

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

January 27, 2026 @ 5:00 PM
Hauser Room, 211 Walnut Street

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

A G E N D A

1. Approval of Minutes of the Meeting of January 13, 2026 (Attachment)
2. Public Appearances
3. Park & Recreation Purchase of a Mini Excavator (Attachment)
4. Fire Station 32 Boiler Replacement Funding Authorization of Budget Overage (Attachment)
5. Police Department Cell Phone Extraction Software Purchase (Attachment)
6. 2026 City Hall HVAC Upgrade Proposal (Attachment)
7. City Hall Space Needs Review (Attachment)
8. Public Works General Construction and Department Activity Report (Attachment)
9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 13, 2026

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

Excused:

Also Present: Mayor Lang, Community Development and Assessment Director Nieforth, City Clerk Nagel, Public Works Staff Engineer Kummerow, Office Manager Mroczkowski, Scott Becher, Frank Cuthbert, Alderman Bruno

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

Approval of Minutes of the Regular Meeting of December 30, 2025

Motion by Borchardt, seconded by Pollnow to approve the minutes of the Regular Meeting of December 30, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah – Mr. Becher stated that Arrowhead Park is on public trust doctrine land. He stated there are organizations like Clean Water that ensure that public trust doctrine land is used according to the trust doctrine. The City needs to keep this in mind when designing Arrowhead Park.

Chairperson Lendrum closed public appearances.

Stantec Agreement for Professional Geologist Oversight of Geotechnical Investigation

Director Nieforth stated that a professional geologist is required by the Wisconsin Department of Natural Resources (WDNR) to oversee and administer the sampling of the 21 geotechnical soil borings along the dike at Arrowhead Park. She stated that the cost for these services are \$27,255.00

Motion by Borchardt, seconded by Weber to recommend the Common Council approve the Agreement with Stantec for Professional Geologist Oversight of the Geotechnical Investigation at Arrowhead Park in the amount of \$27,255.00. Funding for the agreement to be provided from Arrowhead Park carry forward funds included in the 2026 Capital Improvement Budget.

Call for vote by Chairman Lendrum

Report

Motion Carried. Vote 4/1 (Alderman Pollnow)

Special Assessment Report for Preliminary Resolution 2025-19: Sanitary Sewer Laterals and Water Services Installation

Public Works Staff Engineer stated this is the next step in the assessment process for the 2026 street and utility projects.

C.A.

Motion by Weber, Seconded by Linski to authorize the Chairman of the Public Services and Safety Committee to sign the Special Assessment Report for Preliminary Resolution 2025-19.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Public Works General Construction and Department Activity Report

- 1) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Work is complete. A final pay request is being prepared.
- 2) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is done for the year. Some items will be carried over to 2026.
- 3) Contract 5-25 (Misc Asphalt Pavement Repair): Work is done for the year. Some items will be carried over to 2026.
- 4) Contract 10-25 (City Hall Window Replacement): Excluding the stairwells, the 3rd floor is scheduled for completion on 1/12 with the replacement of the large window in the conference room. After that, installation of the large window in the activity/storage room in Park & Rec will complete the 2nd floor. That will be followed by installation of the window in the Finance conference room and the window in the Mayor's office. Following that, work will start on the stairwell windows. The fiber connection between city hall and Fire 32 was relocated the week of 1/5. City crews will remove the old aerial connection.
- 5) Contract 12-25 (Courtside Fields Pond): Work started the week of 1/5 with removal of a small amount of assorted piping in the old baseball fields. The contractor is scheduled to start excavation the week of 1/12. The blasting subcontractor has contacted 25 adjacent properties to offer a pre-blast inspection.
- 6) Local Road Improvement Program: An application has been filed for our 2026-2027 LRIP allocation. Our allocation for this biennium is \$66,439.36. I have submitted for the Congress Street project in 2027. There is an ability to substitute another project if that project is not budgeted for next year.

Adjournment

Motion by Borchardt, seconded by Linski to adjourn at 5:13 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5 /0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



*Department of
Parks & Recreation*

DATE: January 27, 2026

TO: Chairman Lendrum and members of the Public Services and Safety Committee

FROM: Trevor L Fink, Superintendent of Parks/City Forester
Clint Williams, Parks Supervisor

RE: Parks and Recreation Mini Excavator Proposals

The following proposals were submitted for replacing the 2010 Cat loader TR2 with a new mini excavator.

<u>Company</u>	<u>Model</u>	<u>Amount</u>
Bobcat Plus, Appleton, WI	Bobcat E35	\$93,078.94
Riesterer & Schnell, Neenah, WI	John Deere 35P	\$94,935.81
Service Motor Co., Dale WI	Kubota U35-4R3A	\$101,669.48

The amount in the 2026 Capital Equipment Budget (2026 Budget Book page 321) for this purchase is \$135,000.

Parks and Recreation Commission recommends purchase of the Bobcat E35 from Bobcat Plus for \$93,078.94.

Please email prior to the meeting with any questions or additional information you may need.



Memorandum

TO: Public Service and Safety Committee (PSSC)
FROM: Chief Teesch *TT*
DATE: January 13, 2026
RE: **Fire Station 32 Boiler Replacement – Authorization for Budget Overage**

Background

The City of Neenah has budgeted **\$135,000** for the replacement of the boiler system at **Fire Station 32**. This project is necessary to maintain reliable heating infrastructure for a critical public safety facility and to avoid the risk of system failure during winter operations.

A formal proposal for the boiler replacement was recently received from **Energy Control & Design**, totaling **\$139,073**.

Budget Impact

The final proposal exceeds the approved budget by **\$4,073**. The original estimate was reasonably accurate, and the overage reflects final pricing and scope confirmation rather than a material change in project intent or design.

Per guidance from the City of Neenah Finance Director, the use of fund balance to cover this overage requires committee approval and consideration by the Public Service and Safety Committee (PSSC).

Recommendation

Staff recommends that the Public Service and Safety Committee authorize the use of **\$4,073 from fund balance** to cover the project overage and allow the boiler replacement project to proceed without delay.

Timely approval will:

- Prevent postponement of a necessary infrastructure project
- Reduce the risk of operational disruption at Fire Station 32
- Avoid additional costs associated with deferral or re-bidding

Requested Action

That the Public Service and Safety Committee recommend that Council approve the proposal from Energy Control & Design for boiler replacement at Fire 32 using capital facility budgeted funds of \$135,000 and capital facilities fund balance of \$4,073.



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To: Cari Lendrum, Public Services and Safety Committee Chair

From: Captain Amy Wagner

CC: Mayor Jane Lang, Chief Aaron Olson, Director of Finance Vicky Rasmussen, Director of Information Systems Matt Schroeder

Date: 1/19/2026

Re: Cell Phone Extraction Software

The Neenah Police Department currently uses Cellebrite Universal Forensic Extraction Device (UFED) software to extract data from mobile devices. While effective for basic extractions, the current solution captures only about 50% of available data and does not retrieve deleted information. Additionally, we rely on the Wisconsin Department of Justice Department of Criminal Investigation's Digital Forensics Unit (DFU) for advanced extractions, which results in processing times of 12 to 18 months.

We are requesting to upgrade our Cellebrite Services to include Cellebrite Inseyets and to add Magnet Forensics GrayKey. The benefits include full in-house forensic downloads, reducing reliance on external agencies. The ability to unlock and analyze devices is critical to ongoing investigations. Significant reduction in turnaround time for evidence processing.

All data extractions will adhere to legal standards. Devices will only be accessed with owner consent in victim cases or under a signed search warrant in other circumstances.

This purchase includes:

Carasoft-Cellebrite UFED 12- month subscription \$4552.08

Inseyets upgrade kit \$1335.94

Magnet Forensics License 12-month subscription \$6,300

Magnet Graykey Hardware \$665

Recommendations: Update our current Cellebrite Software to include Inseyet and add Gray Key from Magnet Forensics at a cost not to exceed \$13,000. Funding would come from the Capital Improvement Budget 011-2150-743-0236 (PDE14). The remaining physical analyzer fee \$4156.25 is covered by existing funding through Information Systems.



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

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

From: Chief Aaron L. Olson *ALO*

Date: January 22, 2026

Re: **2025 Fourth Quarter Police Statistics**

Attached are the fourth quarter statistics for the Neenah Police Department.

1. Incident Report
2. Traffic Report
3. Traffic Crash Report
4. Traffic Crash Map
5. Unified Crime Report
6. Parking Report
7. Overdoses Report
8. Open Records Report
9. Dangerous Animals
10. Code Enforcement Report
11. Behavioral Health Officer Report





2025 Q4 REPORT

Neenah Police Department

Prepared by

**Austin
Riska**

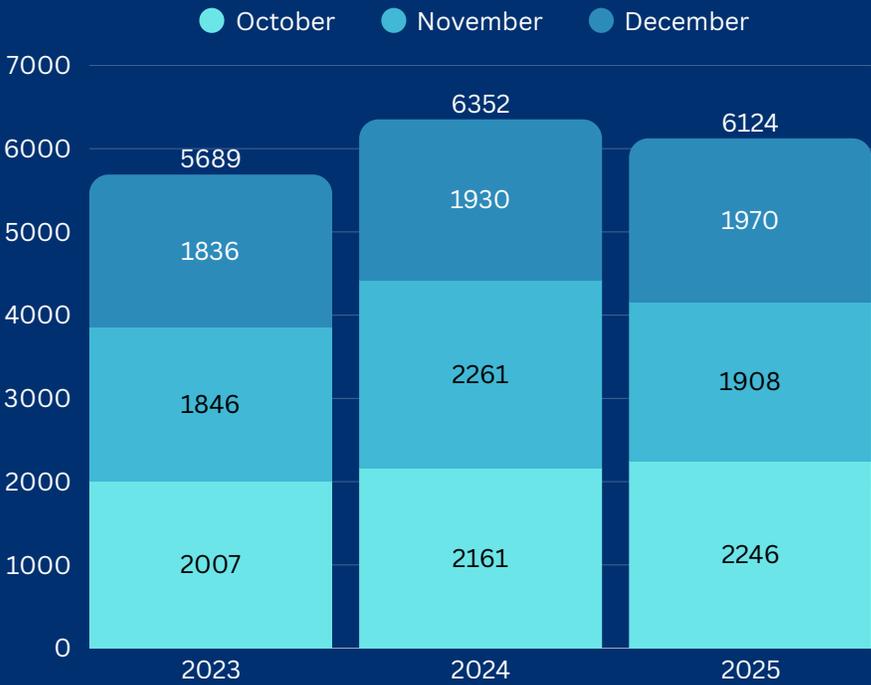


920-886-6000

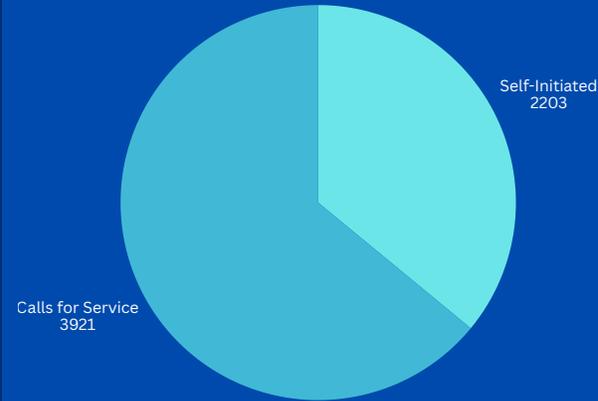


INCIDENT REPORT

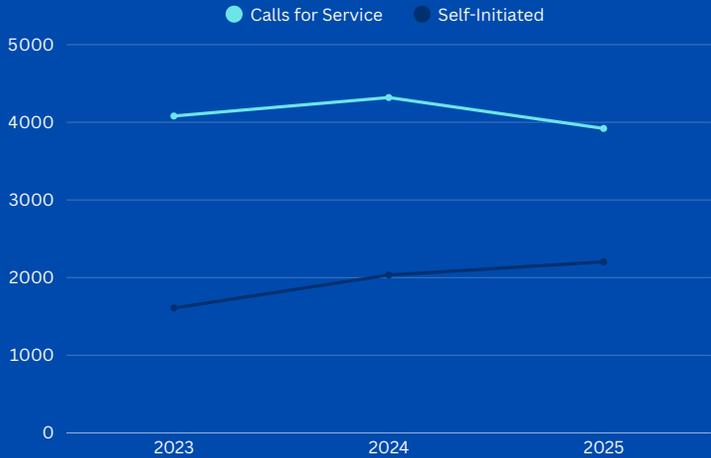
Q4 Total Incidents



Q4 Incidents Breakdown



Q4 Incident Breakdown

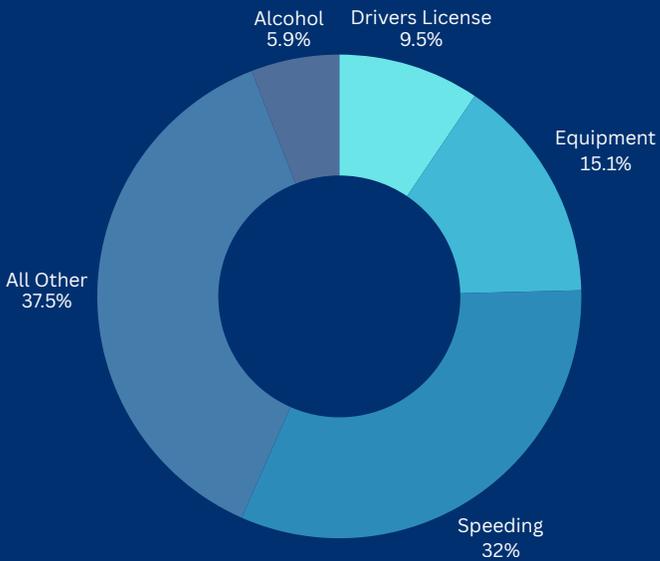


TRAFFIC REPORT

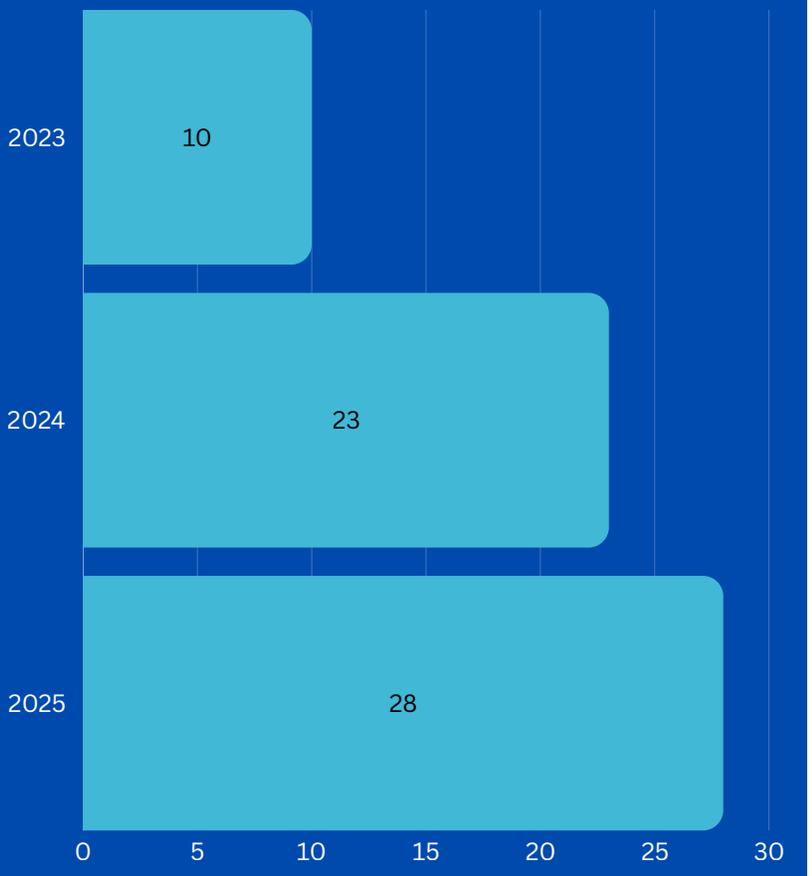
Traffic Stops



Traffic Violations Breakdown

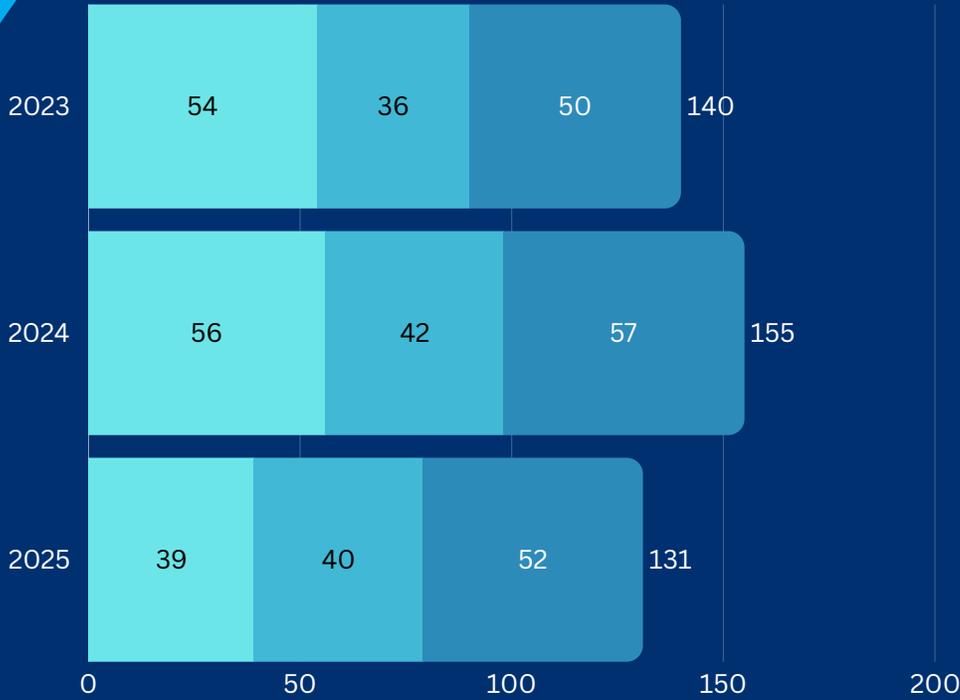


Q4 OWI Arrests



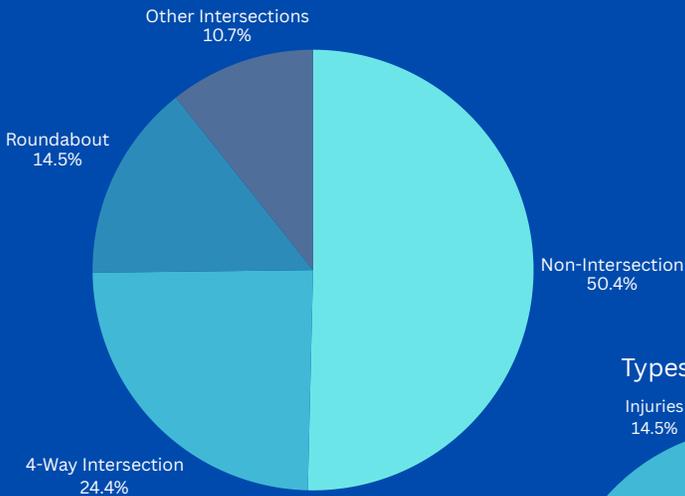
Total Traffic Crashes

● October ● November ● December

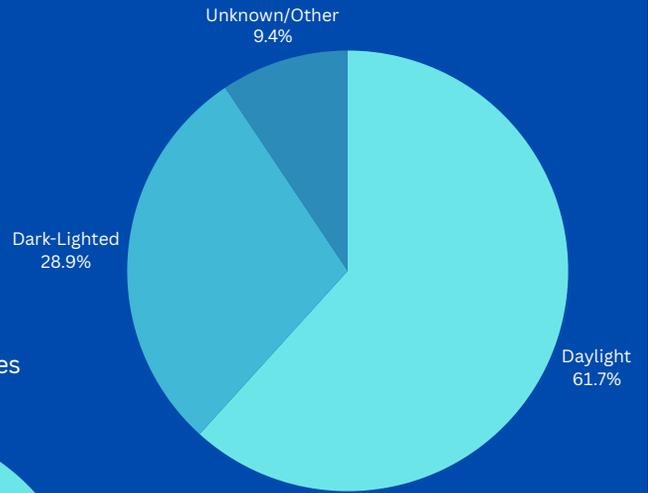


TRAFFIC CRASH REPORT

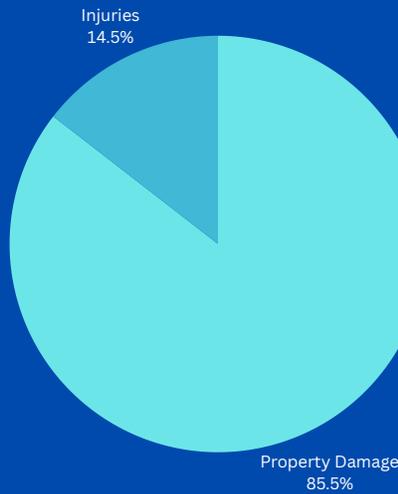
Traffic Crashes by Intersection



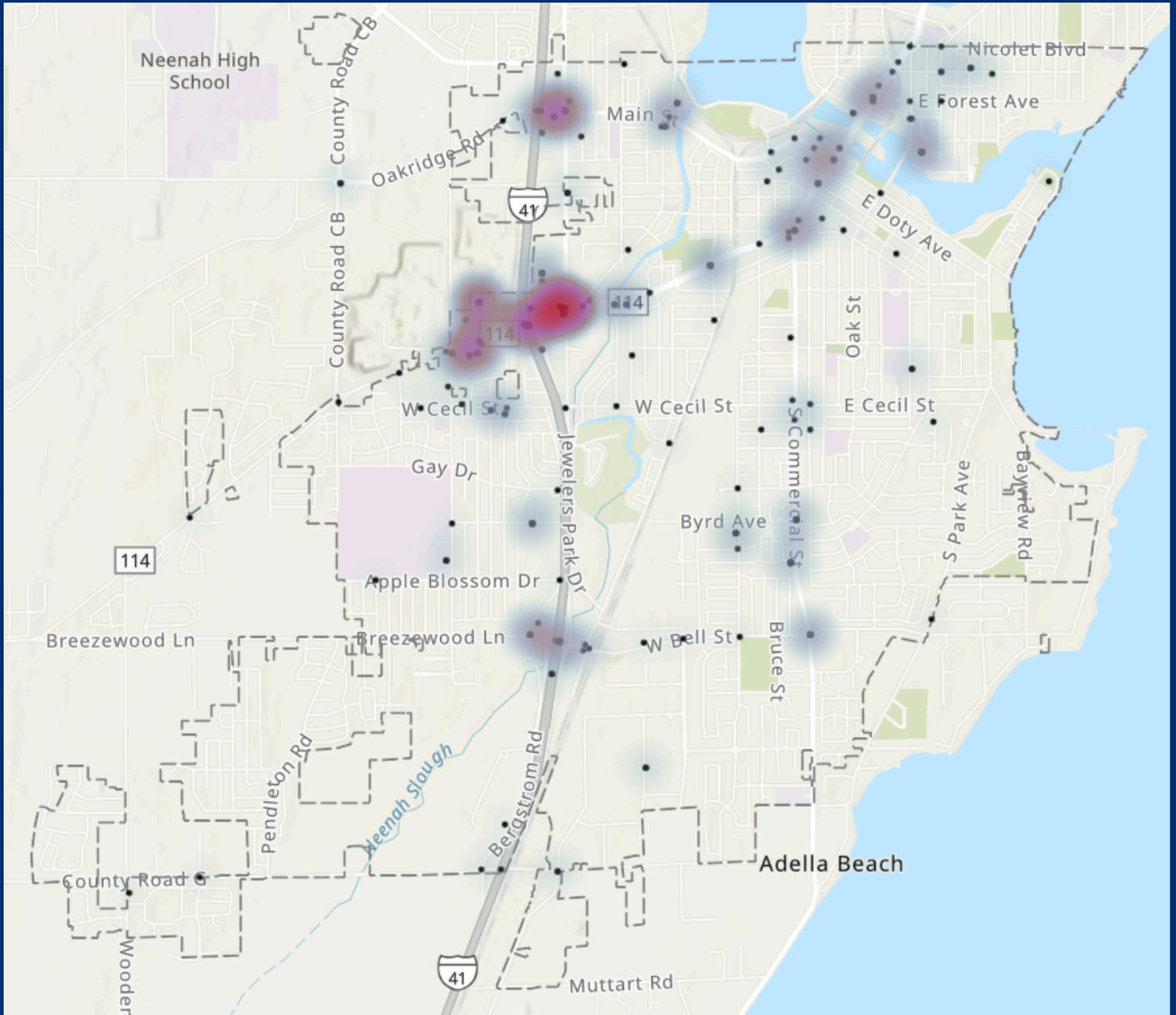
Traffic Crashes by Lighting



Types of Traffic Crashes



TRAFFIC CRASH MAP



Map includes all reportable and non-reportable traffic crashes in Q4

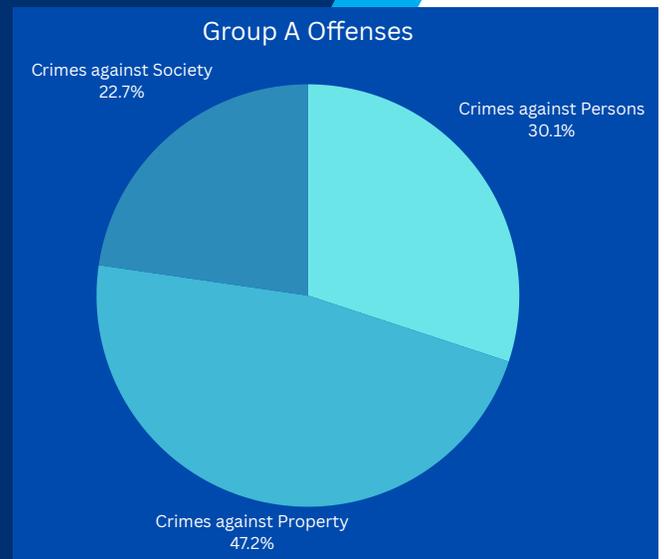
UNIFIED CRIME REPORT

Group A Crime Offenses

Categories	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Crimes against Persons	49	49	34	20	6	26
Crimes against Property	77	81	38	24	11	35
Crimes against Society	37	37	33	23	4	27
Total Group A	163	167	105	67	21	88

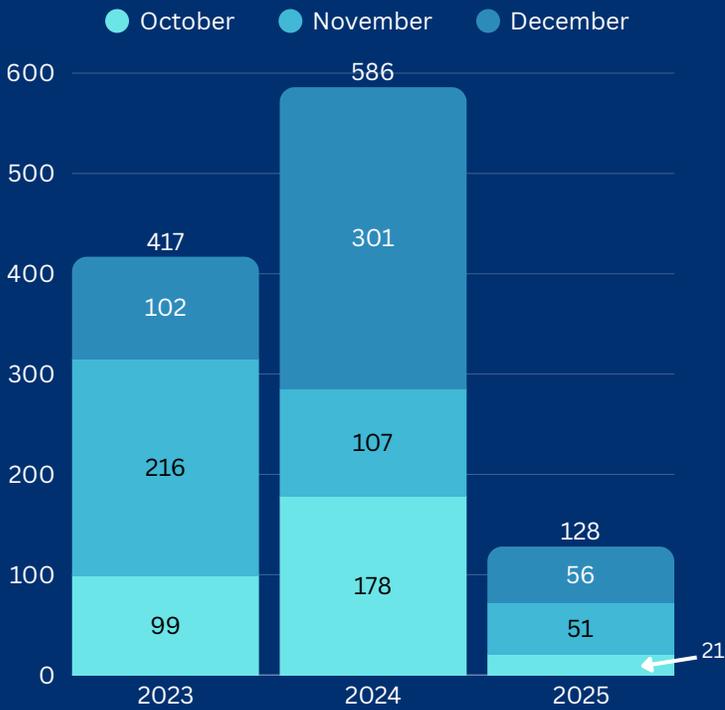
Group B Arrests

Categories	Adult Arrests	Juvenile Arrests	Total Arrests
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	15	1	16
Driving Under the Influence	26	0	26
Family Offense, Nonviolent	0	0	0
Liquor Law Violations	5	10	15
Trespass of Real Property	0	0	0
All Other Offenses	46	18	0
Total Group B Arrests	92	29	121

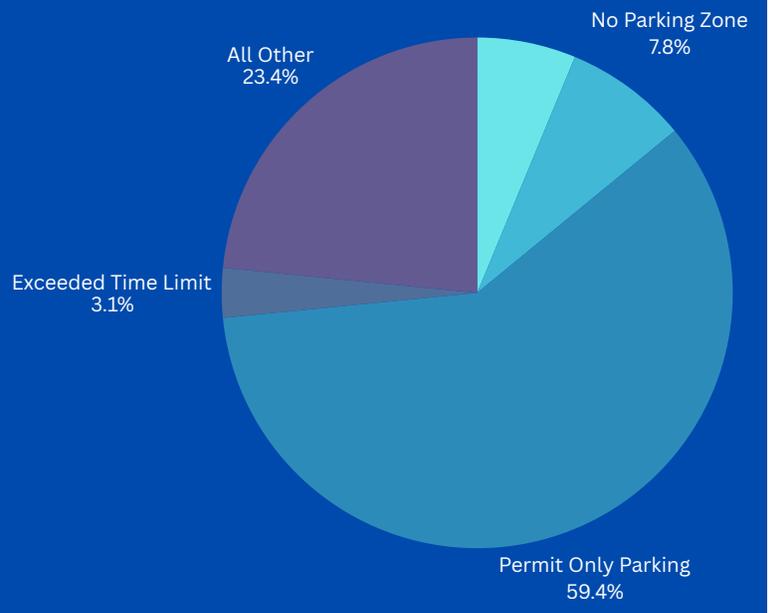


PARKING REPORT

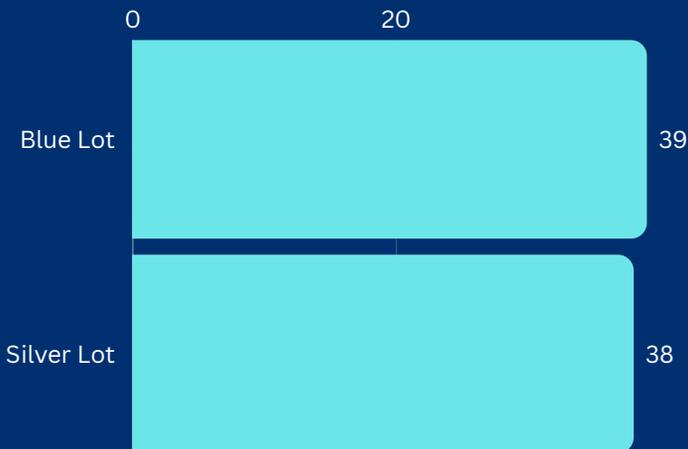
Total Parking Citations



Parking Violations Breakdown



Locations with 10+ Parking Citations

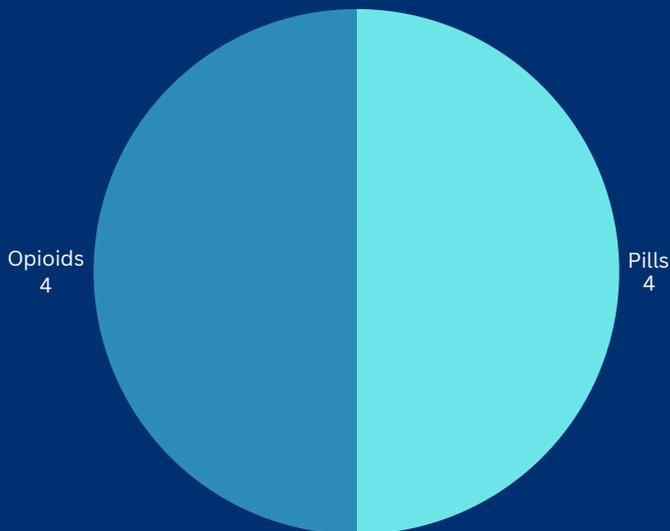


OVERDOSE REPORT

Total Overdoses



Overdoses by Type



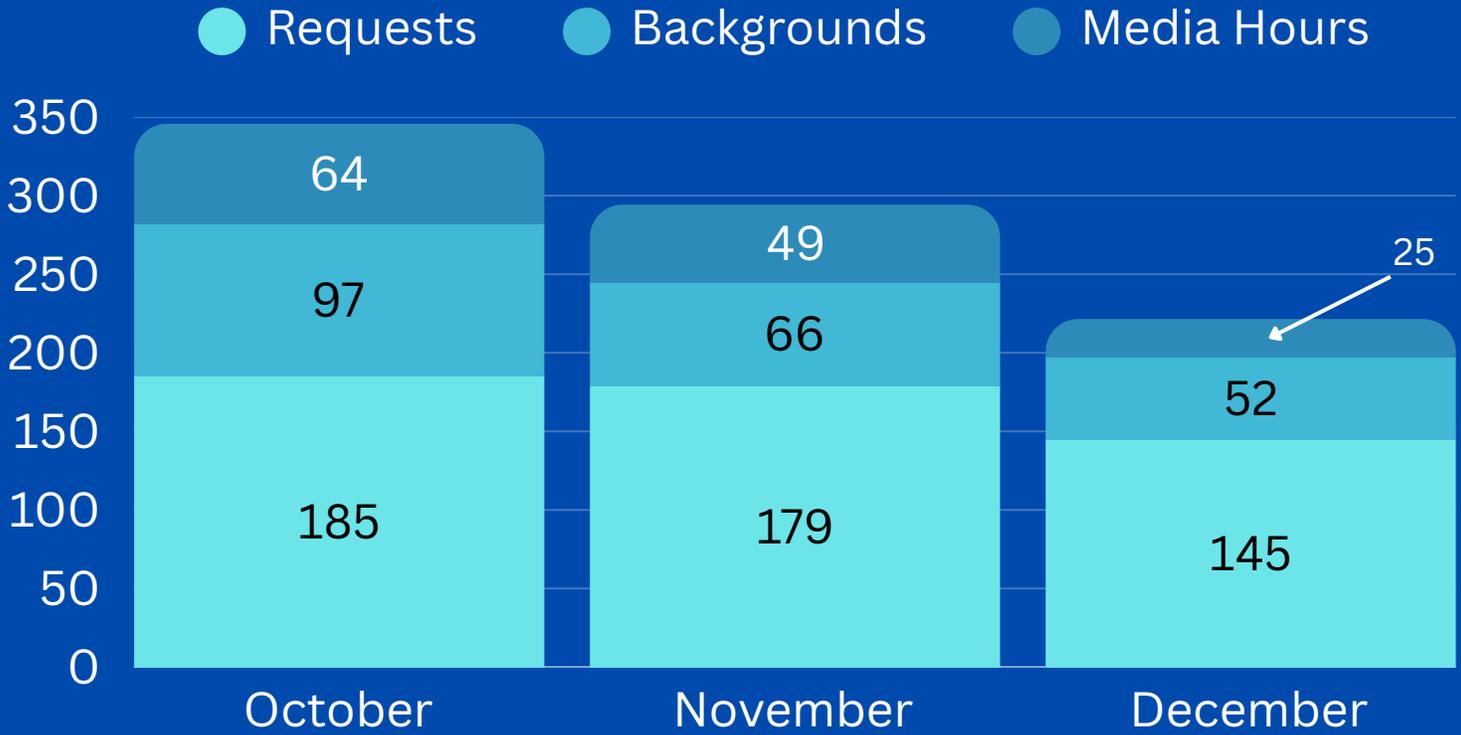
Overdoses can be caused by multiple substances.

Fatal Overdoses

In Q4 of 2025, there were 2 fatal overdoses.

OPEN RECORDS REPORT

Open Records Stats

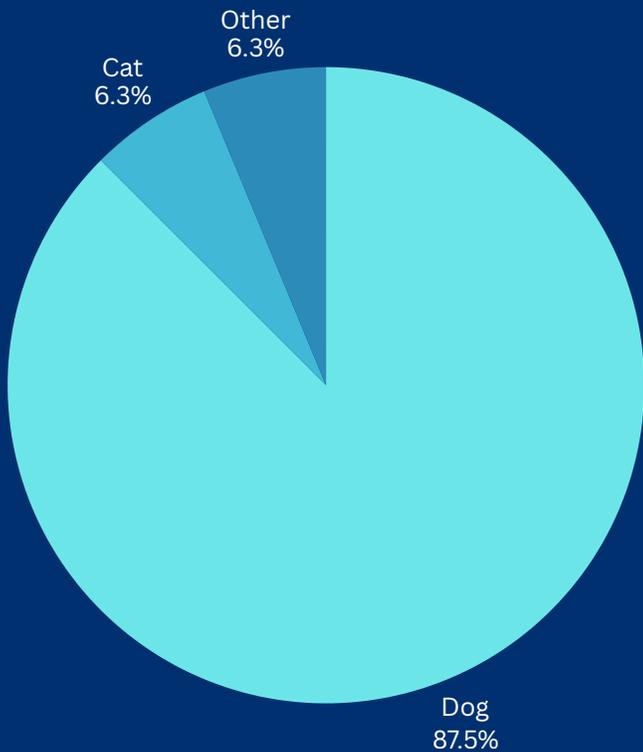


Turnaround Time	
Month	Days
October	2.23
November	2.12
December	2.66
Q4 Average	2.34

DANGEROUS ANIMALS

Dangerous Animal Stats			
No Action Taken	Potentially Dangerous	Dangerous	Prohibited
16	0	0	0

Type of Animal Investigated



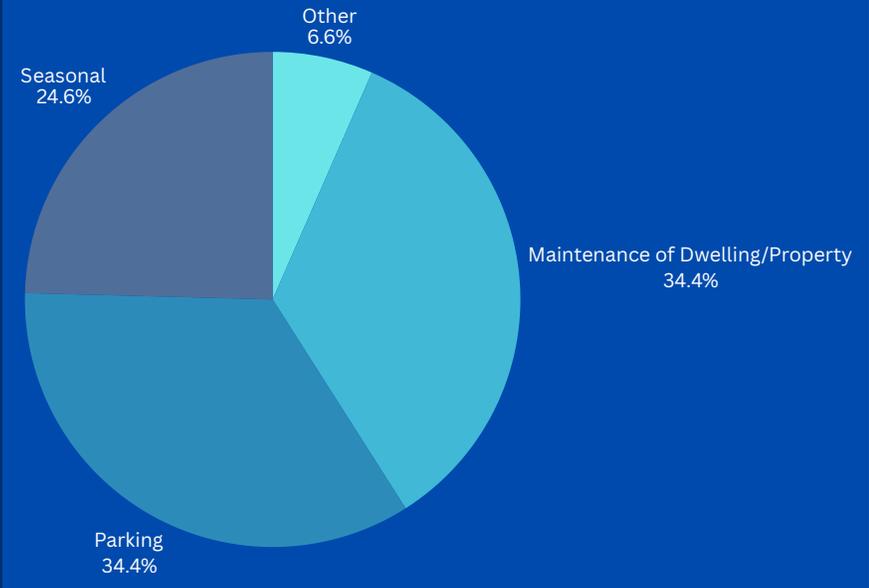
There were no dangerous animal licenses issued in Q4.

CODE ENFORCEMENT REPORT

Code Enforcement Statistics

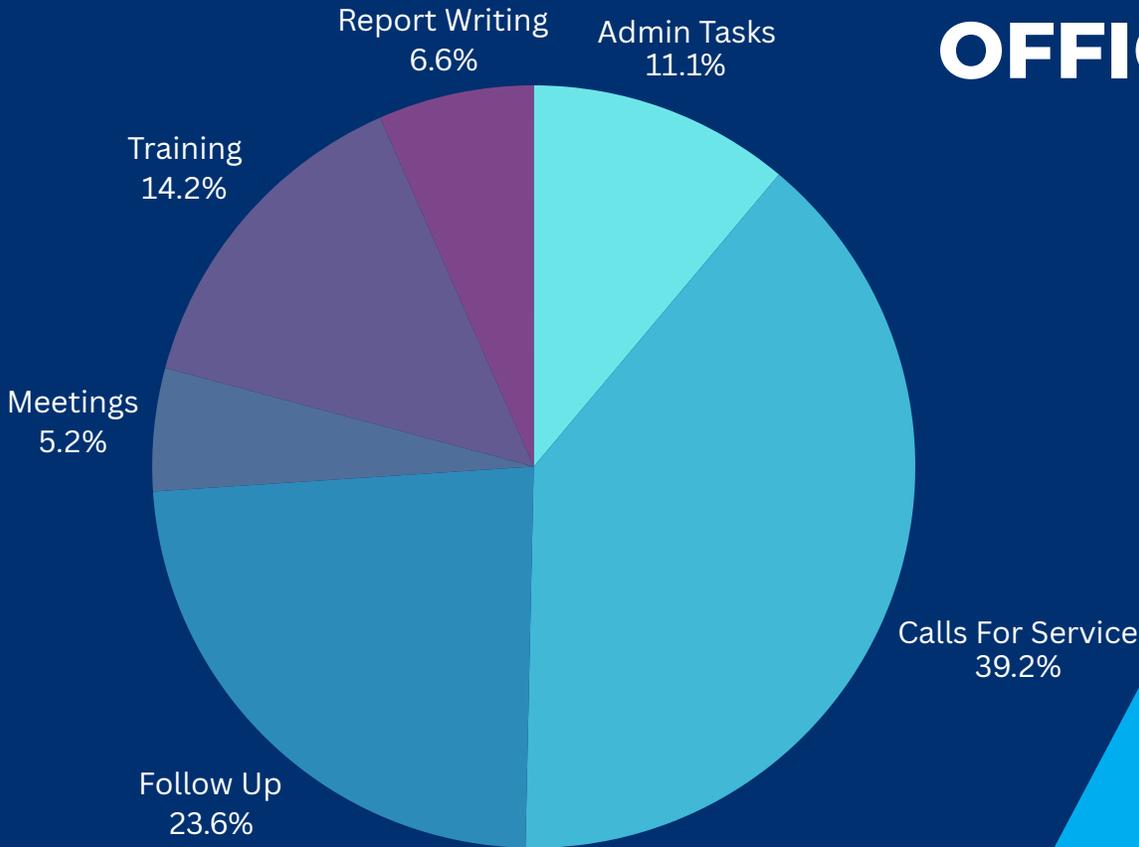
Category	Totals
New Cases Started	47
Total Inspections	157
Cases Closed	93
Cases Referred	13
\$50 Fees Issued	4
\$50 Fees Removed	0
\$100 Fees Issued	0
\$100 Fees Removed	0
Municipal Citations Issued	1
Long-Form Citations Initiated	0

Violation Categories



BEHAVIORAL HEALTH OFFICER

BHO Time Report



Number of Patrol Officers Relieved

October	November	December	Total
19	21	21	61

The BHO being available to assist with mental health calls has saved approximately 70 hours of the patrol division's time in Q4.



M E M O R A N D U M

DATE: January 21, 2026
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: 2026 City Hall HVAC Upgrade Proposal

In a continuation of HVAC upgrades started in 2023 for the City Hall, staff requested a proposal from Energy Control & Design to upgrade 1st floor and basement variable air volume units (VAVs) and thermostats to digital controls. The 2026 capital facilities budget includes \$75,000 for this upgrade. These will integrate with the digital HVAC control system installed in 2023, which allows remote building monitoring, control, and alarm notification. This type of work has been done on the 2nd and 3rd floor over the last two years.

The proposal includes the following:

- Remove the existing pneumatic controls.
- Install Siemens DXR terminal equipment controls into 27 VAV boxes and 10 fan coil units.
- Replace 10 hot water zone valves.
- Install 27 full-feature room sensors.
- Design modifications to provide a graphical user interface to the new controls.
- Floor plan and equipment graphics.
- Engineering and control drawings.
- Startup and commissioning.
- Truck and travel expenses.
- One-year warranty.

The cost for this proposal is \$86,968, which is \$11,968 over budget. If that proposal is accepted, Public Facilities Fund balance would be used to fund the difference. Staff subsequently asked for a proposal to complete this work on the 1st floor only. That proposal came in at \$72,835. If we proceed with that proposal, the work on the basement HVAC upgrade will be budgeted for 2027.

Staff recommend acceptance of the City Hall 1st floor and basement HVAC control upgrade proposal from Energy Control & Design in the amount of \$86,968 using 2026 budgeted capital facilities funds and capital facilities fund balance.



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

M E M O R A N D U M

DATE: January 23, 2026
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: City Hall Space Needs Review

City Hall was opened in 1977. Staffing and the way that we conduct business have changed somewhat over the ensuing years. In the course of evaluating remodeling work in the building last year, internal discussions were held on the advantages and disadvantages of various aspects of the building layout – department sizes, department locations within the building, and office security. In short, is the building configuration what we need for the way we conduct business in 2026 from customer service, safety and efficiency standpoints? Staff prepared a request for proposal (attached) to provide professional services to answer those questions. The RFP was reviewed by someone familiar with this type of work.

This project is not in the 2026 capital budget. The funding source would be the interest on the American Rescue Plan Act (ARPA) funds that the city received several years ago. Based on the review of the RFP scope, we are projecting a cost of about \$50,000. There is currently \$86,126 of ARPA interest remaining.

Staff recommend that Council approve an amendment to the 2026 Capital Facilities budget to perform a space needs analysis for City Hall in the amount of \$50,000 with funding to come from the interest on the ARPA funds.



Department of Public Works
211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426
Phone: 920-886-6240 Fax: 920-886-6250

January 23, 2026

City of Neenah Request for Proposals (RFP) Architectural & Engineering (A/E) Services

1. Introduction

The City of Neenah is seeking proposals from qualified architectural and engineering (A/E) firms to provide comprehensive professional services to create a master plan for the Neenah City Administration Building, 211 Walnut Street, Neenah, WI.

The selected consultant will work with City staff and stakeholders to inventory existing spaces, develop a space needs assessment, and prepare conceptual design alternatives for space use within the building.

2. Project Background

The City Administration Building was constructed in 1977. Numerous modifications have been made since 2000 to account for changes in staffing and operations. The City seeks to review the facility to determine if changes can be made to improve efficiency, provide adequate space for staff, enhance staff safety, and better serve the public.

3. Scope of Services

The selected consultant will provide professional services that may include but are not limited to:

- A. Develop an updated floor plan for all four levels.
- B. Needs Assessment & Programming
 - a. Meet with department staff to determine operational requirements.
 - b. Document current and future space needs.
 - c. Consider future growth and equipment requirements.
- C. Conceptual Design
 - a. Prepare preliminary floor plans.
 - b. Provide up to three (3) conceptual design options.
 - c. Address functionality, security, accessibility, and energy efficiency.

4. Proposal Requirements

Proposals should include:

- A. Cover Letter
- B. Firm qualifications and key personnel resumes.
- C. Description of project approach.
- D. Experience with Municipal facility design.
- E. Proposed project schedule with milestones.
- F. Three (3) client references.
- G. Detailed fee proposal provided in a sealed envelope.

5. Selection Criteria

Proposals will be evaluated on qualifications, relevant experience, proposed methodology, ability to meet schedule and budget, and value to the City based on the fee proposal.

6. Tentative Schedule

RFP Issued: 1/23/2026

Proposals Due: 2/18/2026 by 2:00 p.m. CST

Selection & Contract Award: 3/4/2026

7. Reservation of Rights

The City of Neenah reserves the right to reject any or all proposals, in whole or in part, and to waive any irregularities or informalities, when in the discretion of the City Council it is in the City's best interest. Submission of a proposal does not oblige the City to award a contract. The City Council reserves the right to accept or reject any proposal, in whole or in part, for any reason or for no reason whatsoever.

The City shall not be liable for any costs incurred by proposers in connection with the preparation, submission, or presentation of proposals, or for any other expenses resulting from the RFP process. The City is not bound to accept the lowest-cost proposal, and evaluation will be based on criteria set forth in this RFP as well as such other factors as the City in its sole discretion deems relevant.

The City reserves the right to negotiate with any proposer, to request additional information from any or all proposers, and to award a contract to the proposer that, in the judgment of the City Council, will best serve the interests of the City. The City also reserves the right to make award decisions based on changing circumstances, budgetary considerations, or other factors as determined by the City Council in its sole discretion.

8. Submission Instructions

Submit 1 hardcopy of the proposal and one electronic copy in a PDF format by 2:00 p.m. CST on 2/18/2026 to:

Pat Benson, Building Manager (920-886-6255)

City of Neenah

211 Walnut Street

Neenah, WI 54956

pbenson@neenahwi.gov

9. Proposal Submission Checklist

The following table is provided to assist proposers in ensuring complete submission. Include all items listed below for full consideration:

Required Item	Included (✓)
Cover Letter / Letter of Interest	
Firm Qualifications & Key Personnel Resumes	
Relevant Project Experience (at least three examples)	
Approach to Cost Estimating & Value Engineering	
Experience as Owner's Representative / Project Manager	
Project Approach & Methodology	
Proposed Project Schedule with Milestones	
Detailed Fee Proposal (broken out by category of cost)	
Three (3) Client References	
Signed Proposal Authorization	



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

M E M O R A N D U M

DATE: January 23, 2026
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

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