



City of Neenah
COMMON COUNCIL AGENDA - AMENDED
Wednesday, July 17, 2024 at 7:00 PM
Neenah City Hall, 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of June 19, 2024 regular session.
(UC)
- IV. Public Hearings
 - A. Consider Resolution 2024-10 creating Tax Increment District #13.
- V. Plan Commission report pertaining to the Public Hearings
 - A. Plan Commission meeting of June 25, 2024: (Ald. Steiner) (Minutes can be found on the City web site)
 - 1. Commission recommends Council approve Resolution 2024-10 creating Tax Increment District #13. **(RollCall-Pro)**
- VI. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VII. Mayor/Council consideration of public forum issues
- VIII. Consent Agenda
 - A. Approve Temporary Class "B" Picnic License Application to St. Margaret Mary, 439 Washington Avenue, for the parish picnic to be held on August 14, 2024, from 10:30 AM to 5:00 PM. **(PSSC)**
 - B. Approve Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum, 165 N. Park Drive, for the Glass Art Festival, to be held on August 9, 2024, from 5:00 PM to 7:00 PM and August 10, 2024, from 10:00 AM to 5:00 PM. **(PSSC)**
 - C. Approve Temporary Extension of Licenses Premises Application to Lion's Tail Brewing Co., 116 S. Commercial St., for Smoke on the Fox, to be held on July 30, 2024, from 5:00 PM to 10:00 PM. **(PSSC)**
 - D. Approve Temporary Extension of Licensed Premises Application to Double Tree, 123 E Wisconsin Ave., for the Forge Summer Events, to be held on July 31, 2024, from 6:00 PM to 8:00 PM, August 7, 2024, from 6:00 PM to 8:00 PM, and August 14, 2024, from 6:00 PM to 8:00 PM. **(PSSC)**
 - E. **(UC)**

IX. Reports of standing committees

- A. Special Public Services and Safety Committee meeting of July 17, 2024: (Chairman Lendrum/Vice Chair Hillstrom)
 - 1. Consideration of Committee recommendation to approve Resolution 2024-03 - Accepting Dedication for Public Right-Of-Way and Authorizing Temporary Use of Portions of Various Properties Along South Commercial Street Between Stanley Street and Tyler Street. **(RollCall-Pro)**
- B. Regular Public Services and Safety Committee meeting of June 25, 2024: (Chairman Lendrum/Vice Chair Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council direct staff to enter into a contract with Stantec Consulting Services, Inc. for the services related to the preparation of a housing study and needs assessment at a not-to-exceed cost of \$40,000, with funding provided by the City's CDBG program. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the parking regulations on Tullar Road between Breezewood Lane and West Cecil Street be modified as shown in the attached sketch of proposed parking changes and that the parking regulations on the north side of Apple Blossom Drive west of Tullar Road be removed. **(RollCall-Pro)**
- C. Regular Public Services and Safety Committee meeting of July 9, 2024: (Chairman Lendrum/Vice Chair Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Sidewalk Construction Agreement with the Town of Neenah. **(RollCall-Pro)**
 - 2. Committee recommends Council approve Resolution 2024-12 Compliance Maintenance Annual Report for Sanitary Sewer (CMAR). **(RollCall-Pro)**
- D. Special Finance and Personnel Committee meeting of July 17, 2024: (Chairman Erickson/Vice Chair Boyette)
 - 1. Consideration of Committee recommendation to increase Attorney Jim Walsh to sixteen hours per week at the rate of \$125/hour in addition to attendance at meetings as requested by the mayor. The funding source for this increase, per recommendation from Finance Director, Vicky Rasmussen, is the City's Liability Insurance Fund. **(RollCall-Pro)**
- E. Regular Finance and Personnel Committee meeting of June 24, 2024: (Chairman Erickson/Vice Chair Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Resolution 2024-11 Authorizing and Update to the Mission Squared Plan Sponsor Contact to the current Director of Human Resources and Safety. **(RollCall-Pro)**
 - 2. Committee recommends Council approve Ordinance 2024-12 Amending Article II – Officers, Section 2-23 City Attorney. **(RollCall-Pro)**
- F. Regular Finance and Personnel Committee meeting of July 8, 2024: (Chairman Erickson/Vice Chair Boyette) (Minutes can be found on the City web site)
 - 1. Informational items only, no report.
- G. NMFR Joint Finance & Personnel Committee meeting of June 25, 2024: (Alderman Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends both the City of Neenah and the City of Menasha Common Councils approve the purchase and enter into a contract of a 2027 heavy rescue vehicle from Pierce Manufacturing and related equipment for a

cost not to exceed \$800,000 and to authorize both Finance Directors to review financing options to approve the most advantageous finance option for both Cities and legal Councils to approved a contract before it's signed that states it's pending budget approval. **(RollCall-Pro)**

2. Committee recommends both the City of Neenah and the City of Menasha Common Councils approve the order of one 2025 Chevy Silverado and related fire equipment for a cost not to exceed \$75,000 and pending budget approval of the 2025 CIP budget by both Cities. **(RollCall-Pro)**

X. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of June 25, 2024: (Council Rep. Steiner) (Minutes can be found on the City web site)

1. Commission recommends Council approve Ordinance #2024-11, for the amendment to Project Plan Approval #1-22 for the Bridgewood Planned Development District, allowing the modification to the office building layout and the addition of an outdoor swimming pool subject to the Project Plan Approval Letter. **(RollCall-Pro)**

- B. Regular Plan Commission meeting of July 9, 2024: (Council Rep. Steiner) (Minutes can be found on the City web site)

1. Meeting cancelled, no report.

- C. Board of Public Works meeting of June 27, 2024: (Vice Chair Hillstrom) (Minutes can be found on the City web site)

1. Information Only Items:

- a) The Board approved Change Order No.2, Contract 1-24, Utility and Street Construction, on Belmont Ave., Belmont Ct., Cedar St., and Stevens St., to David Tenor Corporation, in the amount of \$35,896.23.
- b) The Board approved Change Order No.1, Contract 3-24, Utility and Street Construction, on Bayview Rd., Quarry Ln., and Reed St, to Donald Hietpas & Sons Construction, Inc, in the amount of \$255,701.10.
- c) The Board approved Budget Adjustment Request, Contract 3-24, Utility and Street Construction, Bayview Rd., Quarry Ln., and Reed St, to Donald Hietpas & Sons Construction, Inc, in the amount of \$32,916.00.
- d) The Board approved Change Order No.3, Neenah Creek Bridge, Pheifer Brothers, final pay request quantity adjustments, in the amount of \$8,898.29.

2. Council Action Items:

- a) The Board recommends Council approve Final Pay Request, Neenah Creek Bridge, Pheifer Brothers, in the amount of \$64,398.02. **(RollCall-Pro)**

- D. Board of Public Works meeting of July 2, 2024: (Vice Chair Hillstrom) (Minutes can be found on the City web site)

1. Information Only Items:

- a) Board approved Pay Request No. 6, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$76,939.00.

- b) Board approved Change Order 1 Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC, in the amount of \$2,739.44.
- E. **Board of Public Works meeting of July 17, 2024: (Vice Chair Hillstrom) (Minutes can be found on the City web site)**
 - 1. **Information Only Items:**
 - a) **The Board approved Pay Request No.4, Contract 1-24, Sanitary and Storm Sewer, Water Main, and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street and Stevens Street, to David Tenor Corporation, in the amount of \$709,547.99. (Attachment)**
 - b) **The Board approved Pay Request No.3, Contract 2-24, Sanitary and Storm Sewer, Water Main, and Street Construction, on E. Doty Avenue, to Kruczek Construction, Inc., in the amount of \$262,233.25. (Attachment)**
 - c) **The Board approved Pay Request No.4, Contract 3-24, Sanitary and Storm Sewer, Water Main, and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Donald Hietpas & Sons, in the amount of \$277,917.13. (Attachment)**
 - d) **The Board approved Pay Request No.1, Contract 5-24, Sanitary and Storm Sewer, Water Main, and Street Construction, on North Street, to David Tenor Corporation, in the amount of \$112,275.27. (Attachment)**
 - e) **The Board approved Pay Request No.2, Contract 6-24, Curb & Gutter, Stormwater, Street Overlay and Trail Parking, on Jewelers Park Drive, to MCC, Inc., in the amount of \$256,415.42. (Attachment)**
- F. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) Meeting of July 16, 2024 – Alderman Ellis
- G. Library Board
 - 1. Report from the Library Board Meeting of July 17, 2024– Alderman Erickson
- H. Neenah Arts Council
 - 1. Report from the Neenah Arts Council Meeting of July 10, 2024– Alderman Erickson
- I. Parks & Recreation Commission
 - 1. Report from the Park Commission Meeting of June 20, 2024 – Alderman Weber
- XI. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XII. Council Directives
 - A. Council Directive 2024-01 Acquisition and Use of Meridian Barriers
 - B. Council Directive 2024-02 Special Event Permit Processing
 - C. Council Directive 2024-03 Alcohol Sales in Convenience Stores
- XIII. Unfinished Business
- XIV. New Business
 - A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
 - B. Any announcements/questions that may legally come before the Council.

XV. Closed Session

- A. **The Council may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(d) Except as provided in s. 304.06 (1) (eg) and by rule promulgated under s. 304.06 (1) (em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention, Council Directive 2024-01 Acquisition and Use of the Meridian Barriers.**
- B. The Council may remain in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, the potential creation of Tax Incremental District #14.
- C. The Council may reconvene into open session to consider action on the item(s) discussed in closed session.

II. 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 Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Common Council Minutes
Wednesday, June 19, 2024 at 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., June 15, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Aldermen Boyette, Erickson, Hillstrom, Lendrum, Steiner, Pollnow, and Weber. Alderman Ellis was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Engineer Merten (Sitting in for Director Kaiser), Interim City Attorney Walsh, and City Clerk Nagel.

Also Present: Police Chief Olson, and those noted on the attached Meeting Sign-In Sheets.

Mayor Lang called the meeting to order at 7:04 p.m.

- I. The City Clerk called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance led by Alderman Pollnow.
- II. Accept and place on file the 2023 Annual Comprehensive Financial Report as presented by John Rader, Managing Director of Baker Tilly.
Mr. Rader gave an overview of the 2023 Annual Comprehensive Financial Report. The outcome of the report was that the city is in good financial standing. Mr. Rader and his team enjoy being part of the audit, especially since the city does such a great job at preparing for it.

Mayor Lang stated that the Council should consider the presentation as an overview of the audit, and if appropriate, accept it, and place it on file.

Alderman Pollnow questioned if the audit needed to go through the Finance and Personnel Committee, to which the answer was past practice indicates no. Alderman Pollnow should direct his audit questions to Director Rasmussen. In regard to the Match Up Discussion Analysis pie chart comparison, Mr. Rader guided Alderman Pollnow to a hyperlink on the bottom of page three of the presentation material, Wisconsin Policy Forum, who compiles comparative data.

MSCRP Erickson/Pollnow to accept and place on file the 2023 Annual Comprehensive Financial Report as presented, all voting aye.

Mayor Lang thanked the Finance Department for all their work on the audit.

Motion by Erickson, seconded by Boyette to move items 3 and 4 from the Finance and Personnel Committee Report, all voting aye.

VIII.C. Regular Finance and Personnel Committee meeting of June 10, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)

3. Committee recommends Council approve Resolution 2024-08 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$11,170,000 General Obligation Promissory Notes, Series 2024A. **(RollCall-Pro)**
MSCRP Erickson/Ellis to approve Resolution 2024-08 as recommended by Committee, all voting aye.

Director Rasmussen advised there are two borrowing resolutions before the council due to tax purposes. Resolution 2024-08 is for the non-taxable borrowing, whereas Resolution 2024-09 is a taxable borrowing due to the nature of TIF expenditures. Director Rasmussen confirmed a majority vote was required to pass both resolutions.

Baird Managing Director Viegut went through the presentation and provided information on both resolutions. Director Viegut answered any aldermen questions.

Alderman Steiner asked that the difference is between the taxable and non-taxable borrowing with TIF. Director Viegut explained it has to do with the purpose of the items being financed. The taxable items are ineligible for tax exempt financing because with TID 13 is land assemblage with the intent to sell the land for private development. Funding for the Fox Cities Regional Partnership is funding for operating expenses which are ineligible for tax-exempt financing.

Director Rasmussen confirmed that the borrowing timeline has changed. It used to be that borrowing would occur in the beginning of the year and now it's done more after the fact. Adjustments to the borrowing amount can still be made prior to going to market to effectively only borrow what is needed. These two resolutions allow for tremendous flexibility because borrowing adjustments can be made up until the time that interest rates are being finalized. However, Council is maintaining their authority because borrowing amounts cannot be increased without Council for approval. Project accounting has also started this year in order to analyze project expenditures to the budget amounts prior to borrowing so adjustments can be made.

4. Committee recommends Council approve Resolution 2024-09 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,100,000 Taxable General Obligation Promissory Notes, Series 2024B. **(RollCall-Pro)**
MSCRP Erickson/Ellis to approve Resolution 2024-09 as recommended by committee, all voting aye.

III. Introduction and Confirmation of Mayor's Appointment(s)

A. None.

IV. Approval of Council Proceedings

A. Approval of the Council Minutes and Proceedings of June 5, 2024 regular session. **(UC)**

Seeing no objections, the Minutes and Proceedings were ordered approved.

V. Public Forum

A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.

1. Byran Stafford, 1132 Tullar Road, Winnebago County Supervisor for District 10, representing Neenah. At the last County Board meeting, the Spirit Fund (ARPA Fund) regarding the City of Neenah barriers were discussed. Supervisor Stafford gave an update on the status of the funding.

The County Board approved the barricade funding in April, but the money has not been released. Supervisor Stafford expressed his frustration with the handling of this situation with the County Board on behalf of the City of Neenah. Supervisor Stafford expressed his willingness to work together on getting the task completed. The role of the County Board is to see that this money is spent appropriately, consistently, and with proper oversight. There are voices on the board who want to see proper oversight on these funds.

Mayor Lang thanks Supervisor Stafford for his advocacy for the City of Neenah.

VI. Mayor/Council consideration of public forum issues

A. Alderman Boyette thanked Supervisor Stafford for his update and would like him to stay until the end of the meeting because she has a Council Directive regarding the barriers.

VII. Consent Agenda

A. Approve Temporary Class "B" (Picnic) License Application for Bergstrom Mahler Museum, Art After Dark **(PSSC)**

B. **(UC)**

Seeing no objections, the Consent Agenda was ordered approved.

VIII. Reports of standing committees

A. Special Public Services and Safety Committee meeting of June 19, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom)

1. Consideration of Committee recommendation on Resolution 2024-07 Supporting and Approving of the New Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve Resolution 2024-07 as recommended by Committee, all voting aye.

Alderman Lendrum advised that Kim Biedermann from East Central Wisconsin Regional Plan Commission (ECWRPC) is in attendance for any questions.

Alderman Pollnow thinks it is a great opportunity for municipalities to get more involved with ECWRPC and their many facets. Would like to have a presentation to the Committee of the Whole to get a better understanding of the organization and their operations.

- B. Regular Public Services and Safety Committee meeting of June 11, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. This meeting was cancelled, no report.

- C. Regular Finance and Personnel Committee meeting of June 10, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)

1. Committee recommends Council approve the Amendment to the First Addition to Freedom Acres Subdivision Development Agreement. **(RollCall-Pro)**

MSCRP Erickson/Ellis to approve the Amendment to the First Addition to Freedom Acres Subdivision Development Agreement, all voting aye.

2. Committee recommends Council approve the Third Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement. **(This item will be voted on under Board of Public Works)**

IX. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of June 11, 2024: (Council Rep. Steiner) (Minutes can be found on the City web site)

1. This meeting was cancelled, no report.

- B. Board of Public Works meeting of June 12, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Information Only Items:

- a) The Board approved Pay Request No.3, Contract 1-24, Sanitary and Storm Sewer, Water Main and Street Construction, on

Belmont Ave., Belmont Ct., Cedar St., and Stevens St., to David Tenor Corporation, in an amount of \$518,715.28.

- b) The Board approved Pay Request No.2, Contract 2-24, Sanitary and Storm Sewer, Water Main and Street Construction, on E. Doty Ave., to Kruczek Construction, Inc., in the amount of \$200,226.63.
- c) The Board approved Pay Request No.3, Contract 3-24, Sanitary and Storm Sewer, Water Main and Street Construction, on Bayview Rd., Quarry Ln., and Reed St., to Donald Hietpas & Sons, in an amount of \$281,948.08.
- d) The Board approved Pay Request No.1, Contract 4-24, Sanitary and Storm Sewer, Water Main and Street Construction, for the S. Park Avenue Easement, to Scott Lamers Construction, in the amount of \$18,719.75.
- e) The Board approved Pay Request No.1, Contract 6-24, Curb & Gutter, Stormwater, Street Overlay, and Trail Parking, for Jewelers Park Drive, to MCC, Inc., in an amount of \$202,944.22.
- f) The Board approved Pay Request No.1, Contract 7-24, Concrete Pavement and Sidewalk Repairs, and New Sidewalk Installation on Baldwin St. and Plummer Ct., to Jim Fischer, Inc., in an amount of \$137,830.86.
- g) The Board recommended the Waterworks Commission to award Contract 2-24W Water Booster Station Contract B for Process, Mechanical, Electrical, and Plumbing Construction to Sabel Mechanical, LLC of Fond du Lac, WI, in the amount of \$724,900.00.

2. Council Action Items:

- a) The Board recommends Council approve the Third Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement. **(RollCall-Pro)**
MSCRP Hillstrom/Boyette to approve the Third Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement as recommended by the Board and the Committee.

Alderman Pollnow asked for an explanation of why there is a new fee being included in Development Agreements.

Director Haese explained efforts are being made to help developers with cash flow by having fees, that were historically due up front, are now being deferred to the time of the building permit. Historically these fees were due at the time of the lot sale. With the new permitting software, building permit fees are now being paid by credit card. Director Rasmussen and her staff recognized

that there has been an uptick in credit card transaction fees due to the deferment to the time of building permit. Once this uptick was recognized, the thought was that the city should not have pay the credit card transaction fee. The credit card transaction fee is included in this development agreement and will continue to be included in future development agreements.

Alderman Pollnow wanted to make it clear that this is subdivision related and not on every building permit issued.

- b) The Board recommends Council approve Final Pay Request, Contract 12-24, Storm Sewer and Water Main Construction, on S. Commercial Street for Douglas Stormwater Pond, to De Groot, Inc., in an amount of \$20,364.68. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve Final Pay Request for Contract 12-24, all voting aye.

C. Reports on neighborhood groups.

- 1. Report from the June 19, 2024 Business Improvement District Board (BID Board) Meeting – Alderperson Ellis
 - a) Annual Walk-Thru with the Business District.
 - b) Sign grants were approved.
 - c) One of the vacant buildings has been purchased, but it is unknown what type of business will be established.
 - d) Downtown lighting as it relates to the trees was discussed.
 - e) Thursday, June 27th is Employee Appreciation Day. Downtown businesses or employees are welcomed to partake in the activities. Employee Appreciation Day is sponsored by Future Neenah Inc.

D. Library Board

- 1. Report from the June 19, 2024 Library Board Meeting – Alderperson Erickson
 - a) Circulation is up six percent from last year at this time.
 - b) The Youth Summer Reading Program enrollment is up from last year's enrollment.
 - c) Free lunches are offered Monday-Friday to kids under 18, starting at 11:30am.
 - d) With the Appleton and Menasha libraries being closed right now, the Neenah Library is very busy with additional traffic.
 - e) Sunday, July 28th, Noon-3:30 pm, will host a Repair Café. Bring broken items to the fixers will try to fix it for free.

E. Neenah Arts Council

- 1. Report from the June 12, 2024 Neenah Arts Council Meeting – Alderperson Erickson.

- a) Saturday, June 22nd Farmer's Market project will be veggie themed.
- b) There will be a Neenah Arts Council booth at Community Fest July 4th.
- c) July 20th Farmer's Market Kids Day where there will be a beach themed project.
- d) Alderman Erickson thanked the Neenah Arts Council Volunteers who are very active with the Council.

F. Landmarks Commission

- 1. Report from the June 12, 2024 Landmarks Commission Meeting – Alderperson Weber
 - a) Neenah Menasha Tribal Pow Wow will be held again this year. The Commission has now started planning the Voyager Canoe Trips and the Horse Drawn Carriage Rides.
 - b) Review the Landmark Commission information materials for revisions and updates. Stay tuned for more information.

X. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - 1. No petitions.

XI. Council Directives

- A. **Motion by Boyette/Erickson for an update on the Meridian Barriers from the Police Department, and confirmation on the use of city vehicles to block traffic policy from CVMIC, specifically what the policy will and will not cover. (RollCall-Pro)**

Alderman Boyette's intention with this directive is a learning experience with how the Council gets their information. There was an article in the Oshkosh Newspaper indicating there was a contract for the barriers released that the Council did not know about. Turns out that was not the case. Again, the Council did not know what was going on with the barrier funding and it turns out the County Board didn't know either, and just wanted the Council to be informed.

The second issue is that for the Memorial Day Parade, city vehicles were used to block traffic when the Council was told during the initial barrier presentation the use of city vehicles would not be covered by insurance because they were not used in the matter in which they were intended. There is a conflict of information that she would like to get straightened out because there is a lot of confusion.

Lastly, Alderman Boyette is curious if the grant policy would need to be revised using this situation as a guideline so that something like this does not happen again and the city can learn from this situation.

Alderman Boyette and Erickson would like to have this issue brought back at the next Council meeting.

All voting Aye.

B. Motion by Ellis/Pollnow to revisit the Special Event Permit Ordinance and permitting process. (RollCall-Pro)

Alderman Ellis would like the Special Event Permits to come back to the Public Services and Safety Committee with a staff recommendation as to approve or not approve. In the last few years, the process has been streamlined, and there seems to be an unintended disconnect with the approval of the events. Public Services and Safety Committee reports its item out to City Council and that does not seem to be happening. The recommendation would be to have Public Services and Safety Committee vet and make a recommendation on the Special Event Permits in order to report out to the Council, as an informational item, at the next meeting.

Alderman Pollnow just confirmed that was past practice and that is his understanding of Alderman Ellis motion, is to go back to that process. Alderman Pollnow would like this directive to come back to the Council at the next meeting.

Point of clarification by Clerk Nagel that the city is half-way through the Special Event Permit year, and how will that affect those permits that are already approved. The answer received was nothing in process would be disrupted.

Alderman Erickson asked when the ordinance change took place. The ordinance change took place in May or June of 2023.

All voting aye.

C. Motion by Ellis/Steiner to revisit the sale of beer and wine at convenience stores. (RollCall-Pro)

It is a different arena today than it was in the 1980s when the no alcohol sold where gasoline is sold ordinance was enacted. There has been a many of changes since then, including convenient stores becoming the neighborhood grocery store. From a business perspective, neighboring municipalities have the stand to profit from Neenah residents purchasing beer at their convenient stores because Neenah does not allow it. Alderman Ellis would like this to come back at the next meeting.

Alderman Pollnow would like to know if the ordinance would go through committee before it went to council.

Director Haese advised he has written several memos in the past with a bullet point list of potential elements that could be included in the ordinance. Once the elements are known, an ordinance would be crafted for the committee to review and recommendation to council.

Alderman Hillstrom advised that this issue has become before Council at least three times since 2007, and has been voted down all three times.

Alderman Boyette would like Direct Haese to give a brief historical synopsis of past discussions for those new to Council.

All voting aye.

XII. Unfinished Business

- A. None.

XIII. New Business

- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
Alderman Hillstrom reported on the June 11th Arrowhead Walk-Thru for companies that wanted to respond to the Request For Questions (RFQ) for sewer, water, and grading took place today. Companies have until July 30th to submit proposals. The timeline is that recommendations will go to Public Services and Safety, and the Council, in August with the start of work in September.
- B. Director Rasmussen has copies of the 2023 Annual Comprehensive Financial Report. The report is also available online.
- C. Alderman Weber announced that Park and Recreation Department for volunteers at Community Fest July 4th.

XIV. Closed session

- A. The Council may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the city, regarding the Minks and Novak vs. City of Neenah case.
- B. The Council may reconvene into open session to consider action on the item(s) discussed in closed session.

Motion by Ellis/Boyette for the Council to convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the city, regarding the Minks and Novak vs.

City of Neenah case. The Council may reconvene into open session to consider action on the item(s) discussed in closed session, all voting aye.

Prior to convening into closed session, the Council took a short break at 8:21 pm.

At 8:31 pm, the Council convened into closed session.

Motion by Ellis, seconded by Erickson for the Council to reconvene into open session. Motion carried in roll call vote, 8-0.

At 8:43 pm, the Council reconvened into open session.

There was no action taken on items discussed in closed.

XV. Adjournment

Motion by Pollnow/Boyette to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 8:44 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Charlotte K. Nagel". The signature is written in a cursive, flowing style.

Charlotte Nagel, City Clerk

CITY OF NEENAH – COMMON COUNCIL MEETING
WEDNESDAY JUNE 19, 2024
ATTENDANCE SHEET

NAME	ADDRESS
1. John Rader	Baker Tilly
2. Bryan & Melissa Stafford	1132 Tulla ✓
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**CITY OF NEENAH – COMMON COUNCIL MEETING
WEDNESDAY JUNE 19, 2024
ATTENDANCE SHEET**

NAME	ADDRESS
1. Kim Biedtrmann, ECHRPC	400 Annand #100 Neenah 54952
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Common Council Proceedings
Wednesday, June 19, 2024 at 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., June 15, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Aldermen Boyette, Erickson, Hillstrom, Lendrum, Steiner, Pollnow, and Weber. Alderman Ellis was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Engineer Merten (Sitting in for Director Kaiser), Interim City Attorney Walsh, and City Clerk Nagel.

Also Present: Police Chief Olson, and those noted on the attached Meeting Sign-In Sheets.

Mayor Lang called the meeting to order at 7:04 p.m.

- I. The City Clerk called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance led by Alderman Pollnow.
- II. Accept and place on file the 2023 Annual Comprehensive Financial Report as presented by John Rader, Managing Director of Baker Tilly.

MSCRP Erickson/Pollnow to accept and place on file the 2023 Annual Comprehensive Financial Report as presented, all voting aye.

Motion by Erickson, seconded by Boyette to move items 3 and 4 from the Finance and Personnel Committee Report, all voting aye.

VIII.C. Regular Finance and Personnel Committee meeting of June 10, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)

3. Committee recommends Council approve Resolution 2024-08 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$11,170,000 General Obligation Promissory Notes, Series 2024A. **(RollCall-Pro)**

MSCRP Erickson/Ellis to approve Resolution 2024-08 as recommended by Committee, all voting aye.

4. Committee recommends Council approve Resolution 2024-09 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,100,000 Taxable General Obligation Promissory Notes, Series 2024B. **(RollCall-Pro)**

MSCRP Erickson/Ellis to approve Resolution 2024-09 as recommended by committee, all voting aye.

- III. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.

IV. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of June 5, 2024 regular session. **(UC)**

Seeing no objections, the Minutes and Proceedings were ordered approved.

V. Consent Agenda

- A. Approve Temporary Class "B" (Picnic) License Application for Bergstrom Mahler Museum, Art After Dark **(PSSC)**

- B. **(UC)**

Seeing no objections, the Consent Agenda was ordered approved.

VI. Reports of standing committees

- A. Special Public Services and Safety Committee meeting of June 19, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom)

1. Consideration of Committee recommendation on Resolution 2024-07 Supporting and Approving of the New Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve Resolution 2024-07 as recommended by Committee, all voting aye.

- B. Regular Public Services and Safety Committee meeting of June 11, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. This meeting was cancelled, no report.

- C. Regular Finance and Personnel Committee meeting of June 10, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)

1. Committee recommends Council approve the Amendment to the First Addition to Freedom Acres Subdivision Development Agreement. **(RollCall-Pro)**

MSCRP Erickson/Ellis to approve the Amendment to the First Addition to Freedom Acres Subdivision Development Agreement, all voting aye.

2. Committee recommends Council approve the Third Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement. **(This item will be voted on under Board of Public Works)**

VII. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of June 11, 2024: (Council Rep. Steiner) (Minutes can be found on the City web site)

1. This meeting was cancelled, no report.
- B. Board of Public Works meeting of June 12, 2024: (Vice Chairperson Hillstrom)
(Minutes can be found on the City web site)
 1. Council Action Items:
 - a) The Board recommends Council approve the Third Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement. **(RollCall-Pro)**
MSCRP Hillstrom/Boyette to approve the Third Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement as recommended by the Board and the Committee.
 - b) The Board recommends Council approve Final Pay Request, Contract 12-24, Storm Sewer and Water Main Construction, on S. Commercial Street for Douglas Stormwater Pond, to De Groot, Inc., in an amount of \$20,364.68. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve Final Pay Request for Contract 12-24, all voting aye.

VIII. Council Directives

- A. **Motion by Boyette/Erickson for an update on the Meridian Barriers from the Police Department, and confirmation on the use of city vehicles to block traffic policy from CVMIC, specifically what the policy will and will not cover, all voting Aye.**
- B. **Motion by Ellis/Pollnow to revisit the Special Event Permit Ordinance and permitting process, all voting aye.**
- C. **Motion by Ellis/Steiner to revisit the sale of beer and wine at convenience stores, all voting aye.**

IX. Closed session

- A. The Council may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the city, regarding the Minks and Novak vs. City of Neenah case.
- B. The Council may reconvene into open session to consider action on the item(s) discussed in closed session.
Motion by Ellis/Boyette for the Council to convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the city, regarding the Minks and Novak vs. City of Neenah case. The Council may reconvene into open session to consider action on the item(s) discussed in closed session, all voting aye.

Prior to convening into closed session, the Council took a short break at 8:21 pm.

At 8:31 pm, the Council convened into closed session.

Motion by Ellis, seconded by Erickson for the Council to reconvene into open session. Motion carried in roll call vote, 8-0.

At 8:43 pm, the Council reconvened into open session.

There was no action taken on items discussed in closed.

X. Adjournment

Motion by Pollnow/Boyette to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 8:44 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte K. Nagel".

Charlotte Nagel, City Clerk

**NOTICE OF PUBLIC HEARINGS
TAX INCREMENTAL DISTRICT #13
PROJECT PLAN**

The City of Neenah will hold a public hearing for the purpose of allowing interested persons the opportunity to express their views on the proposed creation of a Project Plan for Tax Increment District #13. The proposed cost of the District will include additional investment to support development activities including infrastructure installation, pedestrian improvement and site preparation and may include cash grants to owners, lessees or developers for such purposes.

The Common Council Hearing will be held in the Council Chambers at the City Administration Building, 211 Walnut St., Neenah.

Common Council Hearing: Wednesday, July 17, 2024 at 7:00 p.m.

Copies of the proposed Project Plan will be available in the office of the City of Neenah Department of Community Development, City Administration Building, 211 Walnut Street, Neenah, Wisconsin, 54956, Phone (920) 886-6125.

Charlotte Nagel
City Clerk
Neenah, Wisconsin

Publish: July 2 & 9, 2024

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, June 25, 2024
4:00 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Sarah Moore-Nokes, Vice Chairperson	ABSENT	James Merten, Director of Public Works designee	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	ABSENT	Alderman Dan Steiner	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Chris Haese, Director of Community Development
Michael Burrows, Intern of Community Development	Frank Cuthbert, 1533 Fallow Dr Neenah WI	Alderman Lee Hillstrom

Minutes: MSC Steiner/Hancock-Cooke, the Plan Commission, to approve the May 7, 2024 meeting minutes. All voting aye. Motion passed.

Public Appearances: Chairperson Mayor Lang opened public appearances to topics not related to the agenda.

No one in attendance spoke. Chairperson Mayor Lang closed public appearances.

Public Hearings:

a. Tax Increment District #13 – Creation

No one in attendance spoke, Chairperson Mayor Lang closed public hearings.

Action Items:

a. Project Plan Approval (Amendment) – Bridgewood Luxury Apartments

Deputy Director Schmidt went over the request to slightly modify the project plan for the Bridgewood Luxury Apartments. The new proposal is to reorient the office recreation building, add additional parking and add an outdoor swimming pool. The pool is located along the north shared property line with the Bridgewood condominiums. It will be surrounded by a wrought iron fence for safety and then additionally a six-foot white vinyl fence will be located along the shared property line, creating a buffering for the neighbors.

Member Hancock Cooke asked if the residents around this property know about this plan. Deputy Director Schmidt stated the surrounding residents know about the development. For an amendment like this, however, there are no notification procedures, but the developer did indicate he was going to talk to the neighbor to let them know of this amended plan.

Member Genett asked about the distance from the pool to the existing property. Deputy Director Schmidt stated the pool decking is located about 25 feet from the property line and the pool itself is an additional 10-15 feet.

Member Genett asked if we know if there will be rules of use. Deputy Director Schmidt stated there probably will be since it is intended for residents of the development and their guests.

Member Hancock-Cooke asked about lighting surrounding the pool for safety. Deputy Director Schmidt stated the developer would need to meet any standards for lighting and landscaping.

MSC Hancock-Cooke/Genett, the Plan Commission, to recommend Common Council approve Ordinance #2024-11, for the amendment to Project Plan Approval #1-22 for the Bridgewood Planned Development District, allowing the modification to the office building layout and the addition of an outdoor swimming pool subject to the Project Plan Approval Letter. All voting aye. Motion passed.

b. Tax Increment District #13 – Review of Proposed Boundaries and Project Plan

Deputy Director Schmidt went over the creation of the 7th active TID and the 13th overall. This area is located south of County Highway G and was part of TIF district 6, which was closed last year. This district is created as an industrial development. The district itself is 70 acres and is currently undeveloped. The southern half of the district is the RGL Logistics development, which is currently under construction.

Deputy Director Schmidt went over maps that are included in the project plan. One map shows all the parcels within the district and the boundaries. Another map shows the current land use of the existing parcels, and the last map shows future land uses and proposed projects within the district. Some of the proposed projects were the signalization at County highway G and Dixie Road. There is also roadway work proposed on Dixie Road to urbanize.

Deputy Director Schmidt also added this TIF district is proposed to close early. Per statutes it can remain open for 20 years, however, the anticipated closure would four years earlier.

Member Steiner asked for more information and what is the criteria regarding closing this district four years early. Deputy Director Schmidt showed a spreadsheet that looked at project costs and the incremental value of the projected assessment of the property.

Member Hancock-Cooke asked about the half mile buffer mentioned. Deputy Director Schmidt stated within a TIF district, we need to identify the area within a half mile so we can have projects within a half mile.

Member Hancock-Cooke asked about wetlands. Deputy Director Schmidt stated there have been identified wetlands and the developer will take care of the wetlands, they will assume those costs and get reimbursed until a certain amount of time.

MSC Steiner/Genett, the Plan Commission, to approve the boundaries of the Tax Increment District #13 and recommend Common Council approve Resolution 2024-10 creating Tax Increment District #13. All voting aye. Motion passed.

Housing Study and Needs Assessment

Deputy Director gave an update on the housing study and needs assessment that came out of the discussion of the comprehensive plan. After receiving 10 proposals from consulting firms around the United States, Stantec was ultimately chosen. One reason this firm was chosen was their vast data collection and data analysis phase of their project. Stantec will also develop strategies specific to the Neenah market.

Member Hancock-Cooke asked who implements the action items from the strategies. Deputy Director Schmidt stated it would be most likely be Plan Commission or Council depending on the strategies being implemented.

Member Steiner asked when we could anticipate having a final product. Deputy Director Schmidt stated by end of this year or early next year according to their proposed calendar.

Design Standards

Intern Burrows gave a presentation of wider options for design standards, what design standards Neenah already has as well as look at what other communities have implemented. He went over the existing design standards, such as lot sizes, setbacks, and driveway standards. The City of Oshkosh regulates general standards and design standards that are based on uses. The city is addressing major concerns specific to each use rather than creating widespread standards. The City of Janesville has outlined standards for physical developments within their zoning code with the intent for developments to match up with surrounding buildings.

Intern Burrows then went over other design elements not seen in surrounding municipalities. Street standards regulate what new street construction or street reconstruction will look like by making requirements such as with street trees, pavement markings, and bike lanes. Another consideration would be bird friendly design standards which reduce the fatality buildings have on birds by adding lines to glass and reducing trapping forms. Lastly, sustainable design standards which is trying to get homes to be more passive in their energy consumption by increasing insulation and secure air enclosures.

Concluding the presentation showed examples of existing buildings and how the building could have been enhanced to create a more cohesive feel with the surrounding buildings and how city staff negotiates to keep best design practices in mind.

Sidewalk Furniture

Deputy Director Schmidt let the Commission know of the review of the sidewalk furniture ordinance, which regulates such things as planter boxes and benches. The hope is to streamline the process to make it easier for businesses and property owners.

Announcements and Future Agenda Items: Next meeting is scheduled for July 9, 2024.

Adjournment: The Commission adjourned its meeting at 4:54 p.m. MSC Genett/Hancock-Cooke. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

June 25, 2024

Page 4

A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, flowing style.

Kayla Kubat

Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: June 25, 2024
TO: Mayor Lang and Plan Commission Members
FROM: Brad Schmidt, AICP, Deputy Director
RE: Tax Increment District #13 – Boundary Review and Project Plan

The Plan Commission will hold a public hearing at its June 25, 2024, meeting to take public comments on the creation of proposed Tax Increment District (TID) #13. The Commission will also be asked to make a recommendation to the Common Council regarding the creation of this District. The Common Council will consider the Commission recommendation, hold a public hearing, and take action on the creation of TID #13 at its July 17, 2024, meeting.

Enclosed for your review and consideration is the Project Plan for proposed Tax Incremental District #13. This new industrial district is 77 acres in area and includes City-owned land south of County Highway G and east of Dixie Road. The development of this area is challenged by scattered wetland throughout the site and the need to upgrade a portion of Dixie Road to urban standards. Therefore, tax incremental financing is warranted for this area in order to provide an economically feasible redevelopment of the area.

With the creation of TID #13, the City proposes to provide development incentives in the form of developer-funded or 'pay-as-you-go' financing. This type of funding minimizes the risk of under-performance of the District to the City while still assisting development that would not occur without the assistance of a TID #13. Public investment will also be made to improve Dixie Road immediately adjacent to, the District. This public investment will be repaid through the new property tax increment collected within the District. The net economic impact of proposed TID #13 projects the District to close in its 16th year (2040), four years ahead of its maximum allowable life.

TID #13 is proposed to be an industrial TIF district. Industrial TIF districts must include land which is suitable for industrial land use. The subject area is currently undeveloped and used for farming purposes. The Neenah Comprehensive Plan and future land use map identifies this area as Neenah Industrial Corridor and suitable for industrial land use. In addition, the City has installed water, storm and sanitary sewer infrastructure with the anticipation of future industrial use of this land. The land is zoned I1, Planned Business Center District and a development for a warehouse/distribution center was approved by Plan Commission in April 2024.

Appropriate action at this time is to approve the boundaries of Tax Increment District #13 and recommend Council approve Resolution 2024-10 creating Tax Increment District #13.

June 25, 2024

NEENAH PLAN COMMISSION RESOLUTION NO. 2024-01

RESOLUTION ADOPTING THE INITIAL OPERATING PLAN AND DESIGNATING
BOUNDARIES FOR TID #13

WHEREAS, the City of Neenah has received petitions requesting creation of TID #13; and

WHEREAS, the Neenah Plan Commission has held a public hearing, pursuant to Section 66.1109, Wisconsin Statutes for the purpose of providing interested persons the opportunity to comment on the Initial Operating plan and proposed boundaries for TID #13; and

WHEREAS, TID #13 will create a stable stream of revenue from a broad base of benefactors aimed at achieving common objectives for the benefit of property and business owners.

NOW, THEREFORE, BE IT RESOLVED, by the Neenah Plan Commission that pursuant to the provisions of Section 66.1109, Wisconsin Statutes, the Initial Operating plan is hereby adopted, and the boundaries of TID #13 are designated as described and depicted in the attached Exhibit A, which is incorporated and made part of this Resolution.

Mayor, Plan Commission Chairman

Community Development Director
Plan Commission Secretary

Passed:
Approved:

**CITY OF NEENAH TAX INCREMENT DISTRICT #13
PROJECT PLAN**

SOUTHPARK EXPANSION AREA



DATE ADOPTED BY COMMON COUNCIL: July 17, 2024
DATE ADOPTED BY JOINT REVIEW BOARD: July 18, 2024
EXPENDITURE DEADLINE: July 18, 2038
TID #13 EXPIRATION DATE: July 18, 2043

CITY OF NEENAH OFFICIALS AND STAFF

Jane B. Lang	Mayor
Cari Lendrum	Aldersperson District 1
Mark Ellis	Aldersperson District 1
Kathie Boyette	Aldersperson District 1
Dan Steiner	Aldersperson District 2
Tamara Erickson	Aldersperson District 2
Brian Borchardt	Aldersperson District 2
Bill Pollnow	Aldersperson District 3
Lee Hillstrom	Aldersperson District 3
Scott Weber	Aldersperson District 3
David Rashid	City Attorney
Charlotte Nagel	City Clerk
Vicky Rasmussen	Director of Finance
Chris Haese	Director of Community Development
Brad Schmidt	Deputy Director of Community Development
Samantha Jefferson	Community Development Specialist

PLANNING COMMISSION

Mayor Jane B. Lang	Chair
Gerry Andrews	Member
Karen Genett	Member
Dan Steiner	Aldersperson/Member
Kate Hancock-Cook	Parks and Rec. Commission Rep. /Member
Gerry Kaiser	Director of Public Works/Member
Sarah Moore-Nokes	School Board Rep. /Member
Betsy Ellenberger	Member

JOINT REVIEW BOARD

Mark Ellis	City Representative
Jon Doemel	Winnebago County
Amy Van Straten	Fox Valley Technical College
Jon Joch	Neenah Joint School District
Mike Faulks	Public Member

**CITY OF NEENAH TAX INCREMENT DISTRICT #13
PROJECT PLAN**

Effective January 1, 2024

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15. FIGURES

FIGURE 1 – BOUNDARY MAP

FIGURE 2 – CURRENT LAND USES

FIGURE 3 – FUTURE LAND USES/PROJECTS

FIGURE 4 – HALF-MILE BUFFER AREA

16. APPENDICES

APPENDIX A – SCHEDULE OF PROJECTED TAX BASE
GROWTH

APPENDIX B – FINANCING & FEASIBILITY PLAN

APPENDIX C – SCHEDULE OF PROJECTED TAX INCREMENTS
APPORTIONED AMONG TAXING ENTITIES

APPENDIX D – CITY ATTORNEY'S OPINION

CITY OF NEENAH TAX INCREMENT DISTRICT #13
PROJECT PLAN
Effective January 1, 2024

SUMMARY FINDINGS

<u>District Name:</u>	City of Neenah Tax Increment District #13.
<u>Location:</u>	Southpark Expansion Area.
<u>Purpose:</u>	Stimulate development and growth as a means to increase industrial options, stimulate employment growth, and to ensure a vital and healthy tax base.
<u>Effective Date:</u>	The effective date of the district for the capture of new taxable value within the boundaries of Tax Increment District #13 is January 1, 2024.
<u>Proposed Costs:</u>	Total Project Costs are projected to be \$6.25 million over the life of the District. All costs are based on 2024 prices and are preliminary estimates that are based on the best information available. The plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects understanding the District can be in effect for a twenty-year period allowed by Wisconsin Statute. The City of Neenah reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2024 and the time of construction. The City retains the right to delete projects or change the scope and/or timing of projects implemented as the Common Council individually authorizes them, without amending the Plan.
<u>Project Financing:</u>	Capital financing of \$3,150,000, utilizing borrowing proceeds.
<u>Project Revenues:</u>	Tax Increment District #13 is projected to create almost \$35 million of tax base through its maximum life period (2024-2043). It will generate an estimated \$10 million in tax increments during that same period.
<u>Economic Study:</u>	Based on project expenditures and revenue levels, all obligations of TID #13 will be paid in full at the maximum closure date of the District. At that time, the District is projected to close with a surplus revenue of \$2,281,452. Upon closure and dissolution of the District, all accrued and unencumbered increments will be promptly distributed among the local taxing entities (School District, County, Vocational District and City) and all future tax revenues will be directly distributed to them.

CITY OF NEENAH TAX INCREMENT DISTRICT #13

PROJECT PLAN

Effective January 1, 2024

INTRODUCTION

The creation of Tax Incremental District is proposed to enable the continued development of industrial sites and the stimulation of additional private industrial development within the proposed District. The property proposed for including within the District is adjacent to and an extension of the City's Southpark Industrial Center, which has a history of major development projects, job creation, tax base growth and private investment. The creation of TID #13 will continue this effort.

Tax increment financing provides the means for the City of Neenah to support economic development by upgrading public infrastructure, removing blight, completing environmental remediation, allowing for property assemblage, and awarding grants to qualified private sector recipients. Wisconsin's Tax Increment law allows the City to use property tax revenues from new development in the District to recover the City's investment in the District. After the Tax Increment District (TID) is created, the City has a 15-year period in which to make the public investment in support of private revitalization efforts. The law allows a 20-year maximum debt retirement period, during which time tax revenues generated by new development and other growth in the TID are applied by the City to pay the public investment made in the project. When all project and associated holding costs are paid off, the TID is dissolved, and all subsequent tax revenues generated are distributed to all taxing entities.

Tax increment financing ensures that the public investment made in support of private economic development efforts is done in a financially feasible manner, and that the benefits of the investment are distributed fairly - first to the affected area, and ultimately to the community as a whole. It promotes and supports growth in the tax base which otherwise might not occur. The law also recognizes that since the City is the only taxing unit that assumes financial risk in a District, it is entitled within a prescribed time period to receive all new tax revenues of the TID as the source of paying off its public investment costs. All taxing entities subsequently receive future benefits from the expanded tax base that was generated as a result of the City's TID investment.

The general development objectives of this Plan are:

- Provide project and site improvements, including environmental remediation, utilities, street and intersection enhancements and other improvements necessary for carrying out the development objectives of this Plan.

- Improve traffic circulation and access through road improvements that promote ease, convenience, and safety for both pedestrian, vehicular, and public transit forms of transportation.
- Support committed public-private partnerships to achieve high value development projects.
- Provide cleared and fully improved sites for industrial development.
- Assemble and reconfigure land into parcels suitable for disposition and redevelopment.
- Promote a pattern of development to maximize use of public infrastructure.
- Offer a superior development that will attract and retain employers and employees.

BOUNDARIES

The boundaries of TID #13 are illustrated in Figure 1. All wetlands within the boundaries of TID #13 are excluded from inclusion within the TID.

NAME OF DISTRICT

The name of the TID shall be City of Neenah, Tax Increment District #13 (TID #13).

CREATION DATE

The date of creation for the capture of all new taxable value created within TID #13 shall be January 1, 2024. This shall be used as the base in computing any increments that may accrue in the tax base for the District.

PROPOSED IMPROVEMENTS AND PROJECT COSTS

Table 1 provides a listing of proposed improvements and project costs for TID #13. These are the projected activities that may be required in the District at this time. However, as development of the District begins to occur, it may dictate additions or deletions from the following list. The City of Neenah reserves the right to such additions and deletions to the project list to the full extent allowed by law. Existing land uses are illustrated in Figure 2 and proposed uses are illustrated in Figure 3. A half-mile buffer around TID #13 and in which project costs may be incurred is illustrated in Figure 4.

Project costs for TID #13 will encompass five areas:

1. Utility and Street Improvements - Funds will provide upgraded public utilities, streets, intersection improvements, access improvements and infrastructure to support development within the district.

2. Development Assistance - Funds will be provided to assist with activities such as utility and infrastructure installation, land assemblage, clearing, site preparation, wetland mitigation and building construction at target sites where the private sector is committed to high value project that will increase the tax base. Cash grants to qualified private sector recipients may be provided as redevelopment assistance as well.
3. Property Assembly – Funds will be provided to assemble real estate necessary to support the planned developments and to ensure the highest degree of benefit to the District.
4. Beautification/Signage/Public Space – Funds will be provided to assist with beautification and signage efforts deemed to be necessary for the overall good of the District.
5. Planning/Project Support - Administrative costs of managing district activities including promotion and development, engineering, environmental and organizational cost.

Table 1
Project Costs

Project/Activity	Total Cost	Estimated Timing
Utility & Street Improvements	\$2,035,000	2026-2027
Development Assistance	\$3,100,000	2025-2037
Property Assembly	\$900,000	2024
Beautification/Signage/Public Space	\$50,000	2027-2028
Planning/Project Support	\$165,000	2024-2034
TOTAL	\$6,250,000	-

NON-PROJECT COSTS

There are no anticipated non-project costs within TID #13.

RELOCATION

Some potential redevelopment projects could require the acquisition of private properties, which might involve the displacement of families or businesses. All individuals, families, and business operations that might be displaced as a result of the City's activities are entitled to assistance in conformance with the requirements set forth in Chapter 32, Wisconsin Statutes, and the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, as applicable.

MASTER PLAN, ZONING, BUILDING AND OTHER CODE CONSIDERATIONS

Proposed TID #13 is consistent with the goals, objectives and strategies of the City of Neenah Comprehensive Plan. The Comprehensive Plan specifically identifies the need for maintaining a strong, diverse economic base that can provide steady employment with quality of jobs. The use of tax incremental financing is specifically identified in the Comprehensive Plan as a tool the City should use as a means to accomplish development

and revitalization objectives throughout the City. City partnership and support, through the formation of TID #13, will be required for successful and sustained local economic growth to occur -- much the same as the initiatives taken in the Southpark Industrial Center, Downtown and Westside business corridors. Appropriate zoning designations and regulations are in place to manage development in the District. No changes to zoning or building codes are anticipated.

ECONOMIC FEASIBILITY STUDY

Total revenues generated from property tax increments are projected to offset total costs, within the maximum allowed 20-year life of the District. Consequently, the proposed TID #13 is economically feasible. Projected tax base growth is presented in Appendix A, and a financing plan and feasibility analysis is presented in Appendix B.

The total projected costs of public improvements and activities over the life of the District (2024-2043) are projected to be \$6,250,000. The District is expected to create almost \$35 million of tax base through its maximum life period (2024-2043) and will generate an estimated \$10 million in tax increments during that same period.

Based on projected expenditure and revenue levels, all obligations of TID #13 will be paid by the termination date of the District at which time the District is projected to have a surplus revenue of \$2.28 million. Upon closure and dissolution of the District, all remaining unencumbered increments will be promptly distributed among all taxing entities (School District, County, Vocational District and City). Following closure and dissolution, the tax base created as a result of development in the District will directly benefit the taxing entities and all future tax revenues will be directly distributed to them.

Recognizing that all taxing entities involved in the District will accrue significant long-term benefits from the projected success of TID #13, the City realizes that each entity is also a continuing partner in its progress, in that they will forego tax benefits on new development in the District until it is dissolved. Appendix C shows the projected increments over the life of the District, apportioned among the four entities, based on the formula prescribed by the Wisconsin Department of Revenue.

The following economic assumptions have been applied when developing the Project Plan for TID #13:

- The base equalized value of TID #13 has been established at \$160,000, which was the equalized value of real estate and personal property within this area on January 1, 2024.
- The current equalized tax rate of \$16.00 is assumed to remain level throughout the life of the District. For purposes of the Economic Feasibility Study, the equalized tax rate of \$16.00 was utilized in all calculations.

- General Obligation (G.O.) Notes and Bonds as well as non-tax-exempt borrowing represent annual capital borrowing for public investment in the District. Repayment of principal will occur on a schedule to match with accruing tax increments.
- Interest rates have been projected at 3.00% for general borrowing, approximately the same level as current Aa/AA-rated G.O. Notes, and 6% for non-tax-exempt borrowing. Guidance for estimating future rates was provided by the City's financial advisor. No attempt has been made to anticipate cyclical rate changes in future years. Principal and interest payments of future scheduled debt installments are being planned to match the estimated tax increments generated on an annual basis.

FINANCING

The City of Neenah plans the use of G.O. Notes and Bonds or other permitted loan instruments in order to finance or refinance the costs of TID #13. City borrowing will be phased to coincide with need and refinancing schedule as necessary to properly manage the District's affairs.

Another option for financing is the use of developer-funded or "pay as you go" financing which minimizes the risk of non-performance of the TID to the City, while still assisting development that would not occur without assistance of a tax increment district. The type and method of financing each project in this District shall be made on a project-by-project basis to support the success of the District.

Repayment costs will be funded from tax increments generated by new tax base growth in the District.

ORDERLY DEVELOPMENT

The creation of TID #13 will promote the City's goal of orderly and sustained development. By supporting efforts to improve the District, the City will help to ensure a healthy tax base and economy for the entire community.

EXISTING USES AND CONDITIONS

Figure 2 illustrates the existing land use patterns and conditions of real property within TID #13.

FINDINGS

- Land within TID #13 is suitable for industrial development and all property is zoned for Industrial.
- No percentage of the district will be devoted to retail business.
- The development and revitalization of property within TID #13 will significantly enhance the value of all property in the District. Supporting private investment at key sites will increase property values District-wide.

- It is estimated that as of January 1, 2024, using equalized values, the base value of TID #13 plus the increment values of TID #7, TID #8, TID #9, TID #10, TID #11, and TID #12 totals \$254,812,700, which is 8.2% of the total of all taxable property in the City of Neenah as shown below. State law requires that those values not exceed 12%.

TID #7 Increment Value (est)	\$124,869,300	
TID #8 Increment Value (est)	\$85,362,900	
TID #9 Increment Value (est)	\$9,971,300	
TID #10 Increment Value (est)	\$16,857,100	
TID #11 Increment Value (est)	\$16,982,300	
TID #12 Increment Value (est)	\$609,800	
TID #13 Base Value (est)	\$160,000	
Total	\$254,812,700	
	÷	
Total City Equalized Value (est)	\$3,108,017,600	=8.2%

- Based on projected expenditures and revenues all obligations of TID #13 will be paid in full prior to dissolution of the District.

CITY OF NEENAH TAX INCREMENT DISTRICT #13
PROJECT PLAN
Effective January 1, 2024

FIGURES

FIGURE 1 – BOUNDARY MAP

FIGURE 2 – CURRENT LAND USES

FIGURE 3 – FUTURE LAND USES/PROJECTS

FIGURE 4 – HALF-MILE BUFFER AREA

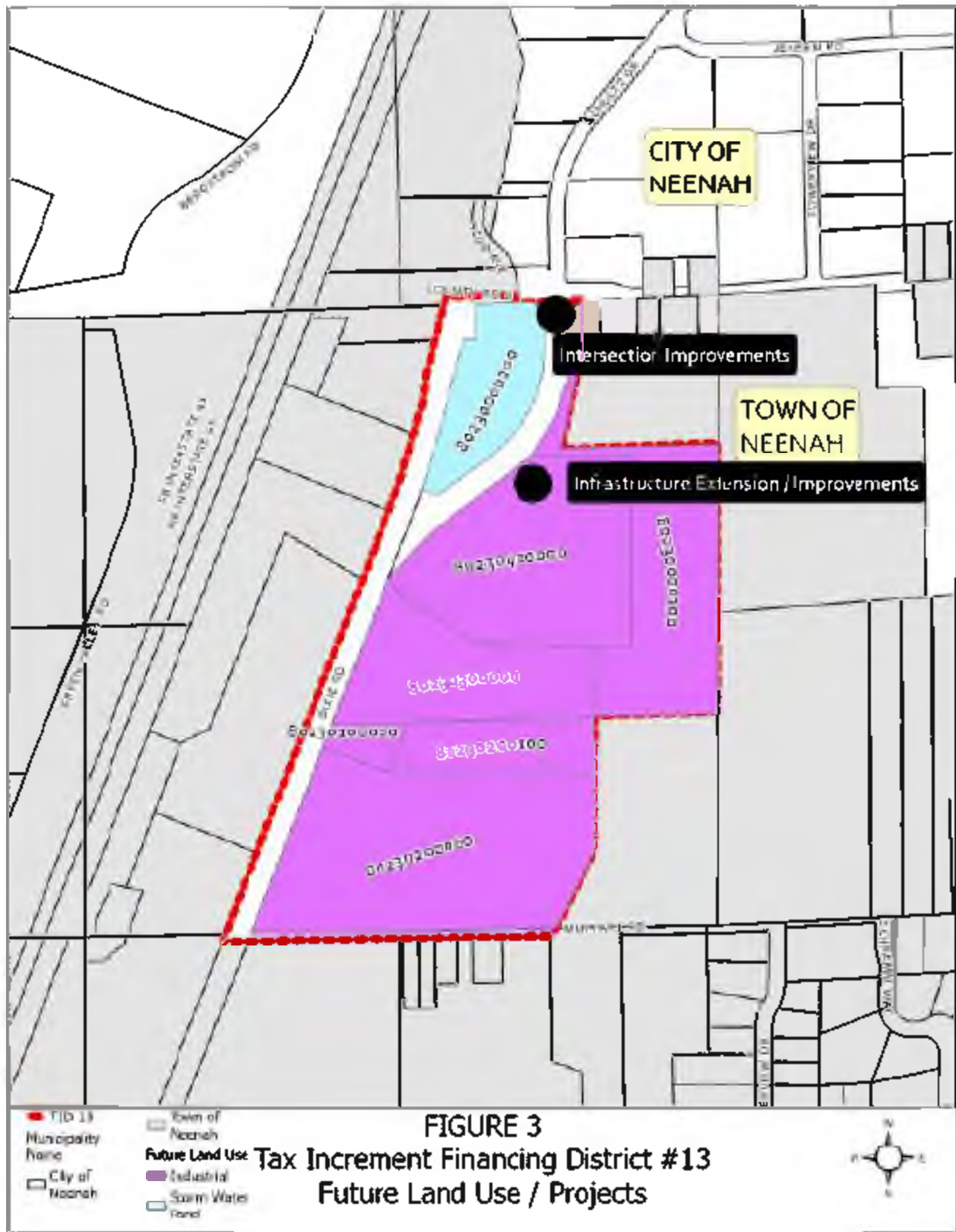
APPENDICES

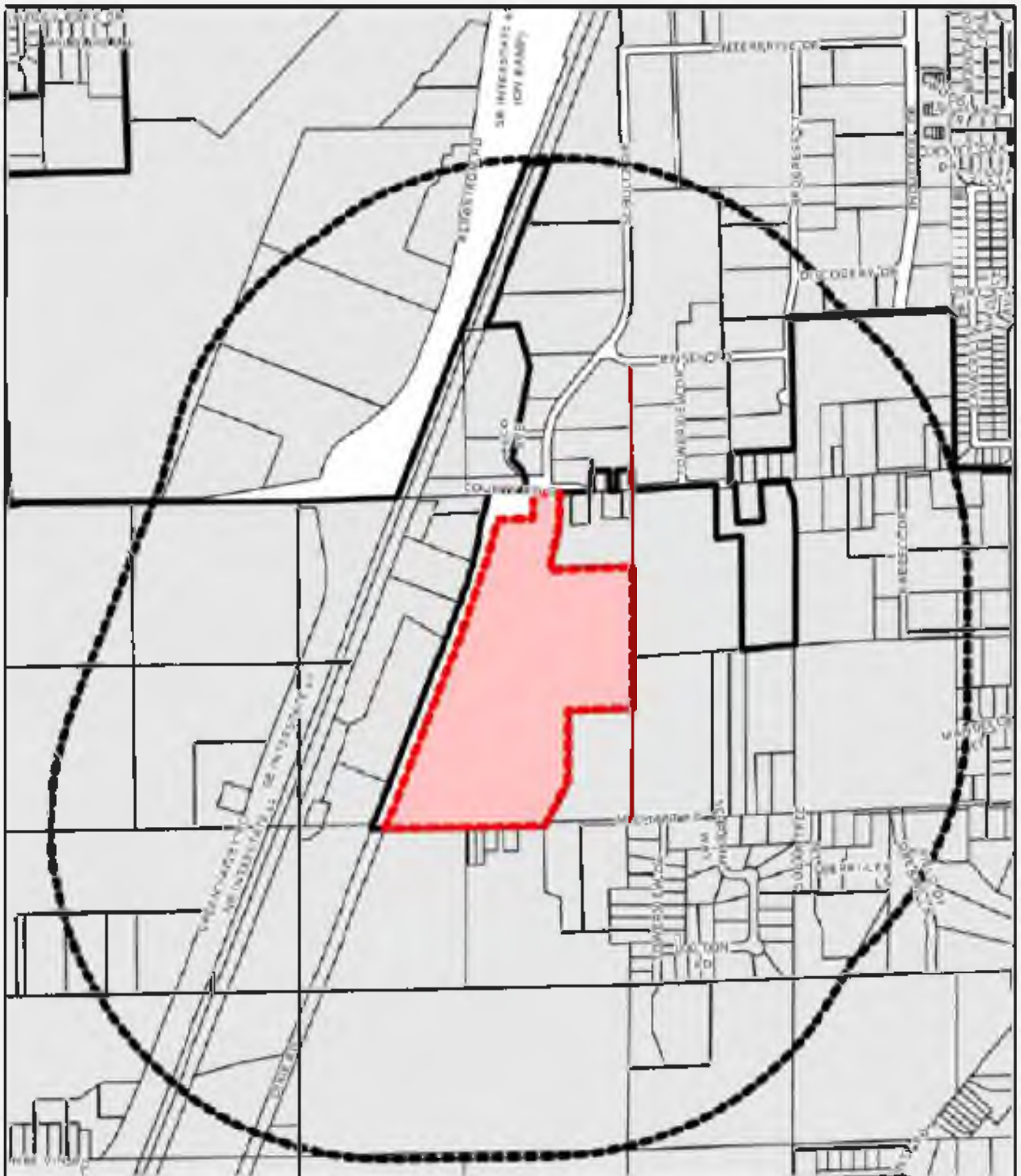
APPENDIX A – SCHEDULE OF PROJECTED TAX BASE GROWTH

APPENDIX B – FINANCING & FEASIBILITY PLAN

**APPENDIX C – SCHEDULE OF PROJECTED TAX INCREMENTS APPORTIONED AMONG
TAXING ENTITIES**

APPENDIX D – CITY ATTORNEY'S OPINION





- TID 13
- Municipality Name
- City of Neenah
- Half-Mile Buffer

FIGURE 4
Tax Increment Financing District #13
Half-Mile Buffer



APPENDIX A
SCHEDULE OF PROJECTED TAX BASE GROWTH

			Property	Property								Tax
	Value	Estimated	Value	Value	0% Annual	Total	Cumulative	Cumulative		Projected	Cumulative	Increment
TID	Base	Base	Increment	Increment	Value	Incremental	Incremental	Total	Equalized	Tax	Tax	Collection
Year	Year	Value	Decrease	Increase	Appreciation	Value	Value	Value	Tax Rate	Increment	Increment	Year
1	2024	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000	16.00	0	0	2024
2	2025	\$200,000	(160,000)	13,000,000	0	12,840,000	12,840,000	13,040,000	16.00	205,440	205,440	2025
3	2026	\$200,000	0	12,000,000	0	12,000,000	24,840,000	25,040,000	16.00	397,440	602,880	2026
4	2027	\$200,000	0	10,000,000	0	10,000,000	34,840,000	35,040,000	16.00	557,440	1,160,320	2027
5	2028	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	1,717,760	2028
6	2029	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	2,275,200	2029
7	2030	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	2,832,640	2030
8	2031	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	3,390,080	2031
9	2032	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	3,947,520	2032
10	2033	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	4,504,960	2033
11	2034	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	5,062,400	2034
12	2035	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	5,619,840	2035
13	2036	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	6,177,280	2036
14	2037	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	6,734,720	2037
15	2038	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	7,292,160	2038
16	2039	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	7,849,600	2039
17	2040	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	8,407,040	2040
18	2041	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	8,964,480	2041
19	2042	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	9,521,920	2042
20	2043	\$200,000	0	0	0	0	34,840,000	35,040,000	16.00	557,440	10,079,360	2043
Total			(\$160,000)	\$ 35,000,000						\$10,079,360		
Net Increase				\$ 34,840,000								

APPENDIX B

FINANCING & FEASIBILITY PLAN

**APPENDIX B
FINANCING AND FEASIBILITY PLAN
TAX INCREMENTAL FINANCING DISTRICT #13**

	Years			Project Costs					Other Costs		Capital Borrowing		Total Annual Plan Costs	Projected Revenues			Total Annual Plan Revenues	Total Cumulative Plan Revenues	Net Excess Revenue Over Costs	Cumulative Revenue Over Costs
	TID Year	Value Base Year	Increment Collection Year	Redevel. Assistance Incentives	Property Assembly	Utility & Access Improve.	Planning & Project Support	Beautification, Signage/ Public Space	Admin/ Interest	Other	Debt Service Principal	Debt Service Interest		Property Tax Increment Projected	Computer Exemption Payment	Land Lease/ Other				
	1	2024	2025	\$0	\$900,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$63,068	63,068	\$0	\$0	\$0	\$0	\$0	(\$63,068)	(\$63,068)
	2	2025	2026	270,000	0	0	65,000	0	40,000	1,000	0	63,420	374,420	205,440	0	0	205,440	205,440	(168,980)	(232,048)
	3	2026	2027	270,000	0	2,035,000	15,000	0	40,000	1,000	296,000	124,470	731,470	397,440	0	0	397,440	602,880	(334,030)	(566,078)
	4	2027	2028	270,000	0	0	10,000	50,000	40,000	1,000	313,000	112,410	736,410	557,440	0	0	557,440	1,160,320	(178,970)	(745,048)
	5	2028	2029	270,000	0	0	10,000	0	40,000	1,000	323,000	99,630	733,630	557,440	0	0	557,440	1,717,760	(176,190)	(921,238)
	6	2029	2030	270,000	0	0	10,000	0	40,000	1,000	337,000	86,340	734,340	557,440	0	0	557,440	2,275,200	(176,900)	(1,098,138)
	7	2030	2031	270,000	0	0	10,000	0	40,000	1,000	335,000	72,420	718,420	557,440	0	0	557,440	2,832,640	(160,980)	(1,259,118)
	8	2031	2032	270,000	0	0	10,000	0	40,000	1,000	348,000	58,320	717,320	557,440	0	0	557,440	3,390,080	(159,880)	(1,418,998)
	9	2032	2033	270,000	0	0	10,000	0	40,000	1,000	362,000	43,590	716,590	557,440	0	0	557,440	3,947,520	(159,150)	(1,578,148)
	10	2033	2034	270,000	0	0	10,000	0	40,000	1,000	381,000	28,170	720,170	557,440	0	0	557,440	4,504,960	(162,730)	(1,740,878)
	11	2034	2035	270,000	0	0	0	0	40,000	1,000	225,000	11,910	547,910	557,440	0	0	557,440	5,062,400	9,530	(1,731,348)
	12	2035	2036	270,000	0	0	0	0	40,000	1,000	230,000	5,160	546,160	557,440	0	0	557,440	5,619,840	11,280	(1,720,068)
	13	2036	2037	130,000	0	0	0	0	40,000	1,000	0	0	171,000	557,440	0	0	557,440	6,177,280	386,440	(1,333,628)
Projected Closure Date	14	2037	2038	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	6,734,720	516,440	(817,188)
	15	2038	2039	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	7,292,160	516,440	(300,748)
	16	2039	2040	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	7,849,600	516,440	215,692
	17	2040	2041	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	8,407,040	516,440	732,132
Current Maximum Closure Date	18	2041	2042	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	8,964,480	516,440	1,248,572
	19	2042	2043	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	9,521,920	516,440	1,765,012
	20	2043	2044	0	0	0	0	0	40,000	1,000	0	0	41,000	557,440	0	0	557,440	10,079,360	516,440	2,281,452
		Totals			\$3,100,000	\$900,000	\$2,035,000	\$165,000	\$50,000	\$760,000	\$19,000	\$3,150,000	\$768,908	\$7,797,908	\$10,079,360	\$0	\$0	\$10,079,360		n/a
				\$3,150,000																

APPENDIX C
SCHEDULE OF PROJECTED TAX INCREMENTS
APPORTIONED AMONG TAXING ENTITIES

APPENDIX C
SCHEDULE OF PROJECTED TAX INCREMENTS
APPORTIONED AMONG TAXING ENTITIES
TAX INCREMENT DISTRICT #13

			** ESTIMATED APPORTIONMENT among TAXING ENTITIES **				
TID	Tax Collection Year	Projected Tax Increment	Neenah School District 35.37%	City of Neenah 39.32%	Winnebago County 21.14%	Fox Valley Technical College 4.17%	State of Wisconsin 0.00%
1	2024	\$0	\$0	\$0	\$0	\$0	\$0
2	2025	205,440	72,664	80,779	43,430	8,567	0
3	2026	397,440	140,575	156,273	84,019	16,573	0
4	2027	557,440	197,167	219,185	117,843	23,245	0
5	2028	557,440	197,167	219,185	117,843	23,245	0
6	2029	557,440	197,167	219,185	117,843	23,245	0
7	2030	557,440	197,167	219,185	117,843	23,245	0
8	2031	557,440	197,167	219,185	117,843	23,245	0
9	2032	557,440	197,167	219,185	117,843	23,245	0
10	2033	557,440	197,167	219,185	117,843	23,245	0
11	2034	557,440	197,167	219,185	117,843	23,245	0
12	2035	557,440	197,167	219,185	117,843	23,245	0
13	2036	557,440	197,167	219,185	117,843	23,245	0
14	2037	557,440	197,167	219,185	117,843	23,245	0
15	2038	557,440	197,167	219,185	117,843	23,245	0
16	2039	557,440	197,167	219,185	117,843	23,245	0
17	2040	557,440	197,167	219,185	117,843	23,245	0
18	2041	557,440	197,167	219,185	117,843	23,245	0
19	2042	557,440	197,167	219,185	117,843	23,245	0
20	2043	557,440	197,167	219,185	117,843	23,245	0
TOTALS		\$10,079,360	\$3,565,070	\$3,963,204	\$2,130,777	\$420,309	\$0

NOTE: Estimated apportionment percentages are based upon the actual apportionment of taxes for the 2023 Tax Collection Year (2022 Tax Levy).



Dept. of Equal & Administrative Services
Office of the City Attorney
211 Walnut St., 4th Fl. Box 826 • Neenah, WI 54956-0426
Phone: (920) 735-6100 • Fax: (920) 735-6101
City of Neenah, WI

June 7, 2024

Mr. Chris Haese
Director of Community Development & Assessment
211 Walnut Street
Neenah, WI 54956

Re: Tax Incremental District No. 13

Dear Mr. Haese:

You have asked me for a legal opinion as to the legal sufficiency and statutory compliance of the project plan for the creation of Tax Incremental District No. 13 in the City of Neenah. I have reviewed the Project Plan for said district as well as the appendices attached thereto in relation to their compliance with the provisions of Section 66.1105, Wis. Stats. It is my opinion that the TID No. 13 Project Plan is in compliance with all of the provisions of Section 66.1105, Wis. Stats., dealing with the creation of tax incremental financing districts. This opinion is being offered in accordance with the requirements of Section 66.1105(4)(f), Wis. Stats.

If you have any questions concerning this matter, please contact me at your convenience

Sincerely,

James P. Walsh
Interim City Attorney
City of Neenah

Public Services & Safety Committee

July 9, 2024

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date & Time
St. Margaret Mary P	Parish Picnic	Beer&Wine	439 Washington Ave Parking Lot	8/4/2024, 10:30a-5p
Bergstrom-Mahler	Glass Arts Festival	Beer only	165 North Park Avenue	8/9/24 5-7p & 8/10/24 10a-5p

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event	
Lion's Tail Brewing Co.	Alexander Wenzel	Smoke on the Fox	Chase Parking Lot	7/30/2024	5p-10p	
Double Tree Neenah	Joy Crowe	The Forge Summers Events	Grass Area East of Building	7/31/2024	6p-8p	
Double Tree Neenah	Joy Crowe	The Forge Summers Events	Grass Area East of Building	8/7/2024	6p-8p	
Double Tree Neenah	Joy Crowe	The Forge Summers Events	Grass Area East of Building	8/14/2024	6p-8p	

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Dates	Approved
Bergstrom Mahler Muesem of Glass	Glass Arts Festival	Class A Exceeds 200 Attendees, Travel Lane Closures	Berstro-Mahler Museum 165 N. Park Avenue	Temporary Class B Beer only	8/10/2024	Under Review
Integrity Auto	Car Show	Class A Exceeds 200 Attendees, Travel Lane Closures	Langley Blvd	No	8/9/2024	Under Review
Huntington Disease Ren/Walk	Run/Walk	Class A Exceeds 200 Attendees, Travel Lane Closures	Riverside Park	No	8/11/2024	Under Review

Fox Valley Labor Council	Labor Day Parade	Class A Exceeds 200 Attendees, Travel Lane Closures	Parade Route	No	9/2/2024	Under Review

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 6/21/2024

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/4/2024 and ending 8/4/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Margaret Mary Parish

(b) Address 439 Washington Ave Neenah WI 54956
(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 1932

(d) If corporation, give date of incorporation 1932

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Fr. Norito Barra, 641 Elm St. Neenah WI 54956

Vice President William Bittner, 2520 E. Down Rdg Appleton WI 54913

Secretary Peter Dulemawa, 1603 Nicolet Blvd Neenah WI 54956

Treasurer Daniel Bornemann, 1323 Winter Wheat Dr. Neenah WI 54956

(g) Name and address of manager or person in charge of affair:

Marianne Sterr, 3522 Emerald Crown Parkway Neenah WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 439 Washington Ave Neenah WI 54956

(b) Lot Parking lot Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Parish Picnic

(b) Dates of event 8/4/2024

(c) Does this event require a Special Event Permit Application? _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

[Signature]

(Signature / Date)

JUNE 21, 2024

St. Margaret Mary Parish

(Name of Organization)

Date Filed with Clerk 6/26/2024

Date Reported to Council or Board 7/9/24

Date Granted by Council 7/19/2024

License No. _____

St. Margaret Mary Parish Picnic Sunday, August 4th at 10:30am



Over \$25,000
of Raffle Items!

Activities For All Ages:

Carnival Games with Prizes!!

Face Painting

Crafts

Cornhole

Bounce Houses

Bake Sale

Live Music:

Mary Rose McCurdy - 11:00am

The Essentials - 12:30pm

Menu:

Brats

Burgers

Corn Roast

DQ Dilly Bars

Soda

Water

Beer

Hard Seltzers

Come for a day of fun, fellowship, and support
your parish at the 2nd annual picnic!



Volunteer at the Picnic



Sign up here!

Interested in
Helping?

Interested in helping the day of, please contact Marianne Sterr at
marianne.sterr@gmail.com and find out how you can help make this a success!

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 05/31/2024

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/09/2024 and ending 08/09/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Bergstrom-Mahler Museum

(b) Address 165 North Park Avenue

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 04/05/1959

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Ms. Kathleen A. Brost 165 N. Park Ave., Neenah, WI 54956

Vice President _____

Secretary Ms. Amy Pietsch 165 N. Park Ave., Neenah, WI 54956

Treasurer Mr. Fred C. Schwertfeger 165 N. Park Ave., Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 165 North Park Avenue, Neenah, WI 54956

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Yes, all of museum building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Glass Arts Festival

(b) Dates of event 08/09/2024

(c) Does this event require a Special Event Permit Application? _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Kathleen A. Brost
(Signature / Date)

Bergstrom-Mahler Museum, Inc
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid:	Date filed:	Deadline:
Map included:	25 days prior to event	

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC):

Lion's Tail Brewing Co. LLC

Contact Phone #

920 427-7009

Corporation or LLC Name: (if applicable)

Same

Business/Trade Name:

Lion's Tail

Business Address:

116 S. Commercial St. Neenah 54956

Section 2: Event Information

Name of Event:

Smoke on the Fox

List Dates & Times (include a.m. or p.m.): Dates **MUST** be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.

Tuesday, July 30, 2024 17:00 - 22:00

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.

Example: Parking lot at north side of the premise. The area **MUST** be contiguous to the current licensed premise.

☐ Sidewalk at the _____ of premise

☒ Parking lot at the SE of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Other: _____

Check all that apply for the area(s) on the premise where the event will take place.

☐ I own

☐ I will obtain a special event permit (see information sheet for details)

☒ I lease

☐ I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): **Include a map on the reverse side of this application** Food Truck in parking lot.

Parking lot as shown on map. Tables, chairs, medium tent.

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

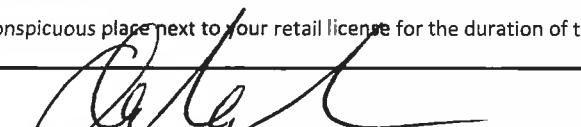
☐ I affirm my understanding that any decision made by the Council is final and not subject to appeal; and

☐ I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

☒ I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Extension of Licensed Premise Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application approved.

☒ I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.


Signature of Sole Proprietor, Partner or Agent

Appleton Cigar Co. presents

APPLETON
CIGAR CO.

July 30, 2024 5:00pm-10:00pm

SMOKE ON THE FOX

Where: Lion's Tail Brewing Company
Neenah Tap Room
116 S. Commercial Street
Neenah, WI 54956

Cost: \$100 for the first 100 people
\$150 for the last 50 people
Food trucks available, with libations by
Lions Tail Brewery.



Buy your tickets at
appletoncigar.com



**Meet cigar representatives, cigar
rollers, drink tickets and gather 20+
cigars from the presenting brands.**

Presented alongside Lion's Tail
Brewing Company

Meet cigar representatives from:

- Aganorsia Leaf
- PERDOMO
- General cigar
- Forged Cigars
- Crowned Heads
- Lovely
- Puroctata
- Roma Craft
- BAMF, and their
Master Roller
Oscar
- Asylum
- Prince Hall
- Espinosa





TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid:	Date filed:	Deadline:
Map included:	25 days prior to event	

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC):

WP Neenah SPE OPS, LLC

Contact Phone #

920-725-8441

Corporation or LLC Name: (if applicable)

Business/Trade Name:

Doubttree Neenah

Business Address:

123 E Wisconsin Ave, Neenah WI 54956

Section 2: Event Information

Name of Event:

The Forge Summer events

List Dates & Times (include a.m. or p.m.): Dates **MUST** be consecutive. If not, separate applications must be filed. Cannot exceed (3) days

July 31st. 6pm - 8pm

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.

Example: Parking lot at north side of the premise. The area **MUST** be contiguous to the current licensed premise.

☒ Sidewalk at the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise

☒ Other: Grass area East of building

Check all that apply for the area(s) on the premise where the event will take place.

☐ I own

☒ I will obtain a special event permit (see information sheet for details)

☐ I lease

☐ I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): Include a map on the reverse side of this application

Adding a tent to our outside grass area

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

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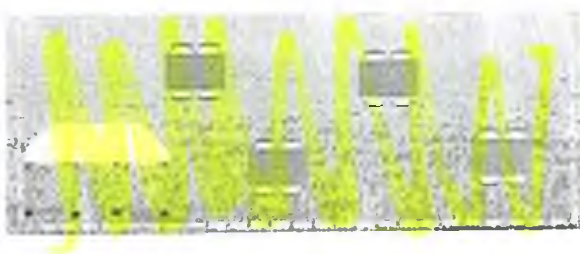
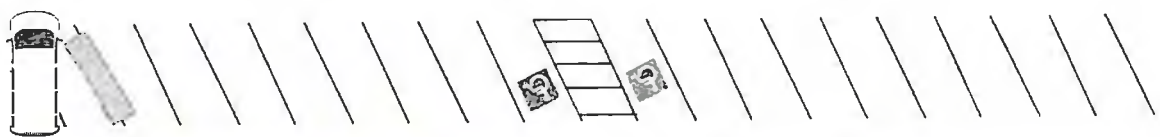
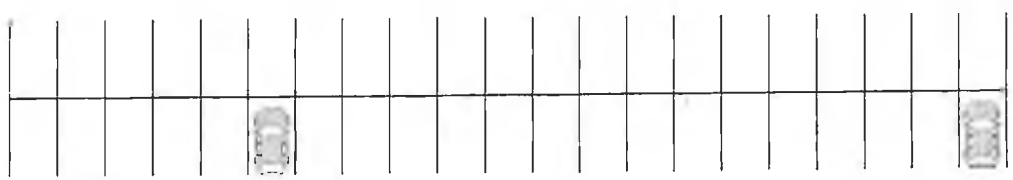
ALL APPLICANTS:

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Signature of Sole Proprietor, Partner or Agent

STREET LIGHTS





TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

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For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid:	Date filed:	Deadline:
Map included:	25 days prior to event	

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC):

Contact Phone #

WP Neenah SPE OPS, LLC

920-725-8441

Corporation or LLC Name: (if applicable)

Business/Trade Name:

Doubletree Neenah

Business Address:

123 E Wisconsin Ave, Neenah WI 54956

Section 2: Event Information

Name of Event:

The Forge Summer Events

List Dates & Times (include a.m. or p.m.): Dates **MUST** be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.

August 7th 1pm - 8pm

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.

Example: Parking lot at north side of the premise. The area **MUST** be contiguous to the current licensed premise.

☐ Sidewalk at the _____ of premise

☒ Parking lot at the _____ of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Other: grass area East of building

Check all that apply for the area(s) of the premise where the event will take place.

☐ I own

☒ I will obtain a special event permit (see information sheet for details)

☒ I lease

☐ I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): Include a map on the reverse side of this application

Adding a tent to our outside grass area

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

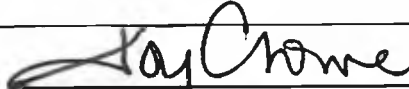
☐ I affirm my understanding that any decision made by the Council is final and not subject to appeal; and

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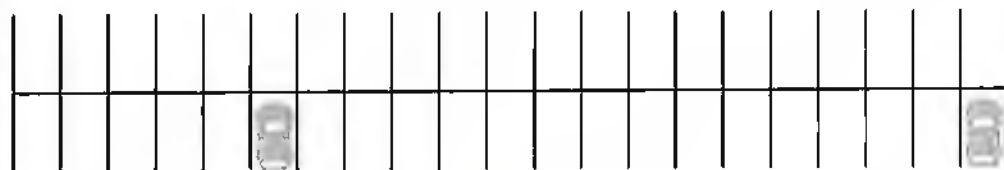
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Signature of Sole Proprietor, Partner or Agent





TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

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Cost: \$10/day up to 3 days	Receipt No:	
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Map included:	25 days prior to event	

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WP Neenah SPE OPS, LLC

Corporation or LLC Name: (if applicable)

Contact Phone #

920-725-8441

Business/Trade Name:

Doubletree Neenah

Business Address:

123 E Wisconsin Ave, Neenah, WI 54956

Section 2: Event Information

Name of Event:

The Forge Summer Events

List Dates & Times (include a.m. or p.m.): Dates **MUST** be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.

August 14th 6pm - 8pm

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.

Example: Parking lot at north side of the premise. The area **MUST** be contiguous to the current licensed premise.

☐ Sidewalk at the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise.

☒ Other: grass area East
of building

Check all that apply for the area(s) on the premise where the event will take place.

☐ I own

☒ I will obtain a special event permit (see information sheet for details)

☐ I lease

☐ I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): *Include a map on the reverse side of this application*

Adding a tent to our outside grass area

Section 5: Acknowledgement and Signature

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ALL APPLICANTS:

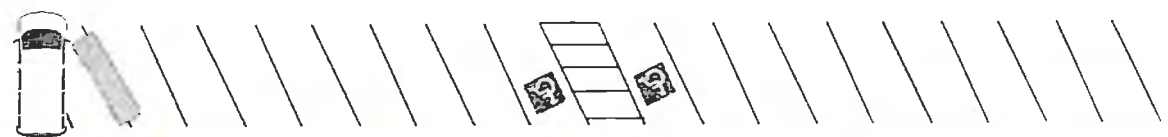
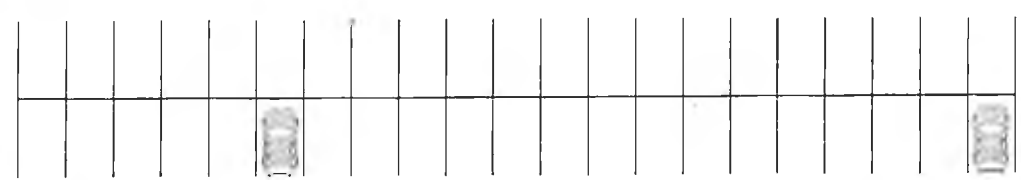
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☒ I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.



Signature of Sole Proprietor, Partner or Agent

12/15/2017 10:00 AM





Department of Public Works
211 Walnut Street | Neenah, WI 54956
publicworks@neenahwi.gov
920.886.6240

MEMORANDUM

DATE: July 15, 2024
TO: Mayor Lang and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
RE: Resolution 2024-03: Actions to be Taken Regarding City-Owned Parcels for the S. Commercial Street Project

As part of the federally funded S. Commercial Street reconstruction project scheduled for 2025, the City of Neenah is tasked with accounting for land interests pertaining to its properties affected by the project. Attached is proposed Resolution 2024-03 which address these interests. The resolution affects the following city-owned properties listed on the S. Commercial Street Plat:

- Parcel 7 – 1347 S Commercial Street (Former NEW Canvas)
- Parcel 21 – 1311 & 1313 S Commercial Street (Former Harns Furniture/Valhaven)
- Parcel 25 – 1229 & 1231 S Commercial Street (Former Shilobrits/Residence)
- Parcel 105 – 886 S Commercial Street (Vacant property by Neenah Vintage Mall)
- Parcel 110 – Hazel Street

The first authorization in the resolution allows the construction activity necessary to reconstruct S. Commercial Street to occur within the temporary limited easement areas defined on the plat for each of the listed city-owned properties.

The second authorization dedicates a six square foot triangular portion of Parcel 110, a ten-foot strip of city-owned land adjacent to Hazel Street, as right-of-way. This dedication is required for the sidewalk curb ramps to meet design standards.

Staff recommend approving Resolution 2024-03 accepting dedication for public right-of-way and authorizing temporary use of portions of various properties along S. Commercial Street between Stanley Street and Tyler Street.



RESOLUTION NO. 2024-03

A RESOLUTION ACCEPTING DEDICATION FOR PUBLIC RIGHT-OF-WAY AND AUTHORIZING TEMPORARY USE OF PORTIONS OF VARIOUS PROPERTIES ALONG SOUTH COMMERCIAL STREET BETWEEN STANLEY STREET AND TYLER STREET.

WHEREAS, on June 16, 2020, the City of Neenah entered into a State Municipal Agreement to reconstruct South Commercial Street between Stanley Street and Tyler Street in 2025, hereinafter referred to as Project 4993-01-00; and

WHEREAS, to properly reconstruct South Commercial Street, the Neenah Common Council approved Resolutions 2023-18 and 2023-24, authorizing the order to acquire certain adjoining land interests for Project 4993-01-00, as identified in the corresponding Right-of-Way Plat dated August 1, 2023 and revised on September 25, 2023; and

WHEREAS, Parcels 7, 21, 25, 105, and 110 indicated on the Right-of-Way Plat for Project 4993-01-00 are owned by the City of Neenah; and

WHEREAS, those portions of Parcels 7, 21, 25, 105, and 110 indicated on said plat as "temporary limited easement" are necessary to be reserved for reconstructing South Commercial Street for the duration of the project; and

WHEREAS, that portion of Parcel 110 indicated on said plat as "new right-of-way (fee)" is in the public interest for the City of Neenah to dedicate for public right-of-way and is necessary for reconstructing South Commercial Street; and

WHEREAS, that portion of Parcel 110 to be dedicated as public right-of-way is so described in Exhibit A (attached); and

WHEREAS, in lieu of exercising its right to an appraisal and to just compensation, the City intends by this Resolution to waive this right and declare its intent to reserve and dedicate said lands accordingly.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Neenah authorizes those portions of Parcels 7, 21, 25, 105, and 110 indicated as temporary limited easement on the Project 4993-01-00 Right-of-Way Plat to be used as necessary to reconstruct South Commercial Street until the date the project is complete.

BE IT FURTHER RESOLVED the Common Council of the City of Neenah accepts the dedication of that portion of Parcel 110 indicated as new right-of-way on the Project 4993-01-00 Right-of-Way Plat for public right-of-way.

BE IT FURTHER RESOLVED this resolution shall be recorded in the office of the Winnebago County Register of Deeds.

Recommended by:

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk

RESOLUTION 2024-03 | EXHIBIT A

PARCEL 110

FEE TITLE IN AND TO THE FOLLOWING TRACT OF LAND BEING PART OF LOT 14, BLOCK 3 OF PLAT OF ELMWOOD LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 28, TOWN 20 NORTH, RANGE 17 EAST IN THE CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN. SAID PARCEL INCLUDES ALL LAND OF THE OWNER CONTAINED WITHIN THE FOLLOWING DESCRIBED TRAVERSE:

BEGINNING AT THE EAST 1/4 CORNER OF SECTION 28;
THENCE S00° 13' 51"E COINCIDENT WITH THE EAST LINE OF SAID SECTION 28 A DISTANCE OF 1320.10 FEET TO THE SOUTH LINE OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 28;
THENCE S89° 40' 23"W A DISTANCE OF 33.91 FEET TO THE EXISTING WEST RIGHT OF WAY LINE FOR SOUTH COMMERCIAL STREET;
THENCE N00° 12' 43"W COINCIDENT WITH SAID EXISTING WEST LINE A DISTANCE OF 149.37 FEET TO THE EXISTING SOUTH RIGHT OF WAY LINE FOR LAW STREET;
THENCE S89° 53' 11"W COINCIDENT WITH SAID EXISTING SOUTH LINE A DISTANCE OF 22.05 FEET;
THENCE N00° 06' 49"W A DISTANCE OF 60.00 FEET TO THE EXISTING NORTH RIGHT OF WAY LINE FOR LAW STREET;
THENCE N89° 53' 11"E COINCIDENT WITH SAID EXISTING NORTH LINE A DISTANCE OF 21.95 FEET TO THE EXISTING WEST RIGHT OF WAY LINE FOR SOUTH COMMERCIAL STREET;
THENCE N00° 12' 43"W COINCIDENT WITH SAID EXISTING WEST LINE A DISTANCE OF 249.12 FEET;
THENCE N55° 22' 35"W A DISTANCE OF 3.15 FEET TO THE EXISTING SOUTH RIGHT OF WAY LINE FOR HAZEL STREET;
THENCE S89° 53' 11"W COINCIDENT WITH SAID EXISTING SOUTH LINE A DISTANCE OF 22.41 FEET;
THENCE N00° 06' 49"W A DISTANCE OF 50.00 FEET TO THE EXISTING NORTH RIGHT OF WAY LINE FOR HAZEL STREET;
THENCE N89° 53' 11"E COINCIDENT WITH SAID NORTH LINE A DISTANCE OF 18.03 FEET;
THENCE N74° 47' 17"E A DISTANCE OF 7.13 FEET TO THE EXISTING WEST RIGHT OF WAY LINE FOR SOUTH COMMERCIAL STREET;
THENCE N00° 12' 43"W COINCIDENT WITH SAID EXISTING WEST LINE A DISTANCE OF 212.12 FEET TO THE EXISTING SOUTH RIGHT OF WAY LINE FOR DOUGLAS STREET;
THENCE S89° 50' 34"W COINCIDENT WITH SAID EXISTING SOUTH LINE A DISTANCE OF 26.00 FEET;
THENCE N00° 56' 02"W A DISTANCE OF 50.01 FEET TO THE EXISTING NORTH RIGHT OF WAY LINE FOR DOUGLAS STREET;
THENCE N89° 50' 34"E COINCIDENT WITH SAID EXISTING NORTH LINE A DISTANCE OF 24.27 FEET TO THE EXISTING WEST RIGHT OF WAY LINE FOR SOUTH COMMERCIAL STREET;
THENCE N00° 12' 29"W COINCIDENT WITH SAID EXISTING WEST LINE A DISTANCE OF 545.87 FEET TO THE NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 28;
THENCE N89° 43' 04"E COINCIDENT WITH SAID NORTH LINE A DISTANCE OF 34.17 FEET TO THE POINT OF BEGINNING.
(SHEET 4.21, FOR REFERENCE PURPOSE ONLY)

SAID PARCEL CONTAINS 6 SQUARE FEET MORE OR LESS FOR ADDITIONAL NEW RIGHT OF WAY FOR SOUTH COMMERCIAL STREET.

SCHEDULE OF LANDS AND INTERESTS REQUIRED

AREAS SHOWN IN THE TOTAL ACRES COLUMN MAY BE APPROXIMATE AND ARE DERIVED FROM TAX ROLE OR OTHER AVAILABLE SOURCES AND MAY NOT INCLUDE LANDS OF THE OWNER WHICH ARE NOT CONTIGUOUS TO THE AREA TO BE ACQUIRED. OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY.

PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST REQUIRED	R/W AREA REQUIRED - SF			TLE SF
				NEW	EXISTING	TOTAL	REQUIRED
1	4.13	SOUTHGATE APARTMENTS LLC A/K/A SOUTHGATE APARTMENTS, LLC	TLE	0	0	0	1483
2	4.13, 4.14	NEENAH PLAZA CONDOMINIUMS (NEENAH PLAZA CONDOMINUM OWNERS ASSOCIATION)	FEE, TLE	421	0	421	2131
3	4.13	GRISHABER MAIN STREET PARTNERSHIP	TLE	0	0	0	1027
4	4.13, 4.14	CAPITAL CREDIT UNION	TLE	0	0	0	1559
6	4.14	PIONEER DEVELOPMENT, INC.	TLE	0	0	0	1107
7	4.14	THE YOUNK FAMILY, LLC	TLE	0	0	0	3458
8	4.14	CHARLOTTE'S CAR WASH LLC	FEE, TLE	64	0	64	1913
9	4.14, 4.15	D-JON PROPERTIES, LLC	TLE	0	0	0	1022
10	4.14	PIONEER DEVELOPMENT, INC.	FEE, TLE	130	0	130	1088
11	4.14	O'BRIEN INVESTMENT PROPERTIES LLC	TLE	0	0	0	1347
12	4.14	FLOREK HENDERSON DENTAL LLC A/K/A FLOREK HENDERSON DENTAL, LLC & R&L PROPERTIES, LLC	FEE, TLE	112	0	112	1321
13	4.13, 4.14	EXCEL PROPERTIES, LLC	TLE	0	0	0	2367
14	4.13	VICKI A. WEINAWG (PURCHASER) & MICHAEL L. JOHNSON (VENDOR)	TLE	0	0	0	627
16	4.13	DANIEL C. STRONG	TLE	0	0	0	1528
17	4.13	WESNER HOLDINGS, INC.	TLE	0	0	0	1099
18	4.15	DAVID L. GERARDEN & SARAH L. GERARDEN	TLE	0	0	0	1395
19	4.15	LIND REAL ESTATE, LLC (PURCHASER) & MYKEL, LLC (VENDOR)	TLE	0	0	0	1137
20	4.13	1504 SOUTH, LLC	TLE	0	0	0	469
21	4.15	CITY OF NEENAH	TLE	0	0	0	1010
22	4.15, 4.16	KRIST OIL CO., INC A/K/A KRIST OIL CO., INC. A MICHIGAN CORPORATION	TLE	0	0	0	1823
23	4.16	PSAM, LLC.	TLE	0	0	0	525
24	4.16	SCRIBNER PROPERTIES, LLC	TLE	0	0	0	912
25	4.16	CITY OF NEENAH	TLE	0	0	0	1495
26	4.16	AUTOZONE, INC.	TLE	0	0	0	1270
27	4.16	JOHN A. NENNIG	FEE, TLE	0	2256	2256	430
28	4.16	E&B PROPERTIES, LLC	FEE, TLE	0	2275	2275	627
29	4.16	KRISTINA M. & DAVID A. SCHMIDT (PURCHASERS), & JUDITH A. ZARETZKE TRUST (VENDOR)	FEE, TLE	0	2036	2036	419
31	4.16	BERO REAL ESTATE LLC	FEE, TLE	0	4338	4338	1281
32	4.16	JPACK REAL ESTATE LLC	FEE, TLE	7	0	7	975
34	4.16	L.A. RENTALS AND REAL ESTATE, LLC.	TLE	0	0	0	423

4

4

REVISION DATE <u>9-25-2023</u>	DATE <u>8-1-2023</u>	SCALE, FEET 	HWY: COMMERCIAL STREET	R/W PROJECT NUMBER 4993-01-01	PLAT SHEET 4.03
_____ _____ _____	GRID FACTOR _____		COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4993-01-01	PS&E SHEET _____

SCHEDULE OF LANDS AND INTERESTS REQUIRED

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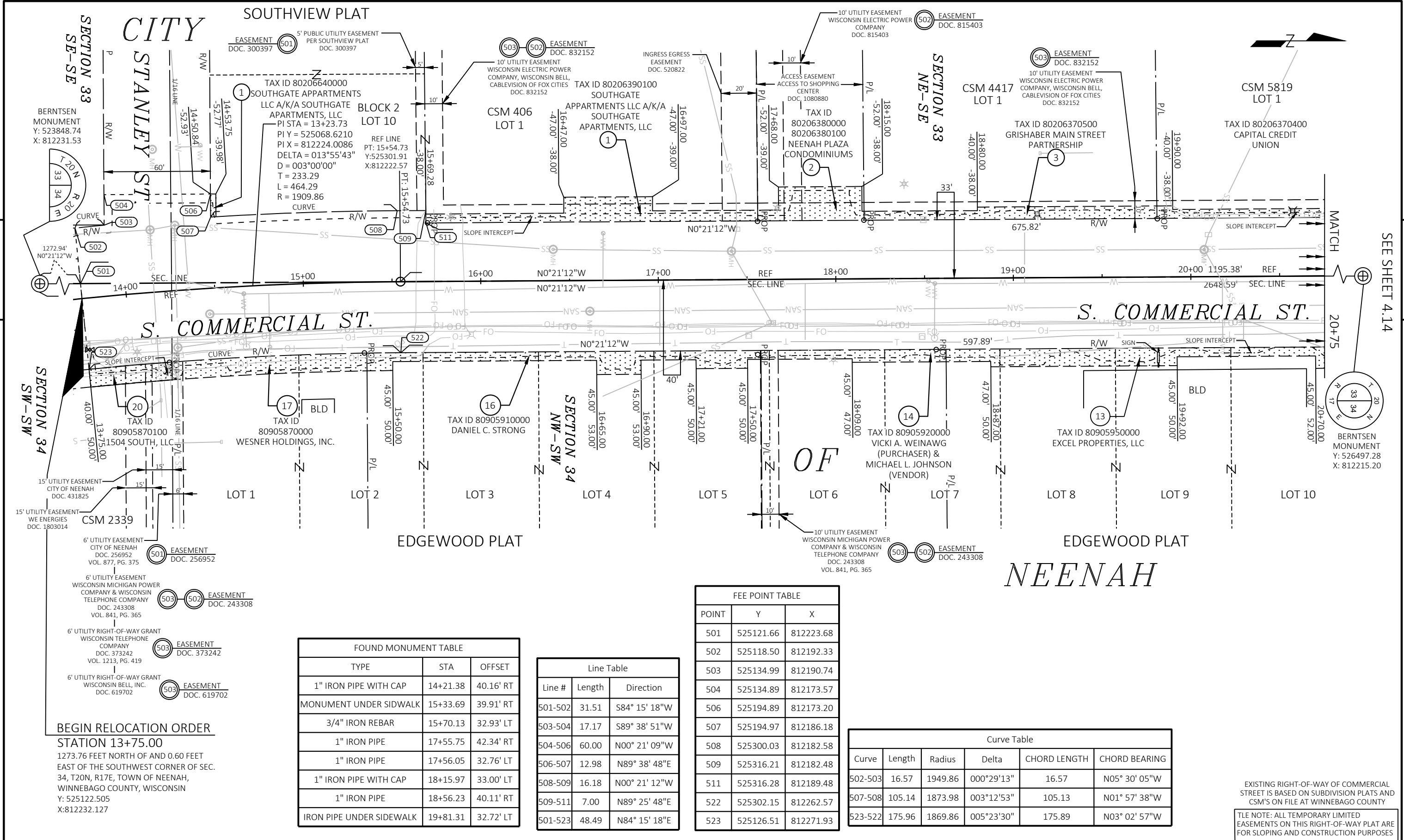
PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST REQUIRED	R/W AREA REQUIRED - SF			TLE SF
				NEW	EXISTING	TOTAL	REQUIRED
89	4.20	KENNETH R. BERNHARDT & DEBRA L. BERNHARDT	FEE, TLE	54	0	54	425
91	4.20	ORPHAN ANIMAL RESCUE AND SANCTUARY, INC.	TLE	0	0	0	630
92	4.20	LAWRENCE MICHAEL DANIELS	TLE	0	0	0	297
93	4.20	PATRICK G. MCGILLIGAN & SANDRA J. MCGILLIGAN	TLE	0	0	0	309
94	4.20	TITAN OF NEENAH LLC	TLE	0	0	0	396
96	4.20	JOSEPH J. HEIL JR. & KATHERINE M. HEIL	TLE	0	0	0	396
97	4.20	TERESA SORIANO	TLE	0	0	0	396
98	4.20	MARJORIE L. RIETVELD	TLE	0	0	0	391
99	4.19, 4.20	PHILLIP J. ABENDSCHEIN & JOAN S. ABENDSCHEIN	TLE	0	0	0	1120
101	4.19	PAMELA S. DEGROOT & SHANE K. DEGROOT	TLE	0	0	0	900
102	4.19	GREG KETTNER & KELSEY KETTNER	TLE	0	0	0	338
103	4.19	ROSEGOLD, LLC	TLE	0	0	0	104
104	4.19	RANDY GRAHAM & SHELLY L. GRAHAM (PURCHASER), & 884 NEENAH LLC (VENDOR)	TLE	0	0	0	1642
105	4.19	CITY OF NEENAH	TLE	0	0	0	350
106	4.19	EARLE PROPERTIES, LLC	FEE, TLE	23	0	23	1239
107	4.20, 4.21	MICHAEL A. HENNE	TLE	0	0	0	370
108	4.21	WILLIAM M. BUKSYK	TLE	0	0	0	333
109	4.21	GARY C. BURR	TLE	0	0	0	384
110	4.21	CITY OF NEENAH	FEE, TLE	6	0	6	128
111	4.21	ADAM CHOUINARD	TLE	0	0	0	315
112	4.21	TERRY P. SCHRAMM & CHERRYL D. SCHRAMM	TLE	0	0	0	376
113	4.21	KEEN CAPITAL MANAGEMENT, LLC	FEE, TLE	2	0	2	565
114	4.21	BRADLEY J. FAHRENKRUG & KIMBERLY M. FAHRENKRUG	TLE	0	0	0	250
116	4.21	MAXIMUM ENTERPRISES, LLC	TLE	0	0	0	265
117	4.21	DANIEL B. ZELINSKI & ALEX D. ZELINSKI	TLE	0	0	0	349
118	4.21, 4.22	BENJAMIN BRAVICK	TLE	0	0	0	398
119	4.22	MARK B. MARMES	TLE	0	0	0	379
121	4.22	BRANDON HAY	TLE	0	0	0	350
122	4.22	STUYVENBERG PROPERTIES, LLC	TLE	0	0	0	387

SCHEDULE OF LANDS AND INTERESTS REQUIRED

AREAS SHOWN IN THE TOTAL ACRES COLUMN MAY BE APPROXIMATE AND ARE DERIVED FROM TAX ROLE OR OTHER AVAILABLE SOURCES AND MAY NOT INCLUDE LANDS OF THE OWNER WHICH ARE NOT CONTIGUOUS TO THE AREA TO BE ACQUIRED. OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY.

PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST REQUIRED	R/W AREA REQUIRED - SF			TLE SF
				NEW	EXISTING	TOTAL	REQUIRED
123	4.22	BRANDON P. BOETTCHER & DANA G. BOETTCHER	TLE	0	0	0	404
124	4.22	DAREN GABRIELSON	TLE	0	0	0	294
126	4.22	JENNIFER L. STEWART	TLE	0	0	0	294
127	4.22	SCOTT G. WOULF	TLE	0	0	0	403
128	4.22	KARA L. OLMSTEAD	TLE	0	0	0	454
129	4.22, 4.23, 4.24	THE GALLOWAY COMPANY	FEE, TLE	81	0	81	7910
131	4.22	WINCH ENTERPRISES LLC	FEE, TLE	5	0	5	644
132	4.22	TAMMY STEWART	TLE	0	0	0	426
133	4.22	THOMAS M. RUNNOE & KALENA DANIEL MONTGOMERY	TLE	0	0	0	396
134	4.22	LAURIE A. LORNSON & DONALD R. LORNSON	TLE	0	0	0	481
135	4.22	WINCH ENTERPRISES LLC	TLE	0	0	0	525
136	4.22	SAM NESLLER & JENNIFER NESSLER	TLE	0	0	0	558
138	4.22	DONNA MAE DE WEERT	TLE	0	0	0	614
139	4.22	CODY M. GASSERT-DEBOER & LARISSA A. KEELEY	TLE	0	0	0	780
141	4.22	GARY W. SHAW, SR. & GRETCHEN SHAW	TLE	0	0	0	557
142	4.21, 4.22	TIMOTHY R. HALL & CHARLOTTE M. HALL	TLE	0	0	0	381
143	4.21	DONALD EBELT & VICKY EBELT	TLE	0	0	0	287
144	4.21	TONY L. PROUSE	TLE	0	0	0	466
146	4.21	JAMES T. ROGERS & GLORIA J. ROGERS	TLE	0	0	0	403
147	4.21	LYNDELL M. MILLER	TLE	0	0	0	306
148	4.21	RONALD W. FLEGAL	TLE	0	0	0	925
151	4.21	JOSHUA MEULEMANS	TLE	0	0	0	445
152	4.21	ARLENE GEBHART & ANGELA GEBHART	TLE	0	0	0	434
153	4.21	NORMAN A. BOUCK	TLE	0	0	0	385
154	4.21	JASON T. VAN LINN & INDIA D. TROYER	TLE	0	0	0	353
156	4.20, 4.21	SHANNON A. GLASGOW & KAROLINE GLASGOW	TLE	0	0	0	532
157	4.24	GB MINIMART LLC	TLE	0	0	0	1375

SCHEDULE OF LANDS AND INTERESTS REQUIRED			AREAS SHOWN IN THE TOTAL ACRES COLUMN MAY BE APPROXIMATE AND ARE DERIVED FROM TAX ROLE OR OTHER AVAILABLE SOURCES AND MAY NOT INCLUDE LANDS OF THE OWNER WHICH ARE NOT CONTIGUOUS TO THE AREA TO BE ACQUIRED. OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY.				
PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST REQUIRED	R/W AREA REQUIRED - SF			TLE SF
				NEW	EXISTING	TOTAL	REQUIRED
158	4.24	BRIGHT STAR PROPERTIES LLC	TLE	0	0	0	643
159	4.24	WINNEBAGO COMMUNITY CREDIT UNION	TLE	0	0	0	1264
161	4.24	BRIAN BERT & LOURDES BERT	TLE	0	0	0	608
162	4.23, 4.24	COMMERCIAL STREET PROPERTY, LLC	FEE, TLE	6	0	6	1607
163	4.23	KELLY M. POLSIN	TLE	0	0	0	358
164	4.23	MEHO, LLC	TLE	0	0	0	230
165	4.23	AKEY PROPERTY MANAGEMENT LLC	TLE	0	0	0	409
166	4.23	EPL INVESTMENTS, LLC	TLE	0	0	0	240
167	4.23	LAURYN SCHMUDLACH	TLE	0	0	0	442
168	4.23	ANDREW BOEHM	TLE	0	0	0	359
169	4.23	WILLIAM P. MOORE & BARBARA R. MOORE	TLE	0	0	0	316
171	4.23	KEVIN C. MESKO & RHONDA J. MESKO	TLE	0	0	0	702
172	4.23	TONI MUELLER	TLE	0	0	0	619
173	4.22, 4.23	MARIA H. VEESER	TLE	0	0	0	597
501	4.13, 4.14	CITY OF NEENAH	RELEASE OF RIGHTS				
502	4.13, 4.14, 4.15, 4.16, 4.18, 4.19, 4.21, 4.22, 4.23	WE ENERGIES	RELEASE OF RIGHTS				
503	4.13, 4.14, 4.15, 4.16, 4.17, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24	AT&T	RELEASE OF RIGHTS				
505	4.22, 4.23	SPRINT	RELEASE OF RIGHTS				



FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
1" IRON PIPE WITH CAP	14+21.38	40.16' RT
MONUMENT UNDER SIDEWALK	15+33.69	39.91' RT
3/4" IRON REBAR	15+70.13	32.93' LT
1" IRON PIPE	17+55.75	42.34' RT
1" IRON PIPE	17+56.05	32.76' LT
1" IRON PIPE WITH CAP	18+15.97	33.00' LT
1" IRON PIPE	18+56.23	40.11' RT
IRON PIPE UNDER SIDEWALK	19+81.31	32.72' LT

Line Table		
Line #	Length	Direction
501-502	31.51	S84° 15' 18"W
503-504	17.17	S89° 38' 51"W
504-506	60.00	N00° 21' 09"W
506-507	12.98	N89° 38' 48"E
508-509	16.18	N00° 21' 12"W
509-511	7.00	N89° 25' 48"E
501-523	48.49	N84° 15' 18"E

FEE POINT TABLE		
POINT	Y	X
501	525121.66	812223.68
502	525118.50	812192.33
503	525134.99	812190.74
504	525134.89	812173.57
506	525194.89	812173.20
507	525194.97	812186.18
508	525300.03	812182.58
509	525316.21	812182.48
511	525316.28	812189.48
522	525302.15	812262.57
523	525126.51	812271.93

Curve Table					
Curve	Length	Radius	Delta	CHORD LENGTH	CHORD BEARING
502-503	16.57	1949.86	000°29'13"	16.57	N05° 30' 05"W
507-508	105.14	1873.98	003°12'53"	105.13	N01° 57' 38"W
523-522	175.96	1869.86	005°23'30"	175.89	N03° 02' 57"W

EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

FILE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE
9-25-2023

DATE
8-1-2023

SCALE, FEET
0 25 50

HWY: COMMERCIAL STREET

R/W PROJECT NUMBER
4993-01-01

PLAT SHEET
4.13

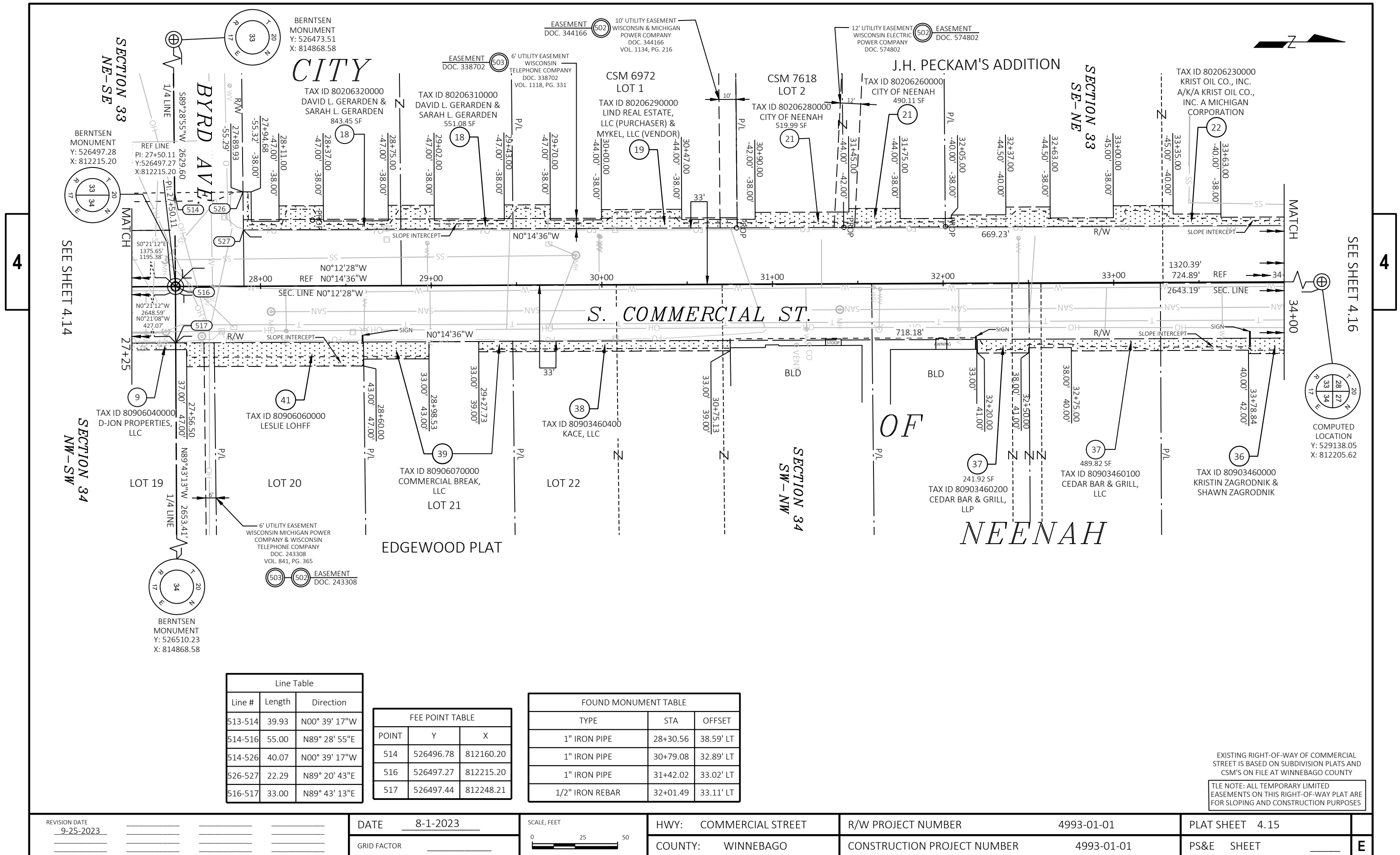
GRID FACTOR

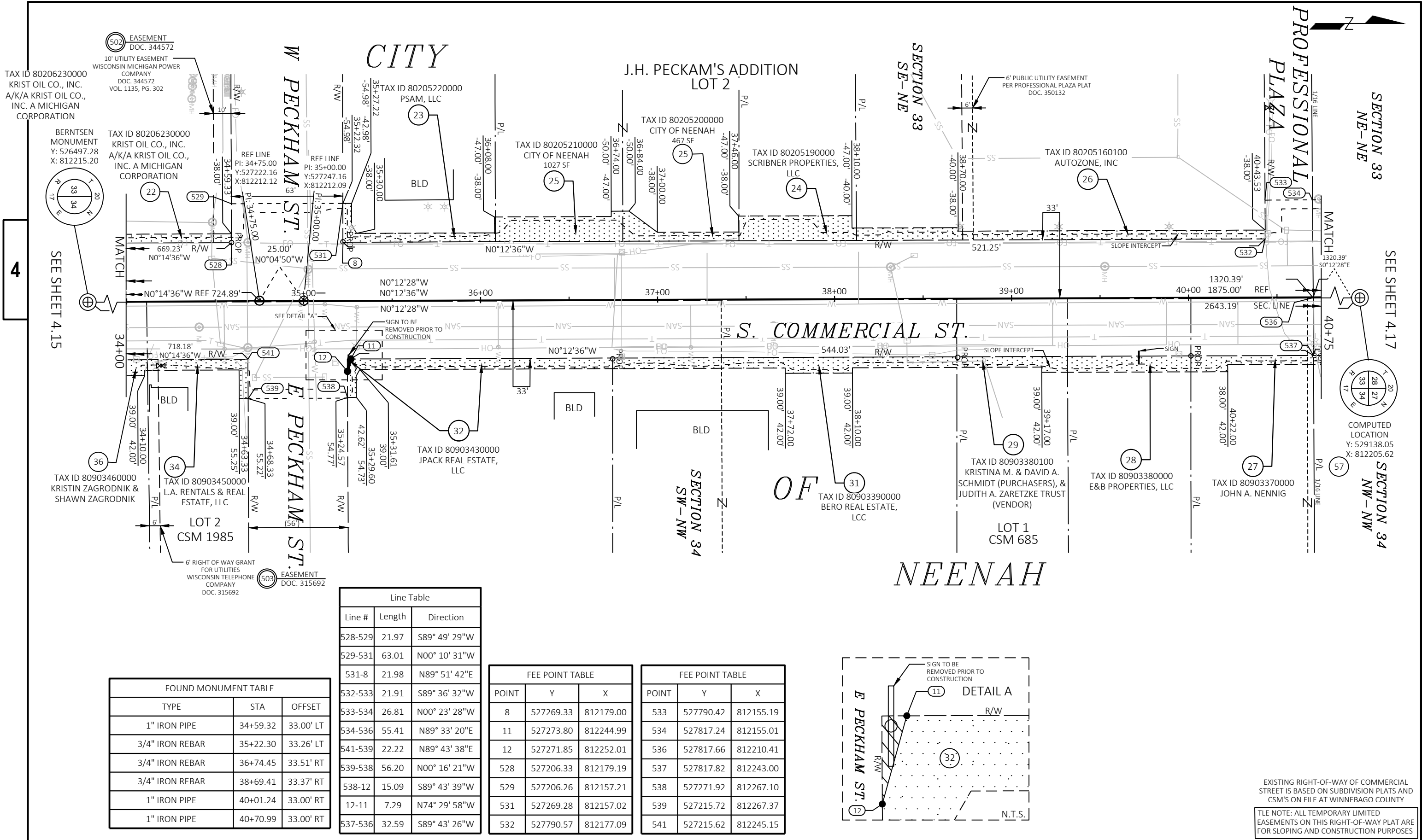
COUNTY: WINNEBAGO

CONSTRUCTION PROJECT NUMBER
4993-01-01

PS&E SHEET

E





REVISION DATE 9-25-2023				DATE 8-1-2023		SCALE, FEET 02550		HWY: COMMERCIAL STREET		R/W PROJECT NUMBER 4993-01-01		PLAT SHEET 4.16		E
				GRID FACTOR				COUNTY: WINNEBAGO		CONSTRUCTION PROJECT NUMBER 4993-01-01		PS&E SHEET		

CITY
PROFESSIONAL
PLAZA

PROFESSIONAL
PLAZA
LOT 2
6" UTILITY EASEMENT
PER PROFESSIONAL PLAZA
PLAT
DOC. 350132

(503) EASEMENT
DOC. 340648
6" RIGHT OF WAY GRANT
WISCONSIN TELEPHONE
COMPANY
DOC. 340648
VOL. 1123, PG. 635

J.H. PECKAM'S
ADDITION
TAX ID 80205160000
ELLIOT KRUEGER

(503) EASEMENT
DOC. 339141
15' RIGHT OF WAY GRANT
WISCONSIN TELEPHONE
COMPANY
DOC. 339141
VOL. 1119, PG. 476

BLOCK 7
LOT 13
TAX ID 80205090000
WAITE PROPERTY
MANAGEMENT, LLC

REPLAT OF AIRPORT
HEIGHTS

TAX ID 80205080000
MY PLACE T N S, LLC
(PURCHASER) &
KUBINSKI
INVESTMENTS, LLC
(VENDOR)

BLOCK 7
LOT 12

SECTION 33
NE-NE
WRIGHT AVE.

REPLAT OF AIRPORT
HEIGHTS

BLOCK 6
LOT 18

TAX ID 80204820000
A S GILL, INC.

BLOCK 6
LOT 17

TAX ID 80204810000
A S GILL, INC.

BLOCK 6
LOT 16

BLOCK 6
LOT 15

BLOCK 6
LOT 14

LANGLAY
BLVD.



SEE SHEET 4.18

4

SEE SHEET 4.16

4

BERNTSEN
MONUMENT
Y: 526497.28
X: 812215.20

COMPUTED
LOCATION
Y: 529138.05
X: 812205.62

S. COMMERCIAL ST.

OF

SECTION 34
NW-NW

NEENAH

PROFESSIONAL
PLAZA

DETAIL A

DETAIL B

WRIGHT AVE.

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
2" IRON PIPE	41+03.41	32.89' LT
1" IRON PIPE	41+36.66	33.15' RT
1" IRON PIPE	42+44.40	33.57' LT
RAILROAD SPIKE	43+02.29	32.93' LT
1" IRON PIPE	44+31.32	33.00' LT
3/4" IRON REBAR	44+79.53	33.35' RT
1" IRON PIPE	45+87.74	33.89' LT
3/4" IRON REBAR	46+62.06	33.21' RT

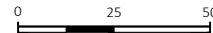
FEE POINT TABLE		
POINT	Y	X
13	528177.72	812158.61
14	528178.35	812158.60
16	528178.39	812169.59
17	528179.50	812175.67
56	527850.52	812168.87
57	527851.50	812168.87
58	527851.53	812175.87
59	527857.03	812175.85
61	527857.03	812176.85
62	528113.28	812175.91
63	528117.83	812174.40
544	527850.42	812154.78
548	528117.69	812153.98
549	528177.69	812153.59
551	528437.83	812174.72
552	528437.69	812152.86

Line Table		
Line #	Length	Direction
534-544	33.19	N00° 23' 28"W
544-56	14.10	N89° 36' 32"E
56-57	0.98	N00° 12' 36"W
57-58	7.00	N89° 47' 24"E
58-59	5.50	N00° 12' 36"W
59-61	1.00	N89° 47' 24"E
62-63	4.79	N18° 26' 39"W
63-548	20.42	S89° 37' 42"W
548-549	60.00	N00° 22' 18"W
549-13	5.01	N89° 37' 42"E
13-14	0.63	N00° 22' 18"W
14-16	10.99	S89° 47' 32"W
16-17	6.18	N79° 40' 52"E
551-552	21.87	S89° 37' 42"W
552-553	90.00	N00° 22' 18"W

REVISION DATE
9-25-2023

DATE 8-1-2023

SCALE, FEET



HWY: COMMERCIAL STREET

COUNTY: WINNEBAGO

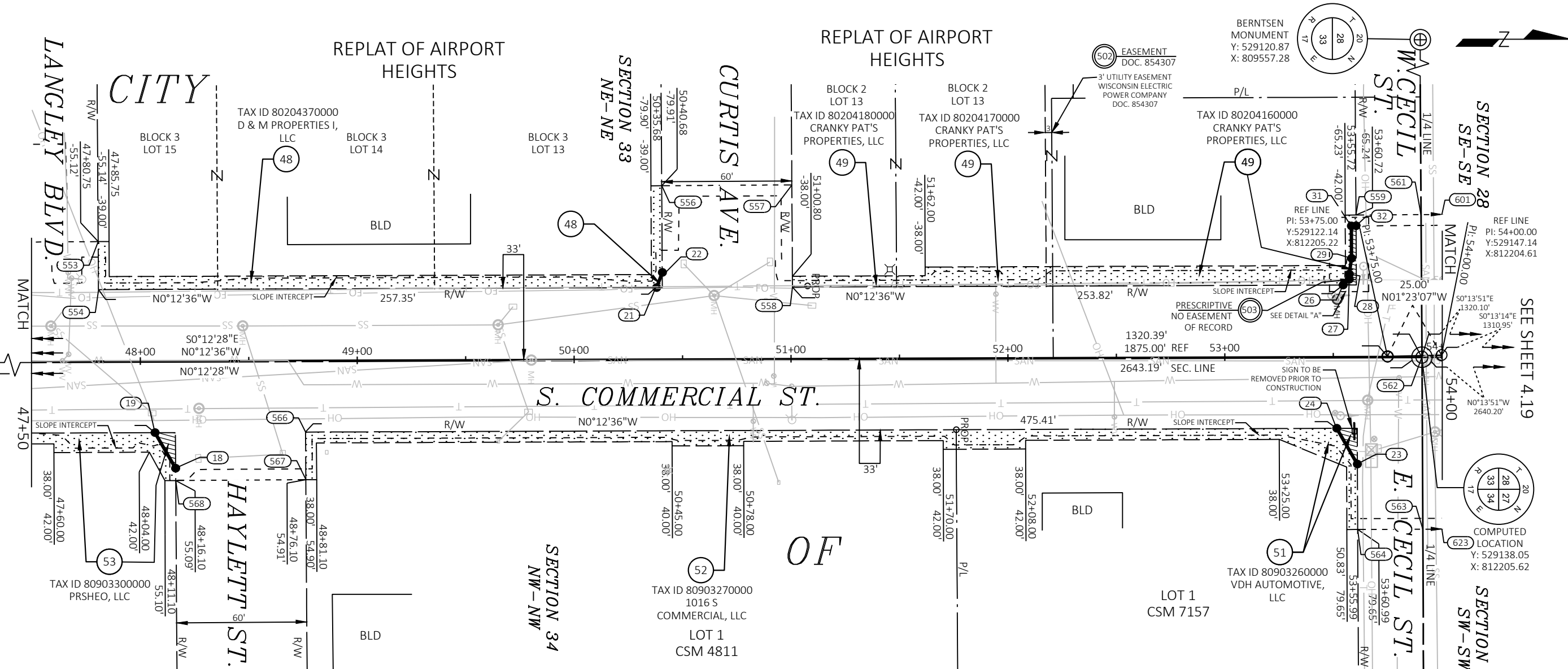
R/W PROJECT NUMBER 4993-01-01

CONSTRUCTION PROJECT NUMBER 4993-01-01

PLAT SHEET 4.17

PS&E SHEET

E



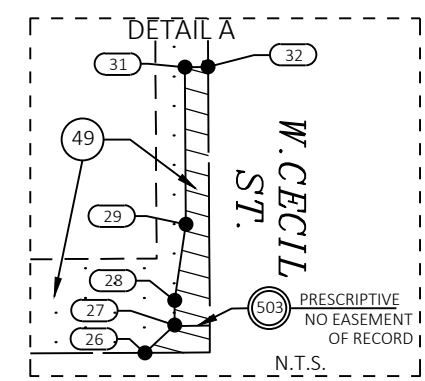
FEE POINT TABLE		
POINT	Y	X
18	528563.41	812256.69
19	528553.86	812240.30
21	528785.19	812173.45
22	528787.79	812166.52
23	529108.28	812254.76
24	529098.70	812238.30
26	529101.65	812172.29
27	529104.48	812169.63
28	529104.47	812167.28
29	529105.55	812160.02
31	529105.45	812145.04
32	529107.66	812145.03
553	528527.69	812152.27

FEE POINT TABLE		
POINT	Y	X
554	528527.83	812174.39
556	528787.53	812126.53
557	528847.53	812126.14
558	528847.83	812173.22
559	529107.62	812140.03
561	529137.62	812139.83
562	529138.05	812205.62
563	529138.43	812284.77
564	529108.43	812284.91
566	528623.30	812240.04
567	528623.44	812261.96
568	528563.44	812262.35

Line Table		
Line #	Length	Direction
552-553	90.00	N00° 22' 18"W
553-554	22.12	N89° 37' 42"E
21-22	7.41	N69° 25' 25"W
22-556	39.99	S89° 37' 42"W
556-557	60.00	N00° 22' 18"W
557-558	47.08	N89° 37' 42"E
26-27	3.88	N43° 11' 05"W
27-28	2.35	S89° 37' 42"W
28-29	7.34	N81° 30' 55"W
29-31	14.98	S89° 37' 42"W
31-32	2.20	N00° 22' 18"W

Line Table		
Line #	Length	Direction
32-559	5.00	S89° 37' 42"W
559-561	30.00	N00° 22' 18"W
561-562	65.79	N89° 37' 42"E
19-18	18.97	N59° 47' 24"E
18-568	5.66	N89° 37' 24"E
568-567	60.00	N00° 22' 36"W
567-566	21.91	S89° 37' 24"W
24-23	19.04	N59° 47' 24"E
23-564	30.16	N89° 43' 39"E
564-563	30.00	N00° 16' 21"W
563-562	79.15	S89° 43' 39"W

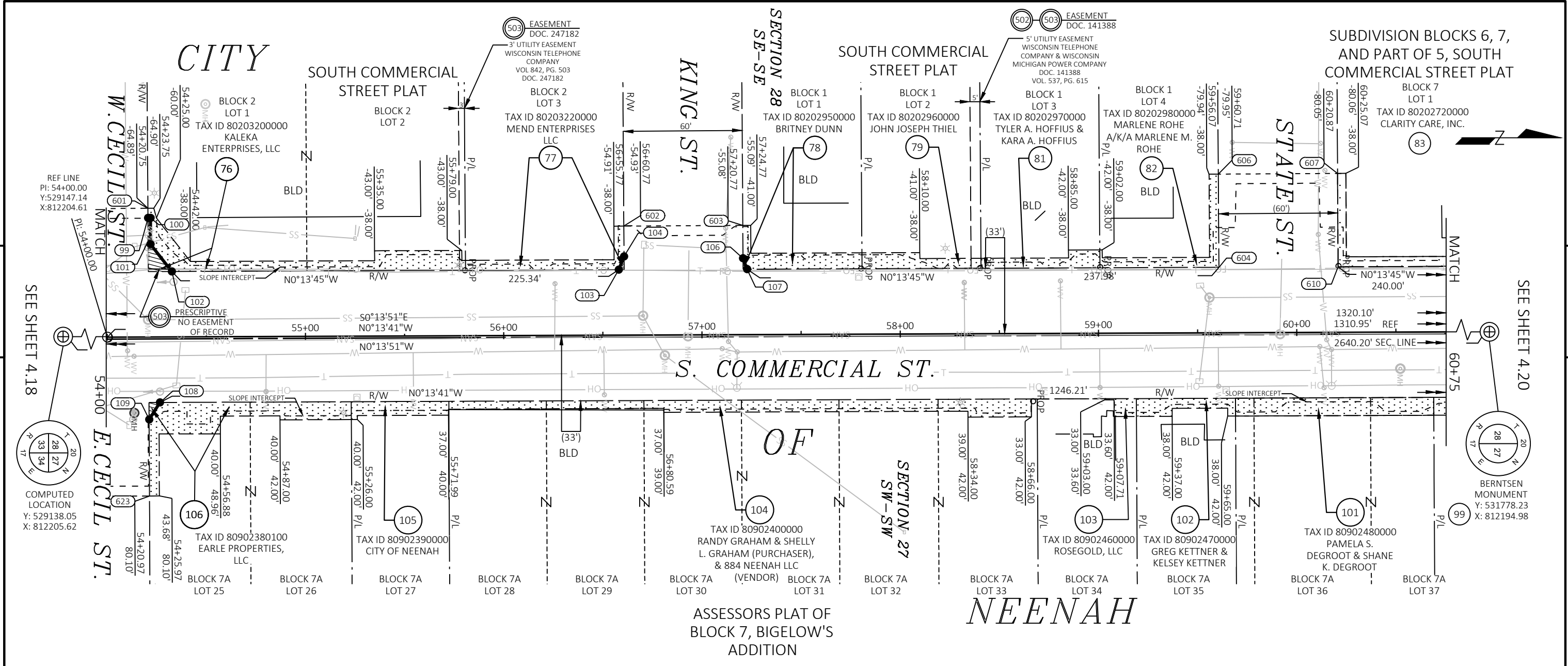
FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
1" IRON PIPE (LAYING ON SIDE)	51+07.74	33.47' LT
1" IRON PIPE	51+76.02	33.00' RT



EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE 9-25-2023	DATE 8-1-2023	SCALE, FEET 0 25 50	HWY: COMMERCIAL STREET	R/W PROJECT NUMBER 4993-01-01	PLAT SHEET 4.18
	GRID FACTOR		COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4993-01-01	PS&E SHEET



Line Table		
Line #	Length	Direction
561-601	30.00	N00° 22' 18"W
601-99	4.89	N89° 37' 42"E
99-100	1.24	N00° 22' 18"W
100-101	13.22	N89° 46' 19"E
101-102	17.48	N51° 56' 23"E
103-104	7.17	N67° 42' 07"W
104-602	15.32	S89° 37' 42"W
602-603	60.00	N00° 22' 18"W

Line Table		
Line #	Length	Direction
603-106	16.64	N89° 37' 42"E
106-107	5.83	N69° 19' 17"E
604-606	46.96	S89° 37' 42"W
606-607	60.16	N00° 19' 37"W
607-610	47.06	N89° 40' 23"E
563-623	30.00	N00° 16' 21"W
623-109	38.57	S89° 43' 39"W
109-108	10.14	N57° 28' 43"W

FEE POINT TABLE		
POINT	Y	X
99	529167.65	812144.53
100	529168.90	812144.52
101	529168.95	812157.74
102	529179.73	812171.50
103	529405.06	812170.60
104	529407.79	812163.97
106	529467.79	812164.89
107	529469.85	812170.34

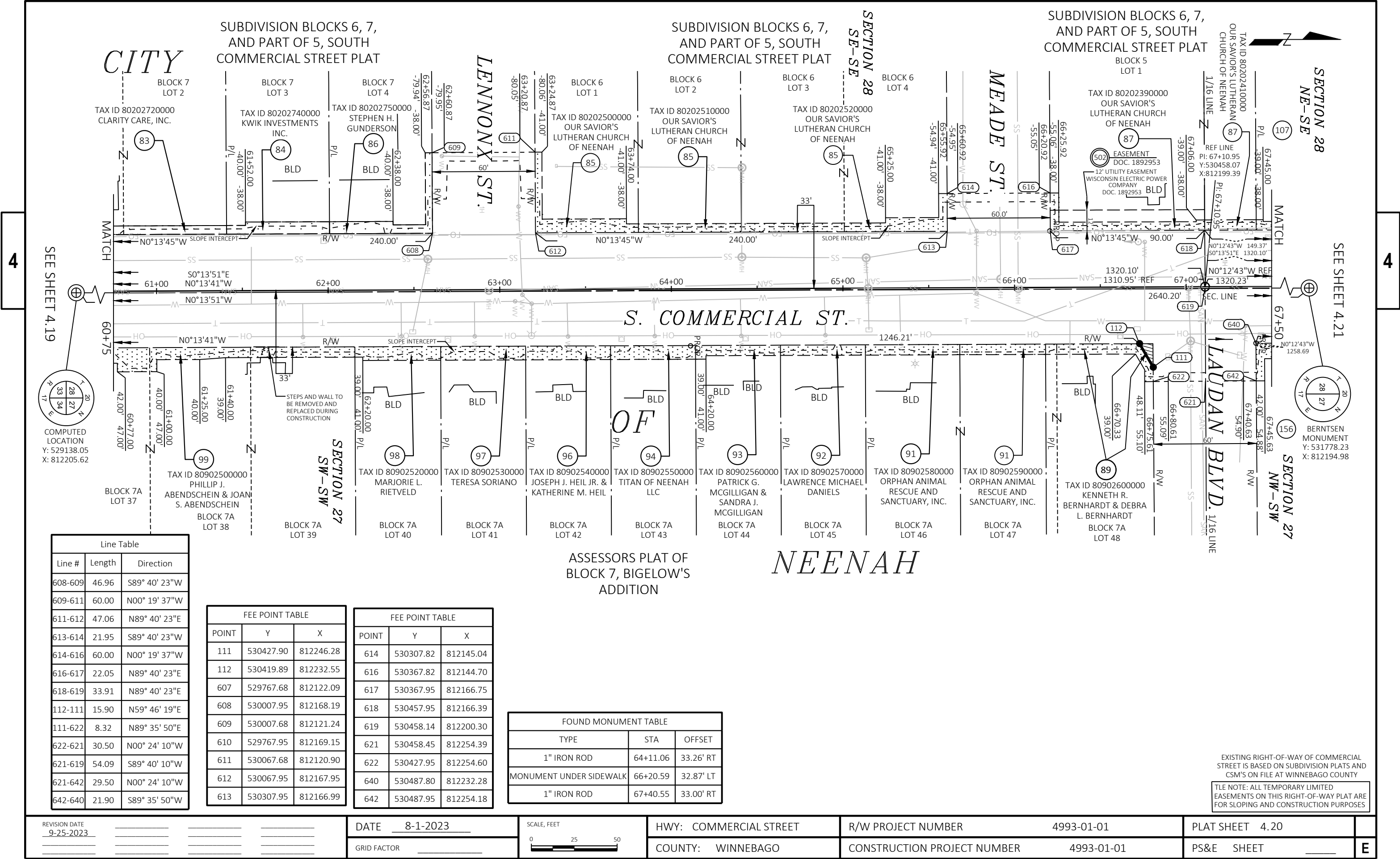
FEE POINT TABLE		
POINT	Y	X
108	529173.70	812237.51
109	529168.24	812246.06
601	529167.62	812139.64
602	529407.69	812148.65
603	529467.68	812148.26
604	529707.83	812169.39
606	529707.52	812122.43
623	529168.43	812284.63

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
3/4" IRON REBAR	55+80.48	33.00' LT
MONUMENT UNDER SIDEWALK	57+80.35	33.00' LT
1" IRON PIPE	58+40.37	33.10' LT
2" IRON PIPE	58+66.81	34.16' RT
3/4" IRON REBAR	59+00.91	33.29' LT
1" IRON PIPE	60+21.10	33.40' LT

EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

TITLE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE 9-25-2023	DATE 8-1-2023	SCALE, FEET 0 25 50	HWY: COMMERCIAL STREET	R/W PROJECT NUMBER 4993-01-01	PLAT SHEET 4.19
	GRID FACTOR		COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4993-01-01	PS&E SHEET



Line Table		
Line #	Length	Direction
608-609	46.96	S89° 40' 23"W
609-611	60.00	N00° 19' 37"W
611-612	47.06	N89° 40' 23"E
613-614	21.95	S89° 40' 23"W
614-616	60.00	N00° 19' 37"W
616-617	22.05	N89° 40' 23"E
618-619	33.91	N89° 40' 23"E
112-111	15.90	N59° 46' 19"E
111-622	8.32	N89° 35' 50"E
622-621	30.50	N00° 24' 10"W
621-619	54.09	S89° 40' 10"W
621-642	29.50	N00° 24' 10"W
642-640	21.90	S89° 35' 50"W

FEE POINT TABLE			
POINT	Y	X	
111	530427.90	812246.28	
112	530419.89	812232.55	
607	529767.68	812122.09	
608	530007.95	812168.19	
609	530007.68	812121.24	
610	529767.95	812169.15	
611	530067.68	812120.90	
612	530067.95	812167.95	
613	530307.95	812166.99	

FEE POINT TABLE			
POINT	Y	X	
614	530307.82	812145.04	
616	530367.82	812144.70	
617	530367.95	812166.75	
618	530457.95	812166.39	
619	530458.14	812200.30	
621	530458.45	812254.39	
622	530427.95	812254.60	
640	530487.80	812232.28	
642	530487.95	812254.18	

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
1" IRON ROD	64+11.06	33.26' RT
MONUMENT UNDER SIDEWALK	66+20.59	32.87' LT
1" IRON ROD	67+40.55	33.00' RT

EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

FILE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE
9-25-2023

DATE
8-1-2023

GRID FACTOR

SCALE, FEET
0 25 50

HWY: COMMERCIAL STREET

COUNTY: WINNEBAGO

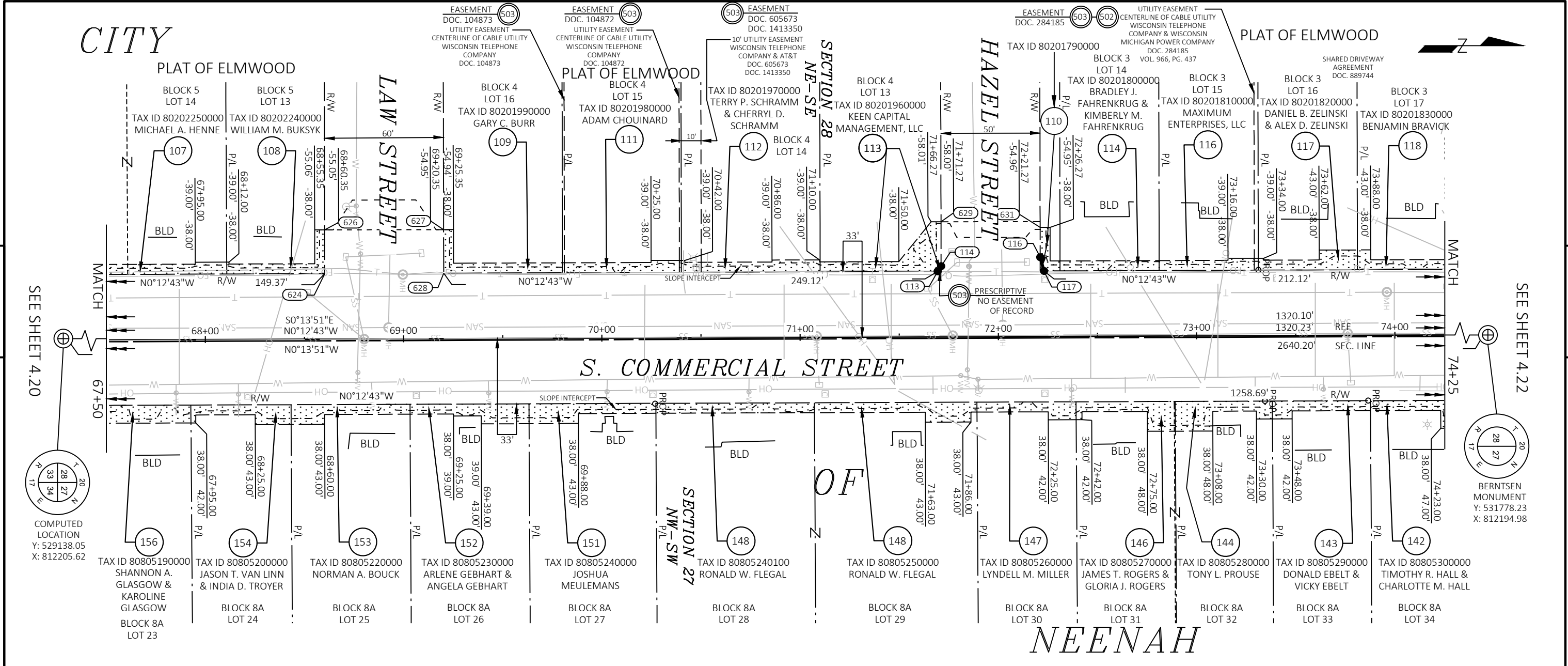
R/W PROJECT NUMBER
4993-01-01

CONSTRUCTION PROJECT NUMBER
4993-01-01

PLAT SHEET
4.20

PS&E SHEET

E



Line Table		
Line #	Length	Direction
624-626	22.05	S89° 53' 11"W
626-627	60.00	N00° 06' 49"W
627-628	21.95	N89° 53' 11"E
113-114	3.15	N55° 22' 35"W
114-629	22.41	S89° 53' 11"W
629-631	50.00	N00° 06' 49"W
631-116	18.03	N89° 53' 11"E
116-117	7.13	N74° 47' 17"E

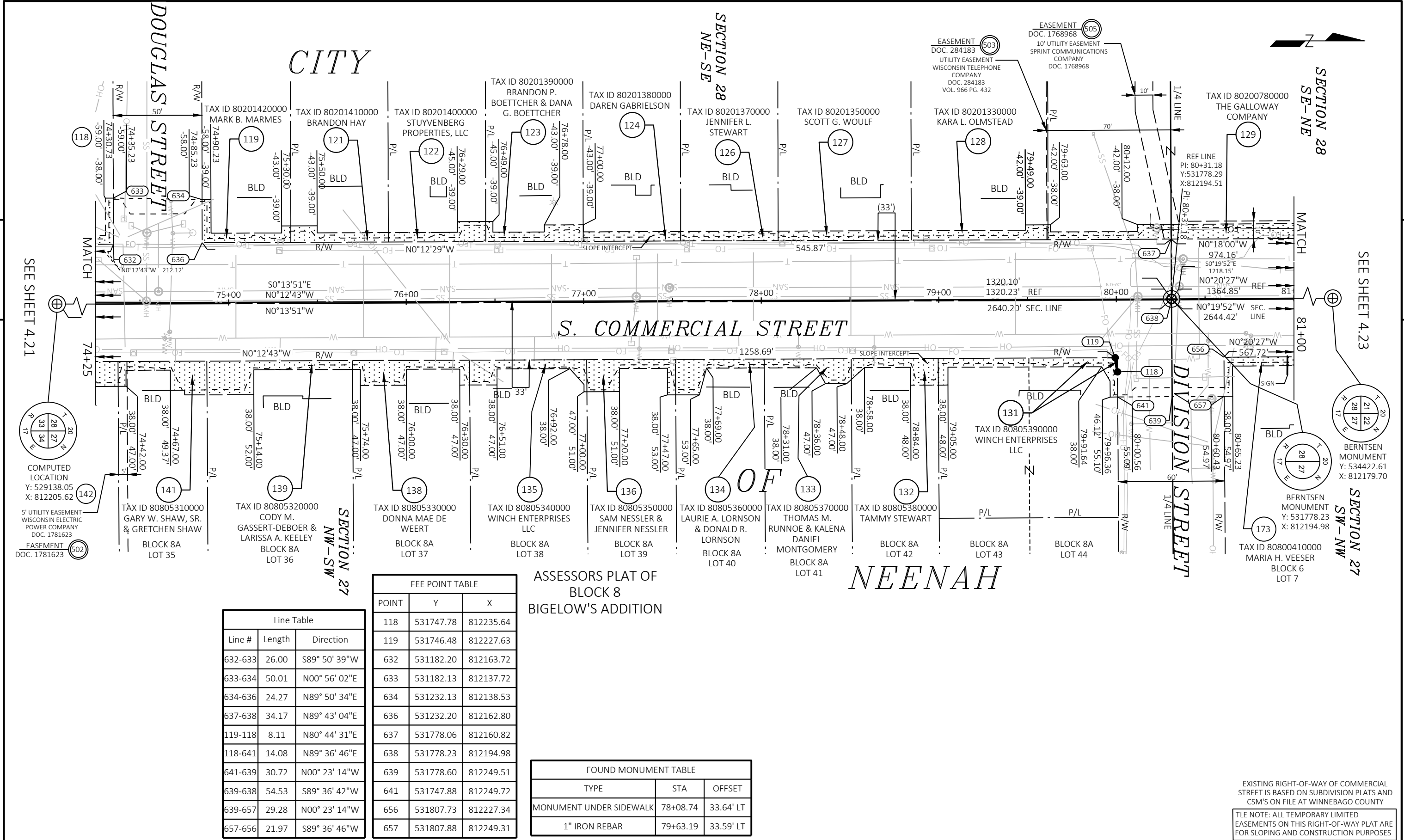
FEE POINT TABLE		
POINT	Y	X
113	530916.43	812164.70
114	530918.22	812162.11
116	530968.22	812157.62
117	530970.09	812164.50
624	530607.32	812165.84
626	530607.27	812143.79
627	530667.27	812143.67
628	530667.32	812165.62
629	530918.18	812139.70
631	530968.18	812139.60

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
1" IRON PIPE (BENT)	70+26.73	33.25' RT
MONUMENT UNDER SIDEWALK	73+31.20	33.00' LT
3/4" IRON REBAR	73+34.28	32.90' RT
1" IRON PIPE	73+86.43	33.00' RT

EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

TLE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE 9-25-2023	DATE 8-1-2023	SCALE, FEET 0 25 50	HWY: COMMERCIAL STREET	R/W PROJECT NUMBER 4993-01-01	PLAT SHEET 4.21
GRID FACTOR			COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4993-01-01	PS&E SHEET



Line Table		
Line #	Length	Direction
632-633	26.00	S89° 50' 39"W
633-634	50.01	N00° 56' 02"E
634-636	24.27	N89° 50' 34"E
637-638	34.17	N89° 43' 04"E
119-118	8.11	N80° 44' 31"E
118-641	14.08	N89° 36' 46"E
641-639	30.72	N00° 23' 14"W
639-638	54.53	S89° 36' 42"W
639-657	29.28	N00° 23' 14"W
657-656	21.97	S89° 36' 46"W

FEE POINT TABLE		
POINT	Y	X
118	531747.78	812235.64
119	531746.48	812227.63
632	531182.20	812163.72
633	531182.13	812137.72
634	531232.13	812138.53
636	531232.20	812162.80
637	531778.06	812160.82
638	531778.23	812194.98
639	531778.60	812249.51
641	531747.88	812249.72
656	531807.73	812227.34
657	531807.88	812249.31

ASSESSORS PLAT OF
BLOCK 8
BIGELOW'S ADDITION

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
MONUMENT UNDER SIDEWALK	78+08.74	33.64' LT
1" IRON REBAR	79+63.19	33.59' LT

EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

FILE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE 9-25-2023	DATE 8-1-2023	SCALE, FEET 0 25 50	HWY: COMMERCIAL STREET	R/W PROJECT NUMBER 4993-01-01	PLAT SHEET 4.22
	GRID FACTOR		COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4993-01-01	PS&E SHEET

CITY

TAX ID 80200780000
THE GALLOWAY
COMPANY

SECTION 28
SE-NE

(505) EASEMENT
DOC. 1768968
10' UTILITY EASEMENT
SPRINT COMMUNICATIONS
COMPANY
DOC. 1768968

(503) EASEMENT
DOC. 1828050
16' UTILITY EASEMENT
AT&T CORPORATION
DOC. 1828050

(503) EASEMENT
DOC. 1217498
10' UTILITY EASEMENT
AT&T CORPORATION
DOC. 1217498

12' DISTRIBUTION EASEMENT
WISCONSIN ELECTRIC POWER
COMPANY (WE ENERGIES)
DOC. 1687839

SEE SHEET 4.22

SEE SHEET 4.24

S. COMMERCIAL STREET

ORANGE STREET

NEENAH

BASSETT'S 4TH
ADDITION TO NEENAH

UTILITY EASEMENT
CENTERLINE OF CABLE UTILITY
WISCONSIN TELEPHONE COMPANY
DOC. 158454
VOL. 571, PG. 222

(503) EASEMENT
DOC. 158454

FEE POINT TABLE		
POINT	Y	X
121	532438.73	812223.58
122	532435.46	812227.09
652	532435.66	812255.58
653	532375.66	812255.99
654	532375.44	812223.96

Line Table		
Line #	Length	Direction
654-653	32.03	N89° 36' 42"E
653-652	60.00	N00° 23' 18"W
652-122	28.49	S89° 36' 42"W
122-121	4.79	N46° 59' 43"W

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
3/4" IRON REBAR (BENT)	81+53.35	33.54' RT
3/4" IRON REBAR (BENT)	83+05.12	32.72' RT
CHISELED MARK IN SIDEWALK	87+20.20	33.19' LT

EXISTING RIGHT-OF-WAY OF COMMERCIAL
STREET IS BASED ON SUBDIVISION PLATS AND
CSM'S ON FILE AT WINNEBAGO COUNTY

TITLE NOTE: ALL TEMPORARY LIMITED
EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE
FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE
9-25-2023

DATE 8-1-2023

GRID FACTOR

SCALE, FEET

0 25 50

HWY: COMMERCIAL STREET

COUNTY: WINNEBAGO

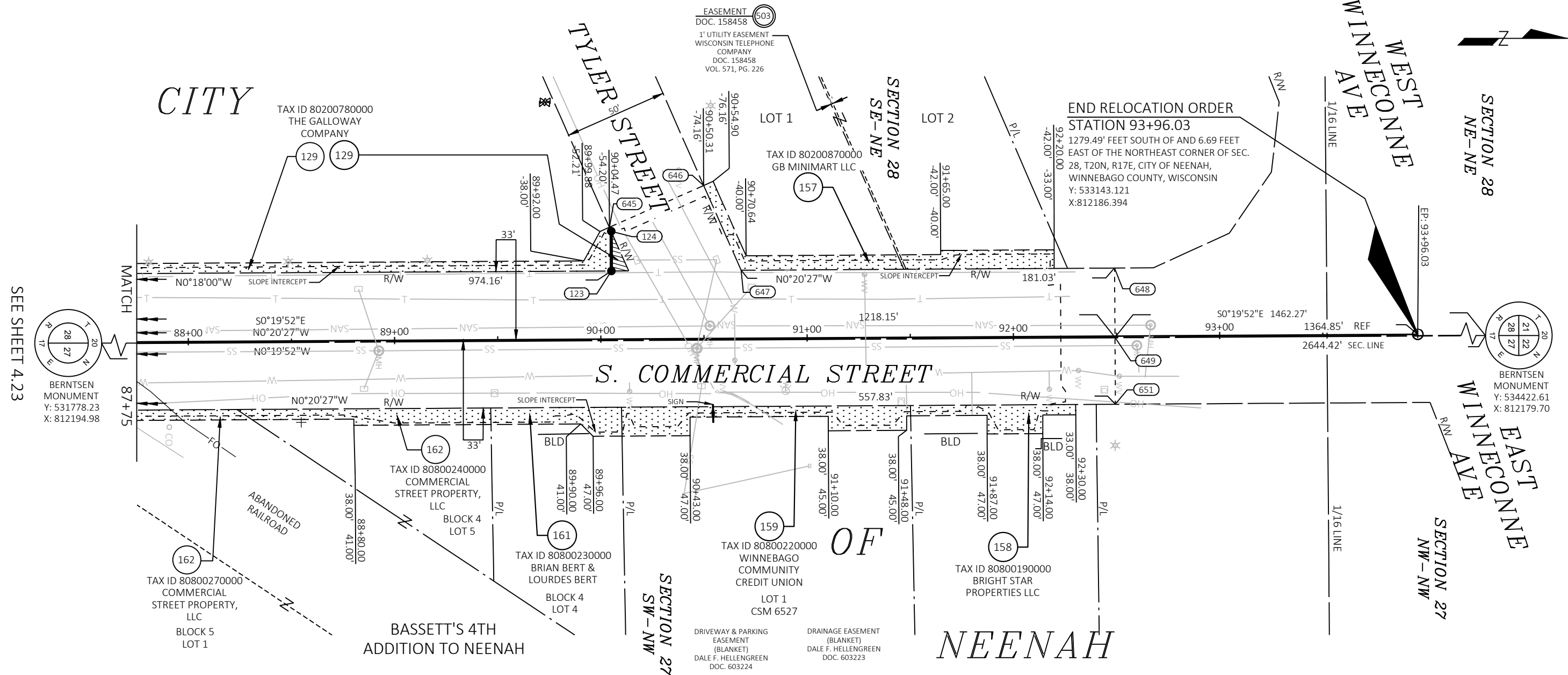
R/W PROJECT NUMBER 4993-01-01

CONSTRUCTION PROJECT NUMBER 4993-01-01

PLAT SHEET 4.23

PS&E SHEET

E



FEE POINT TABLE		
POINT	Y	X
123	532752.21	812155.71
124	532752.10	812136.47
645	532751.24	812134.52
646	532796.97	812114.29
647	532815.13	812155.34
648	532996.16	812154.27
649	532996.36	812187.94
651	532996.55	812220.27

Line Table		
Line #	Length	Direction
123-124	19.25	S89° 41' 59"W
124-645	2.13	S66° 07' 59"W
645-646	50.00	N23° 52' 01"W
646-647	44.89	N66° 07' 59"E
648-649	33.67	N89° 39' 33"E
651-649	32.33	S89° 39' 33"W

FOUND MONUMENT TABLE		
TYPE	STA	OFFSET
CHISELED MARK IN SIDEWALK	90+13.78	32.92' LT
CHISELED MARK IN SIDEWALK	90+68.54	32.30' LT
1" IRON PIPE	91+49.50	33.16' RT
MAG NAIL	91+93.92	32.71' RT
3/4" IRON REBAR	92+26.95	33.62' LT
3/4" IRON REBAR	92+40.54	33.10' RT

EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

FILE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE				
9-25-2023				

DATE	8-1-2023
GRID FACTOR	

SCALE, FEET
0 25 50

HWY: COMMERCIAL STREET	R/W PROJECT NUMBER
COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER

4993-01-01	4993-01-01
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PLAT SHEET 4.24	PS&E SHEET
	E

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 25, 2024

Present: Vice-Chairperson Hillstrom, Alderperson Borchardt, Hillstrom, Lendrum, Pollnow, and Weber

Excused:

Also Present: Mayor Lang, Community Development & Assessment Director Haese, Parks & Recreation Director Kading, Police Chief Olson, Assistant Police Chief Bernice, Traffic Safety Officer Edwards, Community Development & Assessment Deputy Director Schmidt, Traffic Engineer Merten, Clerk Nagel, Public Works Office Manager Mroczkowski, Brent Bauman, Sara Hanneman, Bethanie Gengler, and Heidi Keating

Approval of Minutes of the Meetings of May 28, 2024, and Special Meeting of June 19, 2024

Motion by Pollnow, Seconded by Weber to approve the minutes of the meetings of May 28, 2024, and the Special Meeting of June 19, 2024.

Motion Carried. All voting aye. 5/0

Public Appearance

Sara Hanneman, Future Neenah, Inc., 135 W Wisconsin Ave – Ms. Hanneman stated that she is here on behalf of Future Neenah, Inc. and the downtown businesses to support the Designated Outdoor Refreshment Area (DORA) and Special Event Permit. She stated after reviewing Ordinance 2014-13, she emailed Clerk Nagel with questions regarding the start time of the DORA, the purpose of the fee, requiring non-participating businesses to have a window sticker, and finally that all containers must be sealed.

Ms. Hanneman stated that staff's concern is that Special Event Permit now limits the number of special events to four per calendar year in the BID District.

Ms. Hanneman stated that we need to establish unified goals relative to having events where everybody is on the same playing field and everybody applying for the same reasons are getting the same results.

Heidi Keating, 515 Riford Rd – Ms. Keating stated that she is here representing the Winnebago County Health Department regarding the DORA. She stated that it has the potential to increase the use of alcohol and have a negative impact on the community and the state. Ms. Keating stated that the City of Neenah has set a conservative tone with the laws and policies with alcohol availability. She stated that city officials need to consider everyone that lives here as well as local businesses.

Vice-Person Hillstrom closed the Public Appearance session.

Housing Study and Needs Assessment-Stantec Consulting Services, Inc.

Community Development and Assessment Deputy Director Schmidt reviewed his memo of June 25, 2024. Deputy Director Schmidt stated that the study and need assessment will provide better understanding Neenah's housing market, what are the future housing needs, provide a detail analysis of the market, listen to stakeholders, and review municipal code.

Deputy Director Schmidt stated that 10 RFP's were reviewed and given scores by an internal review team. He stated that two of the ten firms were interviewed by the team and consensus was to go with Stantec Consulting Services, Inc. He stated that Stantec met all qualifications and went above and beyond providing detailed step by step process of data collection, third-party data collection, qualitative data collection, data analysis using the gap assessment method and an affordability analysis.

Deputy Director Schmidt stated that staff is proposing to pay for the study with use of CDBG funds.

Report

Motion by Pollnow, Second by Borchardt to recommend Council direct staff to enter into a contract with Stantec Consulting Services, Inc. for the services related to the preparation of a housing study and needs assessment at a not-to-exceed cost of \$40,000, with funding provided by the City's CDBG program.

Aldersperson Borchardt stated that he is glad to see this come before the committee. He stated that there is a need for this and will support the study.

Aldersperson Lendrum stated that she is glad to hear that there will be a community survey and that it will be more personalized to those taking part in it.

Aldersperson Pollnow asked if this study can be used to meet our state statutory requirement for housing affordability. Deputy Director Schmidt stated that the housing affordability report is an annual report and has a prescribed format. He stated that there are elements, however, that will come out of the study that will be able to be incorporated into the annual report.

Aldersperson Hillstrom asked if this will help developers. Deputy Director Schmidt stated that this report can be used by developers, but they usually do their own market analysis.

Aldersperson Weber asked, when Stantec's references were contacted, what stood them apart from the others. Deputy Director Schmidt stated that the cities that hired Stantec stated it was their use of methodology for data analysis.

Vice-Chairman Hillstrom called for motion vote.

Motion Carried. All voting aye. 5/0

Ordinance 2014-13, Establishing Designated Outdoor Refreshment Area (DORA)
Downtown

Motion by Pollnow, Seconded by Borchardt to recommend Council approve Ordinance 2024-13 for the establishing a Designated Outdoor Refreshment Area (DORA)

Aldersperson Hillstrom asked if the Committee had any questions.

Aldersperson Borchardt stated that he supports the DORA. He stated that he does not agree with the 5:00 PM to 10:00 PM time restriction. He stated that this is an opportunity to create a social environment in downtown Neenah and feels that the starting time should be earlier.

Aldersperson Weber stated that he is supportive of the DORA. He asked Clerk Nagel if she had answers to Ms. Hanneman's questions. Clerk Nagel stated that she received the questions at 4:20 PM. She stated that with the July 3rd Common Council meeting being cancelled, there will be another Public Services and Safety Committee on July 9th where this can be brought to if the committee is not comfortable acting on this tonight, to allow for changes to be made.

Aldersperson Lendrum stated that she would like the DORA reviewed at the end of year and if the motion can include this. Clerk Nagel stated she would have to refer to legal to answer that question. She stated that the City of Oshkosh's DORA was adopted as a resolution. Clerk Nagel stated that resolutions can be reviewed annually. Aldersperson Lendrum stated that she would prefer a resolution.

Aldersperson Borchardt asked how the TDORA was developed. Clerk Nagel stated that the TDORA was created to address the alcohol vendor situation during the summer concert series events. She stated it is specifically tied to Special Event Permits.

Aldersperson Borchardt stated that he not opposed to a review of the DORA at the end of this year. He stated that whether it is an ordinance or resolution, there will be minimal impact from a negative standpoint.

Aldersperson Pollnow asked why the DORA was brought forth as an ordinance and not a resolution. Clerk Nagel stated that would have to answered by the city attorney. She stated that the city could establish the DORA through a resolution.

The consensus of the Committee was to send back to staff, to rewrite as a resolution and present at the July 9, 2024, Public Services and Safety Committee meeting.

Aldersperson Pollnow withdrew his motion to recommend Council approve Ordinance 2024-13 for the establishing a Designated Outdoor Refreshment Area (DORA).

Aldersperson Borchardt withdrew his 2nd.

C.A

Motion by Pollnow, Seconded by Borchardt to direct staff to change the implementation of the DORA from and ordinance to a resolution and bring the DORA back to the Public Services and Safety Committee meeting on July 9, 2024.

Vice-Chairman Hillstrom called for motion vote.

Motion Carried. All voting aye. 5/0

Ordinance 2024-14 Amending Special Event Permit

The Committee briefly discussed, and consensus was to hold until the next meeting.

Proposed Lane Marking & Parking Regulation Changes to Tullar Road

Traffic Engineer Merten reviewed his memo of May 31, 2024. He stated that this topic was last discussed at the May 7th Public Services & Safety Committee (PSSC). He stated that the outcome of that discussion was to hold off on the pavement marking project due to concerns regarding parking regulation changes and the unknown status of parking lot improvements at the Neenah Middle School.

Traffic Engineer Merten stated that staff met with the Neenah Joint School District Director of Facilities to discuss the Tullar Road proposed pavement marking changes and if they could be incorporated into the school districts planned site traffic flow improvements. He stated that the school is looking at short term changes now and are not looking at changing any access points that could change the traffic patterns on Tullar Road.

Traffic Engineer Merten stated that because of the result of the meeting with the school district, staff proposes to pursue the original plan for Tullar Road, however now including parking regulation adjustments on Apple Blossom Drive sought at the PSSC meeting.

Staff recommend the parking regulations on Tullar Road between Breezewood Lane and West Cecil Street be modified as shown in the attached sketch of proposed parking changes and that the parking regulations on the north side of Apple Blossom Drive west of Tullar Road be removed.

Report

Motion by Borchardt, Seconded by Pollnow to recommend Common Council approve the parking regulations on Tullar Road between Breezewood Lane and West Cecil Street be modified as shown in the attached sketch of proposed parking changes and that the parking regulations on the north side of Apple Blossom Drive west of Tullar Road be removed.

Aldersperson Borchardt asked if there is parking on the north and south side of Gay Drive. Traffic Engineer Merten stated yes. Aldersperson Borchardt stated that he is glad to see a resolution to residents parking concerns from the previous meeting and he is comfortable moving forward.

Aldersperson Pollnow asked what metric will be used to gauge success with this project. Traffic Engineer Merten stated that although he does not have any current metrics, the police department has collected data and is on site every day during the school year, so they may be the best to answer the question.

Traffic Engineer Merten stated that he has data for the intersection of Cecil Street and Tullar Road. He stated that accident rate has risen since the building became a middle school so that metric will be easily definable.

Traffic Safety Office Edwards stated that Traffic Engineer Merten can do what is part of his area of responsibility and he can do his. He stated that the police department has the ability, equipment, time out there, and the data that is collected daily to compare and use to gauge success once the changes are implemented.

Vice-Chairman Hillstrom called for motion vote

Motion Carried. All voting aye. 5/0

Announcements/Future Agenda Items

Aldersperson Pollnow asked that the intermunicipal agreement between the City of Menasha and the City of Neenah regarding the shared cost of upgrades and maintenance costs at the intersection of N. Commercial Street, Nicolet Boulevard, and Third Street be put on the next agenda.

Adjournment

Motion by Borchardt, Seconded by Pollnow to adjourn at 6:05 PM.

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



M E M O R A N D U M

DATE: June 25, 2024
TO: Chairman Lendrum and members of the Public Services and Safety Committee
FROM: Brad Schmidt, AICP – Community Development Department
RE: Housing Study and Needs Assessment – Stantec Consulting Services, Inc.

The Community Development Department recommends Stantec Consulting Services, Inc (Stantec) to assist in the creation of a housing study and needs assessment for a cost not to exceed \$40,000. Stantec was one of ten professional consulting firms who responded to the request for proposal, with project costs ranging from \$25,000 - \$60,000.

What's a Housing Study and Needs Assessment?

A housing study and needs assessment is a study that analyzes population, demographic, economic, and housing data to provide an overview of a community's housing market and projects future housing demand based on population growth, demographic changes, and other factors. In addition, a housing study will develop specific strategies to strengthen Neenah's housing market, identify barriers to housing development in the Municipal Code, and identify creative solutions to improving housing affordability and increasing the supply and types of housing in the city.

How were the proposals reviewed?

The housing study proposals were evaluated by an internal review team based on the following review criteria:

- Demonstration of a clear understanding of the scope of services listed in the Request for Proposals (RFP).
- Evaluation of relevant housing study examples.
- The project team's experience related to housing studies.
- Ability to complete the project in the required timeline.
- Project cost.

The review team then narrowed the proposals and interviewed four firms to better understand their overall approach to the project, data collection and analysis methodologies, and final report layout with an emphasis on strategy development. Finally, several of Stantec's most recent clients (cities) were interviewed to determine whether Stantec met their expectations and to gain insight into Stantec's ability to develop a housing study that provided the creative strategies to meet the housing needs of the community.

Why Stantec?

Stantec met all the qualification criteria the review team developed to objectively review and compare proposals amongst the 10 firms that submitted a proposal. Stantec's proposal includes a detailed work plan which identifies a clearly defined step-by-step process with a robust data collection phase using publicly available US Census data, City housing data and

third-party data (CoStar and Replica) to better understand Neenah’s ownership and rental housing markets. In addition, the proposal includes a qualitative data collection phase where housing stakeholders will be interviewed, and a community survey will be conducted to gauge the public on housing matters. Stantec’s data analysis methodology also stood out, specifically their housing gap assessment which provides a real-time overview of Neenah’s housing supply and demand. The assessment is also able to provide a breakdown of housing needs by income level, providing information on Neenah’s housing affordability.

Stantec is an industry leader in developing housing studies and have created housing studies in Wisconsin and throughout the United States. Their project team has decades of experience and is led by a housing and city planning expert with over 20 years of experience. The item that stood out the most in their approach, however, is their focus on developing creative strategies to meet the local housing needs of the community which include case studies of how those strategies have worked in other communities.

Timeline

MONTH	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
PHASE	Kickoff	Analysis	Strategies	Document	
Task 1: Project Management and Coordination					
1.1 KICK-OFF MEETING WITH CITY STAFF					
1.2 SITE TOUR					
1.3 ONGOING COORDINATION WITH CITY STAFF					
Task 2: Stakeholder Engagement					
2.1 HOUSING STUDY COMMITTEE					
2.2 STAKEHOLDER AND DEVELOPER INTERVIEWS					
2.3 PRESENTATION TO CITY COUNCIL					
2.4 HOUSING SURVEY					
Task 3: Demographic and Economic Analysis					
3.1 DEMAND DRIVERS					
3.2 POPULATION DEMOGRAPHICS					
3.3 ECONOMIC BASE AND EMPLOYEE DEMOGRAPHICS					
Task 4: Housing Market Analysis					
4.1 MARKET CONTEXT MAP					
4.2 DEVELOPMENT TRENDS					
4.2 MARKET DYNAMICS					
Task 5: Housing Inventory					
5.1 HOUSING INVENTORY ANALYSIS					
Task 6: Housing Gap Analysis					
6.1 HOUSING GAPS BY TENURE, TYPE, SIZE, AND AFFORDABILITY					
6.2 QUALITATIVE HOUSING GAP CONSIDERATIONS					
6.3 HOUSING NEEDS FORECAST					
Task 7: Housing Strategies and Action Plan					
7.1 HOUSING STRATEGIES					
Task 8: Housing Study Document					
8.1 DRAFT REPORT FOR REVIEW					
8.2 FINAL REPORT					

Recommendation

An appropriate motion is to recommend Common Council direct staff to enter into a contract with Stantec Consulting Services, Inc for the services related to the preparation of a housing study and needs assessment at a not-to-exceed cost of \$40,000, with funding provided by the City’s CDBG program.



Request for Proposals

City of Neenah, WI

Issued: April 22, 2024

Housing Study and Needs Assessment

Contact: Brad Schmidt, AICP
Deputy Director of Community Development
920.886.6126 | BSchmidt@NeenahWI.Gov
www.NeenahWI.gov

INTRODUCTION

The City of Neenah desires to conduct a city-wide housing study and needs assessment. The results of this housing study will help elected officials, city staff, stakeholders and community members develop a meaningful sense of the housing market, as well as an understanding of key housing issues affecting the City. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions.

COMMUNITY BACKGROUND

Located along the northern shores of Lake Winnebago in northeastern Wisconsin, the City of Neenah has a population of 27,238 (2020 US Census). Neenah is part of the Oshkosh-Neenah MSA which has a population of 171,730 (2020 US Census). Neenah is home to several major employers including Plexus Corporation, ThedaCare Regional Medical Center, Alta Resources Company, Menasha Corp, and Neenah Enterprises, Inc. Owner-occupied housing accounts for about 64 percent of all occupied housing in the city. However, renter-occupied housing has increased between 2010 and 2020. Between 2010 and 2023, the city averaged 42 new single-family dwelling units per year compared to 29 multi-family dwelling units over the same time period. The city continues to see more interest in multi-family and townhouse development, as the costs associated with single-family development increase and the availability of suitable developable land decreases.

SCOPE OF SERVICES

The study shall include an assessment of existing housing conditions, demographic and housing market demands, and identify critical housing gaps and issues. The study should include an outlook of anticipated housing demands over the next 10 years. It is expected the study will review the City's [Zoning Code](#) and [Subdivision Ordinance](#) to identify opportunities to increase housing options and diversify housing types. Finally, the study shall include recommendations which are consistent with the goals and objectives of the [City's Comprehensive Plan 2040](#).

The study should help answer the following questions:

- What is the existing state of the housing market and housing stock in the city? How has the local housing market changed over the last 10 years?
- What are the current, 5-year, and 10-year housing needs in the city? Where do gaps exist in terms of housing type and price range of housing? What changes should be made to address these gaps? How do population, employment and economic projections and anticipated changes in demographics impact the housing needs in the future?

- What impact does the addition of new multi-family housing have on the existing rental housing stock and market? What is the City's absorption rate for new rental housing units annually?
- Are there changes that can be made to the City's Zoning Code or Subdivision Ordinance which can help increase the number of housing units and increase the variety of housing types? What modifications to the Zoning Code or Subdivision Ordinance are needed to implement the recommendations of the Housing Study?
- How can the city partner with developers to make housing more affordable? What barriers exist to reducing the costs of owner-occupied housing and what can the city do to increase home ownership while reducing the costs of home ownership?
- Are the housing needs for workforce housing and housing for sensitive population being met? What gaps exist in housing for these populations and how should the city address these gaps?

Necessary Study Components:

- Demographic Review
- Inventory of existing housing stock
- Housing Market Analysis
- Housing Demand
- Housing needs analysis and prioritization
- Summary of results from focus groups, community surveys and interviews with stakeholders
- Recommendations:
 - Plan to address housing gaps.
 - City Zoning Code/Subdivision Ordinance modifications
 - Housing Assistance Programs
 - Housing Related Investments
 - Marketing Efforts
- Examples of innovative housing programs in similarly situated communities.

SCHEDULE:

The city would like to have a completed study done and available for business and community use by the end of 2024. The City reserves the right to revise the following tentative schedule:

RFP disseminated to potentially interested firms	April 22, 2024
Proposal due	May 24, 2024
Evaluation of proposals	May 24, 2024 – June 3, 2024
Recommendation by the City Finance Committee to Common Council	June 11, 2024
Common Council approves consultant	June 19, 2024
Execution of contract for services	June 19, 2024 – June 26, 2024
Notice to proceed	June 26, 2024
Milestone dates provided by consultant as part of proposal (include preliminary findings and plan refinements)	*****
Final report to the city	November 15, 2024

RESPONSIBILITIES OF THE CITY

The City of Neenah will provide the following services as part of the total project:

- a. The city will provide access to present and historic housing records (e.g. building permit and assessment records) and maps.
- b. Existing City plans and research:
 - a. City of Neenah Zoning Code and Subdivision Ordinance
 - b. City of Neenah Comprehensive Plan (Updated in March 2024)
- c. Upon request, the City's GIS Coordinator can provide GIS support and data for the projects. The city intends to work with the selected consultant to keep mapping costs to a minimum.
- d. Staff will assist in project management and administration. Staff will attend all meetings with the Consultant as a liaison between the Public and the Consultant, upon Consultant's request. To keep costs related to travel at a minimum, virtual meetings are accepted as part of this proposal.
- e. Staff will coordinate and schedule all meetings involving the Consultant. City staff will mail agendas, meeting minutes and meeting information packets.

SUBMISSION

Proposal Content:

The City of Neenah respectfully requests a proposal from your firm for the provision of the services identified above. The brief proposal shall include the following:

1. A statement of the consultants understanding that demonstrates knowledge of the project requirements.
2. A description of the consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks and milestone dates.
3. A brief summary, with resumes attached, of key staff on the project team who will be directly involved in the project. Staff resumes should focus on individuals who will have primary responsibility for performance of the work with less emphasis on firm principals.
4. A description of similar project experience involving key staff to be involved in the project. The consultant agrees to provide references upon request.
5. Proposed use of City staff as well as any equipment, materials or additional data that will be expected from the city at the onset of the project.
6. Agreement to accomplish the project within the time frame contained in this RFP.
7. Estimated cost of the services to be provided under this proposal.
8. Proposed services to be sub-contracted if any, anticipated subcontractors, and anticipated costs for these services.

Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

All proposals become the property of the City of Neenah and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires.

EVALUATION

Selection will be based upon the proposals submitted and will be ranked primarily based upon the following criteria:

1. Consultant's understanding and technical approach to the project.
2. Consultant's ability to meet project schedule.
3. Pertinent experience and qualifications of the project team.
4. Relative value of the services to be provided. (Cost will not be the primary determining factor but will be a consideration)

DELIVERABLES

The final report should be delivered to the City of Neenah Community Development Department as a PDF file. An electronic copy of the final report presentation materials should

be provided as well.

SUBMISSION DEADLINE AND DELIVERY

Proposals are due in the City of Neenah Community Development Office, 211 Walnut Street Room 313 Neenah, Wisconsin 54956, no later than **May 24, 2024**. Preference for submission of the proposals is in digital format by email (BSchmidt@NeenahWI.gov), but hard copy proposals will also be accepted. All proposals will be evaluated by an internal project review team.

CONTACT

All inquiries shall be directed to Brad Schmidt, Deputy Director of Community Development at BSchmidt@NeenahWI.gov or (920) 886-6126.

Stantec's Proposal for Housing Study and Needs Assessment

May 24, 2024

PREPARED FOR: CITY OF NEENAH



Cover Letter



May 24, 2024

Attention:

Brad Schmidt,
Deputy Director of
Community Development
City of Neenah
City of Neenah Community
Development Office,
211 Walnut Street, Room 313,
Wisconsin 54956

Regarding:

Request for Proposals (RFP):
Housing Study and Needs
Assessment for the City of
Neenah, Wisconsin

Office Locations

733 Marquette Avenue
Suite 1000
Minneapolis, Minnesota 55402

Main Contact:

Tom Leighton, AICP, EDFP
Project Manager
733 Marquette Avenue
Suite 1000
Minneapolis, Minnesota 55402
612-712-2154
tom.leighton@stantec.com

Dear Mr. Schmidt and members of the selection committee,

Thank you for the opportunity to submit a proposal for the City of Neenah's Housing Study and Needs Assessment. Housing availability is one of the most pressing issues of our time, and your Request for Proposals (RFP) speaks to your need for a housing-related analysis that leads to insights about how to address local challenges. In the RFP, you noted the need for workforce housing, and housing for sensitive populations. And you were interested in whether regulatory strategies and development partnerships can play a role in addressing local needs.

Addressing housing challenges requires two things—a sharp analysis of current and forecasted market dynamics, and the identification of a broad range of innovative strategies and solutions.

Because of the depth and universality of housing issues across our region, Stantec's Development Economics Team has put an intense focus on developing new analytical methodologies. We have built a library of strategies, best practices, and case studies to support communities at every scale. We don't take a generalized approach to housing studies. Our approach, analysis, and strategic research will be customized to your situation and needs.

Our analytical methodologies are legitimately cutting-edge, providing a clearer and more current understanding of housing gaps than what is typical. And we don't want this study to sit on the shelf. The primary outcome of our work will be a toolkit of actionable strategies that can be considered for meeting local needs and supporting growth. Developed collaboratively with you, it will include solutions, case studies, and best practices that encompass policy, zoning, and other regulatory strategies; context setting, predevelopment, and financial strategies; ownership and partnership building strategies.

Beyond these technical qualifications, we take pride in being skilled communicators, facilitators, and consensus builders—factors particularly relevant to housing strategies' complex arena. Through our work, we've utilized all kinds of creative community engagement strategies—which can play a role in housing studies to understand local conditions more deeply, educate the public, and put a human face on local housing needs.

Our team is excited to work with you to identify strategies for addressing Neenah's housing challenges. If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink that reads "Tom Leighton".

Tom Leighton, AICP, EDFP

Project Manager
612-712-2154
tom.leighton@stantec.com



INTRODUCTION

We understand the development dynamics and the developer perspective through direct experience from supporting developers on single-family subdivisions and a range of multifamily products.

Firm Overview

Since 1954, our local strength, knowledge, and relationships, coupled with world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative, personalized ways. The Stantec community unites more than 26,000 employees working in over 400 locations across 6 continents. We're planners, scientists, designers, engineers, and project managers, innovating together at the intersection of community, creativity, and client relationships. Our interdisciplinary teams undertake projects that advance the quality of life in communities across the globe. From rural to urban, we lay the foundation for creating the communities of today and of the future.

Planning and economic development require problem solving. To create careful and thoughtful options for communities, we consider site conditions, public input, client needs, and project requirements. We understand the value of process, collaboration, and consensus building among stakeholders, while never losing sight of client and project goals.

The core of this project team is based in Minneapolis, and includes the leadership of Stantec's national Development Economics Team. The Development Economics Team leads projects and supports project teams across North America at scales that range from site-specific to metropolitan, and in settings from small rural communities to dense urban cores. We are closely connected to a set of Wisconsin based colleagues across many professional disciplines, and have worked with them on multiple projects in eastern Wisconsin in locations like Green Bay, Brillion, New Holstein, Beloit and Madison.

COMPANY INFORMATION

Consultant Name

Stantec Consulting
Services Inc.

Year Established

1954

Type of Ownership

Corporation

Business Address(s)

733 Marquette Avenue, Suite 1000
Minneapolis, Minnesota 55402

Proposal Main Contact

Tom Leighton, AICP, EDFP
Project Manager
612-712-2154
tom.leighton@stantec.com

Please see the following pages for Tom's qualifications (page 15) and resume (page 16).

OUR HOUSING STUDY PRACTICE

Because the need is so pressing in communities across the country, Stantec has made a commitment to work with local communities on housing issues. That commitment is evident in the housing study we undertook for Wabasha, Minnesota—a community of 2,500 people—and the work we did for the Indianapolis Metropolitan Planning Organization—representing a population of over 2 million. That commitment has led us to invest time in methodological approaches to housing studies that make our studies more current and insightful in ways that we believe are industry leading.

We believe we provide a distinctive product and process in two specific areas.

- Gap analysis. As described in the work plan that follows, we have developed a computer-based machine learning methodology for estimating current market characteristics for the entire housing inventory of a community, and aligning that with the needs and financial capacity of the local population—yielding an absolutely current picture of what housing needs are generally being met and what needs are not.
- Strategic guidance. The value of this study is that it sets you up to meet local housing needs. That's why we have put a priority on the strategic elements of housing studies. We identify and assemble strategic actions for your consideration, and facilitate good discussions so you can digest those and prioritize what seems like a fit for your situation. Through doing this work, we've developed a deep library of best practices and case studies.

We believe these complementary strengths makes our work distinctive among firms that do housing study projects. And by leverage computer coding technologies in our initial data analysis, we gain efficiencies in those processes that allow us to maintain fees that are competitive with those that of other firms.



Our team has administered and written local zoning and subdivision regulations and we understand how they can shape or inhibit housing development.

Work Plan

The following details how we plan to execute this project based on our understanding of Neenah's context, challenges, and opportunities. We will work with you to refine the work plan as needed to best meet your goals and objectives for the project.

Task 1: Project Management and Coordination

1.1: KICK-OFF MEETING WITH CITY STAFF

We will launch the project with a kick-off meeting with City staff to review the scope and schedule in detail, confirm project goals and expectations, and plan the stakeholder outreach. We will also confirm project management protocols regarding communications, data exchanges, invoicing, etc.

1.2: SITE TOUR

An initial site tour is a critical step in getting familiar with the City of Neenah and your local housing context. We will arrange a site tour with City staff that could be scheduled at the same time as the kick-off meeting.

1.3: ONGOING COORDINATION WITH CITY STAFF

We will set recurring project management meetings with City staff at appropriate intervals such as bi-weekly. These meetings will occur virtually.

Task 2: Stakeholder Engagement

2.1: HOUSING STUDY COMMITTEE

When housing studies are intended to set the stage for strategic action, we recommend utilizing a steering

committee or advisory committee so that a contingent of stakeholders is informed about your housing context, and is exposed to some of the best practices in housing strategy. After the housing study is completed, committee members can be an important source of local support for taking action. Alternatively or additionally it can be helpful to share research and strategic options with the Common Council itself in work sessions or smaller meetings.

As desired, this proposal assumes up to three times with a local housing committee, and/or work sessions or briefings with the Common Council. We commonly will meet with the housing committee or attend Common Council work sessions three times during the process, first at the project kickoff, and then for workshop sessions after the research and analysis phase, and to discuss proposed housing solutions.

2.2: STAKEHOLDER AND DEVELOPER INTERVIEWS

We will use an extensive set of third-party data resources. Stantec will work with City staff and the housing committee to identify additional stakeholders and people familiar with the local housing market. These meetings yield insights about housing market dynamics and inform us about housing-related programs or initiatives that are already in place. Stakeholders might include public officials, developers, property managers, housing advocates, neighborhood representatives, business owners, and other people familiar with local housing needs and market dynamics.

We will facilitate these conversations in focus group or individual interview format as appropriate. This proposal assumes an estimated one focus groups and ten individual

interviews.

2.3: PRESENTATION TO CITY COUNCIL

In addition to any Common Council engagement requested in the course of the study, key findings and recommendations of the final housing study deliverable will be presented to the Neenah Common Council at the conclusion of the study.

2.4: HOUSING SURVEY

Housing surveys can serve important purposes in a housing study. They can bring additional information to the table from the direct experience of local residents. They can educate members of the community about housing needs in a way that reduces stigma around certain housing types. And they can humanize the Neenah residents who have housing needs, helping people to see that it is their own neighbors that may be facing challenges. We have employed housing surveys in several housing studies, and it has yielded important and interesting findings. We will look forward to tailoring that to your needs and housing context.

Task 3: Demographic And Economic Analysis Of Residents And Workers

The demographic character of Neenah residents and the broader metropolitan area are important to understand because they bear on the demand for housing for people of different ages and income levels. Understanding the economic base of the City and region is important in projecting housing demand into the future

3.1: DEMAND DRIVERS

Stantec will analyze drivers of housing demand represented by population growth, employment growth, and demographic shifts.

3.2: POPULATION DEMOGRAPHICS

Stantec will analyze and describe the demographic characteristics of Neenah residential population with respect to characteristics such as:

- Age/life stages
- Household/family types
- Race/diversity
- Education
- Income
- Home values
- Tenure
- Housing cost burden

3.3: ECONOMIC BASE AND EMPLOYEE DEMOGRAPHICS

Stantec will describe Neenah's economic and job base— noting employment trends, industry mix, employment inflow/outflow, and demographic characteristics of people who work in Neenah.

Data Sources. Stantec will use various census products and proprietary data sources for the demographic and economic base analyses, including Decennial Census and American Community Survey (ACS) products, OnTheMap, LODS & LEHD data, ESRI Business Analyst, and Replica data.

Task 4: Housing Market Analysis

4.1: MARKET CONTEXT MAP

Stantec will build an illustrative map highlighting community assets and locational context features that would be relevant to and of interest to builders or developers considering housing development in Neenah.



↑ Tom and a colleague created the hands-on community engagement process called the "Corridor Housing Initiative," which has won national and local awards and recognitions.

The map may identify retail or storefront districts, major arterial roads or highways, major employers or employment districts, parks and recreational features, and schools.

The market context map is utilized in market research to orient prospective developers to the location and community assets of Neenah. It has ongoing value after the completion of the housing study for developer recruitment.

4.2: DEVELOPMENT TRENDS

Through building permit data, Costar information, rental licensing information (if available), and information from City staff, Stantec will collect information relevant to the development and preservation of new housing over the last decade. We will illustrate the trendline of housing development by housing types, and project that into the future.

4.3: MARKET DYNAMICS

Rental rates and vacancy levels are market demand indicators for rental housing. Sale prices are market demand indicators for ownership housing. Stantec will analyze these data and others. We will build our understanding of the dynamics of housing development, and the potential for attracting various types of new multifamily housing to Neenah, through research interviews with developers that have worked in Neenah or nearby communities.

Data Sources: Stantec will use local building permit records, Costar data, assessor records, and rental licensing information (if available)—supplemented with local knowledge and research interviews—to characterize development trends and market dynamics in the rental housing market.

Task 5: Housing Inventory

5.1: HOUSING INVENTORY ANALYSIS

Neenah's existing housing inventory will be analyzed through a series of maps and tables to understand the range and number of housing options that already exist in Neenah. Maps will highlight types of housing, including senior housing developments, affordable housing developments, housing by a decade of development, and if the data exists, housing conditions.

We will seek to provide a complete tabular inventory of all the multifamily housing of ten or more units that are existing or under development, paying particular attention to any age-restricted senior housing and rent-restricted affordable housing. This property will include distinguishing characteristics such as rents, vacancies, and amenities.

Data Sources: Stantec will use two primary information sources for the Housing Analysis.

1. City or County parcel data
2. Costar—a development market information base with national coverage

These data sources will be supplemented by local community knowledge to fill in the information gaps.

Task 6: Housing Gap Analysis

6.1: HOUSING GAP ANALYSIS BY TENURE, TYPE, SIZE AND AFFORDABILITY

Stantec has developed a cutting edge housing gap analysis that to our knowledge is unique in the industry—the purpose of which is to provide a much more detailed understanding of the alignment between Neenah's population and its existing housing stock. In brief, we use computer modeling and all available current housing market data to estimate values, bedroom counts, and rent rates for every residential property in Neenah's housing inventory. We use a different set of information sources to categorize Neenah's current household makeup by the size and cost of housing they need.

When we align those two analyses, we have absolutely up-to-date and detailed information about the types of housing that are abundant and that are lacking, thus illuminating our understanding of local housing needs across those parameters.

6.2: QUALITATIVE CONSIDERATIONS

In addition to the detailed housing gap analysis described above, we will summarize what we've learned about housing needs through other aspects of the analysis, including the stakeholder interviews. We will describe Neenah subpopulations that have housing needs, such as residents in particular life stages, or workforce households needed to support area employers.

6.3: FORECAST OF HOUSING NEEDS

Based on what is learned above, we will forecast the housing needs in Neenah for the upcoming five to ten years by housing type and affordability for both ownership and rental housing. We will also estimate and forecast demand for senior housing development.

ENGAGEMENT- ANALYTICAL PHASE

We like to pause and digest the findings from the preceding analysis with our clients at the conclusion of the analytical phase, or in installments along the way. The conclusion of the analytical phase is also an idea time to present what we've learned to a housing committee or Common Council in a workshop format for discussion and feedback.

Feedback received in these discussions will lead to refining the analysis.

Task 7: Housing Strategies and Action Plan

Stantec puts a great emphasis on the part of a housing study that focuses on the opportunities for undertaking strategic action to meet local housing needs. We have deep expertise in identifying best practices and developing innovative solutions—and in facilitating constructive

conversations with staff and decision makers about those strategic opportunities.

7.1: DRAFT REPORT FOR REVIEW

Based on our analytical findings and identification of housing needs, as well as input from City staff and housing committee members, we will develop a menu of candidate strategies for consideration—and we will associate those strategies with case studies or best practices from other locations where possible. Strategies may span a broad spectrum of housing development and preservation actions, including:

- Regulatory strategies, such as modifications to land use, zoning requirements, or other regulations
- Incentives programs, financial or otherwise
- Partnership approaches
- Property ownership strategies
- Context building actions that increase the attractiveness of the city or parts of the city for new development
- Site preparation and positioning

For each strategy, we will describe it and the need it is intended to address, note any related programs or practices that are already being done in Neenah, identify resources required for implementation, and provide one or more case studies or best practices.

Stantec has an existing Housing Solutions Library, assembled from our previous housing study work, that will be the source of some candidate housing strategies. Strategies will also originate from the suggestions of Neenah staff and Housing Committee members. All of these strategies will be explored and customized to the Neenah context through additional research interviews.

ENGAGEMENT- HOUSING STRATEGIES PHASE

At the completion of Task 7, we will present a robust menu of candidate strategies for you to consider, focused on addressing some of the identified needs of the Neenah community. This can be structured as a presentation/workshop with a Housing Committee and/or Common Council.

Feedback received in these discussions will provide guidance for refining the strategies.

Task 8: HOUSING STUDY DOCUMENT

8.1: DRAFT REPORT FOR REVIEW

strategies in a visually appealing draft Housing Study document for review and comment by City staff and housing committee members.

8.2: FINAL REPORT

After collecting feedback and vetting feedback as needed with City staff, we will make revisions and issue a final report for official submittal and approval.

Our needs assessment methodology utilizes newly available, big data sources to construct a comprehensive model of the local housing demand and supply that is more detailed, accurate, and up to date than conventional approaches.

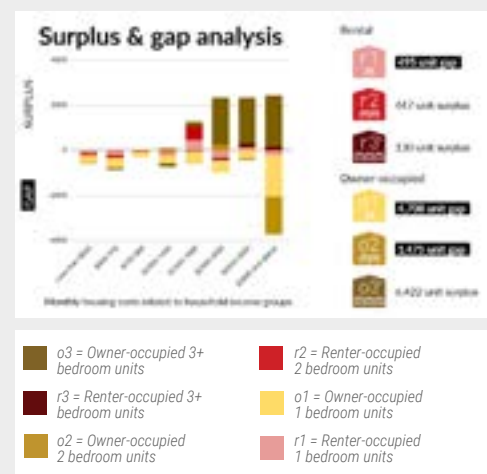
This methodology illuminates housing needs and opportunities with unprecedented clarity across the income spectrum and range of housing typologies. Incorporating recent local and regional migration and housing development trends, we can also project where gaps may narrow or widen in the coming years as well as where opportunities may exist for new development despite gaps in other areas.



Example housing demand and supply by affordability, tenure, and size

The example graph below highlights shortages and surpluses across housing types and costs (housing gap by monthly cost, tenure, and bedroom count).

Readings below the line indicate housing that is under supplied relative to the community's existing needs; readings above the line indicate housing that is adequately or oversupplied.

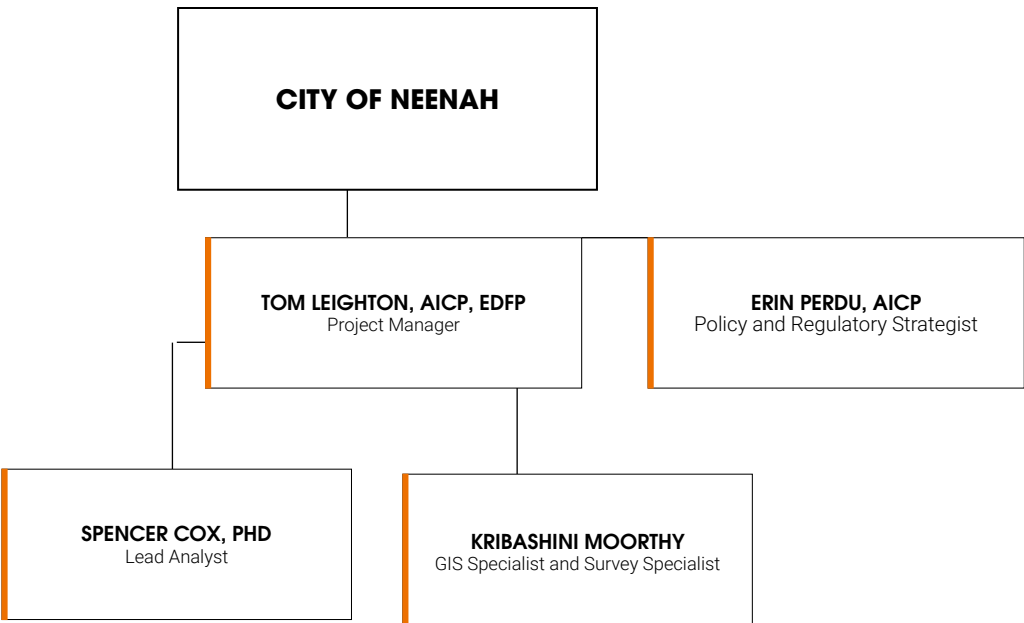


B. Schedule/Timeline

MONTH	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER			
PHASE	Kickoff				Analysis				Strategies				Document							
Task 1: Project Management and Coordination																				
1.1 KICK-OFF MEETING WITH CITY STAFF																				
1.2 SITE TOUR																				
1.3 ONGOING COORDINATION WITH CITY STAFF																				
Task 2: Stakeholder Engagement																				
2.1 HOUSING STUDY COMMITTEE																				
2.2 STAKEHOLDER AND DEVELOPER INTERVIEWS																				
2.3 PRESENTATION TO CITY COUNCIL																				
2.4 HOUSING SURVEY																				
Task 3: Demographic and Economic Analysis																				
3.1 DEMAND DRIVERS																				
3.2 POPULATION DEMOGRAPHICS																				
3.3 ECONOMIC BASE AND EMPLOYEE DEMOGRAPHICS																				
Task 4: Housing Market Analysis																				
4.1 MARKET CONTEXT MAP																				
4.2 DEVELOPMENT TRENDS																				
4.2 MARKET DYNAMICS																				
Task 5: Housing Inventory																				
5.1 HOUSING INVENTORY ANALYSIS																				
Task 6: Housing Gap Analysis																				
6.1 HOUSING GAPS BY TENURE, TYPE, SIZE, AND AFFORDABILITY																				
6.2 QUALITATIVE HOUSING GAP CONSIDERATIONS																				
6.3 HOUSING NEEDS FORECAST																				
Task 7: Housing Strategies and Action Plan																				
7.1 HOUSING STRATEGIES																				
Task 8: Housing Study Document																				
8.1 DRAFT REPORT FOR REVIEW																				
8.2 FINAL REPORT																				

C. Key Personnel and Organizational Chart

A brief introduction to each of our team members and resumes have been provided on the following pages.



Our Team

Our multidisciplinary team will be led by Tom Leighton, who brings deep experience in managing housing studies for communities across our region. In addition to his role as project manager for our team, Tom is co-leader of Stantec’s Development Economics team, which provides market analysis, development intelligence, and implementation strategies in support of projects across North America.

In addition to Tom’s expertise, our team includes professionals who bring a diverse set of experience to this study, including specialized expertise in the areas of housing gaps analysis, mapping, data analysis and policy and zoning experts..

PROJECT MANAGER QUALIFICATIONS

Tom Leighton, an urban planner and economic development specialist, has been leading implementation-oriented planning and community development projects across the country for over twenty years. His experience encompasses dozens of projects that include housing-related market analysis or housing strategies since 2015—key examples of which are highlighted in this proposal. He is an expert in a broad spectrum of market research and development analysis, with the facilitation and communication skills that help decision-makers, stakeholders, and community members. This proactive communication approach contributes to a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy development and policy decisions.

KEY PERSONNEL RESUMES



TOM LEIGHTON, AICP, EDPP
PROJECT MANAGER AND
HOUSING STRATEGIES LEAD

YEARS OF EXPERIENCE: 24

EDUCATION

Master in Design Studies (MDesS) in Real Estate and the Built Environment, Harvard University Graduate School of Design, Cambridge, Massachusetts

Master of Arts (MA) in Public Affairs, University of Minnesota Humphrey School, Minneapolis, Minnesota

Bachelor of Arts in Natural Science, St. John's University, Collegeville, Minnesota

REGISTRATIONS

Certified Planner #018262, American Institute of Certified Planners

Economic Development Finance Professional #1216-024, National Development Council

RELEVANT EXPERIENCE

Minot Housing Needs and Market Study | Minot, ND | Project Manager/Analytical Leader

Tom acted as the project manager and analytical leader for the Minot Housing Needs and Market Study for analyzing the housing stock and its ability to meet local needs, building resiliency in that product to external economic and natural events. Tom led the team to explore and recommend housing strategies for meeting local needs and weathering future economic shocks.

New Brighton | New Brighton, MN | Project Manager/Analytical Leader

Tom acted as the project manager and analytical leader for the New Brighton Housing Study. New Brighton contracted Stantec to study the housing inventory and market, identify housing gaps and suggest strategies the City could pursue to attract more housing production across various housing formats.

Brillians Work Redevelopment Plan | Brillion, WI | Project Manager

The once economic anchor of City of Brillion with an iron foundry and manufacturing activity and powerhouse, became obsolete over time warranting redevelopment owing to its central location. Stantec was selected to create a development vision for the site. Tom served as the project manager for redevelopment of master planning process, led the research and market analysis for prospective residential, retail and industrial development on the site resulting in a redevelopment plan.

Beloit Area Communities Housing Demand Analysis | Beloit, WI | Project Manager/Chief Analyst

Tom served as project manager and chief analyst. The project employed demographic research, market demand analysis, forecasting, and other analytical methodologies—as well as structured interviews with area housing developers—to arrive at estimated levels of demand for different housing types.

Revitalizing South Commercial Street | Neenah, WI | Chief Analyst

Neenah's South Commercial Street was an aging mixed commercial corridor resulting in blight and disinvestment. The City of Neenah hired Stantec to create a plan for the same, to identify offer proactive strategies for redevelopment. Tom provided research and analysis to understand market and development conditions for the area – in the residential, office and retail sectors along with development opportunity analysis to identify sites along the corridor where redevelopment would be both feasible and impactful, for attracting additional development and business and residential investment.

Housing Development Projects | Minneapolis, MN, Marshall, MN, Willmar, MN, and Watertown, SD | Market Analyst

Tom has had numerous opportunities to support developers with housing and mixed-use projects in roles that range from providing specific services—such as market analysis, entitlements, or proforma development—to overall project management. Recent projects include the following.

- In 2017 he supported a local first-time developer in developing a mixed use housing project on a property he owned on Lake Street in South Minneapolis.*
- In 2018-2019, Tom served as the local project manager for an experienced San Francisco based developer on two ambitious upscale apartment developments, both in Northeast Minneapolis. One included office and retail components.*
- In 2020-2021, Tom supported a greater Minnesota based developer with a set of workforce apartment buildings in Marshall, Willmar, and Watertown, South Dakota.

Tom provided proforma, market analysis and grant pursuit services to a based first-time developer who is working to redevelop his property in Minneapolis.



ERIN PERDU, AICP
POLICY AND REGULATORY STRATEGIST

YEARS OF EXPERIENCE: 26

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Michigan

Master of Science, Natural Resources, University of Michigan, Michigan

Bachelor of Science, Earth Systems, Stanford University, California

REGISTRATIONS

Certified Planner #015898

RELEVANT EXPERIENCE

Zoning Diagnosis and Ordinance Revisions | Mahtomedi and North St. Paul, MN

Erin leads zoning updates for her zoning administration clients, most recently in Mahtomedi and North St. Paul, Minnesota. Those updates included a diagnosis and overhaul of ordinances as they align with Comprehensive Plan goals, including those related to housing needs and affordability. Specific ordinance revisions related to housing.

Unified Development Ordinance | Town of Holly Springs, NC

Erin served as project manager and lead author of a new Unified Development Ordinance which included zoning and subdivision regulations. The new code was designed to be heavily graphic, easy to use, and greatly streamlined from the previous version. Erin and the Stantec team drafted regulations in line with the Town's recently adopted Land Use and Character Plan, including: districts that allowed a wider variety of housing types; increased densities in several districts; site design standards that make sure mixed use is developed with pedestrians and quality-of-life in mind. To encourage development in accordance with the city's vision, the new UDO also includes a greatly streamlined review process for reviewing land use and development applications, particularly those that follow UDO standards.



SPENCER COX, PHD
LEAD ANALYST

YEARS OF EXPERIENCE: 7

EDUCATION

PhD, University of Minnesota/ Department of Geography, Environment and Society, Twin Cities, Minnesota

Bachelor of Arts, Economics and Environmental Studies, Middlebury College, Middlebury, Vermont

RELEVANT EXPERIENCE

Minot Housing Gap Analysis | Minot, ND | Housing Data Analyst

Collected, analyzed, and visualized data on economic development drivers, demographic changes, and housing market indicators to understand housing gaps in Minot, ND. Applied innovative big data and machine learning techniques to model supply and demand to understand precise housing gaps now and over the next 10 years.

Mesquite Housing Gap Analysis | Mesquite, TX | Housing Data Analyst

Gathered, analyzed, and visualized data on economic development drivers, demographic changes, and housing market indicators for the City of Mesquite, Texas. Applied an innovative machine learning model to predict rents and home values, thereby creating market-leading detail on housing supply in the region. Analysis identified major housing gaps for the city at different price points and housing market types and created a portfolio of strategies to induce needed development.

NKADD Housing Gap Analysis | Northern Kentucky | Housing Data Analyst

Worked with team to develop novel methodologies to clean, analyze, and visualize complex housing and demographic data. Leveraged statistical models of real-time rents to produce a rent and bedroom size estimate for the designated study region. Created interactive data visualizations and data dashboards for client. Automated housing gap methodologies using Python scripting, increasing analytical efficiency.

MPO Housing Gap Analysis | Indianapolis, IN | Housing Data Scientist

Applied innovative methodologies to predict real-time housing supply and demand by housing tenure, income, and housing cost using big-data analytic techniques. Communicated housing gap information through interactive visualizations that give deep insight into real-time housing needs. This analysis is central to providing a snapshot of the current housing market that goes beyond public surveys.



YEARS OF EXPERIENCE: 2

EDUCATION

Master of Urban and Regional Planning, University of Minnesota, Minnesota

Master of Engineering in Remote Sensing and GIS, Anna University, Chennai, India

Bachelor in Civil Engineering, Anna University, Chennai, India

RELEVANT EXPERIENCE

Owatonna Comprehensive Plan | Owatonna, MN | Data Support

Assisted the team with summarizing existing conditions and participating in community engagement events along with analysis of engagement surveys.

Metropolitan Council SWLRT Development Impact Analysis | Research Support

Kribashini collaborated with colleagues, cities, and Metropolitan Council staff to analyze the impacts of the Southwest Light Rail Transit project construction and land acquisitions on several properties along the project corridor. The analysis compared properties in the before, during construction, and after acquisition conditions for land use impacts such as zoning and building requirements, overall property function, access, parking, loading, and any issues unique to each property identified along the way. Kribashini assisted creating the reports for each property that are used in legal proceedings.

Safe Routes to School, Cheyenne | Cheyenne, WY | GIS Analyst

Kribashini leads the GIS to create maps for Safe Routes to School in Cheyenne Wyoming. This involves analyzing the existing conditions and mapping the proposed improvements for all the schools in Cheyenne Metropolitan Area.

MnDOT Corridor Context Guides | MN | Data Analyst

Analyzed transportation corridors throughout the Twin Cities Metro area. Performed Demographic analysis to identify future opportunities and constraints beyond the transportation infrastructure that may need to be targeted priorities for corridor reconstruction from an equity perspective.

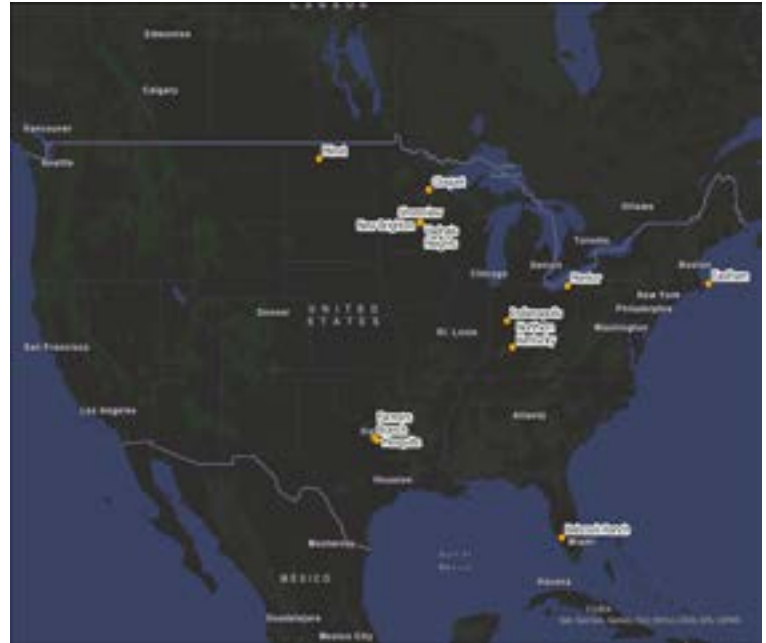
D. SIMILAR PROJECT EXPERIENCE

RECENT PROJECTS

In recent years our team has been immersed in housing-related market analysis and strategic problem-solving. As an example, we have recently concluded, or are currently involved in, several projects that demonstrate our strength in both small cities and larger regions. These communities include:

- Minot Housing Study (North Dakota)
- Central Indiana Housing Study (Indianapolis metropolitan area, IN)
- Cloquet Housing Study Cloquet, MN)
- Northern Kentucky Regional Housing Study (8 Northern KY rural counties)
- Beloit Housing Demand Analysis (Beloit, WI, region)
- Wabasha Housing Study (Wabasha, MN)
- Janesville Housing Study (Janesville, MN)
- New Brighton Housing Study (New Brighton, MN)
- Shoreview Housing Study (Shoreview, MN)
- Farmers Branch Housing Study (Farmers Branch, TX, as part of the comprehensive plan contract)

Having experience working with both public agencies as well as private developers, we understand housing issues from multiple perspectives.



The map shows the recent housing projects that are done and are currently being done.



Value: \$10,000

Year Completed: 2022

Key Personnel: Tom Leighton

BELOIT AREA COMMUNITIES HOUSING DEMAND ANALYSIS

Beloit, Wisconsin

The City of Beloit and surrounding municipalities are home to a diverse and growing business community, but the supply of housing is not keeping pace with business growth. New employees at both the workforce and executive levels are having trouble finding a home or apartment.

Stantec was contracted to build an understanding of housing needs, analyze the ways the recent housing development is and is not meeting that demand, and provide housing demand forecasts.

Tom served as project manager and chief analyst. The project employed demographic research, market demand analysis, forecasting, and other analytical methodologies—as well as structured interviews with area housing developers—to arrive at estimated levels of demand for different housing types.



Value: \$145,000
Year Completed: 2024
Key Personnel: Tom Leighton

MINOT HOUSING STUDY

Minot, North Dakota

Minot's housing market has been heavily impacted by exterior forces. The floods of 2011 demolished 25% of its single family stock in some of the most affordable neighborhoods in the City. The oil boom stimulated tremendous housing growth from 2009 to 2014, and the subsequent wave of outmigration resulted in slow absorption of those housing units until just the last few years. A further wave of workers will be coming to Minot in the next five or ten years to execute the upgrade of the nuclear missile silos distributed around the county.

Stantec was hired to analyze the housing stock and its ability to meet local needs, building resiliency in that product to external economic and natural events, and propose strategies for meeting local needs and weathering future economic shocks. Tom served as the project manager for the project. The research and analysis phase of the project is complete and the team prepared a range of strategies for creating and preserving the housing that addresses local needs.



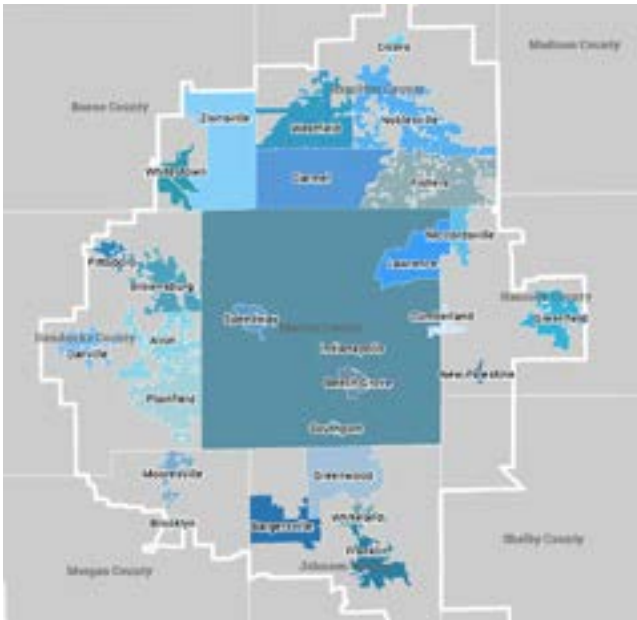
Value: \$35,000
Year Completed: 2023
Key Personnel: Tom Leighton

NEW BRIGHTON HOUSING STUDY

New Brighton, Minnesota

As a fully developed suburb on the north side of the Twin Cities, New Brighton offers a broad mix of housing types, and yet faces challenges associated with its aging single-family homes and a concentration of 1960s-era apartment buildings. New multifamily development is desired, particularly affordable options for its community and workforce.

The Stantec team was hired to complete a housing study and develop a detailed understanding of New Brighton's housing inventory, its market and development context, the housing opportunities and challenges, and housing needs. Tom led the team to explore and recommend housing strategies that would advance housing goals and meet community needs. The project employed market research, mapping analysis, and other analytical methodologies. Structured interviews were conducted with developers familiar with the City to understand the viability of different housing formats in New Brighton, and how to improve development outcomes.



CENTRAL INDIANA HOUSING STUDY

Indianapolis, Indiana

Stantec is performing a regional housing study to help the IMPO understand the market and socioeconomic forces driving regional housing trends and disparities; identify housing gaps across the affordability spectrum; and develop a toolkit to help communities expand housing access and equity at local and regional levels. The process includes a robust series of stakeholder meetings, including recurring touchpoints with all the IMPO's 36 member communities to help them not only address housing issues and opportunities locally but also compare notes and collaborate with each other.

To complete the gap analysis, Stantec is processing a unique combination of public and proprietary data with cutting-edge data science techniques to create an unprecedentedly accurate, detailed, and up-to-date picture of both housing supply and demand across the region.

Value: \$205,000

Year Completed: 2023

Key Personnel: Jeff Sauser, Tom Leighton, and Spencer Cox

SHOREVIEW HOUSING STUDY

Shoreview, Minnesota



Shoreview is a fully developed suburb north of St. Paul. Its natural amenities and strong schools make it an attractive location for new housing development.

It is starting to see development of high-end apartment buildings, and that has raised questions about other housing needs in the community that are not being met.

Stantec was hired to undertake a housing study to develop a detailed understanding of the City's housing inventory, its market and development context, its housing opportunities and challenges, and its housing needs, and utilize that information to sharpen the City's housing strategies and programs to advance housing goals and meet community needs.

Tom served as the project manager and primary researcher for the project. The project employed market research, mapping analysis, and other analytical methodologies. Structured interviews were conducted with housing developers familiar with Shoreview to understand their perceptions of the Shoreview

Value: \$28,000

Year Completed: 2022

Key Personnel: Tom Leighton and Kristin Baldonado



Value: \$150,000

Year Completed: 2013-2022

Key Personnel: Tom Leighton (*prior to joining Stantec*)

HOUSING DEVELOPMENT PROJECTS

Minneapolis, Marshall, and Willmar, Minnesota
and Watertown, South Dakota

Tom has had numerous opportunities to support developers with housing and mixed-use projects in roles that range from providing specific services—such as market analysis, entitlements, or proforma development—to overall project management. Recent projects include the following.

- In 2017 he supported a local first-time developer in developing a mixed use housing project on a property he owned on Lake Street in South Minneapolis.*
- In 2018-2019, Tom served as the local project manager for an experienced San Francisco based developer on two ambitious upscale apartment developments, both in Northeast Minneapolis. One included office and retail components.*
- In 2020-2021, Tom supported a greater Minnesota based developer with a set of workforce apartment buildings in Marshall, Willmar, and Watertown, South Dakota.

Tom provided proforma, market analysis and grant pursuit services to a based first-time developer who is working to redevelop his property in Minneapolis.

E. Other Information

Proposed use of City staff as well as any equipment, materials or additional data that will be expected from the city at the onset of the project.

We have all technical competencies and graphic/document capabilities in house. Your support in organizing meetings and connecting us with stakeholders will be much appreciated. And we will make an information request to you at the beginning of the process, and would look to you to provide as much of that information as you can.

Agreement to accomplish the project within the time frame contained in this RFP.

We are committed to meeting your project timeline expectations for this project.

Estimated cost of the services to be provided under this proposal.

The proposed fee for this project is \$40,000.

Proposed services to be sub-contracted if any, anticipated subcontractors, and anticipated costs for these services

Our proposal team doesn't include any subconsultants.

Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal

No additional terms or conditions are proposed.



Design with
community in mind



Department of Public Works
211 Walnut Street | Neenah, WI 54956
publicworks@neenahwi.gov
920.886.6240

M E M O R A N D U M

DATE: May 31, 2024
TO: Mayor Lang and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
RE: Proposed Lane Marking & Parking Regulation Changes to Tullar Road
Reconsideration

This topic was last discussed at the May 7th Public Services & Safety Committee (PSSC). The outcome of that discussion was to hold off on the pavement marking project due to concerns regarding parking regulation changes and due to the unknown status of parking lot improvements at the Neenah Middle School.

Staff has since spoken with the Neenah Joint School District Director of Facilities regarding upcoming projects for the Neenah Middle School. It was determined that while there is potential to incorporate on-site traffic flow improvements, any adjustments made would most likely not result in requiring modifications to the Tullar Road pavement marking plan presented at the May 7th PSSC meeting.

After internal staff discussions, staff propose to pursue the original plan for Tullar Road, however now including parking regulation adjustments on Apple Blossom Drive sought at the PSSC meeting.

Staff recommend the parking regulations on Tullar Road between Breezewood Lane and West Cecil Street be modified as shown in the attached sketch of proposed parking changes and that the parking regulations on the north side of Apple Blossom Drive west of Tullar Road be removed.

Attachments:

- Sketch of Proposed Parking Changes
- May 3rd Tullar Road Memorandum to the Public Services & Safety Committee
- Meeting Minutes from the May 7th Public Services & Safety Committee
- Letter of Support from East Central Regional Planning Commission



M E M O R A N D U M

DATE: May 3, 2024
TO: Mayor Lang and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
RE: Proposed Lane Marking & Parking Regulation Changes to Tullar Road

The City budgeted \$30,000 for epoxy pavement markings to be placed on Tullar Road between Breezewood Lane and Cecil Street in the 2024 Capital Improvement Plan. This project comprises removal of the existing street markings (including the temporary markings added last year) and a reconfiguration of parking restrictions (most of which were temporarily added at the beginning of the school year). The purpose of the project is to address frequently reported traffic safety and flow concerns observed along the corridor. The goals of the project are:

- Address driver confusion over whether Tullar Road is to be treated as a 2-lane road or a 4-lane road. Tullar Road comprises two drive lanes and two parking lanes. However, per Wisconsin Statute §346.13, if the parking lane is unmarked and unoccupied, drivers may utilize the parking lane as a drive lane. Establishing lane markings will not only add clarity to intended lane usage, but also will legally prohibit use of the parking lane as a drive lane, per §346.13(3).
- Reduce the number of crashes and “near-miss” incidents along the corridor. The reported incidents are mostly attributed to turning movements where a driver did not have proper visibility of and reaction time to conflicting/oncoming traffic. These incidents often involve questionable driver behavior (i.e. unsafe merging, abrupt lane changes, aggressive passing, speeding, and sudden braking) resulting from the “free-for-all” roadway layout.
- Provide a traffic calming effect. The Commercial Street “road diet” implemented in 2013 posed to address many similar challenges also through pavement markings. That project resulted in an overall speed reduction of 5 mph across the corridor and an improvement in the 10-mph pace metric. It is expected that this project should provide similar results.
- Improve traffic flow along the corridor. Specifically, this project is expected to better accommodate traffic patterns at key access points, namely at intersections and school driveways significantly affected by school drop-off and pick-up traffic. It is worth noting that both the transition of the high school to the middle school and the newly added connection of Pendleton Road at CTH CB and CTH JJ/Winneconne Avenue have brought about new challenges that were not observed beforehand.
- Increase parking and stopping regulation compliance by placing restrictions only where truly necessary and orienting lane markings to discourage parking and loading activity where unwarranted.
- Provide dedicated roadway space for micromobility devices (e.g. bicycles, scooters).

This plan has been reviewed by the Neenah Police Department, Neenah Joint School District, and Valley Transit. I have also discussed this plan with representatives of adjacent churches.

A notice of the project and this meeting were delivered to adjacent properties on May 1st and 2nd (see attached). Any commentary received by staff will be reported out at this meeting.

The addresses below would be affected by a "NO PARKING ANYTIME" restriction resulting from the turn lanes proposed in the plan:

1002 Tullar Rd	1073 Tullar Rd	1054 Byrd Ave	1060 Appleblossom Dr
1004 Tullar Rd	1093 Tullar Rd	1206 Tullar Rd	1309 Tullar Rd
1010 Tullar Rd #A,B,C,D	1100 Tullar Rd	1212 Tullar Rd	1315 Tullar Rd
1025 Tullar Rd	1104 Tullar Rd	1218 Tullar Rd	1316 Tullar Rd
1066 Tullar Rd	1140 Tullar Rd	1284 Tullar Rd	
1070 Tullar Rd	1275 Tullar Rd	1059 Appleblossom Dr	

A schematic of the pavement markings is attached. Upon approval of the plan, staff will solicit contractors to bid on the pavement marking work. Staff would implement the signing changes necessary for the project at the time of pavement marking installation. The current anticipated completion of the work would take place prior to the next school year (September 1st).

The only required action for implementation of this plan is the approval of changes to parking regulations by the Neenah Common Council. Per Wisconsin Statutes, this action requires adoption via ordinance. Staff propose interim approval of the parking changes with the intention that an ordinance be enacted later this year, containing this and other approved parking changes that have not been formally adopted.

Staff recommend removal of all NO PARKING SCHOOL DAY 7:30 AM TO 4:30 PM parking restrictions on Tullar Road indicated in the Official Traffic Maps and a NO PARKING ANYTIME restriction be placed adjacent to the addresses outlined in this memo, as necessary to accommodate the attached pavement marking plan.



April 30, 2024

Dear Resident,

This letter is to inform you that the City will be reviewing changes to parking regulations and lane markings on Tullar Road.

Tullar Road is proposed to have a drive lane, bike lane, and parking lane in each direction, except at key intersections where there will be turn lanes instead of parking lanes. Turn lanes are proposed at Appleblossom Drive, Byrd Avenue, Gay Drive, and Cecil Street. The addresses below would be affected by a "NO PARKING ANYTIME" restriction resulting from the turn lanes:

1002 Tullar Rd	1073 Tullar Rd	1054 Byrd Ave	1060 Appleblossom Dr
1004 Tullar Rd	1093 Tullar Rd	1206 Tullar Rd	1309 Tullar Rd
1010 Tullar Rd #A,B,C,D	1100 Tullar Rd	1212 Tullar Rd	1315 Tullar Rd
1025 Tullar Rd	1104 Tullar Rd	1218 Tullar Rd	1316 Tullar Rd
1066 Tullar Rd	1140 Tullar Rd	1284 Tullar Rd	
1070 Tullar Rd	1275 Tullar Rd	1059 Appleblossom Dr	

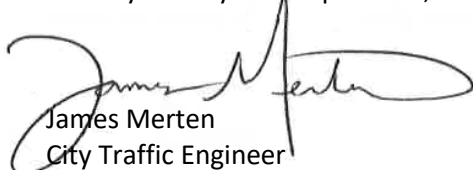
As the schematic of the proposed lane markings is too large to print on this letter, a rendering is available at <http://neenahwi.gov/tullar-rd/> and will be on display at the meeting.

If you wish to review and/or provide input on the proposal, you may do so by attending following meeting:

Public Services & Safety Committee Meeting
May 7, 2024 – 6:00 PM
Neenah City Hall, Hauser Room (1st Floor) – 211 Walnut Street Neenah, WI 54956

If you are unable to attend the meeting, you may alternatively submit input to traffic@neenahwi.gov. Any written correspondence received on or before Monday, May 6, 2024 will be read at the meeting for committee consideration. Otherwise, you are also welcome to contact me by phone at 920-886-6243.

Thank you for your cooperation,



James Merten
City Traffic Engineer

☎ 920.886.6243 ✉ jmerten@neenahwi.gov

NOTE: These minutes have been truncated to only include the Tullar Road discussion.

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 7, 2024**

Present: Vice-Chairperson Hillstrom, Alderperson Borchardt, Pollnow, and Weber

Excused: Chairperson Lendrum

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, City Clerk Nagel, Lieutenant Wesley Bone, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Kathie Boyette, Dylan Lamb, Jennifer Fletcher, David Hartman, Kevin Barbian, Steven Wheeler, and City of Menasha Attorney Margaret Struve

Proposed Lane Marking & Parking Regulation Changes to Tullar Road

David Hartman, 1309 Tullar Road-Mr. Hartman stated that too many parking spots will be lost with the proposed plan, and he would like to see Tullar Road be a two-lane road with parking and bike lanes on both sides. He stated that he would also like to have parking established on some parts of Apple Blossom Drive if this proposal is approved.

Kevin Barbian, 1073 Tullar Road-Mr. Barbian stated that he and his neighbors will lose basically all of the available parking near their homes. He stated that he has a short driveway and needs the parking on Tullar Road. He stated that biggest concern with the Tullar Road is that drivers do not know if it is two-lane or four-lane road.

Alderperson Hillstrom closed public appearances.

Traffic Engineer reviewed his memo of May 3, 2024. He stated that the city budgeted \$30,000 for epoxy pavement markings to be placed on Tullar Road between Breezewood Lane and Cecil Street in the 2024 Capital Improvement Plan. He stated that this project comprises removal of the existing street markings (including the temporary markings added last year) and a reconfiguration of parking restrictions (most of which were temporarily added at the beginning of the school year). He stated that the purpose of the project is to address frequently reported traffic safety and flow concerns observed along the corridor. He stated the goals of the project are to address driver confusion over whether Tullar Road is to be treated as a 2-lane road or a 4-lane road, reduce the number of crashes and “near-miss” incidents along the corridor, provide a traffic calming effect, improve the traffic flow along the corridor, increase parking and stopping regulation compliance, and provide dedicated roadway space for bicycles.

Traffic Engineer Merten stated that he is proposing a drive lane in each direction and then shared bike lanes and parking lane in each direction along the majority of Tullar Road. He stated that he is proposing at the intersections Gay/Tullar, Byrd/Tullar and Apple Blossom/Tullar to put in left turn lanes and remove all parking on Tullar Road. He stated the reason for these changes incorporate the goals of the project in regard to near miss accidents, improving the traffic flow and traffic calming along this corridor.

Public Services and Safety Committee Meeting

May 7, 2024

Page 2

The Committee had a lengthy discussion regarding the school district's use of the parking lots for dropping off and picking up of students and the city working with the school district to come to a solution regarding the Tullar Road pavement markings, traffic flow and safety, and how parking changes are officially recorded.

Traffic Engineer Merten stated that he needs to know if the committee is comfortable with the changes to parking because he can't go ahead with bidding out the pavement marking contract without the council's approval on the parking changes. He stated that if the committee decides to wait on this it will be difficult to get a contract late in the year because they will be booked with other projects.

Aldersperson Weber asked if vehicles are currently allowed to park on both sides of Tullar Road along the proposed parking change areas. Traffic Engineer Merten confirmed that this was allowed other than the areas that are specifically signed for during school days hours, yes.

Aldersperson Weber asked if any parking studies have been done. Traffic Engineer Merten stated he has not done any parking counts.

The Committee discussed at length if a parking study would be beneficial.

Aldersperson Borchardt stated that he would like to know what our parking options are before supporting the parking changes.

The Committee discussed at length the intersection of Gay Drive and Pendleton Road and the suggested need for a four-way stop.

Aldersperson Weber stated that he would also like to gather more information before the committee approves the proposed plan.

Traffic Engineer Merten clarified that the committee is asking staff to review the parking restrictions that are currently in place near the middle school to mitigate the concerns of the residents in the neighborhood and to review the intersection of Gay Drive and Pendleton Road.

Traffic Engineer Merten stated that he had received correspondence from residents that could not attend the meeting and he would like to share them with the Committee.

Patricia Fulcer, 1260 Tullar Road- Ms. Fulcer stated that vehicles are regularly parked to close to the Lot D driveway on Tullar Road. She stated that parents are not respecting the parking signs that are by the driveway when exiting Lot D. Although she thinks the sign has been taken down, vehicles are not supposed to make left turns but consistently do which causes queuing issues. She stated that she would like to know why the parking lots are not being utilized better during drop-off and pick-up times and that she would like to retain the no parking on school days regulation on the east side of the street.

Kelly Wedge, 1093 Tullar Road- Ms. Wedge stated that she is grateful for the proposed lane marking between Cecil Street and Breezewood Lane. She stated that there a lot of questionable driving choices and confusion from the lack of clearly designated lanes.

Public Services and Safety Committee Meeting

May 7, 2024

Page 3

She stated that she is glad for maintaining this stretch of Tullar Road as a two-lane road because it will help maintain the safety of pedestrians. Ms. Wedge stated that she hopes the new pavement markings will slow traffic down.

Deborah Barkholz, 1103 Whiting Court-Ms. Barkholz talked to Traffic Engineer over the phone. She stated that she was under the assumption that there would be no parking in front of her home and asked if the parking lane could be used as driving lane.

Alderson Hillstrom stated that the consensus of the Committee is that we wait until more information can be gathered regarding the parking restrictions and having staff try to work with the school district to come up with a plan that is beneficial for both parties.



May 30, 2024

I am writing on behalf of East Central Wisconsin Regional Planning Commission's Safe Routes to School program to formally provide our support for the proposed Tullar Road Pavement Marking Plan from Breezewood Lane to Cecil Street. This project will narrow the roadway which naturally slows traffic. Painting lanes on Tullar Road will promote a safer environment for students and reduce the risk of accidents and conflicts with motor vehicles.

Tullar Road provides access to two area schools. Data over the last five years (2019-2023) shows that there have been 44 vehicle crashes along this section of the roadway. 8 of these crashes were between the hours of 7:00 am-8:00 am and 16 were between the hours of 3:00 pm-4:00 pm.

Current observations showed that the lack of pavement markings caused confusion for the drivers and we saw maximum speed of 29 MPH when students were present. With traffic volumes averaging 5,000 vehicles a day, road pavement markings will give structure to drivers by defining the road space as well as reduce the conflict points for students as it shortens the crossing distance. East Central Wisconsin Regional Planning Commission's Safe Routes to School program is excited to see a project that prioritizes the safety and accessibility of our roads and also ensures the protection of our youngest residents as they commute to and from school.

If you have further questions regarding the proposed pavement markings or our observations, please contact us and we would be happy to have a discussion with you.

Sincerely,

Jennie Mayer
Safe Routes to School Coordinator
East Central Wisconsin Regional Planning Commission
jmayer@ecwrpc.org
920.886.6831



Traffic Report

Tullar Road.

9/05/2023 to 06/01/2024



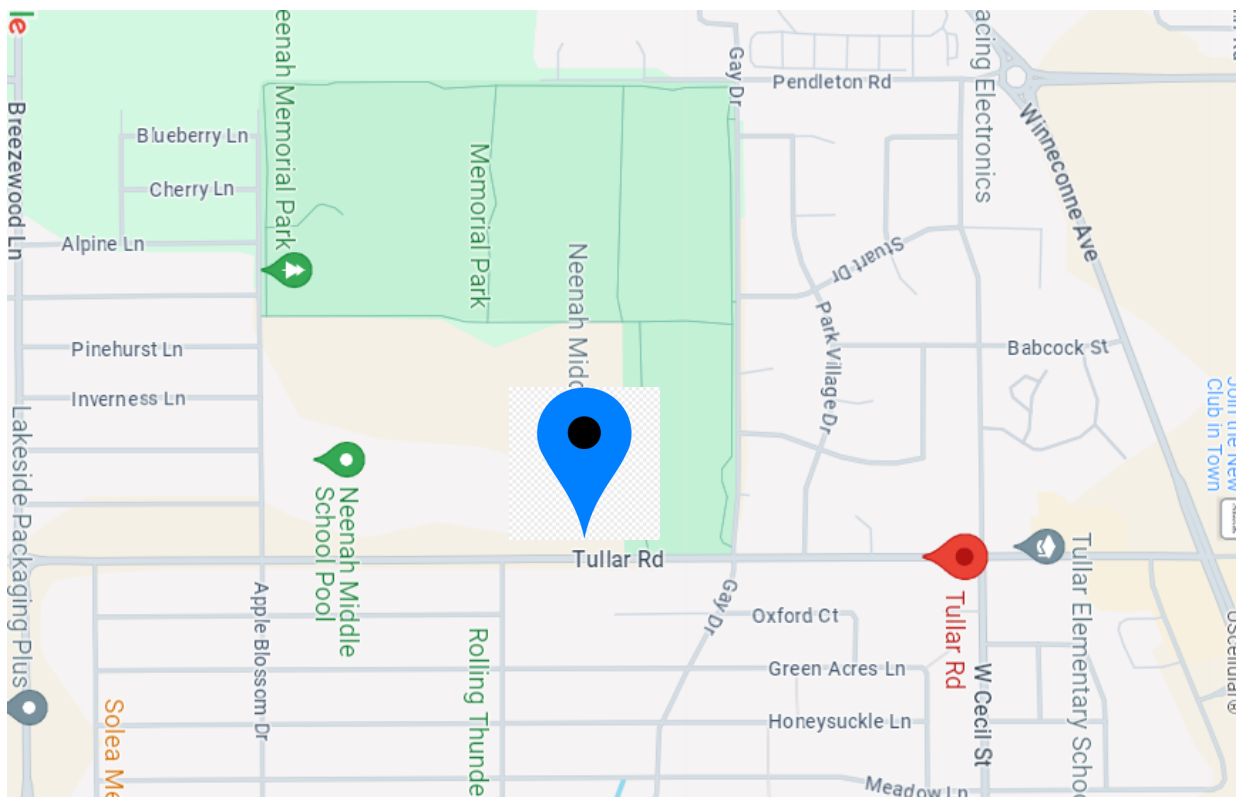
Neenah Police Department
2111 Marathon Ave,
Neenah, WI 54956
920-886-6000

Traffic Safety Officer :
Anthony Edwards
aedwards@neenahwi.gov
920-209-1453

Traffic Complaint

9/05/2023— The opening of the moved Neenah Middle School to the old Neenah High School created a plethora of traffic issues. There were issues in regards to traffic congestion, speed, crossing guard and cross walk violations, unsafe passing on the right, illegal parking and legal parking, along with other random day to day issues. These problems stretched from Winneconne Avenue to Breezewood Lane. Many of these issues were observed by Officers and Crossing Guards. There were numerous and constant complaints by residents and drivers in the area.

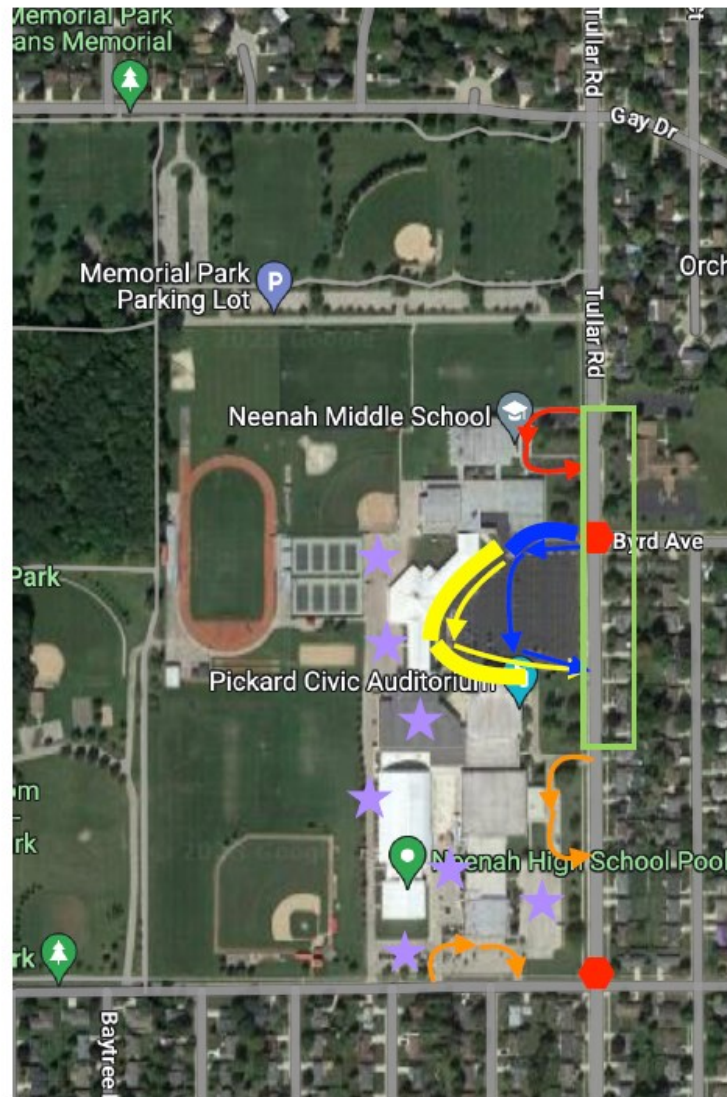
The above issues also spilled over on to Gay Drive., Pendleton Road. and W. Cecil Street. The following information in this report will detail the issues observed, enforced and reported and what was done to remedy them.



2023 Summer Planning

Summer 2023— Multiple meetings were held with the Neenah Joint School District and vested members of the city to talk about plans for traffic coming to the Middle School to drop off and pick up students. It was decided that Crossing Guards were going to be added to Tullar Road and Byrd Avenue, Tullar Road and Appleblossom Drive, Pendleton Road and Breezewood Lane and lastly Baytree Lane and Breezewood Lane.

Below is what the NJSD proposed their plan was for pick up and drop off following the summer meetings with school staff and city partners.



September 2023

First day of school brought about significant issues with traffic flow in and out of the school. There was significant back ups and unsafe driving behavior for students trying to walk in the areas directly around the school. The immediate issues observed were as follows:

- ⇒ Traffic backup at the Conant Horseshoe Lot entrance and the inability to exit
- ⇒ Traffic backup at the Main Lot entrance and exit
- ⇒ Traffic attempting to utilize the street as two lanes in each direction
- ⇒ Speed in the school zones into the congestion
- ⇒ Parents not using the totality of the space provided in the Main Lot to drop off contributing directly to main back ups.
- ⇒ Busing and parent drop off's being commingled
- ⇒ Lack of attention to the Crossing Guard and large number of children that needed crossing at Byrd Ave.
- ⇒ Lack of signage for school zone and proper lane markings to guide and direct traffic
- ⇒ Crossing Guard trying to do traffic control as well as cross students at Byrd Avenue
- ⇒ Memorial Park advertised by the Middle School for use by parents

The following items were used to try and make an immediate impact to the above issues:

- ⇒ Cones in the roadway at the entrance and exit to the Main Lot to control the flow of traffic on Tullar Road
- ⇒ Traffic direction training and assistance to school staff in the Main Lot to get parents to do what was needed to free up space on Tullar Road
- ⇒ Traffic enforcement to slow speeds and address unsafe movements
- ⇒ Hand counts and timing of traffic
- ⇒ Meeting between City, Kobussen and School partners to discuss issues
- ⇒ Temporary paint plan developed for Tullar Road at Byrd Avenue and Appleblossom Drive (Paint was put down in October 2023, see next page for layout)



Temporary lines painted at Tullar Road and 6yrd Avenue as well as Tullar Road and Apple Blossom Drive.



9/26/2023— A meeting was held at the NJSD Office with members of the Police Department, School District, Middle School Staff, Kobussen and the Crossing Guard from Byrd Avenue. Information was provided to the school on two plans that the Police Department and Traffic Engineering developed to help utilize the entire Main Lot and ease congestion on Tullar Road. These plans could have been implemented with cones, paint or a parking lot reconstruction at a cost to the district. They felt the plan that was developed in the summer was adequate and that parents would be too difficult to educate on a new plan. Offers were given to use the Police Department's drone and social media to further help implement a plan. None of the offers were accepted.

Below are the two parking lot options presented to the NJSD. Both options would exclude the use of the Conant Horseshoe as it is too small to support the amount of use and all of the traffic is queued up on Tullar Rd. contributing to the back ups. Option #2 was the preferred proposal by Traffic Engineering and the Police Department. (refer back to page 3 for current





Traffic Data Collection

Over the course of the last year, the Neenah Police Department has conducted traffic studies in and around the area of the Neenah Middle school using radar trailers, radar signs and covert radar units. For just Tullar Road within the school zones while they are active, the average speed is 25 mph. For 85% of the vehicles, they are going 30 mph.

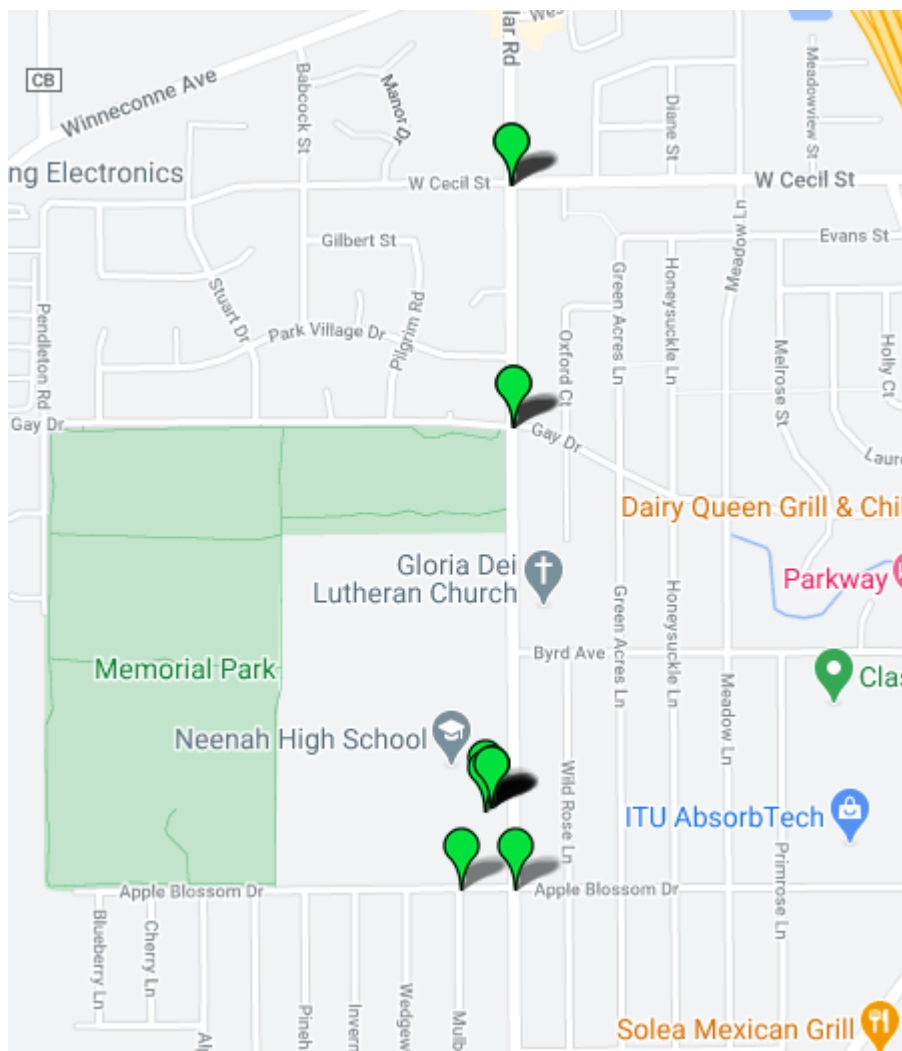
The data indicates that speed is high for the 15 mph school zone speed. Enforcement has been on going but is difficult with the way traffic moves in four lane fashion and the inability to catch up to the violators. Same with unsafe passing and crossing guard issues, the violations are constant and plain to see but difficult to enforce with the lack of lane designation and poor school zone signage.

239 traffic stops were conducted within the area of Tullar Rd. over the course of the school year. Officers sitting in the area could have made more traffic stops and stops for more effective enforcement had lane striping been laid down. Also, school zone signage that is more effective than what is in place would aid in more stringent enforcement to hinder the behavior.



Accidents

There were 10 total crashes on Tullar Road during school traffic times (am/pm) for the 2023-24 school year compared to 11 in the 2022-23 school year. This is not including the school-parking lot. Majority of the accidents in 2022-23 were right near the front of the school on Tullar Road and involved high school aged drivers. The 2023-24 school year brought about crashes still in front of the school but pushed them further out along the Tullar Road corridor that hadn't been previously. The crashes further away were due to back ups in traffic and lack of traffic control on the roadway from lack of markings. The use of Tullar Road as a four lane road was often what would lead to poor decision making. Significant damage and also injury crashes occurred at Tullar Road and Gay Drive. This is the future location of a new crossing guard position in 2024-25 following the closure of Hoover elementary





Analysis

Understanding that this was an ongoing problem, as the Traffic Safety Officer, I spent 3 hours per shift around the Middle School to be constantly present in the morning and afternoon traffic increases. That equates to almost 400 hours of enforcement time and I could not influence the traffic behavior. I did not try and hide or be tricky. I tried to act as a pace car and slow everyone in a line to the school zone speed limit. I tried parking near the school zone at Gay Dr. to prevent the passing on the right and cause of crashes. I stood at the crossing guard location at Byrd Ave. I stood in the parking lot of the school. I spent time every single day I worked and could not get this problem to ease up.

This is why Traffic Engineer James Merten and I worked closely to formulate a plan for painting Tullar Road. Better signage for the school zone after the painting as well as plans for Cecil Street being signalized in the next year come were also decided as needs. These changes were seen as a necessary improvements to make this corridor safer for all of the children coming and going to this school for years to come. We involved Safe Routes to School as well in this process for their input with their agreement.

The lane painting will not be a cure all, but it will provide the Police Department with a road that is marked properly and can legally enforce the legitimate safety issues occurring around the area. It will also naturally fix some of these issues so we will not have to be so heavily involved as parents and area residents get used to this change. This plan was not developed in haste and we as a city can not wait another school year to address the needs of this area.



CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, July 9, 2024

Present: Vice-Chairperson Hillstrom, Alderperson Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Pollnow

Also Present: Public Works Director Kaiser, Clerk Nagel, and Public Works Office Manager Mroczkowski

Approval of Minutes of the Meeting of the Meeting of June 25, 2024

Motion by Borchardt, Second by Weber to approve the minutes of the meeting of June 25, 2024.

Motion Carried. All voting aye. 4/0

Public Appearance

None

Licenses & Permits

Approve Temporary Class "B" Picnic License Application to St. Margaret Mary Parish Picnic

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Class "B" Picnic License Application to St. Margaret Mary, 439 Washington Avenue, for the parish picnic to be held on August 14, 2024, from 10:30 AM to 5:00 PM**

Call for motion vote by Vice-Chairman Hillstrom.

Motion Carried. All voting aye. 4/0

Approve the Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum for the Glass Art Festival

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum, 165 N. Park Drive, for the Glass Art Festival, to be held on August 9, 2024, from 5:00 PM to 7:00 PM and August 10, 2024, from 10:00 AM to 5:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Approve Extension of Licensed Premises Application to Lion's Tail Brewing Co., for Smoke on the Fox

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Extension of Licenses Premises Application to Lion's Tail Brewing Co., 116 S. Commercial St., for Smoke on the Fox, to be held on July 30, 2024, from 5:00 PM to 10:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Approve Extension of Licensed Premises Application to Double Tree for the Forge Summers Event

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Extension of Licensed Premises Application to Double Tree, 123 E Wisconsin Ave., for the Forge Summer Events, to be held on July 31, 2024, from 6:00 PM to 8:00 PM, August 7, 2024, from 6:00 PM to 8:00 PM, and August 14, 2024, from 6:00 PM to 8:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Special Events Permits Informational Only

Plummer Court Sidewalk Construction Agreement with the Town of Neenah

Director Kaiser reviewed his memo of July 8, 2024. He stated that sidewalk is being installed on both sides of the south leg of Plummer Court. He stated that there are two properties closet to Green Bay Road on the south side of that leg that lie within the Town of Neenah as does the road right-of-way where the sidewalk will be placed. He stated that the agreement from the Town of Neenah provides their authorization to work in that right-of-way.

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Sidewalk Construction Agreement with the Town of Neenah.**

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Approve Resolution 2024-12-Compliance Maintenance Annual Report for Sanitary Sewer

Director Kaiser stated that the CMAR is for the fiscal year of 2023. He stated that this report is submitted annually and is required by the WIDNR.

Motion by Borchardt, Second by Weber to adopt Resolution 2024-12 Compliance Maintenance Annual Report for Sanitary Sewer (CMAR)

Call for motion vote by Vice-Chairman Hillstrom

Motion Carried. All voting aye. 4/0

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Work is being done on the pump manhole to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Neenah Creek Bridge: A final pay request was reviewed by the Board of Public Works.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is 95% complete.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Utilities are installed from Commercial to Elm. Sanitary sewer is being placed between Elm and Pine.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Fine-grading and paving the east half of the road is scheduled for the week of 7/8.
 - b) Commercial St Water Crossings: Crossings are being installed at Alcott, Byrd, Peckham and Professional. Work is scheduled to start the week of 7/8.
 - c) Quarry Ln: Sanitary sewer lateral pipebursting is being done.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is tentatively scheduled to start in late July.
- 9) Contract 5-24 (North St - Utilities and Street): Sanitary sewer and water main have been installed. Work has started on storm sewer installation.
- 10) Contract 6-24 (Jewelers Park Drive – Street): The remaining work is placing the top coat of asphalt. That is tentatively scheduled for 7/10.

- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Baldwin sidewalk is nearly complete. The contractor will be offsite for several weeks.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. They are planning to do this work in August.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding.
- 15) Contract 12-24 (Douglas Pond Storm Piping): A final pay request was reviewed by the Board of Public Works.
- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.

Director Kaiser stated that with the amount of rain that we have been receiving, the treatment plan is concerned with capacity. He stated that we may be contacted by the DNR to address the issues with our system.

Director Kaiser stated that on June 29 there was a water main break at Curtis St and Henry St right next to a manhole. He stated that the force of the water blew out the brick mortar around the casting and manhole which resulted in water flooding the manhole and several houses having sanitary backups. Director Kaiser stated that staff had to bypass the system to draw the system down to let the water department locate and repair the main break.

Director Kaiser stated that Travis Beyer, who has been with the city 22 years, has accepted the position of Assistant Superintendent.

Announcements/Future Agenda Items

Aldersperson Pollnow asked that the intermunicipal agreement between the City of Menasha and the City of Neenah regarding the shared cost of upgrades and maintenance costs at the intersection of N. Commercial Street, Nicolet Boulevard, and Third Street be put on the next agenda.

Adjournment

Motion by Borchardt, Seconded by Weber to adjourn at 5:20 PM.

Motion Carried. All voting aye. 4/0

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager



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

MEMORANDUM

DATE: July 8, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Plummer Court Sidewalk Construction Agreement with the Town of Neenah

On Plummer Court, sidewalk is being installed on both sides of the south leg. The two properties closest to Green Bay Rd on the south side of that leg lie within the Town of Neenah as does the road right-of-way where the sidewalk will be placed. The attached agreement from the Town of Neenah provides their authorization to work in that right-of-way.

Staff recommends that Council approve the Sidewalk Construction Agreement with the Town of Neenah.



Sidewalk Construction Agreement

This Sidewalk Construction Agreement ("Agreement") is entered into as of the latest date below by and between the Town of Neenah ("Town") and the City of Neenah ("City").

Recitals

- A. The City is planning a sidewalk construction project on Plummer Court (the "Sidewalk Project"). Below is an image of the portion of Plummer Court that is relevant for purposes of this Agreement:



- B. The Properties at 103 and 105 Plummer Court (the "Town Properties") are located in the Town whereas the remaining properties are located in the City.
- C. It is therefore necessary for the City to obtain the Town's consent for the portion of the Sidewalk Project to be located adjacent to the Town Properties.
- D. The Town is willing to grant such consent upon the terms and conditions described herein.

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

1. Town Consent. The Town hereby grants its consent to the City for the City to construct the Sidewalk Project in the area adjacent to the Town Properties. The City agrees that as soon as practicable following completion of the Sidewalk Project, it will remove all debris resulting from the Sidewalk Project and shall restore the Town Properties to as near their original condition as may be possible, including repairing any damage to driveways on the Town Properties caused by the Sidewalk Project.
2. No Assessments. The City agrees that it will not impose special assessments or special charges, or impose any other cost, on the Town, its residents, or the Town Properties in connection with the Sidewalk Project.

3. Sidewalk Maintenance. The parties agree that all responsibility for the upkeep, maintenance, repair, or replacement of the sidewalk adjacent to the Town Properties shall be the responsibility of the City. The Town shall have no responsibility related to the sidewalk.
4. Indemnification. The City shall indemnify, defend, and hold harmless the Town and its officers, agents, employees, and insurers, from and against all claims, losses, and damages of any kind (including attorneys' fees) arising in any way out of the Sidewalk Project or the existence of a sidewalk on or adjacent to the Town Properties.
5. Reservation of Immunities. Nothing in this Agreement shall constitute a waiver by either party of its governmental immunities or damage caps, as provided by applicable law.
6. Miscellaneous. This Agreement constitutes the entire agreement between the parties related to is subject matter. It may not be modified except by written amendment executed by both parties. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, such finding shall not affect the validity of the remainder of this Agreement, which shall remain in full force and effect.

Dated this _____ day of _____, 2024

CITY OF NEENAH

By: _____

Attest: _____

Dated this 24th day of June, 2024

TOWN OF NEENAH

By: Robert F. Schmeichel
Robert Schmeichel, Chairperson

Attest: [Signature]
Administrator/Clerk/Treasurer



NEENAH
Wisconsin.

RESOLUTION NO. 2024-12

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 17th day of July 2024 that the City:

1. Accept the CMAR and place it on file;
2. Agree to continued monitoring and investigation of 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 17th day of July 2024

Recommended by: Public Services and
Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
7/8/2024 2023

Financial Management

1. Provider of Financial Information

Name:

Andrew Kahl

Telephone:

920-886-6148

(XXX) XXX-XXXX

E-Mail Address
(optional):

akahl@neenahwi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points) ☐
- No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2023

0

- 0-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2023

- 1-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 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.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 1,164,414.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 0.00

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
7/8/2024 2023

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.

3.3 What amount should be in your Replacement Fund? \$ 813,989.00

0

Please note: If you had a CWF 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. Financial Management General Comments

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: 8

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
7/8/2024 2023

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	21,519	113
February	25,250	104
March	38,503	70
April	32,392	36
May	22,873	6
June	15,400	4
July	13,229	4
August	14,475	5
September	10,941	4
October	14,782	10
November	17,311	66
December	17,495	69
Total	244,170	491
Average	20,348	41

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

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?	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
7/8/2024 2023

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:

Goals for the system were to continue to reduce I&I through the replacement of mains and laterals with new street construction in older areas of the City and identify areas that may still have I&I issues for future work.

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:
7/8/2024 2023

☒ 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 & 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 % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections % of system/year

Lift station O&M # per L.S./year

Manhole rehabilitation % of manholes rehabbed

Mainline rehabilitation % of sewer lines rehabbed

Private sewer inspections % of system/year

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
7/8/2024 2023

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:

3. Performance Indicators

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

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

Number of complaints

Average daily flow in MGD (if available)

Peak monthly flow in MGD (if available)

Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)

Sewer pipe failures (pipe failures/sewer mile/yr)

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

Complaints (number/sewer mile)

Peaking factor ratio (Peak Monthly:Annual Daily Avg)

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:

Flows increased during heavy rains.

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

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
7/8/2024 2023

o No

If Yes, please describe:

The collection system had higher flows during heavy rains, no surcharging of the system was observed.

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

There is less of a peak from the past after heavy rains. There was no serious flooding during the last year.

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

The City is actively looking for areas of I/I through televising and inspections of manholes. Areas that are an issue are prioritized to be replaced with our street program replacing all mains, manholes and laterals.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Grading Summary

WPDES No: 0047341

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

- 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:
7/8/2024 2023

Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Neenah

Date of Resolution or
Action Taken:

2024-07-17

Resolution Number:

2024-12

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



Office of the Mayor
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109
e-mail: jlang@ci.neenah.wi.us
JANE B. LANG
MAYOR

M E M O R A N D U M

DATE: July 17, 2024
TO: Chairman Erickson and members of the Finance and Personnel Committee
FROM: Mayor Jane Lang
RE: Interim attorney update

The purpose of this memo is to provide an update on the status of the Interim City Attorney who was hired by the council on May 15, 2024. After discussions with all Department Heads, the conclusion is that, although Attorney Jim Walsh is doing an excellent job for the City, the hours that he is providing services are not sufficient for the needs of the City.

The contract that we initially established with Attorney Walsh included eight hours of in-office hours per week in addition to attendance at meetings as requested by the mayor. I would recommend that Attorney Walsh increase those hours to sixteen in-office hours per week in addition to attendance at meetings requested by the mayor. This will address the minimum standard of providing the City with a temporary solution to addressing the legal issues that it is currently facing along with legal questions that may arise in the future by staff. I have worked with Attorney Walsh to establish a modified contract for him to add hours to provide sixteen hours a week. That modified contract is also included in the Finance and Personnel Committee packet.

I recommend that the Finance and Personnel Committee recommend to Council the increase Attorney Jim Walsh to sixteen hours per week at the rate of \$125/hour in addition to attendance at meetings as requested by the mayor. The funding source for this increase, per recommendation from Finance Director, Vicky Rasmussen, is the City's Liability Insurance Fund.



Office of the Mayor

211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109 • e-mail: jlang@neenahwi.gov

JANE B. LANG

Mayor

July 17, 2024

Dear Attorney James Walsh,

This contract serves to replace the contract for your services which we entered into with you on May 13, 2024. We appreciate your assistance to the City of Neenah as our Interim City Attorney. We would like to modify your contract to have you to hold scheduled office hours at City Hall on Tuesdays from 9 am until 5pm and Thursdays from 9am to 5pm beginning on July 18, 2024. You will be considered a casual, limited term employee and are not eligible for employee benefits. Your hourly rate will be \$125.00, and you will receive payment every other week in accordance with the City's payroll process.

If these terms meet with your approval, please counter-sign this letter and return to me at your earliest convenience.

Jane Lang, mayor

James Walsh



Office of the Mayor

211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109 • e-mail: jlang@neenahwi.gov

JANE B. LANG

Mayor

May 10, 2024

Dear Attorney Jim Walsh,

It was a pleasure meeting with you to discuss the City of Neenah's interest in having you serve as Interim City Attorney while we work through the current situation of our City Attorney being placed on administrative leave.

We will work with Attorney Meggie Struve to handle serving as our Municipal Prosecutor representing the City of Neenah on cases that pass-through Neenah-Menasha Municipal Court.

We anticipate your work will include items such as:

- Contract Review
- Development Agreement Review and Creation
- Claims
- Open Records
- Employment Law
- Ordinance Review and Creation
- Nuisance Abatement
- Attending Common Council meetings
- Attending Committee Meetings as needed/requested
- General municipal law

We understand that there may be items that you do not have familiarity or experience with or that you may have conflicts. We can look to other specialized attorneys in those cases.

We would like you to hold scheduled office hours at City Hall on Tuesdays from 9:00 a.m. until 1:00 p.m. and Thursdays from 09:00 a.m. until 1:00 p.m. beginning on May 16, 2024. You will be considered a casual, limited term employee and are not eligible for employee benefits. Your hourly rate will be \$125.00, and you will receive payment every other week in accordance with the City's payroll process.

If these terms meet with your approval, please counter-sign this letter and return to me at your earliest convenience.

Jane Lang, Mayor

James Walsh

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 24, 2024 at 5:30 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order by Chairman Erickson at 5:33 pm.

Present: Chairman Erickson; Vice-Chair Boyette, and Aldermen Steiner and Ellis; Director of Finance Rasmussen, and City Clerk Nagel.

Also present: Mayor Lang, Interim City Attorney Walsh, Alderman Pollnow Jr., and Assistant Police Chief Bernice.

Absent/Excused: Council President Borchardt

1. Public Appearances:

None.

2. Minutes: Motion/Second/Carried by Ellis/Boyette to approve the minutes from the June 10, 2024 regular meeting as written. All voting aye.

1. Review and make recommendation on Resolution 2024-11 Authorizing and Update to the Mission Squared Plan Sponsor Contact to the current Director of Human Resources and Safety. (Attachment) (Rasmussen)

The resolution is a housekeeping formality to get Director Fairchild on the account. Former Human Resources Specialist Anderson had access to the Mission Squared Account which manages employee IRA contributions.

Motion/Second/Carried Ellis/Steiner to recommend Council approve Resolution 2024-11 Authorizing and Update to the Mission Squared Plan Sponsor Contact to the current Director of Human Resources and Safety. All voting aye.

2. Review and make recommendation on Ordinance 2024-12 Amending Article II – Officers, Section 2-23 City Attorney. (Attachment) (Attorney Walsh)

This discussion arose earlier this spring when assistance was provided by the City of Menasha Attorney. There was an informal, unwritten, agreement with Fox Valley attorneys that if the attorney was unable or unavailable to attend Council meetings, another municipal city attorney attend in their place. This agreement allowed the city legal interest to be covered without any additional cost to the city. It really did not go beyond covering for vacations, illness, or conflicts of interest where the attorney could not attend a meeting. This informal agreement went on for decades. With the recent attorney situation, it was felt that this is a good time to have a formal, written agreement put in place so Council would have a better understanding of how the municipal attorneys work together.

One additional modification recommendation of the City of Neenah is to add attorneys may request legal assistance as well as the city manager and mayor because the mayor or the city manager may not know there is a conflict of interest where the city attorney would have a better understanding.

Boyette asked why wouldn't the City Menasha want this modified wording in their ordinance as well. The informal agreement has been in place for decades because the attorneys knew each other for decades. There might be a political issue with the number of times a municipality assisted another without any reciprocation, and the attorneys do not want to get involved in that.

Ellis stated it makes sense to tie up a verbal agreement and helps solidify going forward, in writing.

Steiner commented that this is not intended for long term situations. Attorney Walsh concurred, the intent is for short term incidents, such as single incident.

Erickson questioned about FMLA which can be several months, Neenah's current situation is several months, there is no agreement for the length of time. Attorney Walsh affirmed that this agreement has never been used in the instance of FMLA or a vacancy in the position situation. The understanding is for absence of council meetings, conflict of interest, or vacation.

Motion/Second/Carried by Steiner/Ellis Ordinance 2024-12 Amending Article II – Officers, Section 2-23 City Attorney. All voting aye.

3. Fiscal Matters: May 2024 Vouchers (Attachment) (Rasmussen)

Motion/Second/Carried by Ellis/Boyette to accept the May 2024 Vouchers and place on file.

4. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City. The Committee may reconvene into open session to consider taking action on the items discussed in closed session.

Motion/Second/Carried by Boyette/Steiner for the Committee to convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City. The Committee may reconvene into open session to consider taking action on the items discussed in closed session. Motion carried in a voice vote, 4-0.

At 5:46 PM, the committee convened into closed session.

Motion/Second/Carried by Ellis/Steiner for the committee to reconvene into open session to consider taking action on the items discussed in closed. Roll call vote: Erickson – aye, Steiner – aye, Ellis – aye, Boyette – aye. Motion carried in a roll call vote, 4-0.

At 5:56 PM, the committee reconvened into open session. No action was taken on any items discussed in closed.

There were no other items on the agenda to discussed. Erickson asked for the accounting of pending litigation cases from 2020 to 2024 be brought to the next committee meeting.

Report

Info. Only

Future agenda items is to discuss 2020-2024 accounting of pending litigation and a status of each case.

5. Adjournment

Motion/Second/Carried Steiner/Ellis to adjourn the meeting 6:00 pm. All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in dark ink on a white background.

Charlotte Nagel
City Clerk



Human Resources & Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6103 • Fax: 920-886-6114 • e-mail: afairchild@neenahwi.gov
AMY J. FAIRCHILD, SHRM-CP
Human Resources and Safety Director

MEMORANDUM

Date: March 11, 2024

To: Chairman Erickson and Members of the Finance and Personnel Committee

From: Amy J. Fairchild, Director of Human Resources and Safety

RE: Resolution 2024-11; Update to Mission Squared Plan Sponsor Contact

During the process up updating user access with Mission Squared, it was discovered that the Plan Sponsor Contact information had not been updated since the transition from former Director of HR and Safety to current Director Amy Fairchild.

Mission Squared requires a Resolution to be approved and authorized through Council to update this information.

Staff Recommendation:

Approval of Resolution No. 2024-11 updating the Plan Sponsor contact information to current Director of HR and Safety.



CITY OF NEENAH
Resolution No. 2024-11
Resolution Authorizing and Update to the
Mission Squared Plan Sponsor Contact

WHEREAS, the City of Neenah participates in a deferred compensation plan known as Mission Squared, and

WHEREAS, the Plan Coordinator and Plan Administrator responsibilities fall under the prevue of the Director of Human Resources and Safety; and

WHEREAS, it is the requirement of Mission Squared to include a resolution to update contact information as it relates to the Plan Coordinator and Plan Administrator;

NOW, THEREFORE, BE IT RESOLVED, the City of Neenah does hereby authorize an update to the Plan Coordinator contact information with Mission Squared to reflect current Director of Human Resources and Safety, Amy Fairchild.

Jane B. Lang
Mayor

Moved: _____

Passed: _____

Published: _____

Attest:

Charlotte K. Nagel
Clerk



Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6107 • Fax: 920-886-6109
E-mail: rdewitt@neenahwi.gov
BECKY DEWITT
PARALEGAL

MEMORANDUM

DATE: June 21, 2024

TO: Personnel and Finance Committee

From: Paralegal Becky DeWitt

RE: Amended City Attorney Ordinance to assist other municipalities

While researching temporary replacement options for our current City Attorney, it was brought to the City's attention that there was an informal agreement between the surrounding municipalities that City Attorney's may provide aid to their neighbors when necessary. This "handshake" agreement was meant to be used on an "as needed" basis to cover vacations, FMLA, and all manner of necessary absences. Currently, there is nothing in our ordinance that allows our City Attorney any authority to assist other municipalities.

During the interview process for the Interim City Attorney, it was recommended that more formal language be put into our ordinance to include intermunicipal cooperation. This would ensure that, when the time came, we could assist our neighbors when they are in need. In congruence with this, the City of Menasha will also be bringing to council language for their city ordinance to ensure that their City Attorney would be able to assist us as well.

Section 2-23 section (c) describes the purpose of the City Attorney for the City of Neenah, including the intent to render aid to neighboring municipalities as needed.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: by Common Council
Re: An Ordinance Amending Article II – Officers,
Section 2-23 City Attorney

ORDINANCE NO. 2024-12
Introduced: June 24, 2024
Committee/Commission Action:
Finance & Personnel

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

Section 1. That Neenah Municipal Code, Article II – Officers, Section 2-23 City Attorney of is hereby amended to now read as follows:

Sec. 2-23. City Attorney.

- (a) *Full-time position.* The position of City Attorney shall be a full-time position.
- (b) *Assistant.* Compensation for an assistant shall be established by the Council during annual budget.
- (c) *Primary Function.* The City Attorney shall be responsible for conducting all the law business of the City except as otherwise provided. In the event of his illness, vacation, or inability to attend to official matters, he may appoint an acting City Attorney without compensation unless otherwise provided by the Common Council. He shall perform all the duties pursuant to Wisconsin State Statute and particularly Chapter 62.09(12). The City Attorney, in his discretion, is authorized upon a request from another government's mayor, city manager, or city attorney to render aid, assistance and advice to that unit of government provided doing so will no conflict with the City Attorney's duties and responsibilities to the City of Neenah. Nothing in this Section shall prevent the City Attorney from representing clients so long as it does not interfere with his private duties or is in conflict with the Canons of Ethics of the American Bar Association and the Rules of the Supreme Court of the State of Wisconsin.

(Ord. No. 1283, § 1(1.17), 3-2-2005)

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It

is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Jane B Lang, Mayor

Attest:

Charlotte K. Nagel, City Clerk

NMFR Joint Finance & Personnel Committee Meeting Minutes

June 25, 2024 – 4:00 p.m.

Room #132 – City of Menasha

Present: Ald. Pollnow, Ald. Stevenson, Grade, Marshall, Borchardt and Boyette

Also Present: Chief Teesch, DC Krueger, Director Sassman and MA Ellis

Public: No members of the public were present.

Ald. Sevenich called the meeting to order at 4:00 p.m.

Minutes: The Committee reviewed the April 23, 2024, meeting minutes. **MSC Pollnow/Grade to approve the April 23, 2024 meeting minutes, with one correction, all voting aye.**

Review of Calls: The Committee reviewed the call reports from May 2024, January – May 2024 and January - May 2023 calls. Chief Teesch explained how EMS calls are now coded differently. There are new instructions from NFIRS on coding if we arrive before, or after, the ambulance. Nothing has changed, its only on how it's recorded. **MSC Pollnow/Borchard to accept all three reports and place on file, all voting aye.**

4:04 p.m. – Ald. Boyette entered the meeting.

2025 Cost Distribution Formula: The Committee reviewed the proposed 2025 Cost Distribution Formula. Director Sassman explained the criteria on the formula. Ald. Marshall asked how population is gathered. Director Sassman said it was based off the 2022 census information, which is the most current. **MSC Pollnow/Grade recommends the City of Neenah and City of Menasha Common Councils approve the 2025 cost distribution formula with the City of Neenah's share at 60.37% and the City of Menasha's share at 39.63%, all voting aye.**

Report

Purchase of a Heavy Rescue: The Committee reviewed the request to purchase a heavy rescue along with the quotes. Director Sassman noted the CIP change was not reflected in the Menasha CIP, but it was in Neenah. It is due to the different timetables each City has for CIP budgets. It will be updated with the upcoming CIP budget workshops the City of Menasha has scheduled. The Committee reviewed both proposals, the differences between both proposals and the financing options. DC Krueger noted the recommendation from the Department's Truck Committee is to go with the Pierce proposal.

A discussion was held on the changes on ordering vehicles, long lead times and how this works. A discussion was held on entering a contract with a vendor and each City has not approved the monies for that CIP year. They will review/approve a 5-year CIP budget. However, the funds for each CIP year are not approved until the November prior to that year. Director Sassman requested language in the contract with the vendor that it's contingent upon the Cities approving the financing for this. DC Krueger said companies will not start building a vehicle with the hopes that it is approved in the future by each City. However, there are out clauses in the contract, that include penalties, if there is a reason a City cannot fund the purchase. Director Sassman asked that the legal team is reviewed by both prior to submitting a signed agreement.

Ald. Pollnow said he feels approval of financing should be made by the elected officials and not by the finance directors. Director Sassman said they normally take the most advantage financing option. However, both Cities must work it in their budget so that's why it was left open. Once City may need a different financing option to make the purchase work in their budget.

MS Borchardt/Grade recommends the City of Neenah and City of Menasha Common Councils approve the purchase and enter into a contract of a 2027 heavy rescue vehicle from Pierce Manufacturing and related equipment for a cost not to exceed \$800,000 and to authorize both Finance Directors to review financing options to approve the most advantageous finance option for both Cities and legal Councils to approved a contract before it's signed that states it's pending budget approval, motion carried by a roll call vote. Borchardt, Marshall, Grade, Pollnow, Sevenich and Boyette all voting aye.

Report

Utility Truck Purchase: The Committee reviewed the request to purchase a utility vehicle. Director Sassman noted the CIP change was not reflected in the Menasha CIP, but it was in Neenah. It is due to the different timetables each City has for CIP budgets. It will be updated with the upcoming CIP budget workshops the City of Menasha has scheduled. The Committee reviewed the bid from Bergstrom Automotive. Ald. Sevenich asked about why we do not go out on the State bid for these types of vehicles. DC Krueger said we can do this but historically Bergstrom will always meet, or beat, the State bid. There is currently no 2025 pricing for these vehicles, so they are giving us the 2024 price. The total cost also includes related equipment. **Ald. Pollnow/Borchardt recommend the City of Neenah and City of Menasha Common Councils approve the order of one 2025 Chevy Silverado and related fire equipment for a cost not to exceed \$75,000 and pending budget approval of the 2025 CIP budget by both Cities, all voting aye.**

Report

Radio CIP Budget: Chief Teesch noted we received the money from the County on June 17th from the Spirit Funds for over \$200,000. This will help reduce the overall CIP cost for both Cities.

MSC Pollnow/Marshall to adjourn at 4:45 p.m., all voting aye.

Respectfully submitted,

Tara A. Ellis

Tara Ellis

Management Assistant



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger/Truck Committee

DATE: June 25, 2024

RE: Heavy Rescue Purchase

The approved long range CIP budget as well as the apparatus replacement schedule includes the planned replacement of the 2002 Squad in 2026. The Truck Committee recognized the need to have versatility in the fleet and focused attention to request design for various special operations as well as operational plans to reduce impact of the largest and most expensive apparatus in the fleet as the aerial vehicle. The Truck Committee which is comprised and represented by all ranks on the department to assure the vehicle needs are met have worked over several months as directed by Joint Finance in March '24 to put together a specification meeting the department operational needs, reducing options that have previously brought significant maintenance cost, all while enhancing the operations able to be provided to the communities. Staff consulted with two manufacturers including Marion Body Works and Pierce Mfg. for the Heavy Rescue project.

Attached and within are two proposals provided for consideration. Based on the specification, pricing similarity, and due to the fleet maintenance and familiarity recommend consideration priority to the Pierce Mfg. proposal however both proposals meet the intent of the needs of the department.

NMFR is requesting consideration and action to recommend that the City of Neenah and Menasha approve the purchase and enter contract of (1) 2027 Heavy Rescue Vehicle from Pierce Manufacturing and related equipment (\$50,000) for a cost not to exceed \$800,000 and to authorize Financial Directors to review financing options and approve the most advantageous financial option for both cities.

Thank you for your consideration.



RED POWER DIESEL SERVICE, INC.

W1588 ALP AVE. FREMONT, WI 54940

(920) 867-5012

PROPOSAL FOR FURNISHING FIRE APPARATUS

Neenah-Menasha Fire Rescue
125 W. Columbian Avenue
Neenah, WI 54956

June 17, 2024

The undersigned is prepared to furnish, upon order being placed by you, an apparatus and equipment manufactured by Pierce Manufacturing, Inc. herein named and for the following prices:

One (1) Pierce Enforcer HDR	\$ 815,579.60
Red Power Installed: LED Headlights & Custom Box for Dive Gear	\$ 5,700.00

Total, without Prepayment: \$821,279.60

Prepayment options are available, below is an estimated breakdown if the amount is paid in February 2026. This discount is subject to change depending on booking date and delivery date. **

Customer Payment: \$250,000.00	Prepayment Discount: \$18,729.17	Total payment after discount: \$802,550.43
Customer Payment: \$500,000.00	Prepayment Discount: \$43,576.44	Total payment after discount: \$777,703.16
Customer Payment: \$750,000.00	Prepayment Discount: \$62,069.97	Total payment after discount: \$759,209.63

**** Please note delivery lead time is an estimation and can be subject to delays beyond our control. The current estimated lead time is 42 months ****

Price Increase Notice: Due to the ever-increasing concerns with the supply chain, pricing cannot be guaranteed or paid for by the manufacturer/dealer if major components increase before the apparatus is delivered. Commercial chassis manufacturers cannot lock in pricing, therefore the chassis price is subject to change. In addition, if the Producer Price Index of Components for Manufacturing (PPI) has increased at a compounded annual growth rate of 5% or more between the month Pierce accepts the order, and 14 months prior to the then predicted Ready for Pickup date, then pricing may be updated in an amount equal to the increase in PPI over 5% for each year or fractional year between order and evaluation month.

The specifications contained herein shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations do not materially affect the cost of the construction of the apparatus. The proposal for fire apparatus conforms with all Federal DOT rules and regulations in effect at the time of the bid, and with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of the bid, except as modified per customer specifications. Any increased costs incurred by first party because of future changes in or additions to said DOT or NFPA standards will be passed along to customers as an addition to the price set forth above.

Red Power Diesel Service, Inc.

By: Dave Schneider

David Schneider-Authorized Sales Representative



A Tradition of Quality. Since 1905

EMERGENCY VEHICLE PROPOSAL

June 14th, 2024

**TO: Neenah-Menasha Fire Rescue
125 East Columbian Ave.
Neenah, WI 54956**

Dear Deputy Chief Krueger:

Thank you for the opportunity to quote this fire apparatus and equipment for you and your fire department. Marion has been building extruded aluminum fire apparatus bodies since 1964. We are proud to say that we are the oldest manufacturer of extruded built fire apparatus in the industry. We hope that you find our proposal to be the best long term value for your community. The undersigned is prepared to build for you, the apparatus and equipment herein named in the specifications, with the intent to have an order placed by you for final acceptance by Marion Body Works Inc., at its home office in Marion, WI.

OPTION #1 DESCRIPTION OF APPARATUS AND EQUIPMENT

Spartan Metro Star custom chassis, featuring a Cummins L9 380hp motor with an Allison 3000 series EVS transmission, an 18' extruded aluminum rescue body featuring a Whelen LED lighting package. This chassis has been offered to several departments and is available on a first come first serve basis.

TOTAL \$767,076.00

Seven Hundred Sixty-Seven Thousand Seventy-Six Dollars
(Total price, F.O.B. Marion, WI with State, Federal, FET or Local Taxes Not Included)

OPTION #2 DESCRIPTION OF APPARATUS AND EQUIPMENT

Spartan Metro Star custom chassis, featuring a Cummins X10 450hp motor with an Allison 3000 series EVS transmission, an 18' extruded aluminum rescue body featuring a Whelen LED lighting package. Due to this being an unproven motor at this point, this is an estimate on the vehicle price until final pricing has been determined for the new motor and associated modifications needed to the chassis.

TOTAL \$911,344.00

Nine Hundred Eleven Thousand Three Hundred Forty-Four Dollars
(Total price, F.O.B. Marion, WI with State, Federal, FET or Local Taxes Not Included)





A Tradition of Quality. Since 1905

COMPLETION

Delivery of said apparatus and equipment shall be delivered to you within {960-1020} calendar days after Marion's receipt of your order.

This estimate assumes timely approval by you of the Marion detailed submittal, timely receipt of the chassis, and no events /beyond the reasonable control of Marion.

STANDARD PAYMENT TERMS

Standard payment terms are the chassis is paid for in full upon completion and the balance would be due upon the apparatus being delivered to the fire station.

PREPAY DISCOUNT

A \$10,000.00 pre pay discount is being offered on option #1. That would bring the total to \$757,076.00.

STANDARD WARRANTIES

Two year warranty
10 Year **non-prorated** paint warranty
7 year electrical warranty
20 year body structural warranty

SERVICE CENTER

Emergency Vehicle Services, LLC is the authorized sales and service center for Wisconsin for Marion Body Works Inc. located in Marion, WI.

LENGTH OF THIS PROPOSAL

This proposal is good for 30 calendar days from its date.

EMERGENCY VEHICLE SERVICES, LLC

By *Todd Prellwitz*



Quote SO

Emergency Vehicle Services

Neenah Menasha Fire Rescue
125 East Columbian Avenue
Neenah, WI 54956

Exp. Date: 03/24/2024
Quote No: 10085-0001
BODY 09: R-HEAVY Rescue Vehicle, Heavy Duty

06/17/2024

Page 1

PART NO	S	DESCRIPTION	QTY	ID
		== Rescue Vehicle, Heavy Duty - 0.000 ==		MBW
00-56-2000	S	Pre-Construction Meeting @ Marion	1	MBW
01-10-6840	S	R-18' Non Walk-In Rescue Vehicle, Aluminum	1	MBW
02-01-1025		Options For Custom Chassis Only	1	MBW
02-05-1000		Approval Drawings (STD-R)	1	MBW
05-03-0000		Chassis Modifications	1	MBW
05-25-3320		Fuel Fill, Signature 4, Custom Chassis	1	MBW
05-32-5050		Foot Switch Installation, Chassis Furnished, (EA)	2	MBW
05-34-7000		Cab Tilt Installation in Curbside Front Compartment (Chassis Furnished)	1	MBW
05-35-1700		Apparatus Information Label (STD)	1	MBW
05-35-1710		Helmet Label, Per Seat (STD)	1	MBW
05-35-3000		Chassis Exhaust, Rescues (STD)	1	MBW
05-40-1000		Rear Tow Eyes, Under Step	1	MBW
05-40-3050		Rear Tow Eyes, Galvanized	1	MBW
05-40-3159		Galvanized, Drop Frame	1	MBW
05-42-1000		Rear Spring Shackle Access	1	MBW
05-42-3200		Fluid ID Plate, Cab Display	1	MBW
05-45-1000		Mudflaps, Rear	1	MBW
05-50-0299	U	Wheel Trim (DFI)	1	
05-52-8200		< Cabinet, Treadplate, Roll-Up Door 48"w x 20"d x 70"t	1	MBW
05-52-8500		Shelf, Adjustable, Interior Cab Cabinet	2	MBW
05-52-8799	U	Interior Cab Shelf	1	
05-53-1015		Compartment Lights, Amdor LED, 2-Strip Lights	1	MBW
05-72-1020		Helmet Holders - (None Required)	1	MBW
25-05-0000		Body Specification	1	MBW
25-05-2000		Body Construction (STD-R)	1	MBW
25-10-4000		Crossmembers (STD-R)	1	MBW
25-15-5000		Uprights (STD-R)	1	MBW
25-20-2000		Roof Rafters (STD-R)	1	MBW
25-25-4500		Roof and Corner Posts (STD-R)	1	MBW
25-30-4000		Skin (STD-R)	1	MBW
25-32-4000		Roof (STD-R)	1	MBW
25-40-5005		Rubrails, Extruded Channel - Rescue, Heavy	1	MBW
25-55-0500		Fenders (STD)	1	MBW
25-55-2000		Fenderettes	1	MBW
25-55-6500		Fender Panel, Smooth Painted, Welded On	1	MBW
25-67-1000		Spring Shackle Clearance (STD)	1	MBW
25-80-4010		Body Mounts, Nylon Sills	1	MBW
27-10-1000		Compartment Vents (STD)	1	MBW
27-15-0500		Exterior Compartment (STD)	1	MBW
27-15-4000		Compartment Floors (STD)	1	MBW
27-30-2000		Compartment Walls (STD)	1	MBW

PART NO	S	DESCRIPTION	QTY	ID
27-40-9500		<i>Drip Pan, Roll-Up Doors</i>	9	MBW
27-41-5199		<i>Roll Up Amdor Door</i>	1	MBW
27-41-5274	S	<i>Roll-up Door, Amdor, 63"H x 47"W</i>	6	MBW
27-41-810A		<i>Finish, Rear Roll-Up Door, Anodized</i>	1	MBW
27-41-8400		<i>Finish, Roll-Up Doors, Wet Paint (Tracks Anodized)</i>	1	MBW
28-10-1500		<i>Rear Bumper Step, 12" Deep, Full Width</i>	1	MBW
28-25-2700		<i>Trailer Hitch, Reese, (5001 - 10000 Lbs)</i>	1	MBW
28-25-2900		<i>Receiver-Hitch, Side, Behind Axle, (Drop Frame)</i>	1	MBW
28-25-5000		<i>Portable Winch Connector</i>	3	MBW
28-30-4225		<i>Ladder, Swing Out and Down, Powder Coat, Black</i>	1	MBW
28-40-1505		< <i>Access Rail 12"</i> TBD	2	MBW
28-40-1510		<i>Access Rail 12" , Angled, Rooftop</i>	1	MBW
28-40-2500		<i>Access Rail 36"</i>	2	MBW
32-05-1010		<i>Paint Body (Heavy Rescue)</i>	1	MBW
32-10-0500		<i>Un-painted Cab (STD)</i>	1	MBW
32-20-2520		<i>Compartment Finish, Light Gray Spatter & Clear (Heavy Rescue)</i>	1	MBW
32-20-2850		<i>Shelf & Tray Finish, Oscillated</i>	1	MBW
32-35-1501		<i>Undercoating (STD-R)</i>	1	MBW
32-35-9020		<i>Reflective Material, Crew Doors, (Custom) - Chassis Provided</i>	1	MBW
32-35-9225		<i>Reflective Material, Trays, Shelves & Toolboards</i>	1	MBW
32-50-5200		<i>1 Encapsulated G.L. Character, 1"-3" H</i>	52	MBW
32-50-7800		<i>1 Scotchlite Character, 10"-15" High</i>	40	MBW
32-50-8500		<i>Outline & Shading For Scotchlite Letters</i>	1	MBW
32-60-6015		<i>Decals, Department Patch, Pair</i>	1	MBW
32-70-0056		<i>Striping 1-6-1 Reflective Scotchlite</i>	1	MBW
32-70-0175		<i>"Z" Reflective Scotchlite, Triple Stripe (PR)</i>	1	MBW
32-70-4021		<i>Striping, 6" Chevron Rear, Reflective Diamond Grade w/Lamination</i>	1	MBW
32-73-0100		<i>Designated Standing and Walking Surface Standard</i>	1	MBW
33-49-1000		< <i>Overall Length Requirement</i> The overall length of the body should not exceed _____".	1	MBW
33-49-2000		< <i>Overall Height Requirement</i> The overall height of the body should not exceed _____".	1	MBW
33-49-5000		<i>100" Wide Body</i>	1	MBW
34-50-0400		< <i>Height Increase, Roof, Rescue Vehicles (Heavy Duty)</i> Body Height to Match Cab Height	15	MBW
34-50-1500		<i>Walkway, Notched In Roof</i>	1	MBW
34-50-1610		<i>Upper Rear Egress, Roadside</i>	1	MBW
34-50-2010		<i>Roof Storage Compartment, Top Access, LED Strip Light</i>	4	MBW
34-60-8250	S	<i>R-18' Compartment Sizes, Roll-Up Doors</i>	1	MBW
34-80-2020		<i>Dual SCBA Bottle Compt In Wheelhousing, AL, Polished Door, SS</i>	3	MBW
36-05-1000		< <i>Vertical Divider, (30" Depth Max)</i> One in R4 16" forward of rear wall lip forward One in C4 14" from rear wall lip forward	2	MBW
36-15-1000		< <i>Shelf .19" Aluminum Fixed, 28" Max</i> R1/C1 at change of depth R2/C2 @ change of depth Rear at change of depth	5	MBW
36-15-3000		< <i>Shelf .19" Aluminum Adjustable, 28" Max</i> 1 in R3 4 in R4 forward of divider One in C3 3 in C4 forward of divider	9	MBW

PART NO	S	DESCRIPTION	QTY	ID
36-15-6000		< Shelving Adjustable Standards R3, R4, C3, C4	4	MBW
36-15-6800		< Shelving Adjustable Standards, 67" Deep & Transverse R1/C1 R2/C2 Rear	3	MBW
36-30-0855		< Tray 1,000 Lb Cap 25-36" Ext. 100%, Bottom Mount Alum Track Rear compartment floor	1	MBW
36-30-1500		< Tray 1,000 Lb Cap 37"-48" Ext., Bottom Mount R2 Two in C2	3	MBW
36-30-2000		< Tray 1,000 Lb Cap Transverse, Bottom Mount R1/C1 Rear compartment on the fixed shelf	2	MBW
36-30-2100		< Divider, Bottom Mount Tray, Aluminum R2 C2 forward tray	2	MBW
36-40-2000		Storage Rack, Transverse	12	MBW
36-55-5800		< Lining, Pac Track, (1-Wall) One each side of the interior cab cabinet on the back wall of the cab	2	MBW
36-55-9300		< Oil Dry Hopper, Rooftop Compartment rearward area of C4	1	MBW
36-56-3000		< Mesh Guard, 1" Web, Exterior Compartments Lower section R1 Lower section R2 Lower section C1	3	MBW
55-80-1100		Install Spartan Provided Rear View Camera	1	MBW
55-81-0025		HAAS Alert System	1	MBW
60-05-1000		Wiring Diagram (STD)	1	MBW
60-05-1508		12 Volt, Custom Chassis, V-Mux, Multiplex Body	1	MBW
60-05-2700		12 Volt Wiring, V-Mux (Custom Rescue)	1	MBW
60-05-5000		Electrical Testing	1	MBW
60-32-8200		Low Voltage Alarm - Chassis Furnished (STD)	1	MBW
62-00-1100		Running Lights, LED, Roof Perimeter or Behind Rear Step, Rescue	1	MBW
62-00-3510		License Plate Light, LED, Ri-Tar #M27	1	MBW
62-05-3050		Marker/Turn Signal Lights, LED, Rear Body Fender	1	MBW
62-06-2522		Stop, Tail, & Separate Turn Signal Arrow - Whelen M6 LED, Clear Lens	1	MBW
62-06-4020		Backup Light - Whelen M6 LED	1	MBW
62-15-2022		Compartment Lights, Amdor LED, 2-Strip Lights	9	MBW
62-22-8000		Door Ajar Indicator Light - Chassis Furnished	1	MBW
62-50-1514		Step Lights, LED, Rear Step, TecNiq #D07	1	MBW
62-50-7015		Step Lights, LED, TecNiq #D07, Walkway	1	MBW
62-50-7100		Step Lights, LED, TecNiq #D07, Upper Rear Egress	1	MBW
65-20-8000		< Surface Mount Light, Whelen, Pioneer, LED, PCPSM2C, 12-volt One each side of the body inboard of the rear warning light One centered on the rear	3	MBW
65-40-3004		Ground Lights, LED, TecNiq #T44 (Rescue)	1	MBW
65-40-4020		Ground Lights, Chassis Furnished	1	MBW
65-40-5004		Ground Light, Additional, LED, TecNiq #T44 (ea)	1	MBW
68-25-0001		WIRELESS SYSTEM	1	MBW

PART NO	S	DESCRIPTION	QTY	ID
68-25-0175		FireCom Wireless Base Station, Single & Multi-User	1	MBW
68-25-0300		FireCom Wireless Headset, Under Helmet, Transmit	2	MBW
68-25-0325		FireCom Wireless Headset, Under Helmet, Intercom Only	2	MBW
68-25-2000		Intercom System, Firecom 5100D	1	MBW
68-25-2198		Hanger Hook, Headset, NFPA Compliant (EA)	4	MBW
75-70-1110		< LED, Linear Super, Whelen, Series M9, Red With Clear Lens Two each side of the body in the upper outbaord corners One each side on the rear up high	6	MBW
75-70-5110		< LED, Linear Super, Whelen, Series M6, Red With Clear Lens One each side in the rear wheel well One each side on the rear below the S/T/T/BU lights	4	MBW
82-10-3050		< Outlet, 120 Volt Power Strip TBD	3	MBW
97-00-1000		Miscellaneous Equipment (STD)	1	MBW
97-95-1000		Ziamatic Choc With Holder	1	MBW
97-96-0500		Manufacturer Nameplates and Identification	1	MBW
97-99-5000		Miscellaneous Fasteners (STD)	1	MBW
97-99-5050		ECK (STD)	1	MBW
97-99-8000		NFPA Requirement (STD)	1	MBW
97-99-8850		Apparatus Alignment	1	MBW
98-30-0020		Website Updates	1	MBW



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger/Truck Committee

DATE: June 25, 2024

RE: Utility Truck

The approved long range CIP budget as well as the apparatus replacement schedule includes the planned addition of a utility $\frac{3}{4}$ ton pick-up for 2025. The current squad will not be able to tow the new air boat scheduled for early '25 arrival.

Attached and within is a specification from Bergstrom provided for consideration that best matches the current fleet of small vehicles. '25 model pricing hasn't been released however orders will begin in July. Bergstrom Neenah has committed to holding '24 pricing for a new model for this project with anticipated delivery 1-25.

NMFR is requesting consideration and action to recommend that the City of Neenah and Menasha approve the order of (1) 2025 Chevy Silverado and related fire addition equipment for a cost not to exceed \$75,000.

Thank you for your consideration.



Order Workbench

Order Details - Order #DJHFXQ

Displayed: 2/23/24 at 10:57:44 AM EST

Printed By: gerken, jason

BAC Information

Contact Name	Contact Phone
DAN	Stock No.

Model/Order Information

Model Year	2024	VIN	MSRP W/DFC	\$52,195.00
Division	Chevrolet			
Distribution Entity	RET			
Order Type	TRE - Retail Stock			
Allocation Group	CHDREG			
Model	CK20903 - 2500HD Silverado: LWB, 4WD, Reg Cab Pickup			
TPW				

Vehicle Specifications

PEG	1WT - Work Truck Preferred Equipment Group	Trim	H1T - 1WT/1FL-Cloth, Jet Black, Interior Trim	Transmission	MKM - 10-Speed Automatic
Color	G7C - Red Hot	Engine	L8T - Engine: 6.6L, V-8, SIDI	Emissions	FE9 - Federal Emissions

Ordered Options

1WT	Work Truck Preferred Equipment Group	NQF	Transfer Case: w/ Rotary Dial Control, Electronic Shift
AKO	Glass, Deep Tinted	NZZ	Skid Plate
AQQ	Keyless Remote Entry	PCV	1WT Convenience 1 Package
AZ3	Seats: Front 40/20/40 Split-Bench, Full Feature	PDB	LPO - Dark Essentials Package
BG9	Floor Covering: Rubberized Vinyl, Black	PRF	3 Years of Onstar Remote Access
C49	Defogger, Rear Window, Electric	PYN	Wheels: 17" Steel, Painted
C7A	GVW Rating 10,000 Lbs	QHQ	Tires: LT245/75 R17E All Season, Blackwall
CGN	Chevytec Spray-on Liner	QK1	Standard Tailgate
DD8	ISRV Mirror, Electro-chromatic	QT5	Tailgate Function--EZ Lift, Power Lock & Release
DWI	Mirrors, O/S: Pwr Fold.,Man. Ext., Heat, Turn Indicator	RIK	LPO - Badge Exterior Black Nameplates
E63	Durabed	SAF	Spare Tire Lock

FE9	Federal Emissions	SB7	LPO - Black Tailgate Lettering, Reflective w/PDN Pkg
G7C	Red Hot	SFZ	LPO--Chevy Bow Tie, Blacked Out
G80	Auto Locking Differential, Rear	TQ5	Headlamps, Intellibeam
GT4	Rear Axle: 3.73 Ratio	UE1	OnStar Communication System
H1T	1WT/1FL-Cloth, Jet Black, Interior Trim	UE4	Following Distance Indicator
IOR	Chevrolet Infotainment, 7" Color Screen	UEU	Sensor, Forward Collision Alert
JL1	Integrated Trailer Brake Controller	UHY	Automatic Emergency Braking
K34	Cruise Control	UKJ	Sensor, Front Pedestrian Braking
K47	Heavy Duty Air Filter	V76	Recovery Hooks
KC4	Cooler, Engine Oil	VK3	Front License Plate Mounting Provisions
KNP	Transmission Cooling System	VYU	Snow Plow Prep / Camper Package
KW5	Alternator, 220 AMP	YM8	LPO Processing Option
L8T	Engine: 6.6L, V-8, SIDI	Z82	Trailer Package
MKM	10-Speed Automatic	ZHQ	Tire, Spare: LT245/75 R17 All Season, Blackwall

Event History

Event Code	Event Description	Effective Date	Timestamp	End Date	System	User ID
1100	Preliminary Order Accepted	02/23/2024	02/23/2024 10:56:48.157 AM		NAOWB	jgerken12314
1101	Preliminary Order Added	02/23/2024	02/23/2024 10:56:48.157 AM		NAOWB	jgerken12314

Change History

Effective Date	Timestamp	Data Element	Before Value	After Value	User ID
No data found.					



M E M O R A N D U M

DATE: June 25, 2024
TO: Mayor Lang and Members of Plan Commission
FROM: Brad R. Schmidt, AICP, Community Development Department
RE: Bridgewood Planned Development District - Project Plan Approval #1-22
Amendment – Bridgewood Luxury Apartments (Ordinance No. 2024-11)

Request

The Community Development Department has received a request from Versatile Management (property owner) to amend the project plan for the Bridgewood Luxury Apartments.

Consideration

The Bridgewood Planned Development District (PDD) Master Plan was amended in May 2022. In September 2022, a project plan was approved for the development of the Bridgewood Luxury Apartments. The project includes 26 multi-family structures each with eight (8) dwelling units per building for a total of 208 dwelling units. In addition, the development includes an office building. Construction has begun on three of the residential buildings.

The developer is proposing to re-orient the office building, including the parking lot, and add a swimming pool which would be available to residents and their guests.

Master Plan Conformance

The Bridgewood Planned Development District (PDD) Master Plan was amended in May 2022, to reclassify the use of the former golf course as multi-family residential.

A Planned Development District is a zoning district which encourages the efficient and optimal utilization of land. Traditional zoning tends to be inflexible and uniform. When a PDD is approved, the accompanying Master Plan highlights the PDD's standards and land uses. The implementation of the PDD's Master Plan typically occurs over a predetermined time frame and occurs in phases. Each phase of the Master Plan is reviewed as a Project Plan Approval. The Project Plan Approval is essentially a site plan review which includes a review by the City's Plan Commission and Common Council. The City's Zoning Code further lists the purpose of PDD's:

- Assure that growth is planned and accomplished within the City's goals both for the surrounding neighborhood and the community as a whole.
- Promote flexibility in design and the efficient use of land to facilitate a more economic arrangement of buildings, uses, circulation systems and utilities.
- Provide for the accomplishment of external architectural unity so as to promote design harmony.
- Preserve to the greatest extent possible, existing landscape features and natural amenities, and utilize such features in an effective manner.

- Enhance the natural setting through the placement of manmade facilities and plant materials.
- Provide more useable and suitably located common and open space areas than would otherwise be provided under conventional land development procedures.

Office Building Modification

The developer is proposing to re-orient the office building and construct an outdoor swimming pool. In addition, the off-street parking lot will increase the number of stalls from 13 to 24. The new building alignment continues to meet the minimum setback requirements from the north property line. The decking around the proposed pool maintains a 25-foot setback from the north property line. A sight-tight fence is proposed along the shared property line north of the pool decking and the residences north of the office building. A fence is also proposed around the pool as a safety measure.

The proposed amendment to the project plan is consistent with the Bridgewood Planned Development District Master Plan.

Recommendation

Appropriate action at this time is to recommend Council approve Ordinance #2024-11, for the amendment to Project Plan Approval #1-22 for the Bridgewood Planned Development District, allowing the modification to the office building layout and the addition of an outdoor swimming pool subject to the Project Plan Approval Letter.



City of Neenah Community Development
211 Walnut Street
Neenah WI 54956
Ph 920.886.6130

June 21, 2024

TOM VANDEYACHT
VERSATILE MANAGEMENT, INC
2220 N LYNNDAL DR
APPLETON, WI 54914

**RE: PPA #1-24 (Amendment to PPA #1-22) - 1020 Cameron Way - Bridgeview Luxury Apartments Project Plan
Review () Status Approved**

Dear TOM VANDEYACHT:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt
Deputy Director of Community Development and Assessment
bschmidt@neenahwi.gov
920-886-6126

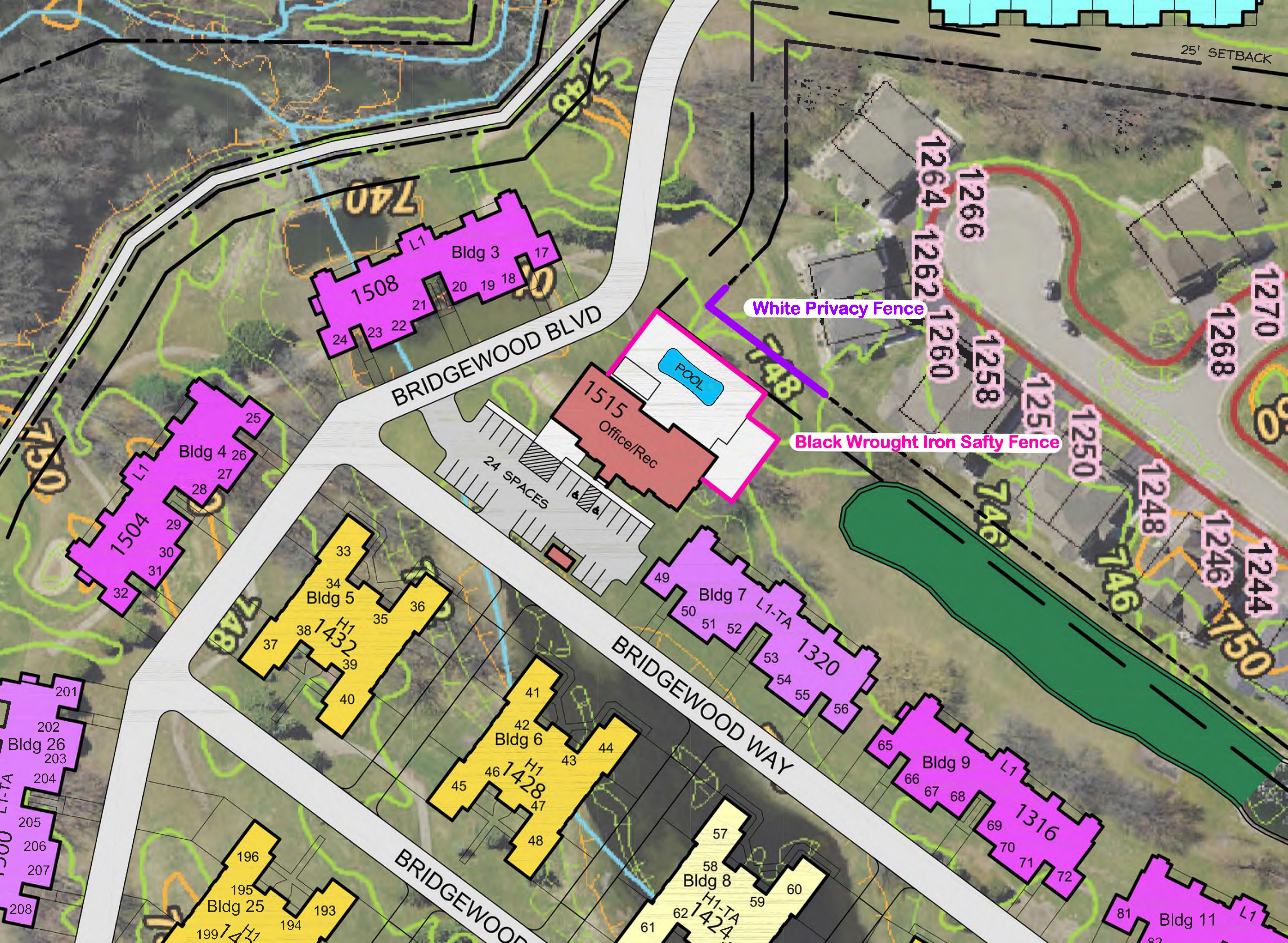
Plan Review Comments

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

1. Prior to installation of a fence, please submit a permit application online at <https://evolvepublic.neenahwi.gov/>.
-



**Minutes of the Board of Public Works Meeting
Wednesday, June 27, 2024 at 10:00 AM**

MEMBERS PRESENT: Mayor Lang, Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Public Works Engineer Kummerow, and Alderman Hillstrom.

EXCUSED: Alderman Lendrum.

ALSO PRESENT: Water Utility Director Mach, Public Works Engineer Eckhart, and City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 10:05 AM.

- I. Approval of the minutes of the June 12, 2024 meeting. (Minutes can be found on the city website)
MSC Hillstrom/Haese to approve the meeting minutes as presented, all voting aye.

- II. Appearances.
None.

- III. Unfinished Business.
None.

- IV. New Business.
A. Public Works

1. Change Order No.2, Contract 1-24, Utility and Street Construction, on Belmont Ave., Belmont Ct., Cedar St., and Stevens St., to David Tenor Corporation, in the amount of \$35,896.23. (Attachment)
MSC Haese/Hillstrom to approve Change Order No. 2, Contract 1-24, in the amount of \$35,896.23, all voting aye.

The change order is to relay sanitary sewer main on Winnebago Heights from Steven Street to Congress Street due to sag in the main and continuous garage maintenance on sewer main due to basement backups. The sanitary sewer on this project came in under budget.

2. Change Order No.1, Contract 3-24, Utility and Street Construction, on Bayview Rd., Quarry Ln., and Reed St, to Donald Hietpas & Sons Construction, Inc, in the amount of \$255,701.10. (Attachment)
MSC Haese/Hillstrom to approve Change Order No.1, Contract 3-24, in the amount of \$255,701.10, all voting aye.

The change order is for additional excavation, stone, and geogrid on Bayview Road due to subgrade conditions along with concrete alternative on Bayview Road and Quarry Lane.

3. Budget Adjustment Request, Contract 3-24, Utility and Street Construction, Bayview Rd., Quarry Ln., and Reed St, to Donald Hietpas & Sons Construction, Inc, in the amount of \$32,916.00. (Attachment)
MSC Haese/Rasmussen to approve the Budget Adjustment on Contract 3-24, in the amount of \$255,701.10, all voting aye.

The budget adjustment is to relay storm sewer on Bayview Road that floated. This will be funded by the Storm Water Fund Balance as it is an unbudgeted item.

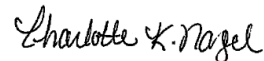
4. Change Order No.3, Neenah Creek Bridge, Pfeifer Brothers, final pay request quantity adjustments, in the amount of \$8,898.29. (Attachment)
MSC Haese/Hillstrom to approve Change Order No. 3, Neenah Creek Bridge, in the amount of \$8,898.29, all voting aye.

This change order finalizes the overrun project quantities based on changes in the field and actual installed product.

5. Final Pay Request, Neenah Creek Bridge, Pfeifer Brothers, in the amount of \$64,398.02. (Attachment)
MSC Hillstrom/Haese to recommend Council approve Final Pay Request, Neenah Creek Bridge, Pfeifer Brothers, in the amount of \$64,398.02, all voting aye.

- V. Any announcements/questions for the Board.
A. Director Mach informed the Committee on the water main/sewer main break on Henry Street.
- VI. Adjournment.
MSC Haese/Hillstrom to adjourn, all voting aye. Meeting adjourned at 10:30 AM.

Respectfully Submitted,



Charlotte Nagel
City Clerk

Info.

Report

Change Order No: 2
 Contract No: 1-24
 Project: Utility & Street Construction
 Streets: Belmont Ave, Belmont Ct, Cedar St, Stevens St
 Original Contract Total: \$3,295,454.70

Account Number: _____

Project Number: See Below

Notes:

Project #		Description	UofM	Contract Bid Qty	Qty Change Add	Qty Change Delete	Unit Price	Extension
SEW03	101.3	Furnish, Install & Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	0	365	0	\$80.00	\$29,200.00
STR06	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	0	740	0	\$2.76	\$2,042.40
STR06	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	0	243	0	\$0.92	\$223.56
STR06	402.2.3.1	Furnish & Install HMA Pavement (4-inch)	Ton	0	53	0	\$83.59	\$4,430.27
Total Change Order No.1								\$35,896.23

Reason for Change

Relay sanitary sewer main on Winnebago Heights from Steven St. to Congress St. due to sag in main and continuous garage maintenance on sewer main due to basement backups.

Contract Amount

Contract Time Calendar Days

Original: \$3,295,454.70
 Previous C.O.'s (+/-): \$154,964.00
 This C.O.'s (+/-): \$35,896.23
 Revised: \$3,486,314.93

Original: _____
 Previous C.O.'s (+/-): _____
 This C.O.'s (+/-): _____
 Revised: _____

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Contractor: _____

Date: 6-20-24

Department: _____

Date: 6-24-24

Water Department _____

Date: _____

(If applicable) _____

Board of PW: _____

Date: _____

Change Order No: 1
 Contract No: 3-24
 Project: Utility & Street Construction
 Streets: Bayview Rd., Commercial St., Quarry Ln. and Reed St.
 Current Contract Total: \$1,705,724.90

Account Number: _____ Project Number: _____
 Notes: _____

Proj #		Description	UofM	Contract Bid Qty	Qty Change		Unit Price	Extension
					Add	Delete		
STR-11	402.1.7.4	Unclassified Excavation	Cu. Yd.	4,900	950	0	\$11.00	\$10,450.00
STR-11	402.1.4.11	Furnish and Install Geogrid	Sq Yd	10,400	900	0	\$2.10	\$1,890.00
STR-11	401.1.1	Furnish and Install Base Crushed	Ton	5,400	1,900	0	\$15.75	\$29,925.00
STR-04	999.99	Concrete alternate on Quarry	Lump Sum	0	1	0	\$141,288.69	\$141,288.69
STR-11	999.99	Concrete alternate on Bayview	Lump Sum	0	1	0	\$72,147.41	\$72,147.41
Total Change Order No. 1								\$255,701.10

Reason for Change
 Additional excavation, stone, and geogrid on Bayview Road due to subgrade conditions
 Concrete alternate on Bayview Road and Quarry Lane

Contract Amount		Contract Time Calendar Days	
Original:	\$1,705,724.90	Original:	_____
Previous C.O.'s (+/-):	_____	Previous C.O.'s (+/-):	_____
This C.O.'s (+/-):	\$255,701.10	This C.O.'s (+/-):	_____
Revised:	\$1,961,426.00	Revised:	_____

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Contractor: Stewart Hedges Date: 6/21/2024
 Department: _____ Date: 6-21-24
 Water Department: _____ Date: _____
 (If applicable) _____
 Board of PW: _____ Date: _____

BUDGET ADJUSTMENT

Contract No: 3-24
Project: Utility & Street Construction
Streets: Bayview Rd., Commercial St., Quarry Ln, and Reed St

Account Number: 049-5050-743.02-36

Project Number: SEW16

Notes:

Item Code	Description	UofM	Qty	Unit Price	Extension
301.4	Furnish, Install & Relay 10-inch Storm Sewer	Lin. Ft.	388	\$57.00	\$22,116.00
301.5	Furnish, Install & Relay 12-inch Storm Sewer	Lin. Ft.	150	\$72.00	\$10,800.00
Total Change Order No.1					\$32,916.00

Reason for Budget Adjustment

Relay storm sewer on Bayview that floated. This will be funded from the Storm Water Fund balance, as it is an unbudgeted item.

Staff Recommendation

Staff recommends that Council approve the budget adjustment for storm water relay work on Bayview Road to be funded from the Storm Water Fund Balance

Contract Amount

Original: \$1,705,724.90
Previous C.O.'s (+/-): \$255,701.10
This C.O.'s (+/-): \$32,916.00
Revised: \$1,994,342.00

Contract Time Calendar Days

Original: _____
Previous C.O.'s (+/-): _____
This C.O.'s (+/-): _____
Revised: _____

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Board of PW: _____

Date: _____

Council Approval _____

Date: _____

Change Order

No. 3

Date of Issuance: June 20, 2024

Effective Date: June 20, 2024

Project: Neenah Creek Bridge	Owner: City of Neenah	Owner's Contract No.: (None)
Contract: Neenah Creek Bridge	Date of Contract: 09/6/2023	
Contractor: Pheifer Brothers	Engineer's Project No.: 2022-0228.00	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Amendment covers overrun in quantities based on changes in the field and actual installed items. They include:
Erosion Mat Urban Class I Type A, additional \$2,895.00; Mobilizations Erosion Control, additional \$300.00;
Seeding Mixture No. 30, additional \$1,750.00; Base Aggregate Dense 1 1/4-Inch, additional \$ 1,184.74.
One added item of Line Existing 18" Culvert pipe for \$2,768.55.

Attachments (list documents supporting change):

See Attached

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ \$518,307.69

Increase from previously approved Change Orders No. 1 to No. 2:

\$ \$22,153.49

Contract Price prior to this Change Order:

\$ \$540,461.18

Increase of this Change Order:

\$ \$8,898.29

Contract Price incorporating this Change

\$ \$549,359.47

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☒ Completion Date

Substantial completion (days or date): _____

Ready for final payment (days or date): July 1, 2024

Increase from previously approved Change Orders No. 1 to No. 2:

Substantial completion (days): _____ 0

Ready for final payment (days): _____ 0

Contract Times prior to this Change Order:

Substantial completion (days or date): _____ 0

Ready for final payment (days or date): _____ 0

Increase of this Change Order:

Substantial completion (days or date): _____ 0

Ready for final payment (days or date): _____ 0

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____ 0

Ready for final payment (days or date): _____ 0

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 6/24/2024

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: Josh Felhofer
Contractor (Authorized Signature)

Date: 6/21/24

Contractor's Application for Payment

Owner:	City of Neenah	Owner's Project No.:	
Engineer:	GRAEF	Engineer's Project No.:	2022-0228.00
Contractor:	Pheifer	Contractor's Project No.:	
Project:	Neenah Creek Bridge		
Contract:			
Application No.:	4	Application Date:	2/6/2024
Application Period:	From 2/6/2024	to	5/15/2024

1. Original Contract Price	\$	518,307.69
2. Net change by Change Orders	\$	31,051.78
3. Current Contract Price (Line 1 + Line 2)	\$	549,359.47
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	512,784.59
5. Retainage		
a. 0% X \$ 512,784.59 Work Completed	\$	
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	512,784.59
7. Less previous payments (Line 6 from prior application)	\$	448,386.57
8. Amount due this application	\$	64,398.02
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	36,574.88

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Pheifer Brothers Construction

Signature: Josh Felhofer

Date: 6/15/2024

Recommended by Engineer

By: [Signature]
Title: Project Manager
Date: 6/24/2024

Approved by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner: City of Neenah
Engineer: GRAEF
Contractor: Pheifer
Project: Neenah Creek Bridge
Contract:

Owner's Project No.:
Engineer's Project No.: 2022-0228.00
Contractor's Project No.: 951-00

Application No.: 4

Application Period: From __2/6/24__ to __05/15/24__

Application Date: _05/15/24_

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Original Contract											
201.0110	Clearing	342	SY	\$4.25	1,453.50	342.00	1,453.50		1,453.50	100%	-
201.0210	Grubbing	342	SY	\$4.25	1,453.50	342.00	1,453.50		1,453.50	100%	-
204.0110	Removing Asphaltic Surface	18	SY	\$20.00	360.00		-		-	0%	360.00
204.0165	Removing Guardrail	84	LF	\$12.00	1,008.00	84.00	1,008.00		1,008.00	100%	-
204.0170	Removing Fence	52	LF	\$12.00	624.00	52.00	624.00		624.00	100%	-
205.0100	Excavation Common	1	EACH	\$16,500.00	16,500.00	1.00	16,500.00		16,500.00	100%	-
206.1001	Excavation for Structures Bridges (structure)	1	EACH	\$9,000.00	9,000.00	1.00	9,000.00		9,000.00	100%	-
210.1500	Backfill Structure Type A	467	TON	\$36.60	17,092.20	467.00	17,092.20		17,092.20	100%	-
305.0110	Base Aggregate Dense 3/4-Inch	1	TON	\$450.00	450.00		-		-	0%	450.00
305.0120	Base Aggregate Dense 1 1/4-Inch	134	TON	\$18.50	2,479.00	134.00	2,479.00		2,479.00	100%	-
465.0105	Asphaltic Surface	100	TON	\$238.80	23,880.00		-		-	0%	23,880.00
502.0100	Concrete Masonry Bridges	166	CY	\$800.00	132,800.00	166.00	132,800.00		132,800.00	100%	-
502.3200	Protective Surface Treatment	336	SY	\$3.30	1,108.80	336.00	1,108.80		1,108.80	100%	-
502.3210	Pigmented Surface Sealer	177	SY	\$8.10	1,433.70		-		-	0%	1,433.70
503.0137	Prestressed Girder Type I 36W-Inch	265	LF	\$320.00	84,800.00	265.00	84,800.00		84,800.00		-
505.0400	Bar Steel Reinforcement HS Structures	3360	LB	\$1.20	4,025.28	3,360.00	4,025.28		4,025.28		-
505.0600	Bar Steel Reinforcement HS Coated Structures	17370	LB	\$1.31	22,719.96	17,370.00	22,719.96		22,719.96	100%	-
506.2605	Bearing Pads Elastomeric Non-Laminated	8	EACH	\$180.00	1,440.00	8.00	1,440.00		1,440.00	100%	-
506.4000	Steel Diaphragms (structure)	3	EACH	\$1,500.00	4,500.00	3.00	4,500.00		4,500.00	100%	-
513.7006	Railing Steel Type C1	136	LF	\$240.00	32,640.00	136.00	32,640.00		32,640.00	100%	-
517.1010.S	Concrete Staining (Structure)	419	SF	\$5.25	2,199.75	419.00	2,199.75		2,199.75	100%	-
517.1015.S	Concrete Staining Multi-Color (Structure)	511	SF	\$7.00	3,577.00	511.00	3,577.00		3,577.00	100%	-
517.1050.S	Architectural Surface Treatment (Structure)	511	SF	\$20.00	10,220.00	511.00	10,220.00		10,220.00	100%	-
550.1100	Pile Steel HP 10-Inch X 42 lb	756	LF	\$56.00	42,336.00	756.00	42,336.00		42,336.00	100%	-
606.0300	Riprap Heavy	268	CY	\$84.00	22,512.00	208.00	17,472.00		17,472.00	78%	5,040.00
612.0406	Pipe Underdrain Wrapped 6-Inch	165	LF	\$10.00	1,650.00	165.00	1,650.00		1,650.00	100%	-
614.0150	Anchor Assemblies for Steel Plate Beam Guard	2	EACH	\$400.00	800.00	2.00	800.00		800.00	100%	-
614.0305	Steel Plate Beam Guard Class A	24.5	LF	\$50.00	1,225.00		-		-	0%	1,225.00
614.0345	Steel Plate Beam Guard Short Radius	44.5	LF	\$50.00	2,225.00		-		-	0%	2,225.00
619.1000	Mobilization	1	EACH	\$35,939.44	35,939.44	1.00	35,939.44		35,939.44	100%	-
625.0100	Topsoil	64	SY	\$20.00	1,280.00	64.00	1,280.00		1,280.00	100%	-
627.0200	Mulching	64	SY	\$2.00	128.00		-		-	0%	128.00
628.1504	Silt Fence	182	LF	\$5.50	1,001.00	179.00	984.50		984.50	98%	16.50
628.1520	Silt Fence Maintenance	182	LF	\$1.00	182.00		-		-	0%	182.00
628.1550	Silt Screen	184	LF	\$44.00	8,096.00	184.00	8,096.00		8,096.00	100%	-
628.1905	Mobilizations Erosion Control	1	EACH	\$300.00	300.00	1.00	300.00		300.00	100%	-
628.1910	Mobilizations Emergency Erosion Control	3	EACH	\$200.00	600.00		-		-	0%	600.00
628.2006	Erosion Mat Urban Class I Type A	64	SY	\$7.50	480.00	64.00	480.00		480.00	100%	-
628.7015	Inlet Protection Type C	1	EACH	\$150.00	150.00	1.00	150.00		150.00	100%	-
628.7560	Tracking Pads	1	EACH	\$100.00	100.00		-		-	0%	100.00
629.0210	Fertilizer Type B	0.04	CWT	\$1,000.00	40.00		-		-	0%	40.00
630.0130	Seeding Mixture No. 30	1	LB	\$250.00	250.00	1.00	250.00		250.00	100%	-
630.0200	Seeding Temporary	2	LB	\$75.00	150.00		-		-	0%	150.00
643.5000	Traffic Control	1	EACH	\$11,350.00	11,350.00	1.00	11,350.00		11,350.00	100%	-
645.0111	Geotextile Type DF Schedule A	72	SY	\$8.00	576.00	72.00	576.00		576.00	100%	-
645.0120	Geotextile Type HR	480	SY	\$6.60	3,168.00	405.74	2,677.88		2,677.88	85%	490.12

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Neenah
 Engineer: GRAEF
 Contractor: Pheifer
 Project: Neenah Creek Bridge
 Contract:

Owner's Project No.:
 Engineer's Project No.: 2022-0228.00
 Contractor's Project No.: 951-00

Application No.: 4

Application Period: From __2/6/24__ to __05/15/24__

Application Date: __05/15/24__

A	B	C	D	E	F	G	H	I	J	K	L
	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
Bid Item No.		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
650.4500	Construction Staking Subgrade	43	LF	\$0.01	0.43		-		-	0%	0.43
650.5000	Construction Staking Base	43	LF	\$0.01	0.43		-		-	0%	0.43
650.5500	Construction Staking Curb Gutter and Curb & Gutter	50	LF	\$5.00	250.00	50.00	250.00		250.00	100%	-
650.6501	Construction Staking Structure Layout (structure)	1	EACH	\$2,500.00	2,500.00	1.00	2,500.00		2,500.00	100%	-
650.9911	Construction Staking Supplemental Control	1	EACH	\$500.00	500.00	1.00	500.00		500.00	100%	-
690.0150	Sawing Asphalt	86	LF	\$2.95	253.70		-		-	0%	253.70
SPV.01	24-INCH CONCRETE CURB AND GUTTER	50	LF	\$90.00	4,500.00	50.00	4,500.00		4,500.00	100%	-
Original Contract Totals					\$ 518,307.69		\$ 481,732.81	\$ -	\$ 481,732.81	93%	\$ 36,574.88

Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner: City of Neenah
Engineer: GRAEF
Contractor: Pheifer
Project: Neenah Creek Bridge
Contract:

Owner's Project No.:
Engineer's Project No.: 2022-0228.00
Contractor's Project No.: 951-00

Application No.: 4

Application Period: From __2/6/24__ to __05/15/24__

Application Date: _05/15/24_

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Change Orders											
					-		-		-		-
CCO1	Quantity Changes				-		-		-		-
	(Pheifer/Hi Boom) Rebar	1.00	LS	\$4,357.04	4,357.04	1.00	4,357.04		4,357.04	100%	-
	(onsite logging) Clearing	79.00	SY	\$4.25	335.75	79.00	335.75		335.75	100%	-
	(onsite logging) Grubbing	79.00	SY	\$4.25	335.75	79.00	335.75		335.75	100%	-
	(Pheifer) Pile Steel HP 10-Inch X 42 lb	71.80	LF	\$56.00	4,020.80	71.80	4,020.80		4,020.80	100%	-
	(Double D) Silt Screen	28.00	LF	\$44.00	1,232.00	28.00	1,232.00		1,232.00	100%	-
					-		-		-		-
CCO2	Items Added										
	(Pheifer) Rubberrized Waterproofing	20.84	SY	\$67.20	1,400.45	20.84	1,400.45		1,400.45	100%	-
	(Pheifer/Michels) Culvert Pipe Repair	1.00	LS	\$2,768.55	2,768.55	1.00	2,768.55		2,768.55	100%	-
					-		-		-		-
	Quantity Changes				-		-		-		-
	Removing Fence	28.00	LF	\$12.00	336.00	28.00	336.00		336.00	100%	-
	Backfill Structure Type A	169.08	TON	\$36.60	6,188.33	169.08	6,188.33		6,188.33	100%	-
	Base Aggregate Dense	63.72	TON	\$18.50	1,178.82	63.72	1,178.82		1,178.82	100%	-
CCO3	Items Added										
	Line Existing 18" Culvert pipe	1.00	LS	\$2,768.55	2,768.55	1.00	2,768.55		2,768.55	100%	-
	Quantity Changes										
	Base Aggregate Dense	64.04	TON	\$18.50	1,184.74	64.04	1,184.74		1,184.74	100%	-
	Seeding Mixture No. 30	7.00	LB	\$250.00	1,750.00	7.00	1,750.00		1,750.00	100%	-
	Erosion Mat Urban Class I Type A	386.00	SY	\$7.50	2,895.00	386.00	2,895.00		2,895.00	100%	-
	Mobilizations Erosion Control	1.00	EACH	\$300.00	300.00	1.00	300.00		300.00	100%	-
Change Order Totals					\$ 31,051.78		\$ 31,051.78	\$ -	\$ 31,051.78	100%	\$ -
Original Contract and Change Orders											
Project Totals					\$ 549,359.47		\$ 512,784.59	\$ -	\$ 512,784.59	93%	\$ 36,574.88

**Minutes of the Board of Public Works Meeting
Wednesday, July 2, 2024 at 10:30 AM**

MEMBERS PRESENT: Mayor Lang, Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Public Works Engineer Kummerow, and Alderman Hillstrom.

EXCUSED: Alderman Lendrum.

ALSO PRESENT: Water Utility Director Mach, and City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 10:33 AM.

I. Approval of the minutes of the June 27, 2024 meeting. (Minutes can be found on the city website)
MSC Hillstrom/Rasmussen to approve the meeting minutes as presented, all voting aye.

II. Appearances.
None.

III. Unfinished Business.
None.

IV. New Business.

A. Water Utility

1. Pay Request No. 6, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$76,939.00. (Attachment)

MSC Haese/Hillstrom to approve Pay Request No. 6, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$76,939.00, all voting aye.

Director Mach advised the Board that the project is about 90% complete. The punch list items need to be done, then the project is complete.

2. Change Order 1 Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC, in the amount of \$2,739.44. (Attachment)

MSC Hillstrom/Rasmussen to approve Change Order 1 Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC, in the amount of \$2,739.44, all voting aye.

Director Mach explained that due to the timing of the completion of Contract A and the start of Contract B, staff requested to remove the sidewalk around the building and site grading from the contract as it will interfere with the installation of the electrical service. In exchange for removing this work, staff sought services for interior epoxy coatings. RJM is requesting an extension of the completion date by 49 days to August 16, 2024 to complete the painting. The net difference with the change order is \$2,739.44.

V. Any announcements/questions for the Board.

A. None.

VI. Adjournment.

MSC Hillstrom/Haese to adjourn, all voting aye. Meeting adjourned at 10:37 AM.

Respectfully Submitted,

Charlotte K. Nagel

Charlotte Nagel
City Clerk

Info.

Info.

Pay To: RJM Construction LLC
601 W Forest Street
Black Creek WI 54106

Contract No. 2-23W West Side Booster Station Building Construction
McMahon N0002-09-22-00496-A

Date: June 27, 2024

Pay Request No. 6

<u>Account Description</u>	<u>Account #</u>	<u>Payment</u>
		\$76,939.00
Retainage		\$0.00
West Side Booster Station	400-0499-770-9999 WO506	\$76,939.00

Approved by Water Utility June 27, 2024 

Approved by Board of Public Works July 2, 2024

Approved by Water Commission N/A

Number of Attachments 4

City of Neenah
Water Utility
Contract Payment Form

TO OWNER:

PROJECT:

APPLICATION NO:

6

Distribution to:

X

OWNER

X

ARCHITECT

X

CONTRACTOR

NEENAH WATER UTILITY/CITY OF NEENAH

Neenah Booster Pump Building

211 WALNUT ST

NEENAH WI 54956

PERIOD TO:

6/17/2024

FROM CONTRACTOR:

VIA ARCHITECT:

RJM Construction LLC

MCMAHON ASSOCIATES

601 W Forest St

1445 MCMAHON DR

Black Creek WI 54106

NEENAH WI 54956

PROJECT NOS:

N0002-09-22-00496-A

CONTRACT FOR: Neenah Booster Pump Building

CONTRACT DATE:

7/26/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM

\$

501,150.00

2. Net change by Change Orders

\$

0.00

3. CONTRACT SUM TO DATE (Line 1 + 2)

\$

501,150.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

\$

478,336.00

5. RETAINAGE:

a. 2.5 % of Contract Sum (Column D + E on G703)

\$

12,528.75

b. 5 % of Stored Material (Column F on G703)

\$

0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703)

\$

12,528.75

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)

\$

465,807.25

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

\$

388,868.25

8. CURRENT PAYMENT DUE

\$

76,939.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

\$

35,342.75

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Date:

6/17/2024

State of: Wisconsin

County of: Outagamie

Subscribed and sworn to before me this 17th day of June 2024

Notary Public:

My Commission expires: 1/21/2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6
APPLICATION DATE: 6/17/2024
PERIOD TO: 6/17/2024
ARCHITECT'S PROJECT NO: Neenah Booster Pump Building
N0002-09-22-00496-A

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G – C)		
1	Bond	\$8,210.00	\$8,210.00			\$8,210.00	100.00%		\$410.50
2	General Conditions	\$35,013.00	\$30,000.00	\$3,500.00		\$33,500.00	95.68%	\$1,513.00	\$1,675.00
3	Erosion Control	\$3,100.00	\$3,100.00			\$3,100.00	100.00%		\$155.00
4	Excavation (Site)	\$43,524.00	\$38,500.00			\$38,500.00	88.46%	\$5,024.00	\$1,925.00
5	Excavation (Building)	\$13,787.00	\$13,787.00			\$13,787.00	100.00%		\$689.35
6	Restoration	\$8,300.00					0.00%	\$8,300.00	\$0.00
7	Foundation footing and wall	\$43,000.00	\$43,000.00			\$43,000.00	100.00%		\$2,150.00
8	Building floor	\$7,623.00		\$7,623.00		\$7,623.00	100.00%		\$381.15
9	Site sidewalk at perimeter of building	\$4,510.00		\$1,500.00		\$1,500.00	33.26%	\$3,010.00	\$75.00
10	Masonry	\$146,000.00	\$115,200.00	\$30,800.00		\$146,000.00	100.00%		\$7,300.00
11	Carpentry materials	\$33,000.00	\$30,000.00	\$3,000.00		\$33,000.00	100.00%		\$1,650.00
12	Carpentry labor	\$38,000.00	\$33,000.00	\$4,000.00		\$37,000.00	97.37%	\$1,000.00	\$1,850.00
13	Standing seam steel roof installed	\$32,516.00	\$26,000.00	\$6,516.00		\$32,516.00	100.00%		\$1,625.80
14	Hollow Metal frames/doors/Hrdw	\$25,267.00	\$3,500.00	\$20,000.00		\$23,500.00	93.01%	\$1,767.00	\$1,175.00
15	Painting exteior doors	\$2,200.00					0.00%	\$2,200.00	\$0.00
16	Underground plumbing	\$55,000.00	\$55,000.00			\$55,000.00	100.00%		\$2,750.00
17	Electrical grounding	\$2,100.00	\$2,100.00			\$2,100.00	100.00%		\$105.00
18									\$0.00
19									\$0.00
20									\$0.00
21									\$0.00
22									\$0.00
									\$0.00
									\$0.00
	GRAND TOTALS	\$501,150.00	\$401,397.00	\$76,939.00	\$0.00	\$478,336.00	95.45%	\$22,814.00	\$23,916.80

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

Contract 2-23W
West Side Booster Station Building Construction

Item No.	Item Description	Scheduled Val	Pay Request No. 1			Pay Request No. 2			Pay Request No. 3			Pay Request No. 4			Pay Request No. 5			Pay Request No. 6		
			Completed This Period	Retainage Due this	Due To Contractor	Completed This Period	Retainage Due this	Due To Contractor	Completed This Period	Retainage Due this	Due To Contractor	Completed This Period	Retainage Due this	Due To Contractor	Completed This Period	Retainage Due this	Due To Contractor	Completed This Period	Retainage Due this	Due To Contractor
			\$	Period	This Period	\$	Period	This Period	\$	Period	This Period	\$	Period	This Period	\$	Period	This Period	\$	Period	This Period
1	Bond	\$8,210.00	\$8,210.00	\$410.50	\$7,799.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	General Conditions	\$35,013.00	\$15,000.00	\$750.00	\$14,250.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$250.00	\$4,750.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$3,500.00	\$0.00	\$3,500.00
3	Erosion Control	\$3,100.00	\$3,100.00	\$155.00	\$2,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Excavation (Site)	\$43,524.00	\$30,000.00	\$1,500.00	\$28,500.00	\$3,500.00	\$175.00	\$3,325.00	\$5,000.00	\$250.00	\$4,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Excavation (Building)	\$13,787.00	\$4,000.00	\$200.00	\$3,800.00	\$9,787.00	\$489.35	\$9,297.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	Restoration	\$8,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Foundation footing and wall	\$43,000.00	\$43,000.00	\$2,150.00	\$40,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Building Floor	\$7,623.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,623.00	\$0.00	\$7,623.00
9	Site sidewalk at perimeter of building	\$4,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
10	Masonry	\$146,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,200.00	\$2,760.00	\$52,440.00	\$60,000.00	\$1,263.90	\$58,736.10	\$0.00	\$0.00	\$0.00	\$30,800.00	\$0.00	\$30,800.00
11	Carpentry materials	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$3,000.00	\$0.00	\$3,000.00
12	Carpentry labor	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,000.00	\$0.00	\$33,000.00	\$4,000.00	\$0.00	\$4,000.00
13	Standing seam steel roof installed	\$32,516.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00	\$0.00	\$26,000.00	\$6,516.00	\$0.00	\$6,516.00
14	Hollow Metal frames/doors/Hrdw	\$25,267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$175.00	\$3,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
15	Painting exterior doors	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Underground plumbing	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$2,000.00	\$38,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00
17	Electrical grounding	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$0.00
18																		\$0.00	\$0.00	\$0.00
19																				
		\$501,150.00	\$103,310.00	\$5,165.50	\$98,144.50	\$13,287.00	\$664.35	\$12,622.65	\$108,700.00	\$5,435.00	\$103,265.00	\$65,000.00	\$1,263.90	\$63,736.10	\$111,100.00	\$0.00	\$111,100.00	\$76,939.00	\$0.00	\$76,939.00

Contract Reconciling		
Completed To Date	Retainage Due	Due To Contractor
\$		This Period
\$8,210.00	\$410.50	\$410.50
\$33,500.00	\$1,000.00	\$2,513.00
\$3,100.00	\$155.00	\$155.00
\$38,500.00	\$1,925.00	\$6,949.00
\$13,787.00	\$689.35	\$689.35
\$0.00	\$0.00	\$8,300.00
\$43,000.00	\$2,150.00	\$2,150.00
\$7,623.00	\$0.00	\$0.00
\$1,500.00	\$0.00	\$3,010.00
\$146,000.00	\$4,023.90	\$4,023.90
\$33,000.00	\$0.00	\$0.00
\$37,000.00	\$0.00	\$1,000.00
\$32,516.00	\$0.00	\$0.00
\$23,500.00	\$175.00	\$1,942.00
\$0.00	\$0.00	\$2,200.00
\$55,000.00	\$2,000.00	\$2,000.00
\$2,100.00	\$0.00	\$0.00
	\$0.00	\$0.00
\$478,336.00	\$12,528.75	\$35,342.75

Retainage to Date	
1	\$5,165.50
2	\$664.35
3	\$5,435.00
4	\$1,263.90
5	\$0.00
6	\$0.00
	\$12,528.75



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: June 27, 2024

TO: Board of Public Works

FROM: Anthony L. Mach

RE: Change Order No. 1 Contract 2-23W Booster Station Contract A

Due to timing for the completion of Contract A and the start of Contract B for the Booster Station, staff are requesting to remove the sidewalk around the building and site grading from the contract as it will interfere with the installation of the electrical service. In exchange for removing this work, staff sought services for interior epoxy coatings. McMahon Engineers discussed this possibility with RJM Construction and a quote was developed for these services. Our staff also sought quotes for the work and determined that the quote RJM received from Corcoran Glass & Paint was reasonable. In conjunction with the change order, RJM is requesting an extension of the completion date by 49 days to August 16, 2024. The net difference with the change order is \$2,739.44

Staff recommends approving Change Order No. 1 for Contract 2-23W West Side Booster Station Building Construction in the net amount of \$2,739.44.

Change Order No: 1

Contract: 2-23W

Project: West Side Booster Station 400-0499-770-9999 WO 506

Contractor: RJM Construction LLC
601 W Forest Street
Black Creek WI 54106

Original Contract: \$501,150.00

Change Ordered Herewith:

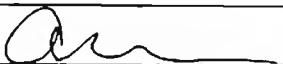
1. Credit for grading and restoration	(\$8,300.00)
2. Credit for concrete Sidwalk (stoops are already poured)	(\$3,010.00)
3. Interior Wall and Door Painting	\$13,843.00
4. Contractor Mark-up	\$126.65
5. Bond (3%)	\$79.79
6. Extend Completion Date by 49 days	
TOTAL	\$2,739.44

Reason for Change:

Due to timing for the completion contract A and start of Contract B staff staff is requestring to remove the sidewalk around the building and site grading as it will interfere with the installation of the electrical service. Staff are adding interior epoxy door coatings. In conjunction with the change order, RJM requested an extension of the completion date by 49 days to August 16, 2024.

<u>Contract Amount</u>		<u>Contract Time (Calendar Days)</u>	
Original:	<u>\$501,150.00</u>	Original:	<u>6/28/2024</u>
Previous C.O.'s (+/-):	<u>\$0.00</u>	Previous C.O.'s (+/-):	<u></u>
This C.O. (+/-):	<u>\$2,739.44</u>	Previous C.O.'s (+/-):	<u></u>
Revised:	<u>\$503,889.44</u>	This C.O. (+/-):	<u>49</u>
		Revised:	<u>8/16/2024</u>

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Contractor:	<u></u>	Date:	<u></u>
Department:	<u></u>	Date:	<u>7/1/2024</u>
Board of PW:	<u></u>	Date:	<u></u>



McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

CHANGE ORDER

RJM CONSTRUCTION, LLC
601 W. Forest Street
Black Creek, WI 54106

Contract No. N0002-09-22-00496-A
Project File No. N0002-09-22-00496
Change Order No. One (1)
Issue Date: June 28, 2024
Project: CITY OF NEENAH
Water Booster Station
Building Construction – Contract A

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Credit for Grading and Restoration..... DEDUCT	(\$8,300.00)
1.2	Credit for Concrete Sidewalk (stoops are already poured)..... DEDUCT	(\$3,010.00)
1.3	Interior Wall and Door Painting ADD	\$13,843.00
1.4	Contractor Mark-up ADD	\$126.65
1.5	Bond (3%) ADD	\$79.79
1.6	Extend Final Completion Date by Forty Nine (49) Days	
	TOTAL	+ \$2,739.44

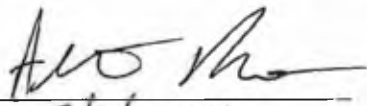
The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$501,150.00</u>	<u>6/28/2024</u> days
Adjustments Per This Change Order	<u>+ \$2,739.44</u>	<u>49</u> days
Current Contract Status	<u>\$503,889.44</u>	<u>8/16/2024</u> days

Recommended:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

Accepted:
RJM CONSTRUCTION, LLC
Black Creek, Wisconsin

Authorized:
NEENAH WATER UTILITY
City of Neenah, Wisconsin

By: 
Date: 7/1/2024

By: _____
Date: _____

By: _____
Date: _____

- ☐ OWNER Copy
☐ CONTRACTOR Copy
☐ ENGINEER Copy (Contract Copy)

Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution



A Commitment to Excellence!

June 25, 2024

Architect/Engineer	Project/Owner
MCAHON ASSOCIATES 1445 MCAHON DR NEENAH WI 54956	NEENAH WATER UTILITY/CITY OF NEENAH 211 WALNUT ST NEENAH WI 54956

Specifications/Scope of Work as follows:

Project: Neenah Booster Pump Building Project Change Order(s)

• Credit for grading and restoration	Credit	\$8,300.00
• Credit for sidewalk	Credit	\$3,010.00
• Add for painting	Add	\$13,843.00
Subtotal	Add	\$2,533.00
Contractor Mark Up (5%)	Add	\$126.65
Bond (3%)	Add	\$79.79
Total Change Order	Add	\$2,739.44

Respectfully submitted,

Ryan Minschmidt

Ryan J. Minschmidt | President | RJM Construction LLC

City of Neenah Department of Public Works Contractor Request for Payment						
Contractor Name: David Tenor Corporaton				Contract No. 1-24		
Address: 1651 Brookfield Ave Ste 12				Contract Amount \$3,295,454.70		
City Green Bay WI 54313						
Name of Project		Sanitary & Storm Sewer, Water Main and Street Construction				
Location of Project		Belmont Ave, Belmont Ct, Cedar St, Stevens St				
Pay Request No. 4		For Period		June 1, 2024 through June 30, 2024		
CONTRACT SUMMARY						
Original Contract Amount				\$3,295,454.70		
Net Amount of Change Order No.1 & 2				\$190,860.23		
Adjusted Contract Amount				\$3,486,314.93		
WORK PERFORMED TO DATE						
Work Performed to Date				\$2,016,343.64		
Less Retainage of 5%. If different indicate here				\$100,817.19		
Net Amount Earned to Date				\$1,915,526.45		
Less Previous Payments				\$1,205,978.46		
BALANCE DUE THIS PAYMENT				\$709,547.99		
CONTRACT BREAKOUT						
Account Numbers		Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Belmont Ave	046-5050-743.02-36	SEW05	\$160,000.00	\$109,839.00	\$11,846.49	\$67,397.86
Belmont Ct	046-5050-743.02-36	SEW06	\$150,000.00	\$102,974.00	\$2,018.75	\$98,709.42
Cedar St	046-5050-743.02-36	SEW04	\$520,000.00	\$356,977.00	\$0.00	\$279,183.07
Stevens St	046-5050-743.02-36	SEW03	\$370,000.00	\$254,002.00	\$198,303.46	\$30,030.16
Belmont Ave	049-5050-743.02-36		\$0.00	\$0.00	\$0.00	\$0.00
Belmont Ct	049-5050-743.02-36	STW03	\$110,000.00	\$110,000.00	\$43,377.09	\$0.00
Cedar St	049-5050-743.02-36	STW02	\$100,000.00	\$100,000.00	\$44,914.10	\$94,936.25
Misc Repairs	049-5050-743.02-36	STW05	\$100,000.00	\$23,962.50	\$34,936.25	\$2,201.62
Belmont Ave	400-0499-770-9999	WO538	\$59,000.00	\$59,000.00	\$51,918.45	\$5,195.83
Belmont Ct	400-0499-770-9999	WO539	\$95,000.00	\$95,000.00	\$0.00	\$100,013.15
Cedar St	400-0499-770-9999	WO537	\$473,000.00	\$530,388.00	\$0.00	\$511,607.06
Stevens St	400-0499-770-9999	WO536	\$238,000.00	\$238,000.00	\$205,607.60	\$11,897.04
Belmont Ave	012-4350-743.02-36	STR08	\$150,000.00	\$154,000.00	\$0.00	\$199.50
Belmont Ct	012-4350-743.02-36	STR09	\$180,000.00	\$184,000.00	\$0.00	\$199.50
Cedar St	012-4350-743.02-36	STR07	\$644,000.00	\$657,000.00	\$0.00	\$4,009.00
Stevens St	012-4350-743.02-36	STR06	\$308,000.00	\$320,312.20	\$0.00	\$399.00
CO No.1-CF	013-7550-743.02-36	PWF02	\$46,227.00	\$46,227.00	\$46,227.00	\$0.00
CO No.1	013-7550-743.02-36	PWF02	\$125,000.00	\$108,737.00	\$70,398.80	\$0.00
CO No.2	046-5050-743.02-36	SEW03	\$0.00	\$29,200.00	\$0.00	\$0.00
CO No.2	012-4350-743.02-36	STR06	\$0.00	\$6,696.23	\$0.00	\$0.00
			\$3,828,227.00	\$3,486,314.93	\$709,547.99	\$1,205,978.46
CERTIFICATION OF CONTRACTOR:						
I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits						
Certified by Engineer					Date: 7-11-24	
Certified by Public Works					Date: 7-11- 24	
Certified by Water Utility					Date:	
Certified by Contractor					Date:	
Approved BPW					Date:	
Approved Common Council (Final Payments Only)					Date:	

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

1-24							Change Order No.1 & 2				Quantity Completed to Date	Pay Request No.3				Pay Request No.4			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Add/Delete	Unit Price	Extension	New Bid Total		Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
1	101 3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	4,465.00	\$80.00	\$357,200.00	365.00	\$80.00	\$29,200.00	\$386,400.00	4,444.00	0.00	\$0.00	\$0.00	\$0.00	1,181.00	\$94,480.00	\$4,724.00	\$89,756.00
2	102 3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	2,000.00	\$85.00	\$170,000.00	0.00	\$0.00	\$0.00	\$170,000.00	1,702.00	746.00	\$63,410.00	\$3,170.50	\$60,239.50	913.00	\$77,605.00	\$3,880.25	\$73,724.75
3	102 4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	100.00	\$60.00	\$6,000.00	0.00	\$0.00	\$0.00	\$6,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
4	102 6	Reconnect Lateral to Main	Each	5.00	\$450.00	\$2,250.00	0.00	\$0.00	\$0.00	\$2,250.00	7.00	4.00	\$1,800.00	\$90.00	\$1,710.00	1.00	\$450.00	\$22.50	\$427.50
5	103 1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	1,900.00	\$5.15	\$9,785.00	0.00	\$0.00	\$0.00	\$9,785.00	2,285.00	1,850.00	\$9,527.50	\$476.38	\$9,051.12	435.00	\$2,240.25	\$112.01	\$2,128.24
6	103 2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200.00	\$7.21	\$1,442.00	0.00	\$0.00	\$0.00	\$1,442.00	353.00	214.00	\$1,542.94	\$77.15	\$1,465.79	139.00	\$1,002.19	\$50.11	\$952.08
7	103 3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	4.00	\$2,060.00	\$8,240.00	0.00	\$0.00	\$0.00	\$8,240.00	14.00	11.00	\$22,660.00	\$1,133.00	\$21,527.00	3.00	\$6,180.00	\$309.00	\$5,871.00
8	103 4	Reconnect Under Basement Floor - Pipeburst	Each	72.00	\$2,575.00	\$185,400.00	0.00	\$0.00	\$0.00	\$185,400.00	38.00	31.00	\$79,825.00	\$3,991.25	\$75,833.75	7.00	\$18,025.00	\$901.25	\$17,123.75
9	103 5	Extra Hole - Pipeburst	Each	3.00	\$515.00	\$1,545.00	0.00	\$0.00	\$0.00	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
10	103 6	Remove Building Footing to allow Pipeburst	Each	10.00	\$103.00	\$1,030.00	0.00	\$0.00	\$0.00	\$1,030.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
11	104 1	Furnish and Install Standard Manhole	Lin. Ft.	120.00	\$564.00	\$67,680.00	0.00	\$0.00	\$0.00	\$67,680.00	127.89	0.00	\$0.00	\$0.00	\$0.00	37.86	\$21,353.04	\$1,067.65	\$20,285.39
12	105 2	Adjust Sanitary Manhole	Each	2.00	\$450.00	\$900.00	0.00	\$0.00	\$0.00	\$900.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
13	105 6	Remove Sanitary Manhole	Each	18.00	\$400.00	\$7,200.00	0.00	\$0.00	\$0.00	\$7,200.00	18.00	0.00	\$0.00	\$0.00	\$0.00	5.00	\$2,000.00	\$100.00	\$1,900.00
14	106 1	Clean and Televisive Sewer (Sanitary only)	Lump Sum	1.00	\$5,120.00	\$5,120.00	0.00	\$0.00	\$0.00	\$5,120.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Sanitary Sewer						\$823,792.00			\$29,200.00	\$852,992.00			\$178,765.44	\$8,938.28	\$169,827.16		\$223,335.48	\$11,166.77	\$212,168.71
15	201 1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	30.00	\$205.00	\$6,150.00	0.00	\$0.00	\$0.00	\$6,150.00	6.00	2.00	\$410.00	\$20.50	\$389.50	0.00	\$0.00	\$0.00	\$0.00
16	201 1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	2,975.00	\$83.00	\$246,925.00	0.00	\$0.00	\$0.00	\$246,925.00	3,108.00	91.00	\$7,553.00	\$377.65	\$7,175.35	1,811.00	\$150,313.00	\$7,515.65	\$142,797.35
17	201.1.5	Furnish & Install 16-inch PVC C-900 Main	Lin. Ft.	1,738.00	\$163.00	\$283,294.00	0.00	\$0.00	\$0.00	\$283,294.00	1,716.00	601.00	\$97,963.00	\$4,898.15	\$93,064.85	0.00	\$0.00	\$0.00	\$0.00
18	202.1.2	Furnish & Install 1 25-inch PE Water Service in ROW by Trenching	Lin. Ft.	1,700.00	\$62.00	\$105,400.00	0.00	\$0.00	\$0.00	\$105,400.00	1,709.00	533.00	\$33,046.00	\$1,652.30	\$31,393.70	854.00	\$52,948.00	\$2,647.40	\$50,300.60
19	202.2 2	Furnish & Install 1 25-inch PE Water Service in ROW by Pulling	Lin. Ft.	50.00	\$28.00	\$1,400.00	0.00	\$0.00	\$0.00	\$1,400.00	41.00	41.00	\$1,148.00	\$57.40	\$1,090.60	0.00	\$0.00	\$0.00	\$0.00
20	202 3 2	Furnish & Install 1.25-inch PE Water Service in ROW by Drilling	Lin. Ft.	50.00	\$30.90	\$1,545.00	0.00	\$0.00	\$0.00	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
21	202 4 2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Trenching	Lin. Ft.	50.00	\$30.00	\$1,500.00	0.00	\$0.00	\$0.00	\$1,500.00	59.00	59.00	\$1,770.00	\$88.50	\$1,681.50	0.00	\$0.00	\$0.00	\$0.00

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

1-24							Change Order No.1 & 2				Quantity Completed to Date	Pay Request No.3				Pay Request No.4			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Add/Delete	Unit Price	Extension	New Bid Total		Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
22	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling	Lin. Ft.	50.00	\$30.90	\$1,545.00	0.00	\$0.00	\$0.00	\$1,545.00	215.00	172.00	\$5,314.80	\$265.74	\$5,049.06	43.00	\$1,328.70	\$66.44	\$1,262.26
23	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	50.00	\$30.90	\$1,545.00	0.00	\$0.00	\$0.00	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
24	202.7.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	1,400.00	\$5.15	\$7,210.00	0.00	\$0.00	\$0.00	\$7,210.00	2,052.00	1,563.00	\$8,049.45	\$402.47	\$7,646.98	489.00	\$2,518.35	\$125.92	\$2,392.43
25	202.8.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	50.00	\$10.00	\$500.00	0.00	\$0.00	\$0.00	\$500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
26	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	76.00	\$619.00	\$47,044.00	0.00	\$0.00	\$0.00	\$47,044.00	86.00	29.00	\$17,951.00	\$897.55	\$17,053.45	38.00	\$23,522.00	\$1,176.10	\$22,345.90
27	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	18.00	\$450.00	\$8,100.00	0.00	\$0.00	\$0.00	\$8,100.00	20.00	9.00	\$4,050.00	\$202.50	\$3,847.50	3.00	\$1,350.00	\$67.50	\$1,282.50
28	203.1.3	Water Service Connection to Structure	Each	54.00	\$515.00	\$27,810.00	0.00	\$0.00	\$0.00	\$27,810.00	46.00	36.00	\$18,540.00	\$927.00	\$17,613.00	10.00	\$5,150.00	\$257.50	\$4,892.50
29	203.1.4	Water Service Extra Hole (Curb Stop Connection)	Each	3.00	\$515.00	\$1,545.00	0.00	\$0.00	\$0.00	\$1,545.00	3.00	3.00	\$1,545.00	\$77.25	\$1,467.75	0.00	\$0.00	\$0.00	\$0.00
30	203.1.6	Abandon Valve Box	Each	8.00	\$200.00	\$1,600.00	0.00	\$0.00	\$0.00	\$1,600.00	2.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$400.00	\$20.00	\$380.00
31	203.1.7	Abandon Valve Manhole	Each	1.00	\$500.00	\$500.00	0.00	\$0.00	\$0.00	\$500.00	4.00	2.00	\$1,000.00	\$50.00	\$950.00	0.00	\$0.00	\$0.00	\$0.00
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	11.00	\$2,800.00	\$30,800.00	0.00	\$0.00	\$0.00	\$30,800.00	11.00	2.00	\$5,600.00	\$280.00	\$5,320.00	4.00	\$11,200.00	\$560.00	\$10,640.00
33	9999.1	Furnish & Install 16-inch Horizontal Gate Valve and Box	Each	5.00	\$17,450.00	\$87,250.00	0.00	\$0.00	\$0.00	\$87,250.00	5.00	3.00	\$52,350.00	\$2,617.50	\$49,732.50	0.00	\$0.00	\$0.00	\$0.00
34	205.1	Furnish & Install Hydrant, Lead and Valve	Each	8.00	\$7,450.00	\$59,600.00	0.00	\$0.00	\$0.00	\$59,600.00	8.00	1.00	\$7,450.00	\$372.50	\$7,077.50	3.00	\$22,350.00	\$1,117.50	\$21,232.50
35	205.2	Abandon Hydrant	Each	3.00	\$375.00	\$1,125.00	0.00	\$0.00	\$0.00	\$1,125.00	1.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Water						\$922,388.00			\$0.00	\$922,388.00			\$263,740.25	\$13,187.01	\$250,553.24		\$271,080.05	\$13,554.01	\$257,526.04
36	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	500.00	\$60.00	\$30,000.00	0.00	\$0.00	\$0.00	\$30,000.00	352.00	192.00	\$11,520.00	\$576.00	\$10,944.00	160.00	\$9,600.00	\$480.00	\$9,120.00
37	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	1,500.00	\$57.00	\$85,500.00	0.00	\$0.00	\$0.00	\$85,500.00	1,401.00	490.00	\$27,930.00	\$1,396.50	\$26,533.50	911.00	\$51,927.00	\$2,596.35	\$49,330.65
38	301.6	Furnish and Relay 15-inch Storm Sewer	Lin. Ft.	242.00	\$58.00	\$14,036.00	0.00	\$0.00	\$0.00	\$14,036.00	242.00	0.00	\$0.00	\$0.00	\$0.00	242.00	\$14,036.00	\$701.80	\$13,334.20
39	301.7	Furnish and Relay 18-inch Storm Sewer	Lin. Ft.	268.00	\$63.00	\$16,884.00	0.00	\$0.00	\$0.00	\$16,884.00	268.00	268.00	\$16,884.00	\$844.20	\$16,039.80	0.00	\$0.00	\$0.00	\$0.00
40	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	350.00	\$49.00	\$17,150.00	0.00	\$0.00	\$0.00	\$17,150.00	465.00	99.00	\$4,851.00	\$242.55	\$4,608.45	366.00	\$17,934.00	\$896.70	\$17,037.30

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

1-24							Change Order No.1 & 2				Quantity Completed to Date	Pay Request No.3				Pay Request No.4			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Add/Delete	Unit Price	Extension	New Bid Total		Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
41	304.1	Furnish and Install Sump pump Pit (separate)	Each	3.00	\$772.50	\$2,317.50	0.00	\$0.00	\$0.00	\$2,317.50	4.00	4.00	\$3,090.00	\$154.50	\$2,935.50	0.00	\$0.00	\$0.00	\$0.00
42	304.2	Furnish and Install Sump Pump pit w/ Sanitary Pipeburst	Each	7.00	\$515.00	\$3,605.00	0.00	\$0.00	\$0.00	\$3,605.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
43	305.1	Furnish and Install Catch Basin	Each	16.00	\$1,980.00	\$31,680.00	0.00	\$0.00	\$0.00	\$31,680.00	19.00	10.00	\$19,800.00	\$990.00	\$18,810.00	9.00	\$17,820.00	\$891.00	\$16,929.00
44	305.8	Adjust Storm Catch Basin	Each	4.00	\$475.00	\$1,900.00	0.00	\$0.00	\$0.00	\$1,900.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
45	305.9	Remove Storm Catch Basin	Each	12.00	\$300.00	\$3,600.00	0.00	\$0.00	\$0.00	\$3,600.00	13.00	11.00	\$3,300.00	\$165.00	\$3,135.00	2.00	\$600.00	\$30.00	\$570.00
CO#1	305.9	Remove Storm Catch Basin	Each				1.00	\$400.00	\$400.00	\$400.00	0.00								
46	306.1	Furnish and Install Storm Manhole	Lin. Ft.	31.00	\$590.00	\$18,290.00	0.00	\$0.00	\$0.00	\$18,290.00	48.85	21.06	\$12,425.40	\$621.27	\$11,804.13	27.79	\$16,396.10	\$819.81	\$15,576.29
47	306.8	Adjust Storm Manhole	Each	2.00	\$400.00	\$800.00	0.00	\$0.00	\$0.00	\$800.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
48	306.9	Remove Storm Manhole	Each	8.00	\$350.00	\$2,800.00	0.00	\$0.00	\$0.00	\$2,800.00	11.00	7.00	\$2,450.00	\$122.50	\$2,327.50	4.00	\$1,400.00	\$70.00	\$1,330.00
49	309.5	Clean and Televisw Sewer (Storm only)	Lump Sum	1.00	\$3,200.00	\$3,200.00	0.00	\$0.00	\$0.00	\$3,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
50	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	22.00	\$100.00	\$2,200.00	0.00	\$0.00	\$0.00	\$2,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Storm Water						\$233,962.50			\$400.00	\$234,362.50			\$102,250.40	\$5,112.52	\$97,137.88		\$129,713.10	\$6,485.66	\$123,227.44
69	402.1.6.11	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	14,000.00	\$0.50	\$7,000.00	0.00	\$0.00	\$0.00	\$7,000.00	5,500.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
70	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	700.00	\$2.76	\$1,932.00	740.00	\$2.76	\$2,042.40	\$3,974.40	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
71	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	18,000.00	\$0.92	\$16,560.00	243.00	\$0.92	\$223.56	\$16,783.56	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
72	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	400.00	\$2.19	\$876.00	0.00	\$0.00	\$0.00	\$876.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
73	404.4.5	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	14,000.00	\$0.38	\$5,320.00	0.00	\$0.00	\$0.00	\$5,320.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
74	402.1.7.4	Unclassified Excavation	Cu. Yd.	7,000.00	\$10.71	\$74,970.00	0.00	\$0.00	\$0.00	\$74,970.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
CO#1	402.1.7.4	Unclassified Excavation	Cu. Yd.				1,000.00	\$10.00	\$10,000.00	\$10,000.00	0.00								
75	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	15,200.00	\$2.14	\$32,528.00	0.00	\$0.00	\$0.00	\$32,528.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
CO#1	402.1.4.11	Furnish & Install Geogrid	Sq.Yd.				2,200.00	\$2.00	\$4,400.00	\$4,400.00	0.00								
76	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	10,000.00	\$16.07	\$160,700.00	0.00	\$0.00	\$0.00	\$160,700.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
77	402.1.1.4	Concrete Pavement 7-Inch	Sq. Yd	12,800.00	\$46.67	\$597,376.00	0.00	\$0.00	\$0.00	\$597,376.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
78	403.2.1.1	Furnish and Install Concrete Curb & Gutter	Lin. Ft.	550.00	\$52.00	\$28,600.00	0.00	\$0.00	\$0.00	\$28,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
79	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	12,400.00	\$7.67	\$95,108.00	0.00	\$0.00	\$0.00	\$95,108.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
80	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	18,500.00	\$7.21	\$133,385.00	0.00	\$0.00	\$0.00	\$133,385.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
81	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	600.00	\$2.03	\$1,218.00	0.00	\$0.00	\$0.00	\$1,218.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
82	402.1.7.5	Fine Grade Roadway	Sq. Yd.	5,300.00	\$3.01	\$15,953.00	0.00	\$0.00	\$0.00	\$15,953.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

1-24							Change Order No.1 & 2				Quantity Completed to Date	Pay Request No.3			Due this Estimate	Pay Request No 4			Due this Estimate
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Add/Delete	Unit Price	Extension	New Bid Total		Contractor Completed This Period Quantity	\$	Retainage Due this Period		Contractor Completed This Period Quantity	\$	Retainage Due this Period	
83	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	1,180.00	\$83.59	\$98,636.20	53.00	\$83.59	\$4,430.27	\$103,066.47	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
84	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	7,500.00	\$5.46	\$40,950.00	0.00	\$0.00	\$0.00	\$40,950.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
85	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$4,200.00	\$4,200.00	0.00	\$0.00	\$0.00	\$4,200.00	0.55	0.30	\$1,260.00	\$63.00	\$1,197.00	0.00	\$0.00	\$0.00	\$0.00
	980.1	Mobilization	Lump Sum				1.00	\$3,100.00	\$3,100.00	\$3,100.00	1.00					1.00	\$3,100.00	\$155.00	\$2,945.00
	980.2	Contract Markup	Lump Sum				1.00	\$4,514.00	\$4,514.00	\$4,514.00	1.00					1.00	\$4,514.00	\$225.70	\$4,288.30
	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.				350.00	\$3.00	\$1,050.00	\$1,050.00	0.00					0.00	\$0.00	\$0.00	\$0.00
	402.2.7.2	Pulverize HMA	Sq Yd.				2,200.00	\$1.50	\$3,300.00	\$3,300.00	2,100.00					2,100.00	\$3,150.00	\$157.50	\$2,992.50
	401.1.8	Salvage Base Aggregate	Ton				1,000.00	\$5.00	\$5,000.00	\$5,000.00	0.00					0.00	\$0.00	\$0.00	\$0.00
	960.1	Non-Reinforced Concrete Pavement 8-Inch	Sq. Yd.				2,200.00	\$56.00	\$123,200.00	\$123,200.00	2,000.00					2,000.00	\$112,000.00	\$5,600.00	\$106,400.00
Street						\$1,315,312.20			\$161,260.23	\$1,476,572.43			\$1,260.00	\$63.00	\$1,197.00		\$122,764.00	\$6,138.20	\$116,625.80
Total						\$3,295,354.70			\$190,860.23	\$3,486,314.93			\$546,016.09	\$27,300.81	\$518,715.28		\$746,892.63	\$37,344.64	\$709,547.99

City of Neenah Department of Public Works Contractor Request for Payment						
Contractor Name: Kruczek Construction			Contract No. 2-24			
Address: 3636 Kewaunee Road			Contract Amount \$2,295,807.21			
City Green Bay WI 54311						
Name of Project		Sanitary & Storm Sewer, Water Main and Street Construction				
Location of Project		E. Doty Avenue (Commercial Street to Pine Street)				
Pay Request No. 3		For Period		June 1, 2024 through June 30, 2024		
CONTRACT SUMMARY						
Original Contract Amount			\$2,295,807.21			
Net Amount of Change Order			\$0.00			
Adjusted Contract Amount			\$2,295,807.21			
WORK PERFORMED TO DATE						
Work Performed to Date			\$859,736.63			
Less Retainage of 5%. If different indicate here			\$42,986.83			
Net Amount Earned to Date			\$816,749.79			
Less Previous Payments			\$554,516.54			
BALANCE DUE THIS PAYMENT			\$262,233.25			
CONTRACT BREAKOUT						
	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Sanitary	046-5050-743.02-36	SEW02	\$660,000.00	\$583,814.00	\$112,991.34	\$169,718.09
Storm	049-5050-743.02-36	STW01	\$110,000.00	\$203,364.50	\$96,974.81	\$0.00
Water	400-0499-770-9999	WO535	\$494,000.00	\$684,830.00	\$52,267.10	\$377,673.45
Street	012-4350-743.02-36	STR05	\$654,000.00	\$823,798.71	\$0.00	\$7,125.00
			\$1,918,000.00	\$2,295,807.21	\$262,233.25	\$554,516.54
CERTIFICATION OF CONTRACTOR:						
I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits						
Certified by Engineer					Date: 7-11-24	
Certified by Public Works					Date: 7-11-24	
Certified by Water Utility					Date:	
Certified by Contractor					Date:	
Approved BPW					Date:	
Approved Common Council (Final Payments Only)					Date:	

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							Quantity Completed to Date	Pay Request No.2				Pay Request No.3			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	50.00	\$100.00	\$5,000.00	55.00	0.00	\$0.00	\$0.00	\$0.00	55.00	\$5,500.00	\$275.00	\$5,225.00
2	9999.1	Furnish and Relay 18-inch PVC Sanitary Sewer	Lin. Ft.	30.00	\$320.00	\$9,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
3	9999.2	Furnish and Relay 21-inch Sanitary Sewer	Lin. Ft.	2,250.00	\$138.00	\$310,500.00	1,794.00	295.00	\$40,710.00	\$2,035.50	\$38,674.50	720.00	\$99,360.00	\$4,968.00	\$94,392.00
4	102.6	Reconnect Lateral to Main	Each	9.00	\$239.50	\$2,155.50	2.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$479.00	\$23.95	\$455.05
5	102.1	Furnish and Relay 4-inch Sanitary Lateral in ROW	Lin. Ft.	200.00	\$101.50	\$20,300.00	88.00	37.50	\$3,806.25	\$190.31	\$3,615.94	22.50	\$2,283.75	\$114.19	\$2,169.56
6	102.3	Furnish and Relay 6-inch Sanitary Lateral in ROW	Lin. Ft.	800.00	\$92.75	\$74,200.00	378.50	239.50	\$22,213.63	\$1,110.68	\$21,102.94	122.00	\$11,315.50	\$565.78	\$10,749.73
7	102.5	Furnish and Relay 6-inch Sanitary Lateral ROW to Structure	Lin. Ft.	50.00	\$54.25	\$2,712.50	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
8	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral ROW to Structure	Lin. Ft.	1,400.00	\$5.00	\$7,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
9	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral ROW to Structure	Lin. Ft.	1,200.00	\$7.00	\$8,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
10	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	2.00	\$1,000.00	\$2,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
11	103.4	Reconnect Under Basement Floor - Pipeburst	Each	35.00	\$2,500.00	\$87,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
12	103.6	Remove Building Footing - Pipeburst	Each	2.00	\$100.00	\$200.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
13	103.5	Extra Hole - Pipeburst	Each	2.00	\$500.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
14	104.1	Furnish and Install Standard Manhole	Ver. Ft.	90.00	\$500.00	\$45,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
15	105.2	Adjust Sanitary Manhole	Each	3.00	\$500.00	\$1,500.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
16	105.1	Abandon Sanitary Manhole	Each	1.00	\$496.00	\$496.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
17	105.6	Remove Sanitary Manhole	Each	9.00	\$250.00	\$2,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
18	106.1	Clean and Televiser Sewer (Sanitary Only)	Lump Sum	1.00	\$4,000.00	\$4,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							Quantity Completed to Date	Pay Request No.2			Due this Estimate	Pay Request No.3			Due this Estimate
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	\$	Retainage Due this Period		Contractor Completed This Period Quantity	\$	Retainage Due this Period	
						\$583,814.00	0.00		\$66,729.88	\$3,336.49	\$63,393.38		\$118,938.25	\$5,946.91	\$112,991.34
19	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	50.00	\$173.00	\$8,650.00	28.00	28.00	\$4,844.00	\$242.20	\$4,601.80	0.00	\$0.00	\$0.00	\$0.00
20	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	180.00	\$146.00	\$26,280.00	43.00	0.00	\$0.00	\$0.00	\$0.00	6.00	\$876.00	\$43.80	\$832.20
21	201.1.4	Furnish & Install 12-inch PVC C-900 Main	Lin. Ft.	2,900.00	\$131.00	\$379,900.00	2,149.00	664.00	\$86,984.00	\$4,349.20	\$82,634.80	131.00	\$17,161.00	\$858.05	\$16,302.95
22	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	800.00	\$55.50	\$44,400.00	566.00	366.00	\$20,313.00	\$1,015.65	\$19,297.35	200.00	\$11,100.00	\$555.00	\$10,545.00
23	202.2.2	Furnish & Install 1.25-inch PE Water Service in ROW by Pulling/Drilling	Lin. Ft.	250.00	\$30.00	\$7,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
24	202.4.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Trenching	Lin. Ft.	50.00	\$43.00	\$2,150.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
25	202.7.1	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	1,950.00	\$5.00	\$9,750.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
26	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling/Drilling	Lin. Ft.	500.00	\$30.00	\$15,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
27	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	10.00	\$65.00	\$650.00	7.00	6.00	\$390.00	\$19.50	\$370.50	1.00	\$65.00	\$3.25	\$61.75
28	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	40.00	\$653.00	\$26,120.00	20.00	13.00	\$8,489.00	\$424.45	\$8,064.55	7.00	\$4,571.00	\$228.55	\$4,342.45
29	203.1.3	Water Service Connection to Structure	Each	40.00	\$500.00	\$20,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
30	203.1.4	Water Service Extra Hole (Curb Stop Connection)	Each	4.00	\$500.00	\$2,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
31	203.1.6	Abandon Valve Box	Each	12.00	\$130.00	\$1,560.00	3.00	3.00	\$390.00	\$19.50	\$370.50	0.00	\$0.00	\$0.00	\$0.00
32	203.1.7	Abandon Valve Manhole	Each	6.00	\$300.00	\$1,800.00	1.00	1.00	\$300.00	\$15.00	\$285.00	0.00	\$0.00	\$0.00	\$0.00

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							Quantity Completed to Date	Pay Request No.2			Due this Estimate	Pay Request No.3			Due this Estimate
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	\$	Retainage Due this Period		Contractor Completed This Period Quantity	\$	Retainage Due this Period	
33	204.2.3	Furnish & Install 6-inch MJRW Valve and Box	Each	2.00	\$2,340.00	\$4,680.00	2.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
34	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	4.00	\$3,210.00	\$12,840.00	3.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$6,420.00	\$321.00	\$6,099.00
35	204.2.6	Furnish & Install 12-inch MJRW Valve and Box	Each	10.00	\$5,525.00	\$55,250.00	8.00	1.00	\$5,525.00	\$276.25	\$5,248.75	1.00	\$5,525.00	\$276.25	\$5,248.75
36	205.1	Furnish & Install Hydrant, Lead and Valve	Each	7.00	\$9,300.00	\$65,100.00	6.00	1.00	\$9,300.00	\$465.00	\$8,835.00	1.00	\$9,300.00	\$465.00	\$8,835.00
37	205.2	Abandon Hydrant	Each	4.00	\$300.00	\$1,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
						<u>\$684,830.00</u>			<u>\$136,535.00</u>	<u>\$6,826.75</u>	<u>\$129,708.25</u>		<u>\$55,018.00</u>	<u>\$2,750.90</u>	<u>\$52,267.10</u>
38	301.2	Furnish and Relay 6-inch Storm Sewer	Lin. Ft.	20.00	\$106.50	\$2,130.00	29.00	0.00	\$0.00	\$0.00	\$0.00	29.00	\$3,088.50	\$154.43	\$2,934.08
39	301.3	Furnish and Relay 8-inch Storm Sewer	Lin. Ft.	70.00	\$106.75	\$7,472.50	163.00	0.00	\$0.00	\$0.00	\$0.00	163.00	\$17,400.25	\$870.01	\$16,530.24
40	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	460.00	\$53.00	\$24,380.00	385.00	0.00	\$0.00	\$0.00	\$0.00	385.00	\$20,405.00	\$1,020.25	\$19,384.75
41	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	210.00	\$54.00	\$11,340.00	83.00	0.00	\$0.00	\$0.00	\$0.00	83.00	\$4,482.00	\$224.10	\$4,257.90
42	9999.3	Furnish and Relay 15-inch Storm Sewer	Lin. Ft.	500.00	\$54.00	\$27,000.00	455.50	0.00	\$0.00	\$0.00	\$0.00	455.50	\$24,597.00	\$1,229.85	\$23,367.15
43	9999.4	Furnish and Relay 36-inch RCP Storm Sewer	Lin. Ft.	150.00	\$175.00	\$26,250.00	172.00	0.00	\$0.00	\$0.00	\$0.00	172.00	\$30,100.00	\$1,505.00	\$28,595.00
44	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	100.00	\$34.00	\$3,400.00	59.00	0.00	\$0.00	\$0.00	\$0.00	59.00	\$2,006.00	\$100.30	\$1,905.70
45	304.1	Furnish and Install Sump Pump Pit (Separate)	Each	2.00	\$750.00	\$1,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
46	304.2	Furnish and Install Sump Pump Pit w/ Sanitary Pipeburst	Each	5.00	\$500.00	\$2,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
47	305.1	Furnish and Install Catch Basin	Each	18.00	\$2,640.00	\$47,520.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
48	305.8	Adjust Storm Catch Basin	Each	4.00	\$500.00	\$2,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
49	305.9	Remove Storm Catch Basin	Each	12.00	\$175.00	\$2,100.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
50	306.3	Storm Manholes 4-FT Diameter	Ver. Ft.	40.00	\$558.00	\$22,320.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							Quantity Completed to Date	Pay Request No.2			Pay Request No.3			Due this Estimate
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	Retainage Due this Period \$	Due this Estimate	Contractor Completed This Period Quantity	Retainage Due this Period \$	Due this Estimate	
51	306.4	Storm Manholes 5-FT Diameter	Ver. Ft.	15.00	\$634.00	\$9,510.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
52	306.5	Storm Manholes 6-FT Diameter	Ver. Ft.	7.00	\$984.00	\$6,888.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
53	306.8	Adjust Storm Manhole	Each	2.00	\$500.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
54	306.9	Remove Storm Manhole	Each	7.00	\$150.00	\$1,050.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
55	306.12	Abandon Storm Manhole	Lin. Ft.	3.00	\$268.00	\$804.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
56	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	22.00	\$100.00	\$2,200.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
57	309.5	Clean and Televis Sewer (Storm Only)	Lump Sum	1.00	\$2,000.00	\$2,000.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
						\$203,364.50			\$0.00	\$0.00		\$102,078.75	\$5,103.94	\$96,974.81
58	402.2.6.2	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	7,600.00	\$2.00	\$15,200.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
59	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	350.00	\$2.00	\$700.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
60	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.	250.00	\$5.00	\$1,250.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
61	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	10,000.33	\$1.10	\$11,000.36	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
62	402.2.6.1	Remove Concrete Pavement	Sq. Yd.	450.11	\$15.75	\$7,089.23	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
63	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	3,200.00	\$3.30	\$10,560.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
64	404.4.5	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	17,500.00	\$0.85	\$14,875.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
65	402.1.7.4	Unclassified Excavation	Cu. Yd.	3,500.00	\$15.15	\$53,025.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
66	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	6,000.00	\$1.90	\$11,400.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
67	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	5,000.00	\$16.65	\$83,250.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
68	402.1.1.6	Furnish and Install 8-inch Concrete Pavement	Sq. Yd.	5,500.00	\$55.60	\$305,800.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
69	403.2.1.8	Furnish and Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	700.00	\$55.00	\$38,500.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							Quantity Completed to Date	Pay Request No.2				Pay Request No.3			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	Retainage Due this Period \$	Due this Estimate	Contractor Completed This Period Quantity	Retainage Due this Period \$	Due this Estimate		
70	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	8,300.00	\$6.50	\$53,950.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
71	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	12,000.00	\$7.35	\$88,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
72	706.2	Install Detectable Warning Fields (Supplied by City)	Sq. Ft.	20.00	\$75.00	\$1,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
73	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	200.00	\$1.00	\$200.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
74	402.1.7.5	Fine Grade Roadway	Sq. Yd.	5,200.00	\$1.25	\$6,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
75	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	1,200.00	\$71.50	\$85,800.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
76	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	2,499.89	\$8.00	\$19,999.12	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
77	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$15,000.00	\$15,000.00	0.50	0.50	\$7,500.00	\$375.00	\$7,125.00	0.00	\$0.00	\$0.00	\$0.00
						\$823,798.71			\$7,500.00	\$375.00	\$7,125.00		\$0.00	\$0.00	\$0.00
Total						\$2,295,807.21			\$210,764.88	\$10,538.24	\$200,226.63		\$276,035.00	\$13,801.75	\$262,233.25

City of Neenah Department of Public Works Contractor Request for Payment						
Contractor Name: Donald Hietpas & Sons				Contract No. 3-24		
Address: 1450 E North St				Contract Amount \$1,705,724.90		
City Little Chute WI 54140						
Name of Project		Sanitary & Storm Sewer, Water Main and Street Construction				
Location of Project		Bayview Road, Quarry Lane, and Reed Street				
Pay Request No. 4		For Period		June 1, 2024 through June 30, 2024		
CONTRACT SUMMARY						
Original Contract Amount				\$1,705,724.90		
Net Amount of Change Order No. 1 & No. 2				\$288,617.10		
Adjusted Contract Amount				\$1,994,342.00		
WORK PERFORMED TO DATE						
Work Performed to Date				\$981,049.26		
Less Retainage of 5%. If different indicate here				\$49,052.46		
Net Amount Earned to Date				\$931,996.80		
Less Previous Payments				\$654,079.67		
BALANCE DUE THIS PAYMENT				\$277,917.13		
CONTRACT BREAKOUT						
Street	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Bayview Rd	046-5050-743.02-36	SEW16	\$68,856.00	\$68,856.00	\$0.00	\$19,909.04
Quarry Ln	046-5050-743.02-36	SEW01	\$570,000.00	\$387,050.00	\$111,288.66	\$196,943.06
Misc Repairs	049-5050-743.02-36	STW05	\$100,000.00	\$68,052.50	\$61,841.58	\$2,787.30
Bayview Rd	400-0499-770-9999	WO542	\$205,000.00	\$184,633.65	\$2,868.05	\$171,477.09
Quarry Ln	400-0499-770-9999	WO534	\$315,000.00	\$332,276.20	\$51,120.54	\$254,975.58
Reed St	400-0499-770-9999	WO544	\$10,000.00	\$19,964.90	\$17,530.25	\$0.00
Bayview Rd	012-4350-743.02-36	STR11	\$250,000.00	\$193,000.00	\$0.00	\$3,993.80
Quarry Ln	012-4350-743.02-36	STR04	\$500,000.00	\$376,891.65	\$0.00	\$3,993.80
Reed St	049-5050-743.02-36	STW05	\$97,000.00	\$75,000.00	\$0.00	\$0.00
CO No.1	012-4350-743.02-36	STR11	\$0.00	\$114,412.41	\$0.00	\$0.00
CO No.1	012-4350-743.02-36	STR04	\$0.00	\$141,288.69	\$0.00	\$0.00
CO No.2	049-5050-743.02-36	STW05	\$0.00	\$32,916.00	\$33,268.05	\$0.00
			\$2,115,856.00	\$1,994,342.00	\$277,917.13	\$654,079.67
CERTIFICATION OF CONTRACTOR:						
I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits						
Certified by Engineer					Date: 7-11-24	
Certified by Public Works					Date: 7-12-24	
Certified by Water Utility					Date:	
Certified by Contractor					Date:	
Approved BPW					Date:	
Approved Common Council (Final Payments Only)					Date:	

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UoM	QTY	Unit Price	Change Order No.1 & 2				New Contract Total	Quantity Completed to Date	Pay Request No.3				Pay Request No.4			
						Add/Delete Quantity	Unit of Measure	Unit Price	Extension			Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	2,075.00	\$71.62				\$0.00	\$148,611.50	2,053	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
2	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	1,125.00	\$80.00				\$0.00	\$90,000.00	1,061	654.00	\$52,320.00	\$2,616.00	\$49,704.00	378.00	\$30,240.00	\$1,512.00	\$28,728.00
3	102.4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	75.00	\$50.00				\$0.00	\$3,750.00	95	0.00	\$0.00	\$0.00	\$0.00	95.00	\$4,750.00	\$237.50	\$4,512.50
4	102.6	Reconnect Lateral to Main	Each	2.00	\$350.00				\$0.00	\$700.00	1	1.00	\$350.00	\$17.50	\$332.50	-1.00	-\$350.00	-\$17.50	-\$332.50
5	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	950.00	\$5.05				\$0.00	\$4,797.50	1,119	0.00	\$0.00	\$0.00	\$0.00	1,119.00	\$5,650.95	\$282.55	\$5,368.40
6	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200.00	\$7.07				\$0.00	\$1,414.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
7	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	2.00	\$1,010.00				\$0.00	\$2,020.00	6	0.00	\$0.00	\$0.00	\$0.00	6.00	\$6,060.00	\$303.00	\$5,757.00
8	103.4	Reconnect Under Basement Floor - Pipeburst	Each	43.00	\$2,525.00				\$0.00	\$108,575.00	27	0.00	\$0.00	\$0.00	\$0.00	27.00	\$68,175.00	\$3,408.75	\$64,766.25
9	103.6	Remove Building Footing to allow Pipeburst	Each	2.00	\$101.00				\$0.00	\$202.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
10	103.5	Extra Hole - Pipeburst	Each	2.00	\$505.00				\$0.00	\$1,010.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
11	104.1	Manhole	Ver. Ft.	34.00	\$525.00				\$0.00	\$17,850.00	44	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
12	105.2	Adjust Sanitary Manhole	Each	4.00	\$525.00				\$0.00	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
13	105.1	Abandon Sanitary Manhole	Each	2.00	\$500.00				\$0.00	\$1,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
14	105.6	Remove Sanitary Manhole	Each	6.00	\$400.00				\$0.00	\$2,400.00	7	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
15	106.1	Clean and Televiser Sewer (Sanitary only)	Lump Sum	1.00	\$2,620.00				\$0.00	\$2,620.00	1	0.00	\$0.00	\$0.00	\$0.00	1.00	\$2,620.00	\$131.00	\$2,489.00
Sanitary Sewer									\$0.00	\$387,050.00			\$52,670.00	\$2,633.50	\$50,036.50		\$117,145.95	\$5,857.30	\$111,288.65
16	9999.1	Furnish & Install 4-inch PVC C-900 Main	Lin. Ft.	5.00	\$267.00				\$0.00	\$1,335.00	4	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
17	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	15.00	\$140.00				\$0.00	\$2,100.00	6	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
18	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	3,465.00	\$81.65				\$0.00	\$282,917.25	3,485	1,653.00	\$134,967.45	\$6,748.37	\$128,219.08	226.00	\$18,452.90	\$922.65	\$17,530.26
19	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	1,150.00	\$63.00				\$0.00	\$72,450.00	1,139	412.00	\$25,956.00	\$1,297.80	\$24,658.20	523.00	\$32,949.00	\$1,647.45	\$31,301.55
20	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	50.00	\$30.30				\$0.00	\$1,515.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
21	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling	Lin. Ft.	50.00	\$30.30				\$0.00	\$1,515.00	54	0.00	\$0.00	\$0.00	\$0.00	40.00	\$1,212.00	\$60.60	\$1,151.40
22	202.7.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	900.00	\$5.05				\$0.00	\$4,545.00	617	0.00	\$0.00	\$0.00	\$0.00	617.00	\$3,115.85	\$155.79	\$2,960.06
23	202.8.1	Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	50.00	\$5.05				\$0.00	\$252.50	65	0.00	\$0.00	\$0.00	\$0.00	65.00	\$328.25	\$16.41	\$311.84

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Change Order No.1 & 2				New Contract Total	Quantity Completed to Date	Pay Request No.3				Pay Request No 4			
						Add/Delete Quantity	Unit of Measure	Unit Price	Extension			Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
24	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	57.00	\$535.00				\$0.00	\$30,495.00	55	28.00	\$14,980.00	\$749.00	\$14,231.00	18.00	\$9,630.00	\$481.50	\$9,148.50
25	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	6.00	\$90.00				\$0.00	\$540.00	7	4.00	\$360.00	\$18.00	\$342.00	3.00	\$270.00	\$13.50	\$256.50
26	203.1.3	Structure	Each	41.00	\$505.00				\$0.00	\$20,705.00	14	0.00	\$0.00	\$0.00	\$0.00	14.00	\$7,070.00	\$353.50	\$6,716.50
27	203.1.4	Water Service Extra Hole (Pipeburst/Pulling)	Each	2.00	\$505.00				\$0.00	\$1,010.00	1	0.00	\$0.00	\$0.00	\$0.00	1.00	\$505.00	\$25.25	\$479.75
28	203.1.6	Abandon Valve Box	Each	4.00	\$200.00				\$0.00	\$800.00	8	6.00	\$1,200.00	\$60.00	\$1,140.00	1.00	\$200.00	\$10.00	\$190.00
29	203.1.7	Abandon Valve Manhole	Each	2.00	\$350.00				\$0.00	\$700.00	2	1.00	\$350.00	\$17.50	\$332.50	1.00	\$350.00	\$17.50	\$332.50
30	9999.2	Furnish and install 16-inch hot tap and 8-inch valve (S. Park	Each	1.00	\$6,025.00				\$0.00	\$6,025.00	1	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
31	9999.3	Furnish and install 10-inch sleeve (S. Park Avenue)	Each	1.00	\$3,250.00				\$0.00	\$3,250.00	1	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	11.00	\$2,620.00				\$0.00	\$28,820.00	10	6.00	\$15,720.00	\$786.00	\$14,934.00	0.00	\$0.00	\$0.00	\$0.00
33	205.1	Furnish & Install Hydrant, Lead and Valve	Each	10.00	\$7,580.00				\$0.00	\$75,800.00	11	6.00	\$45,480.00	\$2,274.00	\$43,206.00	0.00	\$0.00	\$0.00	\$0.00
34	205.2	Abandon Hydrant	Each	7.00	\$300.00				\$0.00	\$2,100.00	7	3.00	\$900.00	\$45.00	\$855.00	4.00	\$1,200.00	\$60.00	\$1,140.00
35	9999.4	Relay Water Main on S. Commercial Street @	Lump Sum	1.00	\$7,500.00				\$0.00	\$7,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
36	9999.5	and Install Hydrant on S. Commercial Street @ Peckham Street	Lump Sum	1.00	\$33,356.00				\$0.00	\$33,356.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
37	9999.6	Relay Water Main on S. Commercial Street @ Byrd	Lump Sum	1.00	\$8,500.00				\$0.00	\$8,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
38	9999.7	Relay Water Main and Furnish and Install Hydrant on S. Commercial Street @ Alcot Drive	Lump Sum	1.00	\$19,500.00				\$0.00	\$19,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Water									\$0.00	\$605,730.75			\$239,913.45	\$11,995.67	\$227,917.78		\$75,283.00	\$3,764.15	\$71,518.86
39	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	165.00	\$62.00				\$0.00	\$10,230.00	242	0.00	\$0.00	\$0.00	\$0.00	215.00	\$35,389.00	\$1,769.45	\$33,619.55
CO#1	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.			388.00	Lin. Ft.	\$57.00	\$22,116.00	\$22,116.00	387					387.00			
40	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	40.00	\$75.00				\$0.00	\$3,000.00	215	0.00	\$0.00	\$0.00	\$0.00	215.00	\$14,685.00	\$734.25	\$13,950.75
CO#2	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.			150.00	Lin. Ft.	\$72.00	\$10,800.00	\$10,800.00	180					180.00			
41	301	Furnish and Relay 18-inch Storm Sewer	Lin. Ft.	25.00	\$80.00				\$0.00	\$2,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
42	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	400.00	\$47.00				\$0.00	\$18,800.00	373	0.00	\$0.00	\$0.00	\$0.00	373.00	\$17,531.00	\$876.55	\$16,654.45
43	304.1	Furnish and Install Sump pump Pit (separate)	Each	3.00	\$757.50				\$0.00	\$2,272.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
44	304.2	Furnish and Install Sump Pump pit w/ Sanitary Pipeburst	Each	6.00	\$505.00				\$0.00	\$3,030.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
45	305.1	Furnish and Install Catch Basin	Each	7.00	\$2,220.00				\$0.00	\$15,540.00	10	0.00	\$0.00	\$0.00	\$0.00	10.00	\$22,200.00	\$1,110.00	\$21,090.00
46	305.8	Adjust Storm Catch Basin	Each	2.00	\$550.00				\$0.00	\$1,100.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
47	305.9	Remove Storm Catch Basin	Each	7.00	\$300.00				\$0.00	\$2,100.00	10	0.00	\$0.00	\$0.00	\$0.00	10.00	\$3,000.00	\$150.00	\$2,850.00

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Change Order No.1 & 2				New Contract Total	Quantity Completed to Date	Pay Request No.3				Pay Request No.4			
						Add/Delete Quantity	Unit of Measure	Unit Price	Extension			Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
48	306.1	Manhole	Ver. Ft.	7.00	\$760.00				\$0.00	\$5,320.00	8	0.00	\$0.00	\$0.00	\$0.00	8.04	\$6,110.40	\$305.52	\$5,804.88
49	306.8	Adjust Storm Manhole	Each	4.00	\$550.00				\$0.00	\$2,200.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
50	306.9	Remove Storm Manhole	Each	3.00	\$400.00				\$0.00	\$1,200.00	3	0.00	\$0.00	\$0.00	\$0.00	3.00	\$1,200.00	\$60.00	\$1,140.00
51	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	14.00	\$90.00				\$0.00	\$1,260.00	14	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Storm Water									\$32,916.00	\$100,968.50			\$0.00	\$0.00	\$0.00		\$100,115.40	\$5,005.77	\$95,109.63
52	402.2.6.2	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	7,500.00	\$1.00				\$0.00	\$7,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
53	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	1,000.00	\$1.00				\$0.00	\$1,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
54	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.	850.00	\$2.50				\$0.00	\$2,125.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
55	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	11,500.00	\$0.75				\$0.00	\$8,625.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
56	402.2.6.1	Remove Concrete Pavement	Sq. Yd.	510.00	\$5.00				\$0.00	\$2,550.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
57	403.2.5.1	Gutter	Lin. Ft.	4,230.00	\$2.75				\$0.00	\$11,632.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
58	404.4.5	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	8,000.00	\$0.50				\$0.00	\$4,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
59	402.1.7.4	Unclassified Excavation	Cu. Yd.	6,250.00	\$11.00	950.00	Cu. Yd.	\$11.00	\$10,450.00	\$79,200.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
60	402.1.4.1	Furnish and Install Geogrid	Sq. Yd.	10,400.00	\$2.10	900.00	Sq. Yd.	\$2.10	\$1,890.00	\$23,730.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
61	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	8,500.00	\$15.75	1,900.00	Ton	\$15.75	\$29,925.00	\$163,800.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
62	402.1.1.6	Furnish and Install 8-inch Concrete Pavement	Sq. Yd.	275.00	\$77.75				\$0.00	\$21,381.25	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
63	403.2.1.7	Concrete Curb and Gutter (continuous)	Lin. Ft.	3,830.00	\$15.50				\$0.00	\$59,365.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
64	403.2.1.8	Furnish and Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	400.00	\$49.00				\$0.00	\$19,600.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
65	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	3,500.00	\$8.30				\$0.00	\$29,050.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
66	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	4,500.00	\$8.55				\$0.00	\$38,475.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
67	706.2	Install Detectable Warning Fields (supplied by City)	Each	14.00	\$75.00				\$0.00	\$1,050.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
68	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	200.00	\$1.00				\$0.00	\$200.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
69	402.1.7.5	Fine Grade Roadway	Sq. Yd.	10,000.00	\$1.26				\$0.00	\$12,600.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
70	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	2,220.00	\$67.77				\$0.00	\$150,449.40	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
71	9999.8	Furnish and Intall 4-inch HMA pavement repair	Sq. Yd.	1,225.00	\$18.08				\$0.00	\$22,148.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
72	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	2,750.00	\$7.37				\$0.00	\$20,267.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
73	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$8,408.00				\$0.00	\$8,408.00	1	0.50	\$4,204.00	\$210.20	\$3,993.80	0.00	\$0.00	\$0.00	\$0.00
CO#1-	999.99	Concrete Alternate -Quarry Lane				1.00	L.S	\$141,288.69	\$141,288.69	\$141,288.69						0.00	\$0.00	\$0.00	\$0.00
CO#1-	999.99	Concrete Alternate -Quarry Lane				1.00	L.S	\$72,147.41	\$72,147.41	\$72,147.41						0.00	\$0.00	\$0.00	\$0.00

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Change Order No.1 & 2				New Contract Total	Quantity Completed to Date	Pay Request No.3			Pay Request No.4				
						Add/Delete Quantity	Unit of Measure	Unit Price	Extension			Contractor Completed This Period	Retainage Due this Period	Due this Estimate	Contractor Completed This Period	Retainage Due this Period	Due this Estimate		
Street Construction									\$255,701.10	\$900,592.75			\$4,204.00	\$210.20	\$3,993.80		\$0.00	\$0.00	\$0.00
Total									\$288,617.10	\$1,994,342.00			\$296,787.45	\$14,839.37	\$281,948.08		\$292,544.35	\$14,627.22	\$277,917.13

City of Neenah Department of Public Works Contractor Request for Payment						
Contractor Name: David Tenor Corporation				Contract No. 5-24		
Address: 1651 Brookfield Ave Suite 12				Contract Amount \$549,607.60		
City Green Bay WI 54311						
Name of Project		Sanitary & Storm Sewer, Water Main and Street Construction				
Location of Project		North Street (Joint project with Village of Fox Crossing)				
Pay Request No. 1		For Period		June 1, 2024 through June 30, 2024		
CONTRACT SUMMARY						
Original Contract Amount				\$549,607.60		
Net Amount of Change Order				\$0.00		
Adjusted Contract Amount				\$549,607.60		
WORK PERFORMED TO DATE						
Work Performed to Date				\$118,184.50		
Less Retainage of 5%. If different indicate here				\$5,909.23		
Net Amount Earned to Date				\$112,275.27		
Less Previous Payments				\$0.00		
BALANCE DUE THIS PAYMENT				\$112,275.27		
CONTRACT BREAKOUT						
Account Numbers		Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Sanitary	046-5050-743.02-36	SEW07	\$150,000.00	\$126,400.00	\$112,275.27	\$112,275.27
Storm	049-5050-743.02-36	STW04	\$130,000.00	\$163,396.00	\$0.00	\$0.00
Water	012-0000-117.80-00		\$44,715.00	\$44,715.00	\$0.00	\$0.00
Street	012-4350-743.02-36	STR10	\$209,000.00	\$215,056.60	\$0.00	\$0.00
			\$533,715.00	\$549,567.60	\$112,275.27	\$112,275.27
CERTIFICATION OF CONTRACTOR:						
I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits						
Certified by Engineer					Date: 7-11-24	
Certified by Public Works					Date: 7-12-24	
Certified by Water Utility					Date:	
Certified by Contractor					Date:	
Approved BPW					Date:	
Approved Common Council (Final Payments Only)					Date:	

Contract 5-24
Utility and Street Construction
North Street

North St							Quantity Completed to Date	Pay Request No.1		Retainage Due this Period	Due this Estimate
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	\$		
1	101.4	Furnish, Install & Relay 10-inch PVC Sanitary Sewer	Lin. Ft.	993.00	\$93.00	\$92,349.00	1,008.00	1,008.00	\$93,744.00	\$4,687.20	\$89,056.80
2	101.3	Furnish, Install & Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	60.00	\$90.00	\$5,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
3	101.2	Furnish, Install & Relay 6-inch PVC Sanitary Sewer	Lin. Ft.	15.00	\$109.00	\$1,635.00	0.00	0.00	\$0.00	\$0.00	\$0.00
4	104.1	Furnish & Install Standard Manhole	Ver. Ft.	42.00	\$525.00	\$22,050.00	41.22	41.22	\$21,640.50	\$1,082.03	\$20,558.47
5	102.6	Reconnect Lateral to Wye at Main	Each	1.00	\$500.00	\$500.00	2.00	2.00	\$1,000.00	\$50.00	\$950.00
6	105.6	Remove Sanitary Manhole	Each	4.00	\$450.00	\$1,800.00	4.00	4.00	\$1,800.00	\$90.00	\$1,710.00
7	105.7	Adjust Sanitary Manhole (With Slurry Backfill)	Each	3.00	\$450.00	\$1,350.00	0.00	0.00	\$0.00	\$0.00	\$0.00
8	106.1	Clean and Televiser Sewer (Sanitary only)	Lump Sum	1.00	\$1,356.00	\$1,356.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Santiary Sewer Total						\$126,440.00			\$118,184.50	\$5,909.23	\$112,275.27
9	204.2.3	Furnish & Install 6-inch Valve/Box	Each	1.00	\$4,105.00	\$4,105.00	0.00	0.00	\$0.00	\$0.00	\$0.00
10	204.2.4	Furnish & Install 8-inch Valve/Box	Each	3.00	\$3,950.00	\$11,850.00	0.00	0.00	\$0.00	\$0.00	\$0.00
11	204.2.6	Furnish & Install 12-inch Valve/Box	Each	2.00	\$6,550.00	\$13,100.00	0.00	0.00	\$0.00	\$0.00	\$0.00
12	203.1.8	Furnish & Install 1-inch PE Water Service in ROW	Lin. Ft.	40.00	\$68.00	\$2,720.00	0.00	0.00	\$0.00	\$0.00	\$0.00
13	203.1.6	Abandon Valve Box	Each	6.00	\$200.00	\$1,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00
14	9999.1	Replace 12" X 8" Cross and 12" Bends (Plummer Ave)	Lump Sum	1.00	\$11,740.00	\$11,740.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 5-24
Utility and Street Construction
North Street

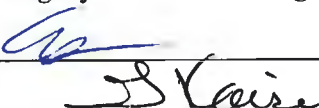
North St							Quantity Completed to Date	Pay Request No.1			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	Completed This Period \$	Retainage Due this Period	Due this Estimate
Water Total						<u>\$44,715.00</u>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
15	301.9	Furnish, Install & Relay 24-inch Storm Sewer	Lin. Ft.	916.00	\$94.00	\$86,104.00	0.00	0.00	\$0.00	\$0.00	\$0.00
16	301.8	Furnish, Install & Relay 21-inch Storm Sewer	Lin. Ft.	50.00	\$108.00	\$5,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
17	301.6	Furnish, Install & Relay 15-inch Storm Sewer	Lin. Ft.	30.00	\$104.00	\$3,120.00	0.00	0.00	\$0.00	\$0.00	\$0.00
18	301.5	Furnish, Install & Relay 12-inch Storm Sewer	Lin. Ft.	240.00	\$61.00	\$14,640.00	0.00	0.00	\$0.00	\$0.00	\$0.00
19	301.4	Furnish, Install & Relay 10-inch Storm Sewer	Lin. Ft.	105.00	\$59.00	\$6,195.00	0.00	0.00	\$0.00	\$0.00	\$0.00
20	306.1	Furnish & Install Standard Storm Manhole	Vert. Ft.	31.50	\$610.00	\$19,215.00	0.00	0.00	\$0.00	\$0.00	\$0.00
21	305.1	Furnish & Install Standard Catch Basin	Each	6.00	\$2,200.00	\$13,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00
22	306.7	Remove Storm Manhole	Each	5.00	\$400.00	\$2,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
23	305.8	Remove Storm Catch Basin	Each	6.00	\$300.00	\$1,800.00	0.00	0.00	\$0.00	\$0.00	\$0.00
24	306.1.0	Abandon Storm Manhole	Each	2.00	\$500.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
25	306.6	Adjust Storm Manhole	Each	4.00	\$450.00	\$1,800.00	0.00	0.00	\$0.00	\$0.00	\$0.00
26	308.2.4	Install & Maintain Type "D" Inlet Protection	Each	11.00	\$95.00	\$1,045.00	0.00	0.00	\$0.00	\$0.00	\$0.00
27	9999.2	Abandon Existing Storm Sewer with Grout	Cu. Yd.	30.00	\$205.00	\$6,150.00	0.00	0.00	\$0.00	\$0.00	\$0.00
28	309.5	Clean and Televis (Storm Only)	Lump Sum	1.00	\$1,727.00	\$1,727.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Storm Water Total						<u>\$163,396.00</u>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Contract 5-24
Utility and Street Construction
North Street

North St							Quantity Completed to Date	Pay Request No.1			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period		Retainage Due this Period	Due this Estimate
								Quantity	\$		
29	402.2.6.2	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	2,500.00	\$0.50	\$1,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	300.00	\$3.06	\$918.00	0.00	0.00	\$0.00	\$0.00	\$0.00
31	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.	120.00	\$3.06	\$367.20	0.00	0.00	\$0.00	\$0.00	\$0.00
32	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	5,020.00	\$1.12	\$5,622.40	0.00	0.00	\$0.00	\$0.00	\$0.00
33	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	500.00	\$6.12	\$3,060.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	600.00	\$1.28	\$768.00	0.00	0.00	\$0.00	\$0.00	\$0.00
35	402.1.6.6	Remove Concrete Pavement	Sq. Yd.	100.00	\$17.34	\$1,734.00	0.00	0.00	\$0.00	\$0.00	\$0.00
36	402.1.7.4	Unclassified Excavation	Cu. Yd.	1,300.00	\$18.72	\$24,336.00	0.00	0.00	\$0.00	\$0.00	\$0.00
37	402.1.4.1	Furnish and Install Geogrid (Center and Bond)	Sq. Yd.	2,500.00	\$1.99	\$4,975.00	0.00	0.00	\$0.00	\$0.00	\$0.00
38	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	2,100.00	\$17.19	\$36,099.00	0.00	0.00	\$0.00	\$0.00	\$0.00
39	403.2.1.6	Furnish & Install 30-inch Concrete Curb and Gutter (Various Locations)	Lin. Ft.	500.00	\$52.02	\$26,010.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40	404.3.1	Furnish & Install 6-inch Concrete Sidewalk/Driveway Apron	Sq. Ft.	600.00	\$7.91	\$4,746.00	0.00	0.00	\$0.00	\$0.00	\$0.00
41	402.1.1.6	Furnish and Install 8-inch Concrete Pavement	Sq. Yd.	100.00	\$82.62	\$8,262.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 5-24
Utility and Street Construction
North Street

North St							Quantity Completed to Date	Pay Request No.1		Retainage Due this Period	Due this Estimate
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period Quantity	\$		
42	402.1.5.2	Furnish and Install Drilled Tie Bars	Each	30.00	\$10.20	\$306.00	0.00	0.00	\$0.00	\$0.00	\$0.00
43	402.1.7.5	Fine Grade Road Base	Sq. Yd.	5,020.00	\$1.73	\$8,684.60	0.00	0.00	\$0.00	\$0.00	\$0.00
44	402.2.3.1	Furnish & Install HMA Pavement (4-inch)	Ton	1,120.00	\$72.42	\$81,110.40	0.00	0.00	\$0.00	\$0.00	\$0.00
45	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	100.00	\$2.04	\$204.00	0.00	0.00	\$0.00	\$0.00	\$0.00
46	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	2.00	\$102.00	\$204.00	0.00	0.00	\$0.00	\$0.00	\$0.00
47	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	500.00	\$6.80	\$3,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$3,000.00	\$3,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Street Total						\$215,056.60			\$0.00	\$0.00	\$0.00
Total Bid						\$549,607.60			\$118,184.50	\$5,909.23	\$112,275.27

City of Neenah Department of Public Works Contractor Request for Payment						
Contractor Name: MCC, Inc.				Contract No. 6-24		
Address: 2600 N. Romer Rd				Contract Amount \$573,435.19		
City Green Bay WI 54311						
Name of Project		Curb & Gutter, Stormwater, Street Overly, and Trail Parking				
Location of Project		Jewelers Park Drive				
Pay Request No. 2		For Period		June 1, 2024 through June 30, 2024		
CONTRACT SUMMARY						
Original Contract Amount				\$573,435.19		
Net Amount of Change Order				\$0.00		
Adjusted Contract Amount				\$573,435.19		
WORK PERFORMED TO DATE						
Work Performed to Date				\$476,615.67		
Less Retainage of 5%. If different indicate here 2.5%				\$17,256.03		
Net Amount Earned to Date				\$459,359.64		
Less Previous Payments				\$202,944.22		
BALANCE DUE THIS PAYMENT				\$256,415.42		
CONTRACT BREAKOUT						
Account Numbers		Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Curb/Gutter/Strm Wtr	032-2450-743.02-06	TF1203	\$400,000.00	\$350,000.00	\$74,759.58	\$192,223.96
Street Overlay	032-2450-743.02-06	TF1204	\$250,000.00	\$198,435.19	\$181,655.84	\$10,720.26
Trail Parking	032-2450-743.02-06	TF1205	\$50,000.00	\$25,000.00	\$0.00	\$0.00
			\$700,000.00	\$573,435.19	\$256,415.42	\$202,944.22
CERTIFICATION OF CONTRACTOR:						
I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits						
Certified by Engineer					Date: 7/12/24	
Certified by Public Works					Date: 7-12-24	
Certified by Water Utility					Date:	
Certified by Contractor					Date:	
			Approved BPW		Date:	
			Approved Common Council (Final Payments Only)		Date:	

Contract 6-24
Street, Curb and Gutter Construction
Jewelers Park Drive

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			Due this Estimate	Pay Request No.2			Due this Estimate
								Contractor Completed This Period	Retainage Due this Period			Contractor Completed This Period	Retainage Due this Period		
								Quantity	\$			Quantity	\$		
1	301.4	Furnish, Install & Relay 10-inch Storm Sewer	Lin. Ft.	210.00	\$54.18	\$11,377.80	223.00	223.00	\$12,082.14	\$604.11	\$11,478.03	0.00	\$0.00	\$0.00	\$0.00
2	302.3.2	Furnish & Install 15-inch Storm Sewer Pipe Reinforced Concrete (RCP)	Lin. Ft.	209.00	\$55.74	\$11,649.66	204.00	204.00	\$11,370.96	\$568.55	\$10,802.41	0.00	\$0.00	\$0.00	\$0.00
3	302.3.5	Furnish & Install 24-inch Storm Sewer Pipe Reinforced Concrete (RCP)	Lin. Ft.	451.00	\$73.95	\$33,351.45	447.00	447.00	\$33,055.65	\$1,652.78	\$31,402.87	0.00	\$0.00	\$0.00	\$0.00
4	305.1	Furnish & Install Standard Catch Basin	Each	10.00	\$2,751.61	\$27,516.10	10.00	10.00	\$27,516.10	\$1,375.81	\$26,140.29	0.00	\$0.00	\$0.00	\$0.00
5	305.7	Adjust Storm Catch Basin	Each	4.00	\$835.04	\$3,340.16	2.00	2.00	\$1,670.08	\$83.50	\$1,586.58	0.00	\$0.00	\$0.00	\$0.00
6	306.1	Furnish & Install Standard Storm Manhole	Each	15.40	\$910.50	\$14,021.70	15.00	15.00	\$13,657.50	\$682.88	\$12,974.62	0.00	\$0.00	\$0.00	\$0.00
7	306.6	Adjust Storm Manhole	Each	8.00	\$895.41	\$7,163.28	8.00	0.00	\$0.00	\$0.00	\$0.00	8.00	\$7,163.28	\$179.08	\$6,984.20
8	305.8	Remove Storm Catch Basin	Each	3.00	\$452.73	\$1,358.19	2.00	2.00	\$905.46	\$45.27	\$860.19	0.00	\$0.00	\$0.00	\$0.00
9	308.3.3	Install & Maintain Riprap Medium	Cu. Yd.	120.00	\$62.22	\$7,466.40	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
10	309.5	Clean and Televis (Storm Only)	Lump Sum	1.00	\$2,188.21	\$2,188.21	1.00	1.00	\$2,188.21	\$109.41	\$2,078.80	0.00	\$0.00	\$0.00	\$0.00
11	308.2.5	Install & Maintain Type "D" Inlet Protection	Each	20.00	\$100.61	\$2,012.20	20.00	20.00	\$2,012.20	\$100.61	\$1,911.59	0.00	\$0.00	\$0.00	\$0.00
						\$121,445.15			\$104,458.30	\$5,222.92	\$99,235.38		\$7,163.28	\$179.08	\$6,984.20
12	405.4	Sawcut Existing HMA Pavement	Lin. Ft.	25.00	\$2.50	\$62.50	30.00	30.00	\$75.00	\$3.75	\$71.25	0.00	\$0.00	\$0.00	\$0.00
13	402.2.6.3	Pulverize Exisitng HMA Pavment	Sq. Yd.	10,000.00	\$0.65	\$6,500.00	10,000.00	10,000.00	\$6,500.00	\$325.00	\$6,175.00	0.00	\$0.00	\$0.00	\$0.00
14	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	2,000.00	\$2.66	\$5,320.00	1,800.00	1,800.00	\$4,788.00	\$239.40	\$4,548.60	0.00	\$0.00	\$0.00	\$0.00
15	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	1,400.00	\$0.60	\$840.00	2,925.29	1,000.00	\$600.00	\$30.00	\$570.00	1,925.29	\$1,155.17	\$28.88	\$1,126.29
16	402.1.7.4	Unclassified Excavation	Cu. Yd.	500.00	\$11.13	\$5,565.00	375.00	375.00	\$4,173.75	\$208.69	\$3,965.06	0.00	\$0.00	\$0.00	\$0.00
17	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	1,000.00	\$1.60	\$1,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
18	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	1,000.00	\$15.84	\$15,840.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 6-24
Street, Curb and Gutter Construction
Jewelers Park Drive

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1				Pay Request No.2			
								Contractor Completed This Period	Retainage Due this Period	Due this Estimate	Contractor Completed This Period	Retainage Due this Period	Due this Estimate	Contractor Completed This Period	Due this Estimate
								Quantity	\$		Quantity	\$			
19	403.2.1.7	Furnish & Install 30-inch Concrete Curb and Gutter (continuous)	Lin. Ft.	6,500.00	\$14.56	\$94,640.00	5,293.50	5,293.50	\$77,073.36	\$3,853.67	\$73,219.69	0.00	\$0.00	\$0.00	\$0.00
20	403.2.1.8	Furnish & Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	100.00	\$45.27	\$4,527.00	80.00	0.00	\$0.00	\$0.00	\$0.00	80.00	\$3,621.60	\$90.54	\$3,531.06
21	402.1.7.1	Furnish and Install Concrete Flume	Each	8.00	\$477.89	\$3,823.12	6.00	0.00	\$0.00	\$0.00	\$0.00	6.00	\$2,867.34	\$71.68	\$2,795.66
22	404.3.2	Furnish & Install 7-inch Concrete Sidewalk/Driveway	Sq. Ft.	1,400.00	\$7.80	\$10,920.00	2,925.29	800.00	\$6,240.00	\$312.00	\$5,928.00	2,125.29	\$16,577.26	\$414.43	\$16,162.83
23	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	350.00	\$2.01	\$703.50	20.00	20.00	\$40.20	\$2.01	\$38.19	0.00	\$0.00	\$0.00	\$0.00
24	402.1.7.5	Fine Grade Road Base	Sq. Yd.	10,250.00	\$1.79	\$18,347.50	10,250.00	0.00	\$0.00	\$0.00	\$0.00	10,250.00	\$18,347.50	\$458.69	\$17,888.81
25	9999.1	Furnish & Install HMA Pavement (3-4.5-Inch)	Ton	2,350.00	\$71.96	\$169,106.00	1,361.20	0.00	\$0.00	\$0.00	\$0.00	1,361.20	\$97,951.95	\$2,448.80	\$95,503.15
26	9999.2	Reinstall Guardrail with New Blocks and Hardware (salvage posts and rail)	Lin. Ft.	1,800.00	\$19.52	\$35,136.00	1,800.00	450.00	\$8,784.00	\$439.20	\$8,344.80	1,350.00	\$26,352.00	\$658.80	\$25,693.20
27	9999.3	Furnish New Posts as Needed	Each	25.00	\$42.76	\$1,069.00	270.00	0.00	\$0.00	\$0.00	\$0.00	270.00	\$11,545.20	\$288.63	\$11,256.57
28	9999.4	Furnish and Install Midwest Guardrail System Energy Absorbing Terminal	Each	2.00	\$3,697.32	\$7,394.64	2.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$7,394.64	\$184.87	\$7,209.77
29	9999.5	Fill and Regrade Swale	Lin. Ft.	800.00	\$15.90	\$12,720.00	800.00	0.00	\$0.00	\$0.00	\$0.00	800.00	\$12,720.00	\$318.00	\$12,402.00
30	505.2	Furnish & Install Topsoil, Seed, Fertilizer	Sq. Yd.	7,000.00	\$7.17	\$50,190.00	7,066.00	0.00	\$0.00	\$0.00	\$0.00	7,066.00	\$50,663.22	\$1,266.58	\$49,396.64
31	505.3	Furnish & Install Hydromulch	Sq. Yd.	4,500.00	\$0.50	\$2,250.00	4,769.00	0.00	\$0.00	\$0.00	\$0.00	4,769.00	\$2,384.50	\$59.61	\$2,324.89
32	9999.6	Furnish and install Erosion Matting (Slope/Swale Restoration)	Sq. Yd.	2,500.00	\$1.46	\$3,650.00	2,297.00	0.00	\$0.00	\$0.00	\$0.00	2,297.00	\$3,353.62	\$83.84	\$3,269.78
33	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$1,785.78	\$1,785.78	1.00	0.50	\$892.89	\$44.64	\$848.25	0.50	\$892.89	\$22.32	\$870.57
						\$451,990.04			\$109,167.20	\$5,458.36	\$103,708.84		\$255,826.89	\$6,395.67	\$249,431.22
						\$573,435.19			\$213,625.50	\$10,681.28	\$202,944.22		\$262,990.17	\$6,574.75	\$256,415.42

STATUS OF COUNCIL DIRECTIVES ISSUED JUNE 19, 2024

Council Directive No. 2024-01

Date: June 19, 2024

Date of Directive: June 19, 2024

Item: Motion by Boyette/Erickson for an update on the Meridian Barriers from the Police Department, and confirmation on the use of city vehicles to block traffic policy from CVMIC, specifically what the policy will and will not cover, all voting aye.

Alderman Boyette's intention with this directive is a learning experience with how the Council gets their information. There was an article in the Oshkosh Newspaper indicating there was a contract for the barriers released that the Council did not know about. Turns out that was not the case. Again, the Council did not know what was going on with the barrier funding and it turns out the County Board didn't know either, and just wanted the Council to be informed.

The second issue is that for the Memorial Day Parade, city vehicles were used to block traffic when the Council was told during the initial barrier presentation the use of city vehicles would not be covered by insurance because they were not used in the matter in which they were intended. There is a conflict of information that she would like to get straightened out because there is a lot of confusion.

Lastly, Alderman Boyette is curious if the grant policy would need to be revised using this situation as a guideline so that something like this does not happen again and the city can learn from this situation.

Alderman Boyette and Erickson would like to have this issue brought back at the next Council meeting.

Requesting Party: Alderman Boyette/Alderman Erickson

Status:

- June 2, 2024 Council Directive was introduced.
- June 19, 2024 Council to voted affirmatively on Alderman Boyette's motion.
- July 17, 2024 Information on item was brought to Council.

STATUS OF COUNCIL DIRECTIVES ISSUED JUNE 19, 2024

Council Directive No. 2024-02

Date: June 19, 2024

Date of Directive: June 19, 2024

Item: Motion by Ellis/Pollnow to revisit the Special Event Permit Ordinance and permitting process, all voting aye.

Alderman Ellis would like the Special Event Permits to come back to the Public Services and Safety Committee with a staff recommendation as to approve or not approve. In the last few years, the process has been streamlined, and there seems to be an unintended disconnect with the approval of the events. Public Services and Safety Committee reports its item out to City Council and that does not seem to be happening. The recommendation would be to have Public Services and Safety Committee vet and make a recommendation on the Special Event Permits in order to report out to the Council, as an informational item, at the next meeting.

Alderman Pollnow just confirmed that was past practice and that is his understand of Alderman Ellis motion, is to go back to that process. Alderman Pollnow would like this directive to come back to the Council at the next meeting.

Point of clarification by Clerk Nagel that the city is half-way through the Special Event Permit year, and how will that affect those permits that are already approved. The answer received was nothing in process would be disrupted.

Alderman Erickson asked when the ordinance change took place. The ordinance change took place in May or June of 2023.

Requesting Party: Alderman Ellis/Alderman Pollnow

Status:

- June 2, 2024 Council Directive was introduced.
- June 19, 2024 Council to voted affirmatively on Alderman Ellis' motion.
- July 17, 2024 Information on item was brought to Council.



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6100 • Fax 920-886-6109
e-mail cnagel@neenahwi.gov
CHARLOTTE NAGEL, WCMC
CITY CLERK

MEMORANDUM

DATE: June 25, 2024

TO: Mayor Lang, Members of the Common Council, and Members of the Public Services & Safety Committee,

FROM: Char Nagel, City Clerk on behalf of the Special Event Task Force
James Merten, Traffic Engineer
Adam Dorn, Assistant Fire Chief/Fire Marshal
Jason Goetz, Lieutenant Police Department
Michael Kading, Parks & Recreation Director

RE: Ordinance 2024-14 Amending Special Event Ordinance and Council Directive

Since December 2022, the Street Use Permit has undergone a transformation into the Special Event Permit. From December 2022 to May 30, 2023, the Special Event Task Force meticulously crafted an electronic version of the application, carefully deliberating each step of the permitting process and addressing the application's requirements, the permit itself, the permitting process, notification to the PSSC committee, and notification to the Council.

Attached is the May 30, 2023, memo from the Task Force explaining the rationale behind creating the Special Event Permit, its objectives, and outlining the approval procedures. The memo also introduced the Temporary Designated Outdoor Recreation Area (TDORA), permitting possession and consumption of alcoholic beverages within the footprint of a specific events. Both ordinances were presented concurrently to the Public Services and Safety Committee and the Council, as one ordinance was dependent on the other.

During the Public Services and Safety Committee meeting on May 20, 2023, the committee recommended approval of both ordinances to the Council. On June 7, 2023, the Council approved both ordinances, with considerable discussion centered on the TDORA.

Since then, the Public Services and Safety Committee and the Council have been receiving Special Event notifications via a spreadsheet provided by the Clerk's Office, which is located below the license approvals. Recently, emails notifying the Council of upcoming special events within the next week have also been sent. As of now, we are midway through the 2024 Special Event Permitting season, with no events scheduled after CommunityFest until August.

On Friday, June 21, 2023, I met with Mayor Lang and Alderman Ellis to seek clarification on the Council Directive. Alderman Ellis expressed his intention to ensure that the Council receives notifications of upcoming approved events. When I showed Alderman Ellis where the spreadsheet was included in the Council packet, he confirmed that this was his primary

objective. However, if the BID District's intended use was solely Monday through Friday from 6 to 8 PM, additional language would need to be incorporated into the ordinance. Furthermore, there was discussion on new events adhering to past practices by being reviewed by the Public Services and Safety Committee for recommendation to the Council.

Attached is Ordinance 2024-14, which amends the Special Event Permit Ordinance to include:

1. BID District language.
2. Any applications categorized as "Not Listed" to follow past practice for approval.

Recommendation: Staff asks PSSC to recommend Council approve ordinance 2024-14, Article V Special Event Permit of the Code of Ordinances

Attachments: PSSC Memo, Ordinance 2024-14, Memo and Ordinances 2023-08 and 2023-09, May 30, 2023 PSSC Minutes, June 7, 2024 Council Minutes, Spreadsheet

Public Services & Safety Committee

May 7, 2024

Retail Liquor License Applications

Applicant	Trade Name	Address of Business	Agents	Class "A", "Class A", Class "B" or "Class B"
Cedar Bar & Grill	Cedar Neenah, LLC	1330 S. Commercial St	Ken Lulloff & David Halverson	"Class B" Combination Transfer License

Extension of Licenses Premises Application to Sidewalk Café

Applicant	Trade Name	Business Location	Agents	Tables	Business License
Generation Paulson, Inc.	Layles Place	218 W. Wisconsin Ave	Chris Paulson	3	"Class B" Combination

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Dates	Approved
JDRF Walk	JDRF Walk	Class A Exceeds 200 Attendees, Travel Lane Closures	Riverside Park	No	5/17 - 5/18	4/19/2024
Autism Society of Fox Valley	Walk for Autism	Class A Exceeds 200 Attendees, Travel Lane Closures	Riverside Park	No	5/11/2024	5/6/2024
Greens Block Party	Greens Pourhouse	Class A Exceeds 200 Attendees, Travel Lane Closures	Church St, WI to Doty	No	5/18/2024	5/6/2024
Udderly Euro	Udderly Euro	Class A Exceeds 200 Attendees, Travel Lane Closures	E WI Ave/Double Tree/Shattuck Park	No	6/29/2024	4/19/2024



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CHARLOTTE K. NAGEL, WCMC
CITY CLERK

MEMORANDUM

DATE: May 30, 2023

TO: Mayor Lang, Members of the Common Council, and Members of the Public Services & Safety Committee,

FROM: Char Nagel, City Clerk on behalf of the Special Event Task Force
James Merten, Traffic Engineer
Adam Dorn, Assistant Fire Chief/Fire Marshal
Jon Kuffel, Lieutenant Police Department
Michael Kading, Parks & Recreation Director
City Attorney David Rashid
Paralegal Becky DeWitt

RE: Proposed Special Events Ordinance 2023-09
Proposed Special Event Temporary Outdoor Refreshment Area (TDORA)

December 2022, Traffic Engineer James Merten addressed the Public Services and Safety Committee on behalf of the Special Event Task Force, about the need to reevaluate the Street Use Permit process used to regulate special events. The Public Services and Safety Committee (PSSC) ultimately gave the permission directing staff to rebrand the permit to a more intuitive ordinance, streamlining the approval process, fee structure, and to address the alcohol licensing issue.

Attached to this memo are proposed ordinance amendment 2023-09 creating Municipal Code Chapter 14 Article V Special Event Permit and ordinance amendment 2023-08 creating Chapter 4 Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area. Both amendments were crafted through a collaborative effort of the City Attorney's Office, the Special Event Task Force, and the Sustainable Neenah Committee.

While the city branded the Street Use Permit as a special event permit, the Street Use Permit did not meet all the needs identified by the Special Event Task Force to recommend approval of the special event permit. Amendment 2023-09 establishes a Special Event Permit. The Special Event Permit ordinance meets the goals and objectives set forth at the December 13, 2022, PSSC meeting of:

1. Rebrands the permit to intuitively reflect the purpose of the permit.

2. Redefines the applicability of the permit and its requirements more precisely.
3. Eliminates inconsistencies in cost assignment and fees charges amongst various events.
4. Redirects the permit fee structure to the city's Fee Schedule for:
 - a. Consistent fees charged.
 - b. Can estimate the costs of the permit accurately for event organizers upfront.
 - c. Creates an annual review of fees to make necessary adjustments.
5. Codifies and streamlines the approval process.
6. Addresses the alcohol licensing issues.

In keeping with the goals and objectives set forth in the December 13, 2022, PSSC meeting, ordinance 2023-08 creates and establishes a Special Event Temporary Designated Outdoor Refreshment Area (TDORA). The TDORA is defined in both written word within the ordinance as well as in map form with Exhibit 1. The TDORA was designed to promote downtown businesses during the summer event season. The TDORA is tied to a specific special event which must be permitted. Each Class "B" and/or "Class B" Liquor License establishment must request a temporary extension of their licensed premise to participate in the TDORA. Establishing a TDORA addresses goal number 6 in that each downtown business will have equal opportunity to participate and capitalize on downtown events. Establishing a TDORA also aides in enforcement of alcohol laws that are currently not being imposed due to the ratio of violations and staffing.

Both said ordinances were written by City Attorney Rashid and Paralegal Becky DeWitt. Both said ordinances were reviewed by the Special Events Task Force with feedback given. Feedback was also received from Sustainable Neenah Committee to add required refuse and recycling statute requirements.

Recommendation: Staff recommends PSSC recommends Council approve ordinance 2023-09 establishing a Special Event Permit and ordinance 2023-08 establishing a Special Event Temporary Designated Outdoor Refreshment Area.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By DOLAS

Re: Amending Chapter 14 of the Code of
Ordinances adding Article V Special Event
Permit.

ORDINANCE NO. 2023-09

Introduced: May 30, 2023

Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

Section 1. That Neenah Municipal Code, Chapter 14 Streets, Sidewalks, and Other Public Places is hereby amended by adding Article V Special Event Permit so as to now read as follows:

CHAPTER 14 – STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

ARTICLE V. SPECIAL EVENT PERMIT

Sec. 14-125. Purpose.

The purpose of Special Events is to promote, elevate and highlight the City of Neenah as a desirable community in which to visit, work, and have fun in. These events, organized by individuals, private groups and not-for-profit organizations serve an important role in showcasing the City's quality of life and can provide benefits to the community as a whole. This section is to provide reasonable restrictions for special events, in order to protect public health, safety and welfare, while making the application process simple for applicants.

Sec. 14-126. Definitions.

Applicant means the organizer of a special event, who applies for a permit under this Section.

Class A High-Impact Event is a designation for an event that meets any of the following criteria:

- a. The crowd size exceeds 200 attendees at any one point in time.
- b. A Travel Lane is to be closed except if a Permit for the Event has been approved within the two previous years and the plan footprint remains unchanged or if the Event satisfies the criteria of a Class C designation.
- c. A municipal code variance is required except if a Permit for the Event has been approved within the two previous years and the parameters of the municipal code variance remains unchanged.

- d. Intoxicating beverages are to be served or consumed in association with the Event.
- e. A complaint or grievance has been formally filed against it, whether presently or historically.
- f. A financial hardship condition exists per Sec. 14-132(c).

Class B Low-Impact Event is an event designation assigned if a “Class A” or “Class C” designation does not apply.

Class C Small Neighborhood Event is an event designation that shall apply to any neighborhood celebration, block party, wedding, graduation party, rummage sale, or other like event in which all of the following conditions are met:

- a. The Organizer is an individual, small nonprofit or neighborhood association which resides within the City of Neenah City limits.
- b. The crowd size does not exceed 200 attendees at any one point in time.
- c. The Event does not take place on, close off, or block a Major Street.
- d. No structures, including but not limited to, tents, canopies, portable restrooms, and stages are placed within the roadway.
- e. The Event does not require a municipal code variance.

Event means an organized gathering which occurs on a limited basis including, but not limited to, festivals, exhibitions, concerts, celebrations, ceremonies, parades, marches, rallies, walkathons, and tournaments.

Major Street means any principal arterial street, minor arterial street, or collector street as defined and mapped by the Department of Transportation functional classification system.

Organizer means any person, firm, partnership, association, corporation company or organization of any kind organizing an Event within the City.

Special Event Coordinator means the person, or committee, appointed by the Mayor who will coordinate between applicants and City departments, ensuring appropriate departmental approval of special events applications.

Travel Lane means the portion of the roadway designated and intended for through travel of vehicles, specifically excluding shoulders, sidewalks, terraces and parking lanes. The edge of a travel lane may be delineated by a solid white painted edge line where present; or the edge of a pavement where no marked edge line is present, and parking is permitted.

Temporary Designated Outdoor Refreshment Area (TDORA) means a specific temporary area as described in 4-108 (2), (3), that is applicable to a Class A High Impact event, that extends the geographic area where open alcoholic beverages may be carried and consumed during the event.

Sec. 14-127. Permit Required.

No person shall conduct, manage, or engage in a special event unless a required permit has been approved by the appropriate entity regarding the event type. Any person seeking to offer goods and/or services at a special event is responsible for verifying that the required permit has been approved as described herein prior to participating in the event. Neither the City's review of any permit application nor its subsequent issuance of a permit shall be construed as acceptance by the City or its representatives of any liability or responsibility for any damage relating to the special event.

Sec. 14-128. Exemptions.

This article shall not apply to funeral processions, governmental agencies acting within the scope of their functions, or Class C Small Neighborhood Events as defined in Section 14-126.

Sec. 14-129. Application.

- a. *Deadlines.* An application for a special event permit shall be filed with the Special Event Coordinator in the following timeframes:
 1. For a Class A event, not less than 45 days before the event is to take place.
 2. For a Class B event, not less than 20 days before the event is to take place.
 3. Late applications. The City, where good cause is shown, may consider an application that is filed after the expiration of the filing period, and provided that the entity authorized to issue the Permit has sufficient time to review the application and issue a Permit. The authority granted by Article III, Section 4-66 of the Neenah Municipal Code to the Mayor to issue permits after a late filing shall apply to permits issued under this article.
- b. *Filing and Contents.* The applicant shall submit the application form prescribed by the Special Events Coordinator, which shall set forth the following information:
 1. The name, address, telephone number, and e-mail address of the person seeking to conduct such event.
 2. The name, address, telephone number, and e-mail address of the applicant.
 3. The dates of the special event. If the special event consists of a series of consecutive or successive days or times event occurring in the same location, include all applicable dates/times.
 4. A detailed map identifying all relevant information including but not limited to:
 - a. The event location or route to be traveled, the starting and termination points, and any other important points along the route;
 - b. The portions of the sidewalk, street, or other right-of-way proposed to be included or utilized in the event;
 - c. The location of any tents or other structures;
 - d. The location of any vendors not located within a tent or other structure;
 - e. Points of ingress and egress;
 - f. Any location at which alcohol will be sold; and
 - g. Any other significant information to be noted.

5. How much time is needed to set up prior to the event and how much time is needed to tear-down after the event.
 6. A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted. The written description should match the map provided.
 7. A written description of the assembly areas for such event. Streets and nearest intersections should be used in describing the location. The written description should match the map provided.
 8. The approximate number of attendees anticipated, whether any animals or vehicles will be included in the event, the type of and number animals, a description and number of the vehicles and a description of how the animals and vehicles will be utilized.
 9. The start and end time of the event. For any event beginning prior to 10:00 a.m. or continuing past 10:00 p.m., the applicant must indicate whether any necessary permits have been obtained pursuant to applicable City noise ordinances (see Article IV Division 3).
 10. If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
 11. Whether alcohol beverages will be served and/or consumed in connection with the event, the locations of such activities, and whether all necessary licenses have been obtained.
 12. A crisis management plan is required if the Emergency Management policy that is provided by the City (See Article II Section 6-19 et seq) will not be followed.
 13. Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued: any such request for further information shall be communicated sufficiently ahead of time so as not to unreasonably delay the application approval process or the Event itself.
- c. *Insurance and indemnification.* Proof of insurance and indemnification is required for all events. The applicant shall furnish a certificate of insurance and indemnification meeting the requirements set by the resolution of the Common Council.
- d. *Application fee and Late application fee.* A nonrefundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, in accordance with the City of Neenah Fees for Services Schedule. If submitted late, the late application fee shall additionally apply as set forth in the City of Neenah Fees for Services Schedule.

Sec. 14-130. Permit Requirements.

Completed applications for a special event permit shall be filed with the Special Events Coordinator and shall acknowledge and provide the following:

- a. Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, street closures, park rules, state health laws, fire codes, building codes, zoning, food service, and fermented malt beverage and liquor license requirements.

- b. The applicant shall identify a designated person who may be contacted at any time by any City representative, such as police, fire, or public works, regarding the event.
- c. The Special Events Coordinator shall refer the application for review and comment by the following City departments: clerk, police, fire, public works, and parks and recreation.
- d. The approval of any special event permit application shall also be conditioned upon the approval of all other necessary permits, licenses, and inspections when any one or more of the following conditions applies:
 - 1. A temporary extension of existing licensed premises for outdoor event or TDORA (fermented malt beverages and/or intoxicating liquor license) as defined in Article IV Section 108;
 - 2. A temporary designated outdoor refreshment area license for special event (fermented malt beverages and/or intoxicating liquor license) as defined in Article IV Section 107;
 - 3. Temporary Class "B" license for the sale of fermented malt beverages;
 - 4. Temporary Class "B" license for the sale of wine;
 - 5. Tents erected for use at the special event;
 - 6. Food peddler license;
 - 7. Park rental permit;
 - 8. Fireworks displays requiring a permit by the Neenah Menasha Fire Rescue; and
 - 9. Any other permit or license required by ordinance of the City of Neenah.
- e. The applicant shall use all reasonable efforts to ensure that participants and attendees comply with all City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements.

Sec. 14-131. Regulations.

Applicants shall also comply with, and applications shall address the regulations set out in this section. Supporting material, if required, must be attached to the application. Additional information may be required upon review by the Special Events Coordinator. Any such request for additional information shall be conveyed sufficiently ahead of time so as not to unreasonably delay the application approval process or the Event itself.

- a. Parking
 - 1. The applicant shall take all reasonable precautions to minimize adverse effects from the Special Event on the neighborhoods directly affected by parking and traffic related concerns.
 - 2. The application shall indicate areas reserved for off-street parking, or which the applicant reasonably expects to be utilized by event participants and attendees for off-street parking.
- b. Security. The applicant shall ensure through coordination with the Neenah Police Department that all necessary and appropriate security and safety is provided for the event. The Police Department may be required, at its discretion, to be directly involved in the Special Event, with the costs of any Extraordinary Services to be borne by the Special Event applicant if required by the Common Council.

- c. Toilets and sanitation facilities. The applicant shall provide, at the applicant's cost, sufficient toilet and sanitation facilities for the estimated maximum daily peak number of expected attendees during the special event.
- d. Illumination. If the special event is to continue during hours of darkness, it shall provide all necessary lighting to reasonably ensure the safety of event attendees.
- e. Refuse and Recycling Removal. The applicant shall make all reasonable efforts to:
 - 1. Pick up litter and refuse during the event, and for removing all litter and refuse accumulated during the event within twenty-four (24) hours after the conclusion of the event. The event organizer is responsible not only for the event grounds but will also take all reasonable measures for the removal of litter and refuse attributable to the event from any affected and surrounding neighborhoods and properties.
 - 2. Provide adequate recycling receptacles and pick up all recyclable materials and dispose of same in accordance with Chapter 287, Wisconsin Statutes, and related administrative rules contained in Wisconsin Administrative Code, Chapters NR 542-549.
- f. Notification. If the special event will require closing or partially closing one or more streets, the applicant shall provide reasonable advance notice, as supplied by the Special Events Coordinator, to residents and/or businesses abutting or enclosed within the location of the special event at least ten (10) days in advance of the event; and shall confirm the approval of such street closures with the Department of Public Works, the Neenah Police Department, and the Neenah-Menasha Fire Department.
- g. Traffic Control. Barricades or other traffic control shall be required for street closures or pursuant to a security plan. Barricades may be available for rent from the City with costs of any Extraordinary Services to be borne by the Special Event Organizer. All barricades used for a special event shall meet standards set forth in the Manual on Uniform Traffic Control Devices. The organizer shall coordinate all required use of barricades with the Department of Public Works.
- h. Service Fees. Services may be requested by the applicant or required by the City. The Organizer shall agree to pay fees for services provided by the City for the Event, which fees shall be billed to the Organizer by the City after conclusion of the event. All applicable service fees shall be set forth in the City of Neenah Fees for Services Schedule or as charged by the applicable department providing services.

Sec. 14-132. Administration

- a. Authority. The Special Event Coordinator shall review the comments and recommendations submitted by the City staff and shall approve, modify and approve, approve with conditions or deny the application. The Special Event Coordinator shall notify the applicant of this decision within 5 business days of making the decision.
- b. Standards. To the extent permitted by law, the Special Event Coordinator may base the decision regarding an application for a special event permit on one or more of the following:
 - 1. A prior experience of the applicant in holding any event, or holding the special event, which is the subject of application, will be considered and may impact the issuance of special event permits. The Special Events Coordinator may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper

permitting or licensing, or has violated the terms of a prior permit issued to or on behalf of the applicant.

2. A permit may be denied, or conditions place thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs to the City of holding such an event.
 3. The application is not fully completed or applicant failed to include additional information as requested.
 4. The application contains material falsehood or misrepresentations.
 5. The applicant is not legally competent to sign a contract, or to be held responsible for applicant's actions.
 6. The intended special event, use or activity would present an unreasonable danger to the health and safety of individuals expected to participate in the event, the neighborhood in which the event will take place, or City property and resources required to be involved with the proposed event.
 7. Activities expected to occur at the intended special event are prohibited by law;
 8. The intended special event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to lack of sufficient open areas, streets, offsite parking, or traffic controls.
 9. Failure to provide an insurance certificate as required.
- c. Hardship. If an Event Organizer can meet all the other, non-monetary conditions for issuance of a permit but lacks sufficient funds to pay the fees for same, the applicant may apply for any available grants or a waiver of the applicable fees and costs. Upon such waiver application, the Special Event Coordinator may request a financial disclosure statement from the Organizer and may consider any and all information therein disclosed in making a determination regarding the hardship waiver. Any decision of the Special Event Coordinator to deny a hardship waiver request shall be subject to the appeal process in Section 14-133 hereof.

Sec. 14-133. Appeal.

- a. Any person aggrieved by any decision of the Special Event Coordinator relating to the granting, denial, suspension, cancellation of a special event permit may appeal the decision to the Public Services and Safety Committee. Such appeal shall be filed with the Special Event Coordinator within (30) thirty days after the action taken or the notification to the applicant of the decision regarding the special event permit.
- b. Upon receipt by the Special Event Coordinator of a signed statement of appeal hereunder, the Public Services and Safety Committee shall hold an appeal hearing where the aggrieved party may be heard concerning their appeal. The Public Services and Safety Committee shall issue a determination upholding or overruling the action of the Special Event Coordinator orally at the appeal hearing. The appellant will be notified in writing within 3 days thereof.

Sec. 14-134. Event Cancellation.

The Special Event Coordinator, Chief of Police, or his designee, the Chief of Fire, or his designee, or the Director of Public Works, or his designee, may suspend or cancel a special event permit at any time and without prior notice if:

- a. The applicant fails to comply with any conditions placed on the permit;
- b. The applicant violates the requirements of this article or any other applicable federal, state, local laws;
- c. Conditions exist which would adversely affect public health or safety;
- d. Conditions exist that would place facilities, grounds, or other natural resources at a substantial risk of damage or destruction if the special event were permitted to take place.

Sec. 14-135. Penalty.

In addition to any other penalty, any person convicted of violating any of the provisions of this article or any of the conditions of the permit issued in accordance with this article shall be subject to a forfeiture as provided by Sec. 1-20 of Chapter 1, Article II, the Neenah Municipal Code.

Sec. 14-136. Public conduct during event.

- a. Interference. No person shall unreasonably hamper, obstruct or impede, or interfere with any event or with any person, vehicle or animal participating or used in an event.
- b. Driving through event. No driver of a vehicle shall drive between the vehicles or persons comprising an event when the vehicles or person are in motion and are conspicuously designated as a parade unless directed to do so by a traffic official.
- c. Parking on event route. The Chief of Police or Traffic Engineer may prohibit or restrict the parking of vehicles along a highway or part of a highway constituting a part of the route of an event and shall post signs to that effect; and no person shall park or leave unattended any vehicle in violation of such restriction. No person shall be liable for parking on a street unposted in violation of this section. Vehicles in violation of this subsection may be towed at the owner's expense.
- d. Damage to Property. The Organizer shall reimburse the City for any and all damage caused to City property as a result of the event, and shall hold harmless and indemnify the City for any and all claims by third parties from damage to other, private property resulting from the event.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance be for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not otherwise affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Approved:

Adopted: _____

Jane B. Lang, Mayor

Approved: _____

Attest:

Published:

Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By DOLAS

Re: Amending Chapter 4 Businesses of the
Code of Ordinances by adding Section 4-
108 Special Event Temporary Designated
Outdoor Refreshment Area..

ORDINANCE NO. 2023-08

Introduced: May 30, 2023

Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

Section 1. That Neenah Municipal Code, Chapter 4 Businesses is hereby amended by adding Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area so as to now read as follows:

Secs. 4-108. Special Event Temporary Designated Outdoor Refreshment Area

The City Clerk has the authority to issue a Temporary Designated Outdoor Refreshment Area (hereafter TDORA) license with a Class A Special Event as described in Chapter 14, Article V of the Neenah Municipal Code. With this issuance the Common Council may temporarily extend a "Class B", Class "B", "Class C" License and/or any permit or license issued under Wis. Stats. Ch. 125, by the State of Wisconsin. The regulations for the TDORA shall be as follows:

1. The TDORA will commence at 210 Main Street continuing towards and along the 200 and 100 block of W Wisconsin Avenue and ending at and including 211 E Wisconsin Avenue. The TDORA will also start at 116 S. Commercial Street and conclude at the intersection of N Commercial Street and Wisconsin Avenue. (See Exhibit 1)
2. During the event open intoxicants may be carried and consumed on the sidewalks from 210 Main Street along the 200 and 100 blocks of W Wisconsin Avenue, continuing along East Wisconsin Avenue until 211 E Wisconsin Avenue. They may also be carried and consumed starting at 116 South Commercial Street flowing north until the intersection of North Commercial and Wisconsin Avenue, where the east-west corridor of the above-described TDORA is joined.
3. During the event, the 200 and 100 block of West Wisconsin Avenue will be closed to traffic and barricaded. During that time open intoxicants may be lawfully carried and consumed on the TDORA designated public streets, sidewalks, and parking lots.
4. Special Events applicants must list all businesses desiring to temporarily extend their premises into the Special Event TDORA, file an application with the City Clerk, and pay an application fee of \$100.00. Each participating business shall

file a Temporary Extension of Licensed Premise application and pay a fee of \$10.00 per day up to three days of the event. The application shall be filed at least 25 days prior to the date of the Special Event and shall be approved by Common Council after review and recommendation by the Clerk.

5. Upon approval of the TDORA by the Clerk, the following Ordinances of the Neenah Municipal Code shall be temporarily suspended and not applicable or in force inside the TDORA for the duration of the Special Event:
 - a. 4-95 (b)(1). Alcohol Beverages - Restrictions
 - b. 4-103. Alcohol Beverages – Intoxicants, Consumption and Possession
 - c. 4-106(d). Alcohol Beverages – Outdoor service/beer gardens
 - d. 11-3(a)(b)(1-2). Offenses and miscellaneous provisions – Fermented malt beverages or intoxicating liquor on public property and commercial quadricycles prohibited; exceptions.
 - e. 11-87. Obstructing streets and sidewalks prohibited.
6. The license holder shall in all regards comply with the requirements of Chapter 125, Wis. Stat. regarding the regulation of alcohol beverages.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance be for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not otherwise affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Jane B. Lang, Mayor

Adopted: _____

Attest:

Approved: _____

Published:

Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 30, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Stevenson

Also Present: Mayor Lang, City Attorney Rashid, Asst. Police Chief Bernice, Public Works Director Kaiser, City Clerk Nagel, Public Works Office Manager Mroczkowski, Tom McHugh, Sara Hanneman, Eric Glassco, and Rich Van Sistine

Public Appearances:

Tom McHugh, PO Box 54, Greenville WI – spoke regarding the possible assessment for the 2-Inch asphalt mat and sidewalk in Homes for Freedom Acres. He stated that he sold the houses assuming that the developer's escrow would be paying for the first layer of asphalt and sidewalks. He stated that he was not aware that the property owner could be assessed for the balance of the not if escrowed funds were not enough. He stated that this is unprecedented that escrows do not cover the full cost.

Approval of Minutes of the Meeting of May 9, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of May 9, 2023. All voting aye.

Proposed Special Event Ordinance 2023-09 & Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08

City Attorney Raschid stated that the proposed amendment to Municipal Code Chapter 14, Streets, Sidewalks, and Other Public Places, adds Article V, Special Event Permit. He stated this provides clarity as to what city resources are being used and the cost for the use of those resources. He stated that Chapter 4, Businesses, adds Section 4-108, Special Event Temporary Designated Outdoor Refreshment Area (TDORA). City Attorney Raschid stated that event organizers were wanting to be able to allow event attendees to have open alcohol on the sidewalk and street in the closed off events sections of Wisconsin Avenue and this amendment will do this.

Ms. Hanneman, representing Future Neenah Inc., stated that all drinks that will be sold and taken out of the establishments will have an identifying sticker to show that they were bought at a licensed establishment and served by a licensed bartender and that all proper measures were taken to verify ID.

Alderperson Hillstrom asked how the area for the TDORA was decided on. Ms. Hanneman stated that it was set using the Business Improvement District (BID) boundaries.

Assistant Police Chief Bernice stated that the Police Department supports this initiative.

Aldersperson Hillstrom stated that he has concerns that we are always doing things for the downtown businesses and hopes this will not take away from businesses outside the BID. He stated that he would like to have this reviewed in one year.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve Special Event Ordinance 2023-09 & Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. All voting aye.

Annual Liquor License Renewals

City Clerk Nagel stated that these are the annual renewals that are due to expire on June 30th. She stated that the only change to the list is Applebee's not renewing.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council the 2023-2024 liquor license renewal applications. All voting aye.

Special Event Applications

Future Neenah Summer Kick Off Concert

City Clerk Nagel stated that Future Neenah did request the DORA for this event. She stated that the footprint is the same as previous years. She stated that with the DORA there is an application fee to be paid yet and also having each participating establishment submitting a temporary extension of licensed premises application.

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. All voting aye.

St. Gabriel Eucharistic Procession

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the St. Gabriel Eucharistic Procession, sponsored by St. Gabriel Catholic Church, 900 Geiger Street, to be held on June 11, 2023, from 11:00 AM to 11:30 AM. All voting aye.

Community Fest

Following Discussion: Motion/Second/Carried by Hillstrom/Borchardt to recommend Council approve the Street Use Permit for Community Fest sponsored by City of Neenah Parks & Recreation, 211 Walnut Street, Neenah to be held on July 3, 2023, from 7:00 AM to 10:00 PM and July 4, 2023, from 7:00 AM to 10:30 PM. All voting aye.

Future Neenah Boogie Downtown

City Clerk Nagel stated that Future Neenah did request the DORA for this event. She stated that the footprint is the same as previous years. She stated that with the DORA there is an application fee to be paid yet and also having each participating establishment submitting a temporary extension of licensed premises application.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. All voting aye.

Freedom Acres, Homes at Freedom Acres: Two Inch Mat Cost Follow Up

Director Kaiser reviewed his memo of May 25, 2023. He stated that the escrowed funds for these developments are very specific to what the funding can be used for. He stated that the escrowed funds for the sidewalk and two-inch asphalt mat cannot be pooled together to cover the cost of the shortfall of \$56,938 between these two developments.

Director Kaiser stated that there is language in each development that covers the possibility of assessing the property owners if the escrowed funds are insufficient to cover the installation costs.

Director Kaiser stated that there are sufficient funds to move forward with the sidewalk installation this year and that he will be submitting a change order to the Board of Public Works to do that.

Aldersperson Weber asked staff to verify if the 8-year installment plan could be used for the assessments.

Rich Van Sistine, 1436 Freedom Ct – stated that this situation has not come up before and asked if there are city funds available to help cover the shortfall that it be considered.

Aldersperson Borchardt asked staff to see if there is a way to split the two-inch asphalt mat shortfall between the developer and the city.

Director Kaiser stated that he will look into that option and present it at the next meeting. He stated that he will proceed with the sidewalk installation.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Stevenson to adjourn at 6:03 PM.
All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager

Common Council Minutes
Wednesday, June 7, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, June 7, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, and Weber. Council President Borchardt was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson and Fire Chief Kloehn.

Mayor Lang called the meeting to order at 7:05 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Stevenson led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Bob Karmann to the Police Commission for a five-year term to expire May 2028.
 - B. Reappoint Grant Birtch, Michelle Bauer, and Tom Martin to the Community Development Authority for a four-year term to expire April 2027.
 - C. **(UC)**
 - D. Swearing in
There being no objections, the Mayoral appointments were ordered approved by unanimous consent.
- III. Approval of Council Proceedings
 - A. Approval of the Amended Council Proceedings of May 17, 2023 regular session.
 - B. Approval of May 30, 2023 Committee of Whole 2023-2027 Capital Improvement Plan Meeting.
There being no objections, the Amended Council Proceedings of May 17, 2023 and the May 30, 2023 Committee of the Whole 2023-2027 Capital Improvement Plan minutes were ordered approved as written by unanimous consent.
- IV. Public Input Session
 - A. Discussion and consideration of public input and other matters relating to the 2023-2027 Capital Improvement Program including potential amendments.

At 7:06 PM Mayor Lang opened the public input session. After several calls for comments, there were no appearances. Mayor Lang closed the public input session at 7:07 PM.
- V. Committee of the Whole Report pertaining to the public input session.
 - A. Committee of the Whole meeting of May 30, 2023: (Council President Borchardt) (Minutes can be found on the City web site)

Mayor Lang explained that Council President Borchardt is not in attendance of tonight's meeting because he is volunteering for the Honor Flight this evening. Therefore, Finance and Personnel Chairman, Alderman Erickson, will be presenting the Committee of the Whole Report.

- A. The Committee made no recommendations to Council regarding the 2023-2027 Capital Improvements Program with potential amendments as discussed.

Alderman Erickson noted two police amendment due to discrepancies that were changed as a result of the Committee of the Whole meeting which are the following:

1. For Capital Equipment in 2024, Flocks Security Cameras should be \$21,000 versus \$2,100, page 107.
2. For Capital Equipment in 2027, Vehicle Purchases should be \$120,000 versus \$100,000, page 116.

- B. Possible motion to approve the 2023-2027 Capital Improvements Program with potential amendments as discussed. **(Roll Call-Pro)**
MSRCP Lendrum/Weber to approve the 2023-2027 Capital Improvements Program with the amendments listed above, all voting aye.

Alderman Skyrms realizes the CIP is a formidable task and therefore thanked Director Rasmussen, Deputy Director Kahl, Police Chief Olson, Fire Chief Kloehn, and all the department heads who worked on the project. He also clarified for the public that the CIP is a planning tool to look at potential future capital expenses. Looking past next year, Alderman Skyrms is encouraging department heads to look at potential modifications within the CIP because borrowing cannot be as high as it is projected.

Alderman Stevenson asked for clarification on the Fire Department's request for Station 31 reassessment study which shows \$1,500 for the reassessment. What does the \$1,500 get the city?

Fire Chief Kloehn advised it has been three years since Station 31 was assessed by Five Bugles and the department wanted to make sure we were still on the right path. Keller Structures offered to reassess the Station 31 for \$1,500 so there is an updated assessment. The report is expected to be received in June.

Alderman Stevenson concurs with Alderman Skyrms. The challenging year is 2025 when many projects will peak at the same time; parks and recreation projects, the parking ramp, Arrowhead Park, Station 31. There is more work to come as the 2025 approaches but more importantly is the exposure to the debt capacity. Congratulations on nice document.

VI. Public Forum

- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
Mayor Lang opened the Public Forum at 7:07 PM.

Judd Stevenson, 632 Reed Street – Mr. Stevenson spoke on Council Directive to review of 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) regarding rezoning protest petitions. Mr. Stevenson would like to know what the review process is going to be and if public input going to be allowed. Is the public going to be given the opportunity to provide alternative recommendations for this ordinance change. What is the process for this review and ordinance change.

Alex Collins, 331 W. Wisconsin Avenue – Mr. Collins believes this sounds like the agenda item that was removed from the Plan Commission agenda a few months ago. Mr. Collins, when inquiring on the repeal, was told that repeal is not the only option for the ordinance amendment; cleaning up the language would and should be looked at as well. The language could be simplified because the residents around the Shattuck Middle School rezoning were left guessing what the current requirements are. Mr. Collins recommends making the language clearer, make it administratively intuitive, and add a section that the petitioner must be notified as to why the petition is rejected if it is rejected. These recommendations would stop the situation from escalating and would leave the city with happy constituents.

With that said, Mr. Collins strongly encourages not to repeal the ordinance all together for the following reasons:

- One of the few times the protest petition was invoked, an undesired plan was stopped. The school district is in negotiations with another developer on a much better proposal.
- Justification for retaining the ordinance is because it is rarely invoked.
- By requiring three-quarters of the vote of the council merely forces a broader consensus for a decision of great importance. This is not the only ordinance that requires a three-quarters vote of council to pass.
- Mr. Collins is of the opinion that all rezonings should require a three-quarters vote and sends the message that Neenah takes rezoning very seriously.

Mr. Collins' believes that if the directive is approved the directive should explicitly look at all rezonings requires a three-quarters vote for approval.

Seeing no additional appearances, Mayor Lang closed the public forum at 7:21 PM.

VII. Mayor/Council consideration of public forum issues.

- A. Alderman Steiner asked for clarification on the process in which the directive will take.

Director Haese cannot advise on the potential conversation that will take place staff level. Staff will defiantly research how other communities handle rezone protest petitions, and the reasoning behind the inclusion in the statutes. The process is, once there is a recommendation from staff, the recommendation will be forwarded to the

Plan Commission for their recommendation to Council. Due to the fact this is a zoning code amendment, there is public notice required for a both an informal hearing in front of the Plan Commission and a formal public hearing in front of the Council. The Council has final adoption authority. There are at least two different and separate opportunities for public input on the recommendation. The public notice requires publication and posting, as well as the agenda notice as well.

- B. Alderman Stevenson questioned the language of the directive on the agenda which is not exactly how Alderman Skeyms had worded the directive at the last meeting. Mayor Lang advised the exact motion is on the last page of the council packet as well as in the minutes.

There were questions as to what was amended just prior to the tonight's meeting. Clerk Nagel advised amendments were made to the May 17, 2023 meeting minutes only, the meeting agenda itself was not amended. The minutes were amended in order to be approved at tonight's meeting.

Alderman Stevenson questioned the time sensitivity in the motion by Alderman Skeyms at the May 17th meeting. The minutes from the May 17th meeting was displayed on the screen. The motion from Alderman Skeyms to be voted on at tonight's meeting read as follows (in bold print):

Motion by Skeyms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

Alderman Stevenson noted that the motion that is to be voted on at this meeting is not what is on the agenda.

- C. Alderman Steiner clarified the timing of the directive as being an evaluation to be completed and a staff recommendation by the end of next month which would be by the end of June because the motion came in May. Therefore, just a recommendation, if any, were to come by the end of June.
- D. Alderman Lendrum reminded everyone that anyone, any resident, any staff, any council member, can make an appointment with the Mayor, the City Attorney, the Directors, and any Aldermen at any time to discuss an issue in order to be heard. No one has to wait for a public hearing.

Seeing no additional comments, Mayor Lang requested a motion to move Item IX. Reports of standing committees ahead of Item VIII Consent Agenda.

Motion by Lendrum, seconded by Skeyms to move Item IX ahead of Item VIII, all voting aye.

- IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of May 30, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Special Event Ordinance 2023-09 and Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. **(RollCall-Pro)**
MSRCP Lendrum/Weber to approve as recommended by committee, all voting aye.

Discussion: Alderman Boyette heard that TDORA map was crafted by the way of the BID map. Does that mean the entire BID is open to open intoxicants?

Attorney Rashid clarified the TDORA map area is defined both in written language as well as visually as Exhibit 1 to the ordinance. If the TDORA is applied for and approved along with a special event permit, the area depicted in Exhibit 1 is the area where open intoxicants can be carried and consumed within a special event. The TDORA is tied to a specific event footprint.

Alderman Boyette has a problem with the TDORA because there is such an issue in the city with allowing the sale of alcohol and gasoline but there isn't an issue with people walking around with open intoxicants even if it is only for a two-hour event. Council needs to be more diligent when presenting what is expected from public when it comes to alcohol. The TDORA is sending mixed messages in what exactly Neenah wants.

Alderman Steiner is excited to test out the TDORA. Nationwide, there are several communities who host events such as Future Neenah Inc. that have similar type of set up as the TDORA where there aren't any issues. The TDORA is structured on a limited basis and gives an opportunity to try it, assess it, and see if it works especially since there are communities around us who are hosting these types of events.

Alderman Skyrms would not try the TDORA if it was a whenever, wherever, all the time occurrence. However, the structure is limited and tied to a special event with a defined perimeter which makes it palatable. The police department is also in support of the TDORA which should make the enforcement burden easier.

Alderman Lendrum reminded everyone that the Summer Kick-Off concert is a very highly controlled event. There are distinctive QR stickers on the cups linking the rules and the map via cellphone, and the perimeter is visually defined.

2. Committee recommends Council approve the 2023-2024 liquor license renewal applications. **(RollCall-Pro)**

**MSRCP Lendrum/Hillstrom to approve as recommended by committee,
all voting aye.**

- B. Regular Finance and Personnel Committee meeting of May 29, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
- VIII. Consent Agenda
 - A. Approve Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. (PSSC)
 - B. Approve Street Use Permit for the St. Gabriel Eucharistic Procession, sponsored by St. Gabriel Catholic Church, 900 Geiger Street, to be held on June 11, 2023, from 11:00 AM to 11:30 AM. (PSSC)
 - C. Approve Street Use Permit for Community Fest sponsored by City of Neenah Parks & Recreation, 211 Walnut Street, Neenah to be held on July 3, 2023, from 7:00 AM to 10:00 PM and July 4, 2023, from 7:00 AM to 10:30 PM (PSSC)
 - D. Approve Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. (PSSC)
 - E. **(UC)**
There being no objections, the Consent Agenda is approved as written by unanimous consent.
- X. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of May 30, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
 - B. Board of Public Works meeting of May 30, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a. The Board approved Change Order No. 1, Contract 5-23, for street, curb and gutter, sidewalk and apron construction for mill butt joints and 2-inch overlay repair on Oakridge Road from Tullar Road to where the concrete starts to the east of Tullar Road intersection to MCC, Inc. Appleton, WI, in the amount of \$29,250.00.
 - b. The Board approved Pay Request No. 4, Contract 11A-22, Water Service Replacement Reddin Avenue & Zemlock Avenue, Donald Hietpas & Sons Inc., Little Chute, in the amount of \$49,871.83.
 - c. The Board declined the Police Department Training Center Project Change Order request to provide water to neighboring Community Gardens and directed staff to work with the organization on water source options.
 - 2. Council Action Items:
 - a. None.
 - C. Community Development Authority

1. Report from the CDA – Director Haese
 - a. No report.
- D. Sustainable Neenah Committee
 1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
 - a. Reporting from the May 24, 2023 meeting.
 - b. Farmer's Market starts downtown on June 17th, there will be a presentation on pollinators.
 - c. Rain barrel presentation information is forthcoming.
- E. Bergstrom Mahler Museum
 1. Report from the Bergstrom Mahler Museum – Alderperson Borchardt
 - a. No report, Alderman Borchardt is excused.
- F. Parks & Recreation Commission
 1. Report from the Park Commission – Alderperson Weber
 - a. Reporting from the May 18, 2023 meeting.
 - b. Graef Engineering presented a concept plan for potential development of the Carpenter Preserve. There will be future public input sessions to take place.
 - c. Chapel remodel is ongoing and likely to be completed in July. The storage facility is currently being built.
 - d. The Veterans Group will develop a Memorandum of Understanding to present to the city exploring a potential memorial site at Shattuck Park. More to come on this topic.
 - e. Commission By-Laws were discussed. Recommended amendments will be reviewed by the City Attorney and brought back to the Commission for a vote.
 - f. Commission accepted the Memorandum of Understanding with the Department of Natural Resources to utilize the Whiting Boathouse for boat storage.
- XI. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 1. No petitions received.
- XII. Council Directives
 - A. Alderman S kyrms 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) regarding rezoning protest petitions. **(RollCall-Pro)**

At the May 17, 2023 Meeting, motion by S kyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

Alderman Stevenson asked the City Attorney if given the motion from the May 17, 2023 meeting and the language on the agenda, has the motion which is to be voted

upon been duly noticed? Attorney Rashid affirmed that the motion has been duly noticed.

Alderman Stevenson asked Alderman Skeyrms of the timeliness of the directive. If the Directive would pass and the recommendation would be to modify the ordinance, there is a public hearing process that needs to be completed. What is to occur by the end of June, the recommendation or the entire amendment process. Alderman Skeyrms affirmed that just the recommendation would come before the end of June. The recommendation would come before public input. Director Haese confirmed that a recommendation typically comes before public input for the public to comment on. Alderman Stevenson noted that this is a Council Directive, the recommendation cannot go directly to Plan Commission. The Council would then have to take action to refer to a committee which would be the Plan Commission. City Attorney Rashid referred everyone to the Council Directive process on page 58 of the Directory and Rules of Order of the Common Council. City Attorney Rashid affirmed the process is that the Council Directive is for a recommendation to come back to Council for their consideration. If so ordered, any amendments would follow the typical ordinance amendment process.

There was much discussion on the timeliness of the recommendation to come back to Council by the end of June and if it was necessary to have a timeline. The concern was with staff's workload; is there enough time to appropriately review, assess, and make a recommendation. Director Haese affirmed that staff would have a recommendation by the end of June as most of the background work was completed prior to the removal of the amendment from the Plan Commission agenda in March.

There was discussion on current rezoning applications. Director Haese and Mayor Lang confirmed that currently there are no rezoning request applications received by the city.

Attorney Rashid advised that if Alderman Skeyrms, or any other alderman, can make a friendly amendment to change the timeline. Alderman Skeyrms stated her thought a Council Directive is to have a timeline, therefore, he assumed that by the end of June was sufficient time for staff to make a recommendation, if any. If the timeline is a difficult for staff to meet then he would change the timeline, otherwise Alderman Skeyrms would like to keep the timeline as is.

City Attorney Rashid reaffirmed his prior ruling that the Council is bound by the motion as stated in the minutes. If the Council feels there is an error with the motion as stated in the minutes the minutes should be amended. Alderman Skeyrms can amend the original motion to clarify or change the language, "by the end of next month".

Alderman Boyette asked that the comments made during the tonight's public forum be considered as staff is forming the recommendation.

Alderman Steiner confirmed the process off the directive should it pass:

- The recommendation, if any, is expected to come to Council by the end of June.
- Council act on said recommendation, if any, to accept and refer to Plan Commission or deny the recommendation or parts of it or the entire recommendation.
- There would be an informal public hearing at Plan Commission.
- Plan Commission would make a recommendation to Council.
- There would be a formal public hearing at Council.
- Council would act on Plan Commission recommendation.

Alderman Stevenson inquired on the notification process of a zoning code amendment. Director Haese advised the notice requirement is a class 2 publication; meaning two insertions in two consecutive weeks with the last insertion one week prior to the formal public hearing at Council.

Motion restated: **Motion by Skyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month. Motion passes in a roll call vote 6-2, with Stevenson and Boyette dissenting.**

XIII. Unfinished Business – None.

XIV. New Business

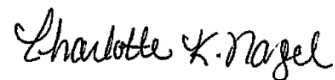
A. Any announcements/questions that may legally come before the Council.
None.

1. Alderman Erickson requests to have a security drill during a Council meeting since there are several new Council members and new Directors.

XV. Adjournment

Motion by Steiner/Weber to adjourn, all voting aye. Meeting adjourned at 8:03 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

STATUS OF COUNCIL DIRECTIVES ISSUED JUNE 19, 2024

Council Directive No. 2024-03

Date: June 19, 2024

Date of Directive: June 19, 2024

Item: Motion by Ellis/Steiner to revisit the sale of beer and wine at convenience stores, all voting aye.

Alderman Ellis would like the Special Event Permits to come back to the Public Services and Safety Committee with a staff recommendation as to approve or not approve. In the last few years, the process has been streamlined, and there seems to be an unintended disconnect with the approval of the events. Public Services and Safety Committee reports its item out to City Council and that does not seem to be happening. The recommendation would be to have Public Services and Safety Committee vet and make a recommendation on the Special Event Permits in order to report out to the Council, as an informational item, at the next meeting.

Alderman Pollnow just confirmed that was past practice and that is his understand of Alderman Ellis motion, is to go back to that process. Alderman Pollnow would like this directive to come back to the Council at the next meeting.

Point of clarification by Clerk Nagel that the city is half-way through the Special Event Permit year, and how will that affect those permits that are already approved. The answer received was nothing in process would be disrupted.

Alderman Erickson asked when the ordinance change took place. The ordinance change took place in May or June of 2023.

Requesting Party: Alderman Ellis/Alderman Steiner

Status:

- June 2, 2024 Council Directive was introduced.
- June 19, 2024 Council to voted affirmatively on Alderman Ellis' motion.
- July 17, 2024 Information on item was brought to Council.



MEMORANDUM

DATE: July 11, 2024
TO: Mayor Lang, Council President Borchardt and Council Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Council Directive - Convenience Store Alcohol Sales**

This topic has been discussed by the Neenah Common Council on at least several occasions over the past few years with the most recent being in 2023. For historical background, I am attaching three previous memorandums addressed to Council on this subject.

In reviewing the information on this topic, along with input from Police Chief Olson and Clerk Nagel, I would recommend the following provisions be included as part of a municipal code modification that would allow the sale of malt beverages (beer) from establishments that also sell gasoline (convenience stores):

- A special use permit would be required order to sell alcoholic beverages.
- Only fermented beverages (beer) would be allowed for sale. A Class "A" license would also be required. (See following paragraph relative to wine sales).
- The special use permit and license would require floor plans detailing the store layout.
- The license would prohibit tasting events.
- The amount of floor area allocated to alcohol sales could be restricted to no more than 10% of the total sales floor area or 750 square feet, whichever is less.
- Alcohol can only be sold and displayed from a lockable area such as a cooler, cage, or similar fixture. No open floor display or sale will be allowed.
- The fixture from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 6:00 AM.
- Advertisement for alcoholic products would not be permitted for displayed in any exterior location of the business (including pump islands).
- There shall be no sale of single serve fermented malt beverages in bottles or cans of less than 60 ounces.
- Fermented malt beverages cannot be sold or given away in less than a four-pack of 12-ounce bottles or cans.
- Keg sales are not permitted.
- A cashier selling alcoholic beverages must be at least 18 years of age.
- At least one on-duty employee must have a legal bartender's license while alcohol is being sold and must also be within sight of the sale transaction.

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As a matter of process, I am recommending that specific conditions be placed on each license issued as well. As an example, the ordinance would provide limitations on the area of an establishment that can display/sell beer. The condition of the license would specify exactly the size of the area and its location within the store.

Lastly, the proposed elements of a code change deal exclusively with malt beverages. If the Council so chooses, wine can also be allowed to be sold within convenience stores. Wine is an intoxicating liquor and requires a "Class A" liquor license. (Please note the location of the " " carries significant weight when it comes to liquor licenses). This type of license allows the sale of all intoxicating liquors. However, I believe the City can provide the "Class A" license with a condition that it is only for the sale of wine. The special use permit could add this condition as well to ensure the message is clear. If the Council choose to include wine sales as part of an ordinance change, I recommend confirmation by our legal team of the City's ability to condition the license to just wine sales.

An appropriate action is to direct staff to prepare an ordinance to modify the Neenah Municipal Code to permit the sale of malt beverages at establishments that also sell gasoline.



MEMORANDUM

DATE: May 13, 2021
TO: Mayor Kaufert, Council President Stevenson and Council Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: Convenience Store Alcohol Sales

The Committee of the Whole (COW) has had two discussions thus far on the possibility of amending the municipal code to allow the sale of alcohol at convenience stores. These meetings occurred in October of 2019 and February of 2020. Recognizing that there are many new members of the Council, I have attached previous memorandums on the topic to provide a historical perspective of the subject. Normally, we would have had a follow up discussion much closer to the last meeting, however, like in a number of other situations, the world-wide pandemic drew our attention to other issues.

At the February 5, 2020 COW meeting, the Committee asked for additional information on the City's inventory of convenience stores. Currently, there are eleven (11) stores within Neenah. They vary in size from less than 1,000 square feet to over 5,000 square feet in area (retail space). The following table provides a detailed list of these stores, their location and their respective size.

Name	Address	Total Square Footage	Allocated Retail Space
Mobil	700 Main Street	3,484	2,204
Main Street Citgo	1013 Main Street	2,650	2,650
BP	1126 Main Street	3,603	696
Citgo	700 S. Green Bay Road	2,483	1,808
Mobil	904 S. Green Bay Road	9,470	3,520
Kwik Trip	903 S. Green Bay Road	8,416	5,626
Mobil	1340 Gillingham Road	3,072	3,072
Pump N Munch	101 E. Bell Street	2,480	2,480
Krist Oil/Food Mart	1305 S. Commercial St.	3,600	3,600
BP	899 S. Commercial St.	1,904	1,904
Mobil	521 S. Commercial St.	1,693	1,693

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In addition to the existing convenience stores, the City also has approximately ten other retail establishments, primarily grocery stores and liquor stores, that are currently licensed to sell a full range of alcohol beverages.

Given the requirements that are proposed in the attached draft ordinance, it is unlikely that all of the existing convenience stores would be able to meet the requirements to sell malt beverages. The following items summarize the requirements that are included within the draft ordinance which is being provided for your consideration:

- A special use permit from the Council would be required.
- Only fermented beverages (beer) would be allowed for sale and would require the issuance of a Class A license.
- The special use permit and license would require floor plans detailing the store layout.
- The license would prohibit tasting events.
- The amount of floor area allocated to alcohol sales could be restricted to no more than 10% of the total sales floor area or 650 square feet, whichever is less.
- Alcohol can only be sold and displayed from a lockable area such as a cooler, cage, or similar fixture. No open floor display or sale will be allowed.
- The fixture from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 6:00 AM.
- Advertising of alcohol products shall only be permitted within and on a fixture from which alcohol is being sold. No advertisement of alcohol products shall be displayed in any other location in the store or the store exterior (including pump islands).
- There shall be no sale of single serve fermented malt beverages in bottles or cans of less than 60 ounces.
- Fermented malt beverages cannot be sold or given away in less than a six-pack of 12 ounce bottles or cans.
- Keg sales are not permitted.
- A cashier selling alcoholic beverages must be at least 18 years of age.
- At least two employees must be on duty when alcohol is being sold.
- At least one on-duty employee must have a legal bartender's license while alcohol is being sold and must also be within sight of the sale transaction.
- Stores selling alcohol must have an operational video system in place that records all sales activity. Video must be preserved for at least 5 days and made available to the Neenah Police Department upon a reasonable request.

Recommendation

An appropriate action at this time is for the Committee of the Whole to recommend the Common Council Ordinance 2021-12 modifying the Neenah Municipal Code to permit the sale of malt beverages at establishments that also sell gasoline.



MEMORANDUM

DATE: January 29, 2020
TO: Mayor Kaufert, Council President Stevenson and Council Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: Convenience Store Alcohol Sales

At the October 2, 2019 Committee of the Whole (COW) meeting, a discussion was initiated on alcohol sales within Neenah and specifically the current prohibition of the sale of alcohol at convenience stores. An October 1, 2019 memorandum (attached) provided at that meeting gave a brief history of the evolution of alcohol restrictions in Neenah as well as factors that could be consider when evaluating the current convenience store prohibition. The result of the meeting was a directive to staff to present a response to the following four questions:

What is the history behind the current prohibition of alcohol sales from City convenience stores?
Based on staff's review of available records, it appears the prohibition was in place as a policy prior to 1986. Shortly after a rejection of a liquor license request from a S. Commercial St. convenience store, and a threat of a lawsuit, the current ordinance was adopted by the City Council in December of 1986. The minutes from the meetings leading up to that decision are very limited in depth and provide little insight as to why the Ordinance was adopted.

Does the City have the ability to limit the number of Class "A" fermented malt beverage license and/or "Class A" malt and liquor licenses? Yes, the City can limit the number of either of these licenses. To clarify, the Class "A" fermented malt beverage licenses allow retail sales of fermented malt beverages (beer) for consumption off of the premises. The "Class A" malt and liquor licenses allow retail sales of intoxicating liquor (beer, wine and distilled spirits) for consumption off of the premises.

What are the current state and local statistics on OWIs? The OWI information for the Wisconsin, Winnebago County and Neenah has experienced a similar downward trend in the past 20 years. The following chart provides a snapshot of the data demonstrating this trend.

	2000	2010	2017	% Reduction of OWIs from 2000 to 2017
State of Wisconsin	37,699	35,134	23,518	38%
Winnebago County	1,224	1,468	763	38%
City of Neenah	N/A	176	113	36%*

*2000 data unavailable. Percentage indicates & reduction of OWIs from 2010 to 2017

What enforceable limitations can be placed on the sale of alcohol from convenience stores – This is the question that staff spent the most time researching and discussing. The response is presented to you in a bullet point format segregated by respective sections that could form the basis of an ordinance to allow convenience stores the ability to sell alcoholic beverages should the Council decide to move in that direction. For those items that are not self-explanatory, a brief explanation may be provided.

Permitting

- A special use permit should be required for any establishment wishing to have a “Class A” malt and liquor or Class “A” fermented malt license. This would include liquor stores, grocery stores and convenience stores. It would not apply to taverns or restaurants. Existing establishments would be “grandfathered”. By requiring a special use permit, special conditions can be placed on an applicant to address specific concerns of the Council. As an example, a condition of a permit issued to a convenience store may be that the permit is void if the establishment ceases to sell gasoline. This condition would help avoid a situation in which a convenience store decides to stop selling gasoline and turns into just a liquor store. Conditions of a special use permit would have to be relatively consistent from establishment type to establishment type, but there is an ability to address unique circumstances with specific restrictions.
- The special use process would require the submittal of a detailed, scaled floor plan that must be adhered to.

Licensing

- A Class “A” fermented malt license would be required for convenience stores. In order to allow the sale of wine, a store would need a “Class A” malt and liquor license as well. An ordinance would have to be drafted that would allow only the sale of fermented beverages and wine from establishments selling gasoline. There are potential loop holes in restricting liquor sales just to wine, therefore the recommendation from staff is that only fermented malt beverages be considered for sale from convenience stores at this time.
- The license application would require a detailed floor plan of the establishment identifying exactly the location of alcohol sales. This area may be smaller than what is allowed by ordinance.
- The license can prohibit tasting events in convenience stores. Currently, state statute does not allow a community to prohibit this activity by ordinance.

Ordinance Provisions

- Establishments selling gasoline will only be allowed to sell fermented malt beverages. A special use permit and Class “A” fermented malt license must also be obtained prior to the selling of alcohol.
- The amount of floor area allocated to alcohol sales could be restricted to no more than 10% of the total sales floor area or 650 square feet, whichever is less.
- Alcohol can only be sold and displayed from a lockable area such as a cooler, cage, or similar fixture. No open floor display or sale will be allowed.
- The fixture from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 6:00 AM.
- Advertising of alcohol products shall only be permitted within and on a fixture from which alcohol is being sold. No advertisement of alcohol products shall be displayed in any other location in the store or the store exterior (including pump islands).

CITY OF NEENAH
Dept. of Community Development

- There shall be no sale of single serve fermented malt beverages in bottles or cans of less than 60 ounces.
- Fermented malt beverages cannot be sold or given away in less than a six-pack of 12 ounce bottles or cans.
- Keg sales are not permitted.
- A cashier selling alcohol beverages must be at least 18 years of age.
- At least two employees must be on duty when alcohol is being sold.
- At least one on-duty employee must have a legal bartender's license while alcohol is being sold and must also be within sight of the sale transaction.
- Stores selling alcohol must have an operational video system in place that records all sales activity. Video must be preserved for at least 5 days and made available to the Neenah police department upon a reasonable request.

Recommendation:

If the Council is inclined to move forward with the presented concept, an appropriate next step can be to direct staff to draft an ordinance for Council review and consideration.

Council may also choose to direct staff to conduct a public information program to present the proposed ordinance and to gather community comments on the concept.



M E M O R A N D U M

DATE: October 1, 2019
TO: Mayor Kaufert and Members of the Common Council
FROM: Chris Haese, Director of Community Development and Assessment
RE: Consideration of Class A malt beverage (beer) sales in convenience stores

The Department of Community Development has had a number of inquiries over the past several years regarding new convenience stores within the City. Although Kwik Trip did construct their new store on Green Bay Road in 2011, several other potential projects did not go forward, including a store at Main Street and Green Bay Road and another at Winneconne Avenue and Tullar Road. We are aware that at least one of these projects did not go forward because of the inability to sell alcoholic beverages at the establishment. Requests of this type continue to come to our office on a regular basis.

The decision to sell alcoholic beverages from C-stores is one that should not be taken lightly as there may be consequences to such a decision. However, I contend the decision should also be given thorough consideration, as the benefits to the change may outweigh any potential negative outcomes. As you may agree, Neenah takes a conservative and cautious approach when alcohol is involved. This is evident in the City's judicious modifications to a number of restrictions on alcohol sales and consumption over the past three decades. The following are examples of changes that have taken place over that time period:

- During the early to mid-1990's, the City modified long-standing policy to allow grocery stores to sell liquor from a "store within a store".
- The Municipal Code was modified in 2011 to allow beer gardens and sidewalk cafes.
- The beer garden and sidewalk café ordinances were later modified to remove the barrier requirements for cafes and the gate requirements for beer gardens.
- Modifications to the grocery sales ordinance was adjusted in 2012 to allow the checking of all alcohol sales at all registers, not just the "store within the store" register.
- In 2018, the Council permitted the Bazaar After Dark event to allow open carry of alcohol at the Thursday evening event.
- The purchase of liquor from City grocery stores where "click and go" was recently allowed.

Each of these decisions was met with much discussion and debate and often with the concern that issues would arise as a result of the proposed change. With the possible exception of a few minor issues, I do not believe the issues of concern have materialized on a regular basis with the proposed changes. Rather the benefits to the consumer, often City residents, have exceeded any negative outcome from the change.

Consideration should also be given to the current limitation on the sale of malt beverages from C-stores and the costs this restriction may be imposing on the community. I believe most would agree that we have seen, and will continue to see, an evolution of the C-store away from an outlet to buy gas and a few convenience items to a retail establishment that has expanded its offering to include a much larger selection of grocery and consumer items. One only needs to look to Kwik Trip as an example. Their Green Bay Road store, built as their new prototype just a few years ago, is about 5,000 square feet in size. The stores that they are building today are closer to 8,000 square feet, an increase of almost 60%. The increase is due to the added selection they are currently offering. This additional inventory has obvious benefit to the community. Should a C-store operator choose to avoid locating a store within certain areas of the community because they do not believe they can generate enough revenue, that area of the City will not reap the benefits of the offerings provided by the store. Malt beverages carry a higher profit margin than other store items, it can affect an operator's location decisions, thereby impacting the opportunities to that neighborhood. As noted, we have seen at least one store choose not to build within the City because of this restriction.

It is my estimation that the current restriction on the sale of alcohol from C-stores likely arrived in the mid 1970's like many other Wisconsin communities. What is not clear is the intent of this restriction and whether that purpose is still necessary and the restriction still effective.

Staff is not requesting any type of action from Council at the October 2, 2019 meeting, rather, we are hoping to gather from the Council their perspective on the following questions:

- 1. What does Council perceive as the goal of the restriction?**
- 2. Is the restriction effective in achieving that goal?**
- 3. What concerns does the Council have with modifying the restriction?**
- 4. Are there benefits to changing the current restriction that outweigh potential negatives?**

Once staff has gathered Council input on the aforementioned questions, we may be able to provide suggestions on the modification of the current restrictions that address the concerns of the Council sufficiently enough to allow a change to occur...or not.