documents

Project Site: 135 Millview Drive



**B.E.S.T. Enterprises, LLC.**  
**3230 Eiler Rd**  
**De Pere, WI 54115**  
**Phone 920-983-9787 Fax 920-983-9788**

<h1>Proposal</h1>	
<b>Date</b> 5/8/2026	<b>Proposal No.</b> 2026-5157

**City of Neenah**  
**211 Walnut St**  
**Neenah, WI 54956**

<b>Contact Name</b> Pat Benson	<b>Phone Number</b> 920-450-6527
<b>Job Name / Location</b> 135 Millview Drive Neenah Demo	<b>Fax Number</b> PBenson@nee...

Description	Qty	Cost	Line Total
Demolition/Deconstruction Bid Proposal: structure located at 135 Millview Dr, Neenah, WI 54956		149,499.00	149,499.00
Provide Equipment, Labor, and Hauling to Mobilize and De-Mobilize all equipment necessary to perform the work described below.			
Provide Equipment, Labor, and Materials to install estimated 650 LF of Silt Fence/Sock as needed to provide Best Managed Practices for site erosion control.			
Provide equipment, Labor, and Materials to install estimated 2 inlet protection as needed to provide Best Managed Practices for site erosion control.			
Provide Equipment, Labor, and Materials to install one tracking pad as needed to provide Best Managed Practices for site erosion control.			
Provide Equipment, Labor, Hauling and Disposal to Raze/Remove/Deconstruct the structure located at 135 Millview Dr, Neenah, WI 54956 -Water Will be used during the razing and loading process to help mitigate dust and debris in the air.			
Provide Equipment, Labor, Hauling and Disposal to excavate and remove all concrete Slabs, footings, and foundations associated with the structure located at 135 Millview Dr, Neenah, WI 54956			
Provide Equipment, Labor, and Materials to Cap and abandon existing water lateral service associated with the structure to be demolished IN PLACE			
Provide Equipment, Labor, and Materials to Cap and abandon existing Sanitary Sewer lateral service associated with the structure to be demolished IN PLACE			

Acceptance of Proposal. I accept and authorized you to do work as specified at the rate(s) listed above. I have also read and agree to the General Terms & Conditions for Service document.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B.E.S.T. Enterprises, LLC: \_\_\_\_\_ Date: \_\_\_\_\_

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, SERVICE PROVIDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED SERVICE PROVIDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. SERVICE PROVIDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

**B.E.S.T. Enterprises, LLC.**  
**3230 Eiler Rd**  
**De Pere, WI 54115**  
**Phone 920-983-9787 Fax 920-983-9788**

<h1>Proposal</h1>	
<b>Date</b> 5/8/2026	<b>Proposal No.</b> 2026-5157

**City of Neenah**  
**211 Walnut St**  
**Neenah, WI 54956**

<b>Contact Name</b> Pat Benson	<b>Phone Number</b> 920-450-6527
<b>Job Name / Location</b> 135 Millview Drive Neenah Demo	<b>Fax Number</b> PBenson@nee...

Description	Qty	Cost	Line Total
Provide Equipment, Labor, Materials, and Hauling to import, place, grade and compact stone aggregate within the existing loading dock areas filling those areas to match existing surrounding elevations and create positive water drainage.			
Provide Equipment, Labor, Materials, and Hauling to import, place, grade and compact 4" of topsoil over disturbed areas associated with the structure to be demolished.			
Provide Equipment, Labor, and Materials to seed and mulch all topsoiled areas. -Watering of seed and mulch is not included			
<b>Asphalt Pavement Remove and Restore Option</b>		14,605.00	14,605.00
Provide Equipment, Labor, Hauling and disposal to remove estimated 9900 SOFT of Existing Asphalt pavement off of the West end of the building to be demolished.			
Provide Equipment, Labor, Materials, and Hauling to import, place, grade and compact 4" of topsoil over areas where pavement was removed.			
Provide Equipment, Labor, and Materials to Seed and Mulch the topsoiled area. -Watering of seed and mulch in not included.			
If we are unable to recycle concrete/block/brick because of foreign material in concrete an additional fee will be charged for dispose. Foreign Materials include but are not limited to paint not originally exposed, insulation adhered to concrete, heating/cooling lines adhered or in concrete or any other foreign material that is unable to be recycled.			

Acceptance of Proposal. I accept and authorized you to do work as specified at the rate(s) listed above. I have also read and agree to the General Terms & Conditions for Service document.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B.E.S.T. Enterprises, LLC: \_\_\_\_\_ Date: \_\_\_\_\_

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, SERVICE PROVIDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED SERVICE PROVIDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. SERVICE PROVIDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

**B.E.S.T. Enterprises, LLC.**  
**3230 Eiler Rd**  
**De Pere, WI 54115**  
**Phone 920-983-9787 Fax 920-983-9788**

<h1>Proposal</h1>	
<b>Date</b> 5/8/2026	<b>Proposal No.</b> 2026-5157

**City of Neenah**  
**211 Walnut St**  
**Neenah, WI 54956**

<b>Contact Name</b> Pat Benson	<b>Phone Number</b> 920-450-6527
<b>Job Name / Location</b> 135 Millview Drive Neenah Demo	<b>Fax Number</b> PBenson@nee...

Description	Qty	Cost	Line Total
<p>**Once Best Enterprises has mobilized to the project, the structure and all contents therein shall become the property and responsibility of the contractor.**</p> <p>** Asbestos Abatement is to be performed by others in conjunction with demolition activities**</p> <p>**if project delays occur due to city contacted asbestos abatement contractor result in additional best enterprises mobilizations or demobilization's additional charges will occur.**</p> <p>**City Contracted Asbestos Abatement Contractor is responsible for 10-Day DNR notification.**</p> <p>Sales Tax</p>		0.00	0.00

Acceptance of Proposal. I accept and authorized you to do work as specified at the rate(s) listed above. I have also read and agree to the General Terms & Conditions for Service document.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B.E.S.T. Enterprises, LLC: \_\_\_\_\_ Date: \_\_\_\_\_

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, SERVICE PROVIDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED SERVICE PROVIDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. SERVICE PROVIDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

PO Box 307  
 Pickett, WI 54964  
 Phone: 920-589-5077  
 Fax: 920-589-2907  
 advasbestos@gmail.com




# Proposal

Date	Estimate #
3/3/2026	26052

Customer	
City of Neenah 211 Walnut St., PO Box 426 Neenah, WI 54957-0426	
Office #	920-886-6255
Fax #	

Work Location	
Commerical Building 135 Millview Dr. Neenah, WI 54956	
Contact	Pat Benson
Alt Phone	920-886-6255

Description	Total
Prior to demolition by others.  Properly remove and dispose of asbestos caulking from concrete.  Approx 1,090 LF or 91 SF from perimeter of building under metal angle.  Includes 10 working day notification to DNR and \$135.00 fee.  Estimated 2 days for removal.	7,520.00

Respectfully Submitted by:   
 Jesse Zempel, President

<b>Total</b>	<b>\$7,520.00</b>
--------------	-------------------

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified. Payment will be made as outlined below. Additionally, we reserve the right to withdraw this proposal if not accepted within 30 days.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Included in the proposal is the following:
- 1) Labor, materials, and disposal costs. Unless otherwise noted.
  - 2) Liability, workers compensation, pollution insurance (\$5,000,000.00 umbrella coverage). Certificate of insurance upon request.
  - 3) Notification to DHS/DNR prior to start of project per proposal.
  - 4) All documentation including disposal manifest will be provided when project is completed.
  - 5) Compliance of work performed will comply with all OSHA, DNR, EPA, DOT, and State of Wisconsin regulations governing the removal of asbestos materials.
  - 6) Certified Asbestos Company #170720. All employees performing asbestos related activities are certified by Wisconsin Dept. of Health Services.
  - 7) Terms: Net 30 days upon substantial completion. 1.5% finance charge per month will be assessed on all overdue invoices. Lien waiver upon request.



**RESOLUTION NO. 2026-06**

**A RESOLUTION APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT FOR SANITARY SEWER**

WHEREAS, the City of Neenah Common Council has reviewed the Compliance Maintenance Annual Report (CMAR) prepared for the Wisconsin Department of Natural Resources by the City’s Department of Public Works staff relating to the City of Neenah’s sanitary sewer conveyance system.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Neenah, Winnebago County this 1st day of July 2026, that the City:

1. Accept the CMAR and place it on file;
2. Agree to continued monitoring and investigating inflow and infiltration (I&I) in the City’s sanitary sewer conveyance system; and,
3. Complete the sanitary sewer usage rate study.

Adopted, approved and recorded this 1st day of July 2026

Recommended by: Public Services and  
WISCONSIN Safety Committee

CITY OF NEENAH,

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

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

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

\_\_\_\_\_  
Char Nagel, City Clerk

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Andrew Kahl"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-886-6148"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="akahl@neenahwi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2025"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2025"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,164,414.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Funds for repairs and replacement are funded through capital borrowing and not removed from the Equipment Replacement Fund.

3.3 What amount should be in your Replacement Fund?

\$ 868,672.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Replace sanitary sewer mains, manholes and laterals.	\$1,922,400	2023
2	Replace sewer mains, manholes and laterals prior to street replacement.	\$1,560,000	2024
3	Replace sanitary mains, manholes and laterals prior to street projects.	\$2,386,000	2025
4	Replace sanitary sewer mains, manholes and laterals prior to street construction.	\$2,170,000	2026
5	Replace sanitary mains, manholes and laterals into the house.	\$2,490,000	2027

## 5. Financial Management General Comments

The City had to increase rates due to increased construction costs and treatment costs.

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
<b>January</b>	18,004	142
<b>February</b>	20,763	123
<b>March</b>	29,628	68
<b>April</b>	30,553	33
<b>May</b>	19,820	7
<b>June</b>	17,511	5
<b>July</b>	15,259	4
<b>August</b>	15,407	4
<b>September</b>	15,081	4
<b>October</b>	11,375	4
<b>November</b>	15,368	22
<b>December</b>	19,172	91
<b>Total</b>	<b>227,941</b>	<b>507</b>
<b>Average</b>	<b>18,995</b>	<b>42</b>

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

No current plans.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 2025

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Replace all aging mains, manholes and laterals within new street paving projects and televise areas of the system with suspected I/I to find areas in need of repair.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapters 26 & 28 Neenah Munic. Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2006-05-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation  
 A description of routine operation and maintenance activities (see question 2 below)  
 Capacity assessment program  
 Basement back assessment and correction  
 Regular O&M training  
 Design and Performance Provisions [NR 210.23 (4) (e)]    
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?  
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements  
 Construction, Inspection, and Testing  
 Others:  

Standard Specifications for Sewer and Water Construction in Wisconsin

 Overflow Emergency Response Plan [NR 210.23 (4) (f)]    
 Does your emergency response capability include:  
 Responsible personnel communication procedures  
 Response order, timing and clean-up  
 Public notification protocols  
 Training  
 Emergency operation protocols and implementation procedures  
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]    
 Special Studies Last Year (check only those that apply):  
 Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	50	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	2	% of system/year
Manhole inspections	40	% of system/year
Lift station O&M	60	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	1	% of system/year

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

The City continues to replace manholes, mains and laterals into the house for all street reconstruction projects. Wet weather televising of mains and laterals was also utilized to find sources of I/I.

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="30"/>	Total actual amount of precipitation last year in inches
<input type="text" value="31"/>	Annual average precipitation (for your location)
<input type="text" value="129"/>	Miles of sanitary sewer
<input type="text" value="8"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="1"/>	Number of complaints
<input type="text" value="5.12"/>	Average daily flow in MGD (if available)
<input type="text" value="8.4"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.01"/>	Complaints (number/sewer mile)
<input type="text" value="1.6"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:

6/8/2026

**2025**

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Flows did increase with heavy rains and flooding but the system was able to handle the rain events. Most of the year was a little drier than normal.

5.4 What is being done to address infiltration/inflow in your collection system?

The City replaced older mains, manholes and laterals prior to road construction and continued investigating the system for I/I through televising and manhole inspections.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

## Grading Summary

WPDES No: 0047341

<b>SECTIONS</b>	<b>LETTER GRADE</b>	<b>GRADE POINTS</b>	<b>WEIGHTING FACTORS</b>	<b>SECTION POINTS</b>
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:  
6/8/2026 **2025**

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

City of Neenah

Date of Resolution or  
Action Taken:

2026-07-01

Resolution Number:

2026-06

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

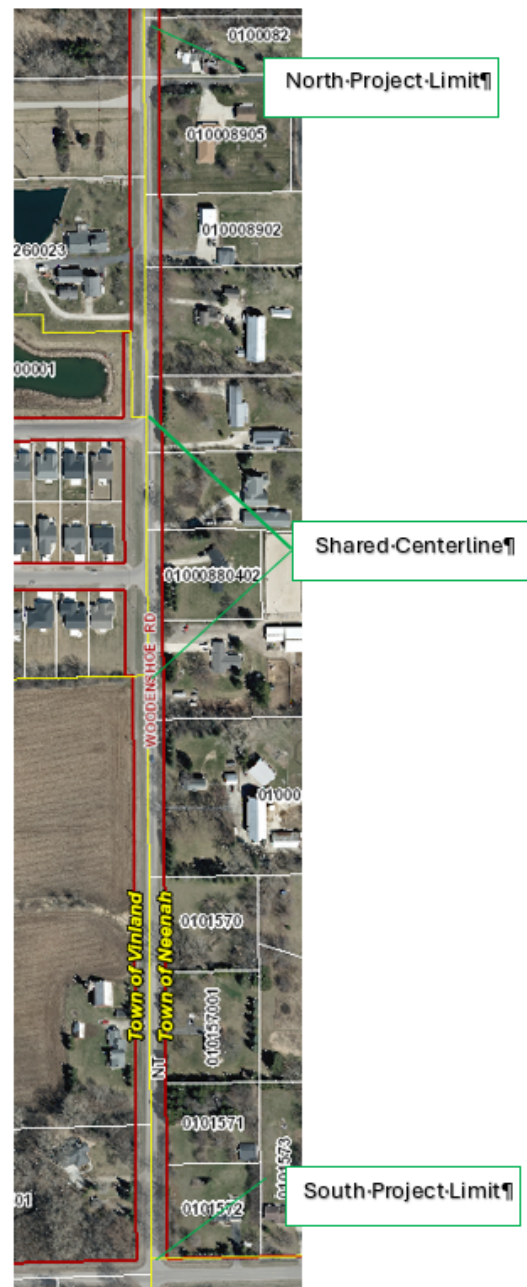


## MEMORANDUM

**DATE:** June 19, 2026  
**TO:** Mayor Borchardt and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Woodenshoe Road Resurfacing – Intergovernmental Cooperation Agreement

Staff met with the Town of Neenah to review some of their upcoming work plans. One of their projects for this summer is a mill and resurface on Woodenshoe Road from CTH G to a point about ½ mile north. A small portion of that road is in the City. The attached intergovernmental cooperation agreement describes the roles and responsibilities of each jurisdiction for work on this project. The Town of Neenah will take the lead on the work and the City will contribute to the cost for the section of the road that has shared jurisdiction, which comes to 10% of the total. The total estimated city cost is about \$17,200. In discussions with Director Rasmussen, this amount could be funded through the Public Infrastructure fund balance. The Town Board has approved the agreement.

Staff recommends that the Common Council approve the intergovernmental cooperation agreement with the Town of Neenah for the 2026 Woodenshoe Road resurfacing with funding to come from the Public Infrastructure fund balance.



**WOODENSHOE ROAD RESURFACING  
INTERGOVERNMENTAL COOPERATION AGREEMENT  
TOWN OF NEENAH AND CITY OF NEENAH**

THIS AGREEMENT is entered into under Wis. Stat., § 66.0301 between the Town of Neenah, a Wisconsin Municipal Corporation, located in Winnebago County, State of Wisconsin, hereafter called the "Town" and the City of Neenah, a Wisconsin Municipal Corporation, located in Winnebago County, State of Wisconsin, hereafter called the "City.", collectively "municipalities".

**RECITALS**

WHEREAS, the Town and City will be resurfacing WOODENSHOE ROAD from County Road G to the north line of 7076 Woodenshoe Road, a distance of approximately 2,740 feet; and

WHEREAS, the WOODENSHOE ROAD resurfacing will consist of milling the existing roadway, paving with 4 inches of bituminous pavement, and grading 2-foot shoulders to Town standards (the "Work"); and

WHEREAS, WOODENSHOE ROAD is principally in the Town but has a portion of road right-of-way within the City; and

WHEREAS, the work benefits City residents located on the west side of the Work; and

WHEREAS, the Town and City have negotiated an arrangement whereby the Town shall be responsible for planning, designing, and bidding the Work, and the parties will share costs of the Work as set forth below; and

WHEREAS, the total estimated cost for the Work is \$190,000 and \$33,757 of Local Road Improvement Program County Discretionary funds will be applied to the project leaving a net project estimate of \$156,243.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, and for other good and valuable consideration the receipt of which is acknowledged, the parties hereby agree as follows:

1. The Town shall be solely responsible for contracting for the Work. This includes, but is not limited to, preparing all engineering plans necessary to design the Work, preparing all contract documents necessary to solicit bids for the Work, and bidding for the Work. The Town shall be solely responsible for the costs of these activities.
2. The Town shall be responsible for paying all contractors performing the Work. The Town shall

invoice the City on a periodic basis for the City's share of the costs of the Work as set forth in Paragraph 3. The invoices shall only require payment for that portion of the Work in place at the time the invoice is submitted. The City shall pay the invoices within 30 days of receipt.

3. The parties agree to share all construction costs in the following manner:
  - a. The cost share for WOODENSHOE ROAD for the Town shall be 90% of the net actual cost of resurfacing the road to the limits noted in the recitals.
  - b. The cost share for WOODENSHOE ROAD for the City shall be 10% of the net actual cost of resurfacing the road to the limits noted in the recitals.
  - c. The parties agree that the final invoice submitted to the City shall include an administrative charge equal to 10% of the City's total cost share.
  
4. To the fullest extent permitted by law, each party shall defend, indemnify, and hold harmless the other party, and their respective elected officials, officers, employees, insurers and agents from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, (together "Claim") arising out of or resulting from or in connection with the performance of the Work, provided that either party's obligation under this section applies only to the extent of its fault, negligence, or willful acts. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution that would otherwise exist.
  
5. Prior to starting the Work, the City shall obtain insurance from the contractor performing the Work as follows:

- Worker's Compensation: Statutory Limits
  
- Employer's Liability:
  - Bodily Injury By Accident \$500,000 Each Accident
  - Bodily Injury By Disease \$500,000 Policy Limit
  - Bodily Injury By Disease \$500,000 Each Employee
  
- Comprehensive Auto Liability Each Occurrence \$500,000  
 Comprehensive Auto Liability insurance required under this paragraph shall be written on an "any auto" or Symbol 1 basis.
  
- Umbrella Coverage \$2,000,000

- Commercial General Liability
 

Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury Limit	\$1,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Per Project General Aggregate Limit	\$2,000,000

All insurance coverages shall be on a primary and non-contributing basis. In addition, a certificate of insurance shall be issued naming the Town and City as additional insureds on the contractor's policy.

6. This Agreement represents the entire integrated agreement between the parties, and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement may only be amended by the written agreement of both parties.
7. Notices under this Agreement shall be sent to the following addresses:

If to the Town:

Town Clerk  
 Town of Neenah  
 1600 Breezewood Lane  
 Neenah, WI 54956

If to the City:

City Clerk  
 City of Neenah  
 211 Walnut Street  
 Neenah, WI 54956

Dated this \_\_\_\_ of June, 2026.

CITY OF NEENAH

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

I hereby certify that the necessary funds have been provided to pay for the liability incurred by the City of Neenah on the within contract.

By: \_\_\_\_\_  
Director of Finance

Approved as to form:

\_\_\_\_\_  
City Attorney

TOWN OF NEENAH

By: \_\_\_\_\_  
Town Chairman

Attest: \_\_\_\_\_  
Town Clerk



# Memorandum

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**Date:** June 23, 2026

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

**From:** Chief Aaron Olson

**RE:** Flock Safety Presentation

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I will be providing the Public Services and Safety Committee with another overview of Flock Safety. Several representatives from Flock Safety will be present to provide an overview and answer any questions.

**Attachments:**  
None



# Memorandum

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**Date:** June 23, 2026

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

**From:** Captain Tom Van Sambeek

**RE:** Police Department Locker Room Project Phase 2 (Attachment)

---

The Neenah Police Department requests approval to proceed with the remaining purchases and contracted work necessary to complete the ongoing locker room renovation project.

The new lockers have already been ordered. This request pertains to all additional work required to finish the project, including flooring, fixtures, cabinetry, counters, electrical, plumbing, HVAC, and related improvements.

The existing tile is original to the building and now shows significant wear, including chipped and broken areas. The scope of work includes installing new tile in the shower and stall areas, as well as near sinks and entrances. Carpet in the men's locker room will also be replaced. Because the evidence room flooring does not extend beneath the relocated lockers, that room will receive new flooring as well. D&M Interiors is recommended for this work as the low bidder at \$80,112.88. The alternate bid was \$91,945.00.

For HVAC work, we recommend Energy Control and Design (EC&D). This work will ensure proper airflow through the new lockers and integrate with our existing mechanical systems. EC&D has an extensive service history with our facility and has provided an estimate of \$40,000.00.

Two electrical contractors submitted quotes, and Triumph Electric is recommended as the low bidder at \$3,060.00. This work includes electrical service for the new lockers. The alternate bid was \$4,820.00.

The locker rooms will also be painted, as no painting has been done since the building was constructed. Tisler Painting is recommended as the low bidder at \$1,800.00. The alternate bid was \$7,181.00.

We further recommend FC Dadson for counters and sinks, with a low bid of \$14,395.00. The alternate bid was \$18,998.00.

Plumbing work associated with removing and reinstalling fixtures and terminating unused

shower heads is recommended to be awarded to Jim's Plumbing, the low bidder at \$3,191.00. The alternate bid was \$11,200.27.

For restroom and shower partitions, we recommend LaForce at a cost of \$19,476.48. No additional vendors could be located to provide comparison bids for this portion of the project.

If the overall project budget allows, the Police Department would also like to include replacement of the cabinets and work surfaces in the evidence room. The current cabinets are original to the building, and several shelves are sagging or missing components due to changes in built-in equipment over time. Although this upgrade is identified as a future budget item, completing it concurrently with the locker room renovations may offer both cost and operational efficiencies, particularly by avoiding duplicative flooring work. Consolidated Construction submitted the low bid for this work at \$15,018.00. The alternate bid was \$24,279.20.

The total for the remaining project components is \$177,053.36.

Recommendation: Authorize the Neenah Police Department to proceed with the recommended vendors to complete the locker room and evidence room upgrades, not to exceed the overall project budget of \$500,000.00. Funding is available through the Facilities Capital Improvement Budget, account 013-2150-743-02-36, Project Code PDF13.

**Attachments:**

None



# Memorandum

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**Date:** June 23, 2026

**To:** Mayor Borchadt, Chairman Weber and Members of the Public Services and Safety Committee

**From:** Chief Aaron Olson

**RE:** Safety Resource Officer (SRO) Contract with Neenah Joint School District (NJSD) (Attachment)

---

Attached you will find the NJSD/City of Neenah/Neenah PD SRO Contract for July 2026 - June 30, 2029 that was approved by the NJSD Board of Education on June 2, 2026. This new contract was negotiated by Mayor Borchardt and NJSD Superintendent Harrison. Here are the key changes made to the contract:

- The contract now reflects a 52-week agreement compared to the 39-week agreement previously in place, which will save the City of Neenah approximately \$50,000
- The quarterly car allowance of \$1,383 has been removed
- District contributions towards phones has been removed
- Section 10 Schedule and Report: The following language was added to mirror that within the Fox Crossing agreement: SRO MEETINGS TO REVIEW PROGRAM INCLUDING CALL VOLUME/RESPONSE REVIEW: District and City agree to meet on or around January and May of each year to review the SRO program as well as specific call volume and responses. The conversation will also include anticipated needs in the future to ensure the proper staffing level of the SRO position.
- The body camera wording has been moved from the bottom of the agreement to section 5 to match formatting of the Village of Fox Crossing agreement.
- Section 14: The word itemized was added so that it now reads "The City of Neenah Finance Department will submit an itemized invoice to the District quarterly for the reimbursements."

Recommendation:

Approve to recommend the NJSD/City of Neenah/Neenah PD SRO Contract for July 2026 - June 30, 2029 that was approved by the NJSD Board of Education on June 2, 2026.

**Attachments:**

1. 2a\_SRO Contract (BOE Approved June 2026)

# MEMORANDUM AGREEMENT

between

**Neenah Joint School District**

and

**City of Neenah Police Department and the City of Neenah**

in support of the

## **SCHOOL RESOURCE OFFICER PROGRAM**

The Neenah Joint School District ("District"), the Neenah Police Department ("Department") and the City of Neenah ("City") enter into this Memorandum Agreement ("MA" or "Agreement") in order to maintain a School Resource Officer ("SRO") program in their respective venues.

### **1. PURPOSE OF THE AGREEMENT**

The parties enter into this agreement for the purpose of supplying school resource officers to the District during the staff working school year. The Agreement outlines governance, management, expectations, roles, and responsibilities for both parties to ensure the success of the SRO program.

### **2. DEFINITIONS**

For purposes of this Agreement, the following terms have the definitions found under Section 118.125 of the Wisconsin Statutes.

- a. "Law enforcement agency" as defined under Sec.118.125 (1) (be), Wis. Stats.
- b. "Law enforcement unit" as defined under Sec. 118.125 (1)(bl), Wis. Stats;
- c. "Law enforcement unit records" as defined under Sec. 118.125 (1)(bs), Wis. Stats;
- d. "Pupil records" as defined under Sec. 118.125 (1)(d), Wis. Stats;
- e. "Record" as defined under Sec. 118.125(1)(e), Wis. Stats.

### **3. MISSION**

The two-part mission of the Neenah SRO Program is to make all Neenah schools safe and conducive to learning, while fostering positive relations between police employees and District staff and students.

### **4. PROGRAM GOALS**

- a. Improve school safety for students and staff
- b. Provide a school environment conducive to learning
- c. Increase confidence and understanding between youth and police
- d. Provide information about other resources to students, parents, and staff

## **5. ROLE OF THE SCHOOL RESOURCE OFFICER**

SROs are responsible for the majority of law enforcement activities occurring at the school during school hours but not general student discipline. A determination of whether an activity rises to the level of a law enforcement activity shall be made in consultation with a school administrator. Parents, students, teachers and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO.

The SRO will generally perform duties in "plainclothes" rather than in a police uniform. The SRO will remain armed with a badge visible in this assignment. While enforcement is a role of SROs, alternatives to custodial arrest should be used whenever possible, and arrest of students should be based on practical need. The SROs discretion to act remains the same as that of any other police officer.

**BODY CAMERA VIDEO:** The District and Department approve the use of body cameras by law enforcement officers on District property for ensuring safety on school property, and responding to calls for service. The District will notify parents through the student manual that body cameras may be used by law environment officers on District property. Officer equipped with body worn cameras in the schools shall follow Department policy (see policy #417, Field Audio Video Recordings).

SRO duties include:

- a. Maintain safe schools conducive to learning
- b. De-escalate incidents with potential for violence
- c. Enforce local ordinances and state law
- d. Investigate crimes on school grounds
- e. Investigate crimes off school grounds, but reported by students
- f. Provide input or assistance on school discipline issues
- g. Intervene when any subject in the school presents a threat to safety
- h. Assist in developing, maintaining, and training school safety plans
- i. Provide classroom instruction as a representative of public safety
- j. Respond to other District schools as needed and available
- k. Attend special school events, including dances, sporting events, and assemblies as needed or desired. Overtime will be paid as per the contract.
- l. Participate in suspension/expulsion processes and hearings
- m. Participate in school staff meetings as requested
- n. Provide law enforcement information to students and staff

## **6. ROLE OF THE DEPARTMENT**

- a. Equip SROs with a squad, computer, and necessary policing equipment
- b. Equip SROs with a body-worn video camera
- c. Maintain all employer responsibilities (payroll, insurance, workers comp, etc.)
- d. Evaluate SRO performance
- e. Maintain training, qualification, and certification of the SRO
- f. Correct SRO performance/behavior as necessary
- g. Maintain all employee files of SROs

## 7. ROLE OF THE DISTRICT

- a. Provide office space in at least one location for each SRO
- b. Provide access student enrollment information
- c. Allow building access through keys/keycards/codes
- d. Maintain a primary role in school discipline issues
- e. Cooperate with SRO investigations
- f. Prepare and practice school safety plans
- g. Reimburse the City of Neenah for SRO services per the terms of this Agreement
- h. Provide in-school leadership and guidance to SRO
- i. Train each SRO in school policy, disciplinary processes, and organizational structure

## 8. SHARED ROLES

- a. Participate in the process of selecting SROs
- b. Provide daily input to define SRO tasks
- c. Jointly resolve any issues or problems that arise within the program
- d. Promote the program to students, parents, staff, and citizens in general
- e. Agree upon final selection for SRO appointment

## 9. ASSIGNMENT OF PERSONNEL

**QUALIFICATIONS:** The Department will establish minimum qualifications for the position of SRO with input from the District and the City of Neenah's Human Resources department.

**SELECTION:** The Department will post for the position when a vacancy occurs. Eligible candidates will be interviewed by a panel made up of at least one member of the Department and at least one member of the District. Both parties will have input regarding the candidates. Final selection will be made jointly and announced by the Department.

**DURATION OF ASSIGNMENT:** Normal duration for assignment to school resource officer is five (5) years, with an option to extend in one (1) year increments with the approval of the Department and District for exceptional circumstances.

**SUBSTITUTION:** The Department reserves the option, but has no obligation, to substitute police officers when any regularly scheduled school resource officer is not available for the program for absences of less than two weeks. For longer absences, the Department, in consultation with the District, will provide an interim SRO.

**REMOVAL:** The Department reserves the right to remove/re-assign any school resource officer immediately for personnel-related matters. A replacement will be made pursuant to either the "SELECTION" paragraph above or as otherwise mutually agreed upon by the parties.

## 10. SCHEDULE AND REPORTING

- a. **DAILY:** The District and Department agree that assigned SROs shall be available and present at the school(s) whenever school is in session, and may report first to the police department and then deploy to their assigned schools. This may change as needed.

- b. **OVERTIME:** The District will control the assignment of school-related overtime for anticipated activities, such as athletic events and other special programs. Overtime charges will be itemized and reviewed quarterly.
- c. **SPECIAL EVENTS:** SROs may frequently be expected to attend special events at the school or at other venues required by the school. SROs are expected to attend events as requested by the District when given advance notification. The SRO may solicit other police officers to attend the event in their place, typically from personnel in the Investigative Services Unit (ISU) section of DEPARTMENT.
- d. **VACATIONS:** The SRO is expected to work the same days as school staff, with few exceptions. The bulk of vacation time should be used during winter break, spring break, or during the summer.
- e. **SUMMER:** The SRO will normally be assigned to the Investigative Services Unit (ISU) during the summer break months and the SROs may use the majority of their vacation during the summer. The Operations Captain may occasionally assign the SRO to patrol or other duties during the summer to accommodate department needs.
- f. **EXTENDED LEAVES:** In the case of an extended leave for FMLA or other purposes, the Operations Captain will assign, after consulting with the District, an interim SRO so as to provide coverage for all SRO hours.
- g. **SRO MEETINGS TO REVIEW PROGRAM INCLUDING CALL VOLUME/RESPONSE REVIEW:** District and City agree to meet on or around January and May of each year to review the SRO program as well as specific call volume and responses. The conversation will also include anticipated needs in the future to ensure the proper staffing level of the SRO position.

## 11. SUPERVISION

Officers assigned to work in District schools as SROs will remain employees of the City of Neenah and continue to be governed by State Statutes, Neenah ordinances, as well as the applicable rules, directives, and policies of the Department. The City of Neenah will be responsible for the issuance of all payroll checks and benefit payments to those officers.

The SRO will be accountable to the Department's Investigative Services Unit Sergeant and Lieutenant. However, while at the school, the SRO will be additionally accountable to the principal. The officer is expected to cooperate with school officials, including administrators and faculty. The SRO will abide by school policy that is not in conflict with Department policy and respond to the requests of school officials. Any concerns about conflicting orders or requests outside the scope of this agreement should be brought to the attention of the Department's Investigative Services Unit Sergeant and/or Lieutenant.

## **12. PERFORMANCE EVALUATIONS**

Performance evaluations of SROs are the responsibility of the Department. The principal of the primary school where the officer is assigned will always be contacted for input during the preparation of the evaluation. The District and Department will not share their employee's performance evaluations with each other.

## **13. EXCHANGE OF INFORMATION**

- a. The parties understand and agree that this Agreement, pursuant to 938.396(1)(c)4, authorizes the Neenah Police Department to routinely disclose information to the District as allowed by sections 938.396(1)(b)2 and (c)3 of the Wisconsin Statutes (relating to the confidential exchange of information between a law enforcement agency and officials of the public or private school attended by the juvenile). A school official who obtains information under this subdivision shall keep the information confidential as required under s. 118.125. Under this section, information may be shared at the request of a school district administrator, designee of a school district administrator, or on the department's own initiative.
- b. Pursuant to 118.127, the Neenah Joint School District may disclose information from law enforcement officers' records obtained under s. 938.396 (1) (c) 3. only to persons employed by the District who are required by the department under s. 115.28 (7) to hold a license and to other school district officials who have been determined by the school board to have legitimate educational interests, including safety interests, in that information. In addition, if that information relates to a pupil of the District, the District may also disclose that information to those employees of the school district who have been designated by the school board to receive that information for the purpose of providing treatment programs for pupils enrolled in the District. The District may not use law enforcement officers' records obtained under s. 938.396 (1) (c) 3. as the sole basis for expelling or suspending a pupil or as the sole basis for taking any other disciplinary action against a pupil, but may use law enforcement officers' records obtained under s. 938.396 (1) (c) 3. as the sole basis for taking action against a pupil under the District's Code of Conduct.
- c. Pursuant to Section 118.125(2)(d), the parties agree that the District shall make pupil records available to officers of the Department who have been individually designated by the District and assigned to the District (SRO's) and who have legitimate educational interests, including safety interests, in the pupil records.
- d. The parties agree that any disclosure of pupil records that is made by the District to Department officials, not covered by 118.125(2)(d), shall be made only (1) to appropriate parties in connection with an emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual, (2) when the disclosure is for the purpose of providing services to a pupil involved in the Juvenile Justice System, (3) pursuant to a valid court order, or (4) as the law may otherwise permit.

- e. The parties also agree that, in the event the District makes any disclosure of pupil records pursuant to this Agreement, the person to whom such records are disclosed will not disclose the records to any other person or party, except as permitted by law.
- f. Police recordings on District property are considered a "law enforcement unit record" and will not be considered a pupil record maintained by the District unless such records are obtained by the District pursuant to this Agreement or as otherwise authorized by Wisconsin law. If the District does obtain a police recording, it will be treated as a "behavioral record" and be maintained separately from a pupil's other pupil records.

#### 14. REIMBURSEMENT OF COSTS

The parties will jointly assume the cost of the program.

The District will reimburse the City one hundred percent (100%) of overtime for direct SRO services (i.e. extended shifts, special events, and other overtime as directed by the District), subject to the following:

- District will pay for 100% of overtime for pre-scheduled events and activities, such as athletic events, dances, conferences, and other special programs as determined by the District.
- Department will pay for 100% of all other overtime not listed above. This includes any overtime accrued after 4:00pm, before 7:30am, or any other time not pre-scheduled by the District.

The District will reimburse the City seventy-five percent (75%) of the following annual costs, for the Fifty-Two (52) weeks each year:

- a. Regular wages
- b. Holiday pay
- c. Health/dental insurance premiums
- d. Retirement
- e. Social Security/Medicare
- f. Workers' Compensation insurance

The District will **not** be responsible for any portion of the following costs:

- a. Overtime unrelated to program duties
- b. Firearms certification pay
- c. Life insurance
- d. Uniform allowance
- e. Dry cleaning allowance
- f. Training/conferences
- g. Tuition reimbursement
- h. Longevity & Professional Improvement Pay
- i. Other fringe benefits

- j. Policing equipment (uniforms, insignia, leather, defense/arrest tools, body armor, police radio, and all equipment unique to the role of patrol officer)
- k. Information Services fees
- l. Any costs associated with the SRO's police vehicle, phone, IT, or other equipment

The Department will administer and provide all benefits and salary for the school Resource officers. The City of Neenah Finance Department will submit an itemized invoice to the District quarterly for the reimbursements. All invoices will be due and payable within 30 days after receipt.

## **15. GOVERNING LAW**

The laws of the State of Wisconsin shall govern the validity, performance and enforcement of this Agreement. The rights and remedies herein granted are cumulative and are in addition to any given by statute, rule of law, or otherwise, and the use of one remedy shall not be taken to exclude or waive the right to use another.

## **16. INDEMNIFICATION**

The District and the City, having determined the SRO program is essential to the safe operation of their schools, agree both the District and the City will fully indemnify the police School Resource Officers when proceeded against in their official capacities, or individually, because of acts committed while carrying out the duties of police School Resource Officer within the District. Both the District and the City agree they will maintain sufficient insurance coverage to pay for any judgments for acts committed carrying out the duties of a School Resource Officer under the provision of section 895.26 of the Wisconsin Statutes.

In addition, both the District and the City agree to indemnify and hold harmless the other from and against any and all claims, damages, causes of action and demands for their respective actions or inactions taken in the performance of the SRO program.

## **17. INSURANCE**

The Department, through the City, shall provide the following insurance and it shall remain in force during the term of the Agreement:

- a. **General Liability Policy** with a minimum policy of \$1,000,000
- b. **Full Auto Coverage** for any vehicle operated by the SRO program officer
- c. **Workers Compensation Insurance** as required by the State of Wisconsin

## **18. CONFLICT RESOLUTION**

Unforeseen conflicts or questions will be resolved by negotiation between the Superintendent of the Neenah Joint School District and the Neenah Chief of Police, or their respective designees.

**19. AGREEMENT DURATION**

The Agreement shall be a three (3) year agreement, effective July 1, 2026 and ending June 30, 2029.

For the Neenah Police Department

For the Neenah Joint School District

BY: \_\_\_\_\_  
Aaron L. Olson, Chief

BY: \_\_\_\_\_  
Dr. Steve J. Harrison, Superintendent

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

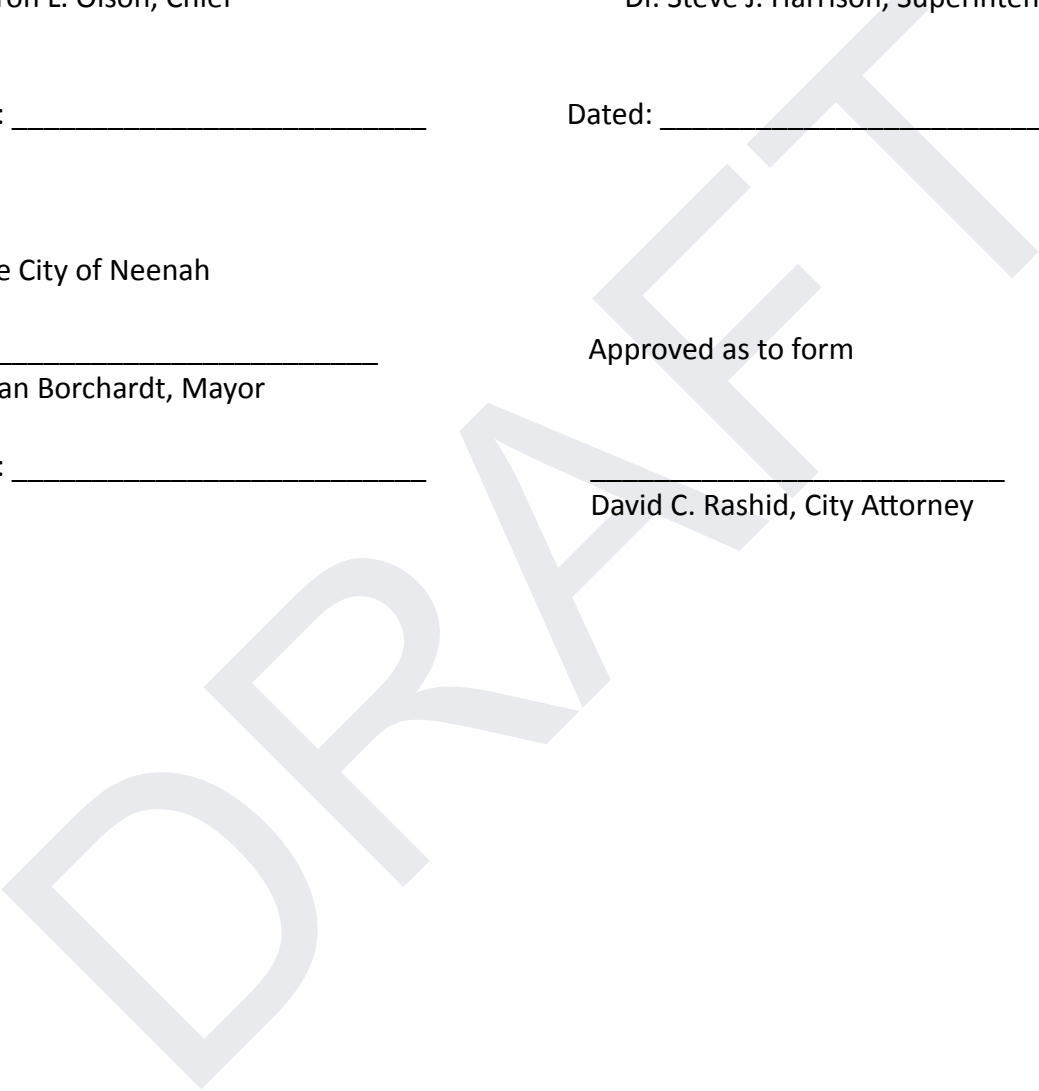
For the City of Neenah

BY: \_\_\_\_\_  
Brian Borchardt, Mayor

Approved as to form

Dated: \_\_\_\_\_

\_\_\_\_\_  
David C. Rashid, City Attorney





# Memorandum

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**Date:** June 23, 2026

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

**From:** Chief Aaron Olson

**RE:** Sale of Neenah Police Department Vehicle (Attachment)

---

We will be selling one of our Neenah Police Department vehicles with the following description:

- 2014 Grey Dodge Durango Rallye Sport Utility 4D
- 82,000 Miles
- VIN: 1C4RDJFG1EC5922276

Our standard practice is to sell retired vehicles at auction, with proceeds deposited into the City of Neenah's General Fund. While we were preparing to follow that process for this Durango, our Neenah Police Department Fleet Specialist, Greg Howat, approached me and expressed interest in purchasing the vehicle for personal use. Greg noted that he was in need of an older vehicle, and this Durango met that need.

I consulted with both the City Attorney and the Finance Director, and they confirmed they were comfortable with the sale. The Kelley Blue Book value of the vehicle is \$6,380, and it was agreed that the City would sell the Durango to Greg at that value. This approach also avoids auction fees, resulting in a small savings for the City.

The City of Neenah Legal Assistant/Paralegal, Becky DeWitt, has completed the bill of sale, which is attached.

Recommendation: Approve city employee Greg Howat to purchase the City of Neenah Dodge Durango (VIN: 1C4RDJFG1EC592276) for the Kelley Blue Book value of \$6,380 and these proceeds will be deposited to the City of Neenah General Fund.

**Attachments:**

1. 3a\_Durango Bill of Sale

**BILL OF SALE**

This Bill of Sale, by and between City of Neenah, Wisconsin, Grantor and Greg Howat, Grantee, dated this 23rd day of June, 2026.

Grantor, in the County of Winnebago, State of Wisconsin, in consideration of Six Thousand Three Hundred Eighty and 00/100 Dollars, (\$6,380.00), to be paid by Grantee, the receipt of which is hereby acknowledged, do hereby grant, sell, transfer and deliver unto Grantee the following:

2014 Grey Dodge Durango Rallye Sport Utility 4D, 82,000 miles  
VIN: 1C4RDJFG1EC592276  
[Description]

To have and to hold the same to Grantee and his heirs, executors, administrators, successors and assign, to their use forever.

Grantor hereby warrants and represents that Grantor owns said motor vehicle free and clear of all liens and encumbrances, that Grantor has good right to sell the same and Grantor will warrant and defend the same against the lawful claims and demands of all persons.

**Grantor sells said motor vehicle to Grantee in an “as-is, where-is” condition and specifically excludes and disclaims any warranty of merchantability or fitness for any use of said motor vehicle by Grantee. Grantee has reviewed and inspected the motor vehicle to determine its suitability for its purposes, accepts said motor vehicle as-is, including any hidden and unknown defects, and has not relied on any representation or warranty of condition or suitability by Grantor. Grantee hereby releases and discharges Grantor (including all of its officers, directors, agents, employees, committees, committee members and volunteers) from all liability, claims, damages and causes of actions, including attorney fees, of whatever kind or nature which may arise as a result of the Grantee’s use of the motor vehicle.**

Signed by Grantor and Grantee, this \_\_\_\_ day of \_\_\_\_\_ 2026.

GRANTOR

GRANTEE

\_\_\_\_\_

\_\_\_\_\_



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

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**DATE:** June 19, 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

---

- 1) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is complete. A final pay request is being processed.
- 2) Contract 5-25 (Misc Asphalt Pavement Repair): Work is complete. A final pay request is being processed.
- 3) Contract 12-25 (Courtside Fields Pond): The pond's clay liner is scheduled to be complete by 6/19. The remaining storm sewer work is scheduled for the week of 6/22. Stone placement around the inlet/outlet structures and topsoiling the upper pond slopes will follow.
- 4) Contract 1-26 (Elm, Reed, Laudan Utilities/Street):
  - a) Elm St: Storm sewer main and laterals are being installed between Division and Laudan.
  - b) Reed St: Sanitary sewer installation is complete. Watermain tie-ins are being completed. Storm sewer installation will start the week of 6/22.
- 5) Contract 2-26 (Henry, Sterling, Winneconne):
  - a) Sterling/Greenfield: The lateral replacement is near completion. Pavement removals are scheduled to start the week of 7/6.
  - b) Henry: Water main installation is being completed south of Winneconne. Storm sewer installation will follow.
- 6) Contract 4-26 (Misc. Concrete Pavement/Sidewalk Repair): A schedule has not been set.
- 7) Contract 5-26 (Misc. Asphalt Pavement Repair): A schedule has not been set.
- 8) City Hall Master Plan: Staff is scheduled to meet with the consultant on 6/22 to review initial layout concepts.
- 9) Stormwater Management Plan Update: Proposals are due on 6/19 with a selection recommendation scheduled to come to Committee on 7/7.
- 10) City Hall HVAC Upgrade: Work is complete for the first floor and basement.
- 11) Freedom Acres/Homes at Freedom Meadows: City crews will be spraying dust control on the streets in the subdivision. Fleet staff have purchased and installed nozzles for one of our trucks. We have a small supply of calcium chloride that will be used to spray the gravel streets. Additional calcium chloride material will be purchased once I receive pricing.
- 12) PW Superintendent: Travis Beyer has been named as the new Public Works Superintendent. A hiring process will be started immediately to fill the Assistant Superintendent position.
- 13) Church St Ramp: Wells Sealants and Restoration will be scheduling work to make some ramp repairs this year. Work will focus on haunches and vector plates starting at the 8<sup>th</sup> level.