



City of Neenah
COMMON COUNCIL AMENDED AGENDA
Wednesday, May 15, 2024 at 7:00 PM
Neenah City Hall – 211 Walnut Street
Council Chambers

I. Roll Call and Pledge of Allegiance

Citizen Life Saving Award Presentation to Nick Marquardt, Hollie O'Toole, Andrew Ring, Angie Kennedy, and Maria Bady who responded to a medical emergency at the Neenah-Menasha YMCA. Due to their life saving efforts, the distressed patient is now recovering.

II. Proclamations

- A. National Police Week May 12th – 18th, 2024
- B. Nation Public Works Week May 19th – 25th, 2024

III. Committee of the Whole Report pertaining to Arrowhead District Presentation

- A. Committee of the Whole meeting of May 15, 2024 (Council President Borchardt)
(Minutes will be on the City website)
 - 1. Consideration to accept and place on file the conceptual plan for Arrowhead District presented by Mike Bell of RDG Planning and Design. (RollCall-Pro)

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

- A. None.

V. Approval of Council Proceedings

- A. Approval of the Committee of the Whole Minutes of April 29, 2024 Capital Improvement Plan Workshop.
- B. Approval of the Committee of the Whole Minutes of May 1, 2024 Culture Presentation Meeting.
- C. Approval of the Council Minutes and Proceedings of May 1, 2024 regular session.
- D. **(UC)**

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 a 4 lot Certified Survey Map for the property located at 1712 Dixie Road.
(PC)
- B. Approve Final Plat for the Third Addition to the Homes at Freedom Meadows subdivision. **(PC)**
- C. **(UC)**

IX. Reports of standing committees

- A. Special Public Services and Safety Committee meeting of May 15, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom)
 - 1. Consideration of Committee recommendation to purchase a 2024 Jeep Grand Cherokee L from Bergstrom Chrysler/Dodge/Jeep/Ram of Oshkosh in the amount of \$39,214.00 to replace the current engineering car using 2023 budgeted carry forwards. (RollCall-Pro)
- B. Regular Public Services and Safety Committee meeting of May 7, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Class "B" Transfer License for Cedar Bar & Grill, 1330 S. Commercial Street, agents Ken Lulloff and David Halverson, contingent on closing date being established. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the Extension of Licenses Premises application for a Sidewalk Café to Laylas Place, 218 W. Wisconsin Avenue, agent, Chris Paulson. **(Item acted on under Plan Commission)**
- C. Special Finance and Personnel Committee meeting of May 13, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the hiring of Attorney James Walsh as Interim City Attorney for 8 hours/week at \$125/hour as outlined in the contract with a review after 45 days to assess workload needs are being met, with funding coming from the general fund. **(RollCall-Pro)**
- D. Regular Finance and Personnel Committee meeting of May 6, 2024 (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Ordinance 2024-07 Amend Section 3-14 Dog and Cat License with the changes as discussed. **(RollCall-Pro)**

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

- A. Regular Plan Commission meeting of May 7, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. Commission recommends Council approve the Site Plan for the Sidewalk Café Application for Generation Paulson, Inc. owner of Layla's Place, 218 W Wisconsin Avenue subject to the conditions of the site plan review letter. **(RollCall-Pro)**
- B. Board of Public Works meeting of May 9, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) The Board approved Pay Request No.2, 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 \$535,576.79.
 - b) The Board approved Pay Request No.1, Contract 2-24, Sanitary & Storm Sewer, Water Main and Street Construction, on E. Doty Avenue, to Kruczek Construction, in the amount of \$354,289.91.
 - c) The Board approved Pay Request No.2, Contract 3-24, Sanitary and Storm Sewer, Water Main and Street Construction, on Bayview Lane,

Quarry Lane and Reed Street, to Donald Hietpas & Sons Construction,
in the amount of \$205,346.62.

- C. Library Board
 - 1. Report from the Library Board Meeting of May 15, 2024 – Alderman Erickson
- D. Neenah Arts Council
 - 1. Report from the Neenah Arts Council of May 8, 2024 – Alderman Erickson
- XI. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XII. Council Directives
- XIII. Unfinished Business
- XIV. New Business
 - A. Any announcements/questions that may legally come before the Council.
- XV. 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.

Proclamation



OFFICE OF THE MAYOR CITY OF NEENAH

WHEREAS, we recognize and honor the selfless and heroic service provided by the men and women of the Neenah Police Department; and

WHEREAS, we rely on law enforcement officers and community service aides to keep our neighborhoods safe, enforce our laws, and respond in times of crisis; and

WHEREAS, everyday law enforcement officers throughout the nation face the threat of violence and danger, routinely putting their lives in jeopardy to defend others, putting themselves at risk of injury, disability, or even death; and

WHEREAS, the National Law Enforcement Officer Memorial reported 224 officers were killed in the line of duty in 2022, may we honor, respect, and never forget their sacrifice: and

WHEREAS, the Neenah Police Department has made and continues to make important changes in policy, policing and transparency, including the enhancement of services with professional development opportunities, leadership training, community outreach, bias-based training, Use of Force Investigations, crime analysis, community policing initiatives, accredited through the Wisconsin Law Enforcement Accreditation Group; and

WHEREAS, these men and women by their distinctive service and dedicated efforts as law enforcement officers and community service aides, have earned our highest respect and deepest gratitude.

NOW, THEREFORE, BE IT RESOLVED, that I, Jane Lang, Mayor, and City Council of the City of Neenah, Wisconsin further call upon all citizens to observe May 12 to May 18, 2024 as “**National Police Week**” and to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities and their invaluable contributions in upholding justice, enforcing the rule of law, and protecting the innocent have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Signed and sealed this 12th day of May, 2024.




Jane B. Lang

MAYOR OF NEENAH

Proclamation



OFFICE OF THE MAYOR CITY OF NEENAH

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Neenah; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector; and,

WHEREAS, public works professionals are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Neenah to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

NOW, THEREFORE, BE IT RESOLVED, that I, Jane Lang, Mayor of Neenah, Wisconsin do hereby designate the week May 19 – 25, 2024 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

NATIONAL PUBLIC WORKS WEEK

Signed and sealed this 15th day of May, 2024.




Jane B. Lang

MAYOR OF NEENAH

**CITY OF NEENAH
COMMITTEE OF THE WHOLE**

**2024 - 2028 Capital Improvements Program
Workshop/Study Session
Monday, April 29, 2023 - 6:00 p.m.
Hauser Room, Neenah City Hall
211 Walnut Street, Neenah, Wisconsin**

Opening: Opening comments by Director Rasmussen. The Capital Improvements Program (CIP) is a long-range planning document, that will be adopted by Council as the Council deems appropriate. Borrowing will take place in the fall this year as opposed to the beginning of the year. Borrowing in the fall will tighten up the money needed versus overborrowing. the gap between general obligation borrowing and debit maturing is narrowing. Director Rasmussen will be working with the department heads at the end of year on the carry forwards. Carry forwards will be put applied towards future borrowings if not being used by year end. The city can borrow up to 5% of the equalized value. Currently the city's Standards and Poor rating is a AA.

Present: Council President Borchardt, Aldermen Boyette, Erickson, Hillstrom, Lendrum, Steiner, Ellis, and Pollnow.

Others Present: Mayor Lang, Director of Finance Rasmussen, Bergstrom Mahler Director Amy Moorefield and Assistant Director John Timmer, Library Director Hardina-Wilhelm, City Clerk Nagel, Director of Information Systems Schroeder, Director of Parks and Recreation Kading, Parks Superintendent Fink, Park Commissioner Galloway, Director of Community Development and Assessment Haese, Deputy Director of Community Development Schmidt, Fire Chief Teesch, Police Chief Olson, Deputy Police Chief Bernice, Police Captain Van Sambeek, Director of Water Utility Mach, Director of Public Works Kaiser, Public Works Superintendent Radtke.

Workshop: Study Session Procedures/Opportunity for Public Comment on the 2024 – 2028 portion of the Capital Improvements Program.

Discussion took place regarding the protocol for potential amendments to the plan. By consensus, committee agreed that no motions to refer the plan to Council or to amend the plan will take place at this workshop session, but instead would take place directly at the May 1, 2024, Council meeting.

Each Department Head was presented their department's facilities, equipment, and carry forwards to the Committee of the Whole. Community Development also presented the TID and Redevelopment CIP Plan. Public Works together with Water Utility presented Infrastructure and Utilities CIP Plan.

Potential Amendments: Amendments will forward to the May 1, 2024 Council Meeting where the Council will take action the proposed amendments.

- Park & Recreation - Move Doty Seawall Design and Surveying from 2025 to 2024, \$50,000
- Community Development – Add Parking Study – TID #10 (Use Arrowhead Fiber Carry Forwards) \$50,000.

- Community Development - Add Real Estate Marking – (Use Redevelopment Fund Carry Forwards) \$35,000
- Police Department - Remove Police ADA Requirements – Men's Restroom Remodel, \$3,000
- Police Department – Remove ADA Drug Drop Box at Police, \$4,700
- Police Department – Reduce Amount for Replacement of ISU Office Furniture to Chairs Only at Police, \$30,000
- Police Department – Reduce Amount of Carry Forwards needed for Vehicle Purchases Police, \$20,000
- Public Works – Use Carry Forwards from Bell Street (2019) to Reduce Sanitary Sewer Borrowing, \$185,000
- Public Works - Use Carry Forwards from Various Repairs (2021, 2022, 2023) to Reduce Sanitary Sewer Borrowing \$300,000.

Adjournment: Once all questions and concerns were addressed, with unanimous consent, the meeting adjourned at 8:53 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

Committee of the Whole Minutes
Wednesday, May 1, 2024 at 6:00 p.m.
Council Chambers
City Hall, 211 Walnut Street

Purpose: Culture Initiative Presentation

Present: Mayor Lang, Alderpersons Erickson, Hillstrom, Ellis, Lendrum, Steiner, and Council President Borchardt. Alderperson Boyette arrived at 6:26 p.m. Excused were Alderperson Weber.

Also Present: Mayor Lang, City Clerk Nagel, and Culture Team members Parks & Recreation Supervisor Schott and Finance Office Assistant Raddatz.

Council President Borchardt called the meeting to order at 6:04PM.

As part of the citywide Culture Initiative, the Culture Team presented staff feedback on the third and fourth values, Cultivate Collaborative Relationships and Engage in Our Community. The team provided insight as working together as a team, seek to understand, and mutual respect for one another. Also discussed was mindfulness, simple messages, employee training series.

President Borchardt distributed the Meeting Code of Conduct for Council Members. Council Members were to sign a receipt this document and hand it into Clerk Nagel.

Adjournment

By unanimous consent the meeting was adjourned at 6:51 p.m.

Respectfully submitted,



Charlotte K. Nagel, WCMC

Common Council Minutes
Wednesday, May 1, 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., May 1, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Council President Borchardt, Aldermen Boyette, Hillstrom, Lendrum, Erickson, Ellis, Steiner, and Pollnow. Alderman Weber was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Attorney Struve (City of Menasha sitting in), and City Clerk Nagel.

Also Present: Water Utility Director Mach, Deputy Director Community Development Schmidt, Director of Parks & Recreation Kading, Library Director Hardina-Willhelm, Fire Chief Teesch, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Director of Human Resources Fairchild, Recreation Supervisor Schott, and Information System Director Wenninger.

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 Council President Borchardt.

Motion/Second by Boyette/Erickson to move the Proclamations to the next item on them agenda. Motion carried in a voice vote, 8-0.

PROCLAMATIONS:

- Professional Municipal Clerks Week, May 5th through May 11th, 2024.
- Letter Carriers' Food Drive Day, May 11th, 2024.
- Menasha Corporation 175th Anniversary Day, May 24th, 2024.
- Poppy Days, May 23rd through May 24th, 2024.

Mayor Lang read the proclamations aloud and handed the out to those in attendance.

PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:

Mayor Lang and Police Chief Olson (Standing in for Director Fairchild who had laryngitis) presented the employee recognition awards for 25 Years of Service, 30 Years of Service, and Exemplary Performance Awards.

RECOGNITION OF RETIREMENTS:

- IS Director Wenninger, 39 years of service with the Information Systems Department. Mayor Lang recognized IS Director Wenninger for this 39 years of service to the city.

- II. Introduction and Confirmation of Mayor's Appointment(s).

- A. Appoint Kristen Sandvick to the Sustainable Neenah Committee for a three-year term ending April 2027. **(UC)**
- B. Reappoint Mark Keating to the Neenah-Menasha Joint Fire Commission for a three-year term ending May 2027

- C. Swearing in
Seeing no objections, the Mayor's appointment were ordered approved under unanimous consent.

Clerk Nagel swore in Kristen Sandvick to the Sustainable Neenah Committee.

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 16, 2024 Organizational and Regular session. **(UC)**
Seeing no objections, the Council Minutes and Proceedings of April 16, 2024 were ordered approved under unanimous consent.

IV. Public Hearings

- A. Consider Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road.

Mayor Lang opened the Public Hearing at 7:56 p.m.

After three calls for comments, there were no additional appearances. Mayor Lang closed the Public Hearing at 7:57 p.m.

V. Plan Commission report pertaining to the Public Hearings:

- A. Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 - 1. Commission recommends Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road. **(RollCall-Pro)**
MSCRP Steiner/Borchardt to approve Ordinance No. 2024-05 as recommended by Committee, all voting aye.

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 7:58 p.m.

Raymond Janhke, 203 Joseph Ct. Apt. 2 – Is concerned with the removal of the guardrails near Jewelers Park Drive and Green Bay Road. Would like to have guardrails installed by the larger ponds for vehicle safety reasons.

After three calls for comments there were no additional appearances. Mayor Lang closed the Public Forum was closed at 8:00 p.m.

VII. Mayor/Council consideration of public forum issues

- A. Director Kaiser addressed the guardrails. Construction started on Jeweler's Park Drive, which the first step was taking down the guardrails. Once the road is reconstructed the guardrails will be reinstalled.

VIII. Public Input Session 2024-2028 Capital Improvement Program

- A. Discussion and consideration of public input and other matters relating to the 2024-2028 Capital Improvement Program including potential amendments.

Mayor Lang opened the public input session on the 2024-2028 Capital Improvement Program at 8:01 p.m. After several calls for input, there were no appearances. Mayor Lang closed the public input session at 8:02 p.m.

IX. Committee of the Whole Report pertaining to the public input session.

- A. Committee of the Whole meeting of April 29, 2024 (Council President Borchardt) (Minutes can be found on the City website)

1. The Committee made no recommendations to Council regarding the 2024-2028 Capital Improvements Program with potential amendments as discussed.

- a. Move Doty Seawall Design and Surveying from 2025 to 2024, \$50,000
MSCR P Lendrum/Borchardt to approve the amendment as proposed, all voting aye.

Director Kading advised that due to safety concerns of the current seawall, the plan is to have the design and surveying work completed so that in 2025 the project is shovel ready.

- b. Add Parking Study – TID #10 (Use Arrowhead Fiber Carry Forwards) \$50,000.

MSC Pollnow/Boyette to approve the amendment as proposed. The motion failed in a roll call vote, 3-5. Voting aye are Boyette, Pollnow, and Steiner. Nays are Erickson, Hillstrom, Ellis, Borchardt, and Lendrum. Weber was excused.

Director Haese advised that downtown Neenah is still adjusting to the worldwide pandemic including the downtown parking system. The downtown parking system is not stable at this time, and until it stabilizes, the results of a study will not be accurate. The parking environment question is when is the right time to build a ramp. Now is not the time to redo the downtown parking study to provide sufficient justification for a parking ramp. The amendment identifies carryforwards for Arrowhead Park fiber optics insulation. With the new design concept plan being presented to the Parks Commission and Council in two weeks, it is conceivable that Arrowhead fiber installation could happen as early as next year. Director Haese would not recommend approval of this amendment at this time.

Alderman Pollnow identified the Arrowhead fiber carryforward because the funding source is ARPA dollars. Alderman Pollnow would like to have a 30-60 second explanation of the parking ramp to give constituents which he believes a new parking study will give him. This will allow the

council members to contribute to the study and to identify specific parking needs that are required.

Alderman Ellis questions the timing of a parking study. The parking study should be one of the last elements of the overall project because it identifies wants vs. needs, location, and potential fundings sources. With the discussions of Arrowhead Park development starting quickly, the timeliness of a parking study is premature at this point. Once the Council knows how Arrowhead Park is going to develop, then is time for a parking study.

Alderman Steiner understands there are many unknowns, and that the CIP is a planning document, but, it is also a very expensive planning document. He would not want to move forward with a parking ramp until there is a study done. Alderman Steiner also does not want to lose track of the parking ramp either. Just because the study is in the CIP does not mean it will take place January 1, 2025. Alderman Steiner is in favor of doing the study but remains flexible with the timing of it.

Alderman Boyette is in favor of the study because the history of Arrowhead Park is more than forty years. Alderman Boyette believes most of the businesses have their employees back now from the pandemic and believes that now is the time to put the study in the CIP to Alderman Steiner's comments as a place holder.

Alderman Hillstrom believes this is not the right time to go ahead with a parking study as there are too many businesses downtown that employees have not come back yet. We know that they want to add employees. The city has parking commitments to the downtown businesses that we know we cannot meet. This is not the time to do the study, perhaps in a year or two. Alderman Hillstrom does not want to borrow for money that we already for fiber installation in Arrowhead Park.

Alderman Lendrum will be voting in favor of Director Haese because he has a history of bringing needs forward to the Council when the time is right. Alderman Lendrum has had conversations with downtown employers who have indicated they are still in flux with brining employee back from the pandemic. The study is premature and possibility a waste of money.

Director Haese confirmed that not all employees, at least for the two largest downtown employers, are not back from the pandemic.

- c. Add Real Estate Marketing – (Use Redevelopment Fund Carry Forwards) \$35,000.

Motion by Pollnow, seconded by Boyette to approve. Motion fails in a roll call vote 1-7. Ayes were Alderman Pollnow, Nays were Aldermen Boyette, Erickson, Hillstrom, Ellis, Borchart, Steiner, and Lendrum.

Director Haese is unclear of the exact intention of this amendment because Neenah continues to be marketed very successfully and comprehensively. The following entities market Neenah's available industrial sites: the Wisconsin Economic Development Corporation, the New North who represents northeast Wisconsin, the Fox Cities Regional Partnership, and the Fox Cities Chambers. On average Neenah receives two to three requests for information from site selectors each month from these resources. The Community Development Department maintains a webpage specifically for economic development. There are also direct marketing efforts with articles in various national magazines. With the addition of Edgewater Door, RGL, and preliminary discussion for the Lawrence Salvage Site, there is not any industrial sites left. The focus needs to be on creating more available industrial sites, not marketing.

Director Haese clarified the redevelopment fund was created several years ago with the intent to aid projects that are outside TIF Districts. There have been situations on S. Commercial Street opportunities were presented and funds have not been available. The goal is to build that fund up to \$200,000 so the city can capitalize when those investments arise.

Alderman Pollnow sees empty lots around the city and believes that a national based independent marketing company would be another powerful tool to get more eyes on Neenah because these empty lots haven't gotten any traction.

Aldermen Ellis understands the concept but believes branding, not marketing, is necessary, especially as it relates to social media. Neenah has done branding of sorts, but we should look at branding the entire city, not just the real estate.

Alderman Lendrum asked about the long-range Comprehensive Plan if that was considered a marketing tool. Director Haese advised that the Comprehensive Plan, the Downtown Plan, the S. Commercial Development Plan are all marketing tools used to attract development to Neenah. All departments have an impact on attracting talent, business, and industry to the area. The current work from home environment shifted to where employees choose quality of life because the job can go where they go. Therefore, employees look at quality of life rather than job opportunities when choosing a place to call home.

- d. Police Department amendments, all for items taken in one motion.
Motion by Lendrum, seconded by Borchardt to approve all four Police Department amendments. Motion carried in a roll call vote 8-0.

- i. Remove Police ADA Requirements – Men’s Restroom Remodel, \$3,000.

Chief Olson advised that signage will be used to direct residents to the front desk for assistance to a restroom that is ADA complaint. This is a CVMIC recommendation.

- ii. Remove ADA Drug Drop Box at Police, \$4,700.

Chief Olson advised signage will be used to direct users to the front desk personnel for assistance to use the drug drop box. This is a CVMIC recommendation.

- iii. Reduce Amount for Replacement of ISU Office Furniture to Chairs Only at Police, \$30,000

Chief Olson advised after an inspection, the current furniture is functioning properly and not falling apart. However, the chairs need to be replaced.

- iv. Reduce Amount of Carry Forwards needed for Vehicle Purchases Police, \$20,000

Chief Olson advised the Investigative Services Unit (ISU) trailer was included which is an error. Therefore, a reduction of \$6,000 is for the ISU trailer.

Discussion: There was discussion on the conversation Assistance Police Chief Bernice had with CVMIC regarding the ADA compliant restrooms. CVMIC advised that as long as reasonable accommodations could be made, the ADA requirement was met.

- e. Use Carry Forwards from Bell Street (2019) to Reduce Sanitary Sewer Borrowing, \$185,000.

Motion by Pollnow, seconded by Ellis to approve. Motion carried in a roll call vote, 8-0.

Alderman Pollnow advised this amendment was a result of a conversation he had with Director Kaiser on ways to reduce borrowing.

Alderman Lendrum is in favor of this because it was a placeholder in the long-range plan.

- f. Use Carry Forwards from Various Repairs (2021, 2022, 2023) to Reduce Sanitary Sewer Borrowing \$300,000.

Motion by Pollnow, seconded by Boyette. Motion carried in a roll call vote, 8-0.

Alderman Pollnow advised this amendment was a result of a conversation he had with Director Kaiser on ways to reduce borrowing.

Motion by Ellis, seconded by Lendrum to approve 2024-2028 Capital Improvements Program with amendments as discussed and voted on above. No further discussion. Motion carried in a roll call vote, 8-0.

X. Consent Agenda – None.

XI. Reports of standing committees

A. Regular Public Services and Safety Committee meeting of April 23, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City website)

1. Committee recommends Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. **(RollCall-Pro)**

MSCRP Lendrum/Borchardt to approve the agent change as recommended by Committee. Motion carries in a roll call vote, 7-0-1 with Pollnow abstaining.

2. Committee recommends Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval. **(RollCall-Pro)**

MSCRP Lendrum/Ellis to approve the single-story modular home moving permit as recommended by Committee. Motion carries in a roll call vote, 7-0-1 with Pollnow abstaining.

3. Committee recommends Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve Resolution 2024-03 as recommended by Committee. Motion carried in a roll call vote, 7-1 with Pollnow voting nay.

Pollnow voted against approval of the resolution in committee because the utilization of state grant dollars which he feels is not wise use of government money. Secondly, the monies that are error marked for income-based recipients which is regional wealth and, in Alderman Pollnow's opinion, is the definition of socialistic government. Therefore, he voted against approval of this resolution.

Alderman Boyette asked what specifically the grant was achieving? It was to supplement those of lower income homeowner to have trees removed that

are diseased or dying from emerald ash borer. This work would be privately contracted out to cut, remove, and dispose of trees.

Approving the resolution gives permission to apply for the grant, does not necessarily mean the city will accept the grant.

This effects Aldermanic District 1 to which Alderman Ellis spoke. Just in one block of Center Street there are four dead trees that homeowners cannot afford to take down. Dead trees are a safety concern because they can fall on people, houses, and vehicles. It is expensive to remove a tree. Grants are there for the right reason. This grant will help us remain a Tree City USA Community.

4. Committee recommends Council approve the contract with The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve the GacoFlex roof coating system as recommended by Committee, all voting aye.

B. Regular Finance and Personnel Committee meeting of April 22, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City website)

1. Committee recommends Council approve Resolution 2024 – 04 for Traffic Control Service Fees for Special Events. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve Resolution 2024-04 as recommended by Committee, all voting aye.
2. Committee recommends Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve the City Hall Controlled Access Project as recommended by Committee, all voting aye.

C. Neenah Menasha Fire Rescue Joint Finance & Personnel Committee meeting of April 23 2024: (Council President Bouette) (Minutes can be found on the City website)

1. Committee recommends both City of Neenah and City of Menasha Common Councils approve the back pay and budget adjustment for the employee as outlined in the memo for a total of \$23,624.24 with the City of Neenah's share being \$14,262.56 and the City of Menasha's share of \$9,362.98 and budget adjustment through the general fund if this amount is not able to be absorbed into the 2024 budget. **(RollCall-Pro)**
MSCRP Boyette/Borchardt to approve as recommended by the Committee, all voting aye.

Alderman Pollnow reminded everyone this item takes a 2/3 vote because it is a budget adjustment.

2. Committee recommends both City of Neenah and City of Menasha Common Councils approve the agreement for Automatic Aid Assistance for structure fires with the City of Appleton, pending approval by both City Attorneys. **(RollCall-Pro)**
MSCRP Boyette/Borchardt to approve as recommended by the Committee, all voting aye.

Alderman Pollnow voted against this in committee but Chief Teesch gave him the information he is was looking for, so he will be voting in favor of it.

- XII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 1. Report given under Public Hearing.
 - B. Board of Public Works meeting of April 23, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City website)
 1. Council Action Items:
 - a) The Board recommends Council Award Contract 10-24, Re-Roof of Sign Shop Area at City Garage to H.I.S. Comp. LLC in the amount of \$40,434. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 10-24 as recommended by the Board, all voting aye.
 - b) The Board recommends Council Award Contract 13-24, Right Turn Lane at the Winneconne/Commercial intersection to Vinton Construction in an amount of \$148,308.43. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 13-24 as recommended by the Board, all voting aye.

There was discussion on funding.

- C. Community Development Authority
 1. Report from the CDA – Director Haese
No report.
- D. Sustainable Neenah Committee
 1. Report from the April 24, 2024 Meeting – Alderperson Lendrum
 - a. Rain barrels will be provided at no cost if the resident is willing to purchase the spicket which is about \$15. Contract the Committee Co-Chairs for more information.
- E. Bergstrom Mahler Museum
 1. Report from the March 27, 2024 Meeting – Alderperson Borchardt
 - a. Catching Fire Event June 5-15th,
 - b. Live auction on June 12th at 6:45 pm.
 - c. Spring Fun Drive – Help Us Grow April 15th – Juine 15th
- F. Parks & Recreation Commission
 1. Report from the April 18, 2024 – Alderperson Weber. No report.

XIII. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - 1. None

XIV. Council Directives

XV. Unfinished Business

XVI. New Business

- A. Any announcements/questions that may legally come before the Council.

XVII. Closed Session

- A. The City Council may convene into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney.
- B. The Council may reconvene into open session to take action on items discussed in closed session.

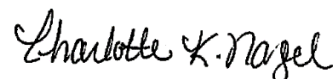
Motion by Borchart, seconded by Boyette to move into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney. The council may reconvene into open session to act on items discussed in closed. No further discussion. Motion carried in a voice vote, 8-0.

At 9:04 pm, Council convened into closed session. The Council adjourned in closed session.

XVIII. Adjournment

Motion by Ellis/Steiner to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 9:29 pm.

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Proceedings
Wednesday, May 1, 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., May 1, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Council President Borchardt, Aldermen Boyette, Hillstrom, Lendrum, Erickson, Ellis, Steiner, and Pollnow. Alderman Weber was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Attorney Struve (City of Menasha sitting in), and City Clerk Nagel.

Also Present: Water Utility Director Mach, Deputy Director Community Development Schmidt, Director of Parks & Recreation Kading, Library Director Hardina-Willhelm, Fire Chief Teesch, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Director of Human Resources Fairchild, Recreation Supervisor Schott, and Information System Director Wenninger.

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 Council President Borchardt.

Motion/Second by Boyette/Erickson to move the Proclamations to the next item on them agenda. Motion carried in a voice vote, 8-0.

PROCLAMATIONS:

- Professional Municipal Clerks Week, May 5th through May 11th, 2024.
- Letter Carriers' Food Drive Day, May 11th, 2024.
- Menasha Corporation 175th Anniversary Day, May 24th, 2024.
- Poppy Days, May 23rd through May 24th, 2024.

Mayor Lang read the proclamations aloud and handed the out to those in attendance.

PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:

Mayor Lang and Police Chief Olson (Standing in for Director Fairchild who had laryngitis) presented the employee recognition awards for 25 Years of Service, 30 Years of Service, and Exemplary Performance Awards.

RECOGNITION OF RETIREMENTS:

- IS Director Wenninger, 39 years of service with the Information Systems Department. Mayor Lang recognized IS Director Wenninger for this 39 years of service to the city.

- II. Introduction and Confirmation of Mayor's Appointment(s).

- A. Appoint Kristen Sandvick to the Sustainable Neenah Committee for a three-year term ending April 2027. **(UC)**
- B. Reappoint Mark Keating to the Neenah-Menasha Joint Fire Commission for a three-year term ending May 2027

- C. Swearing in
Seeing no objections, the Mayor's appointment were ordered approved under unanimous consent.

Clerk Nagel swore in Kristen Sandvick to the Sustainable Neenah Committee.

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 16, 2024 Organizational and Regular session. **(UC)**
Seeing no objections, the Council Minutes and Proceedings of April 16, 2024 were ordered approved under unanimous consent.

IV. Plan Commission report pertaining to the Public Hearings:

- A. Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 - 1. Commission recommends Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road. **(RollCall-Pro)**
MSCRП Steiner/Borchardt to approve Ordinance No. 2024-05 as recommended by Committee, all voting aye.

V. Committee of the Whole Report pertaining to the public input session.

- A. Committee of the Whole meeting of April 29, 2024 (Council President Borchardt) (Minutes can be found on the City website)
 - 1. The Committee made no recommendations to Council regarding the 2024-2028 Capital Improvements Program with potential amendments as discussed.
 - a. Move Doty Seawall Design and Surveying from 2025 to 2024, \$50,000
MSCRП Lendrum/Borchardt to approve the amendment as proposed, all voting aye.
 - b. Add Parking Study – TID #10 (Use Arrowhead Fiber Carry Forwards) \$50,000.
MSC Pollnow/Boyette to approve the amendment as proposed. The motion failed in a roll call vote, 3-5. Voting aye are Boyette, Pollnow, and Steiner. Nays are Erickson, Hillstrom, Ellis, Borchardt, and Lendrum. Weber was excused.
 - c. Add Real Estate Marketing – (Use Redevelopment Fund Carry Forwards) \$35,000.
Motion by Pollnow, seconded by Boyette to approve. Motion fails in a roll call vote 1-7. Ayes were Alderman Pollnow, Nays were Aldermen Boyette, Erickson, Hillstrom, Ellis, Borchart, Steiner, and Lendrum.

- d. Police Department amendments, all for items taken in one motion.
Motion by Lendrum, seconded by Borchardt to approve all four Police Department amendments. Motion carried in a roll call vote 8-0.
 - i. Remove Police ADA Requirements – Men’s Restroom Remodel, \$3,000.
 - ii. Remove ADA Drug Drop Box at Police, \$4,700.
 - iii. Reduce Amount for Replacement of ISU Office Furniture to Chairs Only at Police, \$30,000
 - iv. Reduce Amount of Carry Forwards needed for Vehicle Purchases Police, \$20,000
- e. Use Carry Forwards from Bell Street (2019) to Reduce Sanitary Sewer Borrowing, \$185,000.
Motion by Pollnow, seconded by Ellis to approve. Motion carried in a roll call vote, 8-0.
- f. Use Carry Forwards from Various Repairs (2021, 2022, 2023) to Reduce Sanitary Sewer Borrowing \$300,000.
Motion by Pollnow, seconded by Boyette. Motion carried in a roll call vote, 8-0.

Motion by Ellis, seconded by Lendrum to approve 2024-2028 Capital Improvements Program with amendments as discussed and voted on above. No further discussion. Motion carried in a roll call vote, 8-0.

VI. Consent Agenda – None.

VII. Reports of standing committees

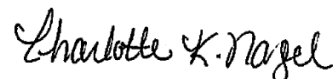
- A. Regular Public Services and Safety Committee meeting of April 23, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City website)
 - 1. Committee recommends Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. **(RollCall-Pro)**
MSCR P Lendrum/Borchardt to approve the agent change as recommended by Committee. Motion carries in a roll call vote, 7-0-1 with Pollnow abstaining.
 - 2. Committee recommends Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval. **(RollCall-Pro)**
MSCR P Lendrum/Ellis to approve the single-story modular home moving permit as recommended by Committee. Motion carries in a roll call vote, 7-0-1 with Pollnow abstaining.

3. Committee recommends Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve Resolution 2024-03 as recommended by Committee. Motion carried in a roll call vote, 7-1 with Pollnow voting nay.
 4. Committee recommends Council approve the contract with The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve the GacoFlex roof coating system as recommended by Committee, all voting aye.
- B. Regular Finance and Personnel Committee meeting of April 22, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City website)
1. Committee recommends Council approve Resolution 2024 – 04 for Traffic Control Service Fees for Special Events. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve Resolution 2024-04 as recommended by Committee, all voting aye.
 2. Committee recommends Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve the City Hall Controlled Access Project as recommended by Committee, all voting aye.
- C. Neenah Menasha Fire Rescue Joint Finance & Personnel Committee meeting of April 23 2024: (Council President Bouette) (Minutes can be found on the City website)
1. Committee recommends both City of Neenah and City of Menasha Common Councils approve the back pay and budget adjustment for the employee as outlined in the memo for a total of \$23,624.24 with the City of Neenah's share being \$14,262.56 and the City of Menasha's share of \$9,362.98 and budget adjustment through the general fund if this amount is not able to be absorbed into the 2024 budget. **(RollCall-Pro)**
MSCRP Boyette/Borchardt to approve as recommended by the Committee, all voting aye.
 2. Committee recommends both City of Neenah and City of Menasha Common Councils approve the agreement for Automatic Aid Assistance for structure fires with the City of Appleton, pending approval by both City Attorneys. **(RollCall-Pro)**
MSCRP Boyette/Borchardt to approve as recommended by the Committee, all voting aye.

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

- A. Regular Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 - 1. Report given under Public Hearing.
 - B. Board of Public Works meeting of April 23, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City website)
 - 1. Council Action Items:
 - a) The Board recommends Council Award Contract 10-24, Re-Roof of Sign Shop Area at City Garage to H.I.S. Comp. LLC in the amount of \$40,434. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 10-24 as recommended by the Board, all voting aye.
 - b) The Board recommends Council Award Contract 13-24, Right Turn Lane at the Winneconne/Commercial intersection to Vinton Construction in an amount of \$148,308.43. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 13-24 as recommended by the Board, all voting aye.
- IX. Closed Session
- A. The City Council may convene into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney.
 - B. The Council may reconvene into open session to take action on items discussed in closed session.
Motion by Borchart, seconded by Boyette to move into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney. The council may reconvene into open session to act on items discussed in closed. No further discussion. Motion carried in a voice vote, 8-0.
- X. Adjournment
- Motion by Ellis/Steiner to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 9:29 pm.**

Respectfully submitted,



Charlotte Nagel, City Clerk

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, May 7, 2024
4:00 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Sarah Moore-Nokes, Vice Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	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
Frank Cuthbert, 1533 Fallow Dr Neenah WI		

Minutes: MSC Kaiser/Moore-Nokes, the Plan Commission, to approve the April 23, 2024 meeting minutes. All voting aye. Motion passed. Members Ellenberger, Genett, and Hancock-Cooke abstained.

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: None

Action Items:

a. Site Plan Review (Sidewalk Café) – 218 W. Wisconsin Avenue – Layla's Place

Deputy Director Schmidt went over the request for a sidewalk café for Layla's Place, located at 218 W Wisconsin Avenue. The site plan submitted shows the sidewalk café extending past the building footprint, however, to meet the criteria of a sidewalk café, it cannot extend past the building footprint. Also, there cannot be any tables or chairs within two feet of the water valve that is located near the proposed sidewalk café. The sidewalk café is also requesting an extension of their liquor license, which will be reviewed by the Public Services and Safety committee. The proposal is for three tables with two chairs each.

MSC Ellenberger/Hancock-Cooke, the Plan Commission, to approve the Site Plan for the Sidewalk Generation Paulson, Inc., 218 W Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye. Motion passed.

b. Certified Survey Map #4-24 – 1712 Dixie Road – 4 Lots

Deputy Director Schmidt went over that along with the recent site plan approval for RGL Logistics, there is also realigning and creating new parcels on the 65 acre entire site. 1712 Dixie Road is on the north half of the site. The proposal is to create two lots and two outlots, which is about 30 acres. Lot 1 is part of the land that will be RGL Logistics and Lot 2 will be another development site. Outlots are non-buildable sites or remnant pieces that do not meet the design

REPORT

CONSENT AGENDA

requirements of a typical lot at this point. Outlot 1 includes a radio tower and wetland and Outlot 2 includes the city stormwater facilities. This CSM will also officially dedicate the Dixie Road right-of-way. There is an additional easement between Lot 1 and Lot 2.

Member Steiner asked if the outlots are still owned by the city. Deputy Director Schmidt stated yes, they are still owned by the city.

Member Hancock-Cooke asked for clarification on what a dedicated right-of-way means. Deputy Director Schmidt stated even though there is a road there, dedicating a right-of-way means it becomes public right-of-way. The city is accepting that as where a street will go.

Member Hancock-Cooke asked about outlot 1 and if the city owns a lot of this kind of property where it is non-buildable. Deputy Director Schmidt stated the city does not own a lot of these types of lots. With the outlots, it is more a remnant piece of land that does not have access to it at this point but in the future, it could become part of a different lot if further development happens.

Director Kaiser asked if the tower owner is responsible for maintaining around the tower. Deputy Director Schmidt stated yes, the owner would be responsible for the 5 acres of maintenance as there is an easement between Lot 1 and Lot 2.

MSC Genett/Ellenberger, the Plan Commission, to recommend Common Council approve the 4 lot CSM for the property located at 1712 Dixie Road. All voting aye. Motion passed.

c. Certified Survey Map #5-24 – 1750 Dixie Road – 2 Lots

Deputy Director Schmidt went over the CSM regarding the southern portion of this site. There will be a creation of one lot where the 1st phase of RGL Logistics warehouse will be built and one outlot with no street access at this time.

MSC Moore-Nokes/Ellenberger, the Plan Commission, to approve the 2 lot CSM for the property located at 1750 Dixie Road. All voting aye. Motion passed.

d. Final Plat #1-24 – 3rd Addition to the Homes at Freedom Meadows

Deputy Director Schmidt went over the final plat to the 3rd addition to the Homes at Freedom Meadows. The preliminary plat was reviewed, and any recommendations or comments made during that time have now been revised and updated on this final plat.

Member Steiner asked how many total homes are being built between all the phases. Deputy Director Schmidt stated about 250 homes between all phases.

MSC Kaiser/Ellenberger, the Plan Commission, to recommend Common Council approve the Final Plat for the Third Addition to the Homes at Freedom Meadows subdivision. All voting aye. Motion passed.

Deputy Direct Schmidt went over the definition of design standards and having some control over the site design with specific requirements in our code. Many codes are either city-wide or district specific. Our current zoning code has some site design requirements with landscaping, fencing, etc., however, nothing very specific with architectural requirements. He went over the goals of site and building standards such as ensuring high-quality development, enhancing commercial corridors, protecting historic areas, and promoting walkability. Some examples of potential requirements include screening of roof-top mechanical equipment, building height compatible with surrounding buildings, limiting drive-thru locations, and prohibiting blank walls on buildings and requiring more window openings. The next steps would be to review codes of surrounding municipalities and explore community-wide and district design standard options.

Member Ellenberger asked how we could do a city-wide with such different areas of the city to keep in mind, like the downtown versus the Commercial Street corridor. Deputy Director Schmidt stated the city-wide is general enough where the standards apply to all, and the district wide is more detailed in terms of what type of development can happen and how it can happen.

Announcements and Future Agenda Items: Next meeting is scheduled for May 28, 2024.

Adjournment: The Commission adjourned its meeting at 4:35 p.m. MSC Genett/Ellenberger. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kayla Kubat".

Kayla Kubat
Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: May 7, 2024
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: 4 Lot CSM and 2 Lot CSM – 1712/1750 Dixie Road

The City of Neenah purchased approximately 65 acres of land along the east side of Dixie Road in 2003. A few years later, the city realigned Dixie Road south of County Highway G and constructed a regional storm water pond east of the old Dixie Road right-of-way and south of County Highway G. The property is made up of several parcels and has been used for agricultural purposes since 2003.

The city recently approved a development agreement which would sell approximately 32 acres along the northeast corner of Dixie Road and Muttart Road to Checker Logistics. Prior to the sale of the land to Checker Logistics, the city must subdivide and redefine the lots as agreed to in the development agreement. There are two proposed CSMs, one for the northern portion of the property and one for the southern portion.

The first CSM, for the northern portion of the property, proposes the creation of two lots and two outlots. Lots are developable pieces of land while outlots are remnant pieces of land, undevelopable, and typically don't meet the design standards associated with developable lots. Lot 2 of the CSM will be owned by the city and marketed as a future development site. Lot 1 will be sold to Checker Logistics. Outlot 1 is mostly undevelopable due to wetlands and contains a radio tower. Outlot 2 contains the regional storm water pond.

The next CSM, for the southern portion of the property, contains one lot and one outlot. Both lots are intended to be sold to Checker Logistics. Lot 1 will include Phase 1 of the Checker Logistics warehouse development and Outlot 1 will be combined with Lot 1 of the previous CSM, and the property located at 1730 Dixie Road in the future. This land will include Phase II of the development. All land within both CSMs is zoned I-1 Planned Business Center District.

Recommendations

An appropriate action at this time is for the Plan Commission to approve the 4 lot CSM for the property located at 1712 Dixie Road.

An appropriate action at this time is for the Plan Commission to approve the 2 lot CSM for the property located at 1750 Dixie Road.



Lot 2, Certified Survey Map No. 4016, Lot 1, Certified Survey Map No. 1292,
and Part of the Northeast 1/4 of the Northeast 1/4, all being located in the
Northeast 1/4 of Section 08, Township 19 North, Range 17 East,
City of Neenah, Winnebago County, Wisconsin.



1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

File: 8043CSM2.dwg
Date: 04/30/2024
Drafted By: scott
Sheet: 1 of 5

Certified Survey Map No. _____

Lot 2, Certified Survey Map No. 4016, Lot 1, Certified Survey Map No. 1292, and Part of the Northeast 1/4 of the Northeast 1/4, all being located in the Northeast 1/4 of Section 08, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

CURVE TABLE							
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	3869.72'	N 17°28'02" E	502.73'	503.09'	7°26'56"	S 21°11'30" W	S 13°44'34" W
C2	3869.72'	N 20°57'41" E	31.11'	31.11'	0°27'38"	N 20°43'51" E	N 21°11'30" E
C3	3869.72'	N 17°14'13" E	471.68'	471.98'	6°59'17"	N 13°44'34" E	N 20°43'51" E
C4	642.67'	N 36°13'45" E	332.51'	336.33'	29°59'05"	N 21°14'13" E	N 51°13'17" E
C5	642.67'	N 24°46'36" E	79.36'	79.41'	7°04'46"	N 21°14'13" E	N 28°18'59" E
C6	642.67'	N 39°46'08" E	255.21'	256.92'	22°54'18"	N 28°18'59" E	N 51°13'17" E
C7	650.59'	N 26°11'17" E	550.56'	568.47'	50°03'51"	N 51°13'12" E	N 01°09'22" E
C8	650.59'	N 48°12'12" E	68.48'	68.51'	6°02'02"	N 51°13'12" E	N 45°11'11" E
C9	650.59'	N 23°10'16" E	487.75'	499.96'	44°01'49"	N 45°11'11" E	N 01°09'22" E
C10	25.00'	N 44°33'55" E	34.36'	37.88'	86°49'06"	N 01°09'22" E	N 87°58'28" E
C11	50.00'	N 45°26'05" W	72.65'	81.32'	93°10'54"	N 01°09'22" E	S 87°58'28" W
C12	550.59'	N 26°11'21" E	465.95'	481.11'	50°03'58"	N 51°13'20" E	N 01°09'22" E
C13	742.67'	N 51°08'28" E	2.04'	2.04'	0°09'27"	N 51°03'44" E	N 51°13'11" E
C14	3869.72'	N 19°25'38" E	58.81'	58.81'	0°52'15"	N 19°51'45" E	N 18°59'30" E
C15	642.67'	N 30°39'03" E	52.35'	52.37'	4°40'08"	N 32°59'07" E	N 28°18'59" E

LINE TABLE				
Line	Bearing		Length	
L1	N 15°57'46" E		137.55'	
L2	N 13°45'37" E	(S13°20'45"W)	176.26'	
L3	N 87°58'28" E	(S87°33'11"W)	47.94'	(48.07')
L4	N 02°01'23" W	(S02°26'49"E)	112.00'	(112.47')
L5	S 00°12'57" E	(N00°07'53"E)	220.84'	(220.72')
L6	N 42°06'10" W		106.28'	
L7	N 84°57'14" W		144.95'	
L8	N 01°09'22" E		159.29'	
L9	N 01°09'22" E		124.53'	
L10	S 68°45'47" E		1.21'	
L11	S 42°06'10" E		170.05'	
L12	N 60°01'59" W		162.41'	
L13	N 51°11'50" E		48.29'	
L14	N 51°11'50" E		50.00'	
L15	N 38°48'37" W		61.08'	
L16	S 38°48'37" E		30.12'	

Scott R. Andersen

Professional Land Surveyor

No. S-3169

Date

Certified Survey Map No. _____

Lot 2, Certified Survey Map No. 4016, Lot 1, Certified Survey Map No. 1292,
and Part of the Northeast 1/4 of the Northeast 1/4, all being located in the
Northeast 1/4 of Section 08, Township 19 North, Range 17 East,
City of Neenah, Winnebago County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah, and under the direction of the City of Neenah, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 2, Certified Survey Map No. 4016, Doc. No. 1014605, All of Lot 1, Certified Survey Map No. 1292, Doc. No. 616667, and Part of the Northeast 1/4 of the Northeast 1/4, all being located in the Northeast 1/4 of Section 08, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 1,754,869 Square Feet (40.2863 Acres) of land described as follows:

Commencing at the Northeast Corner of Section 08, Township 19 North, Range 17 East; thence S00°02'36"W along the East line of the Northeast 1/4 of said Section 08, 627.42 feet to the northeast corner of Lot 2 of Certified Survey Map No. 4016 and to the point of beginning; thence continuing S00°02'36"W along said east line and the east line of said Lot 2, 1126.96 feet to the south line of said Lot 2 and the north line of Certified Survey Map No. 3993; thence S87°59'38"W along the south line of said Lot 2 and along the north line of said Map No. 3993 and along the north line of Lot 1 of Certified Survey Map No. 3662, 1626.00 feet to the east line of Dixie Drive, a public right of way; thence N21°11'30"E along said east line, 906.76 feet to a point of curvature of a curve to the left having a radius of 3869.72 feet and a central angle of 07°26'56"; thence northeasterly 503.09 feet along said east line and the arc of a curve which has a chord that bears N17°28'02"E, 502.73 feet; thence N15°57'46"E along said east line, 137.55 feet; thence N13°45'37"E along said east line, 176.26 feet to the south line of County Highway "G"; thence N87°58'28"E along said south line, 47.94 feet to the west line of Lot 1 of Certified Survey Map No. 1292; thence N02°01'23"W along said west line, 112.00 feet to the south line of County Highway "G"; thence N87°58'28"E along said south line, 442.19 feet to the west line of Lot 1 of Certified Survey Map No. 4016; thence S00°12'57"E along said west line, 220.84 feet; thence S12°08'58"W along said west line, 385.00 feet to the south line of said Lot 1; thence N87°58'31"E along said south line, 662.16 feet to the point of beginning. Described parcel is subject to all easements, and restrictions of record.

Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

Certified Survey Map No. _____

Lot 2, Certified Survey Map No. 4016, Lot 1, Certified Survey Map No. 1292,
and Part of the Northeast 1/4 of the Northeast 1/4, all being located in the
Northeast 1/4 of Section 08, Township 19 North, Range 17 East,
City of Neenah, Winnebago County, Wisconsin.

Owner's Certificate

The City of Neenah, a Wisconsin Municipal Corporation duly organized and existing under and by virtue of the
Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above
described to be surveyed, divided, and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the
following for approval or objection:

City of Neenah

Dated this _____ day of _____, 20_____

Jane B. Lang
Mayor

Char Nagel
City Clerk

State of Wisconsin)
)SS
_____County)

Personally came before me on the _____ day of _____, 20_____, the above property
owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Certified Survey Map No. _____

Lot 2, Certified Survey Map No. 4016, Lot 1, Certified Survey Map No. 1292,
and Part of the Northeast 1/4 of the Northeast 1/4, all being located in the
Northeast 1/4 of Section 08, Township 19 North, Range 17 East,
City of Neenah, Winnebago County, Wisconsin.

Common Council Resolution

Resolved, that this certified survey map in the City of Neenah, Winnebago County, The City of Neenah, the
property owners, is hereby approved by the Common Council of the City of Neenah.

Jane B. Lang
Mayor

Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Neenah.

Char Nagel
City Clerk

Date

Treasurers' Certificate

I, being the duly elected, qualified and acting Treasurers of the City of Neenah, do hereby certify that in
accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special
assessments on and of the land included in this certified survey map.

Vicky Rasmussen
City Treasurer

Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owners of record:	Recording Information:	Parcel Number(s):
City of Neenah	Doc. 1333560	802-300-00.00
	Doc. 1374289	
	Doc. 1393542	

Scott R. Andersen
Professional Land Surveyor
No. S-3169

Date



MEMORANDUM

DATE: May 7, 2024
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Final Plat Review – Third Addition to the Homes at Freedom Meadows

Request/Background

Van Sistine Homes, LLC submitted a final plat for the Third Addition to the Homes at Freedom Meadows. Annexation of the subject property and a preliminary plat for this development was approved in January 2024.

Consideration

The proposed plat, 10.12 acres in size, includes 27 single-family residential lots and one outlot. The land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 13,500 square feet which exceeds the minimum lot size for single-family residential lots. The average residential lot width is 72 feet, which exceed the minimum 60-foot width requirement.

Two streets are proposed to be dedicated through the new plat. Valor Place extends west and Founders Street extends north. Both streets maintain the required 60-foot right-of-way and sidewalks are planned on both sides of each of the streets.

The developer will be responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. As with all subdivisions in the City, an agreement outlining the fees and responsibilities between the City and the developer will be reviewed by the Finance Committee and the Board of Public Works and ultimately approved by Common Council.

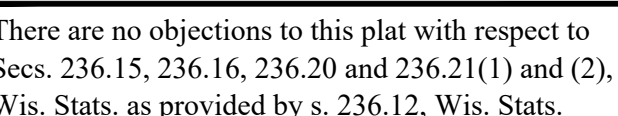
Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to storm water detention pond located along Freedom Meadows Drive east of the development. This pond is designed to manage storm water for this subdivision and future phases within the development.

The proposed plat is consistent with the Freedom Acres/Homes at Freedom Meadows concept plan recently updated and approved by Plan Commission. This phase represents the fourth out of five phases for the Homes at Freedom Meadows. The first of three phases of the Homes at Freedom Meadows have been completed or are under construction.

Recommendation

Appropriate action at this time is to recommend Common Council approve the Final Plat for the Third Addition to the Homes at Freedom Meadows subdivision.

Part of the Northwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East,
City of Neenah, Winnebago County, Wisconsin



Certified _____, 20____

Department of Administration



Revision Date: May 01, 2024
File: 8002Final.dwg
Date: 05/01/2024
Drafted By: Jim
Sheet: 1 of 2



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

3rd Addition to The Homes at Freedom Meadows

Part of the Northwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East,
City of Neenah, Winnebago County, Wisconsin

Surveyor's Certificate

I, James R. Sehloff, professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah, and under the direction of Van Sistine Homes, LLC, owner of said land, I have surveyed, divided and mapped 3rd Addition to The Homes at Freedom Meadows; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is part of the Northwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East, Town of Vinland, Winnebago County, Wisconsin, containing 441,099 Square Feet (10.1262 Ac) of land described as follows:

Commencing at the East 1/4 corner of Section 01, Township 19 North, Range 16 East; thence, along the North line of said Section 01, S88°52'57"W, 1568.26 feet to Northwest corner of Outlot 6 of 2nd Addition to The Homes at Freedom Meadows, said point also being the point of beginning; thence, along the West line of said Outlot 6 and the extension thereof, S01°07'03"E, 377.95 feet to the South right of way line of Valor Place as currently platted; thence, along said South right of way line, N89°08'34"E, 192.60 feet to a point on a Westerly line of 2nd Addition to The Homes at Freedom Meadows; thence, along said Westerly line, S00°53'26"E, 50.00 feet to a bend point on said Westerly line; thence, continuing along said Westerly line, S24°42'39"W, 673.64 feet to the Northerly line of lands annexed by City of Neenah in Document No 1912110; thence, along said Northerly line, 79.43 feet along the arc of a curve to the right with a radius of 270.00 feet and a chord of 79.15 feet which bears N73°51'52"W, thence, continuing along said Northerly line, N65°26'10"W, 163.11 feet; thence, continuing along said Northerly line, 78.37 feet along the arc of a curve to the left with a radius of 180.00 feet and a chord of 77.75 feet which bears N77°54'33"W; thence, continuing along said Northerly line, S89°37'05"W, 49.59 feet; thence, N04°11'17"E, 745.71 feet; thence, N01°07'03"W, 179.98 feet to said North line of the Southeast 1/4; thence, along said North line, N88°52'57"E, 380.00 feet to the point of beginning.

Given under my hand this ____ day of _____, _____.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692

Owner's Certificate of Dedication

Van Sistine Homes, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Van Sistine Homes, LLC, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Neenah
Winnebago County Planning and Zoning Department
Department of Administration

Dated this ____ day of _____, 20 ____.

In the presence of: Van Sistine Homes, LLC

Richard C. Van Sistine III, Managing Member

State of Wisconsin)

_____) County) ss

Personally came before me this _____ day of _____, 20 _____, the above owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____) My Commission Expires _____

Notary Public, Wisconsin

Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by

Van Sistine Homes, LLC, Grantor, to

Wisconsin Public Service Corporation, LLC, Wisconsin corporations, Grantee,
SBC Wisconsin, Grantee,
TDS Metrocom, LLC, Grantee
and
Spectrum, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Van Sistine Homes, LLC

Richard C. Van Sistine III,
Managing Member

Date

Mortgagee's Certificate

Nicolet Nation Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, Mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the above certificate of Van Sistine Homes, LLC, owner.

IN WITNESS WHEREOF, the said Nicolet Nation Bank has caused these presents to be signed by

_____) its President, and countersigned by

_____) its Secretary or Cashier, at _____, Wisconsin, and its corporate seal to be

hereunto affixed this ____ day of _____, 20 ____.

_____) President _____ Date

_____) Secretary or Cashier _____ Date

State of Wisconsin)

_____) County) ss

Personally came before me this ____ day of _____, 20 _____, _____, President,

and _____, Secretary (cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary (cashier) of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____) My Commission Expires _____

Notary Public, Wisconsin

Common Council Resolution

Resolved, 3rd Addition to The Homes at Freedom Meadows, in the City of Neenah is hereby approved by the Common Council on

this ____ day of _____, 20 ____.

_____) Mayor _____ Date

_____) Clerk _____ Date

City of Neenah Planning Commission Approval Certificate

3rd Addition to The Homes at Freedom Meadows is hereby approved by the City of Neenah Planning Commission.

_____) Planning Commission Representative _____ Date

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Neenah and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this Subdivision Plat.

_____) County Treasurer _____ Date

_____) City Treasurer _____ Date

This Plat is contained wholly within the property described in the following recorded instruments:

Owners of record:	Recording Information	Parcel No(s):
Van Sistine Homes, LLC.	Doc. No. _____	81140000006

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20 ____

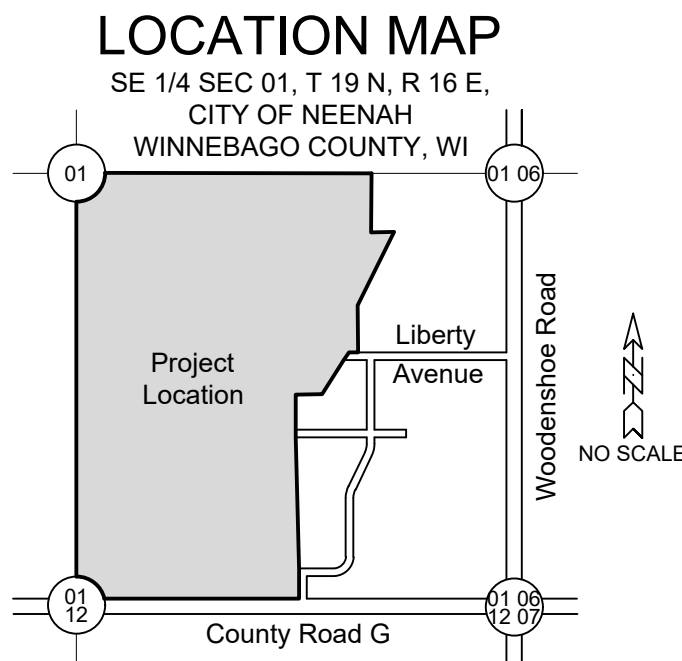
Department of Administration



**DAVEL ENGINEERING &
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Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Revision Date: May 01, 2024
File: 8002Final.dwg
Date: 05/01/2024
Drafted By: Jim
Sheet: 2 of 2

The Homes at Freedom Meadows and Freedom Acres Addition





PROPOSAL

New Engineering Vehicle (Replaces Fleet #1J - 2004 Chevrolet Impala)

Bergstrom Chrysler/Dodge/Jeep/RAM Oshkosh, WI 2024 Jeep Grand Cherokee L	\$39,214.00
Kunes Chrysler/Jeep/Dodge/RAM Platteville, WI 2024 Jeep Grand Cherokee L	\$ 43,423.00
Ewald Chrysler/Jeep/Dodge/Ram (State contract) Oconomowoc, WI 2024 Jeep Grand Cherokee L	\$42,733.00

Staff had considered several options for replacing the engineering car. In the end an SUV-style vehicle was selected as providing the most flexibility - capacity for hauling field equipment, durability for the road conditions in the construction zones where it will be used, and seating for travel to meetings and conferences.

The 2023 Budgeted amount was \$40,000.00 and that full amount was carried forward. Vehicle bids were requested in 2023 and all were well over the budgeted amount. Staff followed up with a search of available vehicles and proposal requests from those vendors.

Staff recommends the purchase of a 2024 Jeep Grand Cherokee L from Bergstrom Chrysler/Dodge/Jeep/Ram of Oshkosh for \$39,214.00.

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, Scott Wheeler, and City of Menasha Attorney Margaret Struve

Public Appearance

Kathie Boyette, 817 Nicolet Blvd, Neenah-Ms. Boyette spoke regarding the prohibited dangerous animal agenda item. She stated that she has a service animal dog. She stated that in getting her dog certified as a service animal, she learned that these animals are trained to be calm and peaceful, not to be aggressive or bite.

Approval of Minutes of the Meeting of April 23, 2024

Motion/Second/Carried by Pollnow/Weber to approve the minutes of the meeting of April 23, 2024 meetings. All voting aye.

Dangerous Animal Designation Appeal, Dylan Lamb, 1091 Gillingham Road, Apt 2

Alderperson Pollnow asked for an explanation of how these appeals are typically handled. Attorney Struve stated that both parties will have the opportunity to present their case. She stated that the city will present first, and when done, Mr. Lamb and the committee members will have the opportunity to ask questions. Attorney Struve stated that after the city is done presenting their case, Mr. Lamb will then have the opportunity to present his case and will be able to call witnesses. She stated when he is done presenting his case, the committee will have the opportunity to question Mr. Lamb and any witnesses that testified on his behalf. Attorney Struve stated that once both sides have presented their cases, the committee will deliberate and make their decision.

Attorney Struve called Lieutenant Bone to testify regarding the appeal of a dangerous animal designation.

Attorney Struve asked Lt. Bone to share the events that took place on May 14, 2023 that led to a report being filed and a potentially dangerous dog designation imposed by him. Lt. Bone stated that he reads all the animal reports that come in. He stated that the incident that took place on May 23, 2023, involved Mr. Lamb's German Shepard, Odin. The report stated that Odin had bit a six-year-old child that was riding a bike in the road. He stated that Odin was on a leash, but the leash was long enough for Odin to cross the sidewalk and enter the roadway. Lt. Bone stated that based on those facts, he designated Odin as a potentially dangerous animal. Lt. Bone stated that by this designation, the animal has been involved in an incident that concerns city staff and the

owner is made aware that they need to take precautions, so the animal does not engage in dangerous behaviors in the future. He further stated that if an incident like this happens again within 36 months; the animal can be designated as a dangerous animal.

Attorney Struve asked Lt. Bone if it was his testimony that, after having reviewed the incident report of May 14, 2023, involving a German Shepard dog named Odin engaged in an unprovoked attack on a six-year-old child that was riding a bike in the road past the residence where Odin resided led to his determination of declaring Odin a potentially dangerous animal. Lt. Bone responded yes.

Attorney Struve reviewed the definition of a potentially dangerous animal per the City of Neenah Municipal Code Sec 3-31 which states that any animal that when unprovoked:

"Inflicts substantial bodily harm on a human being or domestic animal without provocation on public or private property;

Chases or approaches a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack, or any animal with a known propensity, tendency, or disposition to attack unprovoked, or to cause injury or otherwise to threaten the safety of humans or domestic animals."

Attorney Struve asked Lt. Bone, based on his application of the City of Neenah Municipal Code and the facts of the incident of May 14, 2023, he declared Odin a potentially dangerous dog. Lt. Bone responded yes.

Attorney Struve asked Lt. Bone how the owner is notified of the designation. Lt. Bone stated that a letter is delivered to the owner of the animal.

Attorney Struve stated that, according to a report filed by Community Service Aide Carson Huiting, the potentially dangerous animal letter was delivered to the residence of Dylan Lamb, 612 Main Street in Neenah Wisconsin at approximately 10:00 A.M. on May 15, 2023.

Attorney Struve asked Lt. Bone what other incidents have occurred since the May 14, 2023, incident that are relevant to this case. Lt. Bone stated there was an incident on February 6, 2024.

Attorney Struve asked Lt. Bone what occurred on February 6, 2024. Lt. Bone stated that Odin had gotten out of his apartment and attacked a mail carrier. Attorney Struve asked if Lt. Bone reviewed the incident report filed by Officer Priessnitz. Lt. Bone responded that he had reviewed the report.

Attorney Struve stated that the report states that on February 6, 2024, an incident occurred at 1091 Gillingham Road with the same German Shepard, Odin, where he had attacked a postal worker. She stated that Officer Deich and Officer Priessnitz responded to the call. She stated that upon the arrival of Officer Priessnitz she spoke to

Officer Deich who was speaking with the dog owner Mr. Lamb. Attorney Struve asked Lt. Bone to share the details of what had happened.

Lt. Bone stated that the mail carrier was delivering mail and Odin got out of his apartment and started to bite the mail carrier. He stated that the mail carrier was bit in a couple of different locations as she was trying to get away. He stated that bystanders came to help the mail carrier and had to physically remove Odin from attacking the mail carrier. Lt. Bone stated at some point Mr. Lamb arrived on scene and removed Odin and put him back in his apartment.

Attorney Struve asked Lt. Bone if Odin was on a leash and Lt. Bone responded no.

Attorney Struve asked Lt. Bone if Odin had gotten out of his residence and Lt. Bone stated that was his understanding.

Attorney Struve asked Lt. Bone to read the victim's statement. Lt. Bone read the victim's statement of Jennifer Fletcher which stated that she was delivering mail to the apartment complex when Odin got out of Apartment 2 and attacked her. He stated that Ms. Fletcher had bite marks on her left upper side thigh and tried to go upstairs and push Odin off of her. He stated that at some point she was also bit in the hand. He stated that 2 young males were able to pull Odin off of Ms. Fletcher. He stated that Ms. Fletcher's statement stated that Dylan was in the basement doing laundry.

Attorney Struve asked Lt. Bone as the report states, Ms. Fletcher is referring to Dylan Lamb, the owner of Odin and referring to him being in the basement doing laundry at the time of the incident occurred and also indicates that Odin was biting her, and two bystanders came and removed the dog from her, is this an accurate summary. Lt. Bone responded that is how he reads the statement. He stated that what concerned him in regard to the statement is that there was continuous biting and a continuous threat to the point that others had to remove Odin from biting Ms. Fletcher. He stated that Ms. Fletcher had seven puncture wounds that broke the skin that were ½" in depth.

Attorney Struve asked Lt. Bone if there was another incident where Odin had gotten out of the apartment. Lt. Bone stated yes, August 29, 2023 there was a service call for a dog at large. He stated that someone in the community found a dog, which turned out to be Odin, loose in the city and called the police department. He stated that Odin was taken to the Humane Society and Mr. Lamb was contacted by Neenah Police Department. Lt. Bone stated that Mr. Lamb claimed the dog the following day. He stated that CSA McLevige conducted a follow-up the next day and was advised by Mr. Lamb that the back door does not lock properly, and he had put a new lock on the door.

Attorney Struve asked Lt. Bone as the designated dangerous animal officer how he responded to his review of the reports involving Odin. Lt. Bone stated that, based on the previous potentially dangerous animal designation and the unprovoked nature and seriousness of the attack, he made the determination that Odin met the statutory requirements under Neenah Municipal Code Sec 31-1 to be designated as a dangerous animal.

Lt. Bone stated that he drafted a letter to Mr. Lamb and had it delivered. He stated that he followed up with Mr. Lamb, reviewed the letter with him and informed him of the appeal process.

Attorney Struve stated that Lt. Bone's designation of dangerous animal for Odin satisfies Neenah Municipal Code 31-1 which states that:

"any animal that has been previously found, within the last 36 months to be a potentially dangerous animal, the owner having received notice of such and the animal again aggressively bites, attacks, or endangers the safety of humans or domestic animals."

Attorney Struve stated that Mr. Lamb was informed both by letter and by Lt. Bone of the appeal process. She stated that Mr. Lamb submitted a request for appeal, by letter dated February 23, 2024, which was received by the City Clerk's Office also on February 23, 2024, and was within the 5 business days required in the municipal code.

Attorney Struve opened the floor to questions from the Committee,

Attorney Struve asked Lt. Bone if there is any other pertinent information that he feels needs to be introduced into the record. Lt. Bone stated no.

Aldersperson Pollnow asked Lt. Bone why the prohibited dangerous dog designation was not considered in this case. Lt. Bone stated with prohibited dangerous dog designations there has to be more substantial bodily harm such as stitches, broken bones, or having killed another animal.

Aldersperson Hillstrom stated that Mr. Lamb could now ask questions.

Mr. Lamb asked Lt. Bone if he had read the written reports and the body viewed camera footage. Lt. Bone responded that he had reviewed the reports.

Mr. Lamb asked Lt. Bone if he had reviewed the body camera footage. Lt. Bone stated no.

Mr. Lamb stated that Ms. Fletcher claims that Odin bit her without provocation in the written statement. He asked Lt. Bone again if he had viewed the camera footage. Lt. Bone stated that there wouldn't be any camera footage because the officers were not on scene when the attack occurred.

Mr. Lamb stated that there was camera footage from the interview of Ms. Fletcher at the hospital and asked Lt. Bone if he had viewed it. Lt. Bone stated he had not.

Mr. Lamb asked Lt. Bone if the dangerous animal designation was declared because it was his opinion, according to the information from the February 6, 2024, incident report, that Ms. Fletcher was bit without provocation. Lt. Bone stated yes.

Alderperson Hillstrom asked Mr. Lamb if he had any witnesses. Mr. Lamb stated he has a neighbor here to speak on his behalf, Jim Geer, who lives in the apartment building.

Mr. James Geer, 1091 Gillingham Road, Apt 1 came forward

Mr. Lamb asked Mr. Geer if Odin has ever approached him or any other tenants with or without his harness, in an aggressive manner. Mr. Geer stated that Odin wants to play all the time.

Mr. Lamb asked Lt. Bone if he received any clarification from Officer Douglas or his partner regarding anything that may have been inconsistent with the reports or mentioned in the hospital when taking Ms. Fletcher's statement. Lt. Bone stated he did not know what Mr. Lamb was referring to. Mr. Lamb asked Lt. Bone if he had received any communication from Office Douglas. Lt. Bone stated he did not, but had read the written report.

Mr. Lamb asked Mr. Geer what he saw when he came out of his apartment. Mr. Geer stated he heard screaming and came out of his apartment to see what was going on. He stated that he saw Ms. Fletcher on the stairs along with a neighbor down by her and she informed him she had been bit. He stated that the dog was already gone by then and he did not see Mr. Lamb.

Mr. Lamb asked Mr. Geer what Ms. Fletcher's demeanor and attitude was. Mr. Geer stated that she looked scared, but a bit later was laughing with the neighbor.

Mr. Lamb asked Mr. Geer if he recalls who she asked to call. Mr. Geer stated he didn't remember her asking for anything other than water and crackers.

Mr. Lamb asked Mr. Geer when he first saw him. Mr. Geer stated that he first saw Mr. Lamb coming from his apartment.

Attorney Struve asked Mr. Geer if he had witnessed the attack. Mr. Geer stated no.

Attorney Struve asked Mr. Geer if his statement is describing his opinion on what he observed after the incident occurred. Mr. Geer stated that is correct.

Attorney Struve asked Mr. Geer if he saw the injuries to Ms. Fletcher. Mr. Geer stated he did see a bruise after the officers cut the pants leg of Ms. Fletcher. He stated that he knew that she had been bit.

Attorney Struve asked Mr. Lamb if he wanted to make a statement regarding the incident.

Mr. Lamb stated that he did go downstairs to do laundry. He stated that he closed the door behind him. He stated that Odin knows the tenants and has never acted aggressively toward anyone, in the apartment. He stated that he neglected to lock the dead bolt on the door. He stated that while he was in the basement he heard some

commotion and remembered he had not locked the door and thought he needed to check to see if Odin was running around the apartment. He stated that when he got upstairs, he heard something like a scream and saw Odin biting Ms. Fletcher. He stated that he pulled Odin off and took him to his apartment. Mr. Lamb stated that he then came back downstairs to check on Ms. Fletcher because he felt bad. He stated that Odin was acting uncharacteristically aggressive for that situation. Mr. Lamb stated he did is due diligence following up with Lt. Bone and called the post office to see how

Ms. Fletcher was doing. He stated that he obtained the written reports and noted inaccuracies. He stated that he wrote as accurate of an affidavit as he could after collaborating with witnesses who he states signed the affidavit. He stated that no one from the Neenah Police Department took a statement from him or his neighbor James Geer or Peter Olson. Mr. Lamb stated that he requested the report and camera footage which has the recorded statement of Ms. Fletcher at the hospital. He stated that this interviewed proves that Odin was provoked. He stated that Ms. Fletcher kicked Odin and then ran away.

Attorney Struve asked Mr. Lamb based on his statement you admit you did not lock deadbolt on the door. Mr. Lamb stated yes.

Attorney Struve asked Mr. Lamb if the deadbolt had been locked would Odin have been able to escape. Mr. Lamb stated no.

Attorney Struve stated that in his statement he had said that he heard commotion, and five to ten seconds later he came upstairs and observed Odin biting Ms. Fletcher. Mr. Lamb stated yes.

Attorney Struve asked Mr. Lamb if witnessed two bystanders assisting Ms. Fletcher when he came upstairs. He stated no, he was the first one on scene.

Attorney Struve stated asked Mr. Lamb if he and/or two bystanders had to remove Odin from Ms. Fletcher's leg. Mr. Lamb stated that he had easily secured Odin.

Attorney Struve again asked Mr. Lamb the same question as to which he gave the same answer.

Attorney Struve opened the floor to questions from the Committee.

Alderman Pollnow stated that it is important to remember that the dog is one component of the incident, but the owner is the other component. He stated that the lack of empathy from Mr. Lamb is concerning.

Alderman Pollnow asked Mr. Lamb if he showed any condolences to the six-year-old child that was bit by Odin. Mr. Lamb stated that he did followed up with the father of the six-year-old and felt awful that is happened.

Alderman Pollnow asked Mr. Lamb if he has attended any professional organization training classes with Odin between the first incident and the second incident. Mr. Lamb stated that he has and provided documentation.

Attorney Struve stated that for the record she noted a receipt dated August 12, 2023 showing one hour ten minutes of total training for \$157.50 and a 3-page handwritten list of recommendations from a person named Jody at Positive Directions Behavior Training along with 47 pages of training tips.

Alderman Hillstrom asked Attorney Struve if the receipt only refers to one training session. Attorney Struve stated that for the receipt dated August 12, 2023, which was after the first incident and before the dog at large and before the second incident there is only one training session.

Alderman Hillstrom stated that for the record there is no certificate of completing the training. Attorney Struve stated no.

Alderman Borchardt asked Mr. Lamb if the six-year-old that was bitten did anything to provoke the dog. Mr. Lamb stated he did not witness the first bite, but was told the child was riding a bike in the road.

Alderman Borchardt stated that, based on Mr. Lamb's statement he was not present when Ms. Fletcher was bitten and so he does not know if she provoked the dog. Mr. Lamb stated she admitted she kicked Odin.

Alderman Borchardt asked Mr. Lamb if it is normal practice for a postal worker to provoke dogs. Mr. Lamb stated he would imagine not.

Alderman Borchardt asked Mr. Lamb for clarification on whether Ms. Fletcher knew of Odin. Mr. Lamb stated that she was aware that Odin lived in the building.

Alderman Borchardt asked Mr. Lamb at anytime in the past did he witness Ms. Fletcher wanting to provoke Odin. Mr. Lamb stated no, she gave no indication of wanting to provoke Odin.

Alderman Weber asked Mr. Lamb if he does not deny that Odin bit the six-year-old or that he bit the postal carrier. Mr. Lamb stated no.

Alderman Hillstrom stated that the first incident Mr. Lamb referred to Odin as a guard dog and on the second incident to referred to Odin as service dog. Mr. Lamb stated that by definition of the ADA a dog that has been individually trained to do daily tasks to help with disability related barriers, is a service dog. Mr. Lamb stated by that definition, Odin is a service dog. Mr. Lamb stated that in the past he has referred to Odin as a watch dog.

Alderman Hillstrom asked for documentation that Odin is a service dog. Mr. Lamb stated that question is not allowed per Title II and III of the ADA laws.

Lt. Bone stated that in past discussions with Mr. Lamb, he stated that Odin was an emotional support animal and admitted that is different than a service dog. Mr. Lamb denied that he said that to Lt. Bone.

Attorney Struve stated the since there are no further questions or comments, the committee can deliberate the case.

Aldersperson Hillstrom stated that there was no need to deliberate.

Following Discussion: Motion/Second/Carried by Weber/Pollnow to uphold the dangerous animal designation for Odin. All voting aye.

Licenses

Approve the Class "B" Combination Transfer License for Cedar Bar & Grill, 1330 S. Commercial Street.

Following Discussion: Motion/Second/Carried by Pollnow/Borchardt to recommend the Common Council to approve the Class "B" Transfer License for Cedar Bar & Grill, 1330 S. Commercial Street, agents Ken Lulloff and David Halverson, contingent on closing date being established. All voting aye.

Approve Extension of Licenses Premises application for Sidewalk Café to Laylas Place, 218 W. Wisconsin Avenue, agent, Chris Paulson

City Clerk Nagel stated that agent, Chris Paulson is seeking approval of an Extension of Licenses Premises for a sidewalk café at 218 W. Wisconsin Avenue. She stated that the sidewalk café was approved by the Plan Commission previously.

Following Discussion: Motion/Second/Carried by Pollnow/Weber to recommend the Common Council approve the Extension of Licenses Premises application for Sidewalk Café to Laylas Place, 218 W. Wisconsin Avenue, agent, Chris Paulson. All voting aye.

Special Events

No Discussion

Info Only

Report

Report

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.

Alderson 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.

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.

Alderson 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.

Alderson 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.

Alderson 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.

Alderson 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. 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.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged and we are awaiting delivery of an electrical component for the pump controller. Staff has been discussing tree replacements with the contractor.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. Staff will prepare a punchlist and final quantities.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top coat of asphalt is scheduled for paving the week of May 6. That will complete the project.
- 4) Neenah Creek Bridge: A final estimate is being prepared.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Sanitary sewer and water main installation is complete on Cedar, Belmont Ct, and Belmont Av. Services are being installed on Cedar.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Sanitary sewer and water main is installed from Commercial to a point east of Oak. Work on both of those will continue toward Elm.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. Sanitary sewer installation on Quarry is complete. Water main is being installed on Quarry. The contractor has encountered poor soils during water main installation that is requiring additional trench excavation.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A pre-construction meeting was held on 4/18. Work is tentatively scheduled to start in mid-July.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Traffic control and preliminary work started the week of 4/15. Storm sewer installation is scheduled to start the week of 4/29. City staff will stake for the new curb during the week of May 6.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Baldwin sidewalk is scheduled to start the week of May 6.
- 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. A work has not been scheduled.

- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized. Staff is reviewing the final draft.
- 15) Contract 12-24 (Douglas Pond Storm Piping): Work is complete. A final pay request is being prepared.
- 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.
- 17) S. Commercial Real Estate: The consultant continues to make progress on the acquisitions needed for the S. Commercial Street reconstruction. We have ordered appraisals on nine parcels in order to maintain the timeline for acquisition. Each appraisal must then be reviewed by a certified reviewer. That costs an additional \$650. Based on prior Committee and Council action, any purchase agreements exceeding the \$500 threshold will need to be approved by Council.

Aldersperson Hillstrom informed Director Kaiser that the time of the north side of the clock tower is not correct. Director Kaiser stated that he will have staff look in it.

Announcements/Future Agenda Items

None

Adjournment

Motion/Second/Carried by Pollnow/Weber to adjourn at 7:23 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

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 Auism	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



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 K. NAGEL, WCMC

MEMORANDUM

DATE: June 21, 2023

TO: Mayor Lang, Members of Liquor License Review Subcommittee,
Members of Public Services & Safety Committee, Members of the
Common Council

FROM: Char Nagel, City Clerk

RE: Application for Regular "Class B" Combination Liquor License –
Cedar Neenah, LLC

The Clerk's Office received a Transferring License Business to Business, an Original Alcohol Beverage Retail License Application, and an Operations Plan for Cedar Neenah, LLC, d/b/a Cedar Bar & Grill at 1330 S. Commercial Street. The current "Class B" Combination Liquor License is issued to Gretchen Diegel and Kristin Zagrodnik, Partnership. The bar, Cedar Bar & Grill, is being sold. Part of the sale transaction is the transfer of the liquor license.

A background check has been successfully completed on Cedar Neenah, LLC, with no monies owed to the city. Background checks were also conducted on the two new owners, Ken Lulloff and David Halverson, with no issues reported. All transfer paperwork is in order. Approving the transfer to Cedar Neenah LLC, does not impact the liquor license quota. The new owners intend to keep the operations and site layout of the bar the same as it currently is.

Staff recommends approval of the transfer of regular "Class B" Combination Intoxicating Liquor and Fermented Malt Beverage License to Cedar Neenah LLC, d/b/a Cedar Bar & Grill at 1330 S. Commercial Street.



TRANSFERRING LICENSE BUSINESS TO BUSINESS FORM

I/We hereby transfer the following licenses to the City of Neenah:

Class B Combination Beer/Liquor/Wine License No. 23-10

Class _____ Beer/Liquor/Wine License No. _____

Other Amusement License No. 23-10
(Cigarette, Amusement, etc.)

Other _____ License No. _____
(Cigarette, Amusement, etc.)

Date licenses transferred _____, _____

License(s) are for the following establishment: (PLEASE PRINT)

Business Name: Cedar Bar & Grill

Doing business as: Cedar Bar & Grill

Business Address: 1330 S. Commercial St

City/State: Neenah WI 54956

Signatures: Gretchen H. Diegel
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Kristin S. Zagrodinik
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Print Name: Gretchen H. Diegel

Print Name: Kristin S. Zagrodinik

Print Name: _____

Notes: This form must be signed by all members of the Corp/LLC/Partnership/Individual prior to issuance of the new license.

We hereby accept the transfer the following licenses to the City of Neenah:

Class B Combination Beer/Liquor/Wine License No. 23-10
Class _____ Beer/Liquor/Wine License No. _____
Other Amusement License No. 23-10
(Cigarette, Amusement, etc.)
Other _____ License No. 23-10
(Cigarette, Amusement, etc.)

Date licenses transferred _____, 2024__

License(s) are for the following establishment: (PLEASE PRINT)

License(s) are for the following establishment: (PLEASE PRINT)

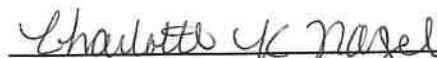
Business Name: Cedar Bar & Grill
Doing business as: Cedar Bar & Grill
Business Address: 1330 S. Commercial St
City/State: Neenah WI 54956

Signatures:  Print Name: Kenneth W. Lulloff
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
 Print Name: David J. Halverson
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company (if Any))

Notes: This form must be signed by all members of the Corp/LLC/Partnership/Individual prior to issuance of the new license.

The licenses listed above were surrendered to me on this 3rd day of May, 2024.


Charlotte Nagel, City Clerk

FOR CLERKS ONLY	
Municipality	
License Period	

Form
AT-106

Original Alcohol Beverage License Application

April 29, 2024

License(s) Requested

- ☐ Class "A" Beer \$
☒ Class "B" Beer \$
☐ "Class C" Wine \$
☐ Reserve "Class B" Liquor \$
- ☐ "Class A" Liquor \$
☒ "Class B" Liquor \$
☐ "Class A" Liquor (Cider Only) \$
☐ "Class B" (Wine Only) Winery \$

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) ~~XXXXXXXXXX~~ Cedar Neenah LLC		
2. Trade Name or DBA Cedar Bar and Grill		
3. Premises Address 1330 S. Commercial St Neenah WI 54956		
4. County Winnebago	5. Municipality Neenah	6. Aldermanic District
7. Mailing Address (if different from premises address) 1929 Henry St Neenah WI 54956		
8. FEIN 99-2298490	9. Wisconsin Seller's Permit Number 456-1031677970-02	
10. Premises Phone 920-729-1330	11. Premises Email [REDACTED]	
12. Entity Type (check one) ☐ Sole Proprietor ☒ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. General bar area, table seating, Basement and Back ~~Patio~~ Covered Patio		

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. ☐ Yes ☒ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Alcohol Beverage License Application-
Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

Cedar Neenah LLC

2. Trade Name or DBA

Cedar Bar and Grill

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization**Part B: Individual Information**

1. Name (Last, First, M.I.)

Kenneth W Lulloff

2. Relationship to Registered Entity (Title)

Member

3. Email

4. Phone

5. Home Address

1929 Henry Street

6. City

Neenah

7. State

WI

8. Zip Code

54956

9. Date of Birth

10. Drivers License/State ID Number

11. Drivers License/State ID State of Issuance

WI

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

1116 W Cecil Street

Previous City, State, Zip

Neenah WI 54956

Dates (MM/YYYY - MM/YYYY)

04/2020 - 04/2021

Previous Address 2

2825 Acorn Road

Previous City, State, Zip

Neenah WI 54956

Dates (MM/YYYY - MM/YYYY)

08/2001 - 04/2020

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

Piping Systems Inc

Employer's Address

719 Industrial Park Ave

Dates Employed (MM/YYYY - MM/YYYY)

11/2022 - Present

Employer's Name

KL Consulting LLC

Employer's Address

1929 Henry Street

Dates Employed (MM/YYYY - MM/YYYY)

08/2008 - Present

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No

2. How long have you continuously lived in Wisconsin prior to the date of application?

Years

36

Months

6

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

04/11/24

Form
AT-103Alcohol Beverage License Application
Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

Cedar Neenah LLC

2. Trade Name or DBA

Cedar Bar and Grill

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Name (Last, First, M.I.)

David J Halverson

2. Relationship to Registered Entity (Title)

Member

3. Email

4. Phone

5. Home Address

403 Pine Street

6. City

Neenah

7. State

WI

8. Zip Code

54956

9. Date of Birth

10. Drivers License/State ID Number

11. Drivers License/State ID State of Issuance

WI

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

1331 Maple Street

Previous City, State, Zip

Neenah WI 54956

Dates (MM/YYYY - MM/YYYY)

04/2019 - 04/2021

Previous Address 2

531 Van Street

Previous City, State, Zip

Neenah WI 54956

Dates (MM/YYYY - MM/YYYY)

04/2021 - 06/1997

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

LS Construction Services Inc.

Employer's Address

403 Pine Street

Dates Employed (MM/YYYY - MM/YYYY)

01/1993 - Present

Employer's Name

Employer's Address

Dates Employed (MM/YYYY - MM/YYYY)

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? ☐ Yes ☐ No
-----------------	--

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? ☐ Yes ☐ No
-----------------	--

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No

2. How long have you continuously lived in Wisconsin prior to the date of application?	Years 53	Months 6
--	-------------	-------------

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 04/11/24
---	------------------

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Neenah County of Winnebago

The undersigned duly authorized officer/member/manager of Cedar Neenah LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Cedar Bar and Grill
(Trade Name)

located at 1330 S. Commercial St

appoints Ken Lullhoff + Dave Halverson
(Name of Appointed Agent)

1929 Henry St
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 36 years

Place of residence last year _____

For: _____
(Name of Corporation / Organization / Limited Liability Company)

By: _____
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Ken Lullhoff, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 4-12-2024 Agent's age [Redacted]
(Signature of Agent) (Date)
1929 Henry Street Neenah WI 54956 Date of birth [Redacted]
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



Plan of Operation for Alcohol Beverage License Application

OFFICE OF THE CITY CLERK
211 Walnut Street • Neenah, WI 54956
(920) 886-6100

Your application will be returned for failure to fill out this form completely, correctly, and submit the required Detailed Floor Plan as outlined.

Business Name: Cedar Bar and Grill																													
Address of Premises: 1330 S. Commercial St		Business Telephone Number: 920-729-1330																											
Business Mailing Address – if different from address of premises : 1929 Henry Street																													
Business Internet/E-mail Address: Ken Lullhoff@gmail.com		Business Fax Number: —																											
Owner's Name: Ken Lullhoff		Owner's Phone Number: 920-277-8201																											
Owner's Address include city, state, zip code: 1929 Henry St. Neenah WI 54956																													
Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business: ☒ Yes ☐ No If no, list name and address of person who will:																													
Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.																													
Does anyone else have money invested or any other interest in this business? ☒ Yes ☐ No If yes, explain: Business Partner 50/50																													
What types of business do you or will you conduct at this location? (Check all that apply): (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td>☐ Full Service Restaurant</td> <td>☐ Café/Coffee Shop</td> <td>☐ Bed & Breakfast</td> </tr> <tr> <td>☐ Grocery Store</td> <td>☐ Convenience Market</td> <td>☐ Hotel</td> </tr> <tr> <td>☐ Liquor Store</td> <td>☐ Indoor Golf Facility</td> <td>☐ Private Sports Club</td> </tr> <tr> <td>☐ Theater</td> <td>☐ Wine Tasting Room</td> <td>☐ Veterans Club</td> </tr> <tr> <td>☐ Brew Pub</td> <td>☐ Tavern</td> <td>☐ Fraternal Club</td> </tr> <tr> <td>☐ Volleyball Court (Permanent Extension of Premises required)</td> <td>☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td>☐ Video Game Center-6 or more games</td> </tr> <tr> <td>☒ Bar & Grill</td> <td>☐ Night club</td> <td>☐ Bowling Center</td> </tr> <tr> <td>☐ Comedy Club</td> <td>☐ Recreational Paint Studio</td> <td></td> </tr> <tr> <td>☐ Billiard Center</td> <td></td> <td></td> </tr> </table>			☐ Full Service Restaurant	☐ Café/Coffee Shop	☐ Bed & Breakfast	☐ Grocery Store	☐ Convenience Market	☐ Hotel	☐ Liquor Store	☐ Indoor Golf Facility	☐ Private Sports Club	☐ Theater	☐ Wine Tasting Room	☐ Veterans Club	☐ Brew Pub	☐ Tavern	☐ Fraternal Club	☐ Volleyball Court (Permanent Extension of Premises required)	☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)	☐ Video Game Center-6 or more games	☒ Bar & Grill	☐ Night club	☐ Bowling Center	☐ Comedy Club	☐ Recreational Paint Studio		☐ Billiard Center		
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☒ Bar & Grill	☐ Night club	☐ Bowling Center																											
☐ Comedy Club	☐ Recreational Paint Studio																												
☐ Billiard Center																													
Briefly detail the type of business you plan to operate, if granted a license: Bar and Grill Services																													
What other types of licenses or permits will you or do you hold at this location? : <table style="width: 100%; border: none;"> <tr> <td>☐ Tavern Entertainment</td> <td>☐ Cigarette</td> <td>☒ Amusement Devices</td> </tr> <tr> <td>☐ Dance Hall</td> <td>☒ Food (though Health Dept.)</td> <td>☐ Other(s)</td> </tr> </table>			☐ Tavern Entertainment	☐ Cigarette	☒ Amusement Devices	☐ Dance Hall	☒ Food (though Health Dept.)	☐ Other(s)																					
☐ Tavern Entertainment	☐ Cigarette	☒ Amusement Devices																											
☐ Dance Hall	☒ Food (though Health Dept.)	☐ Other(s)																											

If applying for a Class B or C license, what type of food service will you have? (check all that apply):

☐ None	☐ Prepackaged Foods	☐ Snacks
☒ Appetizers	☐ Catered Events	☒ Full Meals

What percentage of your total sales will be from the sales of alcohol beverages? 50 %

Is there at least 300 feet between the building and any church, school or hospital? ☒ Yes ☐ No

How many alcohol serving premises are within a 4 block radius of your business? 5

Do you have any future plans for other businesses, licenses or permits at this location? ☐ Yes ☒ No
If yes, explain:

Is this premise under construction? ☐ Yes ☒ No If yes, list estimated completion date:

Is this a franchise? ☐ Yes ☒ No

What was the previous name & nature of the business operating at this location, if applicable?

Is this premises currently or ever been licensed? ☒ Yes ☐ No If yes, list type of license:

Is the current licensee operating? ☒ Yes ☐ No If no, list date closed:

If alcohol sales are a new use in this building, please contact the Neenah Police Department at (920) 886-6000 to meet with Chief of Police to review regulations/ordinances.

What is the zoning classification for this premise?

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY		
Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	<u>1 PM</u>	<u>11 PM</u>
Monday	<u>11 AM</u>	<u>11 PM</u>
Tuesday	<u>11 AM</u>	<u>11 PM</u>
Wednesday	<u>11 AM</u>	<u>11 PM</u>
Thursday	<u>11 AM</u>	<u>11 PM</u>
Friday	<u>11 AM</u>	<u>12 AM</u>
Saturday	<u>11 AM</u>	<u>12 AM</u>

PROHIBITED HOURS OF OPERATION:
Class A: 9:00 PM to 8:00 AM; Class B/C: Monday thru Friday 2:00 AM - 6:00 AM;
Class B/C: Saturday thru Sunday 2:30 AM - 6:00 AM

Legal Capacity/Occupancy of Premises: Inside _____ Outside _____ (does not include Class A) Call (920) 886-6130 if you have questions.	Number of Parking Spaces on the premises, not including street parking: _____
--	--

LITTER/GARBAGE:
What are your plans to keep the grounds clean (check all that apply):
☒ Sweep ☒ Pressure Wash ☒ Pick Up Litter ☒ Hired Maintenance ☐ Garbage Cans Outside
 Other: _____

Who is responsible to keep the grounds clean? Licensee ☒ Building Owner ☐ Employees
 Hired Maintenance Other: _____

NOISE: How will issues be addressed? (check all the apply): Security ☒ Manager approaches customer(s) Call police Signs posted Other: _____

DETAILED FLOOR PLAN

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Even if the premises has been previously licensed and a floor plan submitted, a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 1/2 x 11 inch sized paper. Plans do not need to be architectural drawings and need not be to scale. Handwritten plans are acceptable.
- A separate sheet of paper should be filed for each floor where alcohol will be stored, displayed, sold, given away and/or consumed.

The floor plan must include all of the following items:

1. Dimensions and total square feet of the premises (length x width = square feet)
2. Label all entrances and exits
3. Label and provide dimensions (length & width) of all alcohol storage areas (coolers, stock room, basement, etc.)
4. Label and provide dimensions (length x width) of all alcohol display areas (behind the bar, shelves, etc)
5. Class B & C Applicants only: Label and provide dimensions (length x width) of all outdoor areas used for the sale or service of alcohol beverages (for example, patios, beer gardens, sidewalk cafes)
6. Class B & C Applicants only: Label all seating areas, bars, and food preparation areas (kitchen)
7. Label and provide dimensions (length x width) for the first floor showing the relation of all parking areas on the premises to the building, not including street parking.
8. On each page mark the following: North ↑, Date, Business name & address

ALL NEW & TRANSFER APPLICANTS:

Submit Proof of Ownership, Lease or Offer to Purchase the Building with this application.

A Lease or Offer to Purchase must:

1. Be in the same legal entity names as those applying for the license
2. Reflect the same address as the premises address on this application
3. Reflect current dates and
4. Be signed by the lessor/seller and lessee/buyer

Lease or Offer to Purchase may be contingent upon the license being granted.

Do you own or lease the building? Check one: ☒ Own ☐ Lease

Who owns the fixtures (i.e. Coolers, etc.)? Owners

Subscribed and sworn to before me
this 1st day of May, 2024

[Signature]
Notary Public, State of Wisconsin

My Commission expires: 10/22/27

Notary Seal must be affixed

[Signature]
Signature of Individual/Partner/Officer

[Signature]
Signature of Partner/Officer

Warning: Penalty provided for submitting false statements and affidavits with this application.

**Your application will be returned for failure to fill out this form
completely and correctly, and submit a detailed floor plan as indicated.**

Table

Table

Table

Cedar Bar + Grill (1st level)
S. Commercial St
1330 N. Main
2000 sq ft
40x50 ft
4-29-2024

