

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

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

**Excused:**

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

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

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

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

Call for vote by Chairman Lendrum

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

Public Appearance

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

Chairperson Lendrum closed public appearances.

Park & Recreation Purchase of a Mini Excavator

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

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

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

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

Call for vote by Chairman Lendrum

**Motion Carried. Vote 5/0**

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

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

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

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

Report.

Call for vote by Chairman Lendrum

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

Police Department Cell Phone Extraction Software Purchase

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

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

Report.

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

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

Call for vote by Chairman Lendrum

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

#### Police Departments 2025 4th Quarter Statistics

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

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

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

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

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

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

Call for vote by Chairman Lendrum

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

2026 City Hall HVAC Upgrade Proposal

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

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

Report.

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

Call for vote by Chairman Lendrum

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

City Hall Space Needs Review

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

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

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

Report.

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

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

Call for vote by Chairman Lendrum

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

#### Public Works General Construction and Department Activity Report

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

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

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

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

Adjournment

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

Call for vote by Chairman Lendrum

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

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager