

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, February 24, 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, City Clerk Nagel, CSA Supervisor Bedora, Office Manager Mroczkowski, Scott Becher, Frank Cuthbert, Alderman Bruno

Chairman Lendrum called the meeting to order at 5:23 PM

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

**Motion by Weber, seconded by Borchardt to approve the minutes of the Regular Meeting of February 10, 2026.**

Call for vote by Chairman Lendrum

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

Public Appearance

NONE

Approve Comprehensive Outdoor Recreation Plan (CORP)

Director Kading stated that staff developed a Request for Proposal (RFP) for the Comprehensive Outdoor Recreation Plan. He stated that 3 bids were received and reviewed by staff. He stated that the CORP Task Force invited 2 firms to be interviewed, Graef and MSA.

Director Kading stated that Graef was the firm chosen prior to opening the fee envelope and ended up being the low bidder.

Report

**Following Discussion: Motion by Weber, Seconded by Linski to recommend the Common Council approve the agreement with Graef to complete the Comprehensive Outdoor Recreation Plan as outlined in the RFP in the amount of \$30,100 utilizing 2026 Capital Improvement Program funds.**

Alderman Pollnow asked if this required by the WIDNR. Director Kading stated that it is if we want to apply for grant funding.

Alderman Pollnow asked why the agreement was not included with the memo. Director Kading stated that the agreement will be drafted after the RFP is prepared.

Alderman Pollnow stated that the motion made is not correct then. Director Kaiser stated that sometimes recommendations are phrased in these cases to say, “authorizing staff to enter into an agreement”.

The Committee agreed with Director Kaiser and requested a change to the motion.

**Alderman Pollnow moved to amend the motion on the floor, Seconded by Weber to insert “*authorizing staff to enter into an*” verbiage prior to “*the agreement*” in the motion.**

Call for vote on Amendment by Chairman Lendrum

**Motion Carried. Vote 5/0**

Report

**Following Discussion: Motion by Weber, Seconded by Linski to recommend the Common Council approve authorizing staff to enter into an agreement with Graef to complete the Comprehensive Outdoor Recreation Plan as outlined in the RFP in the amount of \$30,100 utilizing 2026 Capital Improvement Program funds.**

Call for vote on Amended Motion by Chairman Lendrum

**Motion Carried. Vote 5/0**

Approve Humane Officer

CSA Supervisor Bedora stated that she attended humane officer training in September of 2025 through the Wisconsin Department of Agriculture, Trade and Consumer Protection. She stated that the purpose of the training was to have sworn and non-sworn people become more specialized in animal care and neglect cases. CSA Supervisor Bedora stated that non-sworn people are required by the state of Wisconsin to be appointed per Statute 173.03(1). She stated that being appointed as a Humane Officer she will be able to assist with search warrants, investigate animal abuse, refer charges on cases, and give orders of abatement.

Report

**Following Discussion: Motion by Weber, Seconded by Borchardt to recommend the Common Council approve, per Wisconsin State Statute 173.03(1), the appointment of CSA Supervisor Michaela Bedora as the City of Neenah Humane Officer and further recommend the City Attorney assist in drafting the necessary Ordinances for the appointment of the Humane Officer and the authorization for enforcement of animal health ordinance by the said officer.**

Call for vote on Motion by Chairman Lendrum

**Motion Carried. Vote 5/0**

Approve Purchase of Fleet Lift Truck

Director Kaiser stated that this forklift will be used the majority of the time by the fleet mechanics for deliveries and seasonal truck equipment changes. He stated that the standout feature of the Toyota forklift is that it can maneuver the forks sideways while staying in a stationary position.

Report.

**Following Discussion: Motion by Pollnow, Seconded by Borchardt to recommend the Common Council approve the purchase of the Toyota 50-8FGU32 (6500lb) Forklift from Conger Toyota-Lift, Neenah, in an amount of \$49,382.00 and an additional \$1,000.00 for fork extensions, utilizing 2026 Capital Equipment Program funds.**

Call for vote by Chairman Lendrum

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

Ordinance 2026-03 Amending Chapter 4, Article IV, Section 4-95(e) Restrictions on Alcohol Beverage

Clerk Nagel stated that this proposed Ordinance Amendment has 2 parts. She stated that the first is restricting convenience stores to only a Class "A" fermented malt beverage license. She stated that the second part is striking the language requiring a separate room and separate entrance for a "Class A" (intoxicating liquors) for the sale of intoxicating liquor (spirits).

Clerk Nagel stated that the second part of the ordinance amendment was brought forward by the Business Improvement District (BID). She stated that removing this language will allow downtown stores and shops like the Cheese Table to sell bottles of wine in its original package for off-site consumption. She stated that she wanted to be clear that the removal of the current language will also allow other business such as pharmacies, discount stores, and specialty stores, to sell liquor and wine in its original package for offsite consumption as well; meaning this will affect businesses' city-wide, not just downtown. Clerk Nagel stated that the ordinance will still restrict "Class A" license holders from selling alcohol beverages in individual glasses for onsite consumption; meaning, the Cheese Table will only be allowed to sell wine in its original package for offsite consumption but will be prohibited from selling wine by the glass for onsite consumption during their charcuterie classes.

**Following Discussion: Motion by Borchardt, Seconded by Pollnow to recommend the Common Council approve Ordinance 2026-03 Amending Chapter 4 Article IV, Section 4-95(e) Restrictions on Alcohol Beverages.**

Alderman Borchardt stated that currently residents can, when they purchase alcohol, both fermented beverages and intoxicating liquor, from Pick N Save or Festival Foods,

can take their items outside of the separated area and pay for it at a grocery register. He stated so in affect this is already happening.

Clerk Nagel stated yes.

The Committee discussed an agenda item that was tabled regarding the partial conversion of a gas station into a bar.

Alderman Lendrum stated that she is concerned with the unintended consequences of the proposed amendment. She stated that the Cheese Table does have a way to sell wine by the glass for their charcuterie classes and also sell wine by the bottle for off-site consumption by putting a \$10,000 deposit on a Reserve "Class B" license.

Clerk Nagel stated yes.

Alderman Lendrum stated that we are changing an ordinance because the BID approached staff asking for this ordinance change for one business. She stated that she opposes this. She stated that this opens up for other businesses to offer the sale of intoxicating liquor in open areas.

Alderman Lendrum stated that she would ask that the Cheese Table be required to buy the \$10,000 non-refundable Reserve license.

Alderman Pollnow stated that he does not have any issues with the proposed ordinance changes.

Alderman Weber inquired about what the staff's perspective regarding this proposed ordinance change. Clerk Nagel stated that she does not see any unintended circumstances for businesses that are not downtown because there are businesses selling it like this now.

Call for vote by Chairman Lendrum

**Motion Carried. All voting Aye. 4/1 (Alderman Lendrum)**

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

- 1) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): A final pay request will be reviewed by the Board of Public Works at their 2/25 meeting.
- 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): All window work is done. Work has started on the entry doors.

- 5) Contract 12-25 (Courtside Fields Pond): Excavation and periodic rock blasting are underway.
- 6) Contract 1-26 (Elm, Reed, Laudan Utilities/Street): The bid opening occurred on 2/19. A recommendation will be reviewed by the Board of Public Works on 2/25.
- 7) Contract 2-26 (Henry, Sterling, Winneconne): The bid opening is scheduled for 2/24. A recommendation will be reviewed by the Board of Public Works on 2/25.
- 8) Contract 3-26 (Tullar Garage Roof Repair): Bid opening is scheduled for 3/4. This project covers the roof areas over the north and south vehicle storage bays.
- 9) Bus Shelter: City crews started work on razing the Doty/Church bus shelter on 2/19 and will continue with it the week of 2/23, weather allowing.
- 10) City Hall Space Needs Plan RFP: The RFP has been distributed. Proposals are due on 3/6.
- 11) Storm Water Management Plan: Staff met with our WDNR storm water contact for our MS4 (municipal separate storm sewer system) audit on 2/19 and discussed the RFP that was prepared for the storm water management plan update. We are incorporating his comments into the final RFP and will be distributing it when that is done.

Adjournment

**Motion by Borchardt, seconded by Pollnow to adjourn at 6:04 PM.**

Call for vote by Chairman Lendrum

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

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager