City of Neenah
COMMON COUNCIL AMENDED AGENDA
Wednesday, April 3, 2024 at 7:00 PM
Neenah City Hall, 211 Walnut Street
Council Chambers

I. Roll Call and Pledge of Allegiance

II. Introduction and Confirmation of Mayor's Appointment(s)
- A. Appoint Amy Moorefield as a member of the Landmarks Commission for a three-year term ending April 2027 **(UC)**
- B. Appoint Flo Bruno as an alternate member of the Landmarks Commission for a three-year term ending April 2027. **(UC)**
- C. Swearing in

III. Approval of Council Proceedings
- A. Approval of the Council Minutes and Proceedings of March 20, 2024 regular session. **(UC)**

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

V. Mayor/Council consideration of public forum issues

VI. Consent Agenda
- A. None.

VII. Reports of standing committees
- A. Regular Public Services and Safety Committee meeting of March 26, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
  1. Committee recommends Council approve the purchase of a 72" John Deere Z994 Ztrak mower from Riesterer and Schnell in an amount of $18,048.03 using Capital Equipment funds. **(RollCall-Pro)**
  2. Committee recommends Council approve the purchase of a 60" John Deere Z994 Ztrak more from Riesterer and Schnell in an amount of $17,624.53 using Capital Equipment funds. **(RollCall-Pro)**
  3. Committee recommends Council approve the purchase of a 2022 Ford F350 2WD Regular Cab truck from L&S Truck Center in an amount of $54,415.50, and also approve the purchase of a safety lighting package and two-way radio with a cost not to exceed $4,000.00 using Capital Equipment funds. **(RollCall-Pro)**
  4. Committee recommends Council approve the purchase the Patcher II Mastic Machine from Sherwin Industries in an amount of $85,557.00 along with the purchase of various hand tools designed for the mastic application in an amount not to exceed $3,000.00 using Capital Equipment funds. **(RollCall-Pro)**
  5. Committee recommends Council approve the State-Municipal Agreement Revision #1 for Project 4993-01-00_01, S. Commercial Street Reconstruction. **(RollCall-Pro)**
  6. Committee recommends Council approve the purchase of the McCain ATC traffic signal cabinet in an amount of $22,863 and the No Traffic detection system in an amount of $21,825 from Traffic and Parking Control Co., Inc. (TAPCO). **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of March 25, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve of Resolution 2024 – 02 for the 2024 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. **(RollCall-Pro)**
2. Committee recommends Council accept the petition for Annexation #233, (Ordinance 2024-06) of 1.31 acres located along Dixie Road in the Town of Neenah**. (Item acted on under Plan Commission)**
3. Committee recommends Council approve accept the petition for Annexation #232 (Ordinance 2024-03) of 1.351 acres located along Bayview Road in the Town of Neenah. **(Item acted on under Plan Commission)**
4. Committee recommends Council authorize Neenah Police Department to accept $300,000 from the Winnebago County Spirit Fund grant money to purchase the Meridan Archer 1200 Barrier System and storage facility. **(RollCall-Pro)**
5. Committee recommends Council authorize the Neenah Police Department to change the title of the Investigative Services Unit Lieutenant to Captain of Operations. **(RollCall-Pro)**
6. Committee recommends Council approve the adjustment of pay for four employees for a total cost of $10,952 in salaries and benefits to be funded out of current 2024 Library operating budget. **(RollCall-Pro)**

C. NMFR Joint Finance & Personnel Committee meeting of March 26, 2024: (Alderperson Borchardt) (Minutes can be found on the City web site)
   1. Committee recommends Council City of Neenah and City of Menasha Common Councils approve the Agreement for Urban Search and Rescue Emergency Response Services with the State of Wisconsin Department of Military Affairs Division of Emergency Management from July 1, 2024 through June 30, 2026. **(RollCall-Pro)**

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

A. **Regular Plan Commission meeting of March 12, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)**
   1. **Motion to take from the table the Plan Commission recommendation that Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. (Voice vote)**
   2. **Council action: Commission recommends Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. (RollCall-Pro)**

B. Regular Plan Commission meeting of March 26 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
   1. Commission recommends Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall-Pro)**
   2. Commission recommends Council approve Annexation #233 (Ordinance #2024-06) and the property also receive a Temporary I-1, Planned Business Center District zoning classification**. (RollCall-Pro)**
   3. Commission recommends Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter. **(RollCall-Pro)**

C. Board of Public Works meeting of March 28, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
   1. Information Only Items:

a) The Board approved Change Order No. 1 Contract 1-24W Removal and Replacement of Dioxide Tank and Related Appurtenances, Rhode Bros. Inc., Plymouth, WI, to extend contract completion date to April 30, 2025.

2. Council Action Items:
   a) The Board recommends Council approve award Contract 7-24, Concrete Pavement and Sidewalk Repair, to Jim Fischer, Inc. in the amount of $537,225.00. **(RollCall-Pro)**
   b) The Board recommends Council approve award Contract 8-24 Miscellaneous Hot Mixed Asphalt Repair to MCC, Inc. using the base bid on contract 8-24 in the amount of $106,942.50. **(RollCall-Pro)**

D. Community Development Authority
   1. Report from the CDA – Director Haese

E. Sustainable Neenah Committee
   1. Report from the Sustainable Neenah Committee – Alderperson Lendrum

F. Bergstrom Mahler Museum
   1. Report from the Bergstrom Mahler Museum – Alderperson Borchardt

G. Parks & Recreation Commission
   1. Report from the Park Commission – Alderperson Weber

IX. Presentation of petitions
   A. Any other petition received by the City Clerk's Office after distribution of the agenda.

X. Council Directives

XI. Unfinished Business

XII. New Business
   ~~A. Arrowhead Park Development Status Report. (Ald. Hillstrom)~~
   B. Any announcements/questions that may legally come before the Council.

XIII. **Council to recognize past Council President and Alderman Todd Stevenson and Alderman John Skyrms for their commitment to serving the city as they step down from the Common Council.**

XIV. 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.

City of Neenah
Application for Appointment

Neenah
City Clerk's Office

Name: Amy G. MOOREFIELD
Address: [redacted]
City, ST Zip: [redacted]
Eve. Phone: [redacted]
E-mail: [redacted]

Date: 3/28/2024
Employer: [redacted]
Day Phone: [redacted]
Fax: [redacted]

What appointment are you seeking? You may check more than one box.

- ☐ Board of Appeals
- ☐ Board of Review
- ☐ Business Improvement District (BID)
- ☐ Citizen Advisory Committee
- ☐ Committee of Aging
- ☐ Community Development Authority (CDA)
- ☐ Fox Cities Transit Commission
- ☐ Joint Review Board for TIFs
- ☑ Landmarks Commission
- ☐ Library Board
- ☐ Loan Assistance Board
- ☐ N-M Joint Fire Commission
- ☐ N-M Sewerage Commission
- ☐ Neenah Arts Council
- ☐ Neenah Harbor Committee
- ☐ Park & Recreation Commission
- ☐ Parking Task Force
- ☐ Plan Commission
- ☐ Police Commission
- ☐ Sustainable Neenah Committee
- ☐ Water Works Commission
- ☐ Other:

Do you currently serve on other boards, commissions, or hold an elected office? ☐ Yes ☑ No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

please see attached

Please Sign and Date: [signature] 3/28/24

Please return to the Neenah City Clerk's Office

Thank you to Carol Kasimor for reaching out to me regarding an opportunity to serve on the Landmarks Commission. I am Amy Moorefield, Executive Director of Bergstrom-Mahler Museum of Glass. I am a newer resident of Neenah (moved here in late of August of 2022) and own a historic home in the community that I have just finished restoring (yay). I am charmed by our beautiful City and committed to being both an excellent caretaker of my home but also my museum- Bergstrom-Mahler Museum of Glass which I direct. It's important to me to help take care of our gorgeous buildings and homes that make Neenah special. It would be an honor to serve on the Landmarks Commission to help alongside fellow commissioners serve the City and the community in ensuring that its historic structures are supported.

What qualifications to I have?
Other than being a huge fan of Neenah and its historic buildings and homes, I have 25 years of experience directing museums as well as being a curator of art and architecture. I teach curatorial courses in the graduate museum studies program of John Hopkins University and also am an art historian. I have a BA with honors from Virginia Commonwealth University in Art History and Museum Studies and a MA from John Hopkins University in Museum Studies.

City of Neenah
Application for Appointment

Neenah
City Clerk's Office

Name Florence BRUNO Date 03/16/2024

Address [redacted]

City, ST Zip

Eve. Phone

E-mail

What appointment are you seeking? You may check more than one box.

- ☐ Board of Appeals
- ☐ Board of Review
- ☐ Business Improvement District (BID)
- ☐ Citizen Advisory Committee
- ☐ Committee of Aging
- ☐ Community Development Authority (CDA)
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- ☐ N-M Sewerage Commission
- ☐ Neenah Arts Council
- ☐ Neenah Harbor Committee
- ☐ Park & Recreation Commission
- ☐ Parking Task Force
- ☐ Plan Commission
- ☐ Police Commission
- ☐ Sustainable Neenah Committee
- ☐ Water Works Commission
- ☐ Other:

Do you currently serve on other boards, commissions, or hold an elected office? ☐Yes ☒No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

attached document

Please Sign and Date: F Bruno 03/16/2024

Please return to the Neenah City Clerk's Office

Florence Bruno

Passionate for history, architecture, and historic buildings, I was lucky to be able to buy the Bacon-Johnson House in 2018.
That passion allowed me to become a member of Neenah Historical Society and to research the history of the house.
That is how I discovered not only its architectural interest, but also the interesting life of the owner who built the house.
Her story is why I decided to work for more than a year with the City of Neenah and NHS to have the house listed on the State Register of Historic Places.

Protecting and preserving our historic buildings is part of my French culture. My motivation to have the Bacon-Johnson on the National Register of Historic Places was to ensure its preservation in the future.
It is very important, for me, to protect our history through our historic buildings.

That is the reason why I would love to join the Neenah Landmarks Commission.

My experience with the Wisconsin Historical Society nomination process can bring the team an expertise and references to help getting more National Nominations.

And my implication in different local associations (Doty Island Development Council, NMES, Future Neenah and Women Tuesday Club) can also help the commission for social / communication purposes, to provide our community a better understanding of the preservation of our historic buildings.

Common Council Minutes
Wednesday, March 20, 2024 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, March 20, 2024 in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Aldermen Boyette, Erickson, Hillstrom, Lendrum, Stevenson, and Weber. Council President Borchardt and Aldermen Skyrms and Steiner were excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, and City Clerk Nagel. Sitting in for City Attorney Rashid was Menasha City Attorney Struve.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Police Lieutenant Van Sambeek, Fire Chief Teesch, Community Development Deputy Director Schmidt, Human Resources Director Fairchild, Information Systems Interim Schroeder, Paralegal DeWitt and citizens listed on the attached attendance sheets.

Mayor Lang called the meeting to order at 7:05 PM.

I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderman Lendrum led the Pledge of Allegiance.

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

IIII. Approval of Council Proceedings
A. Approval of the Council Minutes and Proceedings of March 6, 2024 regular session. **(UC)**
There being no objections, the March 20, 2024 Council Minutes and Proceedings were ordered approved as written by unanimous consent.

IVI. Public Hearings
A. Consider 2024 Community Development Block Grant Program Proposed Use of Funds and Annual Action Plan.
Mayor Lang opened the public hearing at 7:06 PM.

After three calls for comment, there were no appearances. Mayor Lang closed the public hearing at 7:07 PM.

B. Consider Ordinance No. 2024-02, amending the City of Neenah Comprehensive Plan Update 2040.
Mayor Lang opened the public hearing at 7:07 PM.

After three calls for comment, there were no appearances. Mayor Lang closed the public hearing at 7:08 PM.

C. Consider a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street.

Mayor Lang opened the public hearing at 7:08 PM.

1) Dawn Zimmerman, former owner of 806 Main Street. Ms. Zimmerman advised that there is some confusion as to who submitted the variance application as she did not. Ms. Zimmerman would prefer her name be removed from the application.
2) Robert Nolan, 804 Main Street, would like to know what the ultimate plan is for the lot. He received the notice of the variance which did not include any information as to the plans for the parcel.
3) Joan Doucette, 819 Edward Street, thinks splitting the parcel is a crazy idea as the parcel is small to begin with. There is not enough room to build a house on such as small parcel. She has had trouble with the past neighbor and doesn't want anymore.
4) Jane Estrangela, 810 Edward Street, lives across the street from the proposed lot. She would like to know what the plans are for the lot.

After additional calls for comment, none were heard. Mayor Lang closed the public hearing at 7:14 PM.

Deputy Director of Community Development Schmidt gave an overview of the variance and the plans for the parcel. The lot fronts both Main and Edward Streets. The plan is to split the lot into two separate lots and build a house on the southern lot which fronts Edward Street. Typically, this type of land division is handled with a Certified Survey Map (CSM), of which the approval process does not come before council. The original lot is a substandard sized lot, and to split the lot requires a variance. Variances need a public hearing and council approval. The variance is the width of the lot is less than 60 feet and less than 7,200 square feet in size. In this case, the width is 46 feet. Although the lot is a substandard sized lot, the setback requirements for the house remains the same.

VI. Plan Commission report pertaining to the Public Hearing

A. Plan Commission meeting of March 12, 2024: (Ald. Steiner) (Minutes can be found on the City web site)

1. Commission recommends Council approve Ordinance No. 2024-02, amending the City of Neenah Comprehensive Plan Update 2040**. (RollCall-Pro)**

MSRCP Weber/Hillstrom to approve ordinance No. 2024-02 amending the Comprehensive Plan Update 2040, all voting aye.

Discussion: Deputy Director Schmidt gave an overview of the intent of a comprehensive plan. The comprehensive plan gives a guide for local elected officials in land use decisions making. The document looks at the city as a whole, it's surrounding areas, and 20-30 years in the future. The plan is dynamic, which means it should be reviewed on a regular basis for land use patterns changes, market pattern changes, and land condition changes. This amendment was a cursory review; meaning each chapter was reviewed for economic, demographic, and housing statistics that were available in 2020. The implementation plan, which is the main part of the Comprehensive Plan includes goals, recommendations, and action items were also updated.

Major items that took place since 2017 which are incorporated in the update are:

- The closure of Theda Clark Hospital, which did not occur. Those references were removed.
- The boundary agreement with the Town of Neenah was updated. References to the updated boundary agreement were amended.
- Both the South Commercial Street Corridor and the Downtown Neenah Plans were incorporated in this update.
- The Police Department AdditionRemodel Project was also incorporated in the update.

In summary, the Comprehensive Plan is not a regulatory document; it is guide, conceptual in nature, subject to change as land use, land conditions, and market conditions change.

2. Commission recommends Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. **(RollCall-Pro)**
MSCRP Boyette/Weber to table pending further review of the application and paperwork.

Director Haese clarified that the public hearing on this item has been completed. Therefore, the notice requirement as been satisfied. When the variance comes back for action, there will be no notice given. It is the responsibility of the interested parties to watch for the Plan Commission and the Council agendas.

VII. Public Forum

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

1. Kay Horan, 324 9th Street, Winnebago County Board Supervisor for District 5. Supervisor Horan advised of the County Board's approval for the mobile traffic barrier systems for both cities of Neenah and Menasha. She thanked everyone who had a hand in educating the County Board on the safety concerns of the request for $300,000 from the Spirit Fund to purchase traffic barrier system. Supervisor Horan is extremely enthusiastic about the communication and the conversation between the city and County Board.
2. Dr. William Von Lopek works for Esther within First United Methodist Church. Esther a received a grant to study homelessness in Winnebago County. Through this study, Dr. Von Lopek has learned that there is a thin line between living in your comfort zone and homelessness. It only takes one illness, one layoff, one accident, one divorce, to land in the homelessness category. The cost of rent and homes have increased 20-35% in Winnebago County, however, wages have not increased. So many people, post covid, are left homeless because they have no place to go. This is not a preferred

way to live. Dr. Von Lopek asked the council to challenge themselves by asking what is a better way to deal with homelessness in Neenah other than shewing them away, especially when there is no other place to go. Other cities has tackled homelessness and Neenah can too if other options are explored.

3. Rosemary McCarthery, 650 S. Lake Street, is a foster parent for seven children as well as a parent to her own kids. Everyone stumbles. Most of her neighbors live paycheck to paycheck. Neenah needs more affordable housing and community resources to lift those who have fallen on hard times up again and make them whole. Mental healthcare and affordable housing are the two largest needs. We cannot just bully the weakest. We need to figure out how the city is going deal with homelessness because it is not going away as wages are not meeting the cost of living. It's not very Wisconsin of us.
4. Sara Kosmicki, 4 Armstrong Street, Town of Neenah, Director of Casa-Esther House. Is here to speak on the camping ordinance. The ordinance does not address the homelessness issue, it asks them to move out of sight where we don't have to look at it. She appreciates the ordinances does not go as far as criminalizing homelessness, but to assess monetary penalty for sleeping outside when there are no shelter beds available is unjust. A monetary penalty given to a person who already cannot meet their basic needs only exacerbates the situation. Not having a home is a tragedy, not a crime. Neenah has no shelters for homeless individuals. Shelters in Appleton or Oshkosh consistently operate at capacity with long waiting lists. This ordinance is about two people who may or may not have been homeless but were deemed as eyesores. Once the ordinance is enacted it will apply to all homeless in Neenah, now and in the future. Homelessness is not going away. To address a growing homelessness issue by passing an ordinance that is to punish the unhoused is misguided. Ms. Kosmicki encourages the council to reach out to local organization working on creating solutions to homelessness.
5. Raymond Jahnke, 203 Joseph Court, Apt. 2. Spoke on the camping ordinance and homelessness. There are agencies help available to those who are homeless. The homeless need to do their part by working at a job.
6. Alderman Lendrum read a statement she received from a constituent Susan Perkins, 613 S. Park Avenue, who couldn't be at tonight's meeting. The statement is paraphrased below. A copy of the full written statement is attached to the meeting minutes.

   The no camping ordinance is essential. The best way to show true compassion is to not allow the encampments. Encampments leads to a dangerous and unhealthy situation for the unhoused. Those who are homeless can be directed to the numerous facilities in our area to get the right kind of help as opposed to handouts. Just ignoring them is also not compassionate. Ms. Perkins urges the council to vote in favor of the ordinance.

7. Michael Rust, Candidate for Winnebago County Circuit Court Branch 1. Mr. Rust introduced himself. He will be in attendance of tonight's meeting and is willing to speak to anyone after the meeting.

VIII. Mayor/Council consideration of public forum issues
After calls for council comments, none were heard.

VIIII. Consent Agenda

A. Approve Temporary Class "B" (Picnic) License Application to Bergstrom Mahler Museum of Glass, 165 N. Park Avenue, for Art After Dark, to be held on March 21, 2024, from 6:00 PM to 8:00 PM. **(PSSC)**

B. Accept the City Hall Third floor HVAC control upgrade proposal from Energy Control & Design in the amount of $64,271.00 with funding of $60,000 coming from the Capital Facilities Budget and the remaining $4,271.00 being funded with Public Facility Funds (**PSSC**)

Alderman Lendrum requested Item B to be reported out Public Services and Safety Report of March 12, 2024.

With the removal of Item B, the remainder of the Consent Agenda was approved with unanimous consent.

IXI. Reports of standing committees

A. Regular Public Services and Safety Committee meeting of March 12, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council accept the City Hall Third floor HVAC control upgrade proposal from Energy Control & Design in the amount of $64,271.00 with funding of $60,000 coming from the Capital Facilities Budget and the remaining $4,271.00 being funded with Public Facility Funds (**PSSC**)

MSCRP Lendrum/Stevenson to accept the City Hall Third Floor HVAC control upgrade, all voting aye.

2. Committee recommends Council to approve Ordinance 2024-04 Camping on City Owned Property and amendments to the Open Burning Ordinance. **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve Ordinance 2024-04 Camping on City Owned Property and amendments to the Open Burning Ordinance, all voting aye.

Discussion: Alderman Boyette asked for a legal opinion on if there is state statute that is being adopted by this ordinance. Attorney Struve responded that §86.025 which is camping on highways that would criminalize this action. Attorney Struve read the statute in its entirety.

Alderman Boyette asked for clarification on the actual fine amount. Paralegal DeWitt's understanding of the proposed ordinance is that the fine amount is at the discretion of the judge within the fine scale.

B. Regular Finance and Personnel Committee meeting of March 11, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve the 2023 General Fund Operating Carry Forwards to 2024. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve the 2023 General Fund Operating Carry Forwards, all voting aye.

No discussion.

2. Committee recommends Council approve the use of Fiscal Year 2023 General Fund balance (surplus) in the amount of $436,518.78 and ARPA interest in the amount of $239,593.62, totaling $676,112.40, to be applied to the following deficits: Municipal Court ($245,287.61), Neenah Menasha Fire Rescue ($274,260.91) and 50% of Parking Utility ($156,563.88), for a total of ($676,112.40). **(RollCall-Pro)**
MSCRP Erickson/Lendrum to approve as recommended by Committee, all voting aye.

Discussion: Alderman Stevenson questioned Municipal Court deficit which takes care of the Neenah portion but does not address the Menasha's portion. Director Rasmussen has been in discussions with City of Menasha Finance Director who knows that we are planning on paying off Neenah's portion of the Municipal Court deficit and that Menasha must come up with a plan to make their portion whole. Director Rasmussen also advised a taskforce will be created to look at what can be done differently and to follow the agreement more closely.

Alderman Stevenson asked about the plan for Parking Utility. Director Rasmussen responded that she had to watch the undesignated fund balance percentage to be in the right range for a good bonding rate. Parking rates were reviewed last year, and adjustments were made to the fee structure. The Parking Utility relies heavily on Community Service Aides (CSAs) to enforce parking. Most of the CSAs were lost during covid, and the Police Department is trying to build staffing back up. A taskforce is being formed to look at the Parking Utility but currently it is not funding itself as intended.

Both Alderman Stevenson and Mayor Lang thanked Director Rasmussen for being proactive and addressing the debt.

3. Committee recommends Council approve an agreement with BenTek Software services in a prorated amount of $15,000 for year one costs and $10,000 for implementation to be purchased from the Information Systems ERP Suite account within the Capital Equipment Budget. **(RollCall-Pro)**
MSCRP Erickson/Lendrum to approve the agreement with BenTek Software, all voting aye.

Discussion: Alderman Stevenson asked if the BenTek agreement was part of the ERP planning process. Interim Director Schroeder advised Information Systems was planning on purchasing this type of software at the end of the year but decided to move it up due to a recent retirement. The reason being is timing; training a new employee could take place once on the BenTek system versus having to be retrained at the end of the year.

Alderman Boyette asked about costs of the program. Interim Director Schoeder explained the cost is prorated for the first year at $15,000 in June with the plans full year cost of $30,000 going forward.

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

A. Regular Plan Commission meeting of March 12, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)

1. Items reported under Public Hearing.

B. Board of Public Works meeting of March 14, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Information Only Items:
   a. The Board approved Pay Request No.3, Neenah Creek Bridge, to Pheifer Brothers Construction, in the amount of $70,315.20.
   b. The Board approved Pay Request No. 3, Contract 2-23W West Side Booster Station Building Construction, to RJM construction, LLC., in the amount of $103,265.00.
2. Council Action Items:
   a. The Board recommends Council award Contract 4-24, S. Park Drive Easement, Sanitary Sewer and Water Main, to Scott Lamers Construction in the amount of $366,812.00. **(RollCall-Pro)**
   MSCRP Hillstrom/Lendrum to award Contract 4-24 as recommended by the Board with funding coming out of the 2024 Capital Borrowing Fund, all voting aye.

   b. The Board recommends Council Award Contract 5-24, North Street, Sanitary Sewer and Water Main, to David Tenor Corporation, in the amount of $549,607.60. **(RollCall-Pro)**
   MSCRP Hillstrom/Lendrum to award Contract 5-24 as recommended by the Board with funding coming out of the 2024 Capital Borrowing Fund, all voting aye.

   Discussion: Director Kaiser advised Contract 5-24 is a joint project with the Village of Fox Crossing. The Council recently approved a Memorandum of Understanding with Fox Crossing which broke out the cost share of each of the items. There is some shared storm sewer and street costs. The sanitary sewer cost is all city, but Fox Crossing has some water utility work they want to have done while there is access, done at their cost. We are proceeding with the MOU cost break down with the bid prices received.

c. The Board recommends Council award Contract 6-24, Jewelers Park Drive, Storm Sewer and Street Construction, to MCC, Inc., in the amount of $573,435.19. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 6-24 as recommended by the Board with funding coming out of Tax Increment District No. 12, all voting aye.

d. The Board recommends Council award Contract 12-24, Douglas Storm Water and Water Main to De Groot, Inc, in the amount of $205,786.42, with the storm water overages to come from the detention pond budget. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 4-24 as recommended by the Board with funding coming out of the 2024 Capital Borrowing Fund, all voting aye.

C. Reports on neighborhood groups.
1. Business Improvement District Board (BID Board) Meeting of March 19, 2024 – Alderman Skyrms
Report to be given at the next meeting.

F. Library Board
a. Report from the Library Board Meeting of March 20, 2024 – Alderperson Erickson
a. Friday, April 12, 2024 the Library will be closed for electrical work.
b. Programming is up 59% from 2023 to 2024.
c. Sundays in April, the Lawrence University Student Quartet will be preforming jazz at the library. Each week will feature a different artist. Come early as this is very popular event.

E. Neenah Arts Council
1. Report from the Neenah Arts Council Meeting of March 13, 2024 – Alderperson Erickson
a. Neenah Public Library/Neenah Arts Council Photo Contest is currently under way. Visit the Neenah Public Library website for entry information. The deadline to submit photos is March 31st.

F. Landmarks Commission
1. Report from the Landmarks Commission Meeting of March 13, 2024 – Alderperson Weber
a. There was a formal recognition of Flo Bruno with the Bacon-Johnson house on the approval of the State Historical Register. Also discussed with Ms. Bruno was the inclusion of her home on the Neenah Historical Places Register.
a. The Commission is consistently recruiting new members. There are two that will be coming up for appointment soon.
b. Election of new officers as Ron Klatt stepped down. Alderman Weber was elected the new Commission Chair with Jim Tayler elected as Vice-Chair.

XI. Presentation of petitions
Any other petition received by the City Clerk's Office after distribution of the agenda.
None.

XII. Council Directives
None.

XIII. Unfinished Business
None.

XIV. New Business

A. Receive and place on file the Neenah-Menasha Fire Rescue 2023 Annual Report. (Fire Chief Teesch) **(Voice Vote)**
Fire Chief Teesch, recognized Local 275 is giving $37,000 to the community. Over the course of their existence the total is forward of $1 million. They are very vested in giving back the cities.

Neenah Menasha Fire Rescue held the 5th Joint Recruit Academy. Neenah Menasha Fire Rescue has lead the way collaboration and innovation for over twenty years on the Joint Recruit Academy.

Retired Fire Chief Kloehn received the 2023 State Fire Investigators Association's Chief of the Year. There are upwards of 800 departments in Wisconsin and one person receives that award, who worked for NMFR.

NMFR received $100,000 in grants. The department also received ISO Class 1, 10th the state to achieve the rating, 500th in the nation.

Motion by Stevenson/Boyette to Receive and place on file the Neenah-Menasha Fire Rescue 2023 Annual Report. Motion carried in a voice vote, 6-0.

B. Arrowhead Park Development Status Report. (Ald. Hillstrom)
Next week Wednesday the Taskforce will be presented the proposed design plan at Arrowhead Park.

C. Clerk Nagel gave dates and time of Absentee/Early Voting for the upcoming April 2nd Spring Election.

D. Alderman Boyette will be attending the signing of the Service Animal bill in Madison Friday.

XV. Closed Session

a. The Council may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business as long as competitive or bargaining reasons required closed session related to land acquisition adjacent to or in the vicinity of the Southpark Industrial Center area.

MSC Stevenson/Boyette for the Council to move into closed session, the Council may reconvene into open session to consider actions on the items discussed in closed session, all voting aye.

At 8:09 PM the Council reconvened in to closed session.

Motion by Stevenson/Boyette for the Council reconvened into open session to take action on items discussed in closed session.

b. The Council may reconvene into open session to consider actions on the items discussed in closed session.

At 8:29 PM Motion by Stevenson/Boyette the Council reconvened into open session to take action on items discussed in closed session. Motion carried in a voice vote, 6-0.

Motion by Steveson/Weber to approve the Development Agreement with Checker Logistics (RGL Logistics) for the construction of a new 600,000 square foot distribution facility in the Southpark Industrial Center Expansion Area as detailed in the Development Agreement. Motion carried in a voice vote, 6-0.

Motion by Steveson/Weber to authorize the Neenah Community Development Authority to proceed with the acquisition of 1730 Dixie Road for the purchase price of $800,000 and to take the necessary steps to ensure protection from potential environmental liability offered through the Wisconsin Local Governmental Unit (LGU) liability exemption. Motion carried in a voice vote, 6-0.

XVI. Adjournment

Motion by Erickson/Boyette to adjourn, motion carried unanimously in a voice vote. Meeting adjourned at 8:33 PM.

Respectfully submitted,

Charlotte K. Nagel

Charlotte Nagel, City Clerk

Common Council Proceedings
Wednesday, March 20, 2024 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, March 20, 2024 in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Aldermen Boyette, Erickson, Hillstrom, Lendrum, Stevenson, and Weber. Council President Borchardt and Aldermen Skyrms and Steiner were excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, and City Clerk Nagel. Sitting in for City Attorney Rashid was Menasha City Attorney Struve.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Police Lieutenant Van Sambeek, Fire Chief Teesch, Community Development Deputy Director Schmidt, Human Resources Director Fairchild, Information Systems Interim Schroeder, Paralegal DeWitt and citizens listed on the attached attendance sheets.

Mayor Lang called the meeting to order at 7:05 PM.

I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderman Lendrum led the Pledge of Allegiance.

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

IIII. Approval of Council Proceedings
A. Approval of the Council Minutes and Proceedings of March 6, 2024 regular session. **(UC)**
There being no objections, the March 20, 2024 Council Minutes and Proceedings were ordered approved as written by unanimous consent.

IVI. Plan Commission report pertaining to the Public Hearing
A. Plan Commission meeting of March 12, 2024: (Ald. Steiner) (Minutes can be found on the City web site)
1. Commission recommends Council approve Ordinance No. 2024-02, amending the City of Neenah Comprehensive Plan Update 2040**. (RollCall-Pro)**
MSRCP Weber/Hillstrom to approve ordinance No. 2024-02 amending the Comprehensive Plan Update 2040, all voting aye.

2. Commission recommends Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. **(RollCall-Pro)**
MSCRP Boyette/Weber to table pending further review of the application and paperwork.

VI. Consent Agenda

A. Approve Temporary Class "B" (Picnic) License Application to Bergstrom Mahler Museum of Glass, 165 N. Park Avenue, for Art After Dark, to be held on March 21, 2024, from 6:00 PM to 8:00 PM. **(PSSC)**

B. Accept the City Hall Third floor HVAC control upgrade proposal from Energy Control & Design in the amount of $64,271.00 with funding of $60,000 coming from the Capital Facilities Budget and the remaining $4,271.00 being funded with Public Facility Funds (**PSSC**)

Alderman Lendrum requested Item B to be reported out Public Services and Safety Report of March 12, 2024.

With the removal of Item B, the remainder of the Consent Agenda was approved with unanimous consent.

VII. Reports of standing committees

A. Regular Public Services and Safety Committee meeting of March 12, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council accept the City Hall Third floor HVAC control upgrade proposal from Energy Control & Design in the amount of $64,271.00 with funding of $60,000 coming from the Capital Facilities Budget and the remaining $4,271.00 being funded with Public Facility Funds (**PSSC**)

MSCRP Lendrum/Stevenson to accept the City Hall Third Floor HVAC control upgrade, all voting aye.

2. Committee recommends Council to approve Ordinance 2024-04 Camping on City Owned Property and amendments to the Open Burning Ordinance. **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve Ordinance 2024-04 Camping on City Owned Property and amendments to the Open Burning Ordinance, all voting aye.

B. Regular Finance and Personnel Committee meeting of March 11, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve the 2023 General Fund Operating Carry Forwards to 2024. **(RollCall-Pro)**

MSCRP Erickson/Boyette to approve the 2023 General Fund Operating Carry Forwards, all voting aye.

2. Committee recommends Council approve the use of Fiscal Year 2023 General Fund balance (surplus) in the amount of $436,518.78 and ARPA interest in the amount of $239,593.62, totaling $676,112.40, to be applied to the following deficits: Municipal Court ($245,287.61), Neenah Menasha Fire Rescue ($274,260.91) and 50% of Parking Utility ($156,563.88), for a total of ($676,112.40). **(RollCall-Pro)**

MSCRP Erickson/Lendrum to approve as recommended by Committee, all voting aye.

3. Committee recommends Council approve an agreement with BenTek Software services in a prorated amount of $15,000 for year one costs and $10,000 for implementation to be purchased from the Information Systems ERP Suite account within the Capital Equipment Budget. **(RollCall-Pro)**
MSCRP Erickson/Lendrum to approve the agreement with BenTek Software, all voting aye.

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

A. Regular Plan Commission meeting of March 12, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)

1. Items reported under Public Hearing.

B. Board of Public Works meeting of March 14, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Council Action Items:

a. The Board recommends Council award Contract 4-24, S. Park Drive Easement, Sanitary Sewer and Water Main, to Scott Lamers Construction in the amount of $366,812.00. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 4-24 as recommended by the Board with funding coming out of the 2024 Capital Borrowing Fund, all voting aye.

b. The Board recommends Council Award Contract 5-24, North Street, Sanitary Sewer and Water Main, to David Tenor Corporation, in the amount of $549,607.60. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 5-24 as recommended by the Board with funding coming out of the 2024 Capital Borrowing Fund, all voting aye.

c. The Board recommends Council award Contract 6-24, Jewelers Park Drive, Storm Sewer and Street Construction, to MCC, Inc., in the amount of $573,435.19. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 6-24 as recommended by the Board with funding coming out of Tax Increment District No. 12, all voting aye.

d. The Board recommends Council award Contract 12-24, Douglas Storm Water and Water Main to De Groot, Inc, in the amount of $205,786.42, with the storm water overages to come from the detention pond budget. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 4-24 as recommended by the Board with funding coming out of the 2024 Capital Borrowing Fund, all voting aye.

XII. New Business

A. Receive and place on file the Neenah-Menasha Fire Rescue 2023 Annual Report. (Fire Chief Teesch) **(Voice Vote)**

Fire Chief Teesch, recognized Local 275 is giving $37,000 to the community. Over the course of their existence the total is forward of $1 million. They are very vested in giving back the cities.

Neenah Menasha Fire Rescue held the 5th Joint Recruit Academy. Neenah Menasha Fire Rescue has lead the way collaboration and innovation for over twenty years on the Joint Recruit Academy.

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NMFR received $100,000 in grants. The department also received ISO Class 1, 10th the state to achieve the rating, 500th in the nation.

Motion by Stevenson/Boyette to Receive and place on file the Neenah-Menasha Fire Rescue 2023 Annual Report. Motion carried in a voice vote, 6-0.

XIII. Closed Session

a. The Council may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business as long as competitive or bargaining reasons required closed session related to land acquisition adjacent to or in the vicinity of the Southpark Industrial Center area.
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At 8:09 PM the Council reconvened in to closed session.

Motion by Stevenson/Boyette for the Council reconvened into open session to take action on items discussed in closed session.

b. The Council may reconvene into open session to consider actions on the items discussed in closed session.

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Motion by Steveson/Weber to approve the Development Agreement with Checker Logistics (RGL Logistics) for the construction of a new 600,000 square foot distribution facility in the Southpark Industrial Center Expansion Area as detailed in the Development Agreement. Motion carried in a voice vote, 6-0.

Motion by Steveson/Weber to authorize the Neenah Community Development Authority to proceed with the acquisition of 1730 Dixie Road for the purchase price of $800,000 and to take the necessary steps to ensure

protection from potential environmental liability offered through the Wisconsin Local Governmental Unit (LGU) liability exemption. Motion carried in a voice vote, 6-0.

XIV. Adjournment

Motion by Erickson/Boyette to adjourn, motion carried unanimously in a voice vote. Meeting adjourned at 8:33 PM.

Respectfully submitted,

Charlotte K. Nagel

Charlotte Nagel, City Clerk

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES

Tuesday, March 26, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Stevenson, and Weber

Excused: None

Also Present: Mayor Lang, Community Development Director Haese, Community Development Deputy Director Schmidt, Public Works Superintendent Radtke, GIS Coordinator Meverden, Traffic Engineer Merten, Parks & Forestry Superintendent Fink, Public Works Office Manager Mroczkowski, Jeff Linski, Bill Pollnow, and Bethanie Gengler

Public Appearance

None

Approval of Minutes of the Meeting of March 12, 2024

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the meeting of March 12, 2024. All voting aye.

Purchase of Zero Turn Mowers

Parks & Forestry Superintendent Fink stated that he is seeking approval to purchase a 72" John Deere zero turn mower and a 60" John Deere zero turn mower from Riesterer and Schnell. He stated that although the low bid for the 60" mower was not John Deere, the consensus from the park technicians and the city mechanics is that the John Deere mowers have a superior cutting performance, durabilty, ease of maintenance and vendor service.

Report

Following Discussion: Motion/Second/Carried by Hillstrom/Weber to recommend the Common Council approve the purchase of a 72" John Deere Z994 Ztrak mower from Riesterer and Schnell in an amount of $18,048.03 using Capital Equipment funds. All voting aye.

Report

Following Discussion: Motion/Second/Carried by Hillstrom/Weber to recommend the Common Council approve the purchase of a 60" John Deere Z994 Ztrak more from Riesterer and Schnell in an amount of $17,624.53 using Capital Equipment funds. All voting aye.

Designated Outdoor Refreshment Area (DORA)

Motion/Seconded/Carried by Borchardt/Weber to table the agenda item. All voting aye.

GIS Update

Community Development Deputy Director Schmidt provided a presentation on the use of GIS within city hall.

Alderperson Stevenson asked if the applications presented are live. Deputy Director Schmidt stated there are some finishing touches that need to be done first and then it will be available to the public and city staff.

Alderperson Borchardt asked that a tutorial be created for public users.

Fleet #39-Sewer Utility Truck

Public Works Superintendent Radtke stated that this truck is used during sewer cleaning operations. He stated the utility box is rusting out and is in very poor condition.

Report

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend the Common Council approve the purchase of a 2022 Ford F350 2WD Regular Cab truck from L&S Truck Center in an amount of $54,415.50, and also approve the purchase of a safety lighting package and two-way radio with a cost not to exceed $4,000.00 using Capital Equipment funds. All voting aye.

Mastic Machine

Public Works Superintendent Radtke stated staff is seeking approval to purchase the Patcher II Mastic Machine from Sherwin Industries. He stated that the Village of Fox Crossing and City of Menasha have this brand and it is very durable. Public Works Superintendent Radtke stated that the city borrowed the Village of Fox Crossings mastic machine to repair a portion of S. Green Bay Road and it worked very well.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Stevenson to recommend the Common Council approve the purchase the Patcher II Mastic Machine from Sherwin Industries in an amount of $85,557.00 along with the purchase of various hand tools designed for the mastic application in an amount not to exceed $3,000.00 using Capital Equipment funds. All voting aye.

Salt Shed Roof Replacement

Public Works Superintendent Radtke stated that during the 2024 salt shed inspection, tears and weaknesses were found in the roof material. He stated that the state inspector stated that repairs to the roof's current material or replacement of the roof is required.

Public Works Superintendent Radtke stated that the shed was built in 2010 by Structures Unlimited. He stated the roof material had a 15-year lifespan. He stated that in 2018, "wear points" were identified and repairs were made with welded patches. Public Works Superintendent Radtke stated that Structures Unlimited quote to repair the

current tears is $6,600.00, but that the company is recommending the roof be recovered due to the age of the fabric, exposure, and previous repairs. He stated the quote to replace the entire roof is $22,980.00.

Alderperson Stevenson asked what is covered in the warranty of the new roof. Public Works Superintendent Radtke stated that is going to be any major malfunction, but he will check with the company.

Alderperson Stevenson stated that continuing to duplicate what has been done already does not make sense, especially with two material failures. He asked if any alternatives have been looked into such as metal or steel. Public Works Superintendent Radtke stated that a wood roof would be very expensive, and he is not sure how the metal would hold up to the salt.

The consensus of the Committee was to direct staff to look into alternative roof coverings for the shalt shed.

State-Municipal Agreement for S. Commercial Street Reconstruction-Revision #1

Traffic Engineer Merten reviewed his memo of March 30, 2024. He stated that the City entered into a State-Municipal Agreement (SMA) for the S. Commercial Street reconstruction project in June 2020. He stated with construction costs having significantly increased over the years the Wisconsin Department of Transportation has indicated that an additional $1,821,565 of funding has been approved for the project. Traffic Engineer Merten stated that the new state appropriation for participating construction costs is $9,384,816.00 with the city's share being $1,894,723.00. He stated that the city will also have $458,871.00 of non-participating costs.

Alderperson Stevenson asked what is included in the non-participating costs. Traffic Engineer Merten stated that it is items like colored concrete and tree planters.

Alderperson Stevenson stated that he would like to see the full list of the non-participating costs.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend the Common Council approve the State-Municipal Agreement Revision #1 for Project 4993-01-00_01, S. Commercial Street Reconstruction. All voting aye.

Traffic Signal Equipment Purchase

Traffic Engineer Merten reviewed his memo of March 22, 2024 regarding the two traffic projects planned for the intersection of Nicolet/Third/ Commercial streets. He stated that the project will replace the traffic control cabinet at Nicolet and Third and the detection equipment at Commercial and Nicolet.

Alderperson Hillstrom stated that even though this is a shared intersection with the City of Menasha, the city does all the work and covers all the costs.

Alderperson Borchardt stated asked why we don't split the costs.

Traffic Engineer Merten stated that there is an agreement between the two cities that states the City of Neenah is responsible for maintenance and upgrades of the traffic control devices and any costs related to such maintenance.

Alderperson Stevenson asked if there is a formal agreement. Traffic Engineer Merten stated that this agreement has been in place for many years, but is not sure if there is a formal written agreement.

Traffic Engineer Merten noted that proposed detection system is under budget whereas the cabinet is overbudget, however if viewed jointly, both purchases would come just under the combined budget ($312).

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend the Common Council approve the purchase of the McCain ATC traffic signal cabinet in an amount of $22,863 and the NoTraffic detection system in an amount of $21,825 from Traffic and Parking Control Co., Inc. (TAPCO). All voting aye.

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. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The top-coat of asphalt will be paved in spring.
3) Contract 7-23 (High, River Utility and Street Construction): The top-coat of asphalt will be paved in spring.
4) Neenah Creek Bridge: Parapet staining has been done. The remaining work is the east approach grading and curb/gutter installation along with landscaping. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed from Quarry Park to Laudan Blvd and is being installed from Winnebago Heights to the north. A second crew is scheduled to mobilize the week of 3/25.
6) Contract 2-24 (E. Doty Av - Utilities and Street): A pre-construction meeting was held on 3/21. The contractor is scheduled to mobilize the week of 4/8.

7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Water main installation on Bayview Road will be completed the week of 3/25. Additional stone for backfill was needed due to extra trench width caused by loose backfill material around the existing main. A sagging catch basin lead was also uncovered and replaced.
8) Contract 4-24 (S. Park Avenue Easement – Utilities): A schedule has not been set.
9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
10) Contract 6-24 (Jewelers Park Drive – Street): A schedule has not been set.
11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Bids are scheduled for opening on 3/27/2024.
12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Bids are scheduled for opening on 3/27/2024.
13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract will be advertised on 3/27.
14) Contract 12-24 (Douglas Pond Storm Piping): A schedule has not been set.
15) 1st Addition to Freedom Acres: Utility installation has started.
16) I-41 Repairs: WisDOT is starting a variety of repairs on I-41 the week of April 1. The project runs from Breezewood Lane to WIS 15. The repairs will require several ramp closures for about two weeks each. The ramps affecting Neenah are the I-41 southbound entrance ramp from WIS 114 (Winneconne Avenue), I-41 northbound exit ramp to WIS 114 (Winneconne Avenue), and I-41 southbound exit ramp to Main Street in Neenah. We do not know the schedule for these closures. The project will also replace the I-41 bridge decks over Green Bay Road (north of CTH II).

Announcements/Future Agenda Items

None

Adjournment

Motion/Second/Carried by Borchardt/Stevenson to adjourn at 7:43 PM. All voting aye.

Respectfully submitted,

Lisa Mroczkowski

Lisa Mroczkowski
Public Works Office Manager

Neenah
WISCONSIN

Department of
Parks & Recreation

MEMORANDUM

DATE: March 26, 2024

TO: Chairman Lendrum and members of Public Services and Safety Committee

FROM: Trevor L Fink, Superintendent of Parks/City Forester TLF

RE: Zero Turn Mower Proposals

Proposals have been received for two new mowers for use in the parks. Both are zero turn mowers, one with a 72" cutting deck and the other with a 60" cutting deck. Staff and mechanics have operated and maintained all the units from each vendor. The consensus from the park technicians and the city mechanics is the John Deere mowers due to their superior cutting performance, durability, ease of maintenance, and vendor service.

Company	Description	Price
Riesterer and Schnell	72" John Deere Z994 ZTrak	$18,048.03
Service Motor Inc.	72" Kubota ZD1211RL	$18,156.72
Reinders Inc.	72" Toro Z7500	$23,440.30
Riesterer and Schnell	60" John Deere Z994 ZTrak	$17,624.53
Service Motor Inc.	60" Kubota ZD1211R	$17,376.72
Reinders Inc.	60" Toro Z7500	$22,710.30

Amount budgeted for each mower in the 2024 Operating and Capital Improvement Budget (page 314) is $25,000.

Park and Recreation Commission recommend the purchase of the 72" John Deere Mower from Riesterer and Schnell for $18,048.03.

Park and Recreation Commission recommend the purchase of the 60" John Deere Mower from Riesterer and Schnell for $17,624.53.

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426
phone: 920-886-6070
fax: 920-886-6269
email: tfink@ci.neenah.wi.us

Neenah
Public Works Department
City Services Building
1495 Tullar Road, Neenah, WI 54956
Phone: 920-886-6260 Fax: 920-886-6269

Proposal

Fleet #39 (Sewer Utility Truck)

Bergstrom Neenah, WI	Ford Chevrolet	No Comparable Inventory No Comparable Inventory
Holiday Automotive Fond du Lac, WI	2023 Ford F450 4X4 Double Cab	$66,157.00 Exceeds Needs
Ewald Automotive Group (State Bid) Hartford, WI	Chevrolet or GMC 23 Ford F450 4X4 Double Cab	No Comparable Inventory $67,589.00 Exceeds Needs
L & S Truck Center Appleton, WI	2022 Ford F350 2WD reg. cab	$54,415.50

Staff recommends the purchase of a new 2022 Ford F350 from L & S Truck Center in Appleton for $54,415.50.

Staff also recommends purchasing a safety lighting package and a two-way radio, to outfit the truck. Total cost for the additional equipment is not to exceed $4,000.00.

Budgeted 2024 amount of $75,000.00
(Page 317 Item #13 in 2024 Budget Book)

Mar 12, 2024 11:29:23 AM
39
Neenah

Mar 12, 2024 11:29:45 AM
Neenah

Neenah
Public Works Department
City Services Building
1495 Tullar Road, Neenah, WI 54956
Phone: 920-886-6260 Fax: 920-886-6269

Proposal

Mastic Machine

Stepp MFG North Branch, MN	SMP-250	$85,121.00
Sherwin Industries Milwaukee, WI	Patcher II	$85,557.00
SealMaster of Wisconsin Menomonee Falls, WI	Pro Mastic Machine (Does not meet specs)	$70,496.00

Staff would like to note Stepp MFG has a lead time of 250 to 300 days and Sherwin Industries is around 150 days.

Staff recommends the purchase of a new 2024 Crafco Patcher 2 from Sherwin Industries of Milwaukee for $85,557.00

Staff also recommends purchasing various hand tools designed for mastic application. The total cost for the additional equipment is not to exceed $3,000.00.

Budgeted 2024 amount of $95,000.00
(Page 314 Item #5 in 2024 Budget Book)

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

M E M O R A N D U M

DATE: March 22, 2024

TO: Mayor Lang and Members of the Public Services & Safety Committee

FROM: James Merten, Traffic Engineer

RE: State–Municipal Agreement for S. Commercial Street Reconstruction – Revision #1

The City entered into a State-Municipal Agreement (SMA) for the S. Commercial Street reconstruction project in June 2020. This agreement featured an 80% federal funding rate for participating construction costs up to $5,668,528. With construction costs having significantly increased over the years, the estimated project costs have also significantly increased. The Wisconsin Department of Transportation has indicated that an additional $1,821,565 of funding has been approved for the project under the same terms of the agreement. Attached is a revised SMA for the project reflecting the new funding limits. The table below summarizes the anticipated costs for the project based on the 90% design that has been prepared by Westwood, the design consultant for the project.

	Federal/State Appropriation	City Appropriation	Total Appropriation	Non-Participating Costs	City Total Cost
Original SMA	$5,668,528 (72%)	$2,223,572 (28%)	$7,892,100	No Estimate	$2,223,572
Revised SMA	$7,490,093 (80%)	$1,894,723 (20%)	$9,384,816	$458,871	$2,353,594

Staff recommends approval of the State-Municipal Agreement Revision #1 for Project 4993-01-00_01, S. Commercial Street Reconstruction.

1st Revision
STATE/MUNICIPAL AGREEMENT FOR A STATE- LET URBANIZED AREA STP-URBAN PROJECT

This agreement supersedes the agreement signed by the Municipality on June 16, 2020 and signed by the DOT on June 22, 2020.

Program Name: URBANIZED AREA STP-URBAN

Population Group: over 200,000

Sub-program #: 206

Cycle: 2020-2025

Revised Date: March 11, 2024

Date: MAY 14, 2020

I.D.: 4993-01-00_01

Road Name: COMMERCIAL STREET

Limits: STANLEY STREET – TYLER STREET

County: WINNEBAGO

Roadway Length: 1.5 MILES

Functional Classification: MINOR ARTERIAL

Project Sponsor: CITY OF NEENAH

The signatory, City of Neenah, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: **The existing 2-lane 48-foot wide facility consists of two different pavement sections. The southern segment is the original concrete pavement constructed in 1969 and 1972. This segment has significant pavement and joint failure. The northern segment is asphalt overlay on concrete pavement. This section has rutting, and cracking related to underlying deteriorated concrete pavement and utility trenches. The pavement has a rating of 5. The last improvement was in 2013. The existing municipal utilities under the pavement are also in need of repair or replacement. There are existing traffic signals at two intersections.**

Proposed Improvement - Nature of work: **The proposed project is to reconstruct Commercial Street with a 48-foot wide concrete urban cross section. Proposed roadway to include bike accommodations, curb and gutter, storm sewer, street lighting, traffic signals upgrades will be evaluated, traffic signal conduit will be replaced, pavement marking, signing and sidewalks. There will be moderate grading. Real estate acquisition will be in the form of fee and temporary limited easements.**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: **None identified at this time.**

The Municipality agrees to the following 2020-2025 Urbanized Area project funding conditions:

Project construction costs are funded with up to 80% federal funding up to a funding limit of $7,490,093. The Municipality agrees to provide the remaining 20% and any funds in excess of the $7,490,093 federal/state funding limit. **Design and real estate acquisition is 100% locally funded and the responsibility of the Municipality.** Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2025. **In accordance with the State's sunset policy for Urbanized Area STP-Urban projects, the subject 2020-2025 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or State funding exceed the estimate of $7,490,093 in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

	SUMMARY OF COSTS				
PHASE	**Total Est. Cost**	**Federal Funds**	**%**	**Municipal Funds**	**%**
ID 4993-01-00					
State Review	**$22,200**	**$0**	**0%**	**$22,200**	**100%**
ID 4993-01-01					
Participating Construction	**$8,592,716**	**$6,874,173**	**80%***	**$1,718,543**	**20%+ BAL**
Non-Participating Construction	**$0**	**$0**	**0%***	**$0**	**100%**
State Review	**$769,900**	**$615,920**	**80%***	**$153,980**	**20%+ BAL**
Total Est. Cost Distribution	**$9,384,816**	**$7,490,093**	**N/A**	**$1,894,723**	**N/A**

*Design ID# 4993-01-00 federal funding is limited to **$0**.
*Construction ID# 4993-01-01 federal funding is limited to **$7,490,093**.

This request is subject to the terms and conditions that follow (pages 3 – 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.
Signed for and in behalf of: **City of Neenah** (please sign in blue ink.)

Name Title Date

Signed for and in behalf of the State:

Name Title Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.

2. Work prior to federal authorization is ineligible for federal funding.

3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:

    a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)

    b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.

    c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.

    d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.

    e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.

    f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.

    g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.

    h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2020-2025 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:

    a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.

    b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.

    c. Storm sewer mains necessary for the surface water drainage.

d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).

f. Signing and pavement marking.

g. New installations or alteration of street lighting and traffic signals or devices.

h. Landscaping.

i. State review services for construction.

5. The work will be administered by the State and may include items not eligible for federal participation.

6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2020-2025 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.

a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.

b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.

c. Detour routes and haul roads. The municipality is responsible for determining the detour route.

d. Conditioning, if required and maintenance of detour routes.

e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.

f. All work related to underground storage tanks and contaminated soils.

g. Street and bridge width in excess of standards, in accordance with the current *WisDOT Facilities Development Manual*.

h. Real estate for the improvement

i. Preliminary engineering and design

j. State review services for design.

k. Other 100% Municipality funded items: None identified at this time.

8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.

9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.

10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.

11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat.51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.

12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.

13. **In accordance with the State's sunset policy for Urbanized Area STP-Urban projects, the subject 2020-2025 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.

15. The Municipality will at its own cost and expense:

    a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.

    b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during construction.

    c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.

    d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.

    e. Provide complete plans, specifications, and estimates to State upon request.

    f. Provide relocation orders and real estate plats to State upon request.

    g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.

    h. Provide maintenance and energy for lighting.

    i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

16. It is further agreed by the Municipality that:

a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.

b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.

c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.

d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the Federal Highway Administration.

e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.

f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under Municipal Responsibilities and Requirements.

LEGAL RELATIONSHIPS:

17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.

18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act,

relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.

19. Contract modification: This State/Municipal Agreement can only modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived or terminated orally.

20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.

21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

23. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

    In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following 2020-2025 Urbanized Area STP-Urban project funding conditions:

    a. ID 4993-01-00**:** Design is funded 100% by the Municipality. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 100% by the Municipality.

    b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality**.**

    c. ID 4993-01-01: Construction:

        i. Costs for roadway reconstruction are funded with 80% federal funding when the municipality agrees to provide the remaining 20%.

        ii. Non-participating costs are funded 100% by the Municipality. Costs include construction delivery.

        iii. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.

[End of Document]

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

M E M O R A N D U M

DATE: March 22, 2024

TO: Mayor Lang and Members of the Public Services & Safety Committee

FROM: James Merten, Traffic Engineer

RE: Traffic Signal Equipment Purchase

The 2024 Capital Improvement Plan has two traffic signal projects listed:

- $20,000 for a cabinet replacement at the Nicolet/Third intersection
- $25,000 to replace the detection equipment at the Commercial/Nicolet intersection

Nicolet/Third Traffic Signal Cabinet

Proposed here is to purchase a McCain brand cabinet with ATC architecture from TAPCO. Historically, the City purchased Mobotrex brand cabinets with TS1 architecture and recently TS2 architecture. Given recent significant changes in the industry, staff decided to do an in-depth review of the products available on the market, comparing vendors, brands, and cabinet technology. The ATC standard is well established along the coastal regions of the United States but is very new to the Midwest region. The primary advantages of ATC cabinets is that they are designed specifically for LEDs, can run on low-voltage DC that is "touch safe," provides more detailed troubleshooting reporting, and provides flexibility in hardware that best allows for future-proofing of the cabinet as technology evolves. Quotes received for TS2 cabinets came in at $19,500 (averaged) whereas the ATC cabinet proposed is $22,863 (which includes $2,500 in setup assistance).

Commercial/Nicolet Detection System

This intersection currently uses MS Sedco Intersector microwave-based sensors. Staff experience with these units have been drastically underwhelming, despite being recommended by other communities at the time of purchased. Similarly to the cabinets, staff reviewed a myriad of detection products available and compared technology capability, reliability, maintenance, and cost. Staff recommends purchasing the NoTraffic base sensor system from TAPCO. This system uniquely features combined camera and radar sensors that work simultaneously to detect traffic. This in theory provides the best of both detection technologies, thereby offsetting the worst of both detection technologies. The system also comes with the ability to purchase subscription add-ons such as accident identification and reporting, adaptive signal corridor coordination, emergency vehicle preemption, and traffic data collection. The quote received for the NoTraffic system is for $21,825. This price is roughly the average of the non-intrusive detection systems reviewed.

As you will note, the proposed the detection system is under budget whereas the cabinet is overbudget. However if viewed jointly, both purchases would come just under the combined budget ($312). Staff recommend purchasing from TAPCO the McCain ATC traffic signal cabinet for $22,863 and the NoTraffic detection system for $21,825.

SALES QUOTE

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE DATE
3/13/2024
SALES QUOTE NUMBER
Q24004293
CUSTOMER NO.
C258

BILL TO
City of Neenah
James Merten
PO Box 426
Neenah, WI 54957-0426
United States of America

SHIP TO
City of Neenah
James Merten
PO Box 426
Neenah, WI 54957-0426
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
ATC CABINET QUOTE	BEST RATE Prepaid & Add	Net 30 DAYS	Rick Kline	4/12/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
151879 352i ATCC-HV, IA-24CH, FITA-24CH, OA-16CH, FOTA-16CH, SA Natural	Each	1	12,057.00	12,057.00
150956 McCain Rack Mount Flex Controller	Each	1	3,791.00	3,791.00
151886 CMU, 2212-HV-MC (ip), 32 CH w/Ethernet Port, ATC	Each	1	1,088.00	1,088.00
151888 LS, 2202-HV-MC, HDSP/FLASHER UNIT, ATC	Each	9	347.00	3,123.00
151884 Suppresor, Modular Output, HESCO #HE103C-9	Each	16	19.00	304.00
373-77771 In House Cabinet Work & Turn-on	Each	1	2,500.00	2,500.00

Subtotal:	**22863.00**
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	**22,863.00**

All prices are listed in US Dollar (USD)
For terms and conditions, please visit https://tapconet.com/terms-conditions

SALES QUOTE

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE DATE
3/13/2024
SALES QUOTE NUMBER
Q24004331
CUSTOMER NO.
C258

BILL TO
City of Neenah
James Merten
PO Box 426
Neenah, WI 54957-0426
United States of America

SHIP TO
City of Neenah
James Merten
PO Box 426
Neenah, WI 54957-0426
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
NO TRAFFIC SYSTEM	BEST RATE Prepaid & Add	Net 30 DAYS	Rick Kline	4/12/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
152046 No Traffic Single Intersection, 4 approaches, 5 years of service and Basic analytics service	Each	1	18,805.00	18,805.00
1237-00003 Camera Power Cable 3-C-16-B-26SJOOW 01342 Jacketed SJOOW Carolprene 1000' Rolls Only	Foot	1,000	0.70	700.00
153351 No Traffic Mast Mount	Each	4	260.00	1,040.00
373-77771 Turn On Assistance	Each	1	1,280.00	1,280.00

Subtotal:	**21825.00**
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	**21,825.00**

All prices are listed in US Dollar (USD)
For terms and conditions, please visit https://tapconet.com/terms-conditions

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 25, 2024 – 6:00 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

The meeting was called to order by Chairman Erickson at 6:06 pm.

Present: Chairman Erickson; Aldermen Borchardt, Boyette, Skyrms, and Steiner; Mayor Lang, Director of Finance Rasmussen, Director of Community Development Haese, Director of Human Resources Fairchild, Assistant Planner Kasimor, Fire Chief Teesch, and Clerk Nagel. Aldermen Lendrum was also in attendance.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Steiner/Borchardt to approve the minutes from the March 11, 2024, Regular meeting as written. Motion carried in a voice vote, 4-0-1, with Skyrms abstaining.

2024 Community Development Block Grant (CDBG) Proposed Program $200,000, Resolution 2024-02 (Attachments) (Kasimor)

REPORT

Motion/Second/Carried Steiner/Borchardt to recommend approval of Resolution 2024 – 02 for the 2024 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.

Discussion: Assistant Planner Kasimor answered committee questions regarding funding. The CDBG receives approximately $200,000 annually. The money is distributed as indicated in the resolution. The funds can be carried forward up to seven years, but the program cannot exceed 1.5 its funds per year.

Annexation 233 1730 Dixie Road, Ordinance 2024-06 (Attachments) (Schmidt)

REPORT

Motion/Second/Carried Borchardt/Skyrms to recommend Council petition for annexation of 1.31 acres located along Dixie Road in the Town of Neenah be accepted. All voting aye.

Discussion: Director Haese and Deputy Director Schmidt stated this annexation in part of the Developer's Agreement and land acquisition approved by the Council at their March 20, 2024 meeting. There is no economic impact to the city for this annexation as the city owns the land surrounding this parcel.

Annexation 232 880 Bayview Road (Attachments) (Schmidt)

REPORT

Motion/Second/Carried Borchardt/Steiner to recommends the petition for annexation of 1.351 acres located along Bayview Road in the Town of Neenah be accepted. All voting aye.

Discussion: Deputy Director Schmidt advised there is no financial impact on the city to accept this annexation. The annexation is located within the City's Growth Area and is identified in the City of Neenah/Town of Neenah Boundary Agreement.

Restructuring the Police Command Staff (Attachments) (Olson)

REPORT

Motion/Second/Carried Borchardt/Skyrms to Authorize the Neenah Police Department to change the title of the Investigative Services Unit Lieutenant to Captain of Operations.

Discussion: Police Chief Olson advised this action is redistribution of the Assistant Chief of Police duties. Assistant Chief Bernice has many responsibilities and even though he is a proficient manager, there are limitations of tasks which one person can do effectively. With the redistribution of duties, the Assistant Chief will now oversee the Captain of Professional Staff and the Captain of Operations. This will allow the Assistant Chief to focus on more his administrative duties, while the Captain of Operations can devote more time to managing the Patrol Lieutenants. Changing the ISU Lieutenant to the Captain of Operations will not have a negative impact on our operating budget.

Accept $300,000 Spirit Fund Grant – Vehicle Barriers (Attachments) (Olson)

REPORT

Motion/Second/Carried Borchardt/Skyrms to authorize Neenah Police Department to accept $300,000 from the Winnebago County Spirit Fund grant money to purchase the Meridan Archer 1200 Barrier System and storage facility.

The committee thanks Police Chief Olson for his tenacity in seeing this project through to the end.

Salary Step Plan Implementation Adjustment (Attachment) (Hardina-Wilhelm)

REPORT

Motion/Second/Carried Steiner/Borchardt to recommend Council approve the adjustment of pay for four employees for a total cost of $10,952 in salaries and benefits to be funded out of current 2024 Library operating budget.for the Committee to convene into closed session. All voting aye.

Discussion: The introduction of the new salary step plan in autumn 2023 brought attention to pay disparities among four Library employees, where their step plan ranking did not align with their tenure in the role. After collaborating with the Finance and Human Resources departments and examining the Library's budget, a pay adjustment was proposed for these four employees. The total cost of $10,952 for their salary and benefits increase will be managed within the existing Library Budget. The Council was asked to include this money in future salary and benefits expenses in upcoming budget allocations.

The Library will acquire four new self-check machines in 2024 paid for by the Library's Trust Fund. During the fall, we terminated our service contract with the previous vendor, saving $12,895, which was part of the 2024 budget. The new self-check service contract will commence in June 2025 at a cost of $3,600.45, resulting in savings of $9,295. These savings will assist in covering the additional salary and fringe expenses.

Adjournment

Motion/Second/Carried Borchardt/Steiner to adjourn the meeting 6:34 pm. All voting aye.

Respectfully submitted,

Charlotte Nagel

Charlotte Nagel
City Clerk

Department of Community Development
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6128 • e-mail: ckasimor@ci.neenah.wi.us
CAROL M. KASIMOR
ASSISTANT PLANNER

M E M O R A N D U M

TO: Chairperson Erickson and members of the Finance and Personnel Committee

FROM: Carol Kasimor, Assistant Planner

DATE: March 22, 2024

SUBJ: Resolution 2024 - 02: Approval of 2024 Community Development Block Grant (CDBG) plan

On Monday, March 25, the Finance and Personnel Committee will consider Resolution 2024 - 02 to approve the 2024 Community Development Block Grant plan. There will be consideration by the Common Council at the April 3, 2024 meeting.

Public input was invited in the development of the plan, including an application and comment process and two public hearings. Goals addressed with the plan include support for:

A. Needs of low and moderate income households through public services, housing and job creation.
B. Revitalization, blight elimination, and site improvements.
C. Improvements in neighborhoods, especially those with low and moderate income residents.
D. Fair housing and planning

The proposed program allocates $200,000 in estimated 2024 funds and an estimated $10,000 in revolving fund payments from the 2023 CDBG year. Regulatory limits on the public service category prevent fully funding the requests received. We also received an application from Greater Fox Cities Habitat for Humanity in the amount of $130,000, which we may be able to fund in the Housing and Economic Development category. Additional information on the CDBG program may also be found on our website at https://www.ci.neenah.wi.us/departments/community-development/block-grants/

The Department requests approval of Resolution 2024 – 02 for the 2024 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.

RESOLUTION NO. 2024 - 02
RESOLUTION OF THE CITY OF NEENAH APPROVING THE 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN

WHEREAS, the City of Neenah is a Community Development Block Grant formula grantee and evaluates community needs, conditions and resources to be addressed by the grant; and,

WHEREAS, the City of Neenah estimates resources totaling $200,000 for the 2024 Community Development Block Grant program, and revolving funds in the estimated amount of $10,000; and,

WHEREAS, the City of Neenah is committed to approving a program of Community Development Block Grant activities which gives maximum feasible priority to low and moderate income persons and community development;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Neenah that the 2024 Community Development Block Grant Annual Plan including the programming of 2024 Community Development Block Grant funds is hereby approved. The 2024 Community Development Block Grant program will fund the following activities:

Christine Ann Domestic Abuse Services	$7,000
Advocap Nutrition Program	$7,000
Pillars, Inc.	$7,000
Reach Counseling Services	$6,000
LEAVEN	$4,000
Façade Improvement and Design Assistance	$20,000
Property Acquisition and Redevelopment Activities	$70,000
Neighborhood Improvements	$37,000
Fair Housing Center of Northeast Wisconsin	$12,000
Planning and Program Administration	$30,000
Grant Total	**$200,000**
Revolving Funds/Program Income	
Housing Rehabilitation/Homebuyer Assistance	$10,000
Small Business/Microenterprise Loan Program	-
Total	**$210,000**

Recommended by: Finance and Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

_____
Jane B. Lang, Mayor

Passed: _____

_____
Charlotte K. Nagel, City Clerk

DRAFT 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FINAL FUNDING CONTINGENT ON GRANT AWARD AND PROGRAM INCOME

Public Services

	Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities/Benefit	2024-2025 Proposed Activities/Benefit
1	Christine Ann Domestic Abuse Services - CADAS	**$15,000** to provide services that address physical safety, basic needs, healing from trauma, connections to community resources, and prevention of further abuse, injury, and death due to domestic abuse.	$7,000	CADAS is committed to empowering individuals and families through education, safety and support, and leading our community to reduce the incidents and the effects of domestic abuse and dating violence. http://www.christineann.net	$7,000	66 persons	75 persons
2	Advocap Nutrition Program	**$20,000** to assist in providing meals to low income seniors and frail elderly persons at 1 congregate meal site and with home delivered meals.	$7,000	The Nutrition Program aims to promote health by providing nutritious and affordable meals, reducing hunger, creating opportunities for social interaction, and helping seniors remain independent in their homes and communities. https://www.advocap.org/food-nutrition.html	$7,000	181 persons	180 persons
3	Pillars, Inc. (formerly Homeless Connections)	**$10,000** to provide shelter services at the Adult and Adult and Family Shelters, Resource Center services, and case management services for Neenah residents experiencing homelessness.	$7,000	From homelessness to coming home, Pillars provides shelter, support and solutions to address the housing needs in our community.All Pillars programs aim to ensure every person has a place to call home. http://pillarsinc.org	$7,000	59 persons	60 persons
4	Reach Counseling Services	**$6,000** to provide sexual assault counseling services at a a reduced fee to qualified Neenah residents.	$6,000	Reach Counseling Services is a sexual assault service provider for children and adults that offers culturally responsive outreach, prevention education, victim advocacy, trauma counseling, and sex offender treatment. https://reachcounseling.com	$6,000	87 persons	90 persons
5	LEAVEN Inc. - Limited Emergency Assistance Valley Ecumenical Network	**$5,000** to provide emergency financial, referral and service coordination assistance to City of Neenah residents with housing issues.	$4,000	LEAVEN's stabilizes and empowers people in financial crisis by providing financial assistance, resource coordination and case management to address their near-term and long-term basic needs. https://www.leavenfoxcities.org/	$4,000	12 households	12 households
6	**Total Public Service Funds**		**$31,000**	Cap of 15% of grant plus program income. Allocations may be adjusted based on final program income amounts.	$31,000		

Housing and Economic Development

	Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities
7	Façade Improvement and Design Assistance Program	Program offers matching grants to commercial property owners for the restoration and improvement of building facades.	$20,000	Funds are provided in conjunction with private investment dollars (up to $10,000 on a matching basis) to stimulate capital reinvestment, property improvement, tax base enhancement, and job creation.	$20,000	One façade project in the amount of $10,000 was approved.
8	Property Acquisition and Redevelopment Activities	Funding for acquisition, demolition, rehabilitation, development, site and/or infrastructure improvements and economic development.	$70,000	Purpose of the program is to remove deteriorated structures where necessary and assist with revitalization and redevelopment efforts. Projects developed through housing organizations such as Greater Fox Cities Habitat for Humanity, Pillars, Inc. and Rebuilding Together Fox Valley may also be considered in this category.	$70,000	S. Commercial Street acquisition and demolition projects were undertaken.
9	Neighborhood Improvements	Assistance for upgrades to neighborhoods and neighborhood facilities such as parks.	$37,000	Improvements for purposes of assistance to low and moderate income neighborhoods.	$32,230	Audible pedestrian signals were funded.
10	**Total Housing and Economic Funds**		**$127,000**		$122,230	

Planning and Administration

	Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities
11	Fair Housing Center of Northeast Wisconsin	**$12,128** to provide services to households encountering discrimination in the housing market, and to provide technical assistance to housing providers and the City of Neenah.	$12,000	The prevention of housing discrimination and the enforcement of fair housing law ensures that housing is available to low and moderate income households and racial/ethnic minorities and other protected classes. http://www.fairhousingwisconsin.com/	$11,550	Staffing to answer questions, provide technical assistance to housing seekers and providers, provide intake and counseling regarding fair housing violations, as well as provide housing referral services, fair housing presentations, distribution of educational materials to Neenah organizations, and rental management training.
12	Planning and Program Administration	Assist with costs of planning and administering the CDBG program.	$30,000	Planning, staff salaries and program expenses are funded through the CDBG program.	$30,000	Salaries and program expenses.
13	**Total Planning and Administration Funds**		**$42,000**	Cannot exceed cap of 20% of grant plus program income.	$41,550	

Programs funded with previous years' Community Development Block Grant program repayments

	Activity			2024 Proposed Funding from 2023 repayments	Description			2023 Activities
14	Small Business /Microenterprise Loan Program		$0 estimated in repayments during the previous year.	$0	Program provides low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah.			No small business loans approved to date.
15	Housing Rehabilitation/ Homebuyer Assistance Program		$10,000 estimated in repayments during the previous year.	$10,000	Ongoing program assists low and moderate income homeowners with basic structural and mechanical repairs. Homebuyer program assists low and moderate income households to purchase homes in the City of Neenah. Winnebago County Housing Authority was contracted to provide homebuyer education and project management, and the City of Neenah provides downpayment, closing cost and housing rehabilitation assistance.			10 households approved for assistance in the total amount of $55,100.
16	**Total Estimated Program Repayments**			**$10,000**	Estimated Housing Rehabilitation, Small Business and Homebuyer assistance repayments from 2023 program year.			
17	**Total Estimated 2024 Community Development Block Grant**			**$200,000**			$200,000	

DRAFT 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FINAL FUNDING CONTINGENT ON GRANT AWARD AND PROGRAM INCOME

Public Services

	Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities/Benefit	2024-2025 Proposed Activities/Benefit
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Department of Community Development and Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD R. SCHMIDT, AICP
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT & ASSESSMENTS

DATE: March 25, 2024

TO: Mayor Lang, Finance Committee and Common Council

FROM: Brad Schmidt, Deputy Director of Community Development

RE: Annexation #233 (1730 Dixie Road) – T. of Neenah) – 1.13 Acres

In accordance with Section 26-29 of the Zoning Code, I am submitting the following comments relative to the proposed annexation.

- Revenues will be generated from development review fees, plan reviews and construction permits.

- The proposed annexation includes approximately 1.13 acres of land along the east side of Dixie Road in the Town of Neenah.

- The petitioner (landowner) is selling the subject property to the City. To ensure the property is in the City prior to closing, the petitioner has submitted an annexation petition at the request of the City.

- Upon annexation, the Zoning Classification will be temporary I-1, Planned Businesses Center District. After the property is annexed, a formal rezoning petition will be submitted. The annexation will support a warehouse development on land adjoining the subject property which is owned by the City..

- The proposed annexation will not have any significant impact on the Assessor's operation.

- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.

- The City's Comprehensive Plan identifies this area as Neenah Industrial Core. The proposed use (warehouse/distribution center) and zoning (I-1 District) are consistent with the City's Comprehensive Plan.

Recommendation
The Department of Community Development and Assessments recommends the petition for annexation of 1.31 acres located along Dixie Road in the Town of Neenah be accepted.

CITY OF NEENAH
Dept. of Community Development

March 25, 2024

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.
Commencing at the Center of said Section 8, thence North 89 degrees 18 minutes 25 seconds East, along the South line of said Northeast 1/4, a distance of 697.87 feet; thence. North 21 degrees 31 minutes 48 seconds East, along the West line of said Certified Survey Map #3518, a distance of 840.16 feet to the point of beginning; thence continuing North 21 degrees 31 minutes 48 seconds East, along said West line of Certified Survey Map #3518. 100.00 feet; thence North 88 degrees 20 minutes 28 seconds East, along the North line of said Certified Survey Map #3518, a distance of 326.37 feet; thence South 21 degrees 31 minutes 48 seconds West, 228.51 feet; thence North 68 degrees 28 minutes 12 seconds West. 300.00 feet to the point of beginning, containing 49.276 square feet or 1.131 acres.

The current population of such territory is 0.

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owner	Petition Address
_____	_____	Timothy A. Frater	776 Chestnut Court
NAME			Neenah WI 54956
_____	_____	Kathleen J. Frater	776 Chestnut Court
NAME			Neenah WI 54956

ANNEXATION MAP

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

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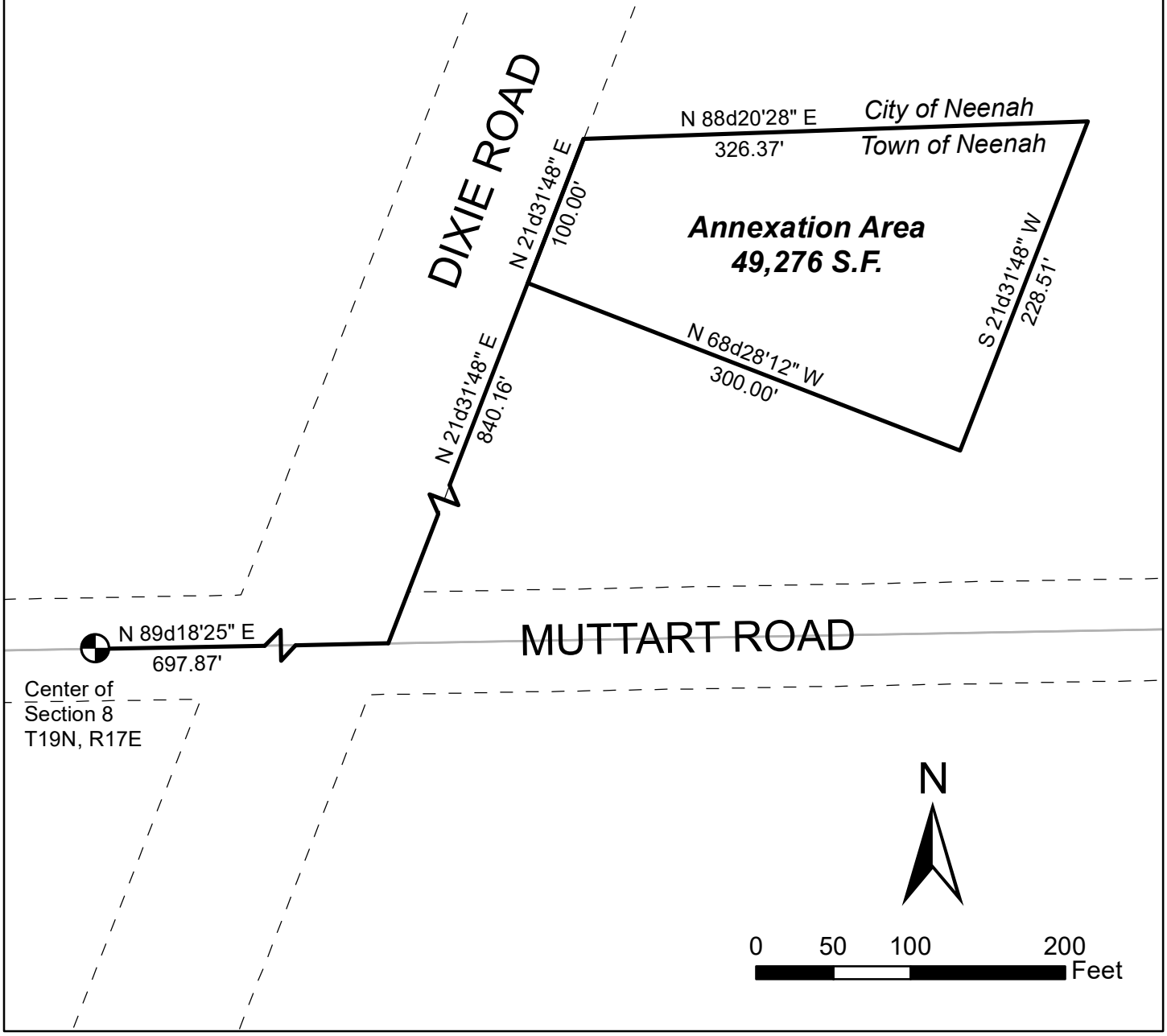

Dept. of Legal & Administrative Services
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e-mail: cnagel@neenahwi.gov
CHAR NAGEL, CITY CLERK

M E M O R A N D U M

DATE: **March 22, 2024**

TO: Board of Education
Director of Finance Rasmussen
Director of Public Works Kaiser
Dir. of Water Utility Mach
Dir. of Comm. Dev. & Assessment Haese
City Plan Commission
Park and Recreation Commission
Police Chief Olson
Fire Chief Teesch
City Attorney Rashid
Town of Neenah Clerk

FROM: Char Nagel, City Clerk

RE: **Annexation 233, 1730 Dixie Road, Ordinance 2024-06**

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The current population of the annexation is zero. In accordance with Section 26-29 of the Municipal Code.

There will be no Financial Impact Report for this annexation.

Committee and Council consideration of this annexation will be as follows:

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting	March 25, 2024
Plan Commission meeting	March 26, 2024

Final Council Approval:

Council meeting	April 3, 2024

Attached is a copy of the petition and map showing the area proposed to be annexed.

cc: Lorie Raddatz, Finance

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

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The current population of such territory is 0.

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owner	Petition Address
Timothy A Frater NAME	3/21/24	Timothy A. Frater	776 Chestnut Court Neenah WI 54956
Kathleen J. Frater NAME	3/21/24	Kathleen J. Frater	776 Chestnut Court Neenah WI 54956

ANNEXATION MAP

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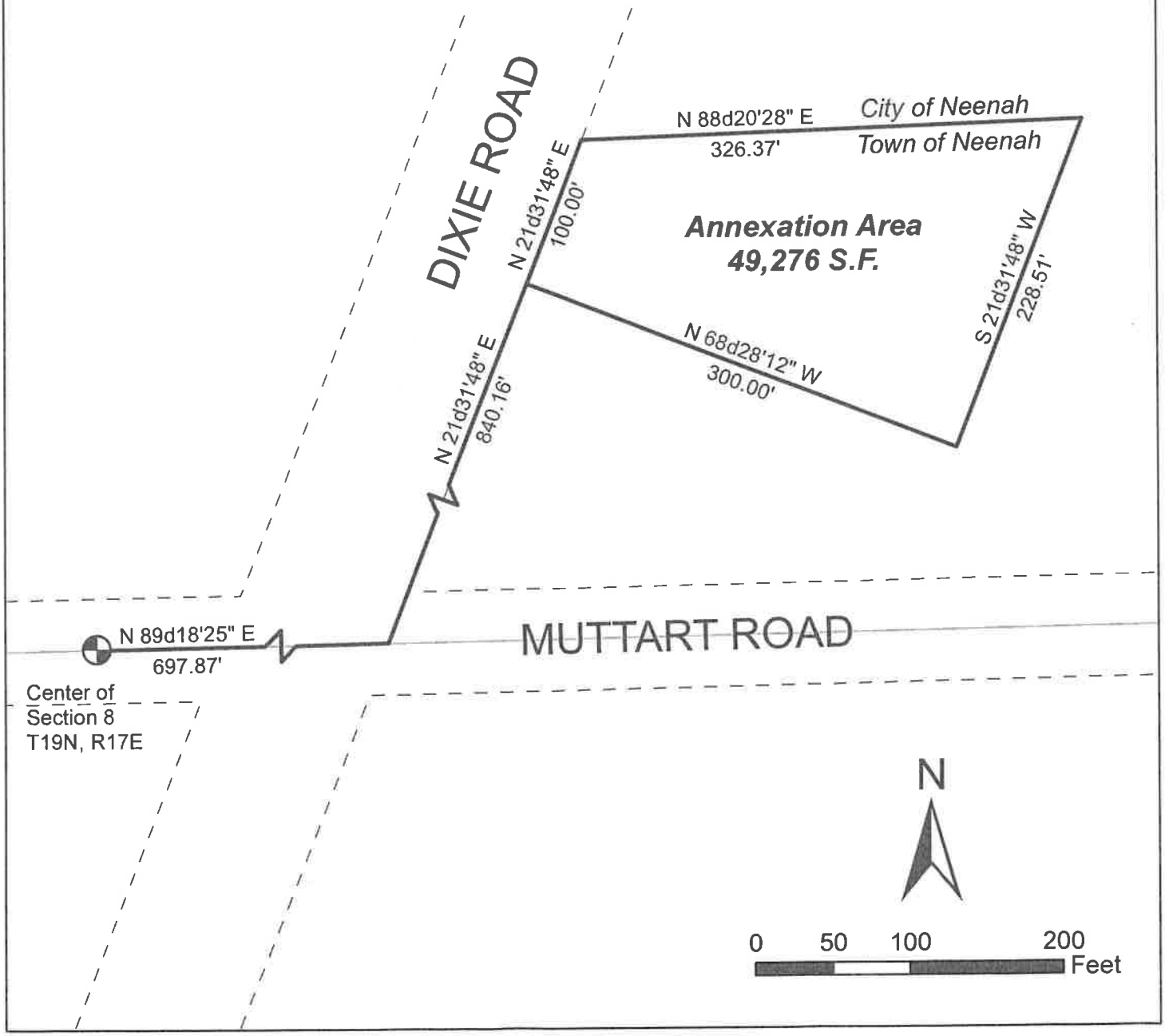

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BRAD R. SCHMIDT, AICP
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT & ASSESSMENTS

DATE: March 25, 2024

TO: Mayor Lang, Finance Committee and Common Council

FROM: Brad Schmidt, Deputy Director of Community Development

RE: Annexation #232 (880 Bayview Road – T. of Neenah) – 1.351 Acres

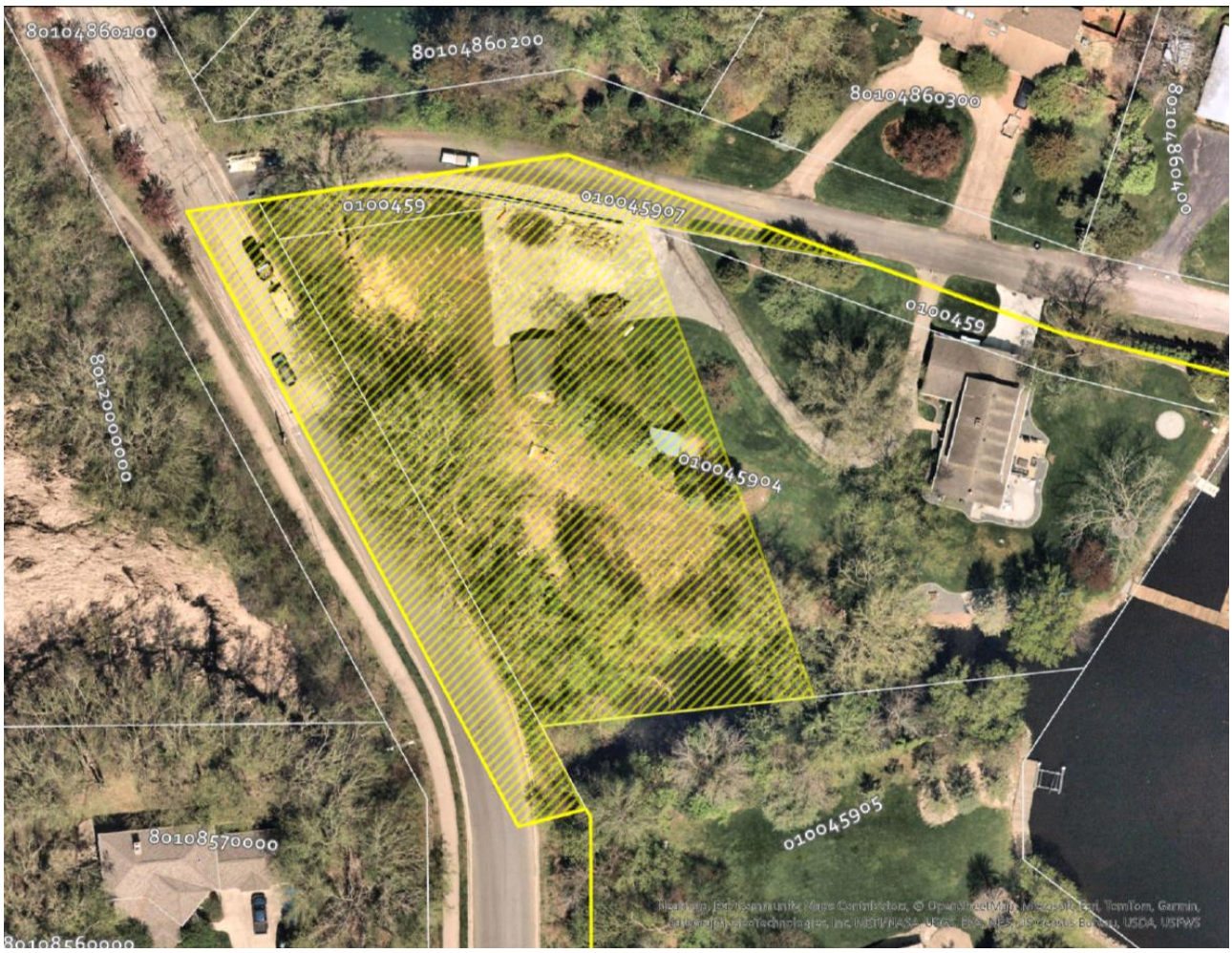
In accordance with Section 26-29 of the Zoning Code, I am submitting the following comments relative to the proposed annexation.

- Revenues will be generated from development review fees, plan reviews and construction permits.
- The proposed annexation includes approximately 1.351 acres of land along the southeast corner of Bayview Road and Bayview Lane in the Town of Neenah.
- The purpose of the annexation to construct a single-family dwelling and connect to City water and sanitary sewer.
- Upon annexation, the Zoning Classification will be R-1, Single-Family Residence District.
- The proposed annexation will not have any significant impact on the Assessor's operation.
- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.
- The City's Comprehensive Plan identifies this area as Residential Neighborhood Investment Area. The proposed use and zoning are consistent with the City's Comprehensive Plan.

Recommendation
The Department of Community Development and Assessments recommends the petition for annexation of 1.351 acres located along Bayview Road in the Town of Neenah be accepted.

CITY OF NEENAH
Dept. of Community Development

March 25, 2024



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e-mail: cnagel@neenahwi.gov
CHAR NAGEL, CITY CLERK

M E M O R A N D U M

DATE: **March 5, 2023**

TO: Board of Education
Director of Finance Rasmussen
Director of Public Works Kaiser
Dir. of Water Utility Mach
Dir. of Comm. Dev. & Assessment Haese
City Plan Commission
Park and Recreation Commission
Police Chief Olson
Fire Chief Teesch
City Attorney Rashid
Town of Neenah Clerk

FROM: Char Nagel, City Clerk

RE: **Annexation 232, Bayview Road & Bayview Lane**

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The current population of the annexation is zero. In accordance with Section 26-29 of the Municipal Code.

Please submit your report to Lorie Raddatz in the Finance Office
No later than Wednesday, March 20, 2024.

Committee and Council consideration of this annexation will be as follows:

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting	March 25, 2024
Plan Commission meeting	March 26, 2024

Final Council Approval:

Council meeting	April 3, 2024

Attached is a copy of the petition and map showing the area proposed to be annexed.

cc: Lorie Raddatz, Finance

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES, WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

THE UNDERSIGNED, CONSTITUTING ALL OF THE OWNERS AND ELECTORS OF THE REAL PROPERTY WHICH RESIDES IN THE TERRITORY OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, LYING CONTIGUOUS TO THE CITY OF NEENAH, PETIION THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF NEENAH TO ANNEX THE TERRITORY DESCRIBED ON THE EXHIBIT "A" DRAWING ATTACHED.

THE UNDERSIGNED, ELECT THAT THIS ANNEXATION SHALL TAKE EFFECT TO THE FULL EXTENT CONSISTENT WITH THE OUTSTANDING PRIORITIES OF OTHER ANNEXATIONS, INCORPORATIONS OF CONSOLIDATION PROCEEDINGS, IF ANY.

Timothy W. Bertram 2/28/24 — Julie M. Bertram 2.28.24

Timothy W. Bertram - Petitioner Date — Julie M. Bertram – Petitioner Date

Michael J. Bouressa 2-28-24 — Patricia A. Bouressa 2-29-24

Michael J. Bouressa - Petitioner Date — Patricia A. Bouressa – Petitioner Date

Co-Trustees of the Bouressa Trust

Clifton J. Taylor 2/28/24 — Linda M. Taylor 2/28/24

Clifton J. Taylor - Petitioner Date — Linda M. Taylor – Petitioner Date

Clifton J. & Linda M. Taylor Revocable Trust Dated July 3, 2019

Harold W. Harding

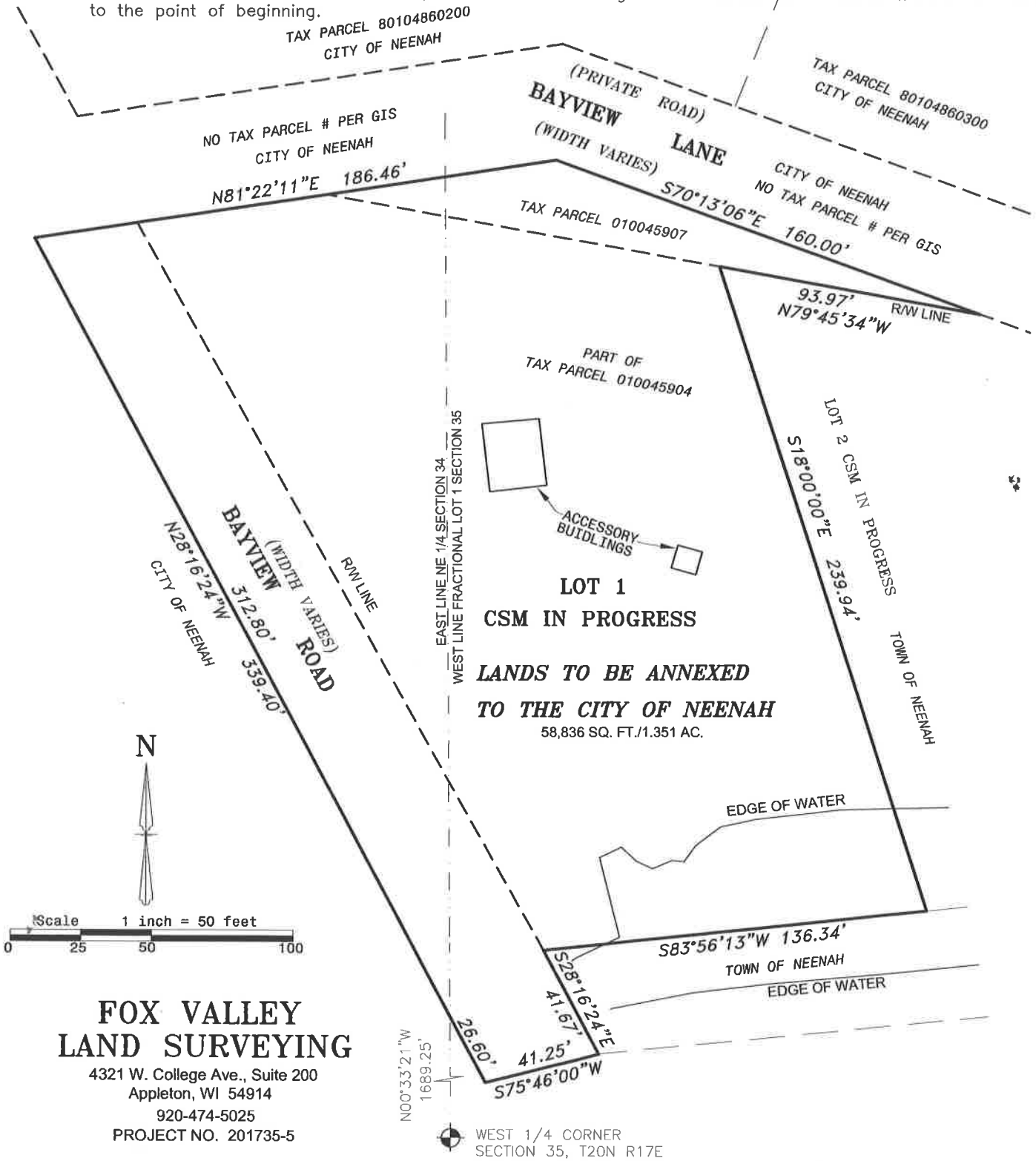
Harold W. Harding Date

EXHIBIT "A" DRAWING

LEGAL DESCRIPTION FOR LANDS TO BE ANNEXED FROM THE TOWN OF NEENAH TO THE CITY OF NEENAH

PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, AND PART OF FRACTIONAL LOT 1 OF SECTION 35, ALL IN TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

Commencing at the West 1/4 corner of said Section 35; thence North 00 degrees 33 minutes 21 seconds West 1689.25 feet, along the West line of said Fractional Lot 1 of Section 35, to the point of beginning; thence North 28 degrees 16 minutes 24 seconds West 312.80 feet; thence North 81 degrees 22 minutes 11 seconds East 186.46 feet; thence South 70 degrees 13 minutes 06 seconds East 160.00 feet; thence North 79 degrees 45 minutes 34 seconds West 93.97 feet; thence South 18 degrees 00 minutes 00 seconds East 239.94 feet; thence South 83 degrees 56 minutes 13 seconds West 136.34 feet; thence South 28 degrees 16 minutes 24 seconds East 41.67 feet; thence South 75 degrees 46 minutes 00 seconds West 41.25 feet; thence North 28 degrees 16 minutes 24 seconds West 26.60 feet, to the point of beginning.



FOX VALLEY LAND SURVEYING

4321 W. College Ave., Suite 200
Appleton, WI 54914
920-474-5025
PROJECT NO. 201735-5

WEST 1/4 CORNER
SECTION 35, T20N R17E

NEENAH POLICE
DEPARTMENT

Chief Aaron L. Olson

Memo

To: Neenah City Council and Mayor Jane Lang

From: Chief Aaron L. Olson

CC: City Clerk, Char Nagel and Finance Assistant, Lorie Raddatz

Date: 3/22/2024

Re: Annexation 232 located at Bayview Road and Bayview Lane

The Neenah Police Department has received a copy of the petition for Annexation232, which is located at Bayview Road and Bayview Lane in the Town of Neenah, Winnebago County, Wisconsin.

We review annexation requests based on the following criteria:

- Size of proposed annexation
- Anticipated use of property
- Accessibility to emergency vehicles
- 5-year history of law enforcement response to the property
- Impact on safe traffic movement

In this case, the property has no significant history. The key factors for police are size, anticipated use, and traffic concerns.

Size: The size of this annexation does not present a police concern in its present use.

Anticipated Use: No known law enforcement concerns currently.

Five-year history of law enforcement: No known law enforcement concerns.

Traffic Concerns: Given the size and location of this parcel, there is little concern for increased traffic problems and or accessibility to emergency vehicles.

Recommendation: The police department offers no objection to the proposed annexation.

2111 Marathon Avenue, Neenah, WI 54956 P: (920) 886-6000 www.ci.neenah.wi.us/departments/police
police@neenahwi.gov F: (920) 886-6054

Neenah
WISCONSIN

Department of Parks & Recreation

DATE: 22 March 2024

TO: Members of the Finance and Personnel Committee
Members of the Plans Commission

FROM: Michael T. Kading, Director of Parks & Recreation

RE: ANNEXATION IMPACT REPORT
Annexation 232 for a parcel located at Bayview Road & Bayview Lane in the Town of Neenah

We have reviewed the annexation petition and have the following comments:

Service Radius – City of Neenah residents should have access to a suitable public park within .5 miles from their homes that is walkable and/or bikeable, uninterrupted by non-residential roads and other physical barriers.

This property falls within an area that is served by Great Northern Park

Additional Personnel – Future consideration maybe required.

Additional Equipment –Future consideration maybe required.

Additional Improvements – Development of a new community park has been identified in the 5 year Capital Improvement Plan.

The annexation is recommended.

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
email: emccoy@ci.neenah.wi.us

Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: March 19, 2024

TO: Mayor Lang, Chairman Erickson, Members of the Finance and Personnel Committee

FROM: Gerry Kaiser, Director of Public Works

RE: Impact Memo for Annexation 232 – 880 Bayview Road

In response to City Clerk Nagel's note of March 5, 2024, relative to the above annexation, I submit the following in accordance with Section 26-29, City of Neenah Code of Ordinances.

A. Additional Personnel: Although this annexation by itself will not require additional personnel, please be advised that the aggregate effect of several small annexations such as this one will eventually require additional personnel to maintain streets and infrastructure, collect garbage and recyclables, and continue to provide the current level of service.

B. Additional Equipment: No additional equipment will be required.

C. New Buildings: No new buildings would be required.

D. Additional Public Improvements and Costs: $0
   1. None.

E. Miscellaneous Costs: $0
   1. None.

F. Estimated Revenues: $22,273.84
   1. Fees
      a. Oversized existing sanitary sewer interceptor fee at $1,000/acre. $ 220.00
         Est. Actual size = 1.351 acres
         Size per Ordinance = 0.22 acres (standard lot = 80 ft x120 ft)
      b. Storm sewer fee at $9,000/acre. $ 3,096.00
         Est. actual size = 1.351 acres (standard lot = 100 ft x 150 ft)
         Size per Ordinance = 0.344 acres

   2. Deferred Assessments: $ 18,957.84
      a. Sanitary Sewer Main – Bayview Rd $ 9,355.28
      b. Pavement – Bayview Road $ 6,401.97
      c. Trail/Sidewalk – Bayview Road $ 1,477.15
      d. Engineering/Inspection/Contract Administration = $ 1,723.44

G. Recommendation: This annexation is recommended. It provides for collection of deferred assessments and fees.

CITY OF NEENAH
POLICE DEPARTMENT

Aaron L. Olson
Chief of Police

2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Tamara K. Erickson, Finance and Personnel Committee Chair
Mayor Jane Lang

From: Chief Aaron L. Olson

Date: 3/22/2024

Re: **Restructuring the Police Command Staff**

Currently, the command staff at the Police Department is structured with a three-person tier system: the Chief of Police, the Assistant Chief, and Captain of Professional Staff. The Assistant Chief runs the day-to-day operations of the department, manages the fiscal budgets, oversees the Patrol Division which consists of twenty-eight positions, oversees the Investigative Services Unit (ISU) consisting of eight positions, supervises three specialty officers, and so much more. The Captain of Professional Staff oversees all non-sworn staff, department equipment, the facility, vehicles, technology, and so much more.

Assistant Chief Bernice has many responsibilities and even though he is a proficient manager, there are limitations of tasks which one person can do effectively. Several of Assistant Chief's areas of responsibility, such as the management of the Patrol Division, are performed at an average level rather than an exceptional level.

For several years, I have been strongly advocating to the Mayor and City Council to add a Captain of Operations to our command staff echelon. I truly understand the budget constraints, therefore, I understand why this position has not been approved. Knowing that this position won't be authorized in the near future, I can no longer postpone the Captain of Operations position and I must restructure the department for the purpose of effectiveness and efficiency.

Due to this fact, I will be changing the job title of our Investigative Services Unit (ISU) Lieutenant to Captain of Operations, and I will be re-writing the job description for this position. I will also be rewriting the Assistant Chiefs job description. This will balance the department command structure allowing better span of control, increased work performance and more accountable assignment responsibilities.

Currently the ISU Lieutenant oversees ISU, which also has the assistance of an ISU Sergeant. I am proposing that the ISU Lieutenant position is converted to the Captain of Operations position. The

Captain of Operations will continue to lead and manage ISU, with the help of the ISU Sergeant, but the Captain of Operations will now lead and manage the four Patrol Lieutenants.

By doing this maneuver, the Assistant Chief will now oversee the Captain of Professional Staff and the Captain of Operations. This will allow the Assistant Chief to focus on more his administrative duties, while the Captain of Operations can devote more time to managing the Patrol Lieutenants.

Changing the ISU Lieutenant to the Captain of Operations will not have a negative impact on our operating budget. This is because a Captain only makes approximately $4,000 more a year than a five-year Lieutenant, but this cost is offset by overtime. The rank of Captain is an exempt employee who can't earn overtime, while a Lieutenant can. The ISU Lieutenant averages approximately $5,500 in overtime, per year.

Recommendation:

Authorize the Neenah Police Department to change the title of the ISU Lieutenant to Captain of Operations.

CITY OF NEENAH
POLICE DEPARTMENT

Aaron L. Olson
Chief of Police

2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Tamara K. Erickson, Finance and Personnel Committee Chair
Mayor Jane Lang

From: Chief Aaron L. Olson

Date: 3/22/2024

Re: **Accepting the $300,000 Spirit Fund Grant - Vehicle Barriers**

The City of Neenah Police Department requested a $300,000.00 grant to assist in the purchase of a vehicle barrier system and storage facility. The grant was through the Winnebago County Spirit Fund. On March 19, 2024, the Winnebago County Board approved this grant. The Police Department served as the lead agency in the purchase of these devices within the City of Neenah, but the overall project was a collaborative effort among several city departments: Public Works, the Neenah-Menasha Fire Department, Finance Department, DOLAS, and Parks & Recreation.

A primary responsibility and duty of the Neenah Police Department is the protection of the community. The Neenah Police Department serves as the community guardians that stand between peace and peril to keep the community safe. The men and women of this fine agency are the warriors against evil, defenders of life, protectors of rights and friends of the people.

The term community does not just define citizens who live in our jurisdiction, but the comprehensive congregation of all individuals who come to the City of Neenah to live, work and play. Like any other city or town, leaders and organizers focus on bringing the community together by means of events, festivals, parades, concerts, and other venues.

Securing the perimeter of these activities is a major component of a safety plan and the responsibility of our jurisdiction. This task is the primary focus of law enforcement that utilizes other key players to support the mission. Developing mitigation strategies to deter harmful events is the top priority since all demographics of the community, from children to the elderly, attend these special events.

Unfortunately, we live in a world of criminals, radicalized individuals and hostile groups who wish to harm innocent citizens, typically at public gatherings which are considered "soft targets." A "soft target" is defined as a location easily accessible to the public and relatively unprotected, making it vulnerable to an attack.

One tactic that these crazed individuals are using is a vehicle which serves as a deadly weapon to target groups of individuals in open areas. These vehicle-borne attacks target pedestrians, breach physical security measures and can deliver unconventional secondary carnage such as explosives or active shooter engagements in some cases.

We have seen incidents such as those listed above over the last two decades. In the last five years, there have been over 70 of these incidents worldwide. A few examples of these tragic episodes are listed below:

- On July 14, 2016, in Nice, France, a man deliberately drove a 19-ton cargo truck into a crowd of pedestrians that were celebrating Bastille Day. This incident killed 86 people and injured approximately 434 others.
- On August 17, 2017, in Barcelona, Spain, a man intentionally drove a van through a tourist district zone, killing 13 and injuring 130.
- On October 31, 2017, in New York City, a subject drove a rented pickup truck down a bike path where cyclists and runners were enjoying their day. This incident resulted in eight people dying and 11 being injured.
- In September of 2020, a women rammed a vehicle into a gathering of protestors and counter protestors on a six-lane highway in Yorba Linda, California. This incident injured two. This attack may have been motivated by political ideology.

One recent incident that happened less than two years ago and approximately 90 miles away from the City of Neenah was the Waukesha Christmas Parade Attack. This incident occurred on November 21, 2021, where an individual drove a sport utility vehicle through the city's annual Christmas parade. This horrible act killed six people and injured over 60. This incident overwhelmed the community's first responder professionals and area medical facilities. The community is still trying to recover from this horrific event.

Special events are unique because we do not want extreme defensive measures to create a negative atmosphere, but rather a positive and encouraging environment. Members of the Neenah Police Department, Public Works Department, the Neenah-Menasha Fire Department and Parks & Recreation have been successful and ahead of many other communities by positioning city-owned vehicles along strategic avenues of approach. Main roads are concentrated on, but entrance into these special events is still possible.

Over the past several years, it has been more common to see vehicles entering a City of Neenah special event because of intoxicated, elderly, or confused drivers who do not have criminal or terrorist motives. The following are a few recent examples:

- Unknown Year (within last five years): An intoxicated driver joined the high school homecoming parade on Wisconsin Avenue. Law enforcement officers intervened before any catastrophic situations occurred
- 2018 or 2019: a wrong-way elderly driver drove into the Labor Day parade on Wisconsin Avenue; the driver was trying to get to the City of Menasha and was very confused. Again, this act was deterred moments before a disastrous event occurred.
- 2021: a vehicle attempted to drive into the Labor Day parade from Church Street and was stopped by a police officer and a public official.
- 2021: an intoxicated driver hit a City of Neenah vehicle that was positioned as a defensive barrier during the streetball event at West Wisconsin and South Commercial Streets. If this protective

measure was not put in place, it would be certain that young children would have been injured or killed.

- There have been many other occasions which could be considered as near-misses during the Fox Cities Marathon, CommunityFest and A Very Neenah Christmas. Most of these actions were based on elderly or confused drivers that insisted going around primitive barriers, (road closure signs, traffic cones, plastic or wooden a-frames, etc.) and continue into the special event site which contained a concentrated population of people.

Both criminal and unintentional situations can result in catastrophic damages and that is why proper mitigation efforts must be utilized. One primary tool is the vehicle barrier system which goes by many terms - anti-vehicle devices, vehicle control barricades and hostile barrier mitigation barriers. The goal of these platforms is to restrict access from the exterior perimeter into the main location which could be a facility or, in our case, a community event. The majority of these barriers have been tested and certified through oversite groups to stop an attack from an automobile traveling while in motion. The barriers that the Neenah Police Department has been researching are mobile, meaning they can be deployed and disassembled typically by a small team and do not require heavy machinery or construction apparatuses. Military installation, federal government buildings and other high value targets may have permanent barriers installed within their grounds. Since the City of Neenah has both static special events, (meaning a designed street footprint) and mobile venues, (such as parades), we would focus on a deployable system. Finally, these devices allow a secure vehicle perimeter, but still permit ingress and egress points for emergency response units and authorized vehicles.

As mentioned before, the City of Neenah has been ahead of most jurisdictions by placing city-owned vehicles at significant avenues of approach as a protective determent and measure. There are many positives associated with this tactic, but also problems, disadvantages, and complications.

These vehicles have the potential to deter similar sized automobiles, but may be insignificant for larger vehicle platforms, such as large pickup trucks, commercial vehicles, and construction equipment. Occasionally, a larger vehicle, such as a Public Works vehicle, (sanitation truck, snowplow and even fire apparatus) will be deployed as a protective measure during these events. These are costly to place, stage and recover. They can have a significant impact on daily operations if one of these vehicles is damaged, even slightly. Also, once any vehicle is in place and a situation should evolve, access to that location may be reduced since this secured vehicle now acts as an obstacle if that driver with the keys is unavailable or incapacitated. The placement and removal of these vehicles is a multi-person operation to facilitate. Finally, there is discussion among insurance companies that these vehicles used as anti-vehicle barriers may not be covered or insured during the civil legal proceedings afterward, because the vehicle is not being used for its intended purpose.

The Neenah Police Department has performed research on several barrier systems and determined that the Meridian Archer 1200 Barrier would be the most cost-effective protective device that would serve the city's need and requirements.

The Meridian Archer 1200 Barrier is unanchored and a “Drop and Stop” device that serves as a security system for entry points, roadways, and perimeters. These ballistic rated barriers are made of 100% American steel and are ranked as the strongest mobile steel barrier in the world. The Archer 1200 Barrier is the barrier of choice for Hostile Vehicle Mitigation (HVM) by many law enforcement agencies and federal government organizations. This barrier system is rapidly deployable in sets of eight in under ten minutes. They are easily installed by one person without the use of cranes or heavy equipment. They are

simply off-loaded and placed for almost instant protection. No anchors or assembly is required. Finally, the Archer 1200 Barrier solution allows for pedestrian access and emergency vehicle access for every deployment option.

Other local jurisdictions (City of Oshkosh, City of Appleton, and several communities in the Green Bay area) have recently purchased or are in the process of purchasing these barriers. Depending on the timing of an event or venue, a collaboration among communities can occur to provide as a force multiplier by sharing these protective tools.

It is not about if a situation will occur here in the City of Neenah, but when. Only with proper mitigation and collaboration among organizations can we create a truly safe environment for our communities. We owe it to our citizens, business owners and tourists to prepare for any possible incident that could impact their safety and well-being. If we fail to acquire proper mitigation measures, it can be detrimental to the future of the City of Neenah. This negative impact can be from complex lawsuits to the extreme cost of losing innocent lives.

The following items would be purchased through Meridian Rapid Defense Group from the Winnebago County's Spirit Grant ($300,000)

- 35 Archer 1200 Mobile Barriers
- 2 Archer Manual Hauler devices
- 2 Archer Field Tow Bars
- Cables, Training and Shipping
- Funding for storage shed to house the barrier system

Meridian Rapid Defense Group is the sole source for these products.

Recommendation:

Authorize the Neenah Police Department to accept the $300,000, Winnebago County Spirt Fund Grant.

Library Department
240 E. Wisconsin Ave • Neenah WI 54957
Phone 920-886-6300
E-mail: hardina-wilhelm@neenahlibrary.org
Nicole Hardina-Wilhelm
Library Director

M E M O R A N D U M

TO: Mayor Lang, Chairman Erickson, and Members of the Finance & Personnel Committee

FROM: Nicole Hardina-Wilhelm, Library Director

DATE: March 21, 2024

RE: Salary Step Plan Implementation Adjustment

The introduction of the new salary step plan in autumn 2023 brought attention to pay disparities among four Library employees, where their step plan ranking did not align with their tenure in the role. After collaborating with the Finance and Human Resources departments and examining the Library's budget, I propose adjusting the pay of these four employees. The total cost of $10,952 for their salary and benefits increase will be managed within the existing Library Budget. I ask the Council to include future salary and benefits expenses in upcoming budget allocations.

The Library will acquire four new self-check machines in 2024 paid for by the Library's Trust Fund. During the fall, we terminated our service contract with the previous vendor, saving $12,895, which was part of the 2024 budget. The new self-check service contract will commence in June 2025 at a cost of $3,600.45, resulting in savings of $9,295. These savings will assist in covering the additional salary and fringe expenses.

Motion to recommend Council approve the adjustment of pay for four employees for a total cost of $10,952 in salaries and benefits to be funded out of current 2024 Library operating budget.

NMFR Joint Finance & Personnel Committee Meeting Minutes
March 26, 2024 – 5:30 p.m.
Hauser Room – City of Neenah

Present: Ald. Borchardt, Grade, Stevenson, Sevenich and Lewis

Excused: Ald. Boyette

Also Present: Chief Teesch, DC Krueger, Director Rasmussen and MA Ellis

Public: No members of the public were present.

Ald. Sevenich called the meeting to order at 5:30 p.m.

Minutes: The Committee reviewed the minutes from January 23, 2024. **MSC Borchardt/Stevenson to approve the January 23, 2024, meeting minutes and place on file, all voting aye.**

Review of Calls: The Committee reviewed the calls from February 2024 and year to date comparison. Ald. Borchardt noted how most of our calls are EMS calls and as we look to the future is there a way to do things more efficiently? He stated he knows the reasons why we respond with engines but is there a way to serve the customer better and can we do this without always running engines? He also expressed appreciation that the department does look at things to try to save money and be efficient. Chief Teesch said we have begun categorizing calls to look at trends such as are we getting to a call before Gold Cross Ambulance or vice versa? This may help us in the future determine if we use our resources differently. Discussion was held on the coding system for calls and how this is a national coding system that all departments follow, and this is how data is compared to other departments in an accurate way. **MSC Borchardt/Stevenson to approve the February 2024 and year to date comparison and place on file, all voting aye.**

Spirit Fund Award For NMFR's Training Tower Update: Chief Teesch noted that we were awarded $500,000 of Spirit Fund money from Winnebago County for the Training Center, which is on-half of the million dollar project. They are currently working on the remodeling project for Station 31 and looking to see if it makes sense to have the training tower and station work done at the same time to save money. We will be asking for approval to accept the monies soon. We also hope to have more direction on the insurance claim to see what money from the insurance claim can be applied to this project. The current training tower is at its end of life cycle. It is supposed to be inspected every five years and we are not confident that we will pass the next inspection. Ald. Grade asked how the funding of the project will be funded. Director Rasmussen noted Neenah will be putting this in the 2025 CIP project for their portion. Director Sassman is looking at ways on how Menasha can fund their portion. Chief Teesch noted there is a five-year window to complete the project so there is flexibility for each City to have some time to figure out how to fund their portion. Director Rasmussen is working with the County on how we will receive the money and the documentation process that is needed for this. DC Krueger noted that the training grounds is joint cost share, and the grant was written as Neenah-Menasha Fire Rescue and not the City of Neenah.

Quint 32 Repair Work: Chief Teesch explained that Quint 32 is in the repair shop. There are issues with power in the engine, fuel lines, coolant leak, raising/lowering the ladder and one of the rams needs to be replaced. There is a lot of rust and corrosion on the turn table. A decision must be made soon on can we limp this vehicle through until the new vehicle is received in 2027 or if we need to invest money into it? We are working on obtaining quotes on the repairs to compare to what the value is and how to keep this truck running until we get our new vehicle. DC Krueger noted we have been asking for larger amounts for our maintenance of motor vehicles and every time we estimate what we think we will need, it appears there are things that come up that we cannot predict. More information will be brought forward as they obtain information on repairs.

Old Engine 31 Reserve Engine Discussion: Chief Teesch explained have a new engine that was placed into service and "old Engine 31" was moved to a reserve engine. The intent was to give us a second reserve vehicle that is less than 27 years old. As it came off the front line, we inspected it and found there are major repairs that need to be done. They are in the process of obtaining estimates to know the total cost of repairs. Most of the repairs are corrosion and we know that the cost of this is probably more than the value of the truck. We have started doing annual corrosion preventative measures to coat the vehicles to try to slow this down. This engine has been in service longer than it should have been. A decision must be made on do we put more money into this vehicle, or do we look at trying to purchase a different reserve vehicle? Once final numbers are obtained it will be brought back to this Committee for discussion.

2025 Capital Vehicle Purchasing Discussion: Chief Teesch said they have looked at the CIP budget, the engine and ladder we have ordered, the vehicles that need to be replaced, etc. In 2025, there is in the budget for two medium rescue vehicles. When looking at how we respond to calls, we put a change into the CIP budget to have one heavy rescue vehicle, that would carry equipment for confined space and other heavier equipment, and one medium rescue vehicle for pulling the boat, etc. When we respond on the highway, we put our ladder truck on the call to block for the engine who is responding to the call. By switching to the heavy rescue truck this can be the blocker up on the highway versus a $2.3 million vehicle it can also be used as a more multi-purpose response. It was also cheaper to make this change for one heavy rescue vehicle and one medium rescue vehicle versus two medium rescue vehicles. This change was made in the 2025 CIP budget and is informational only. It was asked to have this committee review this at their next meeting.

Wisconsin Task Force 1 Agreement: The Committee reviewed the new Urban Search and Rescue Response Services Agreement with the State of Wisconsin. Chief Teesch noted we are reimbursed for the cost of the training, and they bring back the training to our department. This contract is a renewal for the current one that we have. **MSC Stevenson/Borchardt recommends the City of Neenah and City of Menasha Common Councils approve the Agreement for Urban Search and Rescue Emergency Response Services with the State of Wisconsin Department of Military Affairs Division of Emergency Management from July 1, 2024 through June 30, 2026, all voting aye.**

Report

The Committee thanked Alderman Stevenson for his 24 years of service to NMFR's Joint Finance & Personnel Committee and his support of the department. In addition, his over 30 years of service to the City of Neenah.

MSC Stevenson/Grade to adjourn at 6:15 p.m., all voting aye.

Respectfully Submitted,

Tara A. Ellis

Tara Ellis
Management Assistant

Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: March 21, 2024

RE: Urban Search & Rescue Emergency Response Services Agreement

I've enclosed a copy of an updated Urban Search & Rescue Response Agreement with the State of Wisconsin. This agreement is for our special operations team members and has been reviewed, and approved, by both City Attorneys.

We are requesting consideration and action to recommend the Cities of Neenah and Menasha Common Councils approve the Agreement for Urban Search and Rescue Emergency Response Services with the State of Wisconsin Department of Military Affairs Division of Emergency Management from July 1, 2024 through June 30, 2026.

If you have any questions, please feel free to call me at 920-886-6201.

Thank you.

TT/te

Enclosure

AGREEMENT FOR URBAN SEARCH AND RESCUE EMERGENCY RESPONSE SERVICES

July 1, 2024, through June 30, 2026

Between

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

And

CITY OF NEENAH AND CITY OF MENASHA

This agreement (Agreement) is by and between the State of Wisconsin through the Department of Military Affairs (the Department), Division of Emergency Management (the Division) and City of Neenah and City of Menasha, Wisconsin (Participating Agency), a Local Agency, regarding the provision of personnel by Participating Agency to a statewide urban search and rescue team created pursuant to Wis. Stat. § 323.72(1). The Division and Participating Agency are each a Party and, collectively, the Parties.

RECITALS

1.0 To protect life and property against the dangers of emergencies, the Division has, pursuant to Wis. Stat. § 323.72(1), established a US&R team that can be deployed to provide Services in response to Emergencies.

2.0 The Division desires to enter into this Agreement with Participating Agency for the purpose of having Participating Agency supply qualified employees to serve on such a team and Participating Agency desires to provide such employees.

NOW THEREFORE, for the mutual promises set forth below, the Parties agree as follows:

TERMS AND CONDITIONS

1.0 Recitals: The Recitals are incorporated by reference.

2.0 Definitions: The following definitions are used throughout this Agreement:

2.1 "Advisory Committee" means the WI-TF1 Advisory Committee established by this Agreement and consisting of five or seven members appointed by the Board of Directors of the Wisconsin State Fire Chiefs' Association.

2.2 "All-Hazards" means the grouping classification encompassing all conditions, environmental or man-made, that have the potential to cause injury, illness or death or damage to or loss of equipment, infrastructure services or property or, alternatively, causing functional degradation to societal, economic, or environmental aspects.

2.3 "Certification" means an affirmation that a candidate has successfully met the requirements of a standard or level of a standard through a valid and reliable assessment as approved by the National Board on Fire Service Professional Qualifications.

2.4 "Emergency" or "Emergencies" means an incident(s) or event(s) for which, in the sole determination of the Division, Services are needed to supplement state and local efforts and capabilities to save lives and protect property and public health and safety or to lessen or avert the threat of a catastrophe.

2.5 "Harm" means, at a minimum, human casualties, destruction of property, adverse economic impact and/or damage to natural resources.

2.6 "Incident" means any natural, technological, or human-caused occurrence that may cause Harm and that may require action. Incidents may include major disasters, terrorist attacks, wildland and urban fires, floods, hazardous materials, explosions, nuclear accidents, aircraft accidents, earthquakes, cyberattacks, hurricanes, tornadoes, tropical storms, public health and medical emergencies, law enforcement encounters, service calls, mutual aid, false alarms, and other occurrences requiring an emergency response.

2.7 "Local Agency," pursuant to Wis. Stat. §§ 323.70(1)(b) and 323.72(1), means an agency of a county, city, village, or town, including a municipal police or fire department, a municipal health organization, a county office of emergency management, a county sheriff, an emergency medical service, a local emergency response team, or a public works department.

2.8 "REACT Center" means the Regional Emergency All-Climate Training Center, which is a training facility owned and operated by the State of Wisconsin, Department of Military Affairs and operated by the Division.

2.9 "Services" means US&R emergency response services as described in Wis. Stat. § 323.72(1) and any subsequent amendments to that statute, which include services involving search, rescue and recovery in the technical rescue disciplines including structural collapse, rope rescue, vehicle extrication, machinery extrication, confined space, trench, excavation, and water operations in an US&R environment.

2.10 "US&R" means urban search and rescue, which involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches. US&R is considered an all-hazards discipline, as it may be needed for a variety of emergencies or disasters, including earthquakes, hurricanes, typhoons, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous materials releases.

2.11 "WI-TF1" means the all-hazards US&R team authorized by Wis. Stat. § 323.72(1) made up of firefighters, engineers, medical professionals, canine handlers, incident managers, and others that is a core component of a Search and Rescue Essential Support Function mission, including a Type 1 US&R task force, Type 3 US&R task force or any component thereof, as designated by the Federal Emergency Management Agency National Incident Management System Search and Rescue resource typing system. *See* Wis. Stat. § 323.72(7).

3.0 Participating Agency Obligations:

3.1. Recognizing that many of Participating Agency's employees who are potential candidates for appointment to WI-TF1 may not have all required training as of the date this Agreement begins, the Parties agree to proceed as follows within 90 days after the Agreement begins.

3.1.1 After individuals selected for training have successfully completed the training, Participating Agency shall provide, on a form prescribed by the Division, a list of trained individuals that it deems to be good candidates for appointment to WI-TF1 but for the need for up-to-date training. The Division shall select individuals from list for initial and/or refresher training required by Section 4.0 of this Agreement.

3.2 Once the employees Participating Agency proposed to be appointed to WI-TF1 have successfully completed the required training, Participating Agency shall provide to the Division for Division approval a list on a form prescribed by the Division of one or more employees fully trained as set forth in Section 4.0 of this Agreement who Participating Agency proposes be a WI-TF1 member for Division approval, along with a description of the anticipated role the employee would have on WI-TF1 (e.g., Medical Specialist, Structural Collapse Search Technician, etc.). Only those employees who Participating Agency can demonstrate to the Division's satisfaction meet the following criteria at the time Participating Agency submits the list may be included on the list:

3.2.1 Possess all required training and certifications necessary to perform Services in the specific role the employee would fill on WI-TF1, based on the training, competency, and job performance requirement standards for an US&R task force issued by the National Fire Protection Association (NFPA), the most current version of the urban search and rescue standards issued by the Emergency Management Accreditation program, and any training standards required by law, rule or regulation.

3.2.2 Are employees in good standing.

3.2.3 Are not probationary employees.

3.2.4 Have been subjected to a background check by Participating Agency or the Division.

3.2.5 Meet any medical or fitness standards agreed upon by the WI-TF1 Advisory Committee and the Division.

3.2.6 Have been instructed on and, as required by the State of Wisconsin, are able to meet the then-current COVID-19 standards set by the State of Wisconsin, for its employees, including vaccination, testing, and mask-wearing requirements.

3.3 The Division, in consultation with the Advisory Committee established pursuant to Section 3.7 below, may appoint one or more of the employees on the list to the WI-TF1. Inclusion on the list or proposed WI-TF1 members does not guarantee appointment.

3.4 Upon receipt of an emergency response request by the Division pursuant to the Standard Operating Procedures, Participating Agency shall direct employees who have been appointed to WI-TF1 and designated for mobilization to travel to the REACT Center or such other location as designated by the Division to be deployed to provide Services in response to an Emergency.

3.5 Participating Agency may not self-deploy WI-TF1 members. This prohibition does not prevent Participating Agency from deploying its employees to respond to emergencies where urban search and rescue services are needed or responding with urban search and rescue vehicles, equipment and supplies under local authority, mutual aid agreements or other contracts entered into under local authority. Participating Agency recognizes that it is not entitled to reimbursement by the Division for such response costs and that the Division will not supply equipment or vehicles for such responses.

3.6 Participating Agency shall comply with all requirements of any grants which provide funding for WI-TF1.

3.7 An Advisory Committee has been established, the duties of which will be defined by the WI-TF1 Standard Operating Procedures.

3.8 The Division, in consultation with the Advisory Committee, has the authority to immediately suspend or terminate a WI-TF1 member from participation on the task force.

4.0 Required Training and Exercises:

4.1 All required training and exercises must be done at the REACT Center or at a location pre-approved in writing by the Division in consultation with the Advisory Committee. Refresher training shall be a minimum of eighteen (18) hours per WI-TF1 member per year. Additional specialty training may be made available at REACT upon written pre-approval by the Division. Participation in required training and exercises will be in accordance with the WI-TF1 Attendance Policy approved by the Division in consultation with the Advisory Committee.

4.2 Non-Duty Status: All individuals attending training or exercises at the REACT Center shall be in a non-duty status with Participating Agency.

4.3 Training and Exercise Schedule: To facilitate planning for required training and exercises, the REACT Center shall post the relevant schedule a minimum of twelve months in advance of the start date of the training, except that specialized training may be made available with less advance notice. Changes may be made to the training and exercise schedule for unforeseen circumstances by notification of Participating Agencies. The Division will provide as much advanced notice of any changes as possible.

5.0 Response Procedures and Limitations:

5.1 Participating Agency recognizes that its obligations under this Agreement are paramount to the State of Wisconsin. Participating Agency agrees that, if local fire response obligations in Participating Agency's own jurisdiction would limit necessary resources necessary to provide Services in response to an Emergency or make such resources unavailable, Participating Agency will seek aid from local jurisdictions to assist in local fire response obligations in Participating Agency's own jurisdiction to ensure availability of resources for the performance of Services.

5.2 Participating Agency and the Division agree that WI-TF1 or components of it may be used for any Emergency for which WI-TF1 members are trained and qualified.

5.3 Participating Agency's obligation to provide services under this Agreement shall arise, with respect to specific Emergency response actions, upon receipt of an Emergency response request pursuant to the Standard Operating Procedures. *See* Section 7 below.

6.0 Right of Refusal:

If, on occasion, a response under this Agreement would temporarily place a verifiable undue burden on the Participating Agency because Participating Agency's resources are otherwise inadequate or unavailable and mutual aid is unavailable, then if notice has been provided to the Division, the Participating Agency may decline a request for personnel to staff WI-TF1 and/or for response equipment.

7.0 Standard Operating Procedures:

Participating Agency and Division agree that WI-TF1 operations will be conducted in accordance with Standard Operating Procedures and a "Call-Out Procedure" that will be mutually approved by the Parties and other Local Agencies providing WI-TF1 members. Participating Agency agrees that it shall ensure that any of its employees appointed to WI-TF1 comply with these procedures.

8.0 Reimbursement of Costs

There are three types of Participating Agency costs that shall be reimbursed under this Agreement: (1) costs related to providing requested Services and (2) required training and exercise costs; and (3) costs related to an increase in duty-disability benefit premiums due to an injury a WI-TF1 member sustained while performing under this Agreement. In seeking reimbursement for those costs, Participating Agency shall comply with all Division-approved procedures and any relevant administrative rules.

9.0 Reimbursement for Response Costs:

9.1 Pursuant to Wis. Stat. § 323.72(2), the Division shall reimburse Participating Agency for costs incurred by Participating Agency in responding to an Emergency and providing Services at the request of the Division within 60 days after receiving a complete application for reimbursement on a form prescribed by the Division but only if (1) the Division determines that the provision of Services was necessary; and (2) Participating Agency applies for reimbursement within 45 days after the conclusion of that deployment of WI-TF1 for that particular Emergency.

9.2 Recoverable costs include but are not limited to the use of vehicles and apparatus, personnel expenses, backfill expenses and emergency expenses. The amount of reimbursement for the enumerated costs are as follows:

9.2.1 Reimbursement for use of Vehicle(s) and Apparatus: Participating Agency shall be

reimbursed for the approved use of its vehicles and equipment in providing Services at FEMA-established rates.

9.2.2 Personnel Expenses: Reasonable personnel expenses relating to WI-TF1 members deployed at the direction of the Division to provide Services which are reimbursable at $55.00 per hour per deployed employee. During a deployment, this shall be calculated as portal to portal.

9.2.3 Backfill expenses: Participating Agency's reasonable personnel expenses incurred to cover the duties of employees deployed to provide Services as part of WI-TF1 are reimbursable at the Participating Agency's actual cost.

9.2.4 Emergency Expenses: Participating Agency's necessary and reasonable emergency expenses related to deploying employees to provide Services, which expenses must be based on actual expenditures and fully documented by the Participating Agency. The Division reserves the right to deny any reimbursement of Participating Agency expenditures it deems to be unreasonable or unjustifiable.

9.3 Participating Agency agrees to make reasonable and good faith efforts to minimize its costs related to providing personnel and equipment to perform Services in response to an Emergency.

10.0 Payment for Training and Exercise Costs:

10.1 In any given fiscal year, Participating Agency shall be paid for any training and participation in exercises of employees who the Division has appointed to WI-TF1 that is pre-authorized in writing by the Division at a rate of $55 per hour per appointed employee consistent with the Attendance Policy.

10.2 Such payment will be made on a quarterly basis as determined by reference to the state's fiscal year. For example, the first quarter will be from July 1 through September 30 and so forth.

10.3 The Division will not pay for Participating Agency's personnel backfill expenses to cover team members who are traveling to and from or participating in training or exercises.

11.0 Reimbursement of Increased Duty Disability Costs:

11.1 The Division shall reimburse Participating Agency for costs incurred by Participating Agency for any increase in contributions for duty disability premiums under Wis. Stat. § 40.05(2)(aw) for its employees who are WI-TF1 members and who receive duty disability benefits under Wis. Stat. § 40.65 because of an injury that occurred while performing duties as a member of WI-TF1.

11.2 Application for reimbursement under this Section shall be made after the close of the State's fiscal year and shall seek reimbursement for any cost due to increased premiums referred to above imposed in the prior fiscal year.

11.3 Payment under this Section shall be made within 60 days of receipt of documentation of the following:

11.3.1 That the WI-TF1 member was injured while performing WI-TF1 duties after being deployed pursuant to a Division order.

11.3.2 That the member is receiving duty disability benefits because of such injury.

11.3.3 The amount of increase in premium for duty disability benefits to the Participating Agency that can be directly attributed to the receipt of such benefits by the member during the preceding fiscal year.

12.0 Employer-Employee Relationship and Obligations Maintained:

Except as provided in this Agreement, Participating Agency employees who are WI-TF1 members remain employees of Participating Agency and are not employees of the State of Wisconsin. This means, in part, that Participating Agency's employees are not entitled to Division contribution for any Public Employees Retirement Withholding System benefit(s), nor to any other benefits or any wage provided by the State of Wisconsin to its employees. Participating Agency shall be responsible for payment/withholding of any applicable federal, Social Security and State taxes from any wages paid or benefits provided to its employees.

13.0 Worker's Compensation:

A WI-TF1 member acting under this Agreement is an employee of the state for purposes of worker's compensation pursuant to Wis. Stat. § 323.72(4).

14.0 Dual Payment:

Participating Agency shall not be compensated for work performed under this Agreement both by the Division and any other state agency or person(s) responsible for causing an Emergency except as approved and authorized under this Agreement.

15.0 Reasonable Efforts:

Participating Agency shall make reasonable and good-faith efforts to minimize its costs related to its employees' participation in WI-TF1 training, exercise, and Emergency response Services.

16.0 Liability and Indemnity

16.1 Scope:

During operations authorized by this Agreement, WI-TF1 members supplied by Participating Agency are agents of the state for purposes of Wis. Stat. § 895.46(1). For the purposes of this Section, operations means activities, including travel, directly related to

providing Services. Operations also include training activities provided under this Agreement to WI-TF1 members but does not include travel to and from any training required or permitted under this Agreement.

16.2 Civil liability exemption; regional emergency response teams and their sponsoring agencies:

Pursuant to Wis. Stat. § 895.483(4), Participating Agency and its employees who are members of WI-TF1 are immune from civil liability for acts or omissions related to carrying out the Services.

16.3 Participating Agency Indemnification of State:

When acting as other than an agent of the State of Wisconsin under this Agreement, and when using the State's or Division's vehicles or equipment, Participating Agency shall indemnify, defend and hold harmless the State, which includes the Department, the Division and all state agencies, and its officers, officials, agents, employees, and members from all claims, suits or actions of any nature, including actions for attorneys' fees, arising out of the activities or omissions of Participating Agency, its officers, officials, subcontractors, agents or employees.

17.0 Insurance Obligations:

17.1 Insurance obligations are set forth in the Standard Terms and Conditions attached as Exhibit A. Prior to commencement of this Agreement, Participating Agency must either provide to the Division a certificate of insurance or, if Participating Agency is self-insured or uninsured, a certificate of protection in lieu of insurance certifying that Participating Agency is protected by a self-funded liability and property program or alternative funding source(s). Such certification must be provided on an annual basis.

17.2 Participating Agency agrees that it shall not cancel or make a material change to the insurance required by this Agreement without 30 days written notice to the Division.

18.0 Standard Terms and Conditions: The Wisconsin Standard Terms and Conditions are attached as Exhibit A and are incorporated into this Agreement by reference.

19.0 Miscellaneous

19.1 Disclosure of Independence and Relationship: Participating Agency certifies that no relationship exists between it, the State of Wisconsin or the Division that interferes with fair competition or is a conflict of interest, and no relationship exists between the team and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision, in writing, if those activities of the Participating Agency will not be averse to the interest of the State.

Participating Agency agrees as part of this Agreement that, during performance of the terms of this Agreement, they will neither provide contractual services nor enter into any

agreement to provide services to a person or entity that is regulated or funded by the Department or has interests that are adverse to the Department. The Department of Administration may waive this provision, in writing, if those activities of the Participating Agency will not be adverse to the interests of the state.

19.2 Dual Employment: Wis. Stat. § 16.417 prohibits an individual who is a state employee or who is retained as a consultant full-time by a state agency from being retained as a consultant by the same or another agency where the individual receives more than $5,000 as compensation. This prohibition applies only to individuals and does not include corporations or partnerships.

19.3 Employment: Participating Agency will not engage the service of any person or persons now employed by the state, including any department, commission, or board thereof, to provide services relating to this Agreement without the written consent of the employer of such person or persons and the Department and Division.

19.4 Conflict of interest: Private and non-profit corporations are bound by Wis. Stat. §§ 180.0831 and 181.225 regarding conflicts of interest by directors in the conduct of state contracts.

19.5 Recordkeeping and Record Retention: The Participating Agency shall establish and maintain adequate records of all expenditures incurred under the Agreement. All records must be kept in accordance with generally accepted accounting principles and be consistent with federal and state laws and local ordinances. The Division, the federal government, and their duly authorized representatives shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this Agreement held by Participating Agency. The Participating Agency shall retain all documents applicable to the Agreement for a period of not less than three (3) years after the final payment is made or longer where required by law.

19.6 Indemnification Regarding Employment Disputes: Participating Agency shall indemnify, defend, and hold harmless the State of Wisconsin, including the Division and the Department, with respect any disputes Participating Agency may have with its employees. Such disputes include but are not limited to charges of discrimination, harassment, improper wage payment, and discharge without just cause.

19.7 Term, Termination and Review of Agreement:

19.7.1 Term: This Agreement shall begin on July 1, 2024, and terminate on June 30, 2026, unless terminated earlier pursuant to Section 19.7.2.

19.7.2 Termination:

19.7.2.1 The Division and/or Participating Agency may terminate this Agreement at any time upon one hundred twenty (120) days written notice to the other Party.

19.7.2.2 The Division may also terminate this Agreement at will effective upon delivery of written notice to the Participating Agency under any of the following conditions:

19.7.2.2.1 Funding from federal, state, or other sources is not obtained and/or continued at levels sufficient to allow for training.

19.7.2.2.2 Federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments by this Agreement.

19.7.2.2.3 Any license or certification required by law or regulation to be held by the Participating Agency to provide the services required by this Agreement is for any reason denied, revoked, lapses, or not renewed.

19.7.2.3 Any termination of the Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. Upon termination, the Division's liability under Sections 8-11 will be limited to events occurring during the term of this Agreement.

19.7.3 Review: The Agreement shall be reviewed by the Parties and other participating agencies no later than six (6) months prior to the expiration of this Agreement.

19.8 Entire Agreement: The contents of the Agreement including its Exhibits shall constitute the entire agreement between the Parties relating to the subject matter of the Agreement. The Agreement supersedes any and all prior agreements, whether expressed orally or in writing, relating to the subject matter of the Agreement.

19.9 Applicable Law: This Agreement shall be governed by the laws of the State of Wisconsin. The Participating Agency and State shall at all times comply with and observe all federal and state laws and regulations, the federal and state constitutions, and local ordinances and regulations in effect during the period of this Agreement and which may in any manner affect its performance of its obligations under this Agreement, including the provision of Services.

19.10 Assignment: No right or duty of the Participating Agency under this Agreement, whole or in part, may be assigned or delegated without the prior written consent of the State of Wisconsin.

19.11 Successors in Interest: The provisions of the Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and

permitted assigns.

19.12 Force Majeure: Neither party to this Agreement shall be held responsible for delay or default caused by fire, riots, acts of God and/or war or for other reasons beyond that Party's reasonable control.

19.13 Notifications: Participating Agency shall immediately report by telephone and in writing any demand, request, or occurrence that reasonably may give rise to a claim against the State, its officers, Divisions, agents, employees, and members. Such reports shall be directed to:

ATTN: Administrator
Division of Emergency Management
DMA Wisconsin
PO Box 7865
Madison, WI 53707-7865
Telephone #: (608) 242-3232
FAX #: (608) 242-3247

Copies of such written reports shall also be sent to:

ATTN: Office of the Department of Military Affairs General Counsel
Wisconsin Department of Military Affairs
2400 Wright Street
Madison, WI 53704

19.14 Severability: If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

19.15 Amendments: The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of Division and Participating Agency.

19.16 Approval Authority: Participating Agency's representative(s) certify by their signature herein that he or she has the necessary and lawful authority to enter into contracts and agreements on behalf of Participating Agency.

19.17 No Waiver: No failure to exercise, and no delay in exercising, any right, power or remedy, including payment, hereunder, on the part of the Division, state, or Participating Agency shall operate as a waiver of the same, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise of the same or the exercise of any other right, power or remedy created by the Agreement. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided in the written waiver. A waiver of any covenant, term or condition

contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

19.18 Construction of Agreement: This Agreement is intended to be solely between the Parties. No part of the Agreement shall be construed to add, supplement, amend, abridge, or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the Parties.

The Division and Participating Agency make no representations to third parties with regard to the ultimate outcome of the provision of Services.

Approving Signatures:

ON BEHALF OF THE WISCONSIN EMERGENCY MANAGEMENT DIVISION

Dated this ____ day of _____, 2024

_____

Greg Engle, Acting Division Administrator

ON BEHALF OF THE CITY OF MENASHA

Dated this ____ day of _____, 2024

_____

Don Merkes, Mayor

Dated this ____ day of _____, 2024

_____

Valerie Neuman, City Clerk

APPROVED AS TO FORM

Dated this ____ day of _____, 2024

_____

Margaret Struve, City Attorney

ON BEHALF OF THE CITY OF NEENAH

Dated this ____ day of _____, 2024

_____

Jane Lang, Mayor

Dated this ____ day of _____, 2024

_____

Char Nagel, City Clerk

APPROVED AS TO FORM

Dated this ____ day of _____, 2024

_____

David Rashid, City Attorney

EXHIBIT A

EXHIBIT A TO AGREEMENT FOR URBAN SEARCH AND RESCUE EMERGENCY RESPONSE SERVICES AGREEMENT (the Agreement)

STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

ANTITRUST ASSIGNMENT: The Participating Agency and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the Participating Agency hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this Agreement.

APPLICABLE LAW AND COMPLIANCE: This Agreement shall be governed under the laws of the State of Wisconsin. The Participating Agency shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Agreement and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this Agreement if the Participating Agency fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this Agreement with any federally debarred Participating Agency or a Participating Agency that is presently identified on the list of parties excluded from federal procurement and non-procurement Agreements.

CANCELLATION: The State of Wisconsin reserves the right to cancel any Agreement in whole or in part without penalty due to nonappropriation, unavailability or insufficiency of funds or for failure of the Participating Agency to comply with terms, conditions, and specifications of this Agreement.

WORK CENTER CRITERIA: A work center must be certified under s.16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

INSURANCE RESPONSIBILITY: The Participating Agency performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/Agreement. Minimum coverage shall be one million ($1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this Agreement. Minimum coverage shall be one million ($1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this Agreement, the Participating Agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Participating Agency further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars ($50,000) require the submission of a written affirmative action plan by the Participating Agency. An exemption occurs from this requirement if the Participating Agency has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the Agreement is awarded, the Participating Agency must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The Participating Agency agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the Participating Agency's becoming declared an "ineligible" Participating Agency, termination of the Agreement, or withholding of payment.

Pursuant to 2019 Wisconsin Executive Order 1, Participating Agency agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

Pursuant to s. 16.75(10p), Wis. Stats., Participating Agency agrees it is not, and will not for the duration of the Agreement, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued $100,000 or over.

PUBLIC RECORDS. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this Agreement, the Participating Agency shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. Participating Agency, following final payment under this Agreement, shall retain all records produced or collected under this Agreement for six (6) years. Participating Agency is also considered a contractor for the purposes of Wis. Stat. § 19.36(3) and must comply with its provisions.

TAXES: The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state.

VENDOR TAX DELINQUENCY: Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

Department of Community Development and Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD R. SCHMIDT, AICP
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

M E M O R A N D U M

DATE: March 12, 2024

TO: Mayor Lang and Plan Commission

FROM: Brad Schmidt, AICP, Deputy Director

RE: 2 Lot CSM – Variance from Sec. 25-94(b) – 806 Main Street

Dawn Zimmerman, owner of 806 Main Street, has submitted a certified survey map (CSM) to subdivide the subject property into two lots; one fronting Main Street and the other fronting Edward Street. The current lot, which is used as a single-family residence, is 46 feet wide and 252.3 feet deep, fronting on both Main Street and Edward Street. The area of the existing lot is 11,764.75 square feet.

The applicant is proposing to subdivide the property, creating two separate lots. Proposed lot 1 would be 5,704 square feet in area and have a depth of 46 feet. Lot 2 would be 6,108 square feet in area and have a depth of 46 feet. Both proposed lots are substandard and require a subdivision variance. The City Subdivision Ordinance requires lots to maintain a minimum width of 60 feet and a minimum area of 7,200 square feet. The Common Council can approve a variance with a ¾ vote in support of the variance.

The purpose of this CSM is to create an additional lot to build a house. Although the width of the lot is 46 feet, it is consistent in size with the surrounding lots along Main Street and Edward Street which range in width from 42 feet to 75 feet. The building side yard setbacks are a minimum of 6 feet and aggregate of 16 feet. A home up to 30 feet wide can be built on the lot. In addition, approving the CSM also removes the existing double frontage lot which is not permitted in the City's Subdivision Ordinance. Finally, the existing lot is 46 feet wide. The creation of an additional 46-foot-wide lot does not cause a detrimental impact on the neighborhood, as the lot is already 46 feet wide.

A variance or waiving of any subdivision requirement may only be approved if Common Council determines the public interest is secured. Neighbors adjacent to the subject property have been notified of the request and are invited to a public hearing at the next Common Council meeting.

Recommendation

An appropriate action at this time is for the Plan Commission to recommend Common Council approve a variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street.

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

March 07, 2024

BOB REIDER
CAROW LAND SURVEYING
615 N LYNNDALE DR
APPLETON, WI 54914

RE: CSM #2-24 - Main St - 2 Lot CSM Certified Survey Map Review () Status Approved

Dear BOB REIDER:

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. Approval is dependent on Common Council waiving minimum lot size and minimum lot width requirements.
2. The existing shed on proposed Lot 2 shall be removed or relocated to Lot 1 prior to the City signing the final CSM. Accessory structures cannot be located on a lot without a principal strucutre. If you are planning to relocate the shed to Lot 1, please contact the City's Building Inspector to obtain appropriate permits. (920) 886-6132.
3. If your plan is to construct a house on proposed Lot 2, please contact the City's Building Inspector (920) 886-6131 and the City's Department of Public Works (920) 886-6240 to obtain necessary building and right-of-way permits.

Intranet GIS Web Map

3/7/2024, 2:47:36 PM

1:685

0 0.01 0.01 0.02 mi

0 0.01 0.01 0.03 km

Imagery Date: April 2020

- Storm Mains
- Storm Manholes
- Sanitery Mains
- Sanitary Manholes
- Water Mains
- Water Hydrants
- Parcels, Winnebago County
- Right-Of-Way
- Railroad
- Pavement Edge
- Street Centerline
- Municipal Boundary

Web AppBuilder for ArcGIS

Imagery Date: April 2020 |

dtloop signature verification: dtlp.us/0Gvc-bCfE-rlut

PLANNING SERVICES APPLICATION

Department of Community Development
211 Walnut St. P.O. Box 426
Neenah, WI 54957-0426
Phone (920) 886-6125 | Fax (920) 886-6129

Neenah WISCONSIN

PROPERTY OWNER	APPLICANT
Name: Dawn K. Zimmerman	Name: Chris Perreault
Mailing Address: 806 Main St, Neenah, WI 54956	Mailing Address: 615 N. Lynndale Dr. Appleton, WI 54914
Email:	Email: chris@clse.pro
Phone:	Phone: 920-731-4168

PROPERTY	
Site Address: 806 Main St. Neenah, WI 54956	Parcel Number (PIN): 807 00230000
Current Use: Residential	Proposed Use: Residential
Current Zoning: R2	Proposed Zoning: R2

SITE PLAN	ZONING
Description of Proposed Project / Request: Lot split	
☐ Minor Site Plan[1] ☐ Parking Lot[3]	☐ Rezoning ☐ PDD Project Approval
☐ Major Site Plan[2] ☐ Change of Use[4]	☐ Special Use Permit ☐ TND Project Approval
☐ Telecommunications Tower	☐ Appeal or Variance ☐ CH Project Approval
	☐ Future Land Use Map Amendment

CERTIFIED SURVEY MAP / PLAT REVIEW	ANNEXATION
Property Identification / Legal Description: Lot 4, Blak 2 Assessor's Plat or Lot 53, Block 7 Christoph's Replat	
Number of Lots / Outlots: 2	Temporary Zoning Requested: ☐ Yes ☒ No
☒ City CSM ☐ Preliminary Plat	If yes, Describe Request:
☐ Extraterritorial CSM ☐ Final Plat	

02/19/2024 — Duane Murphy — dotloop verified 02/20/24 7:43 AM CST NL9R-4QSU-UVN9-BWNN

Date — Owner Agent Signature (Agent acknowledges they can sign on property owner's behalf)

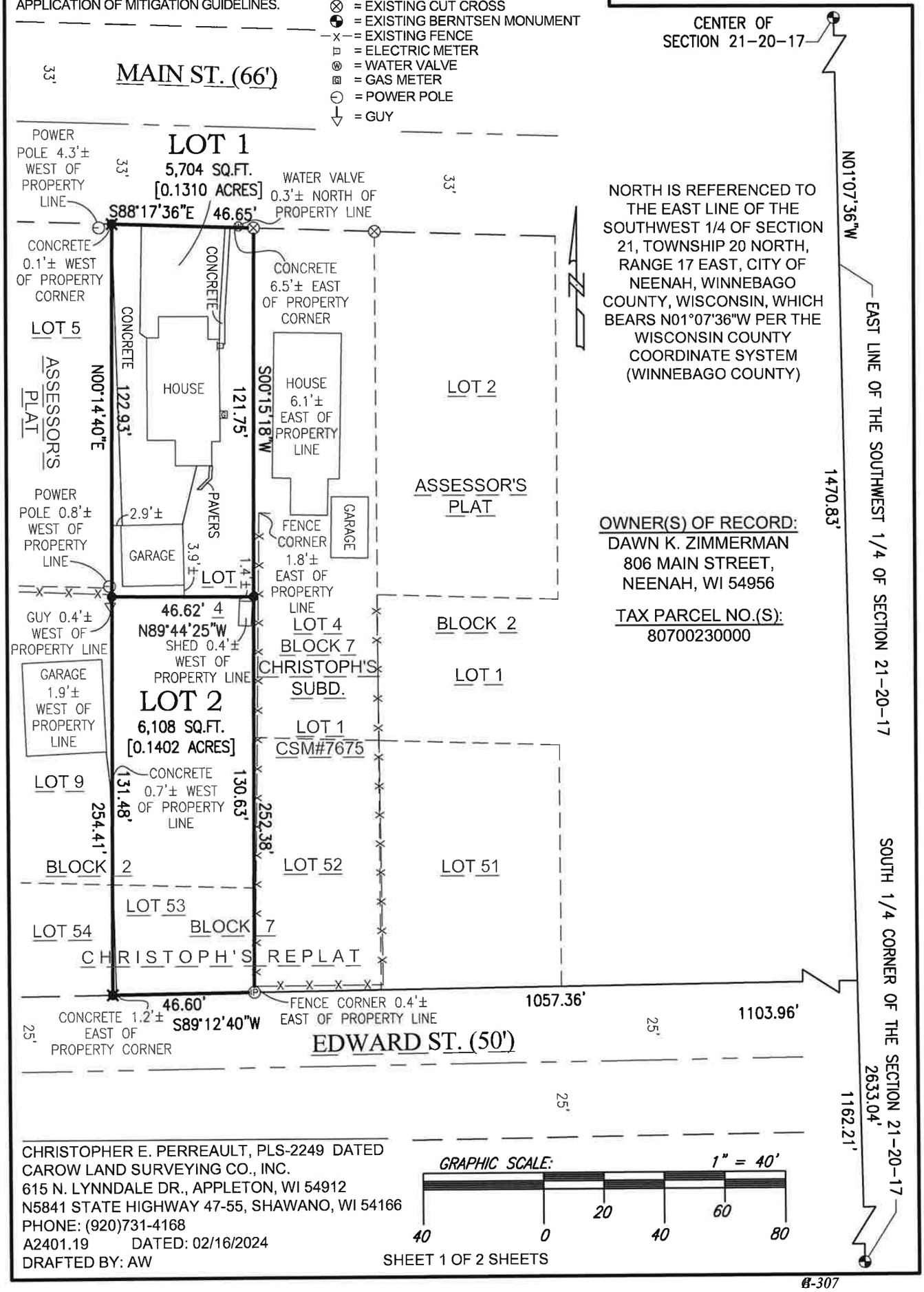
1: Minor Site Plan: Building addition less than or equal to 5,000 SqFt or less than 50% of existing building, parking lot addition greater than 10 parking stalls, construction of accessory structure.
2: Major Site Plan: New construction, building addition greater than or equal to 5,000 SqFt or more than 50% of existing building.
3: Parking Lot: Parking lot construction / addition of 10 stalls or more.
4: Change of Use: No new construction or additions; Property use changing from one land use to another.

CERTIFIED SURVEY MAP NO._____

BEING ALL OF LOT 4, BLOCK 2, ASSESSOR'S PLAT AND ALL OF LOT 53, BLOCK 7, CHRISTOPH'S REPLAT, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

NOTE: WELLS IN THIS AREA HAVE A POTENTIAL TO PRODUCE WATER CONTAMINATED WITH ARSENIC. A DRILLING PROFESSIONAL SHOULD BE CONSULTED TO DETERMINE SUSCEPTIBILITY FOR ARSENIC CONTAMINATION AND APPLICATION OF MITIGATION GUIDELINES.

LEGEND:
- = 1¼" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
- (P) = 1¼" O.D. ROUND IRON PIPE FOUND
- = CUT CROSS SET
- = EXISTING CUT CROSS
- = EXISTING BERNTSEN MONUMENT
- —X— = EXISTING FENCE
- = ELECTRIC METER
- = WATER VALVE
- = GAS METER
- = POWER POLE
- = GUY



NORTH IS REFERENCED TO THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 21, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS N01°07'36"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)

OWNER(S) OF RECORD:
DAWN K. ZIMMERMAN
806 MAIN STREET,
NEENAH, WI 54956

TAX PARCEL NO.(S):
80700230000

GRAPHIC SCALE: 1" = 40'
40 0 20 40 60 80

CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DR., APPLETON, WI 54912
N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166
PHONE: (920)731-4168

A2401.19 DATED: 02/16/2024
DRAFTED BY: AW

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 4, BLOCK 2, ASSESSOR'S PLAT AND ALL OF LOT 53, BLOCK 7, CHRISTOPH'S REPLAT, LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 21, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOT 4, BLOCK 2, ASSESSOR'S PLAT AND ALL OF LOT 53, BLOCK 7 CHRISTOPH'S REPLAT, LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 21, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF EXPERT REAL ESTATE, ATTN: DUANE MURPHY, W. COLLEGE AVE., APPLETON, WI 54914.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE CITY OF NEENAH.

_____

CHRISTOPHER E. PERREAULT, PLS-2249 DATE
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, APPLETON, WI, 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2401.19 (RFR) 2-13-2024

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

_____ _____

CITY TREASURER DATED COUNTY TREASURER DATED

CITY OF NEENAH APPROVAL:

THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE CITY OF NEENAH ON THIS _____ DAY OF _____, 20____.

_____ _____

MAYOR DATED CITY CLERK DATED

OWNER'S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN ON THIS MAP. I (WE) ALSO CERTIFY THAT THIS MAP REQUIRES THE APPROVAL OF THE FOLLOWING: CITY OF NEENAH.

WITNESS THE HAND AND SEAL OF SAID OWNER(S):

_____

DAWN K. ZIMMERMAN

STATE OF WISCONSIN)
) SS
_____COUNTY)

PERSONALLY CAME BEFORE ME THIS _____DAY OF_____, 20____, THE ABOVE NAMED OWNER(S), TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

_____

NOTARY PUBLIC,

MY COMMISSION EXPIRES _____.

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, March 26, 2024
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Cari Lendrum
Alderman Lee Hillstrom	Frank Cuthbert, 1533 Fallow Dr, Neenah	Codi Skaar, 2300 W Everett St, Appleton
Brannin Gries, 500 N Commercial St, Neenah		

Minutes: MSC Ellenberger/Kaiser, the Plan Commission, to approve the March 12, 2024 meeting minutes. All voting aye. Motion passed.

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

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

Public Hearings: None

Action Items:

a. Annexation #232 – 880 Bayview Road (Town of Neenah)

Ordinance #2024-03

Deputy Director Schmidt went over the request received from a property owner to annex their property located in the Town of Neenah. The property is 1.35 acres in size and includes a portion of the Bayview Road right-of-way and a portion of the private Bayview Lane Road as well. The intent of the property owner is to build a house on the property and connect to city water and sewer. Once the property is annexed, it would receive an R-1 Single Family residence designation. This is property located in the City of Neenah and Town of Neenah Boundary Agreement Area that's designated as the city growth area.

Member Genett asked if there is anything currently on the property. Deputy Director Schmidt stated there is nothing on the property right now.

Member Ellenberger asked for clarification that the Town of Neenah does not have any review authority over this annexation since it is located within the Boundary Agreement. Deputy Director stated that is correct, the boundary agreement states that these areas are ones expected to be annexed to the city.

MSC Genett/Ellenberger, the Plan Commission, to recommend Common Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

b. Annexation #233 – 1730 Dixie Rd

Ordinance #2024-06

Deputy Director Schmidt went over the annexation request for property located at 1730 Dixie Road, which is in the South Park industrial expansion area. This land will be bought by the Community Development Authority, by authorization from the Council. This land is currently being used as a workshop by the property owners. There is a proposed development on the site. The property will be zoned as a temporary I-1 Planned Business Center District. It is temporary due to any land being annexed has to be zoned as its most minimal zoning and in this case it would be R-1 or a temporary zoning. Once it is annexed, the property can go through the rezoning process. The final intent of the property would be a warehouse distribution center with I-1 zoning. This land is also within the Town Boundary Agreement and in the City growth area. There are utilities along Dixie Road. The city had purchased 65 acres around this property in 2003. The intent has been to develop the site and now there is agreement to purchase this property from the property owner.

MSC Steiner/Ellenberger, the Plan Commission to recommend Common Council approve Annexation #233 (Ordinance #2024-06) and the property also receive a Temporary I-1, Planned Business Center District zoning classification. All voting aye. Motion passed.

c. Project Plan Approval #1-24 – Bridgewood PDD – 1000 Cameron Way – Hotel Expansion

Ordinance #2024-05

Deputy Director Schmidt went over the request for the Bridgewood Hotel expansion. Overall, there are three projects on the property, expansion of the hotel, restaurant, and parking lot. Since this project plan is in the Bridgewood Plan Development District, it needs to be consistent with the overall master plan.

The hotel expansion is on the north side of the existing building, it is about 7,800 square feet in size and three stories tall. It meets all minimum setbacks of the zoning code with the building setbacks and is about 300 feet from the residents to the north and 200 feet from the residents to the east. The building is consistent in design and materials with the existing property. The building will have about 39 hotel rooms, a meeting space, and a fitness center for guests.

Deputy Director Schmidt went over the addition to the bar and restaurant, which is adding an additional 364 square feet. This area does not expand into the parking lot, but into the current landscaped area.

The last expansion would be the parking lot, adding about 59 stalls. This expansion does cross a property boundary, so a CSM would be needed to adjust that property line. Per the code in that area, the property line must include at least a five-foot landscape strip on the far west end with additional landscaping, trees, and shrubs. Also, to break up the long rows of parking, every 12 stalls would need a landscape island. There were also comments made by the fire department about fire access around the building. There will need to be discussions regarding how to meet the fire code and provide adequate access to the building expansion.

Vice Chairperson Alderman Steiner asked if there is any concern about making the fire lane work. Deputy Director Schmidt stated there are different options and if a building has a sprinkler system, there are changes with the requirements.

Brannin Gries, the architect of the project, stated the standard would be 150 feet of fire hose length but on a sprinklered building it would be 450 feet of hose length. He stated they are still in talks with the fire department to make sure it meets the requirements.

Member Genett asked about taking up more landscaping with surface. Deputy Director Schmidt went over in the zoning code there are maximum building coverage areas. This building meets those requirements. With impervious area and stormwater management, the city is acquiring the pond on the north end and converting it to an actual stormwater pond.

Member Genett stated with the added parking spots, there is a possibility of more salt coming into the creek around the parking lot. Deputy Director Schmidt said there is a buffer between the water draining off the parking lot and the pond. Most of the water would infiltrate the ground prior. Director Kaiser said there is 100 feet of grass area before hitting the creek, so it should catch any particles.

MSC Ellenberger/Kaiser, the Plan Commission, to recommend Common Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter. All voting aye. Motion passed.

Comprehensive Plan – Plan Commission Implementation Items

Deputy Director Schmidt discussed a document from the comprehensive plan that focuses on items the plan commission can review.

Vice Chairperson Alderman Steiner asked if there are any on-going or in progress items where the plan commission can help get the project further along. Deputy Director Schmidt stated many of the on-going or in-progress items are not really ending or as straightforward as it states on the document.

Deputy Director Schmidt went over the item related to creating a zoning district for neighborhood level commercial uses. Possibly looking at what other communities have done and then bringing it to plan commission to discuss what could work in Neenah.

Deputy Director Schmidt also discussed the city only has one single-family zoning code. This zoning code is adequate for newer development but not for the older parts of the city where there are smaller lots. This zoning makes it difficult for those property owners to add onto their property and this increases the number of variance requests received.

Vice Chairperson Alderman Steiner suggested to start investigating different zoning ideas for the city.

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

Adjournment: The Commission adjourned its meeting at 4:58 p.m. MSC Kaiser/Ellenberger. All voting Aye. Motion passed.

Respectfully Submitted,

Kayla Kubat

Kayla Kubat
Administrative Assistant, Department of Community Development

Department of Community Development and Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@NeenahWI.gov
BRAD R SCHMIDT, AICP
DEPUTY DIRECTOR

MEMORANDUM

DATE: March 26, 2024

TO: Mayor Lang, and Members of Plan Commission

FROM: Brad Schmidt, AICP, Deputy Director

RE: Annexation #232 (880 Bayview Road) – 1.351 Acres

Timothy and Julie Bertram have submitted a petition for direct annexation to the City of Neenah for property located along the southeast corner of Bayview Road and Bayview Lane in the Town of Neenah. The annexation area is approximately 1.351 acres and includes a portion of the Bayview Road right-of-way and a portion of Bayview Lane which is a private road. The parcel includes a garage, which is planned to be removed and a new single-family dwelling constructed. Upon annexation, the property will be zoned R-1, Single-Family Residence District.

The City's Comprehensive Plan Future Land Use Map (2017) currently identifies the annexation area as Residential Neighborhood Investment Area. The objectives of the District are to protect and strengthen existing neighborhoods within the City and encourage the orderly replacement of non-conforming uses in established neighborhoods. The proposed use is consistent with the City's Comprehensive Plan.

The subject land is located within the Town of Neenah and is subject to the City of Neenah/Town of Neenah Boundary Agreement (2003). The land is identified as City Growth Area, which allows the City to annex the property.

The annexation petition was also sent to the Town of Neenah's Clerk, Neenah Joint School District, and the Wisconsin Department of Administration per State Statutes. The Plan Commission's role in reviewing annexation requests is to determine whether the proposed annexation is consistent with established City Plans. In addition to Plan Commission review, the City's Finance and Personnel Committee reviews the financial impacts an annexation might have on City services. The Wisconsin Department of Administration also reviews the annexation for consistency with State Statutes.

Recommendation

Appropriate action at this time is for Plan Commission to recommend Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification.

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Nearmap, Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES, WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

THE UNDERSIGNED, CONSTITUTING ALL OF THE OWNERS AND ELECTORS OF THE REAL PROPERTY WHICH RESIDES IN THE TERRITORY OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, LYING CONTIGUOUS TO THE CITY OF NEENAH, PETIION THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF NEENAH TO ANNEX THE TERRITORY DESCRIBED ON THE EXHIBIT "A" DRAWING ATTACHED.

THE UNDERSIGNED, ELECT THAT THIS ANNEXATION SHALL TAKE EFFECT TO THE FULL EXTENT CONSISTENT WITH THE OUTSTANDING PRIORITIES OF OTHER ANNEXATIONS, INCORPORATIONS OF CONSOLIDATION PROCEEDINGS, IF ANY.

Timothy W. Bertram 2/28/24
Timothy W. Bertram - Petitioner Date

Julie M. Bertram 2.28.24
Julie M. Bertram – Petitioner Date

Michael J. Bouressa 2-28-24
Michael J. Bouressa - Petitioner Date

Patricia A. Bouressa 2-29-24
Patricia A. Bouressa – Petitioner Date

Co-Trustees of the Bouressa Trust

Clifton J. Taylor 2/28/24
Clifton J. Taylor - Petitioner Date

Linda M. Taylor 2/28/24
Linda M. Taylor – Petitioner Date

Clifton J. & Linda M. Taylor Revocable Trust Dated July 3, 2019

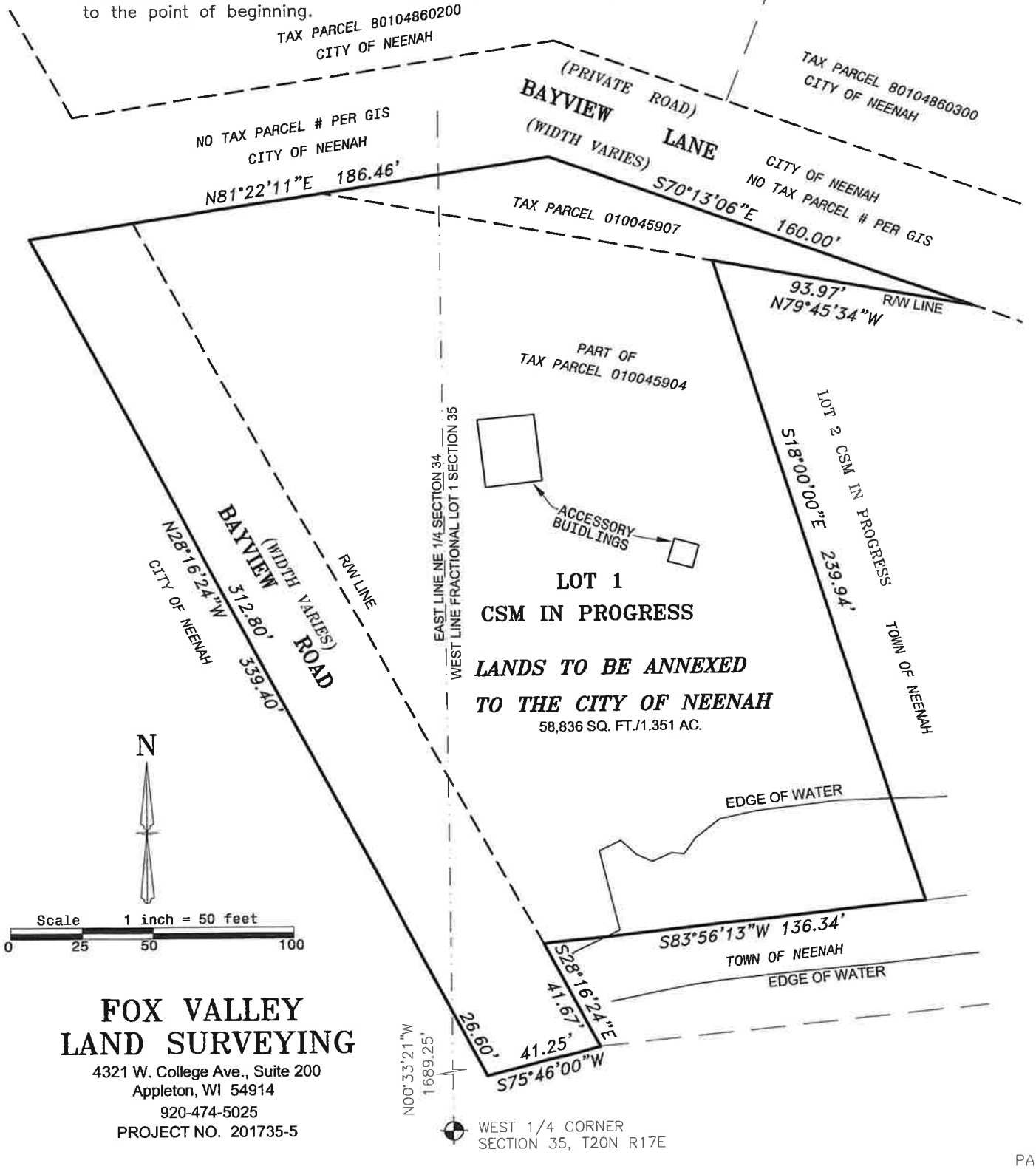
Harold W. Harding
Harold W. Harding Date

EXHIBIT "A" DRAWING

LEGAL DESCRIPTION FOR LANDS TO BE ANNEXED FROM THE TOWN OF NEENAH TO THE CITY OF NEENAH

PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, AND PART OF FRACTIONAL LOT 1 OF SECTION 35, ALL IN TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

Commencing at the West 1/4 corner of said Section 35; thence North 00 degrees 33 minutes 21 seconds West 1689.25 feet, along the West line of said Fractional Lot 1 of Section 35, to the point of beginning; thence North 28 degrees 16 minutes 24 seconds West 312.80 feet; thence North 81 degrees 22 minutes 11 seconds East 186.46 feet; thence South 70 degrees 13 minutes 06 seconds East 160.00 feet; thence North 79 degrees 45 minutes 34 seconds West 93.97 feet; thence South 18 degrees 00 minutes 00 seconds East 239.94 feet; thence South 83 degrees 56 minutes 13 seconds West 136.34 feet; thence South 28 degrees 16 minutes 24 seconds East 41.67 feet; thence South 75 degrees 46 minutes 00 seconds West 41.25 feet; thence North 28 degrees 16 minutes 24 seconds West 26.60 feet, to the point of beginning.



FOX VALLEY LAND SURVEYING
4321 W. College Ave., Suite 200
Appleton, WI 54914
920-474-5025
PROJECT NO. 201735-5

211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Annexing – 1.351 acres of land located at 880 Bayview Road and adjacent right-of-way in the Town of Neenah to the City of Neenah.

ORDINANCE NO. 2024-03
Introduced: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. Pursuant to Section 66.0217(2), Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit A:

PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 34, AND PART OF FRACTIONAL LOT 1 OF SECTION 35, ALL IN THE TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

Commencing at the West ¼ corner of said Section 35; thence North 00 degrees 33 minutes 21 seconds West 1689.25 feet, along the West line of said Fractional Lot 1 of Section 35, to the point of beginning; thence North 28 degrees 16 minutes 24 seconds West 312.80 feet; thence North 81 degrees 22 minutes 11 seconds East 186.46 feet; thence South 70 degrees 13 minutes 06 seconds East 160 feet; thence North 79 degrees 45 minutes 34 seconds West 93.97 feet; thence South 18 degrees 00 minutes 00 seconds East 239.94 feet; thence South 83 degrees 56 minutes 13 seconds West 136.34 feet; thence South 28 degrees 16 minutes 24 seconds East 41.67 feet; thence North 28 degrees 16 minutes 24 seconds West 26.60 feet, to the point of beginning.

Section 2. Said annexation is proposed to be zoned R-1, Single-Family Residence District upon annexation.

Section 3. The petition for annexation is conducted under unanimous approval (Wisconsin State Statute Sec. 66.0217(2)). The Wisconsin Department of Administration issued this annexation petition Municipal Boundary Review number 14655. The annexation area is 1.351 acres in size and is wholly located in the Town of Neenah, Winnebago County. The parcel numbers of the land being

annexed are part of 010045904 and 010045907 and the population of all people living on the transferred land is 0.

Section 4. That the limits of the Second Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

Section 5. 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 5. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Adopted: _____

_____
Jane B. Lang, Mayor

Published: _____

Attest:

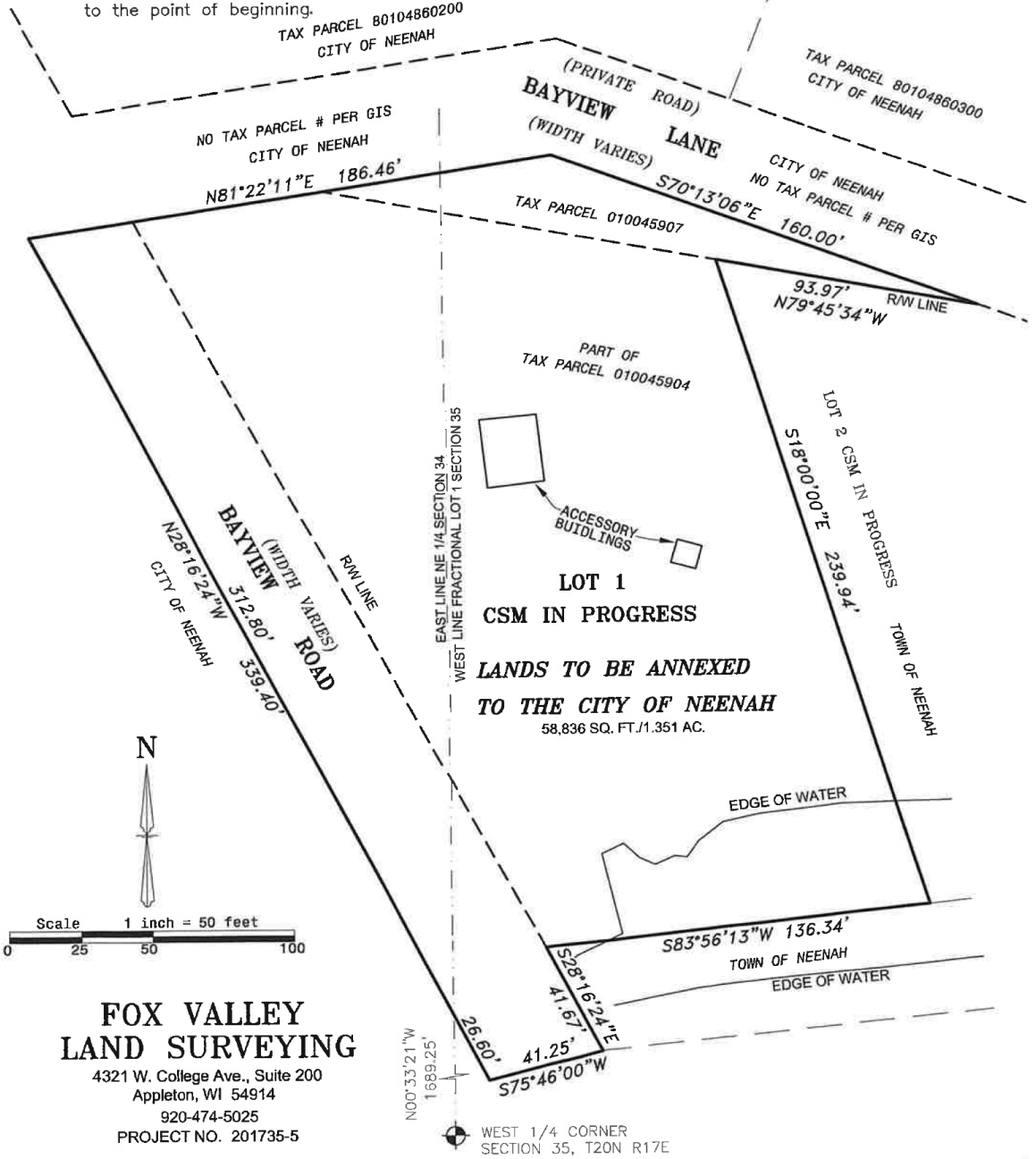
_____
Charlotte Nagel, City Clerk

EXHIBIT "A" DRAWING

LEGAL DESCRIPTION FOR LANDS TO BE ANNEXED FROM THE TOWN OF NEENAH TO THE CITY OF NEENAH

PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, AND PART OF FRACTIONAL LOT 1 OF SECTION 35, ALL IN TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

Commencing at the West 1/4 corner of said Section 35; thence North 00 degrees 33 minutes 21 seconds West 1689.25 feet, along the West line of said Fractional Lot 1 of Section 35, to the point of beginning; thence North 28 degrees 16 minutes 24 seconds West 312.80 feet; thence North 81 degrees 22 minutes 11 seconds East 186.46 feet; thence South 70 degrees 13 minutes 06 seconds East 160.00 feet; thence North 79 degrees 45 minutes 34 seconds West 93.97 feet; thence South 18 degrees 00 minutes 00 seconds East 239.94 feet; thence South 83 degrees 56 minutes 13 seconds West 136.34 feet; thence South 28 degrees 16 minutes 24 seconds East 41.67 feet; thence South 75 degrees 46 minutes 00 seconds West 41.25 feet; thence North 28 degrees 16 minutes 24 seconds West 26.60 feet, to the point of beginning.



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PROJECT NO. 201735-5

Department of Community Development and Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@NeenahWI.gov
BRAD R SCHMIDT, AICP
DEPUTY DIRECTOR

MEMORANDUM

DATE: March 26, 2024

TO: Mayor Lang, and Members of Plan Commission

FROM: Brad Schmidt, AICP, Deputy Director

RE: Annexation #233 (1730 Dixie Road) – 1.13 Acres

Timothy and Julie Frater have submitted an annexation petition to annex land located at 1730 Dixie Road into the City from the Town of Neenah. The land is currently used as a storage/workshop building.

The applicant is also selling the subject property to the City. Prior to closing, the City has requested that the current owners submit an annex petition, annexing the property into the City. The subject property is part of a larger development proposal for a warehouse/distribution facility which includes adjacent City-owned land north, east and south of the site.

The City's Comprehensive Plan Future Land Use Map (2017) currently identifies the annexation area as Neenah Industrial Core. The proposed use, warehouse/distribution center is consistent with the City's Comprehensive Plan.

The subject land is located within the Town of Neenah and is subject to the City of Neenah/Town of Neenah Boundary Agreement (2003). The land is identified as City Growth Area, which allows the City to annex the property.

The annexation petition was also sent to the Town of Neenah's Clerk, Neenah Joint School District, and the Wisconsin Department of Administration per State Statutes. The Plan Commission's role in reviewing annexation requests is to determine whether the proposed annexation is consistent with established City Plans. In addition to Plan Commission review, the City's Finance and Personnel Committee reviews the financial impacts an annexation might have on City services. The Wisconsin Department of Administration also reviews the annexation for consistency with State Statutes.

Recommendation

Appropriate action at this time is for Plan Commission to recommend Council approve Annexation #233 (Ordinance #2024-06) and the property also receive a Temporary I-1, Planned Business Center District zoning classification.

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.
Commencing at the Center of said Section 8, thence North 89 degrees 18 minutes 25 seconds East, along the South line of said Northeast 1/4, a distance of 697.87 feet; thence. North 21 degrees 31 minutes 48 seconds East, along the West line of said Certified Survey Map #3518, a distance of 840.16 feet to the point of beginning; thence continuing North 21 degrees 31 minutes 48 seconds East, along said West line of Certified Survey Map #3518. 100.00 feet; thence North 88 degrees 20 minutes 28 seconds East, along the North line of said Certified Survey Map #3518, a distance of 326.37 feet; thence South 21 degrees 31 minutes 48 seconds West, 228.51 feet; thence North 68 degrees 28 minutes 12 seconds West. 300.00 feet to the point of beginning, containing 49.276 square feet or 1.131 acres.

The current population of such territory is 0.

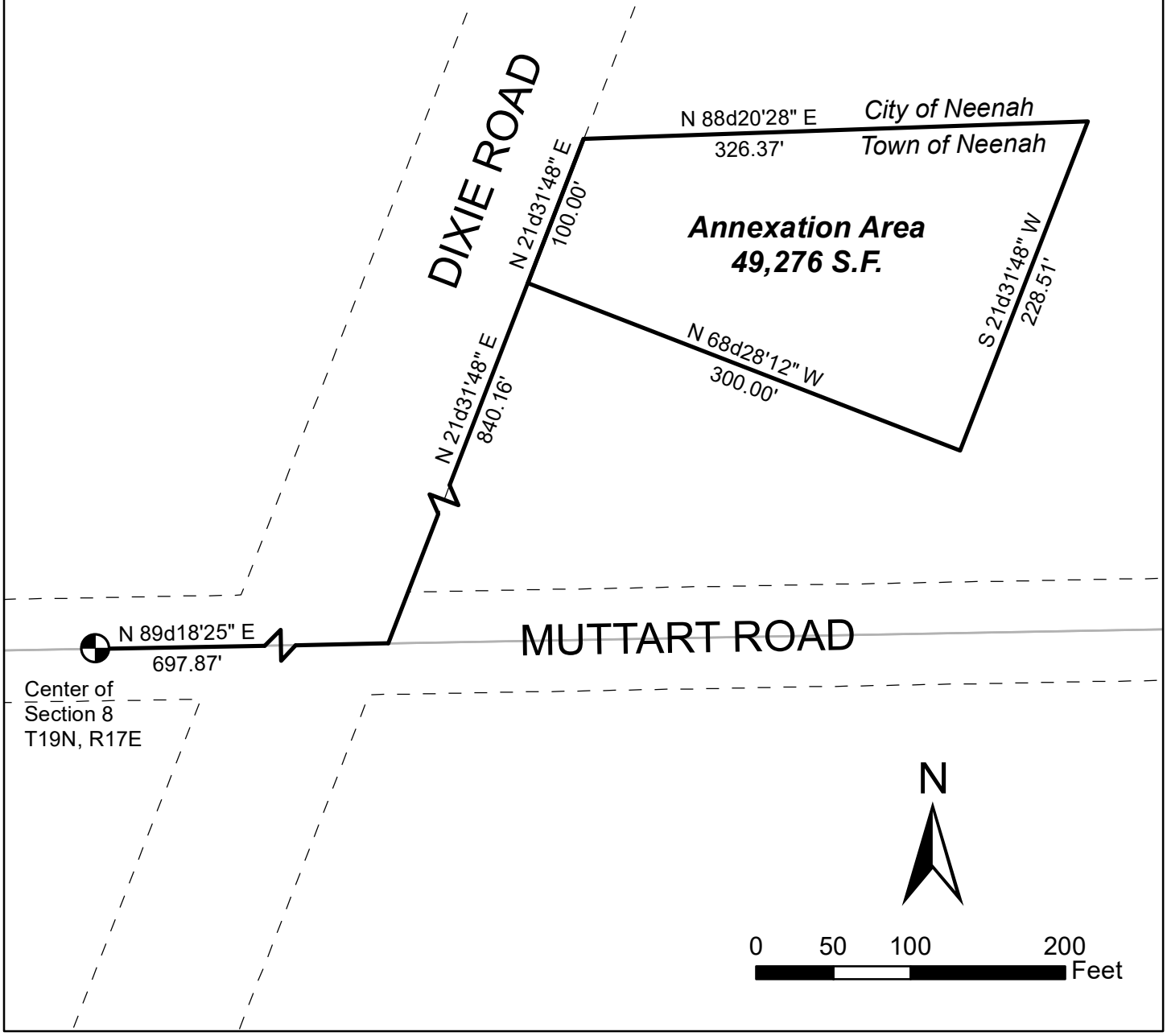
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owner	Petition Address
_____	_____	Timothy A. Frater	776 Chestnut Court
NAME			Neenah WI 54956
_____	_____	Kathleen J. Frater	776 Chestnut Court
NAME			Neenah WI 54956

ANNEXATION MAP

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Commencing at the Center of said Section 8, thence North 89 degrees 18 minutes 25 seconds East, along the South line of said Northeast 1/4, a distance of 697.87 feet; thence North 21 degrees 31 minutes 48 seconds East, along the West line of said Certified Survey Map #3518, a distance of 840.16 feet to the point of beginning; thence continuing North 21 degrees 31 minutes 48 seconds East, along said West line of Certified Survey Map #3518. 100.00 feet; thence North 88 degrees 20 minutes 28 seconds East, along the North line of said Certified Survey Map #3518, a distance of 326.37 feet; thence South 21 degrees 31 minutes 48 seconds West, 228.51 feet; thence North 68 degrees 28 minutes 12 seconds West. 300.00 feet to the point of beginning, containing 49.276 square feet or 1.131 acres and subject to all easements and restrictions of record.



Dept. of Community Development
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD R. SCHMIDT, AICP
DEPUTY DIRECTOR

M E M O R A N D U M

DATE: March 26, 2024

TO: Mayor Lang and Members of Plan Commission

FROM: Brad R. Schmidt, AICP, Deputy Director of Community Development

RE: Bridgewood Planned Development District - Project Plan Approval #1-24 – Bridgewood Hotel Expansion Project (Ordinance No. 2024-05)

Request

The Community Development Department has received a request from the Bridgewood Hotel and Conference Center, located at 1000 Cameron Way, to construct a building addition to the hotel, construct a small addition to the restaurant, and expand a parking lot.

Consideration

Master Plan Conformance

The Bridgewood Planned Development District (PDD) Master Plan was most-recently amended in May 2022, to reclassify the use of the 9-hole golf course as multi-family residential. The original PDD Master Plan was approved in 2002, with the intent of providing a phased redevelopment plan for a portion of the former Bridgewood Golf Course. Since then, most of the area within the PDD has been developed and the proposed project plan is consistent with the Master Plan and is proposed uses.

A Planned Development District is a zoning district which encourages the efficient and optimal utilization of land. Traditional zoning tends to be inflexible and uniform. When a PDD is approved, the accompanying Master Plan highlights the PDD's standards and land uses. The implementation of the PDD's Master Plan typically occurs over a predetermined time frame and occurs in phases. Each phase of the Master Plan is reviewed as a Project Plan Approval. The Project Plan Approval is essentially a site plan review which includes a review by the City's Plan Commission and Common Council. The City's Zoning Code further lists the purpose of PDD's:

- Assure that growth is planned and accomplished within the City's goals both for the surrounding neighborhood and the community as a whole.
- Promote flexibility in design and the efficient use of land to facilitate a more economic arrangement of buildings, uses, circulation systems and utilities.
- Provide for the accomplishment of external architectural unity so as to promote design harmony.
- Preserve to the greatest extent possible, existing landscape features and natural amenities, and utilize such features in an effective manner.
- Enhance the natural setting through the placement of manmade facilities and plant materials.
- Provide more useable and suitably located common and open space areas than would otherwise be provided under conventional land development procedures.

Site Layout

The proposed site plan includes three projects including 1) a building expansion on the north side of the hotel and conference center, 2) a small building addition on the west side of the restaurant, and 3) an expansion of the parking lot west of the hotel and conference center.

The 7,839 square-foot hotel building expansion includes 39 hotel rooms, a meeting room and a fitness center for guests. The expansion is connected to the existing hotel building via an 8-foot hallway on the north side of the building. The proposed structure exceeds the minimum building setbacks within the District and is setback about 18 feet from the rear (north) property line. The structure also maintains a setback of about 300 feet from residences to the north and about 250 feet to the east. The height of the proposed structure is about 35 feet and includes 3-stories.

A 364 square-foot building expansion is also proposed for the Batley's Grill and Bar restaurant to expand dining space. The small building expansion is located on the west side of the building, just north of the entrance to the restaurant in the landscape area between the sidewalk and the building. All building setbacks remain above the required minimum 10-foot setback.

Finally, a parking lot, located west of the main parking lot for hotel and restaurant visitors, is proposed to accommodate employee and spillover parking for guests. Neither of the building expansion projects reduce the capacity of existing parking, but both impact the need for additional parking capacity. The proposed parking, as identified on the site plan, shows the parking lot crossing a property line. Parking lots must maintain a minimum 5-foot setback from a property line. Prior to final approval of the project plan, a certified survey map shall be submitted adjusting the west property line of parcel ID 80606500000 further west to accommodate the proposed parking and the required setback. The current parking lot has 35 stalls (330 total stall count for the hotel, conference center and restaurant). The expansion adds 59 parking stalls.

The proposed parking lot expansion is required to meet the perimeter landscape requirements which include a minimum of a 5-foot wide landscape strip along the side (west) property line. In addition, a minimum of one shade tree and three shrubs shall be planted for every 40 linear feet of parking lot perimeter adjacent to the side property line. The total length of the proposed parking lot expansion is 243 feet which requires six shade trees and 18 shrubs. In addition, interior landscaping requirements shall be met. Parking spaces must be separated by a planting island or peninsula at the rate of one island/peninsula for each row of 12 consecutive parking spaces for single row configurations. A minimum of one planning island shall be included in the east row of the expanded parking lot and shall include at least one shade. A landscape plan identifying the location, plant type and size at time of planting shall be submitted to the Department of Community Development.

Public Utilities

The hotel expansion project is located over an existing water main. This water main will be relocated further south to limit the building placement on the water main. The Neenah Water Utility has reviewed and approved the proposed water main relocation. A new storm water main is also proposed on the west side of the proposed building expansion which connects a yard drain and discharges storm water north, towards the existing ponds north of the expansion area.

Architecture

The hotel expansion project includes a 3-story, 35-foot-tall structure. The exterior of the building includes several high-quality building materials intended to match and be harmonious with the existing hotel and conference center. The east and west façade includes EIFS material on the second and third floors, with stone veneer on the first-floor exterior wall, and faux wood cement panels to accent the building corners on the west side of the building.

Exterior Lighting

The proposed projects did not include any exterior lighting plans. If the applicant proposes any exterior lighting or parking lot lighting, a lighting plan shall be submitted to the Department of Community Development.

Recommendation

Appropriate action at this time is to recommend Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter.

Neenah
WISCONSIN
Department of Community Development

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

March 22, 2024

MITCHELL BAUER
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
1164 PROVINCE TERRACE
MENASHA, WI 54952

RE: PPA #1-24 - Bridgewood PDD - 1000 Cameron Way - Hotel Addition Project Plan Review () Status Conditional

Dear MITCHELL BAUER:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any that must be addressed. This letter is not to be construed as a zoning compliance, grading, or 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

Conditional

Review Comments:

1. A CSM adjusting the lot line of parcel ID 80606500000 west to accommodate the proposed parking lot expansion. A minimum 5-foot setback is required.
2. Submit a landscape plan showing the location, type and size of each planting for the following areas: a. west side of proposed parking lot shall include a 5-foot green area between the west property line and the edge of the parking lot. A minimum of 6 shade trees and 18 shrubs is required in this area. b. Within the proposed parking lot expansion, the parking row on the east side of the expansion lot shall include at least one planting island to break-up 12 consectuve parking stalls and include one shade tree.
3. No exterior lighting was submitted as part of this proposal. If you are planning to install parking lot lighting or other non-landscaping or building lighting, please submit an outdoor lighting plan which shall include a photometric plan, light fixture information, and pole height.
4. Business signage was not reviewed as part of this proposal. Prior to installation of any signage, please contact the Community Development Department to obtain necessary sign permits.
5. A building permit will not be issued until all of the conditions of approval have been satisifed. Changes to the site plan may require additional review. Please contact the Department of Community Development if the site plan is modified.

Community Development - Chris Haese - chaese@neenahwi.gov

Approved

Review Comments:

Engineering - Heath Kummerow - 920-886-6245 hkummerow@neenahwi.gov

Approved

Review Comments:

Fire Department - Adam Dorn - 886-6204 adorn@nmfire.org

Conditional

Review Comments:

Advisory Comments:

Please see the NMFR Site Plan Review document and address the fire apparatus access roads and the fire protection water supply concerns.

Public Works - Gerry Kaiser - gkaiser@neenahwi.gov

Approved

Review Comments:

Inspections - Building Commercial - Kyle Pederson - 920-886-6131 kpederson@neenahwi.gov

Approved

Review Comments:

Water Utility - Anthony Mach - 920-886-6180 **Approved**
amach@neenahwi.gov

Review Comments:

Advisory Comments:

Contractor is responsible for obtaining safe bacteriological samples of large services at a certified lab per Neenah Water Utility specifications. Please see the attached Water Main and Large Service Testing document.

Please provide the results of any bacteriological testing to Tim Jens and Anthony L. Mach at: tjens@neenahwi.gov and amach@neenahwi.gov

Please see the attached Neenah Water Utility Specifications for details regarding all installations.

Any new distribution connections shall be supervised by Water Utility staff. Please give us at least two working days of notice before any connections are made.

Ensure that no interconnections between any well or non-potable source and the distribution system or water services exists or is created by construction activity. Any existing wells shall be properly abandoned or permitted through Neenah Water Utility.

Please contact the Neenah Water Utility Distribution Manager at (920) 886-6191 or the Director at (920) 886-6182 for notifications or if you have any questions.

Please let us know what size meter will be used for the building.

Neenah-Menasha Fire Rescue

Office of Adam J. Dorn
Assistant Chief of Fire Prevention / Fire Marshal
125 E. COLUMBIAN AVENUE, NEENAH, WI 54956
Phone: 920-886-6200 Fax: 920-886-6208 Website: www.nmfire.org Email: adorn@nmfire.org

Date: 03-13-2024
Address: 1000 Cameron Way, Neenah

Re: Site Plan Review

Plan Review Number:	**Not Provided**
Application No.:	**Not Provided**
Site ID No.:	**Not Provided**
Job:	**22-124**

To: Bridgewood Hotel and Conference Center
Rich Bately, Owner
Davel Engineering
Gries Architectural Group

Neenah-Menasha Fire Rescue Fire Prevention Office has reviewed the site plans for the occupancy indicated above. The documents have been reviewed for conformance to the Wisconsin Department of Safety and Professional Services, IBC, NFPA, and Local ordinances of the Cities of Neenah and Menasha (as applicable). Prior to issuing any conditional approvals the review process requires the following stipulations:

1. A copy of this letter shall be given to the general contractor. The general contractor shall arrange for a pre-construction consultation regarding fire prevention and other safeguards. Failure to contact the Fire Prevention Office of Neenah-Menasha Fire Rescue may delay the project. **Please call 920-886-6204 to schedule this consultation.**
2. A Knox Box is required (if not already equipped) for this building and shall be installed on the exterior of the building and discuss the location with the Fire Marshal of Neenah-Menasha Fire Rescue.
    a. Also obtain a Knox key switch for any parking garage entrances or locked gates, if applicable. These may be ordered online at www.knoxbox.com.
3. If the construction area will have limited access due to construction fence or chained access, **the contractor will be required to obtain a department approved Knox Padlock Model 3770**. This lock may be ordered online at www.knoxbox.com. This padlock will be used as the last link in the chain with the construction padlock placed through the locked shackle.
4. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 13 compliant fire suppression system throughout the building. The fire suppression system shall be monitored by appropriate system.
5. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 72 compliant automatic fire alarm system throughout the building to best protect its occupants, if not already equipped.

6. The sprinkler contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire suppression systems. Note: 20 heads or less does not require DSPS review, if applicable.
7. The electrical contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire/smoke alarm systems. Note: 20 devices or less does not require DSPS review, if applicable.
8. Prior to any work being done, a sprinkler permit must be applied for from NMFR. This can be found on our website at www.nmfire.org, under forms and regulations.
9. Prior to occupancy operational and functional acceptance test reports for all fire protection, suppression and detection systems, elevator phase I & phase II operations, and fire/smoke dampers shall be submitted to Neenah-Menasha Fire Rescue, if applicable.
10. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.
11. Appropriate testing of all of fire alarm systems as well as above and belowground water supply for fire protection must be completed and documented with NMFR.
12. Fire apparatus access roads (aka Fire Lane) are not identified on this plan. Fire apparatus access road must comply with Section 503 of the 2024 International Fire Code. This includes, but is not limited to, the following:
    a. 503.1.1 Must extend to within 150 of all portions of the facility.
    b. 503.2.1 Must be at least 20 feet wide and 13 feet 6 inches tall.
    c. 503.2.3 Must be designed to support the weight of fire apparatus.
    d. 503.2.4 Turning radius must be 55' outside and 35' inside.
    e. 503.2.5 Fire Lanes in excess of 150 feet must include proper turn-a-round as defined in Appendix D of the 2024 IFC.
    f. 503.5 The Fire Lane may not have any obstructions at any time.
13. Fire protection water supply (Fire Hydrants) need to be installed along the fire apparatus access roads, in addition to least one fire hydrant needs to be installed at the dead-end/turn around.
14. The fire apparatus access road and fire protection water supply need to be installed PRIOR to any construction of the hotel addition.

The owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. In granting this approval Neenah-Menasha Fire Rescue reserves the right to require changes or additions if conditions arise making them necessary for code compliance. Nothing in this review shall relieve the owner or designer of the responsibility for designing a safe building, structure, or component.

You may direct all questions and concerns to this office.

Sincerely,

Adam J. Dorn
Assistant Chief/ Fire Marshal
920-886-6204
adorn@nmfire.org

Cc: Building Department
File

BRIDGEW
80605840000
80606480001
80606500300
80606500000
80606500200
80606480200
CONDO
CONDO

Neenah
WISCONSIN
211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Project Plan Approval #1-24 for Bridgewood Planned Development District to allow the construction of a hotel building expansion, restaurant expansion and a parking lot expansion.

ORDINANCE NO. 2024-05
Introduced: _____
Committee/Commission Action:

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. That pursuant to Section 26-353 (3) of the Neenah Municipal Code, the Common Council of the City of Neenah approves the following Bridgewood Planned Development Project Plan.

Project Plan Approval #1-24, which is detailed in the attached Exhibits "A" which is incorporated herein by reference.

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. **Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Adopted: _____

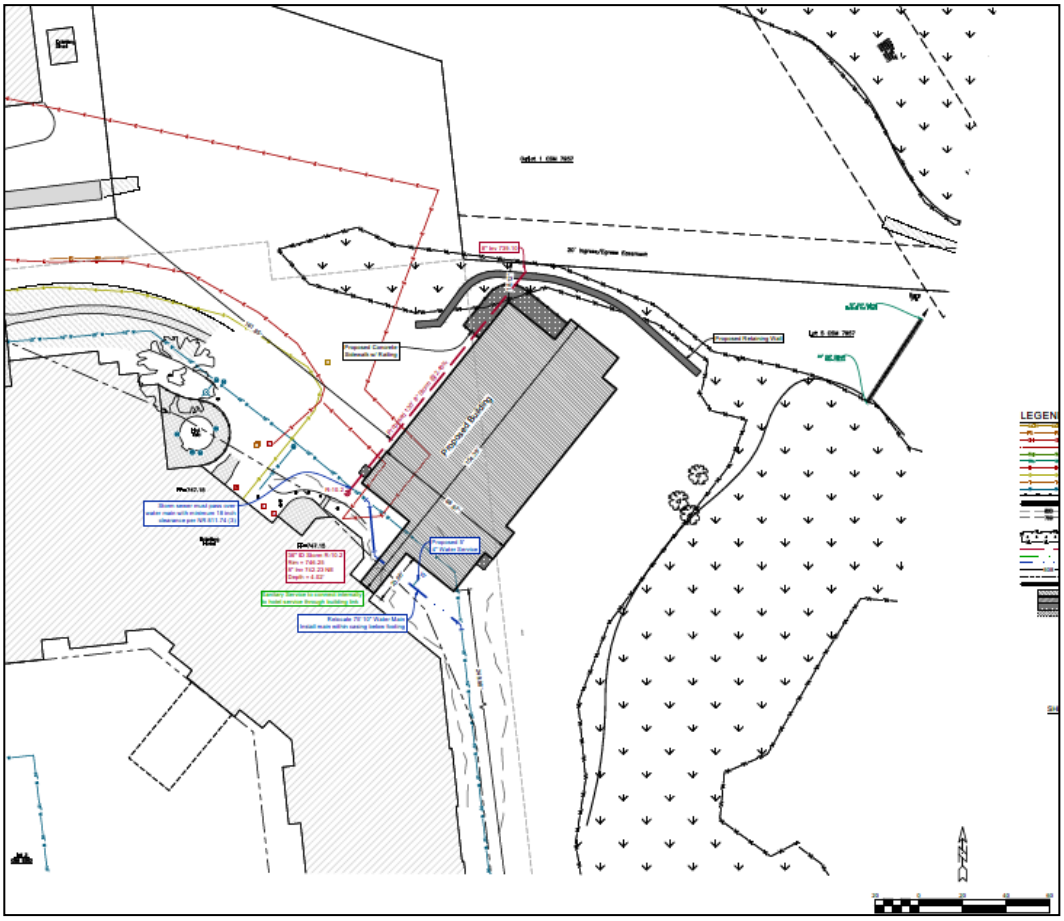
Published: _____

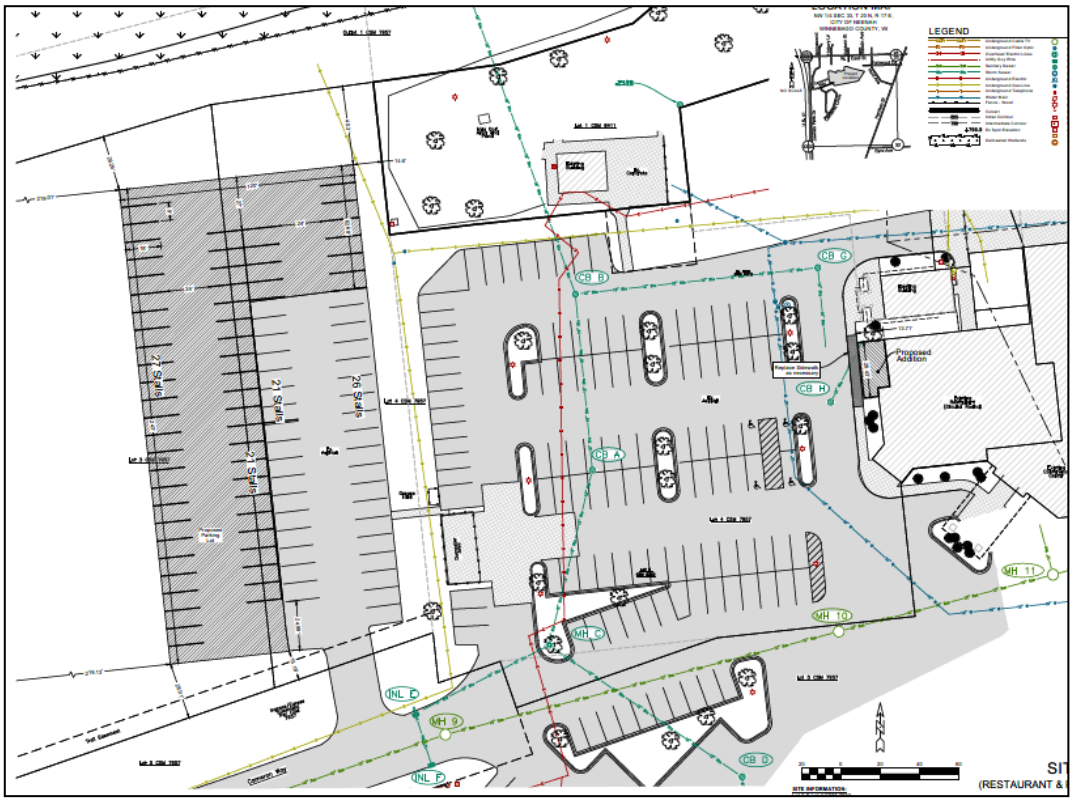
_____
Jane Lang, Mayor

Attest:

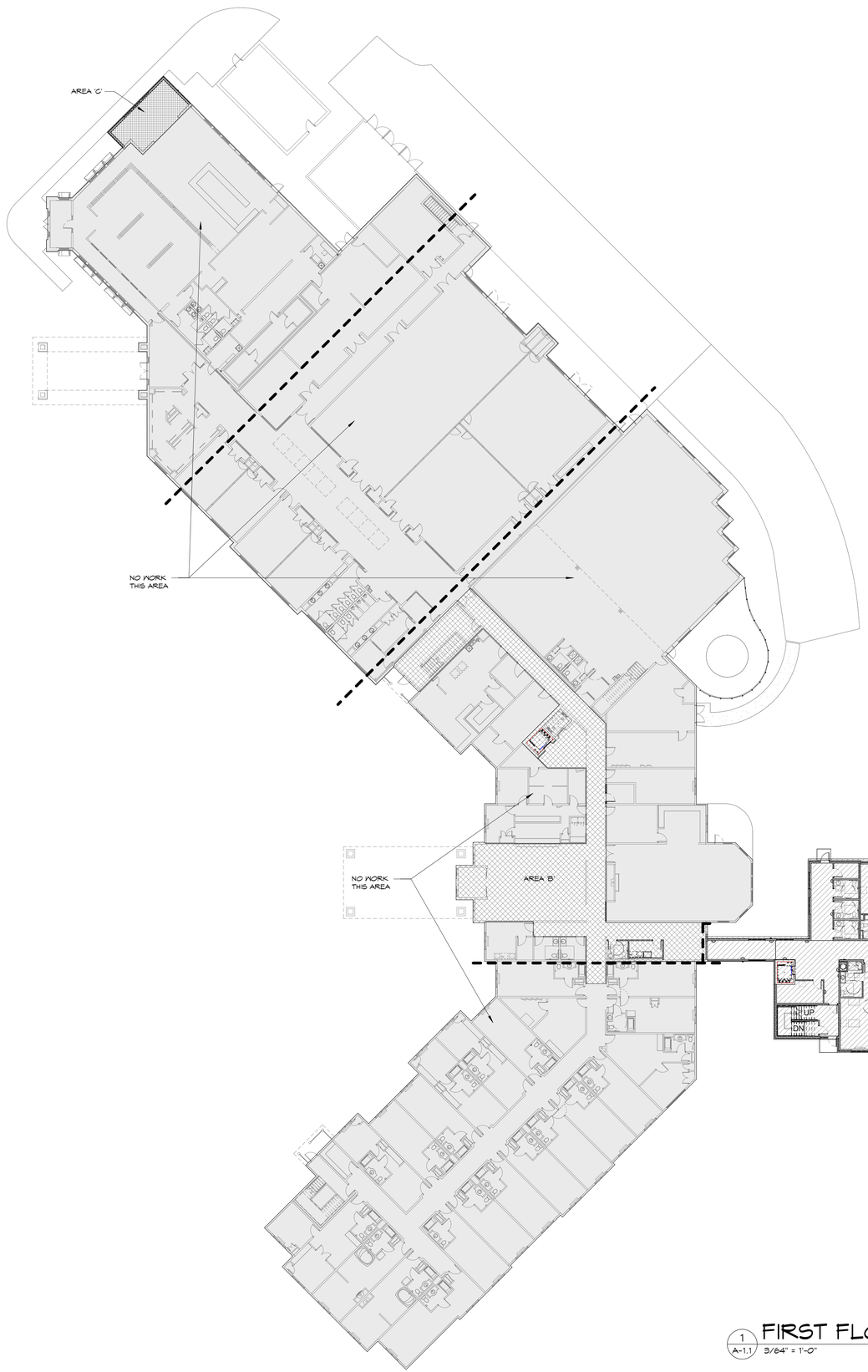
Charlotte Nagel, City Clerk

EXHIBIT “A”


Proposed Building
Proposed Concrete Sidewalk w/ Railing
Proposed Retaining Wall
Proposed 8" Water Service
Relocate 79' 10" Water Main
LEGEN


LEGEND
CB B
CB G
CB H
CB A
CB D
MH 9
MH 10
MH 11
MH C
INL E
INL F
Proposed Addition
Replace Sidewalk as necessary
21 Stalls
26 Stalls
SIT
(RESTAURANT &

EXTERIOR 3D VIEWS



1 A-1.1 FIRST FLOOR OVERALL PLAN
3/64" = 1'-0"

GENERAL FLOOR PLAN NOTES:

- OWNER TO PROVIDE ALL NECESSARY PERMITS & FEES REQUIRED TO COMPLETE THE PROJECT.
- CONSTRUCTION & INSTALLATION SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE & NATIONAL BUILDING CODES & THE AMERICANS WITH DISABILITY ACT.
- ALL NEW WALLS SHALL BE CONSTRUCTED AS PER THE WALL TYPE & SHALL BE CARRIED TO THE STRUCTURE ABOVE, UNLESS OTHERWISE NOTED. PREPARE ALL SURFACES FOR FINISHES INDICATED.
- CONTRACTOR TO PROVIDE BLOCKING FOR ALL WALL SUPPORTED CASEWORK, TOILET ACCESSORIES, HANDRAILS, EQUIPMENT, DOOR STOPS, SHELVING, ETC. AS REQUIRED
- ANY PENETRATIONS IN DESIGNATED FIRE WALLS SHALL MAINTAIN THE REQUIRED FIRE SEPARATION BETWEEN AREAS. CONTRACTOR TO PROVIDE SLEEVES, FIRE RETARDANT INSULATION & FIRE CAULKING AS REQUIRED.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH EQUIPMENT MANUFACTURERS TO ENSURE APPROPRIATE ROUGH IN CLEARANCE FOR EQUIPMENT INSTALLATION & USE.
- WHERE MOUNTING HEIGHTS ARE NOT INDICATED, MOUNT INDIVIDUAL UNITS OF WORK AT A.D.A. STANDARD MOUNTING HEIGHTS FOR THE PARTICULAR APPLICATION INDICATED. REFER QUESTIONABLE MOUNTING HEIGHT CHOICES TO THE ARCHITECT FOR A FINAL DECISION.
- DO NOT SCALE THE DRAWINGS.
- ALL DIMENSIONS AND INTERIOR WALL THICKNESSES ARE FROM THE FINISHED FACE OF WALL TO FINISHED FACE OF WALL, UNLESS NOTED OTHERWISE.
- CONTRACTOR SHALL LAYOUT & MARK ALL WALLS & OPENINGS PRIOR TO CONSTRUCTION. ANY DISCREPANCY SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY FOR RESOLUTION.
- ENTIRE BUILDING TO BE EQUIPPED WITH AN APPROVED, SUPERVISED, AUTOMATIC FIRE SPRINKLER SYSTEM. THIS SYSTEM SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH NFPA 13 BY THE FIRE SPRINKLER CONTRACTOR.
- ALL FURNITURE AND EQUIPMENT NOT SPECIFICALLY NOTED ON PLANS SHALL BE SUPPLIED AND INSTALLED BY OWNER. CONTRACTOR SHALL COORDINATE ALL ELECTRICAL & DATA OUTLETS, ETC W/ FINAL FURNITURE LAYOUT DRAWINGS.
- ALL DOOR OFFSETS (HINGE SIDE) TO BE A MINIMUM OF 4", UNLESS NOTED OTHERWISE.
- REFER TO SITE PLAN SHEET FOR CONCRETE WALK LAYOUT.
- ALL GYP. BOARD SHALL RETURN TO ALL WINDOW/DOOR FRAMES AT JAMBS & HEAD, TYPICAL, UNLESS NOTED OTHERWISE.

STANDARD FLOOR PLAN NOTATION:

- INDICATES EXIT LIGHTS (SEE LIFE-SAFETY PLAN SHEET, REFL. CLG. PLANS AND ELECTRICAL PLANS FOR LOCATIONS)
- F.E.C. — INDICATES SEMI-RECESSED FIRE EXTINGUISHER CABINET
- F.E. — INDICATES FIRE EXTINGUISHER - MIN. 10# "A-B-C" (UNLESS NOTED OTHERWISE) OR OTHER AS REQ'D. BY STATE AND/OR LOCAL CODE. SEE SPECIFICATIONS. (MOUNT AT 4'-0" A.F.F. MAX. TO TOP/EXTINGUISHER).
- F.D. — FLOOR DRAIN
- C.B. — CATCH BASIN
- INDICATES WALL TYPES, REFER TO INT. WALL TYPES FOR INFORMATION.
- 1 - HOUR FIRE BARRIER WALL - REFER TO PLANS & WALL TYPES
- 2 - HOUR FIRE BARRIER WALL - REFER TO PLANS & WALL TYPES

Gries Architectural Group Inc.

HUDSON OFFICE:
400 South 2nd Street, Suite #135
Hudson, WI 54016
Phone: 920-722-2445
www.gries.design

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www.gries.design

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A RENOVATION AND ADDITION FOR:

BRIDGEWOOD HOTEL EXPANSION

NEENAH, WISCONSIN

date: 03/08/2024
job: 22-124
d. by: JLN
rev.:

A-1.1

Autodesk Docs://22-124 Bridgewood Hotel Expansion/22-124 Bridgewood Hotel addition.rvt
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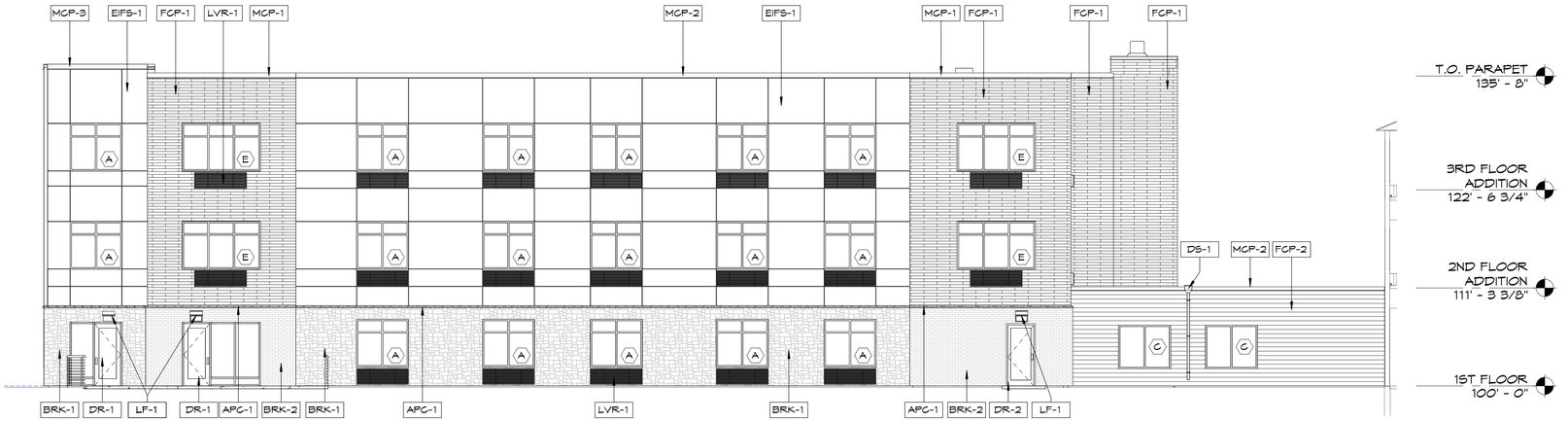
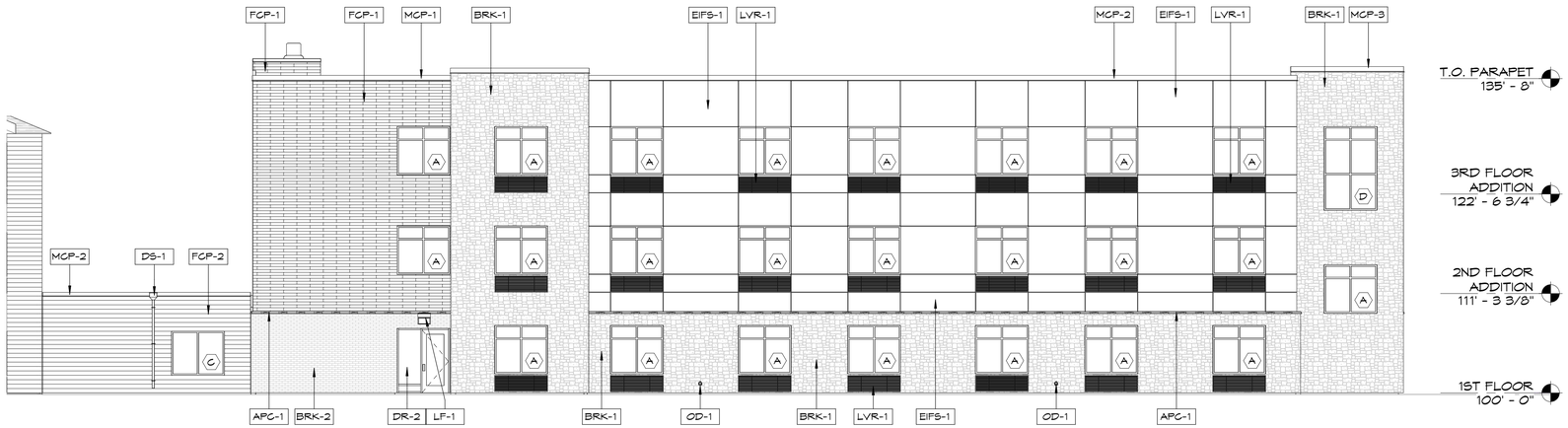


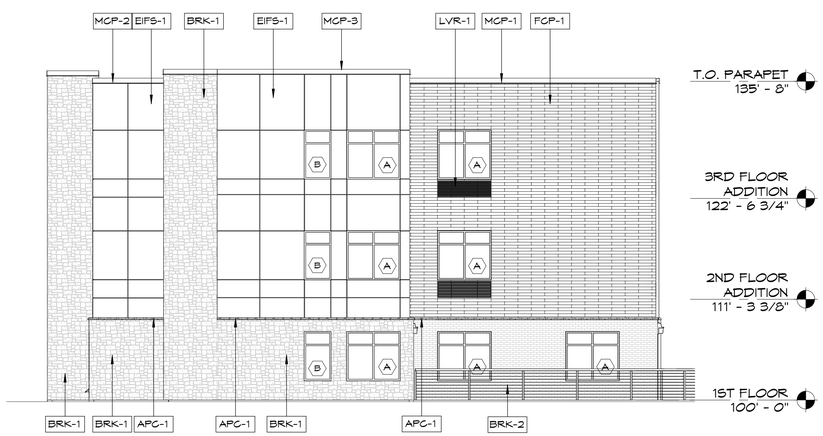
1 A-4.1 AREA A - NW ELEV.

1/8" = 1'-0"



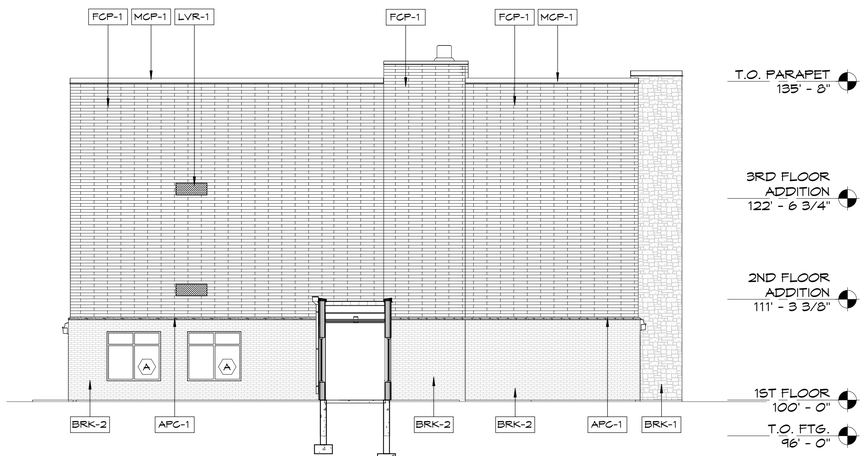
2 A-4.1 AREA A - SE ELEV.

1/8" = 1'-0"



3 A-4.1 AREA A - NE ELEV.

1/8" = 1'-0"



4 A-4.1 AREA A - SW ELEV.

1/8" = 1'-0"

EXTERIOR MATERIAL SCHEDULE

KEYNOTE	MATERIAL SUMMARY
APC-1	ARCHITECTURAL CAST STONE COLOR: MEDIUM GRAY TO BLEND WITH BRICK
BRK-1	DIMENSIONAL STONE VENEER COLOR: LIGHT GRAY BLEND, TEXTURED B.O.D.: BUECHEL STONE, FOND DU LAC COUNTRY SQUIRE BLEND
BRK-2	UNIT MASONRY, UTILITY, RUNNING BOND COLOR: DARK GRAY BLEND, SMOOTH B.O.D.:
CW/SF-#	EXTERIOR CURTAINWALL/ STOREFRONT SYSTEM: MFR: TUBELITE T14000 FRAMING SYSTEM COLOR: BLACK
DR-#	DOOR, REFER TO A-3.1 FOR ADDT'L INFO TYPE DR-1: ALUMINUM COLOR: TBD, TO MATCH SURROUNDING STONE TYPE DR-2: ALUMINUM COLOR: CHARCOAL
DS-1	PREFINISHED SCUPPER AND DOWNSPOUT COLOR: MATCH ADJACENT MATERIAL
EIFS-1	EXTERIOR INSULATION FINISHING SYSTEM COLOR: GRAY (MATCH SWXXXX) FINISH: MEDIUM SANDBLAST
EIFS-2	EXTERIOR INSULATION FINISHING SYSTEM COLOR: TO MATCH EXISTING FINISH: TO MATCH EXISTING
FCP-1	FIBER CEMENT PANEL, WOOD-LOOK PLANKING COLOR: BARK B.O.D.: NICHIHA WOODGRAIN VINTAGE WOOD, 3030
FCP-2	FIBER CEMENT PANEL, LAP SIDING COLOR: TO MATCH EXISTING, ADJACENT B.O.D.: HARDIE-PLANK CEDARMILL W/ 5" EXPOSURE
GDS-1	PREFINISHED GUTTER AND DOWNSPOUT MFR.: TBD COLOR: TO MATCH ADJACENT MATERIAL
LF-1	LIGHT FIXTURE TYPE LF-1: TO MATCH EXISTING
LVR-1	MECHANICAL LOUVER COLOR: BLACK OR DARK GRAY TO BLEND W/ BRICK
MCP-1	PRE-FINISHED METAL COPING COLOR: BLACK
MCP-2	PRE-FINISHED METAL GRAVEL STOP AND FASCIA COLOR: WHITE
MCP-3	PRE-FINISHED METAL COPING COLOR: TO MATCH EXISTING
MTL-1	PREFINISHED METAL SOFFIT AND FASCIA MFR.: TBD COLOR: TBD
OD-1	OVERFLOW DRAIN STYLE: BRASS LAMBS TONGUE W/ BIRD SCREEN

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A RENOVATION AND ADDITION FOR:

BRIDGEWOOD HOTEL EXPANSION

NEENAH, WISCONSIN

date: 03/08/2024
job: 22-124
d. by: DAH
rev.:

A-4.1

Autodesk Docs://22-124 Bridgewood Hotel Expansion/22-124 Bridgewood Hotel addition.rvt
3/11/2024 2:27:56 PM

EXTERIOR ELEVATIONS

NORTHWEST ELEV. @ ADDITION

1/8" = 1'-0"

NORTHEAST ELEV. @ ADDITION

1/8" = 1'-0"

SOUTHWEST ELEV. @ ADDITION

1/8" = 1'-0"

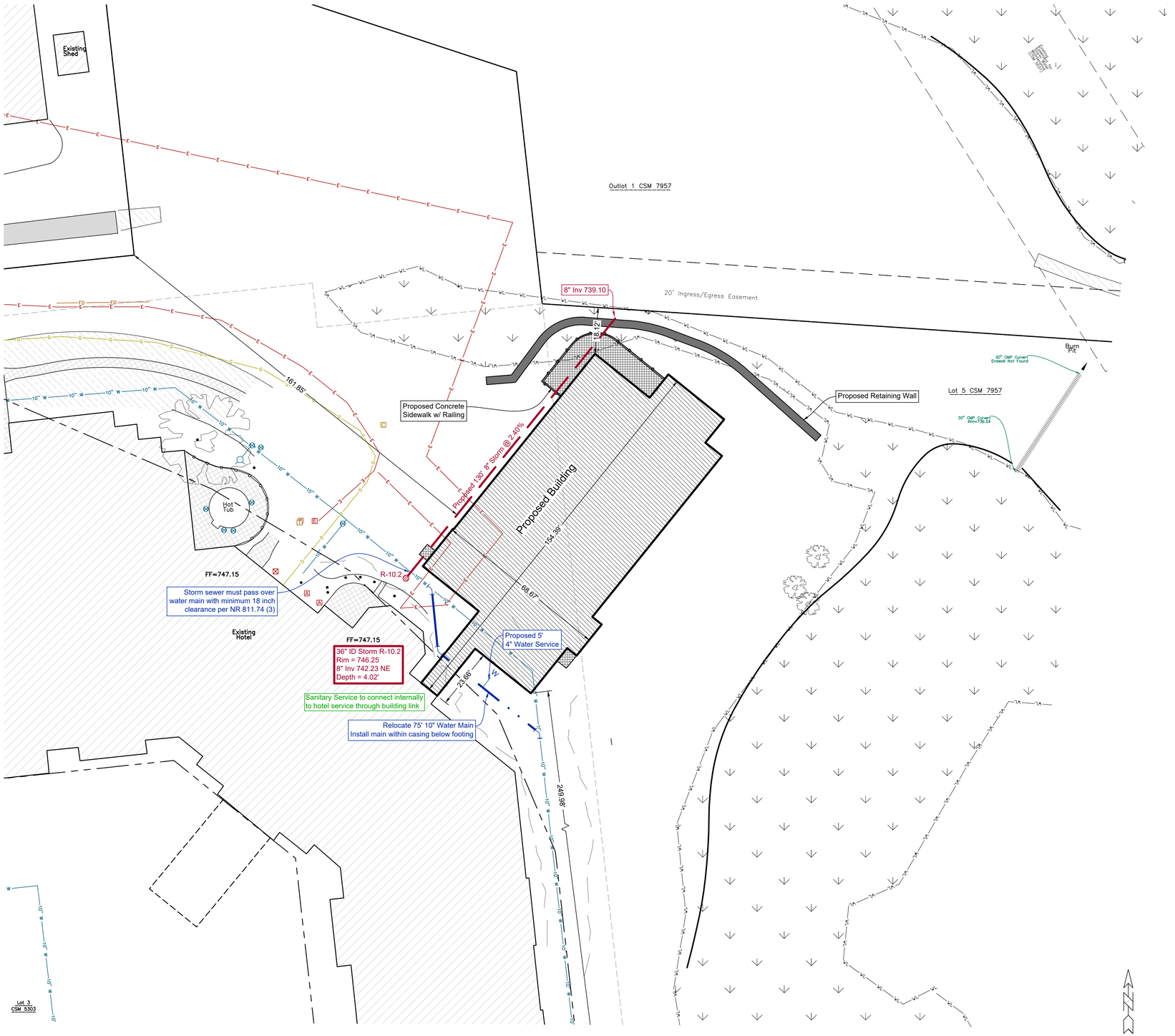
SOUTHEAST ELEV @ ADDITION

1/8" = 1'-0"

03/08/2024

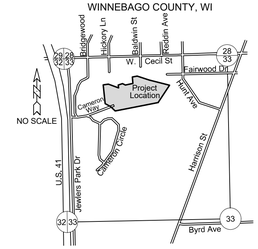
BRIDGEWOOD HOTEL EXPANSION

Gries
Architectural Group Inc.



LOCATION MAP

NW 1/4 SEC 33, T 20 N, R 17 E,
CITY OF NEENAH
WINNEBAGO COUNTY, WI



SITE INFORMATION:
Lot 5 CSM 7957

Site Areas

Parcel Area:	509,902 SF	(11.7 Acres)
Proposed Building Addition:	7,839 SF	
Proposed Pavement Addition:	485 SF	

LEGEND

CATV — CATV	Underground Cable TV	Sanitary MH / Tank / Base	CATV Pedestal
FO — FO	Underground Fiber Optic	Clean Out / Curb Stop / Pull Box	Gas Regulator
OH — OH	Overhead Electric Lines	Storm Manhole	Sign
Utility Guy Wire		Inlet	Post / Guard Post
San — San	Sanitary Sewer	Catch Basin / Yard Drain	Large Rock
Sto — Sto	Storm Sewer	Water MH / Well	Flag Pole
E — E	Underground Electric	Hydrant	Deciduous Tree
G — G	Underground Gas Line	Utility Valve	Coniferous Tree
T — T	Underground Telephone	Utility Meter	Bush / Hedge
W — W	Water Main	Utility Pole	Benchmark
Fence - Wood		Light Pole / Signal	Asphalt Pavement
Culvert		Guy Wire	Concrete Pavement
800	Index Contour	Electric Pedestal	Gravel
799	Intermediate Contour	Electric Transformer	
+799.9	Ex Spot Elevation	Air Conditioner	
WL WL WL	Delineated Wetlands	Telephone Pedestal	
		Telephone Manhole	
	Proposed Storm Sewer	Proposed Sanitary Manhole	Proposed Reducer
	Proposed Sanitary Sewer	Proposed Storm Manhole	Proposed Plug
	Proposed Water Main	Proposed Curb Inlet	Proposed Water MH
608	Proposed Contour	Prop. Catch Basin / Yard Drain	Proposed Tee
	Proposed Swale	Proposed Endwall	Proposed Cross
	Proposed Culvert	Proposed Hydrant	Proposed 90° Bend
	Proposed Building	Proposed Valve	Proposed 45° Bend
	Proposed Asphalt	Proposed Curb Stop	Proposed 22.5° Bend
	Proposed Concrete	Proposed Cleanout	
	Proposed Gravel		

SHEET INDEX:

Sheet	Page
Site Plan (Hotel Addition)	C-1.0
Site Plan (Restaurant & Parking Lot Additions)	C-1.1
Topographic Survey	C-1.2
Drainage, Grading, & Erosion Control Plan (Hotel Addition)	C-1.3
Drainage, Grading, & Erosion Control Plan (Restaurant & Parking Lot Additions)	C-1.4
Construction & Erosion Control Details	C-2.1

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SITE PLAN
(HOTEL ADDITION)

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Civil Engineers and Land Surveyors
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BRIDGEWOOD HOTEL EXPANSION
NEENAH, WISCONSIN

3/8/24 BUILDING PLAN REVIEW

date: 03/08/2024
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LOCATION MAP

NW 1/4 SEC 33, T 20 N, R 17 E,
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LEGEND

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FO — FO	Underground Fiber Optic	Clean Out / Curb Stop / Pull Box	Gas Regulator
OH — OH	Overhead Electric Lines	Storm Manhole	Sign
	Utility Guy Wire	Inlet	Post / Guard Post
San — San	Sanitary Sewer	Catch Basin / Yard Drain	Large Rock
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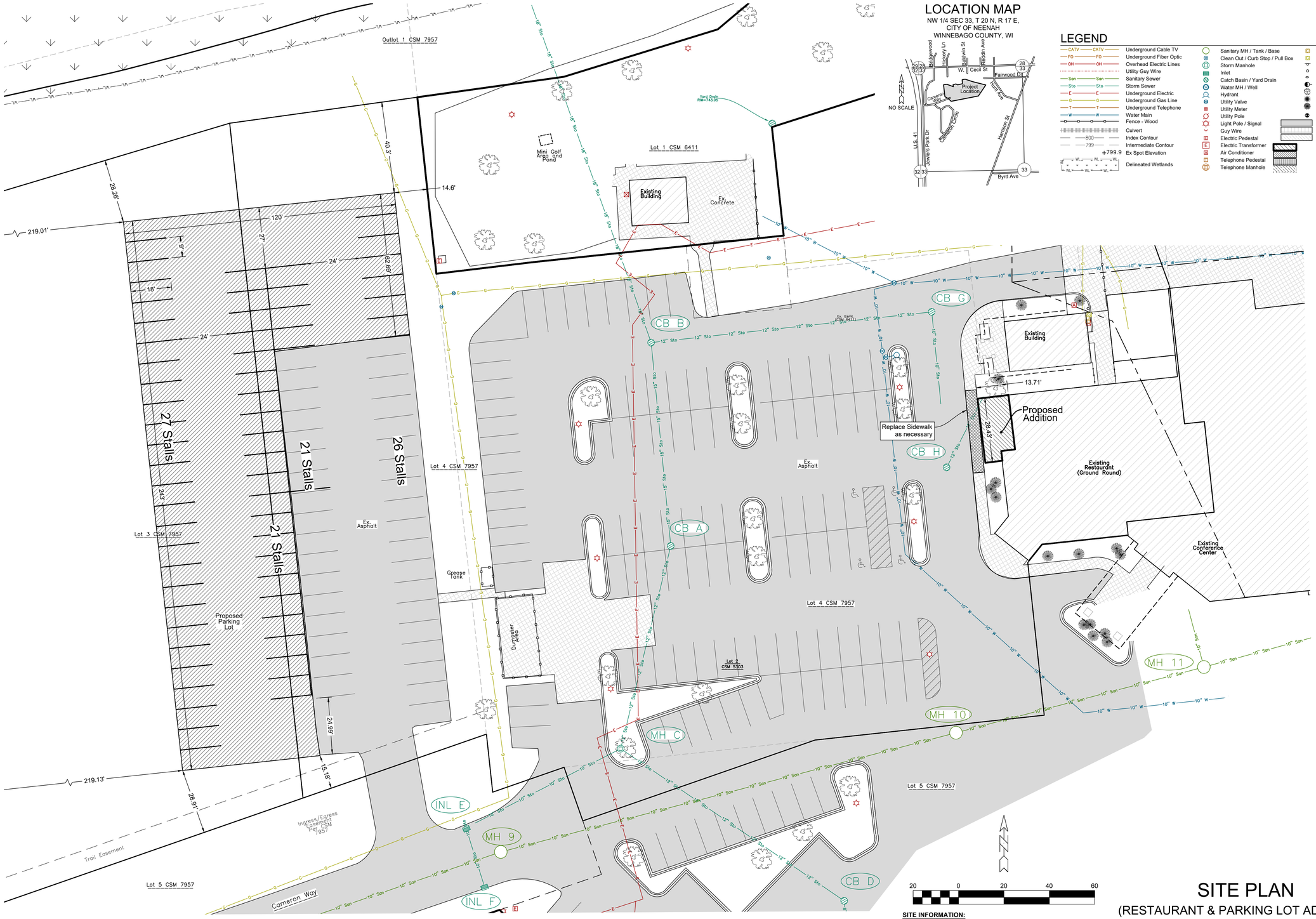
E — E	Underground Electric	Hydrant	Deciduous Tree
G — G	Underground Gas Line	Utility Valve	Coniferous Tree
T — T	Underground Telephone	Utility Meter	Bush / Hedge
W — W	Water Main	Utility Pole	Benchmark
	Fence - Wood	Light Pole / Signal	Asphalt Pavement
	Culvert	Guy Wire	Concrete Pavement
800	Index Contour	Electric Pedestal	Gravel
799	Intermediate Contour	Electric Transformer	Proposed Building
+799.9	Ex Spot Elevation	Air Conditioner	Proposed Asphalt
WL WL WL WL WL WL	Delineated Wetlands	Telephone Pedestal	Proposed Concrete
		Telephone Manhole	Proposed Gravel



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SITE INFORMATION:
Lot 3 & Lot 4 CSM 7957

Site Areas

Parcel Area:	197,866 SF (2.65 Acres)
Total Existing Impervious:	± 62,198 SF (31.43%)
Proposed Building Addition:	364 SF
Proposed Pavement Addition:	18,452 SF
Total Proposed Impervious:	± 81,014 SF (40.94%)
Total Proposed Greenspace:	± 116,852 SF (59.06%)

SITE PLAN

(RESTAURANT & PARKING LOT ADDITIONS)

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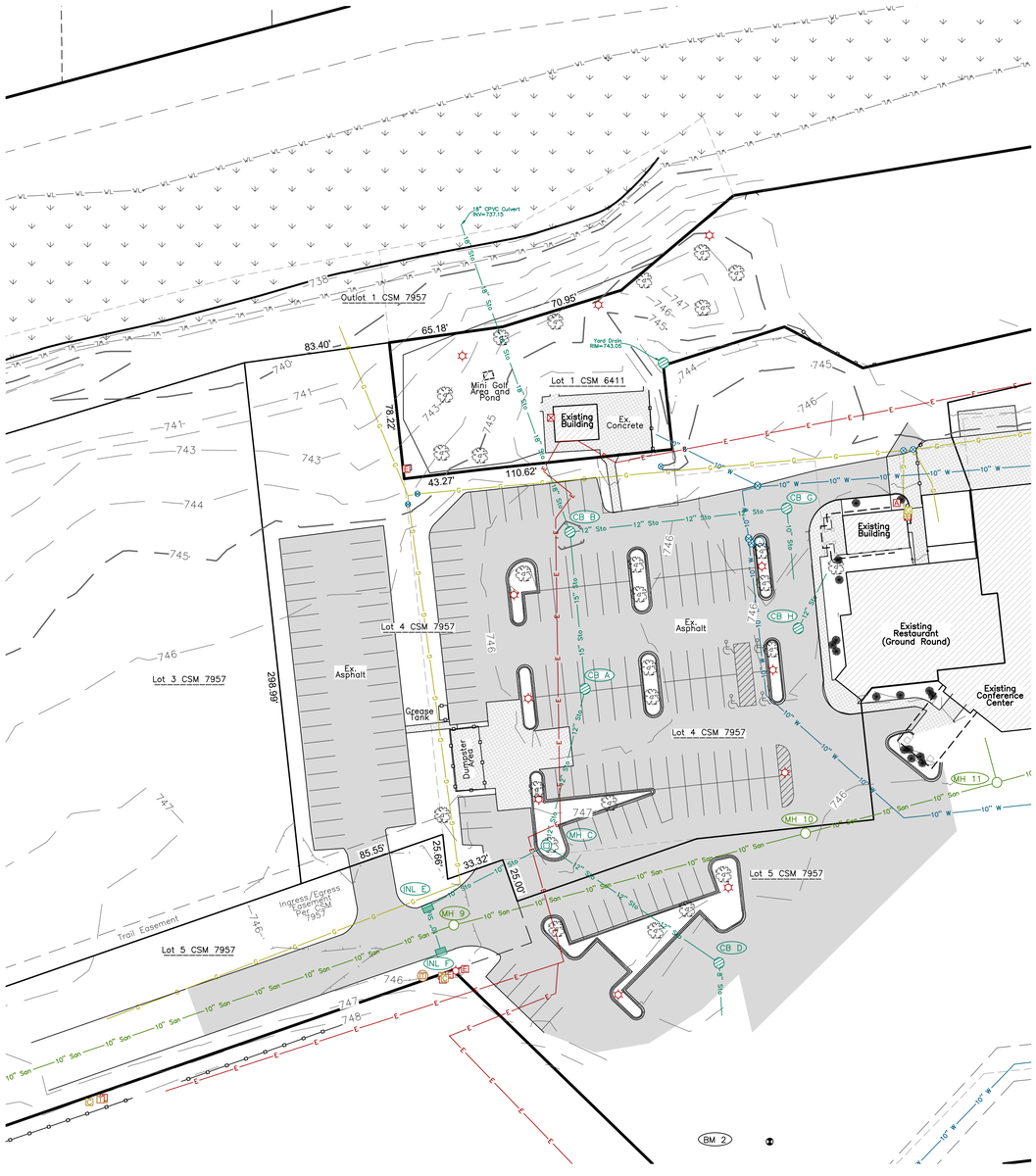

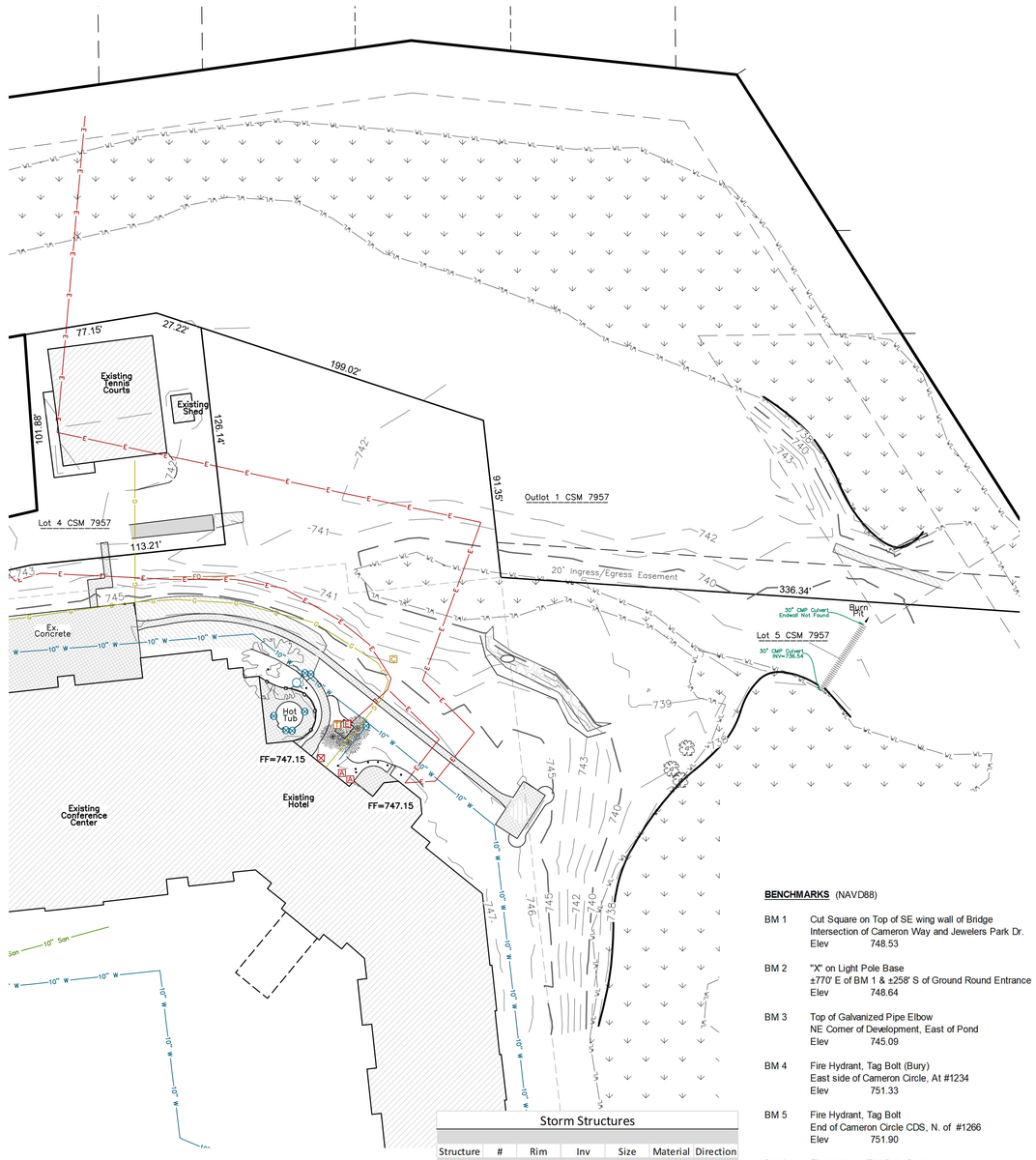

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Fence - Wood	Light Pole / Signal	Asphalt Pavement
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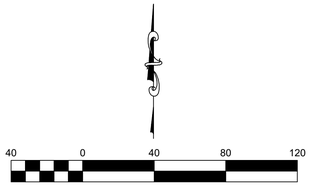
800 Index Contour	Electric Pedestal	Gravel
799 Intermediate Contour	Electric Transformer	
+799.9 Ex Spot Elevation	Air Conditioner	
Delineated Wetlands	Telephone Pedestal	
	Telephone Manhole	

General Notes:

1. *Building zones depicted are based on building setbacks in effect at the time of the survey and should not be relied upon without first obtaining written verification thereof from the City of Neenah and any other local agencies.*

2. Existing utilities shown are indicated in accordance with available records and field measurements. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer & water from the the property owners of the respective utilities. All utility the property owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's



Sanitary Structures

Structure	#	Rim	Inv	Size	Material	Direction
MH	9	745.73	734.27	10"	PVC	SW
			734.27	10"	PVC	NE
MH	10	745.83	735.07	10"	PVC	SW
			735.07	10"	PVC	NE
MH	11	745.59	735.47	10"	PVC	SW
			735.47	10"	PVC	N
			736.02	10"	PVC	NE

Storm Structures

Structure	#	Rim	Inv	Size	Material	Direction
CB	A	745.00	739.20	15"	PVC	N
			739.30	12"	PVC	SW
CB	B	744.77	738.27	12"	PVC	E
			738.27	18"	PVC	NW
			738.17	15"	PVC	S
MH	C	747.33	740.03	12"	PVC	NE
			740.03	12"	PVC	SE
			739.93	10"	PVC	SW
CB	D	745.20	740.70	12"	PVC	NW
			740.70	8"	PVC	S
INL	E	745.44	741.34	10"	PVC	NE
			741.34	10"	PVC	S
INL	F	745.63	741.43	10"	PVC	N
CB	G	745.17	740.27	10"	PVC	S
			740.17	12"	PVC	W
CB	H	745.45	740.75	12"	PVC	NE

BENCHMARKS (NAVD88)

BM 1 Cut Square on Top of SE wing wall of Bridge
Intersection of Cameron Way and Jewelers Park Dr.
Elev 748.53

BM 2 "X" on Light Pole Base
±770' E of BM 1 & ±258' S of Ground Round Entrance
Elev 748.64

BM 3 Top of Galvanized Pipe Elbow
NE Corner of Development, East of Pond
Elev 745.09

BM 4 Fire Hydrant, Tag Bolt (Bury)
East side of Cameron Circle, At #1234
Elev 751.33

BM 5 Fire Hydrant, Tag Bolt
End of Cameron Circle CDS, N. of #1266
Elev 751.90

BM 6 Fire Hydrant, Tag Bolt (Bury)
West Side of Harrison St., ±50' S of
Foxwood Crossing Apt South Dr.
Elev 753.86

BM 7 Fire Hydrant, SW Bolt
±435' SW of BM 6 & West side fo Harrison St.
Elev 754.16

TOPOGRAPHIC SURVEY

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NEENAH, WISCONSIN

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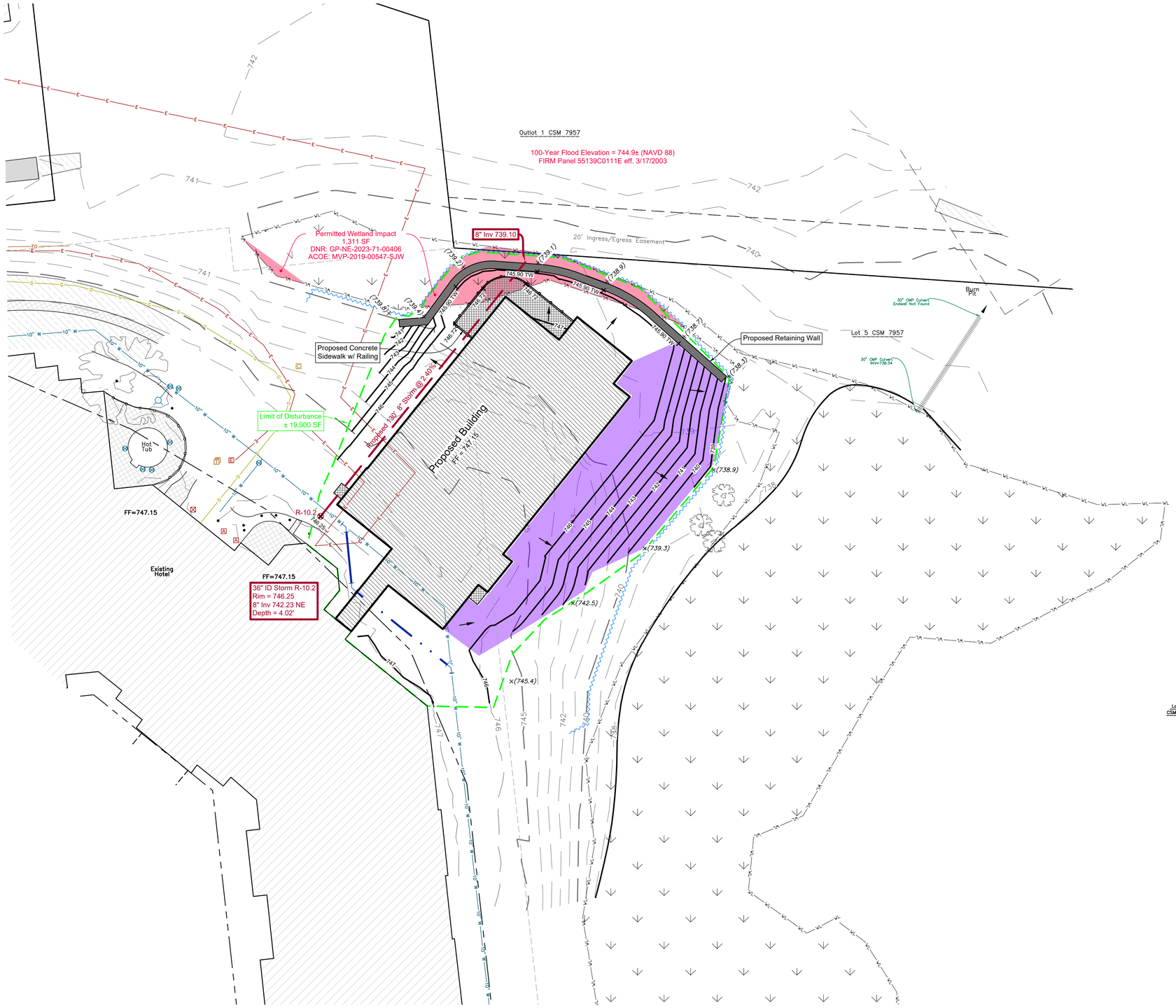

LEGEND

- Underground Cable TV
- Underground Fiber Optic
- Overhead Electric Lines
- Utility Guy Wire
- Sanitary Sewer
- Storm Sewer
- Underground Electric
- Underground Gas Line
- Underground Telephone
- Water Main
- Fence - Wood
- Culvert
- Index Contour
- Intermediate Contour
- Ex Spot Elevation
- Delineated Wetlands
- Proposed Storm Sewer
- Proposed Sanitary Sewer
- Proposed Watermain
- Proposed Contour
- Proposed Swale
- Proposed Culvert
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- Prop. Drainage Direction
- Proposed Ditch Check
- Proposed Tracking Pad
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- Guy Wire
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- Proposed Rip Rap
- Prop. Flowline Spot Elev.
- Prop. Top of Walk/Wall Elev.
- Existing Grade
- Proposed Inlet Protection
- Type of Inlet Protection
- CATV Pedestal
- Gas Regulator
- Sign
- Post / Guard Post
- Large Rock
- Flag Pole
- Deciduous Tree
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- Bush / Hedge
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Elev 754.16

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DRAINAGE, GRADING, & EROSION CONTROL PLAN

(HOTEL ADDITION)

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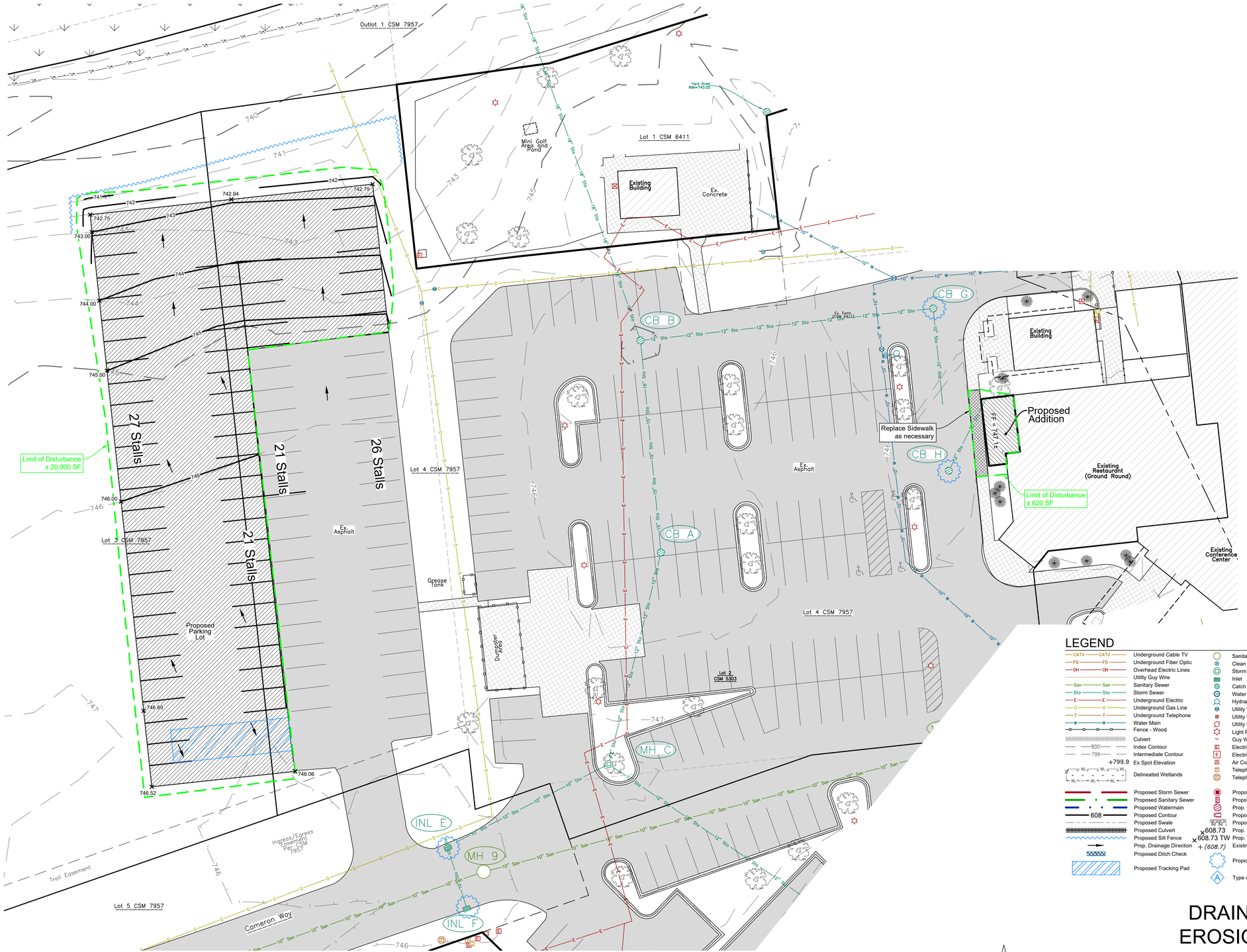

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rev.:

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Table 10-2: Implementation – Plan Commission

Related Recommendation	Recommendation	Required Action	Secondary Partner	Priority/ Timeline	Status	2024 Update Notes
LU 1.4.1 / IO 1.8.6 / H 3.1.3	Identify areas within and surrounding the City for residential redevelopment and development, including areas for mixed uses of residential, commercial and open spaces that provide convenient access and functionality for pedestrians and vehicles. Consider sites adjacent to existing infrastructure.	Identify areas for residential, mixed use, commercial and opens spaces.	Community Development Authority, Community Development, Public Works, Parks and Recreation	1	On-Going	*Completed marketing maps of sites for development or redevelopment for areas in the Downtown, along S. Commercial Street, on Doty Island, and various other areas in the City*
ED 1.1.2	Identify strategic locations for future mixed use business and industrial development.	Identify locations for mixed use business and industrial development.	Community Development	1	On-Going	*Continue to market the City's Industrial Park expansion area for industrial and manufacturing businesses. Through conversations with developers, the City also markets available sites or sites which have the ability to be rededeveloped into mixed use properties.*
LU 1.5.1 / ED 1.1.2 / ED 1.1.3	Identify locations for new commercial and industrial development and redevelopment.	Identify areas for commercial and industrial development	Community Development Authority, Community Development, Public Works, Parks and Recreation	1	On-Going	
LU 1.4.2 / H 1.4.1 / LU 1.5.5	Increase the amount of residential living space in or near the downtown.	Identify locations for housing in or near the downtown.	Community Development	1 / Ongoing	On-Going	*Two residential developments (Solairs on Main and 201 West) in Downtown Neenah. Have identified several other sites which are marketed for residential/mixed use projects.*
H 1.4.4	Promote the conversion of underutilized properties for residential and / or mixed uses, if feasible.	Identify properties that may be appropriate.	Community Development, Community Development Authority	1 / Ongoing	On-Going	*City has purchased underutilized commercial and residential properties in order to either package land for development or assist in the removal of blight. The City has purchased and demolished at least 3 properties along S. Commercial Street for this purpose, and several within downtown Neenah.*
LU 1.4.5 / H 3.2.1	Create neighborhood plans for undeveloped lands.	Select unimproved areas that would benefit from the development of neighborhood plans.	Community Development, Public Works, Parks and Recreation	2	On-Going	*The City purchased 130+ acres of undeveloped land in the Town of Vinland and approved a neighborhood concept plan.*
IO 1.1.1 / LU 1.2.3	Identify key areas in the City that could be enhanced through creative placemaking techniques, or other methods such as neighborhood improvement districts or neighborhood associations.	Identify key areas in the City for "placemaking" or for the formation of neigbhorhood associations and neighbhorhood improvements.	Community Development	2	On-Going	*The Downtown Plan and S. Commercial Street Plan both identified placemaking recommendations.*
IO 1.8.1	The City should explore the level of interest in using design review more fully in its development approval process.	Research the design review process and its relevance in including it in the approval process.	Community Development	2	Not Completed	
LU 1.4.3 / H 1.4.3	Create a zoning district for neighborhood level commercial uses.	Develop a new zoning district.	Community Development	2	Not Completed	

Table 10-2: Implementation – Plan Commission

Related Recommendation	Recommendation	Required Action	Secondary Partner	Priority/ Timeline	Status	2024 Update Notes
LU 1.4.3 / H 1.4.8	Develop zoning districts appropriate for different lot sizes and smaller houses.	Revise zoning code.	Community Development	2	Not Completed	
LU 1.4.3 / H 3.1.1	Protect existing neighborhoods from incompatible uses (i.e. industrial and manufacturing).	Revise zoning code, if necessary	Community Development	2	On-Going	*The Community Development Department and Plan Commission review site plans to ensure adquate buffering measures are placed to protect residential properties.*
LU 1.5.10 / ED 2.4.3 / LU 1.4.3	Develop standards that buffer commercial and residential uses and allow both to prosper.	Revise zoning code.	Community Development	2	On-Going	
LU 1.4.3 / H 3.1.1	Establish progressive resource protection standards that new neighborhood developments should follow, to insure that natural features function to both enhance the value of adjoining property and continue their environmental purpose.	Revise zoning code.	Community Development	2	Not Completed	
ED 2.2.6 / LU 1.5.5	Protect the historic character of the downtown area by adopting historical preservation design standards to enhance and preserve the historical significance of the Central Business District.	Revise zoning code.	Community Development, Landmarks Commission, Neenah Historical Society	2	Not Completed	
H 1.4.6	Allow flexibility in the building code to develop varied types and sizes of housing.	Review / revise building code.	Community Development	2	Not Completed	
H 1.4.2	Consider new emerging trends in housing such as tiny houses, granny flats, and cohousing.	Investigate emerging trends in housing. Revise zoning code as necessary.	Community Development, Sustainable Neenah Committee	2	On-Going	
T 2.1.4	Encourage businesses to provide bicycle parking for employees who bike to work.	Update the ordinance to provide an incentive for businesses who provide bicycle parking.	Community Development, Future Neenah, Downtown Businesses, Public Works	2	On-Going	
NR 1.2.7	Add a requirement that developers work with the City to provide diversity in the selection of trees.	Revise the zoning code.	Community Development, Park and Recreation, City Council	2	Not Completed	
NR 2.1.3 / H 3.1.2	Develop and adopt policies that require “low impact design” (LID), particularly to assist with stormwater management.	Revise the zoning code.	Public Works, Community Development, Park and Recreation, City Council, Sustainable Neenah Committee	2	Not Completed	

Table 10-2: Implementation – Plan Commission

Related Recommendation	Recommendation	Required Action	Secondary Partner	Priority/ Timeline	Status	2024 Update Notes
IO 1.8.4 / LU 1.1.3	The City should review its Site Plan Review approval process to ensure that its consistent with established goals in the Comprehensive Plan	Review the Site Plan Review Process for consistency with the Comprehensive Plan.	Community Development	3	On-Going	*Began by implementing a site plan review process through Evolve software which allows for applicant to submit and pay electronically, allows for internal review by other departments, and allows applicants to see the review process and comments.*
IO 1.8.3 / LU 1.2.2	The City should develop an urban design manual that would provide guidance on building architecture, site design, landscaping and signage.	Develop a manual that will provide guidance on architecture, site design, landscaping, signage.	Community Development, Public Works	3	Not Completed	
IO 1.8.2	Identify districts/areas within the City that would benefit from consistent design standards.	Identify districts / areas that could benefit from more consistent design standards. Work with property owners / businesses to develop design standards.	Community Development	3	On-Going	
H 2.2.6	Consider establishing a historical regulated district in various locations within the City.	Work with the Landmarks Commission, and others to identify areas within the City.	Landmarks Commission, Neenah Historical Society, Community Development, Property Owners	3	Not Completed	
H 2.2.7	Create a property maintenance ordinance.	Investigate & develop a properity maintenance ordinance.	Inspections Division, Community Development, Citizen Advisory Committee	3	On-Going	

Minutes of the Board of Public Works Meeting
Thursday, March 28, 2024 at 11:00 AM

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

ALSO PRESENT: Director of Water Utility Mach and City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 11:00 AM.

I. Approval of the minutes of the March 14, 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. Recommend Council Award Contract 7-24, Concrete Pavement and Sidewalk Repair. (Attachment)

Report

MSC Kaiser/Rasmussen to award Contract 7-24, Concrete Pavement and Sidewalk Repair, to Jim Fischer, Inc. in the amount of $537,225.00, all voting aye.

Director Kaiser noted that this contract includes new sidewalk installation on Plummer Court and Baldwin Street. Five bids were received, which is more than we have typically seen with this contract. Jim Fischer, Inc. was the low bid. Director Kaiser stated that the sidewalk installation may have attracted additional bidders, which is a positive change given the closing of Fischer-Ulman Construction.

There was discussion on the difference between how sidewalks are handled now and in the past. The difference is between the TARF Process and the Special Assessment Process. With the establishment of the TARF, notices are not required, whereas notices were required with the special assessment process. Sidewalk installation can make current property owners apprehensive, but the city must look 20-30 years into the future.

2. Recommend Council Award Contract 8-24, HMA Repair. Bid tabs were distributed at the meeting.

Report

MSC Kaiser/Lendrum to recommend Council award Contract 8-24 Miscellaneous Hot Mixed Asphalt Repair to MCC, Inc. using the base bid on contract 8-24 in the amount of $106,942.50.

The contract was bid with a base bid and a alternate. The base bid was for customary HMA work, the alternate was for parking lot repair work at the Tullar Road Garage. After evaluating the bids, it was determined to use the base bid on the HMA repair contract and to make the Tullar Garage parking lot repairs with concrete.

The concrete parking lot repair is on the west side of city garage, a parking lot/drive area located inside the gated area near the building itself.

B. Water Utility

1. Change Order No. 1 Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, Rhode Bros. Inc., Plymouth, WI, to extend contract completion date to April 30, 2025. (Attachment)
   MSC Kaiser/Hillstrom to approve Change Order No. 1 Contract 1-24W Removal and Replacement of Dioxide Tank and Related Appurtenances, Rhode Bros. Inc., Plymouth, WI, to extend contract completion date to April 30, 2025, all voting aye.

   Info. Only

   The original contract end date was July 12, 2024. To save money the current tank support system was used. The fitting of the current support system to the new tank is the reason for the contract extension.

V. Any announcements/questions for the Board.

VI. Adjournment.
MSC Hillstrom/Kaiser to adjourn, all voting aye. Meeting adjourned at 11:14 AM.

Respectfully Submitted,
Charlotte K. Nagel
Charlotte Nagel
City Clerk

Neenah
WISCONSIN
Water Utility

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@ci.neenah.wi.us
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: March 21, 2024

TO: Honorable Mayor Lang and Members of the Board of Public Works

FROM: Anthony L. Mach

RE: Change Order No. 1 for Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances Extending the Completion Date Until April 30, 2025

Rohde Brothers, Inc. notified our staff that upon placing the order for the Carbon Dioxide tank, the manufacturer indicated there would be an extended lead time. They requested an extension until April, 30 2025. Staff are comfortable with this extension.

Staff are requesting that the Board of Public Works approve Change Order extending the completion date of Contract 1-24W until April 30, 2025.

Change Order No: 1

Contract: 1-24W

Project: Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances

Contractor: Rhode Brothers Inc
W5745 Woodchuck Lane
Plymouth WI 53073

Current Contract: $236,400.00

Change Ordered Herewith:	**Account Number**	
1. Extend completion date to April 30, 2025	400-0499-770-9999 WO530	$0.00
2.		
3.		
4.		
5.		
	TOTAL	**$0.00**

Reason for Change:

1. Carbon Dioxide Tank has an extended lead time.
2.
3.
4.
5.

Contract Amount		**Contract Time (Calendar Days)**	
Original:	$236,400.00	Original:	7/12/2024
Previous C.O.'s (+/-):	$0.00	Previous C.O.'s (+/-):	
This C.O. (+/-):		This C.O. (+/-):	
Revised:	$236,400.00	Revised:	4/30/2025

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Contractor: _____ Date: 3/20/2024

Department: _____ Date: _____

Water Department _____ Date: 3/19/2024
(If applicable) _____

Board of PW: _____ Date: _____

CITY OF NEENAH

BID TAB CONTRACT 7-24

CONCRETE PAVEMENT AND SIDEWALK REPAIRS

Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Jim Fischer, Inc.		Sommers Construction		Al Dix Concrete Inc		A.W. Oakes & Son, Inc.		BMD Concrete Innovations	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	19500	$2.00	$39,000.00	$2.10	$40,950.00	$1.85	$36,075.00	$2.00	$39,000.00	$1.25	$24,375.00	$1.80	$35,100.00
2	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	400	$5.00	$2,000.00	$4.50	$1,800.00	$6.00	$2,400.00	$5.00	$2,000.00	$11.00	$4,400.00	$9.00	$3,600.00
3	404.4.1	Furnish & Install 4-inch Concrete Sidewalk Repair	Sq. Ft.	28000	$7.50	$210,000.00	$7.20	$201,600.00	$7.70	$215,600.00	$7.25	$203,000.00	$7.00	$196,000.00	$7.50	$210,000.00
4	9999.1	Furnish & Install 6-inch Concrete SW/DW/Trail Repair	Sq.Ft.	14000	$8.00	$112,000.00	$8.40	$117,600.00	$8.00	$112,000.00	$8.00	$112,000.00	$8.00	$112,000.00	$8.00	$112,000.00
5	403.2.1.1	Furnish & Install Concrete Curb & Gutter	Lin. Ft.	400	$70.00	$28,000.00	$52.00	$20,800.00	$62.00	$24,800.00	$65.00	$26,000.00	$48.00	$19,200.00	$42.00	$16,800.00
6	402.1.6.7	8" Concrete Pavement Repair	Sq. Yd.	400	$85.00	$34,000.00	$102.00	$40,800.00	$90.00	$36,000.00	$95.00	$38,000.00	$100.00	$40,000.00	$120.00	$48,000.00
7	402.1.6.8	8" Concrete Pavement Repair HES (7 bag)	Sq. Yd.	50	$90.00	$4,500.00	$108.00	$5,400.00	$94.00	$4,700.00	$98.00	$4,900.00	$105.00	$5,250.00	$126.00	$6,300.00
8	402.1.6.9	8" Concrete Pavement Repair HES (9 bag)	Sq. Yd.	50	$95.00	$4,750.00	$110.00	$5,500.00	$102.00	$5,100.00	$105.00	$5,250.00	$112.00	$5,600.00	$130.00	$6,500.00
9	402.1.6.11	9" Concrete Pavement Repair	Sq. Yd.	100	$95.00	$9,500.00	$104.00	$10,400.00	$92.00	$9,200.00	$100.00	$10,000.00	$107.00	$10,700.00	$134.00	$13,400.00
10	402.1.6.12	9" Concrete Pavement Repair HES (7 bag)	Sq. Yd.	100	$105.00	$10,500.00	$112.00	$11,200.00	$99.00	$9,900.00	$105.00	$10,500.00	$111.00	$11,100.00	$138.00	$13,800.00
11	402.1.6.13	9" Concrete Pavement Repair HES (9 bag)	Sq. Yd.	100	$115.00	$11,500.00	$120.00	$12,000.00	$110.00	$11,000.00	$120.00	$12,000.00	$115.00	$11,500.00	$144.00	$14,400.00
12	405.3	Full Depth Saw Cut (concrete pavement)	Lin. Ft.	2500	$4.00	$10,000.00	$4.00	$10,000.00	$2.50	$6,250.00	$4.00	$10,000.00	$3.50	$8,750.00	$7.00	$17,500.00
13	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	500	$2.00	$1,000.00	$5.00	$2,500.00	$2.00	$1,000.00	$2.00	$1,000.00	$4.00	$2,000.00	$4.00	$2,000.00
14	402.1.5.2	Furnish and Install Drilled Tie Bars	Each	1000	$12.00	$12,000.00	$8.00	$8,000.00	$8.00	$8,000.00	$10.00	$10,000.00	$11.00	$11,000.00	$10.00	$10,000.00
15	402.1.5.3	Furnish and Install Drilled Dowel Bars	Each	2000	$15.00	$30,000.00	$13.50	$27,000.00	$14.00	$28,000.00	$15.00	$30,000.00	$25.00	$50,000.00	$14.00	$28,000.00
16	402.1.7.3	Furnish and Install Cross Stitch	Each	20	$50.00	$1,000.00	$40.00	$800.00	$75.00	$1,500.00	$100.00	$2,000.00	$44.00	$880.00	$900.00	$18,000.00
17	105.2	Adjust Sanitary Manhole	Each	5	$600.00	$3,000.00	$375.00	$1,875.00	$500.00	$2,500.00	$500.00	$2,500.00	$850.00	$4,250.00	$650.00	$3,250.00
18	305.7	Adjust Storm Catch Basin	Each	20	$500.00	$10,000.00	$400.00	$8,000.00	$500.00	$10,000.00	$500.00	$10,000.00	$425.00	$8,500.00	$650.00	$13,000.00
19	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	30	$100.00	$3,000.00	$40.00	$1,200.00	$50.00	$1,500.00	$75.00	$2,250.00	$275.00	$8,250.00	$40.00	$1,200.00
20	9999.2	Route, Clean, and Seal Existing Concrete Crack/Joint	Lin. Ft.	200	$7.00	$1,400.00	$6.50	$1,300.00	$4.00	$800.00	$3.00	$600.00	$10.00	$2,000.00	$15.00	$3,000.00
21	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	100	$15.00	$1,500.00	$15.00	$1,500.00	$15.00	$1,500.00	$12.00	$1,200.00	$15.00	$1,500.00	$35.00	$3,500.00
22	706.1	Install and Maintain Traffic Control	Lump Sum	1	$50,000.00	$50,000.00	$7,000.00	$7,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00	$55,000.00	$55,000.00	$15,000.00	$15,000.00
TOTAL BASE BID						**$588,650.00**		**$537,225.00**		**$552,825.00**		**$557,200.00**		**$592,255.00**		**$594,350.00**

CITY OF NEENAH
BID TAB CONTRACT 8-24
HMA REPAIRS

Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		MCC, Inc.		Northeast Asphalt, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	402.1.7.4	Unclassified Excavation	Cu. Yd.	250	$25.00	$6,250.00	$36.50	$9,125.00	$19.90	$4,975.00
2	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	725	$3.00	$2,175.00	$3.70	$2,682.50	$2.75	$1,993.75
3	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	500	$25.00	$12,500.00	$26.30	$13,150.00	$21.25	$10,625.00
4	402.2.8.1	HMA Pavement Repair	Ton	500	$160.00	$80,000.00	$110.65	$55,325.00	$187.50	$93,750.00
5	402.2.8.2	HMA Pavement Repair Preperation	Sq.Yd.	2000	$25.00	$50,000.00	$8.25	$16,500.00	$23.90	$47,800.00
6	306.6	Adjust Storm Manhole	Each	5	$750.00	$3,750.00	$1,370.00	$6,850.00	$1,500.00	$7,500.00
7	706.1	Install and Maintain Traffic Control	Lump Sum	1	$15,000.00	$15,000.00	$3,310.00	$3,310.00	$17,000.00	$17,000.00
Base Bid Street Construction						**$169,675.00**		**$106,942.50**		**$183,643.75**
8	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	2650	$3.00	$7,950.00	$5.35	$14,177.50	$2.04	$5,406.00
9	402.2.7.2	Saw/Mill Existing Asphalt Pavement	Lin. Ft.	200	$3.00	$600.00	$2.25	$450.00	$1.00	$200.00
10	402.1.7.4	Unclassified Excavation	Cu. Yd.	1800	$15.00	$27,000.00	$26.20	$47,160.00	$14.62	$26,316.00
11	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	2650	$2.50	$6,625.00	$2.50	$6,625.00	$2.20	$5,830.00
12	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	2700	$18.00	$48,600.00	$22.20	$59,940.00	$18.58	$50,166.00
13	402.1.7.6	Fine Grade Parking Lot	Sq. Yd.	2650	$3.00	$7,950.00	$2.15	$5,697.50	$1.65	$4,372.50
14	402.2.4.1	Furnish & Install HMA Pavement (5-inch)	Ton	740	$75.00	$55,500.00	$81.75	$60,495.00	$75.45	$55,833.00
15	305.7	Adjust Storm Catch Basin	Each	2	$750.00	$1,500.00	$1,368.00	$2,736.00	$1,500.00	$3,000.00
Tullar Garage Alternate Bid						**$155,725.00**		**$197,281.00**		**$151,123.50**
Base Bid Total:						**$325,400.00**		**$304,223.50**		**$334,767.25**