

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
July 9, 2024 @ 5:00 PM
Hauser Room, 211 Walnut Street

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the Meeting of June 25, 2024 (Attachment)
2. Public Appearances
3. Licenses & Permits
 - a. Approve Temporary Class "B" Picnic License Application to St. Margaret Mary Parish Picnic (Attachment)
 - b. Approve Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum for Glass Arts Festival (Attachment)
 - c. Approve Extension of Licenses Premises Application to Lion's Tail Brewing Co. for Smoke on the Fox (Attachment)
 - d. Approve Extension of Licenses Premises Application to Double Tree Neenah for The Forge Summers Events (Attachment)
 - e. Special Event Permits (Informational Only)
4. Plummer Court Sidewalk Construction Agreement with the Town of Neenah (Attachment)
5. Approve Resolution 2024-12-Compliance Maintenance Annual Report for Sanitary (Attachment)
6. Public Works General Construction and Department Activity Report (Attachment)
7. Announcements/Future Agenda Items

The shared cost Inter-Municipal Agreement between the City of Menasha and the City of Neenah for the intersection of Nicolet and Third Street will be on the July 30, 2024, Public Services and Safety Committee Agenda.
8. 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 **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106 or e-mail attorney@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

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

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

Excused:

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

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

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

Motion Carried. All voting aye. 5/0

Public Appearance

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

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

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

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

Vice-Person Hillstrom closed the Public Appearance session.

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

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

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

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

Report

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

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

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

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

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

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

Vice-Chairman Hillstrom called for motion vote.

Motion Carried. All voting aye. 5/0

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

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

Aldersperson Hillstrom asked if the Committee had any questions.

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

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

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

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

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

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

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

Aldersperson Pollnow withdrew his motion to recommend Council approve Ordinance 2024-13 for the establishing a Designated Outdoor Refreshment Area (DORA). Aldersperson Borchardt withdrew his 2nd.

C.A

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

Vice-Chairman Hillstrom called for motion vote.

Motion Carried. All voting aye. 5/0

Ordinance 2024-14 Amending Special Event Permit

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

Proposed Lane Marking & Parking Regulation Changes to Tullar Road

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

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

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

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

Report

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

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

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

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

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

Vice-Chairman Hillstrom called for motion vote

Motion Carried. All voting aye. 5/0

Announcements/Future Agenda Items

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

Adjournment

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

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

Public Services & Safety Committee

July 9, 2024

Temporary Class "B" (Picnic) License Application

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

Temporary Extension of Licenses Premises Application

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

Approved Special Event Permits

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

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

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

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

FEE \$ 10

Application Date: 6/21/2024

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

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

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

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

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☒ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Margaret Mary Parish

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

☐ Town ☐ Village ☒ City

(c) Date organized 1932

(d) If corporation, give date of incorporation 1932

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

(f) Names and addresses of all officers:

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

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

Secretary Peter Dulcamara, 1603 Nicolet Blvd Neenah WI 54956

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

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

Marianne Storr, 3522 Emerald Crown Parkway Neenah WI 54956

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

(a) Street number 439 Washington Ave Neenah WI 54956

(b) Lot Parking lot Block _____

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

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

3. Name of Event

(a) List name of the event Parish Picnic

(b) Dates of event 8/4/2024

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

DECLARATION

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

Officer



(Signature / Date)

JUNE 21, 2024

St. Margaret Mary Parish

(Name of Organization)

Date Filed with Clerk 6/26/2024

Date Reported to Council or Board 7/9/24

Date Granted by Council 7/19/2024

License No. _____



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

Over \$25,000
of Raffle Items!

Activities For All Ages:

Carnival Games with Prizes!!

Face Painting

Crafts

Cornhole

Bounce Houses

Bake Sale

Live Music:

Mary Rose McCurdy - 11:00am

The Essentials - 12:30pm

Menu:

Brats

Burgers

Corn Roast

DQ Dilly Bars

Soda

Water

Beer

Hard Seltzers

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



Volunteer at the Picnic



Sign up here!

Interested in
Helping?

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

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

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

FEE \$ 10.00

Application Date: 05/31/2024

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

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

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

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

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

1. Organization (check appropriate box) →

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

(a) Name Bergstrom-Mahler Museum

(b) Address 165 North Park Avenue

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 04/05/1959

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

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

(f) Names and addresses of all officers:

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

Vice President _____

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

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

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

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

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

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Glass Arts Festival

(b) Dates of event 08/09/2024

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

DECLARATION

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

Officer Kathleen A. Brost
(Signature / Date)

Bergstrom-Mahler Museum, Inc
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

For Office Use Only

Code: LL

Cost: \$10/day up to 3 days

Receipt No:

Paid:

Date filed:

Deadline:

Map included:

25 days prior to event

Section 1: License Information

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

Lion's Tail Brewing Co. LLC

Contact Phone #

920 427-7009

Corporation or LLC Name: (if applicable)

same

Business/Trade Name:

Lion's Tail

Business Address:

116 S. Commercial St. Neenah 54956

Section 2: Event Information

Name of Event:

Smoke on the Fox

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

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

Section 3: Extension of Premise

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

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

☐ Sidewalk at the _____ of premise

☒ Parking lot at the SE of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Other: _____

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

☐ I own

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

☒ I lease

☐ I have permission from a special event organization

Section 4: Other:

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

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

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

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

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

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

ALL APPLICANTS:

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

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

Signature of Sole Proprietor, Partner or Agent

Appleton Cigar Co. presents



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

SMOKE ON THE FOX

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

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



Buy your tickets at
appletoncigar.com



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

Presented alongside Lion's Tail
Brewing Company

Meet cigar representatives from:

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





TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

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

Section 1: License Information

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

WP Neenah SPE OPS, LLC

Contact Phone #

920-725-8441

Corporation or LLC Name: (if applicable)

Business/Trade Name:

Doubttree Neenah

Business Address:

123 E Wisconsin Ave, Neenah WI 54956

Section 2: Event Information

Name of Event:

The Forge Summer events

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

July 3rd. 6pm-8pm

Section 3: Extension of Premise

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

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

☒ Sidewalk at the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise.

☒ Other: grass area East of building

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

☐ I own

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

☐ I lease

☐ I have permission from a special event organization

Section 4: Other:

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

Adding a tent to our outside grass area

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

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

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

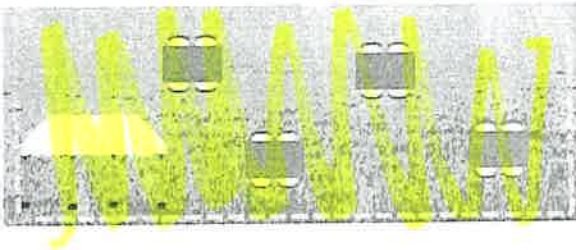
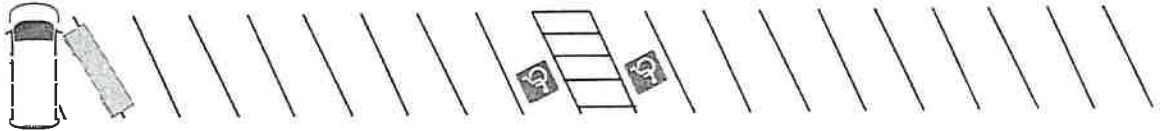
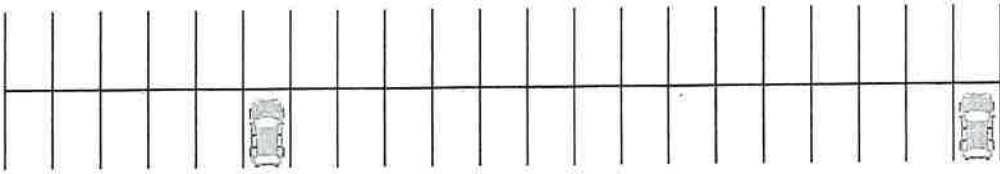
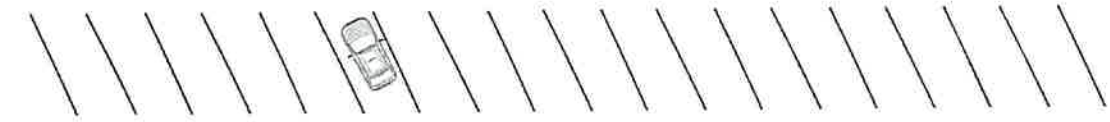
☐ I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

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

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


Signature of Sole Proprietor, Partner or Agent





TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

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

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): WP Neenah SPE OPS, LLC	Contact Phone # 920-725-8441
Corporation or LLC Name: (if applicable)	Business/Trade Name: Doubletree Neenah
Business Address: 123 E Wisconsin Ave, Neenah WI 54956	

Section 2: Event Information

Name of Event: The Forge Summer Events
List Dates & Times (include a.m. or p.m.): <i>Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.</i> August 7th 1pm - 8pm

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.
Example: Parking lot at north side of the premise. The area MUST be contiguous to the current licensed premise.

☐ Sidewalk at the _____ of premise	☐ Parking lot at the _____ of premise.
☐ Street of the _____ of premise	☐ Parking lot at the _____ of premise.
☒ Other: grass area East of building	

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

☐ I own	☒ I will obtain a special event permit (see information sheet for details)
☐ I lease	☐ I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): *Include a map on the reverse side of this application*
Adding a tent to our outside grass area

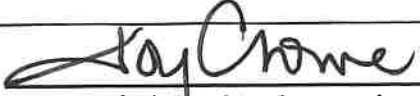
Section 5: Acknowledgement and Signature

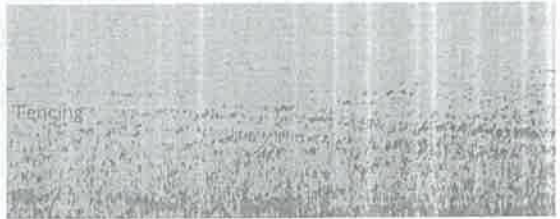
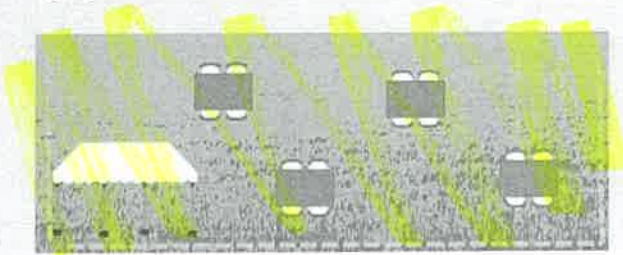
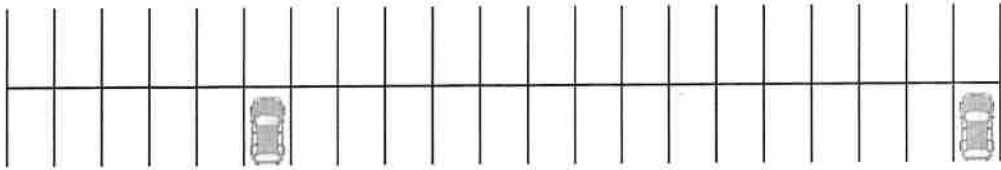
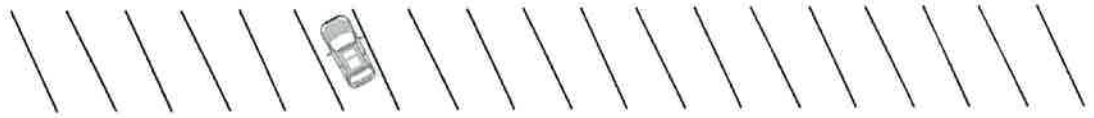
APPLICANTS FILING AFTER THE DEADLINE:
I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

☐ I affirm my understanding that any decision made by the Council is final and not subject to appeal; and
☐ I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

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


Signature of Sole Proprietor, Partner or Agent





TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

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

Section 1: License Information

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

WP Neenah SPE OPS, LLC

Corporation or LLC Name: (if applicable)

Contact Phone #

920-725-8441

Business/Trade Name:

Doubletree Neenah

Business Address:

123 E Wisconsin Ave, Neenah, WI 54956

Section 2: Event Information

Name of Event:

The Forge Summer Events

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

August 14th 6pm - 8pm

Section 3: Extension of Premise

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

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

☐ Sidewalk at the _____ of premise

☐ Parking lot at the _____ of premise.

☐ Street of the _____ of premise

☐ Parking lot at the _____ of premise.

☒ Other: grass area East
of building

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

☐ I own

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

☐ I lease

☐ I have permission from a special event organization

Section 4: Other:

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

Adding a tent to our outside grass area

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

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

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

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

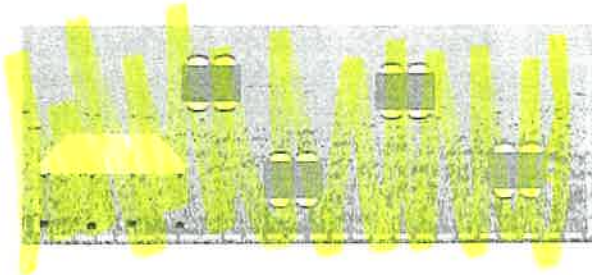
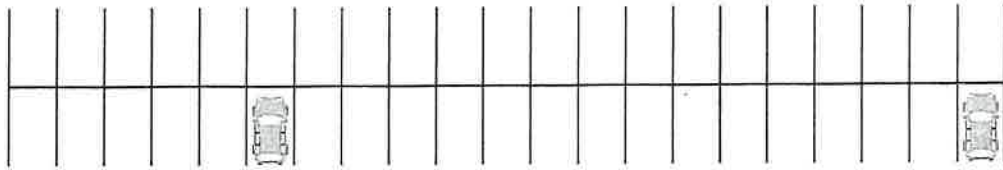
ALL APPLICANTS:

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

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



Signature of Sole Proprietor, Partner or Agent





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

MEMORANDUM

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

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

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



Sidewalk Construction Agreement

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

Recitals

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



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

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

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

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

Dated this ____ day of _____, 2024

CITY OF NEENAH

By: _____

Attest: _____

Dated this 24th day of June, 2024

TOWN OF NEENAH

By: Robert F. Schmeichel
Robert Schmeichel, Chairperson

Attest: [Signature]
Administrator/Clerk/Treasurer



NEENAH
Wisconsin.

RESOLUTION NO. 2024-12

A RESOLUTION APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT FOR SANITARY SEWER

WHEREAS, the City of Neenah Common Council has reviewed the Compliance Maintenance Annual Report (CMAR) prepared for the Wisconsin Department of Natural Resources by the City's Department of Public Works staff relating to the City of Neenah's sanitary sewer conveyance system.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Neenah, Winnebago County this 17th day of July 2024 that the City:

1. Accept the CMAR and place it on file;
2. Agree to continued monitoring and investigation of inflow and infiltration (I&I) in the City's sanitary sewer conveyance system; and,
3. Complete the sanitary sewer usage rate study.

Adopted, approved and recorded this 17th day of July 2024

Recommended by: Public Services and
Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Char Nagel, City Clerk

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

Financial Management

1. Provider of Financial Information Name: Andrew Kahl Telephone: 920-886-6148 (XXX) XXX-XXXX E-Mail Address (optional): akahl@neenahwi.gov		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) ☐ ☐ ○ No (40 points) If No, please explain: 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2023 ● 0-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2023 ● 1-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A If N/A, please explain: 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		\$ 1,164,414.00 \$ 0.00 \$ 1,164,414.00 + \$ 0.00

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,164,414.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

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

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Replace sanitary sewer mains, manholes and laterals.	\$1,922,400	2023
2	Replace sewer mains, manholes and laterals prior to street replacement.	\$1,560,000	2024
3	Replace sanitary mains, manholes and laterals prior to street projects.	\$2,386,000	2025
4	Replace sanitary sewer mains, manholes and laterals prior to street construction.	\$2,170,000	2026

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

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

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☒ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☐ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	

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

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

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

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapters 26 & 28 Neenah Munic. Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2006-05-03

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

☒ A description of routine operation and maintenance activities (see question 2 below)

☒ Capacity assessment program

☒ Basement back assessment and correction

☐ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

☒ Construction, Inspection, and Testing

☒ Others:

Standard Specifications for Sewer & Water Construction in Wisconsin

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures

☒ Response order, timing and clean-up

☒ Public notification protocols

☒ Training

☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis

☐ Sewer System Evaluation Survey (SSES)

☐ Sewer Evaluation and Capacity Management Plan (SECAP)

☐ Lift Station Evaluation Report

☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections % of system/year

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

Manhole rehabilitation % of manholes rehabbed

Mainline rehabilitation % of sewer lines rehabbed

Private sewer inspections % of system/year

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

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

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

Number of complaints

Average daily flow in MGD (if available)

Peak monthly flow in MGD (if available)

Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)

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

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

Complaints (number/sewer mile)

Peaking factor ratio (Peak Monthly:Annual Daily Avg)

Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

● Yes

○ No

If Yes, please describe:

Flows increased during heavy rains.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

● Yes

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

o No

If Yes, please describe:

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

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

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

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

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

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

Compliance Maintenance Annual Report

Grading Summary

WPDES No: 0047341

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

- Notes:
- A = Voluntary Range (Response Optional)
 - B = Voluntary Range (Response Optional)
 - C = Recommendation Range (Response Required)
 - D = Action Range (Response Required)
 - F = Action Range (Response Required)

Compliance Maintenance Annual Report

Neenah Sewage Collection System

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

Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Neenah

Date of Resolution or
Action Taken:

2024-07-17

Resolution Number:

2024-12

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



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

M E M O R A N D U M

DATE: July 8, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Work is being done on the pump manhole to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Neenah Creek Bridge: A final pay request was reviewed by the Board of Public Works.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is 95% complete.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Utilities are installed from Commercial to Elm. Sanitary sewer is being placed between Elm and Pine.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Fine-grading and paving the east half of the road is scheduled for the week of 7/8.
 - b) Commercial St Water Crossings: Crossings are being installed at Alcott, Byrd, Peckham and Professional. Work is scheduled to start the week of 7/8.
 - c) Quarry Ln: Sanitary sewer lateral pipebursting is being done.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is tentatively scheduled to start in late July.
- 9) Contract 5-24 (North St - Utilities and Street): Sanitary sewer and water main have been installed. Work has started on storm sewer installation.
- 10) Contract 6-24 (Jewelers Park Drive – Street): The remaining work is placing the top coat of asphalt. That is tentatively scheduled for 7/10.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Baldwin sidewalk is nearly complete. The contractor will be offsite for several weeks.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.

- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. They are planning to do this work in August.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding.
- 15) Contract 12-24 (Douglas Pond Storm Piping): A final pay request was reviewed by the Board of Public Works.
- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.