Front Doors

Table

Table

Table

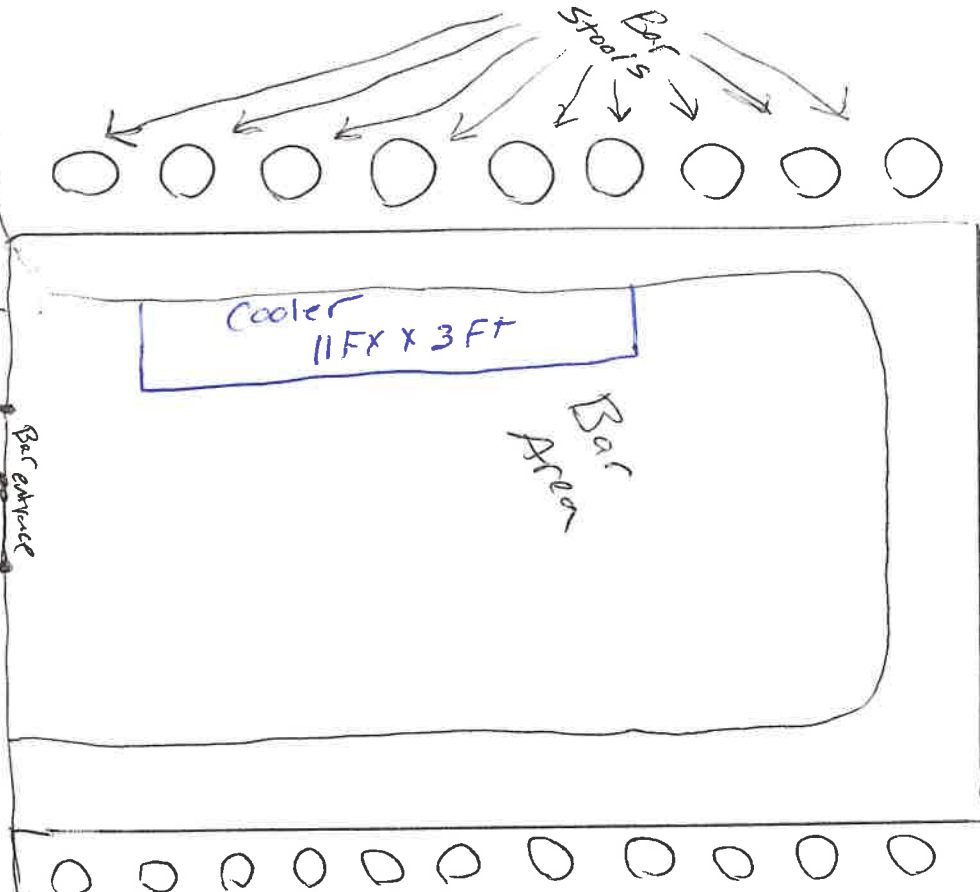
Table

Table

Table

Table

N
↓



Sink + Freezers

Sink + Freezers

Food Prep area

Kitchen Area

6 FT
6 FT
Flat top + Grill

Employee Entrance

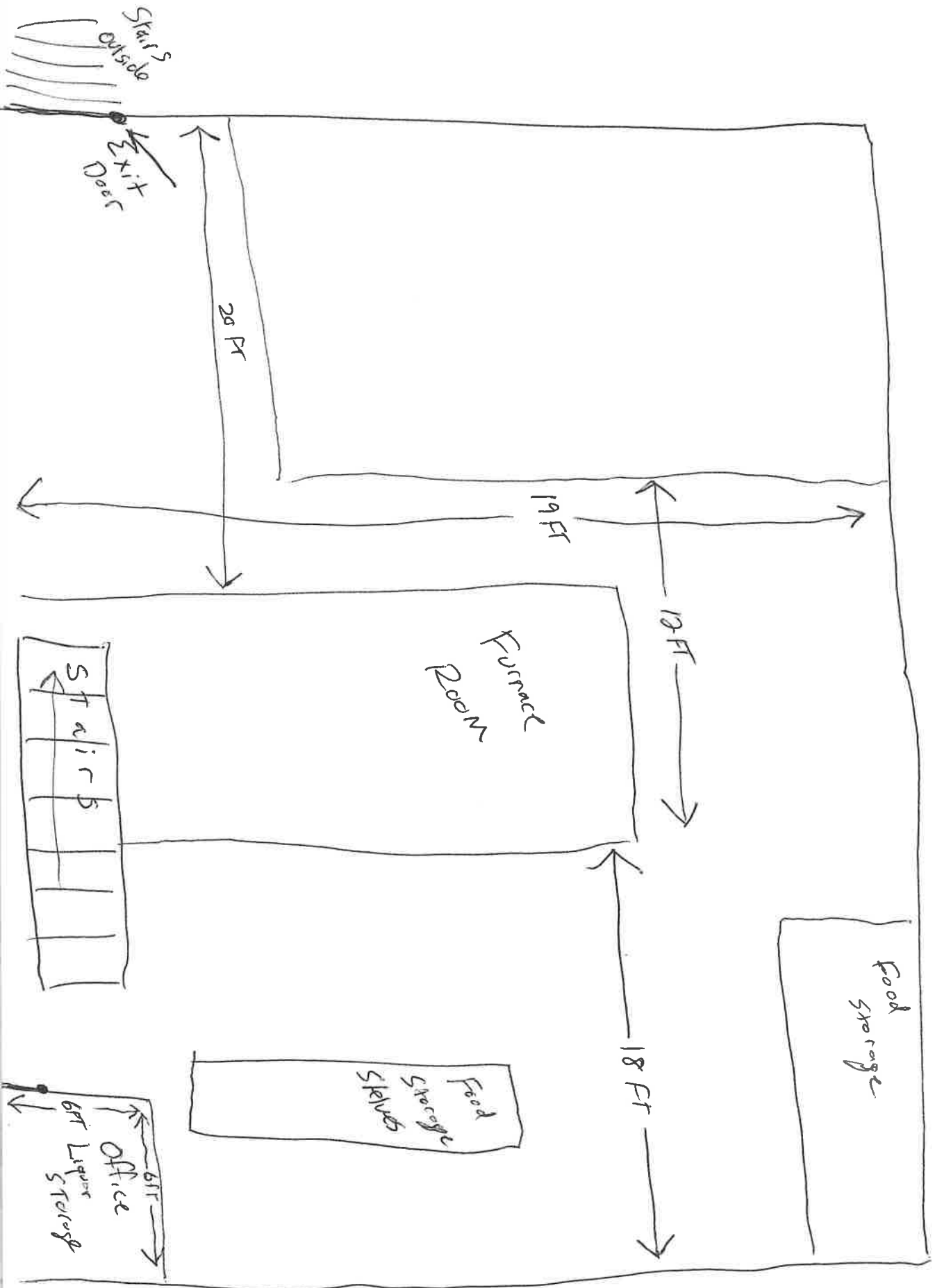
DOWN stairs

Back Door

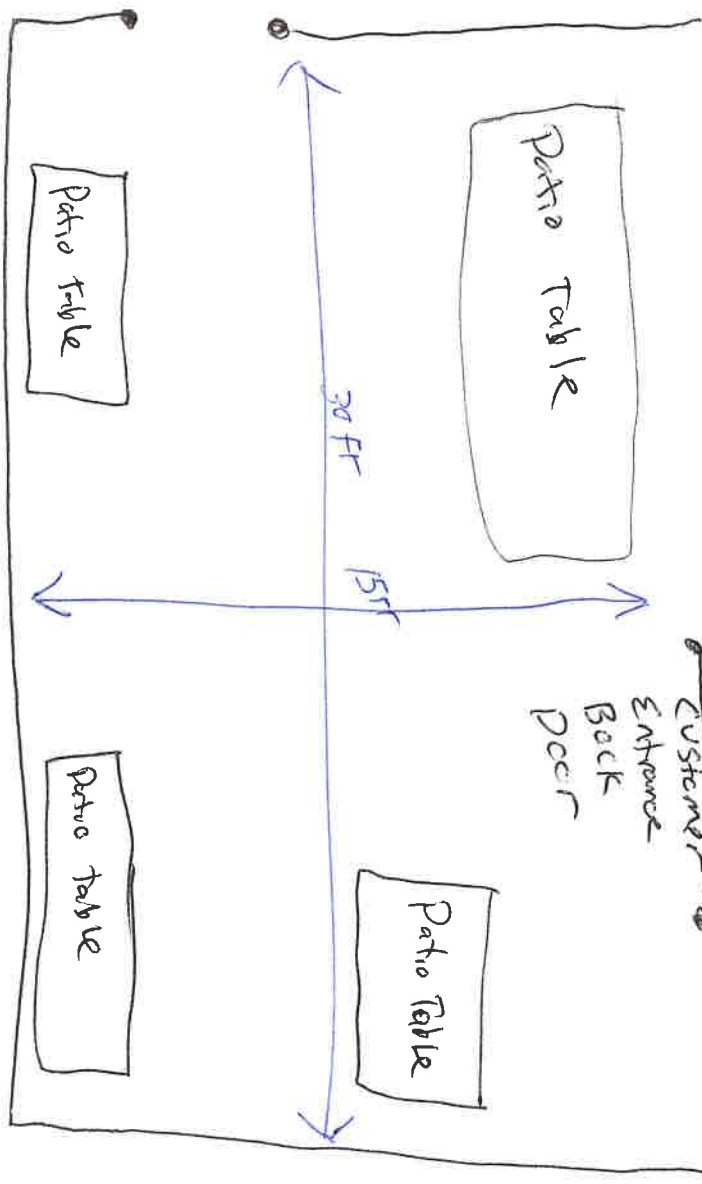
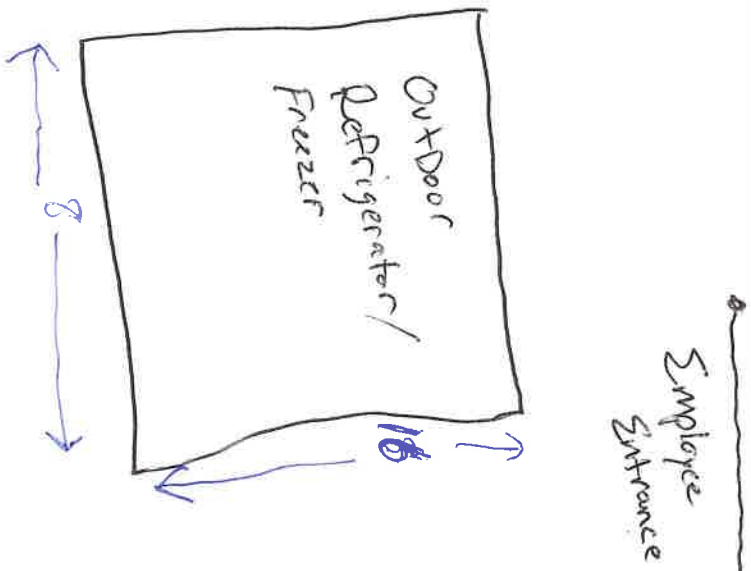
Women's Bathroom

Men's Bathroom

Basement
Cedar Bar + Gr. II 1330 S. Commercial St
4-29-2024



2
→



Outside Patio + Cooler
 Cedar Bar + Grill 1830 S. Commercial St
 4-29-2024

2
 →

Cedar Bar and Grill 1330 S. Commercial ST
4-29-2024

Commercial Street

sidewalk

customer entrance

Cedar Bar and Grill

employee entrance

customer entrance

Cashier

Patio

Parking

ackling

N
→

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, May 13, 2024 at 7:00 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order by Chairman Erickson at 7:00 pm.

Present: Chairman Erickson; Aldermen, Boyette and Borchardt, Mayor Lang, Director of Finance Rasmussen, Director of Human Resources Fairchild, and Clerk Nagel.

Absent/Excused: Aldermen Steiner and Ellis.

Also Present: Aldermen Lendrum and Pollnow, and Community Development Director Haese.

1. **Public Appearances:** None.
2. **Minutes:** Motion/Second/Carried Borchardt/Boyette to approve the minutes from the May 6 2024, Regular meeting as written. All voting aye.
3. **Approve Interim City Attorney agreement. (Mayor Lang) (Attachment)**

Motion/Second/Carried Borchardt/Boyette to recommend Council approve the hiring of Attorney James Walsh as Interim City Attorney for 8 hours/week at \$125/hour as outlined in the contract with a review after 45 days to assess workload needs are being met, with funding coming from the general fund, all voting aye.

Discussion: Mayor Lang reviewed her memo of May 13, 2024, with the committee highlighting that guidance was given by both Attorney Struve of the City of Menasha and Attorney Macy of Von Briesen on how to proceed with an Interim City Attorney. The City Attorney's role is two pronged: prosecution and daily activities such as review of contracts, agreements, ordinances, Council meetings etc. Attorney Struve is willing to provide the prosecution piece at no cost to the city under the current informal agreement. Although there is an informal agreement in place, Attorney Struve would like a more formal agreement between the two cities. A more formal agreement can be accomplished with an ordinance amendment allowing the attorney to decide how much assistance would be feasible to help the neighboring community. In essence it would be at the attorney's discretion.

Attorney Struve recommended that the city contact Attorney James Walsh, recently retired City of Appleton Attorney. Attorney Walsh was Appleton's City Attorney for thirty years. Attorney Walsh is willing to help the city by serving as the Interim City Attorney. Attorney Walsh would be responsible for the daily attorney tasks and would hold regularly scheduled office hours to be available to staff. The regularly scheduled office hours would be 8 hours/week at \$125/hour to be held Tuesdays and Thursdays from 9am to 1pm. Attorney Walsh would also have a city email address, no phone. Attorney Walsh would begin as Interim City Attorney on May 15th.

Funding for the Interim City Attorney was discussed. Director Rasmussen recommends forgoing the budgeted 2024 transfer from the General Fund to the Liability Insurance Claims Fund as a funding source for the Interim City Attorney. The Liability Insurance Claims Fund transfer would be reappropriated to the Outside Legal Services in the General Fund to cover to finance the Interim City Attorney.

There was discussion on if eight hours would be enough time to compensate for a regularly scheduled full-time employee. It was determined that a review would be done after 45-days to see that the workload needs are being met. If not, adjustments could be made to the number of office

REPORT

hours Attorney Walsh is providing. There will be a heavy reliance on the Paralegal to fill in the gaps and in scheduling Attorney Walsh's time.

4. **Adjournment**

Motion/Second/Carried Borchardt/Boyette to adjourn the meeting 7:16 pm. All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in dark ink and is positioned above the printed name.

Charlotte Nagel
City Clerk



M E M O R A N D U M

DATE: May 13, 2024
TO: Chairman Erickson and the Finance and Personnel Committee
FROM: Mayor Jane Lang
RE: Interim City Attorney

Following the need to place Attorney David Rashid on administrative leave on May 1, 2024, a committee including Vicky Rasmussen, Amy Fairchild, Aaron Olson, Chris Haese, Char Nagel, and Becky DeWitt was established to research and assess the immediate and long-term needs of the city as we move through this issue.

Working initially with Atty. Jim Macy from Von Briesen for guidance on the issue, we then reached out to City Attorney Meggie Struve to establish what she could immediately address for us (i.e. city council, court, etc.). We had input from Jim Macy that Attorney Steven Sorenson of Von Briesen would be able to talk about what services he could provide as well.

We conducted a lengthy interview with Atty. Struve with the committee on May 3rd. We conducted a similar interview with Atty. Steven Sorenson on Monday, May 6th. Upon the recommendation of Att. Struve, we conducted a third lengthy interview with Attorney Jim Walsh, retired City of Appleton attorney, on Tuesday, May 7th.

Atty. Struve did extensive research for the City of Neenah by contacting the State Bar's Ethics Hotline, the League of Municipalities, and additional colleagues regarding creating a more formalized agreement between the cities of Neenah and Menasha to create something more than the current informal agreement which currently exists. This allows for legal assistance to be provided to aid our surrounding communities on an as needed basis.

Our recommendation after extensive conversations with all four of these attorneys has led us to the conclusion that we would like to enter into a more formalized agreement with the City of Menasha to assist us with our current and longer-term prosecutorial needs. More information on that agreement will be presented as we work towards its creation with plans for it to be presented to the Finance and Personnel Committee at a special June 5 meeting ahead of the Council meeting on that night.

Additionally, we recommend hiring Atty. Jim Walsh as an interim city attorney to provide office hours two days a week (half days for a total of 8 hours per week) to cover our routine needs such as contracts, development agreements, code enforcement issues, pending land sales, and additional duties. Atty. Walsh would also provide coverage at City Council meetings. This contractual agreement with Atty. Walsh would begin on May 15th.

CITY OF NEENAH
Office of the Mayor

May 10, 2024 – Page 2

We are grateful for the extraordinary assistance that has been provided to us by the City of Menasha Atty. Meggie Struve as well as Atty. Jim Macy and Steven Sorenson at Von Briesen. We look forward to entering into the aforementioned agreement with Atty. Jim Walsh and we appreciate the support of our city council in the process.

(Appropriate action at this time is to recommend to Council the hiring of James Walsh as an interim city attorney for 8 hours/week at \$125/hour as outlined in the contract also included)

*The agreement with the City of Menasha for services provided by their city attorney will be addressed at the next Finance and Personnel Committee meeting following the legal work required to create that agreement.



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

From: Vicky K. Rasmussen
Sent: Thursday, May 9, 2024 2:41 PM
To: Jane B. Lang <JLang@neenahwi.gov>
Subject: Recommendation for Funding Outside Legal Services

Jane,

I recommend that we forgo the budgeted 2024 transfer from the General Fund to the Liability Insurance Fund for Liability Insurance Claims. We could reappropriate these funds to DOLAS outside legal services. The Liability Insurance fund balance ending 12/31/23 is approximately \$151,925. The page shown below can be found on page 370 of the 2024 Adopted Budget book.

The \$70,000 would cover the expenses for an Interim attorney (as illustrated below); plus, any other legal expenses we would need to cover in Dave's absence.

Interim Attorney

6 months: \$125/hour x 8 hours a week for 26 weeks = \$26,000
12 months: : \$125/hour x 8 hours a week for 52 weeks = \$52,000

**CITY OF NEENAH
2024 ADOPTED OPERATING BUDGET
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Liability Insurance Fund
Program: Internal Service/Trust/Agency Funds	Submitted by:
	Vicky K. Rasmussen

Liability Insurance Fund
2024 Adopted Budget

The City of Neenah Liability Insurance Fund accounts for all revenues and expenditures associated with liability claims of the City. The Fund is funded by unspent dollars budgeted for liability claims in the City's General Fund. Expenses in the fund include the cost of liability claims and transfers to the General Fund to pay for costs associated with limiting the City's liability risk. The fund also accounts for debt related activity associated with the City's investment in the Cities and Villages Mutual Insurance Company.



Due to recent increases in the claims funded by the City's self insured retention, the City's General Fund raised the budget for liability claims by \$10,000 to \$60,000 starting in 2014, with another increase to \$70,000 starting in 2016. These funds are then transferred to this fund to cover costs associated with claims incurred.

	2022 Actual	2023 Budget	2023 Estimate	2024 Proposed	2024 Adopted
Fund Balance (Current Assets less Current Liabilities), Jan. 1	\$199,886	\$151,925	\$151,925	\$151,925	\$151,925
REVENUES					
Transfers from General Fund for Liability Insurance Claims	70,000	70,000	70,000	70,000	70,000
Total Revenue	70,000	70,000	70,000	70,000	70,000
EXPENDITURES					
Liability Claims	117,961	70,000	70,000	70,000	70,000
Total Expenditures	117,961	70,000	70,000	70,000	70,000
Excess Revenues Over (Under) Expenditures	(47,961)	0	0	0	0
Fund Balance, December 31	\$151,925	\$151,925	\$151,925	\$151,925	\$151,925

Thank you,

Vicky Rasmussen, CPA

Director of Finance
City of Neenah
244 Walnut Street

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, May 6, 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 5:30 pm.

Present: Chairman Erickson; Vice-Chair Boyette, Aldermen Borchardt, and Ellis appearing in person, Alderman Steiner appeared by phone; Mayor Lang, Finance Director Rasmussen, and Clerk Nagel.

Absent/Excused: None.

Also Present: Aldermen Pollnow, Police Chief Olson, Human Resource Director Fairchild, Community Development Director Haese, Paralegal DeWitt, and Neenah News Report Bethanie Gengler.

Chairman Erickson made an announcement that Roberts Rules of Order, the governing meeting doctrine of the City of Neenah, will be followed to the best of the Chair's ability. Which means members of the committee will be the only ones allowed to speak once public appearance section of the meeting is complete, the Chair will call upon members to speak in an orderly manner, committee members will be limited to speaking only twice on a item, the Chair will restate the motion to be clear on what the motion being acted on is, and only members of the committee those pertinent to the closed session will be able to attend the closed session.

1. **Public Appearances:** None.
2. **Minutes: Motion/Second/Carried Ellis/Boyette to approve the minutes from the April 22, 2024, Regular meeting as written.** All voting aye.
3. **Fiscal Matters: March 2024 Vouchers (Attachments) (Rasmussen)**
Motion/Second/Carried Ellis/Boyette to accept and place on file the March 2024 Vouchers.
4. **Discussion and Possible Action on City Legal Services (Information Distributed at Meeting) (Mayor Lang)**

Discussion: Mayor Lang advised there is no information to distribute at this time. This is a very complicated process to navigate. Mayor Lang created a team to determine what the immediate legal needs are and how to approach finding legal services.

The team first met with Attorney Struve of the City of Menasha who gave guidance on the how to approach an interim city attorney. Attorney Struve can assist with some of the immediate legal needs under an informal agreement between the cities. However, Attorney Struve gave direction to find one attorney that could provide all legal services.

The team next met an attorney from a local firm who advised more of an 'a la carte' approach to legal services because of the price tag involved. This attorney would not do prosecution because it would not be cost effective for the city. However, gave leadership advise that Mayor Lang has the authority to govern until an agreement could be ratified by Council.

The third attorney interviewed by the team was a local retired municipal attorney. This attorney would come to the city on a part-time basis with regular office hours a couple of days a week to handle the day-to-day routine legal responsibilities.

Info. Only

Info. Only

Although this item is for discussion only, it is hopeful to have some type of an agreement by the end of the week. Since this is an unforeseen, unbudgeted situation, there was discussion on funding the agreement.

5. Ordinance 2024-07 Amend Section 3-14 Dog and Cat License (Attachments) (Nagel)

Motion/Second/Carried Borchardt/Boyette to recommend Council approve Ordinance 2024-07 Amend Section 3-14 Dog and Cat License with the changes as discussed. All voting aye.

Discussion: There was discussion on a change brought forth by Alderman Boyette. Alderman Boyette advised that she had legislative legal counsel review the proposed ordinance amendment written by Attorney Rashid. The legislative legal counsel suggested the ordinance amendment should end after, "... upon an annual application for a dog license." Therefore, the definition of a service animal that followed this sentence was stricken.

The second change was request by Chairman Erickson to add the word "Fee" to paragraph (d)(3) for clarification purposes. The clarification is that service animals must still meet the remaining criteria to be licensed, (i.e. vaccinations must be up to date, etc.) but the dog license itself has no monetary cost. Thus, paragraph (d)(3) is entitled, "Fee exemption dogs that are service animals."

6. Adjournment

Motion/Second/Carried Boyette/Ellis to adjourn the meeting at 5:59 pm. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk



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 K. NAGEL, WCMC

MEMORANDUM

DATE: May 6, 2024

TO: Mayor Lang, Members of Finance and Personnel Committee, Members of the Common Council

FROM: Char Nagel, City Clerk

RE: Ordinance 2024-07 Dog and Cat Licenses

Alderman Boyette introduced Council Directive 2023-03 to amend the pet licensing ordinance to allow for service animal exemptions by adopting the American Disability Act's definition of service animals. At that time, Attorney Rashid advised the ordinance Section 3-14 contained the same language as state law and could not be more restrictive than the statute.

Since the introduction of Council Directive 2023-03, state law has adopted a broader definition of service animals in the exemption from paying the licensing fees. Ordinance 2024-07 amends the city ordinance Section 3-14 to include the updated service animal definition and licensing fee exemption.

It should be noted this amendment does not exempt service animals from the licensing requirement; the amendment simply exempts the payment requirement for the license, which is the city's current policy and practice.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: by Council Directive 2023-03
Re: An Ordinance to Amend Section 3-14 Dog and
Cat Licenses.

ORDINANCE NO. 2024-07
Introduced: May 6, 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, Section 3-14 Dog and Cat Licenses is hereby amended to now read as follows:

Sec. 3-14. Dog and cat licenses.

(a) *Generally.*

- (1) Every person residing in the City who owns, harbors or keeps a dog or cat which is more than five months of age on January 1 of any year shall annually, at the time and in the manner prescribed by law, obtain a license therefor.
- (2) When a cat or dog becomes five months old, the owner shall obtain a license within 30 days.

(b) *License fees.*

- (1) Such owner of a dog or cat shall pay to the Director of Finance prior to April 1 of each year a license fee in the amount established by resolution. If the dog or cat becomes five months of age after July 1 of the licensed year, the license shall be one-half of the regular fees.
- (2) If the license fee is not timely paid, an additional fee in the amount established by resolution shall be assessed and collected.
- (3) Duplicate licenses may be purchased for \$1.00.

(c) *Issuance of license.* Upon exhibiting a currently valid rabies vaccination certificate and payment to the Director of Finance of the required fee, the Director of Finance shall issue a license to keep such dog or cat and tag for each such dog or cat so licensed. The tag shall be placed upon the collar of each dog or cat, and such tag and collar shall be attached to the animal when off the owner's premises.

(d) *Exemptions.*

- (1) *Veterinarians, etc.* Hospitals, clinics and other premises operated by licensed veterinarians exclusively for the care and treatment of animals are exempt from the provisions of this section except where such duties are expressly stated.
- (2) *Nonresidents.* The licensing requirements of this section shall not apply to any dog or cat belonging to a nonresident of the City and kept within the City for not longer than 30 days, provided any such dog or cat shall at all times while within the City be kept under restraint.
- (3) ***Fee*** *Exemption of Dogs that are service animals. Every dog that is a service animal, as defined in Wisconsin State Statute §106.52(1)(fm), is exempt from the dog license fee of subsection (b)(1) hereof, upon an annual application for a dog license. ~~Service animal means a guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.~~*

(Ord. No. 2017-05A, § 1, 3-15-2017; State law reference: Wis. Stats. §174.055)

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



MEMORANDUM

DATE: May 7, 2024
TO: Mayor Lang, Plan Commission
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Site Plan for Sidewalk Café, Layla's Place, 218 W. Wisconsin Avenue

Background

The Community Development Department has received a request from Chris Paulson (Generation Paulson, Inc.) for Site Plan Approval to allow for a Sidewalk Cafe to serve Layla's Place patrons along Wisconsin Avenue. The subject site is located 218 W. Wisconsin Avenue.

Consideration

The owners propose a sidewalk café along W. Wisconsin Avenue which includes three tables. The width of the building is approximately 24 feet. All sidewalk café furniture must remain within the 24-foot wide area. The sidewalk width in the proposed seating location is approximately 15 feet and will allow over 6 feet of sidewalk width for safe pedestrian passage, exceeding the minimums set by ordinance. The furniture, as proposed, will not block any pedestrian access. The proposed sidewalk café meets all locational requirements as set forth in the ordinance and must adhere to all other requirements of the City's Sidewalk Cafe Ordinance (i.e., maintenance, advertising, signage, insurance).

Standards	Yes	No
Is the property located in the C2 Zoning District?	X	
Will a minimum of 6 feet of sidewalk remain for safe passage of pedestrians?	X	
Is the sidewalk café furniture located within the limits of the property?	X	
Will any changes in direction of pedestrian travel along the sidewalk exceed an angle of 30°?		X
Is the sidewalk café furniture located within 10 feet of any		X

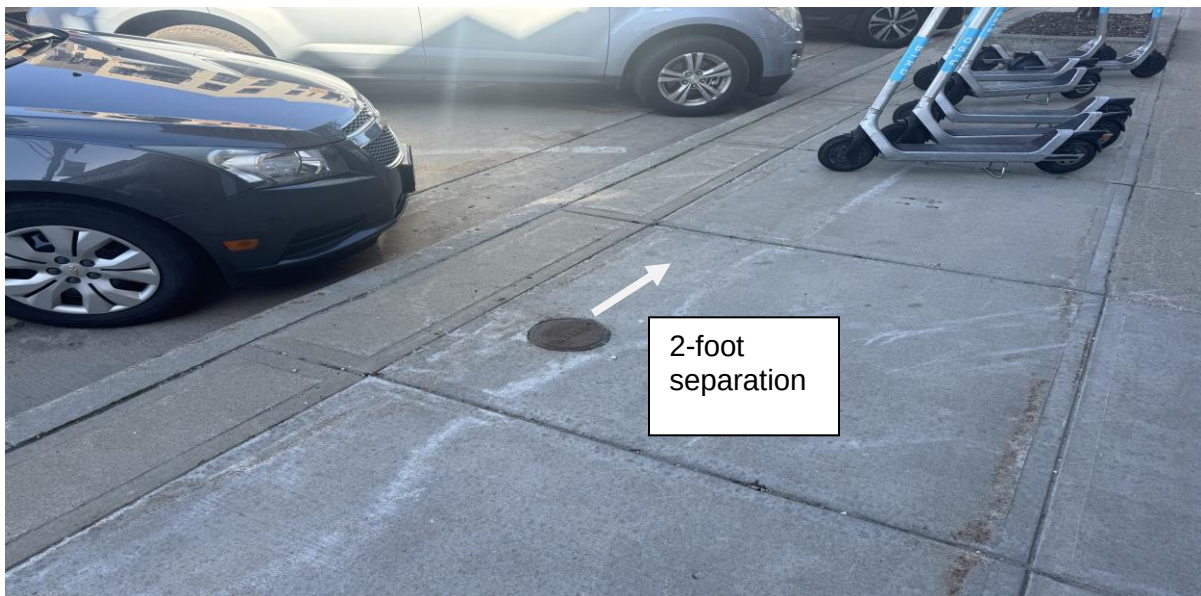
May 7, 2024 – Page 2

marked/unmarked crosswalk or access ramp?		
Is the sidewalk café furniture located within 5 feet of any fire hydrant?		X
Is the sidewalk café furniture located within 10 feet of any driveway?		X
Is the sidewalk café furniture located within 5 feet ahead of or 15 feet to the rear of any sign marking a designated bus stop?		X
Is the sidewalk café located on or within 2 feet of any water valve, manhole, or other similar structure?	X	
Is the sidewalk café furniture located at any location closer to the center of the street than a location at the widest point of the street?		X
Has liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy been submitted?	X	

The role of the Plan Commission is to review the requirements of the Outdoor Service/beer garden ordinance (Sec. 4-106). In addition, the applicant is requesting the outdoor extension of their liquor license to serve alcohol within these areas. This request is also reviewed by the Public Services and Safety Commission and Common Council.

Recommendation

Appropriate action at this time is to approve the Site Plan for the Sidewalk Generation Paulson, Inc., 218 W. Wisconsin Avenue subject to the conditions of the site plan review letter.





City of Neenah Community Development
211 Walnut Street
Neenah WI 54956
Ph 920.886.6130

May 01, 2024

CHRIS PAULSON
GENERATION PAULSON, INC.
W5793 ROYAL TROON ROAD
MENASHA, WI 54952

**RE: Site Plan (Sidewalk Cafe) - 218 W Wisconsin Avenue - Laylas Place Site Plan - Minor Review () Status
Approved**

Dear CHRIS PAULSON:

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. Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sidewalk café furniture and no advertising shall be permitted on sidewalk café furniture.
 2. Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.
 3. Advertising on sidewalk café furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed two inches in height by eight inches in width (three inches in height by eight inches in width on umbrellas), with a limit of one per piece of sidewalk café furniture; incidental logos that are affixed by the manufacturer and do not advertise the permittee's business.
 4. Sidewalk café furniture must be kept in a state of good repair and condition and free from the following conditions: rust, chipped or peeling paint or finishes, delaminating or peeling materials, missing hardware, rotting materials, poor craftsmanship or construction that would cause the item to be structurally unsound and thereby pose a health or safety hazard, or any other condition that the Department of Community Development deems to be contrary to the purposes of promoting visually appealing and structurally sound sidewalk furniture.
 5. Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises, or left unattended.
 6. Service in the sidewalk cafés shall be limited to persons seated at tables or at a bar. Appropriate signage must be affixed to each table notifying customers that alcoholic beverages may only be in possession while seated within the approved sidewalk café.
 7. Maintain a minimum 2-foot separation from the water valve cover on the sidewalk.
-

CITY OF NEENAH
Application for a Sidewalk Café

☒ New Application -OR- ☐ Change of Ownership (waive site plan review)

☐ Individual ☐ Partnership ☒ Corporation ☐ Limited Liability Company

Name: Generation Paulson, Inc.
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members:

CHRIS Paulson W5793 Roylston Ave Menasha, WI 54952

Address of premise for which the sidewalk café permit is being applied for: 218 W. Wisconsin Ave Neenah, WI 54956

Trade Name: Layler Place

Business Phone: 1-920-215-3575 Cell 920-475-2122

- Is the premise for which the sidewalk café permit is being sought located in C-2 Central Business zoning districts as that term is defined in Chapter 26. ☒ Yes ☐ No (If no, the premise does not qualify for an outdoor dining area)

- Is the proposed sidewalk café located in an area where a minimum of six (6) feet of sidewalk width will remain for safe passage of pedestrians and will not change the direction of travel along the sidewalk more than 30 degrees? ☒ Yes ☐ No
(If no, the premise does not qualify for an outdoor dining area)

- Is the sidewalk café furniture located in such a manner so as to block access for the pedestrians or in a manner that the street furniture would constitute a tripping hazard or other hazard to pedestrians. ☒ Yes ☐ No
(If no, the premise does not qualify for an outdoor extension)

- If the outdoor premise is located in the front yard of licensed premise, has the height barrier been approved by the City of Neenah Community Development Department? ☒ Yes ☐ No
(If no, the premise does not qualify for an outdoor extension)

- Is the applicant a "Class B", Class "B" and/or "Class C" License holder? ☒ Yes ☐ No
(If yes, an Application for Outdoor Extension of Retail "Class B", Class "B" and/or "Class C" License must be filed concurrently with this application. Approval of this application and the application for Outdoor Extension are contingent upon one another)

- Has a Certificate of Insurance been placed on file? ☒ Yes ☐ No
Does this Certificate satisfy the required liability limits? ☒ Yes ☐ No
Does the Certificate list the City of Neenah as an unrestricted additional insured? ☒ Yes ☐ No
(If no to any of the above, the premise does not qualify for an outdoor extension)

Service in the sidewalk café shall be limited to persons seated at tables. Appropriate signage must be affixed to each table notifying customers that alcoholic beverages may only be in possession while seated within the approved sidewalk café.

Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure customers are of the legal drinking age and that alcohol beverages are not being removed from the premise or left unattended.

Outdoor Area Uses: The outdoor premises shall only be used for serving food and alcohol and no part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball. Service in the outdoor premises shall be limited to persons seated at tables. Number of Tables: 3

Sidewalk Cafe Furniture: Sidewalk cafe furniture must be kept in a state of good repair and condition and free from the following conditions: rust, chipped or peeling paint or finishes, delaminating or peeling materials, missing hardware, rotting materials, poor craftsmanship or construction that would cause the item to be structurally unsound and thereby pose a health or safety hazard, or any other condition that the Department of Community Development deems to be contrary to the purposes of promoting visually appealing and structurally sound sidewalk furniture. It shall be placed, installed, used or maintained as follows:

- (a) Within ten feet of any marked or unmarked crosswalk or access ramp.
- (b) Within five feet of any fire hydrant.
- (c) Within ten feet of any driveway.
- (d) Within five feet ahead of and 15 feet to the rear of any sign marking a designated bus stop, measured along the edge of pavement.
- (e) On or within two feet of any water valve, manhole, or other similar structure.
- (f) Within the vision-clearance triangle as defined in the Neenah Zoning Code (Municipal Code Chapter 26).
- (g) At any location that is closer to the center of the street than a location at the widest point of the street, measured at the curb line (i.e. bump outs).
- (h) Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sidewalk cafe furniture and no advertising shall be permitted on sidewalk cafe furniture.
- (i) Sidewalk cafe furniture shall be stored indoors overnight and/or when the business is closed..
- (j) Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.
- (k) Advertising on sidewalk cafe furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed 2 inches in height by 8 inches in width (3 inches in height by 8 inches in width on umbrellas), with a limit of one per piece of sidewalk café furniture; incidental logos that are affixed by the manufacturer and do not advertise the permittee's business.

Lighting: Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.

Sound: Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 db from 7 a.m. to 9 p.m. and 65 db from 9 p.m. until closing. Three or more noise complaints filed against the owner of an Outdoor Premise during a license period (July 1 to June 30), and verified by the Neenah Police Department, shall constitute sufficient grounds to revoke the Outdoor Premise Permit granted under this section, subject to a hearing requirement under section 4.96(7) of this Code.

Closing Hours: All service in the outdoor premises (beverage and food) shall stop no later than bar closing as set by §125.32(3) and §125.68(4): Mon-Fri 2 a.m. and Sat-Sun 2:30 a.m.

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. Applicant acknowledges receiving a copy of Ordinance No. 2011-08 and agrees to comply with its terms and conditions should this application be approved. (Individual applicants, each member of a partnership, officers of a corporation and members of an LLC must sign)

[Signature]
(Partner/Individual/Officer of a Corporation, Member of an LLC)

(Partner/Officer of a Corporation/Member of an LLC)

(Additional Partner/Officer of a Corporation/Member of an LLC)



SUBSCRIBED AND SWORN TO BEFORE ME THIS 18th
DAY OF April, 2024.

[Signature]

Clerk/Notary Public

My Commission Expires: 10/22/27

TO BE COMPLETED BY CLERK

Date Received: 4/18/24

Clerk Signature: [Signature]

Date \$125 Site Plan Fee Paid: 4/19/24

Account No. 010-0000-534-11-00

Date to Plan Commission: _____

☐ Granted ☐ Denied

Date to Public Services & Safety Committee: _____

☐ Granted ☐ Denied

Date to Council: _____

☐ Granted ☐ Denied

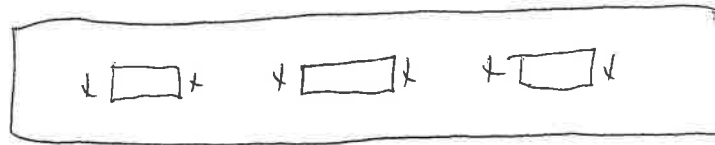
Date Final Inspection Completed: _____

Date of Signed Insurance Agreement: _____

License No. Issued: _____ Date: _____

Note: Permit will not be issued until final inspections are complete.

□ table
x chair



Planter

Sidewalk





LAYLA01

OP ID: MK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 RANDY BAETKE	920-734-3110	CONTACT NAME: RANDY BAETKE PHONE (A/C, No, Ext): 920-734-3110 E-MAIL: rbaetke@ademino.com ADDRESS:	FAX (A/C, No): 920-734-6027
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: SOCIETY INSURANCE	15261
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
LAYLAS PLACE
GENERATION PAULSON INC DBA
218 W WISCONSIN AVE
NEENAH, WI 54956

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	X		BP23032086	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			UM23032088	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC23032089	11/01/2023	11/01/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF NEENAH IS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT
SUBJECT TO POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER

CANCELLATION

NECIT-1 CITY OF NEENAH OF WINNEBAGO CTY 211 WALNUT ST NEENAH, WI 54957-0426	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

**Minutes of the Board of Public Works Meeting
Tuesday, May 9, 2024 at 11:15 AM**

MEMBERS PRESENT: Mayor Lang, Public Works Director Kaiser, Director of Community Development & Assessment Haese, Director of Finance Rasmussen, and Alderman Hillstrom. Alderman Lendrum was excused.

ALSO PRESENT: Water Distribution Manager Jens and City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 11:16 AM.

I. Approval of the minutes of the April 23, 2024 meeting. (Minutes can be found on the city website)
MSC Kaiser/Hillstrom to approve the meeting minutes as presented, all voting aye.

II. Appearances.
None.

III. Unfinished Business.
None.

IV. New Business.

A. Public Works

1. Approve Pay Request No. 2, Contract 1-24, Sanitary & 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 \$535,576.79. (Attachment)

MSC Kaiser/Hillstrom to approve Pay Request No. 2, Contract 1-24, to David Tenor Corporation, in the amount of \$535,576.79, all voting aye.

Sanitary sewer and water main installation is complete on Cedar, Belmont Ct, and Belmont Av. Services are being installed on Cedar.

2. Approve Pay Request No.1, Contract 2-24, Sanitary & Storm Sewer, Water Main and Street Construction, on E. Doty Avenue, to Kruczek Construction, in the amount of \$354,289.91. (Attachment)

MSC Kaiser/Haese to approve Pay Request No.1, Contract 2-24, to Kruczek Construction, in the amount of \$354,289.91, all voting aye.

Sanitary sewer and water main is installed from Commercial to a point east of Oak St. Work on both of those will continue toward Elm.

3. Approve Pay Request No.2, Contract 3-24, Sanitary & Storm Sewer, Water Main and Street Construction, on Bayview Lane, Quarry Lane and Reed Street, to Donald Hietpas & Sons Construction, in the amount of \$205,346.62. (Attachment)

MSC Kaiser/Hillstrom to approve Pay Request No.2, Contract 3-24, to Donald Hietpas & Sons Construction, in the amount of \$205,346.62, all voting aye.

Utility work on Bayview is complete. Sanitary sewer installation on Quarry is complete. Water main is being installed on Quarry. The contractor has encountered poor soils during water main installation that is requiring additional trench excavation.

V. Any announcements/questions for the Board. None.

VI. Adjournment.

MSC Rasmussen/Haese to adjourn, all voting aye. Meeting adjourned at 11:23 AM.

Respectfully Submitted,

Charlotte K. Nagel

Charlotte Nagel, City Clerk

City of Neenah
Department of Public Works
Contractor Request for Payment

Contractor Name: David Tenor Corporaton			Contract No. 1-24		
Address: 1651 Brookfield Ave Ste12			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. 2		For Period	April 1, 2024 through April 30, 2024		

CONTRACT SUMMARY

Original Contract Amount	\$3,295,454.70
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$3,295,454.70</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$723,434.92
Less Retainage of 5%. If different indicate here	\$36,171.74
Net Amount Earned to Date	\$687,263.18
Less Previous Payments	\$151,686.39

BALANCE DUE THIS PAYMENT

\$535,576.79

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	\$65,815.17	\$0.00
Belmont Ct	046-5050-743.02-36	SEW06	\$150,000.00	\$102,974.00	\$56,370.15	\$0.00
Cedar St	046-5050-743.02-36	SEW04	\$520,000.00	\$356,977.00	\$53,812.37	\$129,495.64
Stevens St	046-5050-743.02-36	SEW03	\$370,000.00	\$254,002.00	(\$22,190.75)	\$22,190.75
Belmont Ave	049-5050-743.02-36				\$0.00	\$0.00
Belmont Ct	049-5050-743.02-36	STW03	\$110,000.00	\$110,000.00	\$0.00	\$0.00
Cedar St	049-5050-743.02-36	STW02	\$100,000.00	\$100,000.00	\$0.00	\$0.00
Misc Repairs	049-5050-743.02-36	STW05	\$100,000.00	\$23,962.50	\$0.00	\$0.00
Belmont Ave	400-0499-770-9999	WO538	\$59,000.00	\$59,000.00	\$0.00	\$0.00
Belmont Ct	400-0499-770-9999	WO539	\$95,000.00	\$95,000.00	\$70,727.50	\$0.00
Cedar St	400-0499-770-9999	WO537	\$473,000.00	\$530,388.00	\$307,432.35	\$0.00
Stevens St	400-0499-770-9999	WO536	\$238,000.00	\$238,000.00	\$0.00	\$0.00
Belmont Ave	012-4350-743.02-36	STR08	\$150,000.00	\$154,000.00	\$0.00	\$0.00
Belmont Ct	012-4350-743.02-36	STR09	\$180,000.00	\$184,000.00	\$0.00	\$0.00
Cedar St	012-4350-743.02-36	STR07	\$644,000.00	\$657,000.00	\$3,610.00	\$0.00
Stevens St	012-4350-743.02-36	STR06	\$308,000.00	\$320,312.20	\$0.00	\$0.00
			\$3,657,000.00	\$3,295,454.70	\$535,576.79	\$151,686.39

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: 5-8-24
Certified by Public Works		Date: 5-8-24
Certified by Water Utility		Date: 5/8/2024
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							Quantity Completed to Date	Pay Request No.1				Pay Request No.2			
Item Line	Item Code	Item Description	UofM	QTY	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
								Quantity	\$			Quantity	\$		
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	4,465.00	\$80.00	\$357,200.00	3,263.00	1,341.00	\$107,280.00	\$5,364.00	\$101,916.00	1,922.00	\$153,760.00	\$7,688.00	\$146,072.00
2	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	2,000.00	\$85.00	\$170,000.00	3.00	0.00	\$0.00	\$0.00	\$0.00	3.00	\$255.00	\$12.75	\$242.25
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	\$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	2.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$900.00	\$45.00	\$855.00
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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
6	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200.00	\$7.21	\$1,442.00	43.00	0.00	\$0.00	\$0.00	\$0.00	43.00	\$310.03	\$15.50	\$294.53
7	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	4.00	\$2,060.00	\$8,240.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
8	103.4	Reconnect Under Basement Floor - Pipeburst	Each	72.00	\$2,575.00	\$185,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
9	103.5	Extra Hole - Pipeburst	Each	3.00	\$515.00	\$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	\$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	132.04	83.67	\$47,189.88	\$2,359.49	\$44,830.39	48.37	\$27,280.68	\$1,364.03	\$25,916.65
12	105.2	Adjust Sanitary Manhole	Each	2.00	\$450.00	\$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	18.00	13.00	\$5,200.00	\$260.00	\$4,940.00	5.00	\$2,000.00	\$100.00	\$1,900.00
14	106.1	Clean and Televisе Sewer (Sanitary only)	Lump Sum	1.00	\$5,120.00	\$5,120.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Sanitary Sewer									\$159,669.88	\$7,983.49	\$151,686.39		\$184,505.71	\$9,225.28	\$175,280.43
15	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	30.00	\$205.00	\$6,150.00	4.00	0.00	\$0.00	\$0.00	\$0.00	4.00	\$820.00	\$41.00	\$779.00
16	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	2,975.00	\$83.00	\$246,925.00	1,206.00	0.00	\$0.00	\$0.00	\$0.00	1,206.00	\$100,098.00	\$5,004.90	\$95,093.10
17	201.1.5	Furnish & Install 16-inch PVC C-900 Main	Lin. Ft.	1,738.00	\$163.00	\$283,294.00	1,115.00	0.00	\$0.00	\$0.00	\$0.00	1,115.00	\$181,745.00	\$9,087.25	\$172,657.75

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

1-24							Quantity Completed to Date	Pay Request No.1				Pay Request No.2			
Item Line	Item Code	Item Description	UofM	QTY	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
								Quantity	\$			Quantity	\$		
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	322.00	0.00	\$0.00	\$0.00	\$0.00	322.00	\$19,964.00	\$998.20	\$18,965.80
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	\$0.00	\$0.00	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	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	\$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	19.00	0.00	\$0.00	\$0.00	\$0.00	19.00	\$11,761.00	\$588.05	\$11,172.95
27	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	18.00	\$450.00	\$8,100.00	8.00	0.00	\$0.00	\$0.00	\$0.00	8.00	\$3,600.00	\$180.00	\$3,420.00
28	203.1.3	Water Service Connection to Structure	Each	54.00	\$515.00	\$27,810.00	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							Quantity Completed to Date	Pay Request No.1				Pay Request No.2			
Item Line	Item Code	Item Description	UofM	QTY	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
								Quantity	\$			Quantity	\$		
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	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
31	203.1.7	Abandon Valve Manhole	Each	1.00	\$500.00	\$500.00	2.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$1,000.00	\$50.00	\$950.00
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	11.00	\$2,800.00	\$30,800.00	5.00	0.00	\$0.00	\$0.00	\$0.00	5.00	\$14,000.00	\$700.00	\$13,300.00
33	9999.1	Furnish & Install 16-inch Horizontal Gate Valve and Box	Each	5.00	\$17,450.00	\$87,250.00	2.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$34,900.00	\$1,745.00	\$33,155.00
34	205.1	Furnish & Install Hydrant, Lead and Valve	Each	8.00	\$7,450.00	\$59,600.00	4.00	0.00	\$0.00	\$0.00	\$0.00	4.00	\$29,800.00	\$1,490.00	\$28,310.00
35	205.2	Abandon Hydrant	Each	3.00	\$375.00	\$1,125.00	1.00	0.00	\$0.00	\$0.00	\$0.00	1.00	\$375.00	\$18.75	\$356.25
Water									\$0.00	\$0.00	\$0.00		\$398,063.00	\$19,903.15	\$378,159.85
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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
41	304.1	Furnish and Install Sump pump Pit (separate)	Each	3.00	\$772.50	\$2,317.50	0.00	0.00	\$0.00	\$0.00	\$0.00	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	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
44	305.8	Adjust Storm Catch Basin	Each	4.00	\$475.00	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
47	306.8	Adjust Storm Manhole	Each	2.00	\$400.00	\$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	\$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							Quantity Completed to Date	Pay Request No.1				Pay Request No.2			
Item Line	Item Code	Item Description	UofM	QTY	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
								Quantity	\$			Quantity	\$		
49	309.5	Clean and Televisе Sewer (Storm only)	Lump Sum	1.00	\$3,200.00	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Storm Water									\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
69	402.1.6.11	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	14,000.00	\$0.50	\$7,000.00	1,400.00	0.00	\$0.00	\$0.00	\$0.00	1,400.00	\$700.00	\$35.00	\$665.00
70	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	700.00	\$2.76	\$1,932.00	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	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	\$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	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
83	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	1,180.00	\$83.59	\$98,636.20	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	\$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							Quantity Completed to Date	Pay Request No.1				Pay Request No.2			
Item Line	Item Code	Item Description	UofM	QTY	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
								Quantity	\$			Quantity	\$		
85	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$4,200.00	\$4,200.00	0.25	0.00	\$0.00	\$0.00	\$0.00	0.25	\$1,050.00	\$52.50	\$997.50
Street									\$0.00	\$0.00	\$0.00		\$1,750.00	\$87.50	\$1,662.50
Total						\$3,295,454.70			\$159,669.88	\$7,983.49	\$151,686.39		\$584,318.71	\$29,215.93	\$555,102.78

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. 1	For Period	April 1, 2024 through April 30, 2024	

CONTRACT SUMMARY

Original Contract Amount	\$2,295,807.21
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$2,295,807.21</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$372,936.75
Less Retainage of 5%. If different indicate here	\$18,646.84
Net Amount Earned to Date	\$354,289.91
Less Previous Payments	\$0.00

BALANCE DUE THIS PAYMENT

\$354,289.91

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	\$106,324.71	\$0.00
Storm	049-5050-743.02-36	STW01	\$110,000.00	\$203,364.50	\$0.00	\$0.00
Water	400-0499-770-9999	WO535	\$494,000.00	\$684,830.00	\$247,965.20	\$0.00
Street	012-4350-743.02-36	STR05	\$654,000.00	\$823,798.71	\$0.00	\$0.00
			\$1,918,000.00	\$2,295,807.21	\$354,289.91	\$0.00

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: 5-7-24

Certified by Public Works

Date: 5-8-24

Certified by Water Utility

Date: 5/8/2024

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.1			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period		Retainage Due this Period	Due this Estimate
								Quantity	\$		
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	50.00	\$100.00	\$5,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
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
3	9999.2	Furnish and Relay 21-inch Sanitary Sewer	Lin. Ft.	2,250.00	\$138.00	\$310,500.00	779.00	779.00	\$107,502.00	\$5,375.10	\$102,126.90
4	102.6	Reconnect Lateral to Main	Each	9.00	\$239.50	\$2,155.50	0.00	0.00	\$0.00	\$0.00	\$0.00
5	102.1	Furnish and Relay 4-inch Sanitary Lateral in ROW	Lin. Ft.	200.00	\$101.50	\$20,300.00	28.00	28.00	\$2,842.00	\$142.10	\$2,699.90
6	102.3	Furnish and Relay 6-inch Sanitary Lateral in ROW	Lin. Ft.	800.00	\$92.75	\$74,200.00	17.00	17.00	\$1,576.75	\$78.84	\$1,497.91
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
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
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
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
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
12	103.6	Remove Building Footing - Pipeburst	Each	2.00	\$100.00	\$200.00	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

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							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	\$		
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
15	105.2	Adjust Sanitary Manhole	Each	3.00	\$500.00	\$1,500.00	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
17	105.6	Remove Sanitary Manhole	Each	9.00	\$250.00	\$2,250.00	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
						\$583,814.00	0.00		\$111,920.75	\$5,596.04	\$106,324.71
19	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	50.00	\$173.00	\$8,650.00	0.00	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	37.00	37.00	\$5,402.00	\$270.10	\$5,131.90
21	201.1.4	Furnish & Install 12-inch PVC C-900 Main	Lin. Ft.	2,900.00	\$131.00	\$379,900.00	1,354.00	1,354.00	\$177,374.00	\$8,868.70	\$168,505.30
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	0.00	0.00	\$0.00	\$0.00	\$0.00
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
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
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

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							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
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
27	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	10.00	\$65.00	\$650.00	0.00	0.00	\$0.00	\$0.00	\$0.00
28	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	40.00	\$653.00	\$26,120.00	0.00	0.00	\$0.00	\$0.00	\$0.00
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
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
31	203.1.6	Abandon Valve Box	Each	12.00	\$130.00	\$1,560.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32	203.1.7	Abandon Valve Manhole	Each	6.00	\$300.00	\$1,800.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33	204.2.3	Furnish & Install 6-inch MJRW Valve and Box	Each	2.00	\$2,340.00	\$4,680.00	2.00	2.00	\$4,680.00	\$234.00	\$4,446.00
34	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	4.00	\$3,210.00	\$12,840.00	1.00	1.00	\$3,210.00	\$160.50	\$3,049.50
35	204.2.6	Furnish & Install 12-inch MJRW Valve and Box	Each	10.00	\$5,525.00	\$55,250.00	6.00	6.00	\$33,150.00	\$1,657.50	\$31,492.50
36	205.1	Furnish & Install Hydrant, Lead and Valve	Each	7.00	\$9,300.00	\$65,100.00	4.00	4.00	\$37,200.00	\$1,860.00	\$35,340.00
37	205.2	Abandon Hydrant	Each	4.00	\$300.00	\$1,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00
						\$684,830.00			\$261,016.00	\$13,050.80	\$247,965.20
38	301.2	Furnish and Relay 6-inch Storm Sewer	Lin. Ft.	20.00	\$106.50	\$2,130.00	0.00	0.00	\$0.00	\$0.00	\$0.00
39	301.3	Furnish and Relay 8-inch Storm Sewer	Lin. Ft.	70.00	\$106.75	\$7,472.50	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.1			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period		Retainage Due this Period	Due this Estimate
								Quantity	\$		
40	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	460.00	\$53.00	\$24,380.00	0.00	0.00	\$0.00	\$0.00	\$0.00
41	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	210.00	\$54.00	\$11,340.00	0.00	0.00	\$0.00	\$0.00	\$0.00
42	9999.3	Furnish and Relay 15-inch Storm Sewer	Lin. Ft.	500.00	\$54.00	\$27,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
43	9999.4	Furnish and Relay 36-inch RCP Storm Sewer	Lin. Ft.	150.00	\$175.00	\$26,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00
44	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	100.00	\$34.00	\$3,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
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
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
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
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
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
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
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
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
53	306.8	Adjust Storm Manhole	Each	2.00	\$500.00	\$1,000.00	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
55	306.12	Abandon Storm Manhole	Lin. Ft.	3.00	\$268.00	\$804.00	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.1			
Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension		Contractor Completed This Period		Retainage Due this Period	Due this Estimate
								Quantity	\$		
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
57	309.5	Clean and Televiser Sewer (Storm Only)	Lump Sum	1.00	\$2,000.00	\$2,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
						<u>\$203,364.50</u>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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
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
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
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
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
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
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
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
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
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
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
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

Contract 2-24
Utility and Street Construction
E. Doty Avenue

Doty Avenue							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	\$		
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
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
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
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
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
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
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
77	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$15,000.00	\$15,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
						<u>\$823,798.71</u>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total						<u>\$2,295,807.21</u>			<u>\$372,936.75</u>	<u>\$18,646.84</u>	<u>\$354,289.91</u>

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. 2	For Period	April 1, 2024 through April 30, 2024	

CONTRACT SUMMARY

Original Contract Amount	\$1,705,724.90
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$1,705,724.90</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$391,717.46
Less Retainage of 5%. If different indicate here _____	\$19,585.87
Net Amount Earned to Date	\$372,131.59
Less Previous Payments	\$166,784.97
BALANCE DUE THIS PAYMENT	<u>\$205,346.62</u>

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	\$2,204.01	\$17,705.03
Quarry Ln	046-5050-743.02-36	SEW01	\$570,000.00	\$387,050.00	\$146,906.56	\$0.00
Misc Repairs	049-5050-743.02-36	STW05	\$100,000.00	\$68,052.50	\$2,787.30	\$0.00
Bayview Rd	400-0499-770-9999	WO542	\$205,000.00	\$184,633.65	\$20,069.65	\$149,079.94
Quarry Ln	400-0499-770-9999	WO534	\$315,000.00	\$332,276.20	\$29,385.30	\$0.00
Reed St	400-0499-770-9999	WO544	\$10,000.00	\$19,964.90	\$0.00	\$0.00
Bayview Rd	012-4350-743.02-36	STR11	\$250,000.00	\$193,000.00	\$3,993.80	\$0.00
Quarry Ln	012-4350-743.02-36	STR04	\$500,000.00	\$376,891.65	\$0.00	\$0.00
Reed St	012-4350-743.02-36	STR12	\$97,000.00	\$75,000.00	\$0.00	\$0.00
			\$2,115,856.00	\$1,705,724.90	\$205,346.62	\$166,784.97

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: <u>5-7-24</u>
Certified by Public Works _____	Date: <u>5-8-24</u>
Certified by Water Utility _____	Date: <u>5/8/2024</u>
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	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
								Quantity	\$			Quantity	\$		
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	2,075.00	\$71.62	\$148,611.50	2,053	174.00	\$12,461.88	\$623.09	\$11,838.79	1,879.00	\$134,573.98	\$6,728.70	\$127,845.28
2	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	1,125.00	\$80.00	\$90,000.00	29	0.00	\$0.00	\$0.00	\$0.00	29.00	\$2,320.00	\$115.99	\$2,204.01
3	102.4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	75.00	\$50.00	\$3,750.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
4	102.6	Reconnect Lateral to Main	Each	2.00	\$350.00	\$700.00	1	0.00	\$0.00	\$0.00	\$0.00	1.00	\$350.00	\$17.50	\$332.50
5	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	950.00	\$5.05	\$4,797.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
6	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200.00	\$7.07	\$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	\$2,020.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
8	103.4	Reconnect Under Basement Floor - Pipeburst	Each	43.00	\$2,525.00	\$108,575.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
9	103.6	Remove Building Footing to allow Pipeburst	Each	2.00	\$101.00	\$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	\$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	\$17,850.00	44	11.00	\$5,775.00	\$288.75	\$5,486.25	32.98	\$17,314.50	\$865.73	\$16,448.77
12	105.2	Adjust Sanitary Manhole	Each	4.00	\$525.00	\$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	\$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	\$2,400.00	7	1.00	\$400.00	\$20.00	\$380.00	6.00	\$2,400.00	\$120.00	\$2,280.00
15	106.1	Clean and Televiser Sewer (Sanitary only)	Lump Sum	1.00	\$2,620.00	\$2,620.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Sanitary Sewer						\$387,050.00			\$18,636.88	\$931.84	\$17,705.04		\$156,958.48	\$7,847.92	\$149,110.56
16	9999.1	Furnish & Install 4-inch PVC C-900 Main	Lin. Ft.	5.00	\$267.00	\$1,335.00	4	0.00	\$0.00	\$0.00	\$0.00	4.00	\$1,068.00	\$53.40	\$1,014.60
17	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	15.00	\$140.00	\$2,100.00	6	0.00	\$0.00	\$0.00	\$0.00	6.00	\$840.00	\$42.00	\$798.00
18	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	3,465.00	\$81.65	\$282,917.25	1,606	1,305.00	\$106,553.25	\$5,327.66	\$101,225.59	301.00	\$24,576.65	\$1,228.83	\$23,347.82
19	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	1,150.00	\$63.00	\$72,450.00	204	131.00	\$8,253.00	\$412.65	\$7,840.35	73.00	\$4,599.00	\$229.95	\$4,369.05

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

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
								Quantity	\$			Quantity	\$		
20	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	50.00	\$30.30	\$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	\$1,515.00	14	0.00	\$0.00	\$0.00	\$0.00	14.00	\$424.20	\$21.21	\$402.99
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	\$4,545.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
23	202.8.1	Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	50.00	\$5.05	\$252.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
24	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	57.00	\$535.00	\$30,495.00	9	5.00	\$2,675.00	\$133.75	\$2,541.25	4.00	\$2,140.00	\$107.00	\$2,033.00
25	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	6.00	\$90.00	\$540.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
26	203.1.3	Structure	Each	41.00	\$505.00	\$20,705.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
27	203.1.4	Water Service Extra Hole (Pipeburst/Pulling)	Each	2.00	\$505.00	\$1,010.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
28	203.1.6	Abandon Valve Box	Each	4.00	\$200.00	\$800.00	1	1.00	\$200.00	\$10.00	\$190.00	0.00	\$0.00	\$0.00	\$0.00
29	203.1.7	Abandon Valve Manhole	Each	2.00	\$350.00	\$700.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
30	9999.2	tap and 8-inch valve (S. Park Avenue)	Each	1.00	\$6,025.00	\$6,025.00	1	1.00	\$6,025.00	\$301.25	\$5,723.75	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	\$3,250.00	1	0.00	\$0.00	\$0.00	\$0.00	1.00	\$3,250.00	\$162.50	\$3,087.50
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	11.00	\$2,620.00	\$28,820.00	4	4.00	\$10,480.00	\$524.00	\$9,956.00	0.00	\$0.00	\$0.00	\$0.00
33	205.1	Furnish & Install Hydrant, Lead and Valve	Each	10.00	\$7,580.00	\$75,800.00	5	3.00	\$22,740.00	\$1,137.00	\$21,603.00	2.00	\$15,160.00	\$758.00	\$14,402.00
34	205.2	Abandon Hydrant	Each	7.00	\$300.00	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
35	9999.4	Commercial Street @ Professional Plaza	Lump Sum	1.00	\$7,500.00	\$7,500.00	0	0.00	\$0.00	\$0.00	\$0.00	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	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
								Quantity	\$			Quantity	\$		
36	9999.5	and Install Hydrant on S. Commercial Street @ Peckham Street	Lump Sum	1.00	\$33,356.00	\$33,356.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
37	9999.6	Commercial Street @ Byrd Avenue	Lump Sum	1.00	\$8,500.00	\$8,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
38	9999.7	and Install Hydrant on S. Commercial Street @ Alcot Drive	Lump Sum	1.00	\$19,500.00	\$19,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Water						\$605,730.75			\$156,926.25	\$7,846.31	\$149,079.94		\$52,057.85	\$2,602.89	\$49,454.96
39	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	165.00	\$62.00	\$10,230.00	27	0.00	\$0.00	\$0.00	\$0.00	27.00	\$1,674.00	\$83.70	\$1,590.30
40	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	40.00	\$75.00	\$3,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
41	301	Furnish and Relay 18-inch Storm Sewer	Lin. Ft.	25.00	\$80.00	\$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	\$18,800.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
43	304.1	Furnish and Install Sump pump Pit (separate)	Each	3.00	\$757.50	\$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	\$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	\$15,540.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
46	305.8	Adjust Storm Catch Basin	Each	2.00	\$550.00	\$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	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
48	306.1	Manhole	Ver. Ft.	7.00	\$760.00	\$5,320.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
49	306.8	Adjust Storm Manhole	Each	4.00	\$550.00	\$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	\$1,200.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
51	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	14.00	\$90.00	\$1,260.00	14	0.00	\$0.00	\$0.00	\$0.00	14.00	\$1,260.00	\$63.00	\$1,197.00
Storm Water						\$68,052.50			\$0.00	\$0.00	\$0.00		\$2,934.00	\$146.70	\$2,787.30
52	402.2.6.2	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	7,500.00	\$1.00	\$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	\$1,000.00	0	0.00	\$0.00	\$0.00	\$0.00	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	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
								Quantity	\$			Quantity	\$		
54	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.	850.00	\$2.50	\$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	\$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	\$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	\$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	\$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	\$68,750.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
60	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	10,400.00	\$2.10	\$21,840.00	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	\$133,875.00	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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$20,267.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
73	706.1	Control	Lump Sum	1.00	\$8,408.00	\$8,408.00	1	0.00	\$0.00	\$0.00	\$0.00	0.50	\$4,204.00	\$210.20	\$3,993.80

Contract 3-24
Utility and Street Construction
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								Contractor Completed This Period		Retainage Due this Period	Due this Estimate	Contractor Completed This Period		Retainage Due this Period	Due this Estimate
								Quantity	\$		Quantity	\$		Quantity	\$
<u>Street Construction</u>						<u>\$644,891.65</u>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		<u>\$4,204.00</u>	<u>\$210.20</u>	<u>\$3,993.80</u>
<u>Total</u>						<u>\$1,705,724.90</u>			<u>\$175,563.13</u>	<u>\$8,778.16</u>	<u>\$166,784.97</u>		<u>\$216,154.33</u>	<u>\$10,807.71</u>	<u>\$205,346.62</u>