

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, March 24, 2026**

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

**Excused:** Alderman Weber

**Also Present:** Mayor Lang, Public Works Director Kaiser, Community Development and Assessment Deputy Director Schmidt, City Clerk Nagel, Office Manager Mroczkowski, Alderman Bruno, Scott Becher, Lynsey Gonzalez, and Heather Jelinski

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

Approval of Minutes of the Regular Meeting of March 10, 2026

**Motion by Pollnow, Seconded by Borchardt to approve the minutes of the Regular Meeting of March 10, 2026.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting Aye. 4/0

Public Appearance

Chairman Lendrum opened Public Appearances

Lynsey Gonzalez, 1634 Valor Place, Neenah – Ms. Gonzalez spoke regarding the road conditions in the Freedom Acres Subdivision and the Homes at Freedom Meadows 3<sup>rd</sup> and 4<sup>th</sup> Addition. She stated that she is requesting two clear and immediate actions to take place from the city. Ms. Gonzalez stated the first request is for the city to enforce the road maintenance requirements as identified in the development agreement by issuing a 48-hour notice to the developer and providing a copy of the notice to the residents for transparency. She stated that the lack of follow-through from the developer is unacceptable. Ms. Gonzalez stated the second request is for the city to install basic safety street signage such as speed limit signs and caution signs.

Scott Becher, 1061 Green Acres Lane, Neenah – Mr. Becher stated that he agrees with Ms. Gonzalez and is asking the city to take immediate action.

Chairman Lendrum closed Public Appearances at 5:04 P.M.

Zoning and Sign Code Rewrite

Deputy Director Schmidt reviewed his memo of March 24, 2026. He stated that City's Zoning and Sign Codes are outdated. He stated that there has not been any major updates since the 1970's. Deputy Director Schmidt stated that recently the city faced

legal challenges because it did not reflect current State Statutes and case law. Deputy Director Schmidt stated that the objective of the project is to modernize the zoning code, make it legally defensible, and align it with our comprehensive plan and community priorities.

Deputy Director Schmidt stated that the Request for Proposal was sent to six firms. He stated that staff reviewed the requests and brought in four firms for interviews. He stated that it was narrowed down to two finalists. He stated that background checks were done and staff contacted communities where each firm had worked recently. He stated that Vandewalle stood out to staff in regard to their approach and plan for public engagement and joint commission and council sessions.

Report

**Motion by Pollnow, Seconded by Linski to recommend the Common Council approve the staff entering into a contract with Vandewalle and Associates, Inc., for the services related to the preparation of a new Zoning and Sign Code at a not to exceed cost of \$130,000, with funding from the 2026 Community Development Outside Services budget.**

Alderman Pollnow asked who is part of the Steering Committee that is referenced in the proposal. Deputy Director Schmidt stated that staff has not decided yet, other than that the committee will be comprised of internal staff, elected officials, Plan Commission representatives, and downtown business representatives.

Alderman Lendrum stated that she likes the several opportunities for public engagement.

Call for vote from Chairman Lendrum

**Motion Carried. Vote 4/0**

Approve Class "A" Combination Liquor License for Union Star Corp d/b/a The Cheese Table, 125 W Wisconsin Avenue, Neenah WI

Clerk Nagel stated that this license is for The Cheese Table. She stated it will allow them to sell bottled wine for outside consumption only; it will not allow them to sell wine by the glass during their charcuterie classes. She stated that all background checks have been done and there is no outstanding financial obligations to the city.

Report

**Motion by Pollnow, Seconded by Borchardt to recommend the Common Council approve the Class "A" Combination Liquor License for Union Star Corp d/b/a The Cheese Table, 125 W Wisconsin Avenue, Neenah WI.**

Alderman Lendrum stated that she wants to make it clear that this license is to sell wine by the bottle. Clerk Nagel stated that is correct. She stated that this license will allow The Cheese Table to sell original pre-packaged wine for off-site consumption. She stated that if they want to be able to sell wine by the glass, they will need a Class "B"

Combination Liquor license. She stated that City only has Reserve Class "B" licenses available which would require a \$10,000 non-refundable deposit as per state statute.

Call for vote from Chairman Lendrum

**Motion Carried. Vote 4/0**

City Hall Space Needs Review-Consultant Selection

Director Kaiser reviewed his memo of March 20, 2026. He stated that the objective of the evaluation is to develop updated floor plans for all four levels, develop space needs assessment after meeting with department staff, and develop conceptual floor plans to account for future space needs with addressing functionality, accessibility, and security.

Director Kaiser stated that four firms submitted proposals. SEH, Inc in the amount of \$21,555, Gries Architectural Group Inc., in the amount of \$27,500, McMahon Associates Inc., in the amount of \$30,730, and Wesenberg Architects in the amount of \$49,120. Director Kaiser stated that staff reviewed the proposals and is recommending SEH Inc. for this project based on the thoroughness of the scope and cost.

Report

**Motion by Borchardt, Seconded by Linski to recommend the Common Council approve staff to enter into a professional services agreement with SEH, Inc., for the preparation of a City Administration Building Master Plan in an amount not to exceed \$21,555.**

Alderman Pollnow stated that there are a lot of projects on the plate currently and he feels that this is a want more than a need. He will not be supporting this item.

Director Kaiser stated that the idea of the need's evaluation came about when additional staff was added to the Water Department and finding space for them proved difficult and also last year when a Human Resources remodel was being discussed.

Call for vote on Motion by Chairman Lendrum

**Motion Carried. Vote 3/1 (Pollnow)**

Public Works General Construction and Department Activity Report

- 1) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Some work items have been carried over to 2026.
- 2) Contract 5-25 (Misc Asphalt Pavement Repair): Some work items have been carried over to 2026.
- 3) Contract 10-25 (City Hall Window Replacement): All work is done. Sill replacement is ongoing.

- 4) Contract 12-25 (Courtside Fields Pond): Excavation and periodic rock blasting are underway. About 90% of the dirt excavation is completed on the main pond area. Roughly 80% of the rock blasting is complete. The rock crushing is scheduled to start the week of 3/23.
- 5) Contract 1-26 (Elm, Reed, Laudan Utilities/Street): Due to the snowstorm, the contractor now plans to mobilize the week of 3/30.
- 6) Contract 2-26 (Henry, Sterling, Winneconne): A pre-construction meeting has held on 3/18. The contractor anticipates starting on Sterling Avenue the week of 3/30. Construction letters are going out the week of 3/23.
- 7) Contract 3-26 (Tullar Garage Roof Repair – Vehicle Storage Bays): The project was awarded to Custofom Corp. A schedule has not yet been set.

Adjournment

**Motion by Pollnow, Seconded by Linski to adjourn at 5:31 PM.**

Call for vote by Chairman Lendrum

**Motion Carried. All voting Aye. 4 /0**

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager