



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, May 4, 2022 – 6:45 p.m.
Neenah City Hall
Council Chambers
211 Walnut Street, Neenah

The Common Council will meet at 6:45 p.m. for parliamentary procedure training. No business will be conducted during this time. The regular Council meeting will begin at the regularly scheduled time of 7:00 p.m.

I. Roll Call and Pledge of Allegiance

SWEARING IN OF NEW NMFR FIREFIGHTERS AND ASSISTANT CHIEF:

- Adam Dorn - New Assistant Chief
- Bennet Krings- New Firefighter
- Maxwell Schmidt - New Firefighter
- Devin Nikodem - New Firefighter

NMFR PROMOTION RECOGNITION:

- Troy Jahns - Shift Commander
- Nick Brautigam - Fire Officer
- Nick Mostek - Fire Officer
- Scott Harding - Driver/Operator
- Jaime Martinez - Shift Inspector

PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:

- **25 Year Milestone Anniversary**
 - Jim Bentle, NMFR
 - Kathy Engelbreth, Community Development
 - Amos Mikkelson, NMFR
 - Mike Thomas, Neenah Public Library
 - Al Wroblewski, NMFR
- **30 Year Milestone Anniversary**
 - Troy Jahns, NMFR
 - Kevin Kloehn, NMFR
- **Exemplary Performance Awards**
 - Samantha Jefferson, Community Development - Nominated by Chris Haese
 - Amber Adams, Finance - Nominated by Mike Easker
 - Jessica Stone, Finance - Nominated by Mike Easker

- Tara Ellis, NMFR - Nominated by Kevin Kloehn
- Shane Krueger, NMFR - Nominated by Kevin Kloehn
- Gina Durkin, Information Systems - Nominated by Julie Rosenau
- Melissa Kazmer, Neenah Public Library - Nominated by Nicole Hardina-Wilhelm
- Lisa Laux-Robak, Neenah Public Library - Nominated by Nancy Baird
- Lori Ann Snow, Neenah Public Library - Nominated by Katrina Wulff
- Jim Kluge, Parks & Recreation - Nominated by Stephanie Schott
- Laurie Krueger, Police - Nominated by the Neenah Police Department Command Staff
- Christine Maschke, Human Resources - Nominated by the Neenah Police Department Command Staff
- Amanda Moe, Police - Nominated by the Neenah Police Department Command Staff
- Tom Van Sambeek, Police - Nominated by Aaron Olson

RECOGNITION OF RETIREMENTS:

- Michael Nikolai, Mechanic Department of Public Works, 27 years of service.
- Joni Heinz, Administrative Assistant to the Mayor, 6 years of service.

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

- A. Re-appointment Paul Zilles to the Board of Review for a five-year term expiring in 2027.
- B. Appoint Nicole Becher as an alternate to the Board of Review for a five-year term expiring in 2027.
- C. Appoint C. James Taylor to the Landmarks Commission for a three-year term expiring in 2025.
- D. **(UC)**

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of April 19, 2022 regular session. **(UC)**

IV. Public Hearings

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

- A. Ordinance 2022-11 Amending Sec. 26-349 of the Neenah Municipal Code pertaining to the Bridgewood Planned Development District Master Plan to change the use of former nine hole golf course to multi-family residential use.

V. Plan Commission report pertaining to the Public Hearings

- A. Plan Commission meeting of April 26, 2022: (Ald. Steiner) (Minutes can be found on the City web site)

1. Commission recommends Council approve Ordinance No. 2022-11, amending the Bridgewood PDD Master Plan to change the use of former nine hole golf course to multi-family residential use. **(RollCall)**

VI. Public Forum

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

VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve the Street Use Permit for the Neenah High School Graduation Parade, sponsored by the Neenah Joint School District, 1275 Tullar Rd, to be held on May 25, 2022 from 10:00 AM to 11:00 AM. **(PSSC)**
- B. Approve the Street Use Permit for the Backdraft Bike Tour, sponsored by the Neenah-Menasha Firefighter's Charitable Foundation, 125 E Columbian Ave, to be held on June 12, 2022 from 7:00 AM to 4:00 PM. **(PSSC)**
- C. Approve the Street Use Permit for the Summer Kickoff Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 15, 2022 from 6:00 PM to 8:00 PM. **(PSSC)**
- D. Approve the Street Use Permit for the Boogie Downtown, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 24, 2022 from 6:00 PM to 9:00 PM. **(PSSC)**
- E. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of April 26, 2022: (Chairman Lendrum/Vice Chairman Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the Neenah Police Department to participate in the Winnebago County Speed Task Force 2022 Summer Speed Enforcement Grant from June 1, 2022 to August 31, 2022 with a target amount of \$30,000 and with a 25% agency activity match, to be funded with operating funds. **(RollCall)**
 2. Committee recommends Council approve the purchase of a 2022 Jacobson HR800 16' wide area mower in an amount not to exceed \$114,700 from Horst Distributing, to be funded with 2022 Capital Improvement funds. **(RollCall)**
 3. Committee recommends Council approve the proposal from UW-Milwaukee in an estimated amount of \$4,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 Capital Improvement dollars that are funded through the American

- Rescue Plan Act funds and Capital Improvement carry forward reserve funds along with Information Services Smart Money. **(RollCall)**
4. Committee recommends Council approve the proposal from Parkitecture and Planning in an amount of \$10,000 for the Construction Administration Agreement for the Kimberly Point Phase 1 project utilizing 2022 Capital Improvement funds and Capital Improvement Facility reserve funds. **(RollCall)**
- B. Regular Finance and Personnel Committee meeting of April 25, 2022: (Chairman Erickson/Vice Chairman Skryms) (Minutes can be found on the City web site)
1. Committee recommends Council approve amending TID #7 development agreement with Bridgewood Golf Course to allow redevelopment of the former Bridgewood Golf Course. **(RollCall)**
 2. Committee recommends Council approve amending TID #7 development agreement with Bridgewood Golf Course to allow redevelopment of the former fairway #9. **(RollCall)**
 3. Committee recommends Council approve TID #12 development agreement of the former Bridgewood Golf Course. **(RollCall)**
- X. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of April 26, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Items acted on under V. Plan Commission Committee report pertaining to the Public Hearings.
- B. Board of Public Works meeting of April 26, 2022: (Vice Chairman Hillstrom) (Minutes can be found on the City web site)
1. Information Only Items:
 - a) The Board approved approve Pay Request #1 in the amount of \$118,697.75 to Janke General Contractors for work completed on the Shattuck Park Fountain Reconstruction Project.
 2. Council Action Items:
 - a) Board recommends Council award Contract 7-22 for Winneconne Avenue Bridge Repair to Pheifer Brothers Construction in the amount of \$217,847.10 using budgeted project funds and Public Infrastructure Fund reserves. **(RollCall)**
 - b) Board recommends Council Award Kimberly Point Phase 1 Construction Contract to Martell Construction, Green Bay, in the amount of \$165,669.00 utilizing 2022 CIP Funding and CIP Facility Reserves. **(RollCall)**
- C. Landmarks Commission
1. Report from the Landmarks Commission – Alderperson Steiner
- D. Sustainable Neenah Committee
1. Report from the Sustainable Neenah Committee – Alderperson Borchardt

- E. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Skyrms
- F. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Steiner
- G. Library Board (moved from previous meeting)
 - 1. Report from the Library Board – Alderperson Erickson

- XI. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.

- XII. Council Directives

- XIII. Unfinished Business

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

- XV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk’s Office (920) 886-6100 or the **City’s ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**City of Neenah
Application for Appointment**



Name Nicole Becker
 Address [Redacted]
 City, ST Zip [Redacted]
 Eve. Phone [Redacted]
 E-mail [Redacted]

Date 9/16/2020
 Employer [Redacted]
 Day Phone [Redacted]
 Fax [Redacted]

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

- | | |
|----------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input checked="" type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Business Improvement District (BID) | <input type="checkbox"/> Neenah Arts Council |
| <input type="checkbox"/> Citizen Advisory Committee | <input type="checkbox"/> Neenah Harbor Committee |
| <input type="checkbox"/> Committee of Aging | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force |
| <input type="checkbox"/> Fox Cities Transit Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Joint Review Board for TIFs | <input type="checkbox"/> Police Commission |
| <input checked="" type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: [Redacted] |

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:

Looking into serving my community. I was notified there are openings for these commissions/boards and would be happy to help. My day job includes serving people, weighing risks/benefits, and making the best recommendation based off education, knowledge & buy in from applicable parties. Committee of Aging would be most applicable to my experience but would be unable to attend 9:15AM week day meetings. Happy to give my best to board of review & Landmarks Commission.

Please Sign and Date: Nicole Becker 9/16/2020

Please return to the Neenah City Clerk's Office

**City of Neenah
Application for Appointment**



Name C. JAMES TAYLOR
 Address [Redacted]
 City, ST Zip [Redacted]
 Eve. Phone [Redacted]
 E-mail [Redacted]

Date April 28, 2022
 Employer [Redacted]
 Day Phone SAME
 Fax [Redacted]

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

- | | |
|----------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Business Improvement District (BID) | <input type="checkbox"/> Neenah Arts Council |
| <input type="checkbox"/> Citizen Advisory Committee | <input type="checkbox"/> Neenah Harbor Committee |
| <input type="checkbox"/> Committee of Aging | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force |
| <input type="checkbox"/> Fox Cities Transit Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Joint Review Board for TIFs | <input type="checkbox"/> Police Commission |
| <input checked="" type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

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:

Commissioner - National Historical Publications & Records
Commission (NHPRC), of the National Archives
Interim Ex-ec. Director - Neenah Hist. Society

Please Sign and Date: C James Taylor 4/28/2022

Please return to the Neenah City Clerk's Office

NEENAH COMMON COUNCIL PROCEEDINGS

Tuesday, April 19, 2022 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 19, 2022 in the Council Chambers of Neenah City Hall.

Present: Alderpersons Boyette, Steiner, Hillstrom, Lendrum, Borchardt, Skyrms, Erickson, and Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Westbrook, and City Clerk Nagel.

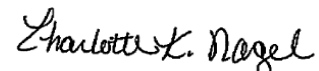
Also Present: Director of Parks & Recreation Kading, Recreation Supervisor Schott, Superintendent of Recreation Kluge, Police Chief Olson, Police Captain Bernice, Fire Chief Kloehn, Asst. Fire Chief Dorn, Director of Library Services Raab, Water Utility Director Mach, Director of Human Resources Kehl, Director of Information System Wenninger, Engineer Merton.

Council President Stevenson called the meeting to order at 7:00 p.m.

- I. Clerk Nagel called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.
- II. Approval of Council Proceedings.
 - A. Approval of the Council Proceedings of April 6, 2022 regular session.
MSCRP Skryms/Borchardt to approve the Council Proceedings as presented, all voting aye.
- III. Consent Agenda.
 - A. Approve Street Use Permit for Barrel 41 Brewing Co., 1132 S. Commercial Street, for Hakas 2022, to be held on June 3, 2022 from 5:00 PM to 10:00 PM and June 4, 2022 from 3:00 PM to 10:00 PM.
 - B. Approve Street Use Permit for Future Neenah, 135 W Wisconsin Avenue, for the Shattuck Park Evening Concert Series, on Wednesday's, from June 15, 2022 through August 10, 2022 from 6:00 PM to 8:00 PM and the Shattuck Park Out to Lunch Concert Series on Thursday's from June 16, 2022 to August 25, 2022 from 11:30 AM to 1:00 PM.
 - C. Approve Street Use Permit for Future Neenah., 135 W Wisconsin Avenue for the Future Neenah's Farmers Market, to be held on Saturday's from June 11, 2022 to October 15, 2022 from 8:00 AM to 12:00 PM.
 - D. Approve Street Use Permit for Future Neenah., 135 W Wisconsin Avenue for the Future Neenah's A Very Neenah Christmas, to be held on December 2, 2022 from 6:00 PM to 8:00 PM.
MSCRP Lendrum/Borchardt to approve the Consent Agenda as presented, all voting aye.
- IV. Reports of standing committees.
 - A. Regular Public Services and Safety Committee meeting of April 12, 2022: (Minutes can be found on the City web site)

1. Committee recommends Council approve the purchase of a Ford F350 Truck with plow package from All World Ford, Hortonville, in the amount of \$72,763.560 with Capital Equipment Budget funds. **MSCRP Stevenson/Skryms to approve as presented, all voting aye.**
- V. Reports of special committees and liaisons and various special projects committees.
- VI. New Business.
- A. Discuss the process for filling vacant seat in Aldermanic District 3 on City Council due to Ald. Lang elected Mayor.
Discussion ensued for filling the position. Council President Stevenson explained that methodology to fill the position is at the discretion of the Council. A mandatory requirement is the candidate must be a resident of District 3. Council President Stevenson explained past practice process for filling aldermanic positions.
- Aldersperson Borchardt asked if the Council could appoint the Melissa Stafford, the other write-in candidate of that District. There was discussion on making this appointment. However, the consensus of the Council was to appoint the position in a manner consistent of past practice methodology.
- Therefore, Council President Stevenson announced the appointment procedure and schedule as follows:
- Interested residents from the 3rd District should complete the Application for Appointment and return it to the Clerk's Office in City Hall by May 27, 2022.
 - Selected applicants will be required to attend the June 1st Common Council meeting at 7:00 p.m. to provide a brief presentation to the Council highlighting their qualifications and interests in this role.
 - The Council will evaluate the presentations and vote; after which, an appointment will be made.
 - Questions regarding this appointment should be directed to Council President Todd Stevenson.
- VII. Adjournment.
MSCRP Ledrum/Boyette to adjourn, all voting aye. Meeting adjourned at 7:47 p.m.

Respectfully submitted,



Charlotte K. Nagel
City Clerk

NEENAH COMMON COUNCIL MINUTES
Organizational Meeting

Tuesday, April 19, 2022 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 19, 2022 in the Council Chambers of Neenah City Hall.

Present: Alderpersons Boyette, Steiner, Hillstrom, Lendrum, Borchardt, Skeyrms, Erickson, and Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Westbrook, and City Clerk Nagel.

Also Present: Director of Parks & Recreation Kading, Recreation Supervisor Schott, Superintendent of Recreation Kluge, Police Chief Olson, Police Captain Bernice, Fire Chief Kloehn, Asst. Fire Chief Dorn, Director of Library Services Raab, Water Utility Director Mach, Director of Human Resources Kehl, Director of Information System Wenninger, Engineer Merton.

Council President Stevenson called the meeting to order at 7:00 p.m.

Clerk Nagel called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.

Swearing in Ceremony

Municipal Court Judge Jim Gunz administered the oath of office to Mayor Elect Jane Lang.

City Clerk Nagel administered the oath of office to newly elected First District Alderperson Kathie Boyette, Second District Alderperson Dan Steiner, and Third District Alderperson Lee Hillstrom for 3-year terms, which expire April 2025.

Mayor Lang thanked family, campaign team, friends, and community acquaintances for all their support and encouragement through the election process. Mayor Lang also thanked candidates Aldperson Brian Borchardt and Kelly Behrmann conducting a well-run campaign. Former Mayor Kaufert was also recognized and thanked for his leadership and advocacy for the city. Fellow Council Members and City Staff were also thanked. The Neenah Historical Society Board of Directors and Assistant Director Becky Heidke Kwiatkowski were recognized for their support and encouragement throughout the campaign process.

Mayor Lang looks forward to continuing to write Neenah's history every day. It is Mayor Lang's goal for the history of Neenah that is being written today is looked back on with thankfulness and pride. Mayor Lang's goal is together with the community to move Neenah forward to a bright, positive, and exciting future.

ORGANIZATIONAL MEETING

MSCRP Boyette/Borchardt that Rules of Order of the previous Council be adopted as rules to govern this Council until modified by proper action of the Council, all voting aye.

Election of Council President:

- **MSCRP Lendrum/Boyette to nominate Alderperson Stevenson for Council President. MSCRP Lendrum/Boyette to close nominations and cast a unanimous ballot to elect Alderperson Stevenson as Council President for the ensuing term of one year, all voting aye.**

Mayor Lang's appointments to the Standing Committees, one-year terms expire April 2023:

- Finance & Personnel Committee – Alderpersons Erickson, Boyette, Skyrms, Steiner and Council President Stevenson.
- Public Services & Safety Committee – Alderpersons Hillstrom, Lendrum, Borchardt, and Council President Stevenson.
- Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee - Council President Stevenson, Member of the Finance and Personnel Committee Alderperson Boyette, and Alderperson Borchardt.
- **MSCRP Borchardt/Skyrms confirm the Mayor's appointments, all voting aye.**

Mayor Lang's appointments to the Special Council Committees, one-year terms expire April 2023:

- Committee on Rules – Alderpersons Lendrum, Borchardt, and Skyrms.
- Legislative Review Committee – Herself as Mayor, Council President Stevenson, and Chairman of the Finance & Personnel Committee Erickson.
- **MSC Skyrms/Stevenson to confirm the Mayor's appointments, pending the appointment of Ald. Erickson as Chairman of the Finance & Personnel Committee, all voting aye.**

Mayor Lang recessed the meeting at 7:12 p.m. to permit organizational meetings of the Standing / Special Committees.

Mayor Lang reconvened the Council at 7:19 p.m.

Organizational Reports of the Standing / Special Committees:

- Alderperson Erickson reported that she had been appointed Chairman of the Finance and Personnel Committee and Alderperson Skyrms had been appointed Vice Chairman. The Committee will meet on the Monday of the week prior to each Council meeting at 6:00 p.m. which is a change from the prior year.
- Alderperson Ledrum reported that she had been appointed Chairman of the Public Services & Safety Committee and Alderperson Hillstrom had been appointed Vice Chairman. The Committee will continue to meet on the Tuesday of the week prior to each Council meeting at 6:30 p.m.

- Alderperson Skryms reported that he had been appointed Chairman of the Committee on Rules and Alderperson Borchardt had been appointed Vice Chairman. The Committee meets on call.
- Alderperson Stevenson reported that he had been appointed Chairman of the Legislative Review Committee and Alderperson Erickson had been appointed Vice Chairman. The Committee meets on call.

Mayor Lang's Appointments:

- President Stevenson to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire December 2023.
- Ald. Lendrum and Ald. Hillstrom to the Board of Public Works for a one-year term to expire April 2023.
- Mayor, Fire Chief Kloehn, City Attorney Westbrook, Clerk Nagel, Director of Community Development & Assessment Haese, Director of Finance Easker, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, Director of Library Services Raab, Director of Human Resources & Safety Kehl, Ald. Lendrum, Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2023.
- Dir. of Community Development Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2023.
- Ald. Skryms as Council representative to the BID Board for a one-year term expires April 2023.
- Ald. Erickson as a member of the Community Development Authority for a one-year term to expire April 2023.
- Ald. Hillstrom as a member of the Community Development Authority for a three-year term to expire April 2025.
- John Ahles as a member of the Community Development Authority for a four-year term to expire April 2026.
- Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2023.
- Deputy Director of Community Development Schmidt to Fox Cities Room Tax Commission for a one-year term to expire April 2023.
- Cari Lendrum as City representative to Fox Cities Transit Commission for a three year term that expires April 2025.
- Ald. Erickson as Council representative to the Library Board for a one-year term expires April 2023.
- Sara Wiley, Becky Heidke Kwitakowski, Emma Santiago, and John Timmer to the Neenah Arts Council for a three year term expiring April 2025.
- Ald. Stevenson and Ald. Borchardt to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2023.
- Ald. Steiner as representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2023.

- **MSCRIP Stevenson/Borchardt to confirm the Mayor's appointments, all voting aye.**

Council Appointments (Council President Stevenson):

- Alderperson Skyrms as Council representative to the Joint Review Board for a one-year term to expire April 2023.
- Alderperson Steiner as Council representative to the Landmarks Commission for a one-year term to expire April 2023.
- Alderperson Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2023.
- Alderperson Tami Erickson to chair the Neenah Arts Council for a one-year term to expire April 2023.
- Alderperson Borchardt as Council representative to Park & Recreation Commission for a one-year term to expire April 2023.
- Alderperson Steiner as Council representative to the Plan Commission for a one-year term to expire April 2023.
- Alderperson Boyette as Council representative to the Water Works Commission for a one-year term to expire April 2023.
- **MSCRIP Stevenson/Erickson to confirm the Council appointments, all voting aye.**

II. Introduction and Confirmation of Mayor's Appointment(s). **(None)**

III. Approval of Council Proceedings.

- A. Approval of the Council Proceedings of April 6, 2022 regular session.
MSCRIP Skryms/Borchardt to approve the Council Proceedings as presented, all voting aye.

IV. Public Hearing **(None)**.

V. Report pertaining to the public hearing **(None)**.

VI. Public Forum.

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

After three calls for comments there were no appearances. The public forum was closed at 7:24 p.m.

VII. Mayor/Council consideration of public forum issues.

VIII. Consent Agenda.

- A. Approve Street Use Permit for Barrel 41 Brewing Co., 1132 S. Commercial Street, for Hakas 2022, to be held on June 3, 2022 from 5:00 PM to 10:00 PM and June 4, 2022 from 3:00 PM to 10:00 PM.
- B. Approve Street Use Permit for Future Neenah, 135 W Wisconsin Avenue, for the Shattuck Park Evening Concert Series, on Wednesday's, from June 15, 2022 through August 10, 2022 from 6:00 PM to 8:00 PM and the

Shattuck Park Out to Lunch Concert Series on Thursday's from June 16, 2022 to August 25, 2022 from 11:30 AM to 1:00 PM.

- C. Approve Street Use Permit for Future Neenah., 135 W Wisconsin Avenue for the Future Neenah's Farmers Market, to be held on Saturday's from June 11, 2022 to October 15, 2022 from 8:00 AM to 12:00 PM.
- D. Approve Street Use Permit for Future Neenah., 135 W Wisconsin Avenue for the Future Neenah's A Very Neenah Christmas, to be held on December 2, 2022 from 6:00 PM to 8:00 PM.

MSCRP Lendrum/Borchardt to approve the Consent Agenda as presented, all voting aye.

IX. Reports of standing committees.

A. Regular Public Services and Safety Committee meeting of April 12, 2022: (Minutes can be found on the City web site)

- 1. Committee recommends Council approve the purchase of a Ford F350 Truck with plow package from All World Ford, Hortonville, in the amount of \$72,763.560 with Capital Equipment Budget funds.
MSCRP Stevenson/Skryms to approve as presented, all voting aye.

Discussion: Alderperson Boyette wanted to know when the vehicle would be received. Director Kaiser reported that the vehicle is available immediately through the dealership in which a deposit was put down to hold the truck. The dealership will be installing the plow package therefore the vehicle will be commissioned in about a month.

B. Regular Finance and Personnel Committee meeting of April 11, 2022: (Minutes can be found on the City web site)

- 1. Cancelled.

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

A. Regular Plan Commission meeting of April 12, 2022: (Minutes can be found on the City web site)

- 1. Cancelled.

B. Board of Canvass meeting of April 6, 2022 (Council President) (Minutes can be found on the City web site)

- 1. Report of the results of the April 5, 2022 Spring Election.
Council President Stevenson reported out the minutes from the Board of Canvass which met on April 6, 2022 and confirmed the election results. Those results are available of the City's web site.

The winners were declared as Mayor Elect Jane Lang, Aldermanic District 1 Kathie Boyette, Aldermanic District 2 Dan Steiner, Aldermanic District 3 Lee Hillstrom, and Neenah-Menasha Joint Municipal Judge Jim Gunz.

- C. Board of Public Works meeting of April 12, 2022: (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) Board approved Pay Estimate No. 1, Contract 1-22, Sewer, Water Main and Street Construction on Apple Blossom Drive, Fredrick Drive, Green Acres Lane, Honeysuckle Lane, Meadow Lane, Primrose Lane, and Wild Rose Lane, to Kruczek Construction, Green Bay, in the amount of \$796,068.81.
 - b) Board approved Pay Estimate No.2, Contract 8-21, Jewelers Park Drive Trail, Vinton Construction, in the amount of \$364,019.63.
- D. Community Development Authority
 - 1. Report from the CDA - Dir. Haese
 - a) Fourth floor of the 201 W. Wisconsin Street project is currently be added.
 - b) The Downtown Comprehensive Plan work is going to be kick-off shortly.
- E. Library Board
 - 1. Report from the Library Board – Ald. Erickson
 - a) Move the Library Board to the next Council Meeting as they will be meeting tomorrow night.
- F. Neenah Arts Council
 - 1. Report from Neenah Arts Council – Ald. Erickson
 - a) Meeting of April 13, 2022
 - b) Discussed summer Arts Council activities.
 - (1) Starting May 6, 2022, businesses adopted tree beds in which they will be sponsoring artwork in the tree beds.
- XI. Presentation of petitions.
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda. **(None)**
- XII. Council Directives.
- XIII. Unfinished Business.
- XIV. New Business.
 - A. Discuss the process for filling vacant seat in Aldermanic District 3 on City Council due to Ald. Lang elected Mayor.
Discussion ensued for filling the position. Council President Stevenson explained that methodology to fill the position is at the discretion of the Council. A mandatory requirement is the candidate must be a resident of District 3. Council President Stevenson explained past practice process for filling aldermanic positions.

Aldersperson Borchardt asked if the Council could appoint the Melissa Stafford, the other write-in candidate of that District. There was discussion on making this appointment. However, the consensus of the Council was to appoint the position in a manner consistent of past practice methodology.

Therefore, Council President Stevenson announced the appointment procedure and schedule as follows:

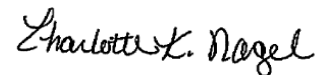
- Interested residents from the 3rd District should complete the Application for Appointment and return it to the Clerk's Office in City Hall by May 27, 2022.
- Selected applicants will be required to attend the June 1st Common Council meeting at 7:00 p.m. to provide a brief presentation to the Council highlighting their qualifications and interests in this role.
- The Council will evaluate the presentations and vote; after which, an appointment will be made.
- Questions regarding this appointment should be directed to Council President Todd Stevenson.

- B. Discuss dates for Council picture – availability of Aldermen/staff. Group picture and (1) headshot for Mayor Lang and Ald. Steiner. Council consensus was to wait until Aldermanic District 3 Aldersperson is appointed to take the annual City Council picture.
- C. Any announcements/questions that may legally come before the Council.

XV. Adjournment.

MSCRIP Ledrum/Boyette to adjourn, all voting aye. Meeting adjourned at 7:47 p.m.

Respectfully submitted,



Charlotte K. Nagel
City Clerk

**CITY OF NEENAH
NOTICE OF PUBLIC HEARINGS**

NOTICE IS HEREBY GIVEN that Public Hearings will be held by the City of Neenah to consider an amendment to the Bridgewood Planned Development District Master Plan to change the use of the former golf course area to a multi-family residential use on approximately 46 acres of land.

The Public Hearing will be held at the City's Administration Building, 211 Walnut Street, Neenah, Wisconsin.

Plan Commission Informal Hearing – Tuesday, April 26, 2022
4:15 P.M.
Hauser Room

Council Formal Hearing – Wednesday, May 4, 2022
7:00 P.M.
Council Chambers

NOTICE IS FURTHER GIVEN that applicant and interested persons may appear at said hearing and be heard for or against the project approval request.

Charlotte Nagel
City Clerk
Neenah, Wisconsin

Publish: April 22nd and April 25th



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Amending Sec. 26-349 of the Neenah
Municipal Code pertaining to the Bridgewood
Planned Development District Master Plan

ORDINANCE NO. 2022-11
Introduced: _____
Committee/Commission Action:

AN ORDINANCE

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

Section 1. Pursuant to Section 26-349 of the Code of Ordinance of the City of Neenah, the Common Council of the City of Neenah hereby amends the Bridgewood Planned Development District Master Plan, as detailed in the attached Exhibit "A", on file in the Office of the City Clerk, 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.

Adopted: _____

Approved:

Jane Lang, Mayor

Published: _____

Attest:

Charlotte Nagel, City Clerk

Plan Commission – April 26, 2022
Common Council – May 4, 2022

**Bridgewood Planned Development District
Master Plan Amendment**

The Master Plan, originally approved on February 20, 2002, is hereby amended per the attached Exhibit A. The amendment includes the change of use of the former golf course (CSM 5031 Lot 2 and Lot 4 – Excluding CSM 5303) to multi-family residential use with new access points along Jewelers Park Drive and Harrison Street.

Exhibit A





MINUTES OF THE NEENAH PLAN COMMISSION

Tuesday, April 26, 2022

4:15 p.m.

Present:

Mayor Jane Lang, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Brian Epley	ABSENT
Kate Hancock-Cooke	ABSENT	Karen Genett	ABSENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Dan Steiner	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Office Manager, Department of Community Development	Chris Haese, Director of Community Development
Brian and Mary Radichel, 1236 Cameron Circle	Jenny Cruver and Steve Sullivan, 1242 Cameron Circle	Germaine Dolata, 1238 Cameron Circle
Sharon Sieberth, 1243 Cameron Circle	Pat Walton, 1260 Cameron Circle	Susan Haen, 1262 Cameron Circle
Sandi and Pat Ryan, 1241 Cameron Circle	Kathy Vendola, 1268 Cameron Circle	Mary Beth Duginski and Jack Andersen, 1288 Cameron Circle
Troy Hartel, Applicant 104 Clybourn	Tom Vandeyacht, Developer	Marcus Vandeyacht, Developer

Minutes: MSC Ellenberger/Kaiser the Plan Commission to approve the March 8, 2022 meeting minutes. All aye. Motion passed.

Public Appearances:

Chairperson Lang opened the public appearance section. None.

Election of Plan Commission Officer: Vice Chair:

Members asked to postpone this discussion until more members were in attendance. It was postponed.

Public Hearings:

a. **Bridgewood Planned Development District – Master Plan Amendment**

Chairperson Lang opened the public hearing.

Steve Sullivan (1242 Cameron Circle) asked where the entrance to the development will be. Deputy Director Schmidt suggested to Chairperson Lang that he give his presentation and it may answer many of the questions that the attendees may have.

Deputy Director Schmidt explained that the Bridgewood Planned Development District (PDD) was created and approved in 2002. The original master plan identified the proposed uses of the PDD site including single-family condominiums, hotel/restaurant, office, multi-family residential, and a nine hole golf course. Since then, several amendments to the master plan have been approved.

Bridgewood Golf Course, LLC (Owners) and Thomas Vandeyacht (Developer) have submitted a proposal to amend the Bridgewood Planned Development District (PDD) Master Plan. This proposal seeks to amend the master plan to change the use of the nine hole golf course to a multi-family residential development. If this amendment is approved, the review of the proposed development will occur at a later date.

The applicants are proposing to change the use of the approximately 46 acre former nine hole golf course to a multi-family use. The proposed multi-family use would include approximately 268 units including one 60-unit apartment complex located along Harrison Street and 206 units located in 26, 8-unit buildings. Access to the development would come from Jewelers Park Drive and Harrison Street. Existing public utilities are sufficient in size and capacity to service this development. The proposed development will not impact existing roadways including Cameron Way or Cameron Circle as this development will have their own separate entrance/exit and an internal private roadway. The current pond would be extended and another added to accommodate for the new development.

The proposed use is consistent with the surrounding uses which include attached single-family condominiums to the west of the development and multi-family residential to the east. This development is also proposing a trail connection between the trail along Jewelers Park Drive and Harrison Street which is intended to be a public trail. The style of the building will be very similar to the Pendleton Park Apartments which were also developed by this developer.

Plan Commission Minutes

April 26, 2022

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Brian Radichel (1236 Cameron Circle) asked when the construction work for the new development will take place. Developer Tom Vandeyacht responded that site work would happen in 2022 while framing and construction would begin in 2023.

Germaine Dolata (1238 Cameron Circle) questioned how close the pond extension will be to back property lines. Mr. Vandeyacht responded that it would be very close to property lines and that the pond would be maintained by his team.

Susan Haen (1262 Cameron Circle) voiced concern about increased noise and dirt from the highway as trees are taken down. Mr. Vandeyacht said that he will not be removing trees beyond those needed for the access to the development and the current condo residents may find a decreased level of highway noise as the future buildings planned for between the highway and condo area are built.

Germaine Dolata (1238 Cameron Circle) asked if vegetation will be cleared to help with vision clearance at the entrance off of Jeweler's Park Drive. Director Chris Haese explained that it is expected that vegetation will be cleared but only as much as needed will be removed. The new bridge to be built will be constructed as quickly as possible but would still not be expected to be done until fall of 2023.

Mary Radichel (1236 Cameron Circle) questioned how construction vehicles would be entering the site. Mr. Vandeyacht said that all trucks would come from Harrison Street.

Steve Cruver (1242 Cameron Circle) asked if the fill that is currently sitting on the area of the golf course will be used by Mr. Vandeyacht. Mr. Vandeyacht explained that the fill was going to be used by a previous developer but he is happy to accept and use it as he will probably need much more than even what is currently sitting on the property.

Germaine Dolata (1238 Cameron Circle) thanked the city and Mr. Vandeyacht for bringing forward this new, alternate plan after concerns were raised at the neighborhood meetings about the original plan.

Kathy Vendola (1268 Cameron Circle) asked why the developer decided upon the placement of the new bridge where it will be located. Her concern was that drivers would use this as a through street. Mr. Vandeyacht said that due to the turn radius, fire department turn arounds and trying to eliminate car lights in the condo windows, the planned bridge placement is the best option. Because it will be a private street and the developer can do things to it (such as add speed humps), they will train motorists to not view it as a through street.

Mary Beth Duginski (1288 Cameron Circle) asked how the development will affect the current pond off of Cameron Way. Mr. Vandeyacht said that the southwest corner may be slightly affected but the large majority of the pond will remain the same.

Kathy Vendola (1268 Cameron Circle) asked if fishing could be restricted. Director Haese said that this could be considered if it becomes a problem.

Seeing no more questions or comments, Chairperson Lang closed the public hearing.

Action Items:

a. Bridgewood Planned Development District – Master Plan Amendment

MSC Andrews/Ellenberger, the Plan Commission recommends Council approve Ordinance No. 2022-11, amending the Bridgewood PDD Master Plan to change the use of former nine hole golf course to multi-family residential use. All Aye. Motion Passed.

b. Site Plan #2-22 – 104 Clybourn Street – Change of Use

Deputy Director Schmidt began by explaining that a site plan has been submitted for a change of use of a property located at 104 Clybourn Street to establish a cabinet manufacturing business. The subject property is located on the southwest corner of Clybourn Street and N. Commercial Street. The building is currently vacant, but was most recently used for private storage. Due to the fact that the proposal is to change the use of the building, a site plan review is required.

ORD #2022-11

Plan Commission Minutes

April 26, 2022

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The property is approximately 0.23 acres in size includes a building which is about 7,500 square feet and is connected to a building to the north on a separate property. The remaining portion of the property includes green space. Land to the west includes a single-family residence and a parking lot for a church. Land to the east includes a multi-tenant professional office.

The subject property is zoned I-2, General Industrial District and proposed use is permitted in this district. With the exception of minor exterior building façade improvements, there is no proposed site work. The applicant is proposing to create a showroom area on the south side of the building, a shipping/receiving area north of that, and a shop area in the middle of the building. The applicant is also proposing the inclusion of employee parking inside the building since the property includes no off-street parking.

The proposed building interior modifications will require state plan review. The applicant cannot occupy or conduct work inside the building until state plan review has been approved and City building permits have been issued.

MSC Andrews/Kaiser, the Plan Commission approves the site plan for a change of use to establish a cabinet manufacturing business located at 104 Clybourn Street subject to the conditions of the site plan review letter. All Aye. Motion Passed.

Announcements and Future Agenda Items:

Next meeting: May 10, 2022.

Adjournment: The Commission adjourned its meeting at 04:50 p.m. MSC Ellenberger/Kaiser. All Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson
Office Manager, Community Development



Neenah Special Event Permit Application

Event

Name Neenah High School Graduation Parade

Webpage Neenah Joint School District

Description

- Festival/Concert/Exhibition
 Parade/March
 Other:
 Tournament
 Competitive Race
 Assembly/Rally
 Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

Neenah High School Graduation Parade

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>05/25/22</u>	<u>9:00AM</u>	<u>10:00AM</u>	<u>10:30AM</u>	<u>11:00AM</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants 400

Spectators 300

List any entry fees:

Location

- Park/Public Property: Memorial Park
- Public Street/Sidewalk/Trail: Staging at NHS Main P-Lot. Parade starts at 10:00am. Parade will go South on Tullar Rd., West on Breezewood Ln., North on Pinehurst Ln, West on Appleblossom Dr., North into Memorial Park, North on the park road to the North side of Memorial Park, East through the Memorial Park Parking lot to Tullar Rd., South on Tullar Road to the Main Parking Lot of NHS.
- Private Property/Other:

Applicant

Name SRO Nate Franzke Daytime Phone 209-0257

Email nfranzke@ci.neenah.wi.us Cell Phone 209-0257

Organization

Name Neenah High School Tax Exempt No.

Email Phone

Address 1275 Tullar Rd

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name SRO Nate Franzke / Neenah Police Department Phone 209-0257

Name Mike Elkin / Neenah High School Activities Director Phone 422-5429

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name SRO Nate Franzke / Neenah Police Department Phone 209-0257

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name SRO Nate Franzke / Neenah Police Department Phone 209-0257

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

High School has portable radios that can be used. Police School Liaison Officer will be on site to communicate between Neenah High School staff and police/fire/and EMS if needed.

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Same response as question number 5

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System N/A

Lost Child Recovery Site N/A

Severe Weather Shelter(s) N/A

First Aid Station(s) N/A

Enclosed/Fenced Area(s) N/A

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzet@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100
Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 10:00AM End Time 11:00AM

- 19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.



Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)

23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No

Barricade/Sign Equipment

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

Barricade/Sign Placement

Check if you are requesting equipment to be placed by the City during the event times.

Flaggers to Direct Traffic

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

Traffic Signal Programming

Check if modifications to the traffic signal timing plans may be needed for the event.

Message Boards

Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name Neenah PD will briefly block off road Phone _____

25. List any shuttle services (including route locations) being provided for the event:

N/A

26. List any locations to be used for either attendee or event staff parking:

Staging area will be in the Neenah High School Main Parking Lot and attendees will park in Neenah High School lots.

27. Please identify handicap accessible parking locations and accommodations:

Handicap stalls are provided in the Neenah High School parking lots



Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No

Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

Neenah High School Staff are advised to make sure the route and Memorial Park are kept clean. Neenah High School will have staff on hand to clean up after the parade.

34. Please list any additional equipment or services requested to be provided by the city:

Please review and communication will continue between Neenah Joint School District and the City of Neenah. Neenah High School/SRO Nate Franzke are requesting a dumpster to be provided by the City of Neenah in the Main Parking Lot of Neenah High School to discard float decorations similar to the Homecoming Parade.



Neenah Special Event Permit Application

Checklist

Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah
WISCONSIN

Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature SPO N. FRANKIE NIBL

Date 4/15/22

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

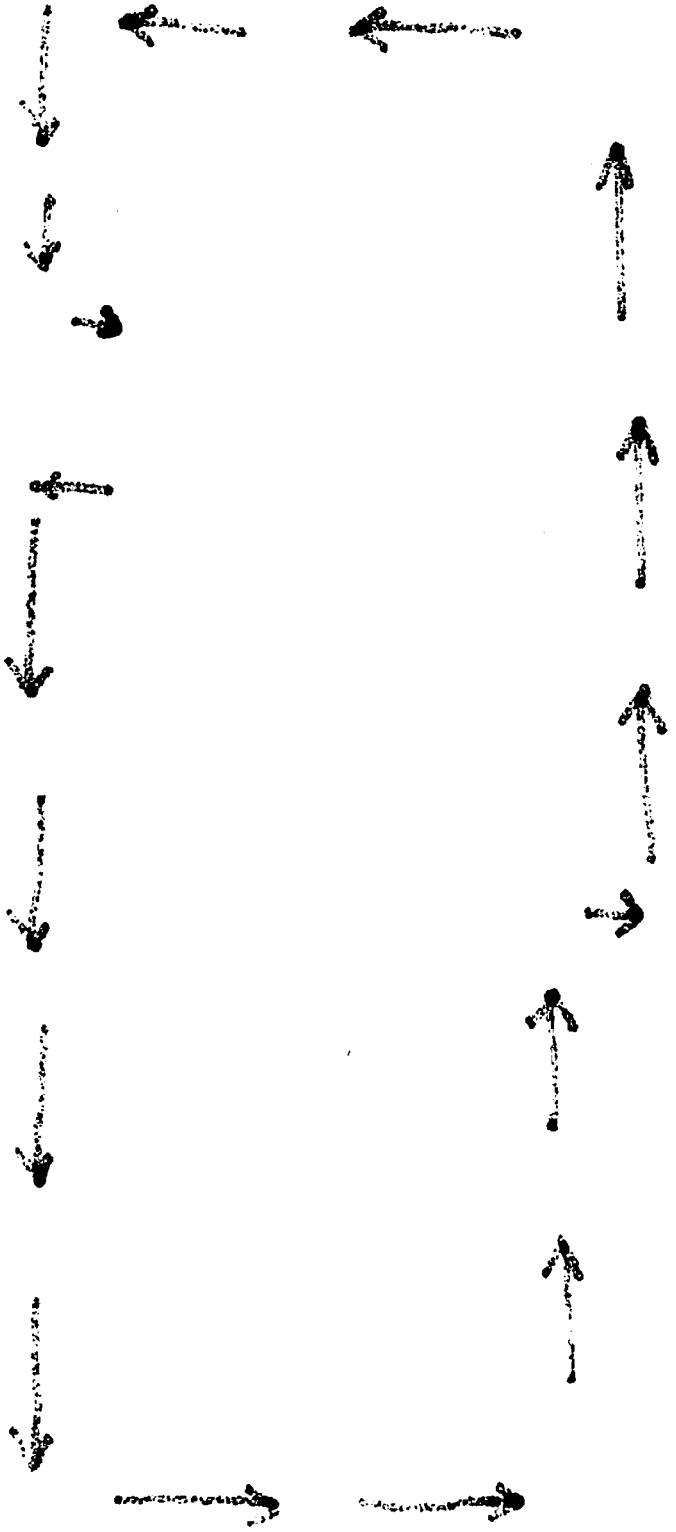
Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	—	
Public Works/Traffic	—	
Police	\$500	
NM Fire	—	

based costs on this being similar to their Homecoming Parade?

Approvals
 Special Events Task Force
 Signature _____
 Class B: Director of Public Works or Designee Class C: Public Services & Safety
 Signature _____ Date _____

Contingencies of Permit







Neenah Special Event Permit Application

Event

Name The Backdraft Bike Tour

Webpage www.backdraftbiketour.com

Description

- Festival/Concert/Exhibition Parade/March Other:
 Tournament Competitive Race Non-Competitive Bicycle Tour
 Assembly/Rally Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

This is a charity bicycle tour put on by Neenah Menasha Firefighter's Charitable Foundation. We are a 501 (c) (3).

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>06/12/2022</u>	<u>0600</u>	<u>0700</u>	<u>1600</u>	<u>1600</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants 500

Spectators 0

List any entry fees:

\$35.00

Location

Park/Public Property: Loop the Lake Trail

Public Street/Sidewalk/Trail: See maps

Private Property/Other:

Applicant

Name Tim Patterson Daytime Phone 9207407289

Email patterson0415@yahoo.com Cell Phone

Organization

Name Neenah Menasha Firefighter's Charitable Foundation Tax Exempt No. EIN 30-0286145

Email tpatterson@nmfire.org Phone 9208866232

Address 125 E. Columbian Ave

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.



Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No
 The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.
 Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Tim Patterson Phone 9207407289

Name Jim Peglow Phone 7155729399

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name Off duty NMFR personnel and Gold Cross Phone 9208866232

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

NMFR personnel running support on the route will have department radios and personal cell phones. Special Event channel.

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Rest stop personel will inform participants when they stop and on route mechanical support will notify people by voice.

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System N/A

Lost Child Recovery Site N/A

Severe Weather Shelter(s) Station 31, Fritse Park Shelter, Station 35 in Menasha

First Aid Station(s) With on route support vehicles and at start finish.

Enclosed/Fenced Area(s) N/A

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning? Yes No
A [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
9. Will there be any generators used? Yes No
10. Will there be any cooking operations? Yes No
11. Will there be any tents or canopies? Yes No
12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzet@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department.
14. Will there be any portable toilets and/or wash stations? Yes No
15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event? Yes No
18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
- Start Time _____ End Time _____
19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Licensor Permit](#) filed with the Clerk's Office.



Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)

23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No

- Barricade/Sign Equipment**
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
- Barricade/Sign Placement**
Check if you are requesting equipment to be placed by the City during the event times.
- Flaggers to Direct Traffic**
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
- Traffic Signal Programming**
Check if modifications to the traffic signal timing plans may be needed for the event.
- Message Boards**
Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____ Phone _____

25. List any shuttle services (including route locations) being provided for the event:

N/A

26. List any locations to be used for either attendee or event staff parking:

N/A

27. Please identify handicap accessible parking locations and accommodations:

N/A



Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

Public Park/Property: N/A _____

Public Street/Trail: _____

Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No
Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

N/A

34. Please list any additional equipment or services requested to be provided by the city:

N/A



Neenah Special Event Permit Application

Checklist

Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature  Date 4-10-22

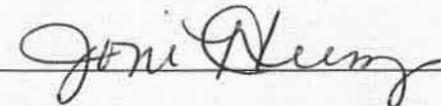
Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	—	—
Public Works/Traffic _____	—	—
Police _____	—	—
NM Fire _____	—	—
Total	—	—

Approvals

Special Events Task Force

Signature  Date 4-12-2022

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____ Date _____

Contingencies of Permit

Neenah Menasha Firefighter's Charitable Foundation Special Event Application 4-10-22

Additional Information:

The Backdraft Bike Tour will start and Finish at Clovis Grove Elementary School in Menasha but we will be traveling on Loop the Lake Trail and other City of Neenah Roads.

One rest stop is planned in the City of Neenah at Fire Station Station 31 on Breezewood Lane.

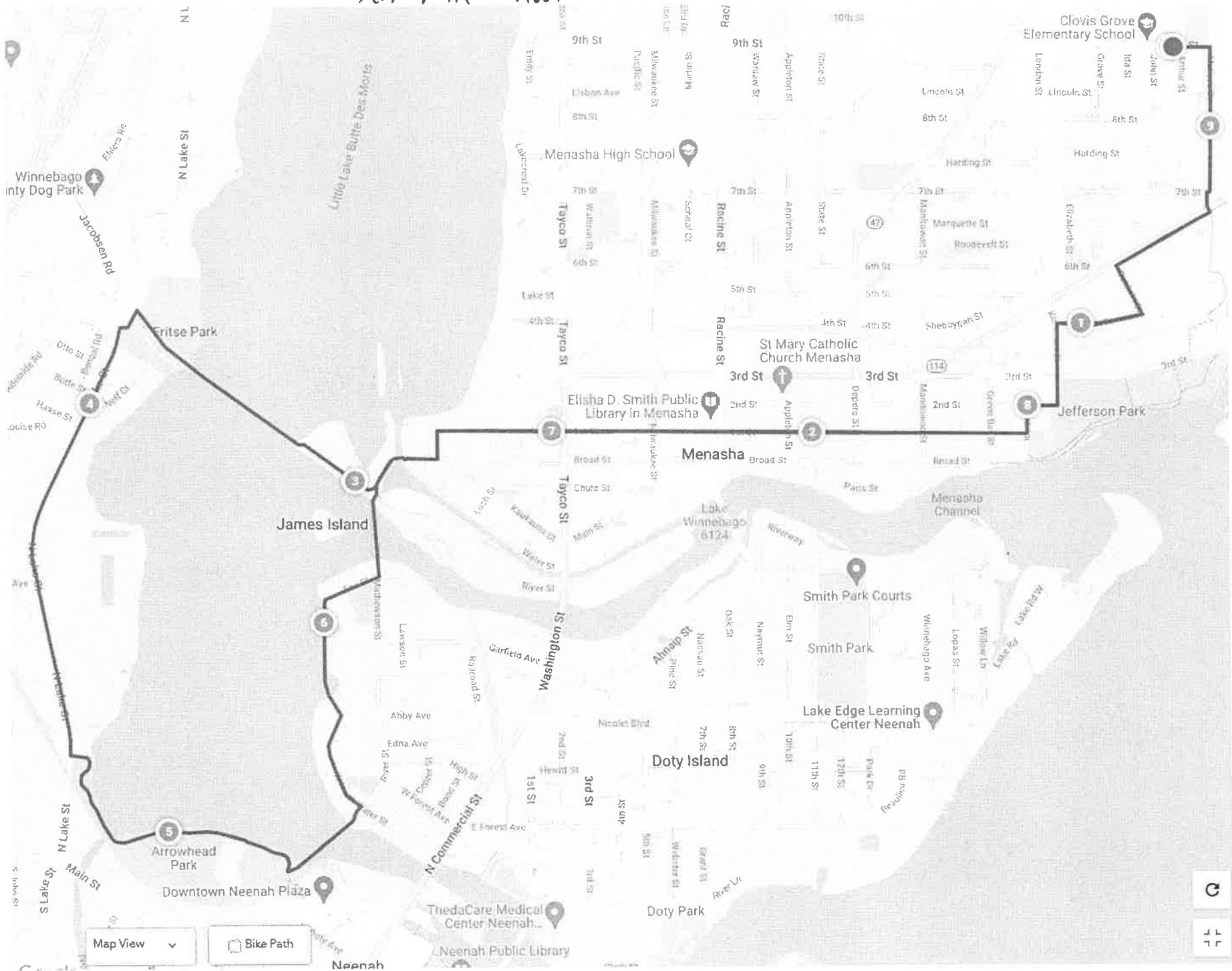
We use 2'x3' signs to mark the course. These are placed on Saturday afternoon and picked up Sunday afternoon.

No roads are closed, riders must obey all traffic laws.

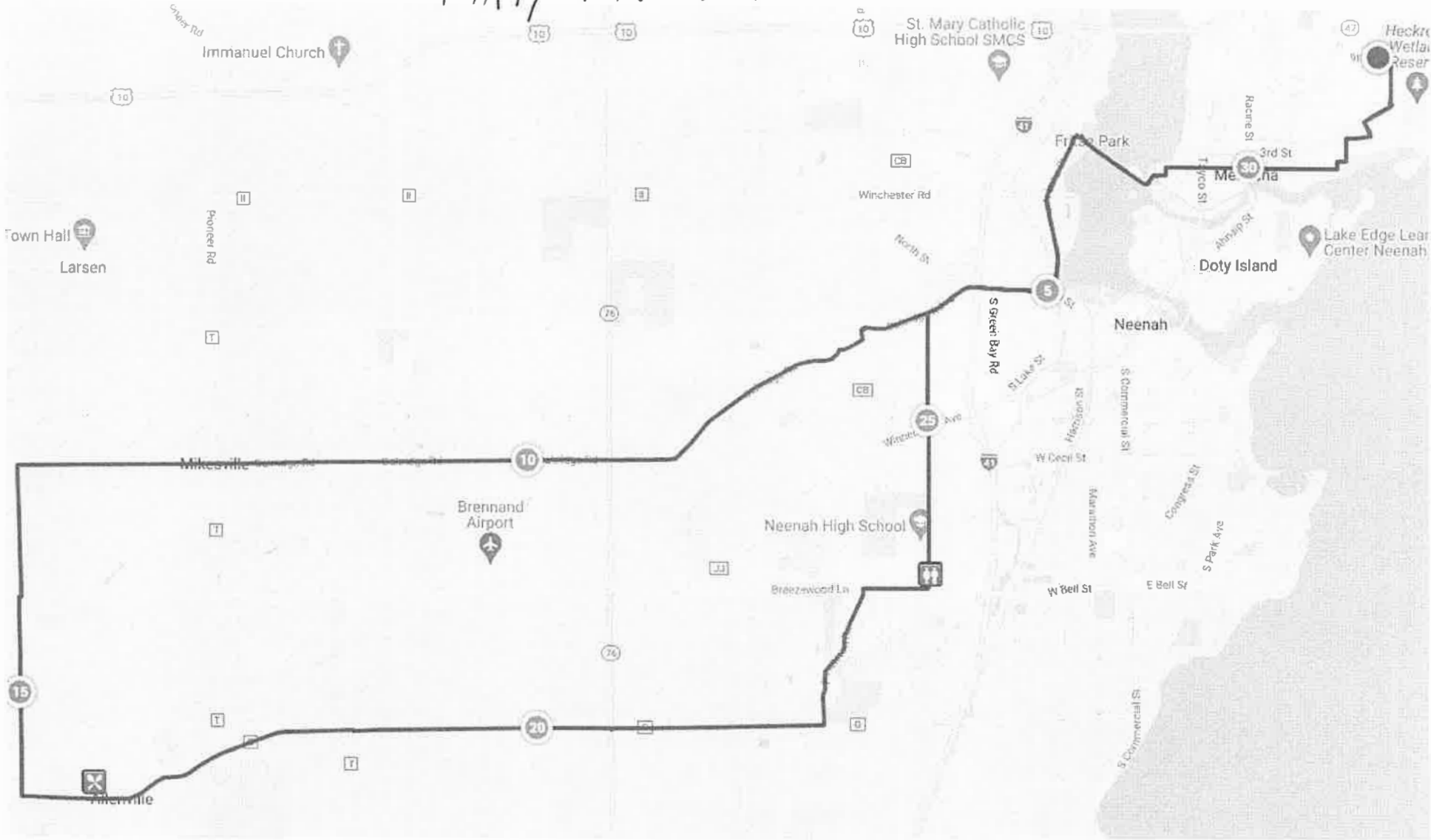
Please call me with any questions!

Tim Patterson
920-740-7289

Ten mile route



Thirty mile Route





Neenah Special Event Permit Application

Event

Name Summer Kickoff Concert

Webpage www.neenah.org

Description

- Festival/Concert/Exhibition
 Parade/March
 Other:
 Tournament
 Competitive Race
 Assembly/Rally
 Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

concert on the street ~~at~~

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6/15/22</u>		<u>6:00pm</u>	<u>8:00pm</u>	<u>8:00pm</u>

Attendance

List estimated quantities:

Participants NA

Spectators 1,000+

List any entry fees:

NA

Location

Park/Public Property:

Public Street/Sidewalk/Trail: 100 block of Wisconsin Ave from commercial st. to church st.

Private Property/Other:

Applicant

Name Meredith Rathe

Daytime Phone (920) 722-1920

Email meredith@neenah.org

Cell Phone (920) 362-6041

Organization

Name Future Neenah

Tax Exempt No. 008-0000351043-05

Email info@neenah.org

Phone (920) 722-1920

Address 135 W. Wisconsin Ave

City Neenah

State WI Zip Code 54950

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code 514-129(g) for details.



Neenah
WISCONSIN

Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Sarah Wylie (Executive Director) Phone (920) 279-0751

Name Meredith Rathe (Events Coordinator) Phone (920) 362-6641

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name _____ Phone _____

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

Microphone on stage
cell phones

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Microphone on stage

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in 'N/A'.

Loudspeaker/PA System on the stage

Lost Child Recovery Site Info Table

Severe Weather Shelter(s) surrounding businesses

First Aid Station(s) Info Table

Enclosed/Fenced Area(s) buildings are the perimeter markers - we will add signage saying

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.

no alcohol
beyond this
point



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzet@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department. *2 food vendors and restaurants on that block will serve food*
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100
Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 6:00pm End Time 8:00pm
- 19. Will there be any alcohol served? Yes No
A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

*Baker Joe's Kettle Corn
Honey Land Juice company*



Neenah
WISCONSIN

Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic?

Yes No

Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic?

Yes No

All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagger Instructions. (See attached.)

23. Is any city traffic control equipment or services being requested? If so, check all that apply:

Yes No

Barricade/Sign Equipment

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

Barricade/Sign Placement

Check if you are requesting equipment to be placed by the City during the event times.

Flaggers to Direct Traffic

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

Traffic Signal Programming

Check if modifications to the traffic signal timing plans may be needed for the event.

Message Boards

Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____

Phone _____

25. List any shuttle services (including route locations) being provided for the event:

NA

26. List any locations to be used for either attendee or event staff parking:

Green Ramp parking garage
surrounding streets

27. Please identify handicap accessible parking locations and accommodations:

designated spots in ramp and 200 block of Wisconsin Ave



Neenah Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

- Public Park/Property: _____
- Public Street/Trail: _____
- Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

- Public Park/Property: _____
- Public Street/Trail: opposite end of stage
- Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? NA Yes No
Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

Staff and volunteers will monitor the area during the event. Then staff and volunteers will do clean up after event ends.

34. Please list any additional equipment or services requested to be provided by the city:



Neenah
WISCONSIN

Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature Meredith Roth Date 4/11/22

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total \$ 975 APP

Approvals

Special Events Task Force

Signature Joni Heinz Date 4-13-22

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____ Date _____

Contingencies of Permit

Setup Class B App ✓



Neenah Special Event Permit Application

Event

Name BOOGIE DOWNTOWN

Webpage www.neenah.org

Description

- Festival/Concert/Exhibition
 Parade/March
 Other:
 Tournament
 Competitive Race
 Assembly/Rally
 Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

concert on the street

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>8/24/22</u>		<u>6:00pm</u>	<u>9:00pm</u>	<u>9:00pm</u>

Attendance

List estimated quantities:

Participants NA

Spectators 1,000+

List any entry fees:

NA

Location

Park/Public Property:

Public Street/Sidewalk/Trail: 200 block of Wisconsin Ave

Private Property/Other:

Applicant

Name Meredith Rathe

Daytime Phone (920) 722-1920

Email meredith@neenah.org

Cell Phone (920) 362-6641

Organization

Name Future Neenah

Tax Exempt No. 008-0000351043-05

Email info@neenah.org

Phone (920) 722-1920

Address 135 W. Wisconsin Ave

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code 514-129(g) for details.



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No
 The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.
 Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Sarah Wylie (Executive Director) Phone (920) 279-0751

Name Mercedith Rathe (Events coordinator) Phone (920) 362-0641

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name _____ Phone _____

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

Microphone on stage
cell phones

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Microphone on stage

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System on the stage

Lost Child Recovery Site Info Booth

Severe Weather Shelter(s) surrounding businesses

First Aid Station(s) Info Booth

Enclosed/Fenced Area(s) _____

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzet@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department. *2 food vendors and restaurants on that block*
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100
Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 6:00pm End Time 9:00pm
- 19. Will there be any alcohol served? Yes No
A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

*Baker Joe's Kettle Corn
Honey Land Juice Company*



Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No
- Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
 - Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
 - Message Boards
Message boards may be used to give advanced notification of street closures for the event.
24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.
- Name _____ Phone _____
25. List any shuttle services (including route locations) being provided for the event:
- NA
26. List any locations to be used for either attendee or event staff parking:
- Green Ramp parking garage
surrounding streets
27. Please identify handicap accessible parking locations and accommodations:
- Designated spots in ramp and 200 block of Wisconsin Ave



Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

- Public Park/Property: _____
- Public Street/Trail: _____
- Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

- Public Park/Property: _____
- Public Street/Trail: Opposite end of stage
- Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? NA Yes No
Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

staff and volunteers will monitor the area during the event. Then staff and volunteers will do clean up after event ends.

34. Please list any additional equipment or services requested to be provided by the city:



Checklist

Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature Meredith Rott

Date 4/11/22

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total \$ 975 ^{APP}

Approvals

Special Events Task Force

Signature Joni A. Heinz

Date 4-13-22

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____

Date _____

Contingencies of Permit

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday April 26, 2022, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused:

Also Present: Mayor Lang, City Attorney Westbrook, Public Works Director Kaiser, Police Chief Olson, Parks & Recreation Director Kading, Asst. Police Chief Bernice, Parks Superintendent Fink, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, and Sarah Wylie

Approval of Minutes of the meetings for the April 12, 2022 and April 19, 2022 meetings

Motion Second/Carried Hillstrom/Stevenson to approve the minutes of the Meeting of April 12, 2022 and April 19, 2022. All voting aye.

Public Appearances:

None

Approval for participation in the Wisconsin Bureau of Transportation Safety (BOTS) 2022 Summer Speed Enforcement Grant

Assistant Chief Bernice stated that the Police Department is seeking approval to participate in the Bureau of Transportation Safety (BOTS) 2022 Summer Speed Enforcement Grant. He stated that this grant is administered through the Winnebago County Speed Task Force. Assistant Chief Bernice stated that the grant will run from June 1 through August 31. The total grant funding is \$30,000 and requires a 25% agency activity match for wages and fringes. Assistant Chief Bernice stated that in 2021 the police department's participation in the grant yielded 109 traffic stops, 61 citations, and 86 warnings.

Assistant Chief Bernice stated that the main focus of this grant is to target driving violations related to crashes and to increase voluntary compliance with traffic regulations leading to a decrease in fatal and serious injury collisions.

Aldersperson Lendrum asked if prior driving history is taken into account when issuing a citation or warning. Assistant Chief Bernice stated that the police officers do take into account a drivers driving history when deciding to issue a citation or warning.

Aldersperson Hillstrom asked where the money is budgeted for the 25% activity matching funds and what the cost was for participating in the grant in 2021. Assistant Chief Bernice stated that the matching funds for this grant are budgeted in the overtime

operating budget. He stated that in 2021 Winnebago County funded \$7,000 and the city's matched funds were \$2,300.

Aldersperson Hillstrom asked how the police officers are chosen to participate in the grant. Assistant Chief Bernice stated it is on a voluntary basis. He stated the Administration Supervisor is in charge of determining which officers are picked based on prior appointments.

Report

Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve the Neenah Police Department to participate in the Winnebago County Speed Task Force 2022 Summer Speed Enforcement Grant from June 1, 2022 to August 31, 2022 with a target amount of \$30,000 and with a 25% agency activity match, to be funded with operating funds. All voting aye.

Approval to Purchase a Jacobson HR800 16' Wide Area Mower

Parks Superintendent Fink stated that RFP's were sent to two mower vendors. He stated only one vendor provided a quote, Horst Distributing for \$124,775. He stated the other vendor did not provide a quote due to production delays and future expected price increases.

Parks Superintendent Fink stated that after receiving the quote from Horst Distributing, he had further discussions with the Horst Distributing sales representative and was able to negotiate the price down to \$114,700 with a mid-summer delivery date. He stated that \$115,000 was budgeted for this piece of equipment in the 2022 Capital Improvement Budget.

Parks Superintendent Fink stated that the Parks & Recreation Department recommends approval to the purchase of a 2022 Jacobson HR800 16' wide area mower in an amount not to exceed \$114,700 from Horst Distributing, to be funded with 2022 Capital Improvement funds.

Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the purchase of a 2022 Jacobson HR800 16' wide area mower in an amount not to exceed \$114,700 from Horst Distributing, to be funded with 2022 Capital Improvement funds. All voting aye.

Approve the Kimberly Point Archaeological Monitoring and Reporting

Director Kading reviewed his memo of April 26, 2022. He stated that UW-Milwaukee submitted a proposal to complete the Archaeological Monitoring and Reporting for the Phase 1 Kimberly Point project in an estimated amount of \$4,000. He stated

that this does not include testing of cultural features identified during monitoring as potential burials, inadvertent discovery of burials or excavation of burials.

Director Kading stated that he recommends accepting the proposal from UW-Milwaukee in an estimated amount of \$4,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 Capital Improvement and Capital Improvement Facility reserve funds.

Aldersperson Stevenson asked what the approved budgeted amount was. Director Kading stated that it was originally budgeted for \$200,000 but was revised to 175,000.

Aldersperson Stevenson asked if the \$6,000 Smart Cities money was included in the original budget. Director Kading stated that Director Wenninger approached him after the budget was approved to include the \$6,000 Smart Cities money.

Aldersperson Stevenson asked for clarification that the \$6,000 is included in the \$165,669 construction bid. Director Kading stated that it is.

Aldersperson Hillstrom stated that he recalls that this project was funded through the American Rescue Plan Act (ARPA) funds during the budget meeting in November.

Director Kaiser retrieved the Special Budget Public Hearing meeting minutes of November 16, 2021, which showed that the project was approved using ARPA funds.

Aldersperson Stevenson requested the Director Kading meet with Director Easker to clarify before the Council meeting which funds are being used to fund the \$4,000 for archaeological monitoring. Director Kading stated that he would follow up with Director Easker.

Motion/Seconded/Carried Stevenson/Borchardt to recommend Council approve the proposal from UW-Milwaukee in an estimated amount of \$4,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 Capital Improvement dollars that are funded through the American Rescue Plan Act funds and Capital Improvement carry forward reserve funds along with Information Systems Smart Cities funds. All voting aye.

Approve the Kimberly Point Construction Administration Agreement

Director Kading reviewed his memo of April 26, 2022. He stated that Parkitecture and Planning submitted a proposal agreement to complete construction administration services for the Kimberly Point Phase 1 project in an amount not to exceed \$10,000. Director Kading stated that Parkitecture also completed the construction and bid specifications for the project.

Aldersperson Stevenson asked if any other vendors were asked to bid on this agreement. Director Kading stated that the agreement was not sent out for bid. Director Kading stated that he chose to go Parkitecture and Planning and not to send it out for bid because they did the construction and bid specifications and are already familiar with project. Director Kading stated that as we move forward into Phase II, we will put request for proposals out to engineering firms.

Motion/Seconded/Carried Hillstrom/Borchardt to recommend Council approve the proposal from Parkitecture and Planning in an amount of \$10,000 for the Construction Administration Agreement for the Kimberly Point Phase 1 project utilizing 2022 Capital Improvement funds and Capital Improvement Facility reserve funds. All voting aye.

Special Events

Neenah High School Graduation Parade

Traffic Engineer Merten stated this will be similar to the parade that was done in 2020.

Aldersperson Lendrum asked if there were any complaints from the last parade.

Traffic Engineer Merten stated he was not aware of any except for some comments that were made by residents about the lack of access to their street. He stated that this is being addressed this year with notices being sent to the affected property owners.

C.A. Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend Council approve the Street Use Permit for the Neenah High School Graduation Parade, sponsored by the Neenah Joint School District, 1275 Tullar Rd, to be held on May 25, 2022 from 10:00 AM to 11:00 AM. All voting aye**

Backdraft Bike Tour

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Street Use Permit for the Backdraft Bike Tour, sponsored by the Neenah-Menasha Firefighter's Charitable Foundation, 125 E Columbian Ave, to be held on June 12, 2022 from 7:00 AM to 4:00 PM. All voting aye**

Future Neenah Summer Kickoff Concert

The discussion that took place regarding the Temporary Class "B" "Picnic licenses for Future Neenah's Summer Kickoff Concert and Boogie Downtown will be reflected under the licensing portion of the meeting minutes.

C.A.

Following discussion, **Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the Summer Kickoff Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 15, 2022 from 6:00 PM to 8:00 PM.** All voting aye

Boogie Downtown

C.A.

Following discussion, **Motion/Second/Carried Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the Boogie Downtown, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 24, 2022 from 6:00 PM to 9:00 PM.** All voting aye

Licenses

Application for Temporary Class "B" for Future Neenah Summer Kickoff Concert for sale of fermented malt beverages and wine

Application for Temporary Class "B" for Future Neenah Boogie Downtown for sale of fermented malt beverages

Traffic Engineer Merten stated that this event was combined last year as one event and was held in the 100 block of W. Wisconsin Avenue. He stated that this year because it is now two separate events it will occupy the 100 block and the 200 block of W. Wisconsin Avenue. He stated that the main difference this year is how the alcohol is being served.

Ms. Wylie of Future Neenah, stated that instead of bringing in an outside vendor this year, we are maximizing use of the downtown businesses. She stated that this will benefit the downtown businesses.

Ms. Wylie stated that Future Neenah will be distributing wristbands this year. She stated the only people that will be allowed in the event perimeter area with beer and wine, will be those who have a wristband. She stated that ID's will be verified by Future Neenah staff. Ms. Wylie stated that the businesses would only be able to serve on the street as a vendor. She stated that this should alleviate some of the confusion of walking out of bars with alcohol.

City Attorney Westbrook stated that the special event permits are separate from the liquor licensing. He stated that the liquor licensing as Ms. Wylie just described, is not legal and cannot take place as submitted.

City Attorney Westbrook stated that staff had a meeting with Future Neenah several weeks ago to discuss the licensing options for these events. He stated that what is being presented here tonight is not what was discussed. City Attorney Westbrook stated that Wisconsin state law does not allow someone to be double licensed, which is what is being presented by Future Neenah. He stated that establishments that serve alcohol and hold a liquor license, can't serve alcohol under this license in the perimeter area. That would be allowing them to be double licensed.

City Attorney Westbrook stated that two options were presented to Future Neenah at the meeting. He stated that the first was that each establishment can sell alcohol and stay within their footprint, which is only to the sidewalk, no one could take alcohol into the street. He stated the second option was Future Neenah could have one or two vendors on the street. City Attorney Westbrook stated that the State of Wisconsin, allows one vendor on each end of perimeter of an event when you have a picnic license. He stated that Future Neenah could have one establishment serving at one end in the 100 block of W. Wisconsin Avenue and one establishment serving at the other end of the 100 block of W. Wisconsin. He stated the alcohol sold by the vendors must remain within the footprint of the event.

Ms. Wylie stated her understanding of City Attorney Westbrook's comments relative to her events in the 100 and 200 blocks of W. Wisconsin Avenue.

City Attorney Westbrook stated that he also wanted to make Ms. Wylie aware that under state law, non-profits only get two wine licenses a year. He stated that this event would be one and if Future Neenah does the wine walk, that would be the second and they would not be able eligible for another for the remainder of the year.

Ms. Wylie stated she will change the license for the Kickoff Summer Concert to beer only.

Aldersperson Stevenson asked if Canovas and Greene's Pour House could be the applicant. City Attorney Westbrook stated they could but that both establishments would have to define their area and that area could not overlap the event area.

Mayor Lang stated that at last year's event, you could purchase alcohol at any of the establishments, but needed to stay in the footprint of that particular establishment. She stated that from what she was told, that did not happen. Mayor Lang asked if that is why we're moving to this different model where you are now able to purchase from a truck and meander throughout the block? Ms. Wylie stated that is correct. She stated that this will be less confusion for the attendees.

Aldersperson Borchardt stated that last year was confusing and he thinks this is a better alternative.

Alderson Borchardt suggested that it be clearly stated to the other establishments that alcoholic beverages purchased at the other establishments, not the designated vendors, must stay within the footprint of their building.

Ms. Wylie stated that she would like to bring all the stakeholders together and share the information that was discussed tonight. City Attorney Westbrook stated that the committee could table the licenses for a later date. Ms. Wylie stated that she would like to have the committee wait on approving the licenses until all the stakeholders can present.

Following discussion, **Motion/Second/Carried by Stevenson/Hillstrom to table agenda items 8a and 8b.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry: Work is complete.
 - b) Shootingstar: The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 2-21 (Fairview, Laudan): Work is complete. The final estimate is with the contractor.
- 3) Contract 4-21 (Epoxy Pavement Marking): About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 4) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 5) Contract 7-21 (Harrison Pond): Pond excavation is complete. Ground conditions have delayed further work on the west retaining wall.
- 6) Contract 8-21 (Jewelers Park Drive Trail): The boardwalk and north bridge are complete. Trail has been graded and graveled from the south end to Cameron Way. Ground conditions required the addition of geogrid and additional gravel. The south end of Jewelers Park Drive has been graded and graveled. Work on the box culvert near Harrison Street is ongoing.

Director Kaiser stated that paving of Jewelers Park Drive will begin at the end of this week.

- 7) Contract 1-22 (Utility Construction in Fredrick Drive area): Watermain installation is about 75% complete and service connections are about 40% complete. Watermain installation continues on Green Acres and Honeysuckle and will start shortly on

Meadow. We Energies will be replacing select gas service lines after our utility work is complete.

Director Kaiser stated the contractor is ahead of schedule but with We Energies coming in to replace gas services we are still looking at a July 1 start date for the street construction.

- 8) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): Sanitary sewer installation on Grove Street is ongoing and should be complete by the middle of the week of April 25. Sewer lateral installation will follow. Rock has been encountered at several locations on this project but otherwise work is progressing well.
- 9) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): This contract was awarded to Northeast Asphalt, Inc. Work has not yet been scheduled.
- 10) Contract 4-22 (S. Commercial Utility Construction): Sanitary sewer main installation is about 40% complete.

Director Kaiser stated the intersection of S. Commercial and Professional Plaza is now open.

- 11) Contract 5-22 (CTH JJ/CTH CB Utility Construction): Blasting work is complete. Less blasting was done than was planned because of limitations related to overhead power lines. This is leading to a higher volume of rock removal by machine. Pipe installation is ongoing. The road construction is being advertised for bid by Winnebago County. That bid opening is May 6.

Director Kaiser stated that in the upcoming months there will be a period of time that there will be no activity for 4 to 6 weeks. He stated he is concerned that with the poor condition of the roads because of the utility construction and the lack of activity, the barricades will start to be moved and vehicles will start to use the road again. He stated that the contractor will need to check on the site to make sure the barricades are where they need to be.

- 12) Contract 7-22 (Winneconne Ave Overpass Repairs): Bids were opened on April 20. Results will be presented to the Board of Public Works on April 26.

Director Kaiser stated the Board of Public Works approved the project at today's meeting. He stated that this project is 33% over budget.

- 13) Bridgewood Development: Staff is working with Community Development staff on several aspects of the proposed development including upgrades to Jewelers Park Drive, a bridge connection to the development and treatment of the north pond.
- 14) Valley Transit Transfer Center: Staff submitted an application to the East Central Wisconsin Regional Plan Commission for their transportation technical assistance program for services related to the evaluation of the transfer center location.

Announcements/Future Agenda Items

Adjournment: **Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:50 PM.**
All voting aye.

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Officer Manager



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

To: Alderman Cari Lendrum, Public Services and Safety Committee Chair
Mayor Jane Lang

From: Assistant Chief Jeffrey P. Bernice

Date: April 20, 2022

Re: Approval for BOTS Summer Speed Enforcement Grant

The purpose of this memorandum is to respectfully request authorization to participate in the Wisconsin Bureau of Transportation Safety (BOTS) 2022 Summer Speed Enforcement Grant, which will be administered through Winnebago County Speed Task Force.

This grant will run from June 1 through August 31, 2022. The total task force funding amount is \$30,000 and, as in previous grants, requires a 25% agency activity match (wage/fringe). The task force operations plan and monthly individual agency document submittal requirements will be similar to previous grants, but speed *and* aggressive driving will be the main focuses on these deployments. This grant also does not have time of day restrictions on deployments.

The intent of this operation is to specify and address the issues and procedures required to bring together a multijurisdictional traffic safety task force geared toward a high visibility enforcement (HVE) effort focused on decreasing crashes and obtaining voluntary compliance with traffic regulations.

Recommendation: Authorize the Neenah Police Department to participate in the Winnebago County Speed Task Force 2022 Summer Speed Enforcement Grant from June 1st to August 31, 2022.



*Department of
Parks & Recreation*

DATE: April 22, 2022

TO: Public Services and Safety Committee Members

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

RE: Parks and Recreation 16' Wide Area Mower LM 3 Replacement

Staff sent RFPs for a new 16' wide area mower to two mower vendors, Horst Distributing (Jacobsen) and Reinders Inc. (Toro). Horst Distributing was able to provide a quote for \$124,775 with delivery in 2022. Due to production delays and future expected price increases, Reinders was not able to provide a quote due they could honor since they would not be able to deliver a unit until mid to late 2023.

In further discussions with the Horst Distributing representative, staff was able to able to negotiate this price down to \$114,700. This unit is currently in production and is expected to be delivered by early to mid-summer. The budget amount for this purchase in the 2022 Capital Improvement Budget is \$115,000.

Park and Recreation recommends City Council accept proposal from Horst Distributing for the price not to exceed \$114,700 for the 2022 Jacobsen HR800 16' wide area mower.

Please contact me if you have any questions or need additional information.



Department of
Parks & Recreation

TO: Mayor Lang, Chair Lendrum and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation *MAK*
DATE: April 26, 2022
RE: Kimberly Point Phase 1 Construction Archaeological Agreement

UW – Milwaukee has submitted a proposal to complete the Archaeological Monitoring and Reporting for the Phase 1 Kimberly Point project in an estimated amount of \$4,000. Please note that this “does not include testing of cultural features identified during monitoring as potential burials, inadvertent discovery of burials or excavation of burials.” Representatives from UW-Milwaukee indicated that they were very appreciative of being included in the upfront design process and feel that this will help mitigate the discovery of archaeological finds.

Summary of Projected Costs:

Design/Engineering	\$16,140 (previously approved)
Archaeological Design/Permitting	\$3,200 (previously approved)
Construction Bid	\$165,669
Archaeological Onsite Monitoring/Reporting	\$4,000*
Construction Administration	<u>\$10,000</u>
Total Project Costs	\$199,009

*Estimated 3 days of excavation and “does not include testing of cultural features identified during monitoring as potential burials, inadvertent discovery of burials or excavation of burials.”

Summary of Funding:

2022 CIP	\$175,000
Information Technology (smart cities)	\$6,000
CIP Facility Reserves	<u>\$18,009</u>
Total Funding	\$199,009

The Parks and Recreation Commission reviewed and recommends accepting the proposal from UW-Milwaukee in an estimated amount of \$4,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 CIP and CIP Facility reserve funds.

Recommended Action: Accepting the proposal from UW-Milwaukee in an estimated amount of \$4,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 CIP and CIP Facility reserve funds.

Creating Community Through People, Parks & Programs



Archaeological Research Laboratory Center

Cultural Resource Management

March 8, 2022

Michael Kading
Director of Parks and Recreation
City of Neenah Parks & Recreation Dept
(920) 886-6062
MKading@ci.neenah.wi.us

Sabin Hall, Rm 290
PO Box 413
Milwaukee, WI
53201-0413
414-229-3078
www.uwm.edu
www.uwm.edu/archaeology-laboratory/

**RE: Archaeological Monitoring and Reporting
Kimberly Point Park Improvements
City of Neenah Parks & Recreation Dept
Winnebago County, Wisconsin
UWM-CRM 2021-0780**

Dear Mr. Kading,

The Cultural Resource Management program (Archaeological Research Laboratory Center) at the University of Wisconsin-Milwaukee (UWM) is pleased to offer a scope of work and estimated cost to conduct cultural resource investigations for the above referenced project.

The City of Neenah Parks & Recreation Department is planning to add improvements to Kimberly Point Park in the City of Neenah. The proposed improvements (hereafter, Project) include the installation of a multi-use trail around the park near the shore of Lake Winnebago, bump outs from the parking lot, and a sidewalk on the west side of the park along N. Park Ave. The linear measurement of the trail, bump outs, and sidewalk is approximately 1100 linear feet (384 linear meters).

The project area falls within the Entire Road archaeological site (47WN0562/BWN-0213), an expansive precontact Native American village and cemetery that encompasses Neenah Point (Haas et al. 2021; Mason 1994; Sterner and Haas 2020). The site is protected under Wis. Stats. §157.70 as an uncatalogued burial site, with portions of the site that have been catalogued. Previous archaeological investigations were conducted in Kimberly Point Park and along Lakeshore Avenue, which runs south of the park along the west shore of Lake Winnebago (Attachment 1). These investigations have demonstrated the presence of an expansive pre-contact American Indian village (circa AD 900 to 1650) that remains largely intact beneath a layer of surficial fill and former plowzone horizon. Given that cultural features, including burials, were encountered in intact soils below a shallow plowzone along Lakeshore Avenue and in the Park in 2019 and 2020, the probability of encountering similar cultural deposits within the Kimberly Point Park Improvements project area is very high.

Authority

As the project is coincident with the uncatalogued portion of the catalogued burial site Entire Road (47WN0562/ BWN-0213), the project is subject to Wisconsin Statutes §157.70. The methods and techniques used during the study will follow those standards promulgated in the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* and the *Guide for Public Archaeology in Wisconsin*. Federal and/or state (example, WisDNR) funding/permitting is not anticipated for the

project. As such, this scope does not address cultural resource compliance activities relative to Section 106 of the National Historic Preservation Act and/or Wis. Stat. §44.40.

Scope of Work

Given the presence of burial site 47WN0562/ BWN-0213 Entire Road (catalogued and uncatalogued) and to address compliance requirements pertaining to Wis. Stats. §157.70, monitoring is required prior to construction activities, UWM will secure permission for the construction work within the burial site from the Wisconsin Historical Society (WHS), as required by Wis. Stats. §157.70. A condition of the WHS permission is monitoring by a Qualified Archaeologist during construction. During ground disturbing construction related activities, UWM will provide a Qualified Archaeologist to monitor the activities. The monitoring activities are documented in a technical report submitted to the WHS. Three days of archaeological monitoring is recommended based on the proposed project activities.

Please note that the cost includes three days of monitoring during installation and report preparation. The cost does not include testing of cultural features identified during monitoring as potential burials, inadvertent discovery of burials, or excavation of burials.

Estimated Costs

The estimated cost for the monitoring and reporting is \$4,000.

The official institution name used in contracts, grants, and other official agreements is: The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee. If awarded, we respectfully request the ability to negotiate the terms and conditions from the sponsor. Please note that as an agency of the State of Wisconsin and an academic institution the following conditions are required:

1. We are self-insured under secs. 895.46, 893.82 and 20.505(2)(k) of the Wisconsin Statutes.
2. We are not permitted, by law, to indemnify or defend any sponsor.
3. We require the right to publish or use information, data, writings, or materials resulting from research for educational and research purposes.

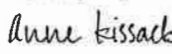
If you would like a copy of our standard research agreement to review our language in more detail, please feel free to visit [UWM Standard Terms and Conditions](#).

If there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-7061 or at sethas@uwm.edu.

Sincerely,



Seth A. Schneider, Ph.D., RPA
Principal Investigator

DocuSigned by:

EAF78419E79F4DE...

Anne Kissack
Contracts Specialist, Office of Sponsored Research

And

Jennifer R. Haas, Ph.D., Director

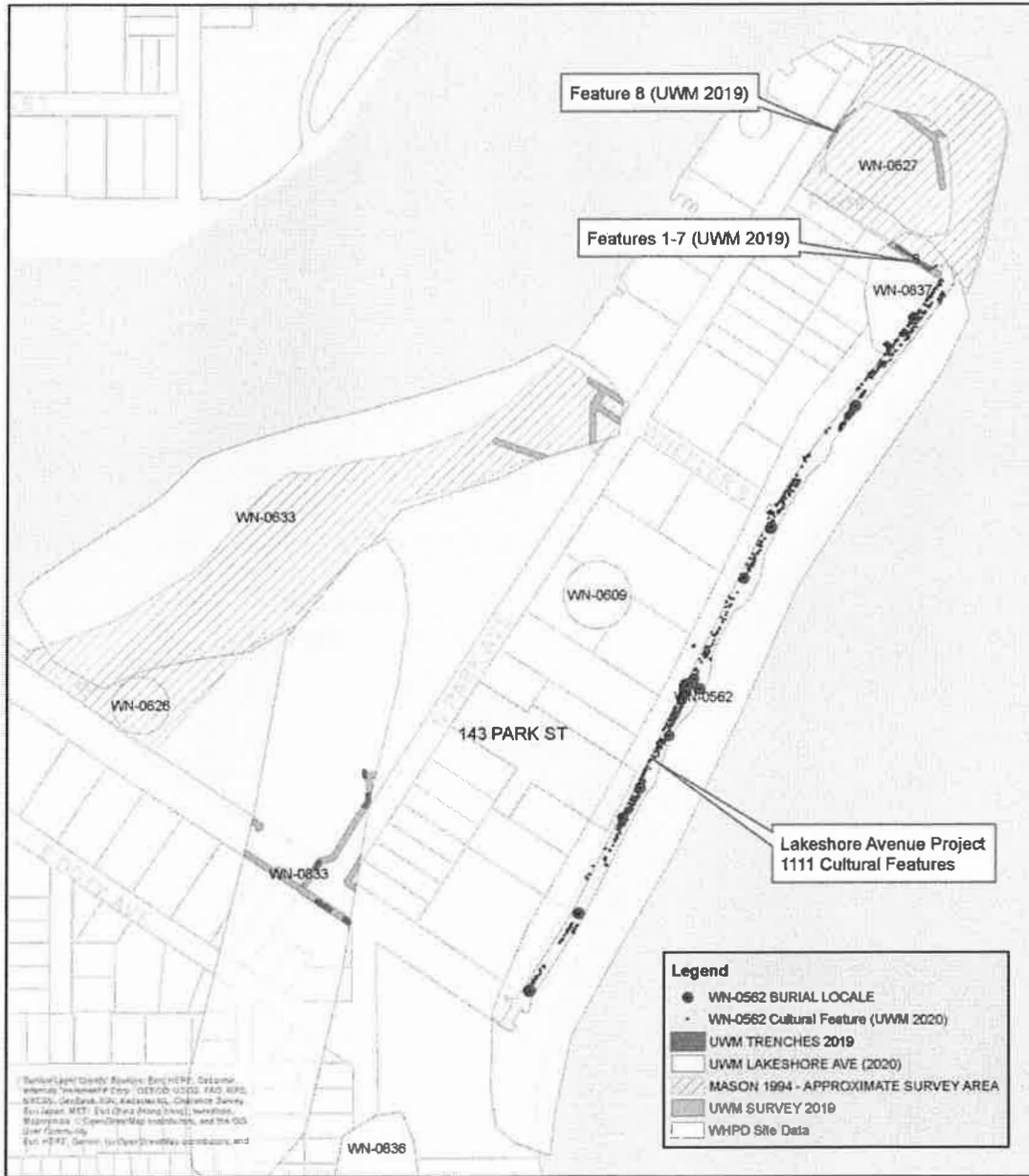
References Cited

Haas, Jennifer R., Kerri A. Christensen, Seth A. Schneider, and Megan E. Thornton
2021 *Results of the Archaeological Investigations Along Neenah's Lakeshore Avenue: The Cemetery and Related Contexts Entire Road Site (47WN0562 BWN-0213) Winnebago County, Wisconsin.* Report of Investigations No. 561, Archaeological Research Laboratory, University of Wisconsin-Milwaukee, Milwaukee, Wisconsin.

Mason, Carol L.
1994 *The 1993 Fur Trade Era Survey of the Fox River Corridor in Northeastern Wisconsin.* Reports of Investigations Number 5, Archaeology Laboratory, University of Wisconsin-Oshkosh, Oshkosh, Wisconsin.

Sterner, Katherine M. and Jennifer R. Haas
2020 *Archaeological Mitigation for the Neenah Phase 4 Project, 47WN0627, 47WN0833, and 47WN0837, Winnebago County, Wisconsin.* Report of Investigations No. 561, Archaeological Research Laboratory, University of Wisconsin-Milwaukee, Milwaukee, Wisconsin.

Attachment I. Previous Archaeological Survey within and adjacent to Kimberly Point Park

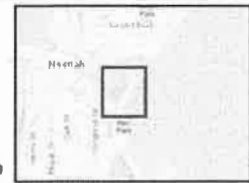


Map Scale: UTM 32N 18Q UTM 32N 18Q
 Coordinate System: NAD 1983 HARN UTM 32N Winnebago County Meters
 Projection: Transverse Mercator
 Datum: North American 1983 HARN
 Created by: UWM-CRM 12/17/2020

Previous Surveys and Reported Sites
 City of Neenah, Winnebago County, Wisconsin
 T20N R17E Section 26 and 27



1:4,000





*Department of
Parks & Recreation*

TO: Mayor Lang, Chair Lendrum and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation *MAK*
DATE: April 26, 2022
RE: Kimberly Point Phase 1 Construction Administration Agreement

Parkitecture and Planning has submitted a proposed agreement to complete construction administration services for the Kimberly Point Phase 1 project in an amount not to exceed \$10,000. Parkitecture and Planning representatives Blake Theisen and Katie McDonald completed the construction and bid specifications for the project.

Summary of Projected Costs:

Design/Engineering	\$16,140 (previously approved)
Archaeological Design/Permitting	\$3,200 (previously approved)
Construction Bid	\$165,669
Archaeological Onsite Monitoring/Reporting	\$4,000
Construction Administration	<u>\$10,000</u>
Total Project Costs	\$199,009

Summary of Funding:

2022 CIP	\$175,000
Information Technology (smart cities)	\$6,000
CIP Facility Reserves	<u>\$18,009</u>
Total Funding	\$199,009

The Parks and Recreation Commission reviewed and recommends accepting the proposal from Parkitecture and Planning in an amount of \$10,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 CIP and CIP Facility reserve funds.

Recommended Action: Accepting the proposal from Parkitecture and Planning in an amount of \$10,000 to conduct the onsite monitoring and reporting for the Kimberly Point Phase 1 project utilizing 2022 CIP and CIP Facility reserve funds.

Creating Community Through People, Parks & Programs

April 4, 2022

Mike Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956



Kimberly Point Phase 1 Post Design Assistance

Dear Mike:

Thank you for the opportunity to provide this proposal for post design assistance for the Kimberly Point Phase 1 project. We are excited to see this project through to fruition.

We will provide you with the support needed to successfully oversee the implementation of the new pedestrian facilities and parking lot reconfiguration.

The project schedule is anticipated to begin construction in September of 2022 and conclude by the end of the year.

Thank you very much for this opportunity!

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written in a cursive style.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Post Design Assistance

- ◆ Construction Administration
 - Facilitate bid opening and provide bid tabulation and recommendation memo
 - Facilitate preconstruction meeting with contractor
 - Attend and facilitate regular construction meetings
 - Review submittals and shop drawings for design elements of the project
 - Monitor contractor compliance with issued permits and contract documents
 - Coordinate with UWM for archaeological onsite inspections
 - Administer contractor pay requests
 - Assist with splashpad commissioning
 - Complete final walk-through and punch list at completion of project
 - Provide closeout documentation at completion of project (contractor as-builts and O/M manuals)

OUTCOMES	
Meetings	
#1	Facilitate Bid Opening
#2 – #5	Facilitate Construction Meetings (4 anticipated)
#6	Final walk-through & punch list
Construction Administration Documentation	
#1	Bid Tabulation & Recommendation Memo
#2	Construction Meeting Agendas, Meeting Minutes & Progress Photos (4 meetings anticipated)
#3	Review Submittals & Shop Drawings
#4	Administer contractor pay requests
#5	Final walk-through punch list
#6	Project closeout documents (contractor as-builts and O/M Manuals)

Responsibilities of Owner and Others

The City shall retain archaeological consultant for onsite review during construction. Local building permits will be secured by the City.

Proposed Fee

For completion of the scope of services presented above, our proposed fees time and materials as follows:

Post Design Assistance	T&M estimated at \$10,000
------------------------	---------------------------

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Acceptance below signifies a notification to proceed with the scope outlined above.

Accepted by:

Date:

 City of Neenah

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, April 25, 2022 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Stevenson, Skyrms, Boyette and Steiner (by phone); Mayor Lang; Director of Finance Easker.

Others Present: Director of Community Development Haese.

Absent/Excused:

Public Appearances: None.

Minutes: **Motion/Second/Carried Skyrms/Stevenson to approve the minutes from the March 28, 2022 Regular Meeting.** All voting aye.

Litigation Update: Committee reviewed e-mail from Attorney Westbrook regarding the litigation update.

Consideration of Amending TID #7 Development Agreement with Bridgewood Golf Course to allow redevelopment of the former Bridgewood Golf Course

Committee reviewed memo from Director Haese indicating that the City is currently considering a proposed multifamily redevelopment of the former Bridgewood Golf Course. As such, he is requesting the approval of an agreement to amend the site's original development agreement from 2002 to remove the provision requiring the operation of a public course on the site.

Committee and staff discussed various aspects of the proposed development agreement amendment. Issues discussed included the connection between TIF district #7, TIF district #8 and the newly proposed TIF district #12.

Motion/Second/Carried Skyrms/Stevenson requesting Council's authorization to approve amending TID #7 development agreement with Bridgewood Golf Course to allow redevelopment of the former Bridgewood Golf Course. All voting aye.

Consideration of Amending TID #7 Development Agreement with Bridgewood Golf Course to allow redevelopment of the former fairway #9

Committee reviewed memo from Director Haese indicating that the City is currently considering a proposed multifamily redevelopment of the former Bridgewood Golf Course. As such, he is requesting the approval of an agreement to amend an agreement between the City and Bridgewood Golf Course LLC. which involved the transfer of property along the north side of the course to the City for purposes of storm water management as well as the transfer of former Fairway #9 to the City.

Committee and staff discussed various aspects of the proposed development agreement amendment. Issues discussed included that the proposed agreement has

REPORT

no financial impact on the City as well as a discussion on the developer plans to maintain for the detention ponds on site.

Motion/Second/Carried Stevenson/Boyette requesting Council's authorization to approve amending TID #7 development agreement with Bridgewood Golf Course to allow redevelopment of the former fairway #9 All voting aye.

Consideration of TID #12 Development Agreement of the former Bridgewood Golf Course

Committee reviewed memo from Director Haese requesting approval of a development agreement with Versatile Real Estate Holding Company to redevelop the former Bridgewood Golf Course. The project as proposed will provide over 200 units in several different building types which would add over \$20 million to the City's tax base. The site is currently in Tax Incremental District #7, which will reach its maximum expenditure date on July 4, 2022, effectively preventing its ability to assist with the redevelopment. As such, staff is also proposing the creation of TIF #12 which would overlap the existing district and provide a source of funds for both this development as well as other public enhancement in and adjacent to the development. Along with the creation of TIF #12, under the proposed development agreement the City would provide 70% of the incremental tax revenue for the project to the developer, with annual payments to be provided for a maximum of 15 years, or until the assistance totals \$3.16 million, whichever comes first. In addition, the City would construct a new bridge across Neenah Creek to serve as the primary entry into the development, a new public trail and other curbing improvements along the edge of the development as well as entering into a long-term storm water maintenance agreement with the developer.

Committee and staff discussed various aspects of the proposed development agreement. Specific discussion took place on the proposed new entry bridge for the site, including the reasons why the developer wants it as well as cost and funding source. Other issues discussed included other future potential improvements on and around Jewelers Park Drive as well as the City's proposed investment in the development.

Motion/Second/Carried Skyrms/Stevenson requesting Council's authorization to approve TID #12 development agreement of the former Bridgewood Golf Course All voting aye.

Staff Update of the Parking Enforcement Software

Director Haese provided an update on the City's Parking Enforcement Software.

REPORT

REPORT

Staff Update of redevelopment of the former Loren's Auto Salvage property

Director Haese provided an update on the former Lorens' Auto Salvage property.

Fiscal Matters: March Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the March, 2022 vouchers as presented. All voting aye.

Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 7:50 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance



M E M O R A N D U M

DATE: April 20, 2022
TO: Chairman Erickson and Finance and Personnel Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Tax Increment District (TID) No. 7, Amendment to Original Bridgewood Golf Course Development Agreement**

The original Development Agreement for the Bridgewood Redevelopment was approved by the Common Council in June of 2002. A provision of that Agreement required the planned nine-hole golf course remain a public course at least until the expiration of TID No. 7 (then projected as 2022). The course was constructed and did serve as a public course until October of 2019, at which time it was permanently closed due to economic reasons.

The City is currently considering a proposed multifamily redevelopment of the former golf course. In order to permit the proposed redevelopment to move forward, the original Development Agreement should be amended to remove the conflicting provisions. The proposed Amendment is attached for your review and consideration.

Appropriate action at this time is to recommend Council approve an agreement with Bridgewood Golf Course and Bridgewood Luxury Apartments to amend the original Tax Incremental District #7 Development Agreement (Document #1187050), to remove the provision requiring the operation of a public golf course.

AMENDMENT TO
DEVELOPMENT AGREEMENT

THIS AMENDMENT TO DEVELOPMENT AGREEMENT entered into as of the date stated below, is by and between The City of Neenah (the "City") and Bridgewood Golf Course LLC, a Wisconsin limited liability company (successor in interest to Bridgewood Golf Course, Inc.) (the "Property Owner") and Bridgewood Luxury Apartments, LLC, a Wisconsin limited liability company (the "Developer").

RETURN TO:

RECITALS

- A. The City, the Owner, and others were parties to that certain Development Agreement recorded June 20, 2002 as Document No. 1187050, Winnebago County Register of Deeds (the "Development Agreement") describing the Owner's wishes to develop certain land in accordance with the City's Planned Development District and the Zoning Code of the City.
- B. A portion of the land to be developed per the Development Agreement, namely Lot 2 of CSM No. 5031, was defined as the "Golf Course Parcel".
- C. The Golf Course Parcel was, in fact, developed by the Owner as a public golf course per the terms of the Development Agreement and operated as such until October 2019 when Owner closed the golf course for financial reasons.
- D. The Developer desires to purchase a substantial portion of the Golf Course Parcel and intends to develop such land for multi-family luxury apartment purposes.
- E. The parties have agreed upon a plan allowing for Developer's purchase from Owner of a substantial portion of the Golf Course Parcel and Developer's subsequent redevelopment of the Golf Course Parcel.
- F. The purpose of this Agreement is to provide a framework within which the redevelopment of the land within CSM No. 5031 will take place and to amend certain provisions of the Development Agreement.

NOW, THEREFORE, in consideration of the above RECITALS and of the mutual covenants contained herein, the parties agree as follows:

1. Developer has a contractual commitment to purchase a portion of the Golf Course Parcel from Owner. The property to be purchased is described on Exhibit A attached hereto (the "Property").
2. Developer and the City have agreed upon a plan of redevelopment (the "Redevelopment") of the Property which has been formalized in a separate document entitled "Tax Increment District No. 12 Development Agreement". The Redevelopment provides for

the designation of the Property as "PDD Multiple Family" and for its development into "high-end condominium style apartments".

3. Section 5.02 of the Development Agreement provided in part that "the nine-hole golf course on the Golf Course Parcel shall be and remain a public course, for enjoyment without membership by the general public, for a period extending at least through the expiration of the City's Tax Increment District No. 7, as amended." The City hereby agrees to the release of the Property from such restriction and confirms and ratifies the redevelopment of the Property from a "public golf course" to multiple family development consistent with the City's "PDD Multiple Family" zoning designation.

IN WITNESS WHEREOF, the parties have executed this Agreement as of May __, 2022.

BRIDGEWOOD GOLF COURSE LLC
BY: BRIDGEWOOD HOLDINGS OF NEENAH, LLC,
ITS SOLE MEMBER

By: _____
Richard J. Batley, Member

CITY OF NEENAH

By: _____
Jane Lang, Mayor

ATTEST:

By: _____
Charlotte Nagel, City Clerk

APPROVED AS TO FORM:

Adam J. Westbrook, City Attorney

BRIDGEWOOD LUXURY APARTMENTS, LLC
BY: VERSATILE REAL ESTATE HOLDING
COMPANY, LLC, Its Sole Member

By: _____
Thomas R. Vandeyacht, Manager

STATE OF WISCONSIN)
) ss.
OUTAGAMIE COUNTY)

Personally came before me this _____ day of May, 2022, the above named Richard J. Batley, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Steven P. Krause, Notary Public
Outagamie County, Wisconsin.
My commission is permanent.

STATE OF WISCONSIN)
) ss.
WINNEBAGO COUNTY)

Personally came before me this _____ day of May, 2022, the above named Jane Lang and Charlotte Nagel, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____, Notary Public
Winnebago County, Wisconsin.
My commission expires _____.

STATE OF WISCONSIN)
) ss.
OUTAGAMIE COUNTY)

Personally came before me this _____ day of May, 2022, the above named Thomas R. Vandeyacht, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Steven P. Krause, Notary Public
Outagamie County, Wisconsin.
My commission is permanent.

DRAFTED BY:
Attorney Steven P. Krause
Krause & Krause
51 Park Place
Appleton, WI 54914



M E M O R A N D U M

DATE: April 20, 2022
TO: Chairman Erickson and Finance and Personnel Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Tax Increment District (TID) No. 7, Bridgewood Golf Course Fairway #9 Redevelopment**

The City and Bridgewood Golf Course, LLC, entered into an agreement in 2021 which involved the transfer of property along the north side of the course to the City for purposes of storm water management as well as the transfer of former Fairway #9 of the course to the City. At the time, a redevelopment plan of the golf course was being considered that did not include Fairway #9. The City was to accept the property for additional open space as well as to provide a location for the extension of the Jeweler's Park Trail.

The redevelopment project that was originally being contemplated has since gone away and a new multifamily project has taken on the redevelopment effort. This new development would include, in part, the former fairway #9 property. The City would maintain an easement over the property for the planned Jeweler's Park Trail. The proposed action is to amend the existing Agreement to remove the section detailing the property transfer of fairway #9. The proposed Amendment has been attached for your review and consideration.

Appropriate action at this time is to recommend Council approve the Amendment to Tax Incremental District #7 Development Agreement with Bridgewood Golf Course, LLC, to remove the provision that would have transferred former fairway #9 to the City.

**AMENDMENT TO
TAX INCREMENT DISTRICT NO. 7
DEVELOPMENT AGREEMENT**

This Amendment to Tax Increment District No. 7 Development Agreement is dated as of the ____ day of May, 2022, by and between Bridgewood Golf Course, LLC, a Wisconsin limited liability company (the “Developer”) and the CITY OF NEENAH, a Wisconsin municipal corporation (the “City”).

RECITALS

A. Developer and the City executed a Tax Increment District No. 7 Development Agreement dated June ___, 2021 (the “Development Agreement”) which, among other things, provided that the ownership of the property previously used as hole number nine of the Bridgewood Golf Course and described in the Development Agreement as “Parcel A” of “Exhibit A” (hereafter “Parcel A”) thereto was to be transferred to the City.

B. Neither the contemplated transfer of Parcel A nor any of the related obligations and/or undertakings of either the Developer or the City relating to Parcel A have ever been commenced.

C. Developer now has a contractual commitment to sell a substantial portion of the Golf Course Parcel (including Parcel A) to Bridgewood Luxury Apartments, LLC, for substantial redevelopment of such property to “high-end condominium style apartments”. The City and Bridgewood Luxury Apartments, LLC, have agreed to a plan of redevelopment of such property which has been formalized in a separate document entitled “Tax Increment District No. 12 Development Agreement”.

NOW THEREFORE, in consideration of the above RECITALS and the mutual promises contained herein, the parties agree to the following terms and conditions:

1. Developer and the City agree to completely exclude from the Development Agreement any and all references to “Parcel A” and to release each other from any and all of such other’s undertakings and/or obligations relating to “Parcel A”.

2. The intent of this Agreement is to allow for the sale of Parcel A by Developer to Bridgewood Luxury Apartments, LLC, and for the redevelopment of Parcel A and other property by Bridgewood Luxury Apartments, LLC, consistent with the terms and provision of the Tax Increment District No. 12 Development Agreement between the City and Bridgewood Luxury Apartments, LLC.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

CITY OF NEENAH:

By: _____
Jane Lang, Mayor

ATTEST:

By: _____
Charlotte Nagel, City Clerk

APPROVED AS TO FORM:

Adam J. Westbrook, City Attorney

DEVELOPER:

BRIDGEWOOD GOLF COURSE, LLC
BY: BRIDGEWOOD HOLDINGS OF NEENAH, LLC,
Its Sole Member

By: _____
Richard J. Batley, Member



M E M O R A N D U M

DATE: April 20, 2022
TO: Chairman Erickson and Finance and Personnel Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Tax Increment District (TID) No. 12, Bridgewood Golf Course Redevelopment**

As the Council is well aware, staff have been working with Tom Vandeyacht of Versatile Real Estate Holdings on a redevelopment plan for the former Bridgewood Golf Course. The project as proposed will provide over 200 units of multifamily, in several different building types, and add over \$20 million to the City's tax base. Due to the challenges associated with the redevelopment, including wetland and floodplain mitigation, infrastructure installation and enhanced access, the developer is requesting assistance in the form of Tax Incremental Financing to ensure the economic viability of the project.

Tax Incremental District (TID) #7, which was coincidentally created to assist with the original Bridgewood development, will reach its maximum expenditure date of July 4, 2022, effectively preventing its ability to assist with the redevelopment. In order to address this issue and to allow for other improvement within the area, staff is proposing the creation of TID #12. This new overlap district would encompass primarily just the golf course redevelopment. In addition to providing the source of funds for developer financed assistance, the TID could potentially fund other public enhancement in and adjacent to the development. TID #12 is a key component of the proposed Development Agreement which is discussed below.

The other elements of the proposed Development Agreement are consistent with previously approved agreements. I have attached for your review and consideration the proposed Agreement detailing the respective obligations of the City and the Developer for the redevelopment. The primary components of the Agreement are summarized as follows:

Undertakings of Developer

- The Developer will construct the 200+ multifamily project as detailed in the Agreement and will be responsible for all approvals, permitting and construction in a timeline detailed in the Agreement.
- The estimated incremental value of the project will be \$22 million.
- The Developer will provide necessary easements for publicly owned trails along the west and south edges of the development.

April 21, 2022 – Page 2

- The Developer will allow the City to discharge storm water to a planned storm water facility (pond) to be constructed in the southeast corner of the development if the engineering challenges associated with this can be overcome. The developer will be responsible for the day-to-day maintenance of the pond and any esthetic enhancements. The City will be responsible for dredging of the pond when deemed necessary.

Undertakings of City

- The City will create Tax Incremental District #12.
- The City will provide 70% of the incremental tax revenue from the project to the developer to assist with the costs of the development. The payments will be provided annually, for a maximum of 15 years, or until the assistance totals \$3.16 million, whichever comes first.
- The City will construct a new bridge across Neenah Creek (Slough) to serve as the primary entry into the development. The City will be responsible for design, engineering, permitting and construction of the bridge with a completion date of August 1, 2023.
- The City will construct a new public trail along the south edge of the development from the Jeweler's Park Drive Trail to the Harrison Street Trail on a timeline agreeable to both parties. The City will retain maintenance responsibilities for the trail, including snow removal.
- The City and Developer will enter into a long-term storm water maintenance agreement which will allow the City to discharge storm water into a new storm water management pond, assuming engineering challenges can be overcome, to be constructed by the developer in the southeast corner of the development. The City will be responsible for the dredging of the pond when necessary. The Developer will be responsible for day-to-day maintenance of the pond as well as any esthetic enhancements to the pond.
- The City will install vertical curbing along the east side of Jeweler's Park Drive a distance of at least 200 feet north and south of the new bridge in conjunction with the proposed bridge construction.

Appropriate action at this time is to recommend Council approve the Tax Incremental District #12 Development Agreement between the City and Versatile Real Estate Holding Company, LLC, for the construction of a multifamily residential development on the former Bridgewood Golf Course.

**TAX INCREMENT DISTRICT NO. 12
DEVELOPMENT AGREEMENT**

THIS DEVELOPMENT AGREEMENT is dated as of the ____ day of May, 2022 by and between Bridgewood Luxury Apartments, LLC, a Wisconsin limited liability company (the "Developer") and the CITY OF NEENAH, a Wisconsin municipal corporation (the "City").

RECITALS

City and Developer acknowledge the following:

A. Developer has a contractual commitment to purchase parcel(s) of real property located within the City and described on Exhibit A, attached hereto (the "Property"). The Property is comprised of approximately 46 acres of unimproved property that requires significant grading and infrastructure improvements prior to development.

B. In 2022 (effective January 1, 2022) the City intends to create Tax Increment District No. 12 (the "District" or "TID 12") pursuant to Section 66.1105, Wis. Stat. (the "Tax Increment Law") and approve a plan for the redevelopment of the District (the "District Plan"). The City plans to include the Property within the boundaries and plans for redevelopment of Tax Increment District No. 12.

C. Subject to obtaining assistance set forth herein, the Developer intends to undertake development of their Property (the "Development Project") that will increase its value and provide other tangible benefits to the surrounding neighborhoods and to the City as a whole. The Development Projects will be consistent with the District Plan for TID No. 12.

D. The City desires to encourage economic development including the elimination of slum and blight, expand its tax base, and create new jobs within the City, the District and the Property. The City finds that the development of the Property and the fulfillment, generally, of the terms and

conditions of this Agreement are in the vital and best interests of the City and its residents and serve a public purpose in accordance with state and local law.

E. The Development Project would not occur as shown on Exhibit B without the use of Tax Incremental Financing. The City, pursuant to Common Council Action dated _____, has approved this Agreement and authorized the execution of the Agreement by the proper City officers on the City's behalf.

F. The Developer, by its sole member, Versatile Real Estate Holding Company, LLC, has approved this Agreement and authorized Thomas R. Vandeyacht, the sole member's manager, to execute this Agreement on the Developer's behalf.

G. All terms that are in upper case but not defined in this Agreement and that are defined under the Tax Increment Law shall have the definitions assigned to such terms by the Tax Increment Law.

NOW THEREFORE, in consideration of the above recitals, which are contractual, and the mutual promises contained herein, the parties agree to the following terms and conditions.

ARTICLE 1 PURPOSES - DEFINITIONS

1.1 Purpose of Agreement. The parties have agreed upon a plan for redevelopment of the Development Area (the "Development"). The purpose of this Agreement is to formalize and record the understandings and undertakings of the parties and to provide a framework within which the redevelopment of the land will take place.

1.2 Definitions. The terms listed below shall be defined for the purposes of this Agreement as follows:

1.2.1. **"City"** means the City of Neenah, a Wisconsin Municipal Corporation. The City may also be referred to as the City of Neenah.

1.2.2. **“Contribution” or “City Contribution”** means the Tax Increment Revenue Financing payment made to the Developer by the City pursuant to Section 4.4 upon the satisfactory completion, on the part of all parties, of all undertakings as specified in Articles 3 and 4 as related to the Development Project.

1.2.3. **“Developer”** means Versatile Real Estate Holding Company, LLC, a Wisconsin Corporation.

1.2.4. **“Development Projects” or “Projects”** means the overall construction of the improvements and uses anticipated by the Development Plan and this Agreement for the Development Area.

1.2.5. **“Development Area”** means the sum of all property described in Exhibit A, and constitutes the total boundaries of the project for which this Agreement is provided.

1.2.6. **“Development Plan”** means the Development as shown on Exhibit B as improved by the site improvements outlined in Exhibit C and as further described by this Agreement.

1.2.7. **“Development Phase”** means the acquisition of the property, remediation, site preparation work including site grading and wetland/floodplain mitigation, construction of site improvements and development as hereinafter described in Section 3.5.

1.2.8. **“Minimum Total Tax Value”** means the minimum Tax Increment Value required for the Development to be eligible for a City Contribution. The Minimum Total Tax Value for this Project is \$2.5 million (projected to be \$22 million total equalized assessed value).

1.2.9. **“Minimum Contribution”** means the minimum amount of the Contribution made by the City to the Project.

1.2.10. **“Site Plan”** means the specific physical layout of the Development Area as shown on the Development Plan as shown on Exhibit B attached hereto.

1.2.11. **“Tax Increment Base Value”** means the equalized value of Real and Personal Property of the Development Area on January 1, 2022 as certified by the State with the filing of Tax Incremental District No. 12, projected at \$150,000.

1.2.12. **“Tax Increment Value”** means the equalized value above the Tax Increment Base Value established for the Development Area as determined by the City of Neenah assessor. The equalized value is calculated by taking the assessed value reported by the City of Neenah Assessor that is certified by the State Department of Revenue times the aggregate ratio.

1.2.13. **“Tax Increment Revenue”** means the personal and real property tax revenue (as defined in Section 66.1105(2)(i) of the Wisconsin Statutes) generated by the Tax Increment Value generated by the Project.

1.2.14. **“TID #12”** means proposed Tax Incremental District # 12.

1.2.15. **“Zoning Code”** means Chapter 26 of the Code of Ordinances of the City of Neenah. The Zoning Code may also be referred to as the “Code”

ARTICLE 2 DESCRIPTION OF DEVELOPMENT AND CONTINGENCY FOR TID #12 CREATION

2.1 Development Area. The Development includes the land area described in full in Exhibit A as previously defined in the Agreement as the Development Area. The Development Area will be redeveloped and improved with a new multifamily commercial development and ancillary improvements, with site improvements as described and depicted in the attached Exhibit C, on a timetable and with estimated property valuation as described in the attached Exhibit D.

2.2 TID 12 Creation. The parties acknowledge that this agreement and the obligations hereunder are contingent on adoption by the City and ratification by the City’s Joint Review Board for the creation of TID #12. In the event that TID #12 is not adopted, this Agreement is null and void.

ARTICLE 3
UNDERTAKINGS OF THE DEVELOPER

The Developer agrees that it shall:

3.1 Initiate, or cause to initiate by third parties, the Development Project and complete it in accordance with all applicable City zoning and building codes, fire codes, ordinances and regulations. The general components of the Development Project and the estimated timetable for completion of each component are set forth on Exhibit D, attached hereto. All project costs expended by Developer, including costs incurred before the date of this Agreement, and which are eligible for funding pursuant to §66.1105 of the Wisconsin Statutes, are referred to as "Developer Costs". Developer Costs shall include, without limitation, costs for the construction of improvements, including hard and soft construction costs, professional fees, architectural fees, construction period interest, civil engineering fees, general contractor fees, infrastructure improvements, environmental remediation costs, demolition, parking facilities, and the clearing, grading and construction of the Development Project, and other costs permitted pursuant to Section 66.1105, Wis. Stat.

3.2 Developer warrants and represents to the City that but for the assistance to be provided by the City under Article 4, herein, Developer would not be able to proceed with the Project as specified on Exhibit B.

3.3 Developer or others shall prepare site plans, specifications, development timetables, and budgets for redevelopment and construction work to be undertaken in Development Phase.

3.4 Developer or others has presented an Implementation Plan for the Development Project, which is attached as Exhibit D.

3.5 Developer or others will implement or cause to be implemented the Development Project in the appropriate location of the Development Area as provided in Exhibits D that will have an estimated Tax Increment Value as follows:

3.5.1 Development Phase

<u>Project Name</u>	<u>Building Type</u>	<u>Legal Description</u>	<u>Estimated Increased Tax Increment Value</u>
	Multifamily		\$22 million
Total			\$22 million

3.6 The City recognizes that in the current economic environment, approval of a Tax Increment District and approval of a Development Agreement may be necessary prior to the Developer obtaining full financing for this project. For the purpose of facilitating this joint approval process, the City plans to approve TID #12, and will approve this Development Agreement with the contingency that prior to the City incurring any obligation to the Developer pursuant to the terms of this Agreement, the Developer shall:

3.6.1 Cooperate with the City to facilitate the City's performance under Article 4.

3.6.2 Developer or others shall be responsible for obtaining all permits.

3.6.3 The Developer or others shall be solely responsible for the costs of the installation and maintenance of utilities and improvements within the Development Area, including, but not limited sanitary sewer, storm sewer, municipal water, gas, electric, cable TV, phone, street, curb and gutter. The Developer or others shall be solely responsible for complying with the State of Wisconsin's prevailing wage rates where for all portions of the Development Plan that are to be dedicated to the public.

3.6.4 Developer or others shall provide to the City's Community Development Director documentation from the Developer's bank and/or other funding sources confirming that the Developer or others has the ability to permanently finance the Development Project before it commences.

3.6.5 Developer shall provide a 12-15 foot permanent easement along the west edge of the development, from Cameron Way to the south line of the development, to be utilized as the location of the proposed Jewelers Park Drive multimodal trail. The exact boundaries of the easement will be determined upon completion of the trail's construction.

3.6.6 Developer shall provide a 12-15 foot permanent easement, and necessary temporary easements, along the south edge of the development to provide sufficient space to construct a public multimodal trail between the Jewelers Park Drive Trail on the west side of the development and the Harrison Street trail along east side. The exact boundaries of the easement will be determined upon completion of the trail's construction. Developer will also grade the proposed trail location at the time of initial site work to facilitate the future construction of the trail.

3.6.7 Developer shall provide the City the necessary easements to allow the placement of storm water infrastructure (piping, inlets and outlets, etc.) and the inlet/outlet of storm water to the existing pond in the southeast corner of the development, upon its modification to a storm water management pond. The Developer will maintain responsibility for the day-to-day maintenance of the pond and any esthetic improvements desired. The Developer will enter into a storm water maintenance agreement with the City, subject to Developer's approval. Said approval shall not be unreasonably withheld. The City will accept the responsibility for required dredging of the pond as specified in Article 4.9. The City acknowledges that the City and Developer must agree on the pond size, depth, and water elevation prior to modifying the existing pond to a storm water pond as such items affect the pond's aesthetics which are important to Developer.

ARTICLE 4 UNDERTAKINGS OF THE CITY

The City agrees that it shall:

4.1 Appropriate sufficient funds for the performance of its obligations under this Agreement as described in this section.

4.2 City shall cooperate with Developer throughout the implementation of the Development Project and shall promptly review and/or process all submissions and applications in accordance with applicable City ordinances.

4.3 Create TID #12 to support the Development Projects at the Development Area, subject to final approval by the City's Common Council and Joint Review Board for Tax Increment Districts.

4.4 Make a Contribution to the Project, subject to all of the terms, covenants and conditions of the Agreement and applicable provisions of law, and as inducement by the City to Developer to carry out the Development Project, the City will provide payments to the Developer to assist with the Developer Costs, as provided below.

4.4.1 *Developer Costs –Development Project.* The City will provide payments to the Developer solely from future tax increments from the Development Area only to assist with Developer Costs. Upon approval of financing as outlined in Paragraph 3.6, TIF eligible expenditures incurred subsequent to the date of approval of the Project Plan for TID #12 may be counted as reimbursable expenses. City and Developer agree that there will be no reimbursement for any activities prior to the creation of TID #12.

4.4.2 *Development Cost Invoices.* The Developer shall submit to the City's Director of Community Development copies of original invoice documentation of eligible Developer Costs to support \$2,500,000 for Development Phase for documentary support of the City's contribution from Tax Increment Revenue.

4.4.3 *Source of City Contribution.* As the sole source for payment of the City Contribution, the City agrees to pay Developer seventy percent (70%) of the Tax Increment Revenue attributable to the Property pursuant to this Agreement, based on taxes accrued

through a date (the "Expiration Date") which shall be the earliest to occur of: (i) the date on which the City Contribution has been paid in full; or (ii) September 1, 2039.

4.4.4 *Maximum City Contribution.* The City's total contribution for Developer Costs shall be limited to a maximum of \$3,160,000 or 70% of the Tax Increment Revenue attributable to the Development Project through January 1, 2038, , whichever is less, payable in installments over 15 years as provided hereunder. The City's Contribution will be provided to the Developer as follows: Each year beginning September 1, 2025, and continuing each September 1 thereafter until September 1, 2039, the City will pay to the Developer 70% of the Tax Increment Revenue received by the City attributable to the Development through 2038, , provided that the Tax Increment Value of the Development Project also exceeds the Minimum Total Tax Value.

4.4.5 *City Contribution a Special and Limited Obligation.* Payments pursuant to this Agreement shall be a special and limited obligation of the City and not a general obligation.

4.5 *Developer Acknowledgment.* Developer hereby acknowledges that, as a result of the special and limited nature of the City's obligation to pay the City Contribution, Developer's recovery of the full amount of the City Contribution depends on factors including, but not limited to, future mill rates, changes in the assessed value of the Development Project, the failure of the Development Project to generate the Tax Increment Revenue at the rate expected by Developer, reduction in Tax Increment Revenue caused by revenue-sharing, changes in the Tax Increment Law, and other factors beyond the City's and/or Developer's control.

4.6 City covenants to Developer that:

4.6.1 City shall not utilize more than thirty percent (30%) of the Tax Increment Revenue collected until such time the City Contribution has been paid in full, as previously indicated.

4.6.2 Until the City Contribution has been paid in full, or a sum sufficient to pay off the City Contribution has been set aside to cover payment of the City Contribution, the City shall not

close the District prior to the Expiration Date. Upon the Expiration Date, or payment in full of (or a sum sufficient set aside to pay in full) the City Contribution, the City will be entitled to close the District and no liability shall remain from the City to the Developer upon expiration of the District.

4.7 City shall provide to the development a primary entry from Jewelers Park Drive via a bridge across the Neenah Slough (Creek) as depicted on Exhibit B. City will be responsible to design, permit, construct, own and maintain the bridge at its cost and will make every effort to complete the construction of the bridge by August 1, 2023.

4.8 City shall construct, at its cost, a new multimodal public trail, eight to ten feet in width, along the south edge of the development in the approximate location as depicted on Exhibit B. The trail will be constructed on a timeline agreeable to both parties. The City will maintain the trail surface, including snow removal.

4.9 City will enter into a long term storm water management agreement with developer for the proposed storm water pond to be located in the southeast corner of the development. The agreement will allow the City to construct inlet and outlet structures to the pond for the purpose of treating municipal storm water. General maintenance and aesthetic enhancements of the pond will be the responsibility of the Developer. Dredging of the pond, which is estimated to occur no more than every 20 years, will be the responsibility of the City. The City acknowledges that the final water elevation shall be determined by Developer.

4.10 City will install vertical curb along the east side of Jewelers Drive at least 200 feet north and south of the new bridge and entry into the development. The curb will be installed on a timeline and in conjunction with the construction of the new Neenah Creek (Slough) Bridge with the cost of construction to be borne by the City.

4.11 This Section intentionally left blank.

**ARTICLE 5
TAX STATUS**

5.1 As long as the District is in existence, the Development Project including the land and all buildings and improvements thereon excepting the new Neenah Creek (Slough) Bridge shall be owned and taxable for real estate tax, special assessment purposes and personal property taxes. The City may waive the above restriction upon execution of a payment in lieu of taxes (PILOT) agreement, on a form acceptable to the City, made between the City and the owner or lessee of an exempt Development Project.

**ARTICLE 6
NO PARTNERSHIP OR VENTURE**

6.1 Developer and its contractors or subcontractors shall be solely responsible for the completion of the Project. Nothing contained in this Agreement shall create or effect any partnership, venture or relationship between the City and Developer or any contractor or subcontractor employed by Developer in the construction of the Project.

**ARTICLE 7
CONFLICT OF INTEREST**

7.1 No member, officer or employee of the City, during his/her tenure or for one year thereafter, will have or shall have had any interest, direct or indirect, in this Agreement or any proceeds thereof.

**ARTICLE 8
WATER AND WATER RELATED PUBLIC IMPROVEMENTS**

8.1 The City has already furnished water to the boundary of the Development. The Developer shall be solely responsible for the installation and maintenance of utility improvements to provide water service within the Development Project. Water service within the Development Project will be a public service. Public hydrants cannot be used for any purposes other than fire protection.

8.2 All plans and specifications for the design of the infrastructure and water improvements within the boundaries of the Development shall be subject to the approval of the City's Water Utility and, where necessary, Building Inspections, prior to the beginning of construction. Such approval shall not be unreasonably withheld.

8.3 Developer shall provide necessary easements for the maintenance and repair of the water distribution system.

ARTICLE 9 SANITARY SEWER

9.1 The City has already provided sanitary sewer to the boundary of the Development. The Developer shall be solely responsible for installing and maintaining sanitary sewer infrastructure on the Development including any necessary lift stations, force mains and other improvements from the Development to the City's existing infrastructure. Sanitary sewer service within the Development shall remain a private service.

9.2 Under any of the circumstances set forth herein, the City shall permit the Owner/Developer to connect with the City's sanitary sewer system at such reasonably accessible and economically feasible locations as determined by the City.

9.3 All plans and specifications for the design of the infrastructure and sanitary sewer improvements within the boundaries of the Development shall be subject to the approval of the City's Department of Public Works & Utilities and, where necessary, Building Inspections, prior to the beginning of construction. Such approval shall not be unreasonably withheld.

ARTICLE 10 STORMWATER MANAGEMENT

10.1 The Developer shall follow all applicable State and City Stormwater Ordinances. The Developer shall be solely responsible for installing and maintaining all on-site stormwater management practices in accordance with City specifications. Stormwater management within the Development Area shall remain private.

10.2 All plans and specifications for the design of the infrastructure and stormwater sewer improvements within the boundaries of the Development shall be subject to the approval of the City's Department of Public Works & Utilities and, where necessary, Building Inspections, prior to the beginning of construction. Such approval shall not be unreasonably withheld.

**ARTICLE 11
STREET IMPROVEMENTS**

Intentionally Left Blank

**ARTICLE 12
WRITTEN NOTICES**

12.1 Any written notice required under this Agreement shall be sent to the following individuals:

FOR THE CITY:

City of Neenah
Community Development Department
211 Walnut Street
Neenah, WI 54956
Attention: Chris A. Haese

With a copy to:

City of Neenah
City Attorney's Office
211 Walnut Street
Neenah, WI 54956
Attn: Attorney Adam J. Westbrook

DEVELOPER:

Bridgewood Luxury Apartments, LLC
Attn: Thomas Vandeyacht, Managing Member of
Versatile Real Estate Holding Company, LLC, its Sole Member
2220 N. Lynndale Drive
Appleton, WI 54914

With a copy to:

Attorney Brian A. Krause
Krause & Krause
51 Park Place
Appleton, WI 54914

ARTICLE 13 MISCELLANEOUS

13.1 *Assignment.* No party to this Agreement may assign any of its interest or obligations hereunder without first obtaining the written consent of the other party except as otherwise provided for in this Agreement. Notwithstanding the foregoing, Developer may: (i) assign its rights and obligations under this Agreement to an entity that holds title to the Project and that is controlled by Developer or by one or more of the principals of Developer. The City shall not be bound to any such assignment until it has received written notice.

13.2 *Nondiscrimination.* The Developer agrees that neither the Development Area nor any portion thereof, shall be sold to, leased or used by any party in a manner to permit discrimination or restriction on the basis of race, creed ethnic origin or identity, color, gender, religion, marital status, age, handicap, or national origin and that construction, redevelopment, improvement, and operation of the Development shall be in compliance with all effective laws, ordinances and regulations relating to discrimination or any of the foregoing grounds.

13.3 *Financial Reports.* The Developer agrees to maintain records such that actual project expenditures in the Development may be ascertained. Upon reasonable notice from the City, authorized representatives of the City shall be entitled to examine such records at the Developer's Development to verify the amount of construction expenditures that have been incurred by the Developer.

13.4 *Cost Overruns.* Except, as provided herein, all work, undertakings, or other actions to be taken by a specific party hereto shall be completed at the sole cost and expense of such party. Without limiting the foregoing, all cost overruns of any work, undertaking, or other action to be taken by City hereunder shall be borne by City. Likewise, and without limiting the foregoing, all cost overruns of any work, undertaking, or other action to be taken by the Developer hereunder shall be borne by Developer.

13.5 *No Third Party Beneficiaries.* This Agreement is made solely for the benefit of the parties hereto and their permitted assignees, and no other party shall acquire or have any rights under this Agreement or by virtue of this Agreement.

13.6 *No Personal Liability.* Under no circumstances shall any shareholder, partner, member, officer, director, employee, contractor, or agent of City or Developer have any personal liability arising out of this Agreement, and no party shall seek or claim any such personal liability against any such party.

13.7 *Force Majeure.* No party shall be responsible to any other party for any resulting losses if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, or by any other cause not within the control of the party whose performance was interfered with, and which, by the exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes hereinabove enumerated or not, (collectively, "events of force majeure") and the time for performance shall be extended by the period of delay occasioned by any such cause.

13.8 *Governing Law.* The laws of the State of Wisconsin shall govern this Agreement.

13.9 *Counterparts.* This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument. No amendment of this Agreement shall be effective unless in writing and signed by the party to be bound thereby.

13.10 *Severability.* If any provision of this Agreement shall be held or deemed to be inoperative or unenforceable as applied in any particular case in any jurisdiction because it conflicts with any other provision or provisions of this Agreement or any constitution or statute or rule of public policy, or for any other reason, then such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein invalid, inoperative, or unenforceable to any extent whatever. To the maximum extent possible, this Agreement shall be construed in a manner consistent with the powers of City, including, but not limited to, their powers under the Tax Increment Law, § 66.1105, Wis. Stats, and the Blight Elimination and Slum Clearance Act, § 66.1333, Wis. Stats., to achieve its intended purpose. Reference is made to Chapter 105, Laws of 1975 § 4, and to § 66.1333(17), Wis. Stats., which provide that the Tax Increment Law and the Blight Elimination and Slum Clearance Act should be construed liberally to effectuate their purposes.

13.11 *Further Assurances.* The parties shall enter into all such further agreements and instruments and shall take all such further actions as may be reasonably necessary or desirable to give further force or effect to this Agreement.

13.12 *Time is of the Essence.* Time is of the essence as to all dates and time periods set forth in this Agreement.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

CITY OF NEENAH:

By:

Jane Lang, Mayor

ATTEST:

By:

Charlotte Nagel, City Clerk

I hereby certify that the necessary funds have been provided to pay the liability incurred by the City of Neenah on the within Contract.

Michael K. Easker, Director of Finance

APPROVED AS TO FORM:

Adam J. Westbrook, City Attorney

DEVELOPER:

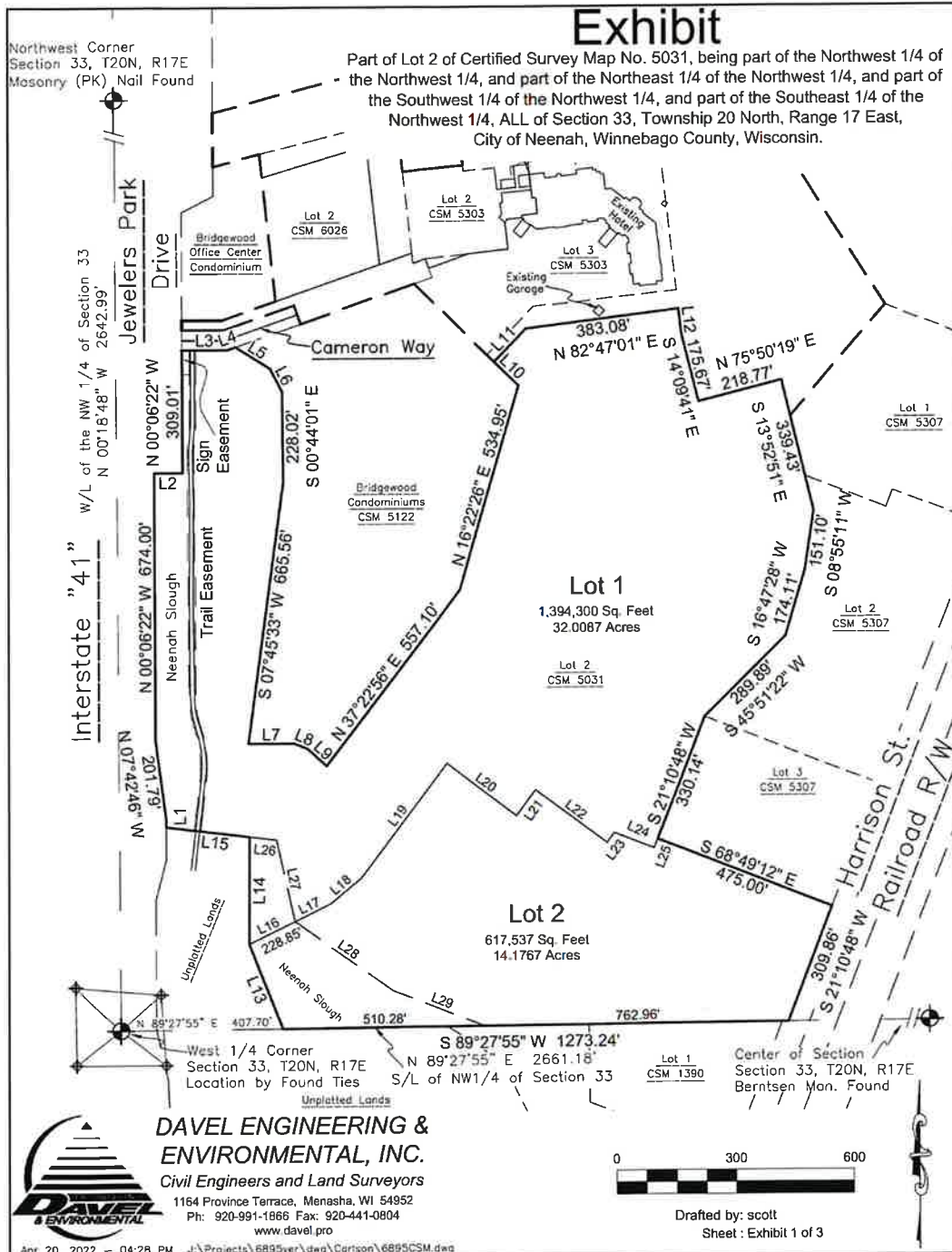
BRIDGEWOOD LUXURY APARTMENTS LLC
BY: VERSATILE REAL ESTATE HOLDING
COMPANY, LLC, Its Sole Member

By:

Thomas R. Vandeyacht, Manager
SCHEDULE OF EXHIBITS

- A. Legal Description of the Property
- B. Development Plan
- C. Site Improvements
- D. Project Timetable and Estimated Property Values

Exhibit A
Development Area
Lot 1 and 2 of Proposed CSM and the Description



Lot 1 and Lot 2 of Proposed CSM of Part of CSM 5031

Land being Part of Lot 2 of Certified Survey Map No. 5031, being part of the Northwest 1/4 of the Northwest 1/4, and part of the Northeast 1/4 of the Northwest 1/4, and part of the Southwest 1/4 of the Northwest 1/4, and part of the Southeast 1/4 of the Northwest 1/4, ALL of Section 33, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 2,011,837 Square Feet (46.1854 Acres) of land described as follows:

Commencing at the West 1/4 of Section 33, Township 20 North, Range 17 East; thence N89°27'55"E along the South line of the Northwest 1/4 of said Section 33, 407.70 feet to the point of beginning of the parcel to be described; thence N21°33'06"W, 229.30 feet; thence N00°20'42"E, 270.05 feet; thence N83°04'49"W, 211.79 feet; thence N00°05'31"E, 17.75 feet; thence N07°42'46"W, 201.79 feet; thence N00°06'22"W, 674.00 feet; thence N89°53'18"E, 71.50 feet; thence N00°06'22"W, 309.01 feet; thence N89°53'25"E, 113.85 feet; thence N70°48'37"E, 22.87 feet; thence S57°39'48"E, 102.56 feet; thence S27°15'51"E, 64.83 feet; thence S00°44'01"E, 228.02 feet; thence S07°45'33"W, 665.56 feet; thence N89°43'25"E, 115.70 feet; thence S67°33'32"E, 36.05 feet; thence S47°36'44"E, 64.45 feet; thence N37°22'56"E, 557.10 feet; thence N16°22'26"E, 534.95 feet; thence N45°49'22"W, 85.79 feet; thence N44°10'38"E, 116.01 feet; thence N82°47'01"E, 383.08 feet; thence S06°21'10"E, 63.81 feet; thence S14°09'41"E, 175.67 feet; thence N75°50'19"E, 218.77 feet; thence S13°52'51"E, 93.85 feet; thence S13°52'51"E, 245.58 feet; thence S08°55'11"W, 151.10 feet; thence S16°47'28"W, 174.11 feet; thence S45°51'22"W, 289.89 feet; thence S21°10'48"W, 330.14 feet; thence S68°49'12"E, 475.00 feet; thence S21°10'48"W, 309.86 feet; thence S89°27'55"W, 1273.24 feet to the Point of Beginning. Described parcel subject to all easements and restrictions of record.

Exhibit B

Development Plan



Exhibit C

Site Improvements



Exhibit D

Development Plan Time Table & Property Valuation

Major Milestone	Estimated Date	Estimated Value as of Estimated Date (cumulative)
Property Acquisition	June 1, 2022	\$1,300,000
Phase I Complete - Units 1-32 and the office	December 31, 2023	\$4,300,000
Phase II Complete – Units 33-72	December 31, 2024	\$7,700,000
Phase III Complete – Units 73-112	December 31, 2025	\$11,100,000
Phase IV Complete – Units 113-152	December 31, 2026	\$14,500,000
Phase V Complete – Units 153-192	December 31, 2027	\$17,900,000
Phase VI complete – Units 192-240	December 31, 2028	\$22,000,000

**Minutes of the Board of Public Works Meeting
Tuesday, April 26, 2022, 12:00 p.m. Noon**

MEMBERS PRESENT: Mayor Lang, City Attorney Westbrook, Director of Finance Easker, Director of Public Works Kaiser, and Alderpersons Lendrum and Hillstrom. Director of Community Development Haese was excused.

ALSO PRESENT: City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 12:02 p.m.

MINUTES: MSC Hillstrom/Easker to approve the minutes from the April 12, 2022 as written, all voting aye.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Public Works

1. Award Contract 7-22 for Winneconne Avenue Bridge Repair to Pheifer Brothers Construction in the amount of \$217,847.10 using budgeted project funds and Public Infrastructure Fund reserves.

MSC Kaiser/Hillstrom to recommend Council award Contract 7-22 for Winneconne Avenue Bridge Repair to Pheifer Brothers Construction in the amount of \$217,847.10 using budgeted project funds and Public Infrastructure Fund reserves, all voting aye.

Discussion: Contract 7-22 includes work to repair the deck in a number of locations, replace the expansion joints at each end, and repair a column on the pier just west of the railroad tracks that has shown concrete failure due to water penetration caused by a failed expansion joint. The budget for this work is \$165,000. The engineer's estimate calculated pre-bid was \$194,250. The low bid for the work is from Pheifer Brothers Construction in the amount of \$217,847.10. The budget shortfall is \$52,847.10. There was discussion on the use of available funds, however, staff recommends using the Public Infrastructure Funds reserves.

B. Department of Parks and Recreation

1. Pay Request #1 in the amount of \$118,697.75 to Janke General Contractors for work completed on the Shattuck Park Fountain Reconstruction Project.

MSC Westbrook/Kaiser to approve Pay Request #1 in the amount of \$118,697.75 to Janke General Contractors for work completed on the Shattuck Park Fountain Reconstruction Project, all voting aye.

Discussion: This pay request includes work completed through April 20, 2022. The project is moving on nicely with the testing of the water feature scheduled for the week of May 23rd. There was discussion on a future

Report

Info

Report

change order to replace several deteriorating concrete panels throughout the park.

2. Award Kimberly Point Phase 1 Construction Contract to Martell Construction, Green Bay, in the amount of \$165,669.00 utilizing 2022 CIP Funding and CIP Facility Reserves.
MSC Westbrook/Hillstrom to recommend Council Award Kimberly Point Phase 1 Construction Contract to Martell Construction, Green Bay, in the amount of \$165,669.00 utilizing 2022 CIP Funding and CIP Facility Reserves, all voting aye.

Discussion: Construction specifications were advertised and bids were opened for Kimberly Point Phase 1 Project on Thursday, April 14, 2022. Two qualified bids were received and opened. The recommendation from Parkitecture and Planning is to award the bid to Martell Construction, Green Bay, WI as they were the lowest qualified bidder. The Parks and Recreation Commission reviewed and recommends the same.

The timing of the project was discussed. Phase 1 trail construction is scheduled to be completed by the end of October, 2022. There was also discussion on the archaeological monitoring of the project. It would be highly unlikely that the project is going to be below the plow zone, therefore discovery of any remains is not anticipated, however monitoring would be in place should any remains be discovered.

ANY ANNOUNCEMENTS/QUESTIONS FOR THE BOARD.

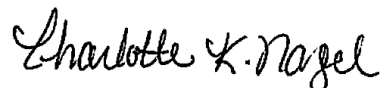
Discussion was had on the Harrison Street Pond Project. There potentially may be additional costs due to ground contamination. Retaining wall stability was also talked about.

Status update was given on the Loren's Salvage Yard project.

ADJOURNMENT

MSC Hillstrom/Bates to adjourn at 12:22 p.m., all voting aye.

Respectfully Submitted,



Charlotte K. Nagel, City Clerk



M E M O R A N D U M

DATE: April 21, 2022
TO: Mayor Lang and Members of the Board of Public Works
FROM: Gerry Kaiser, Director of Public Works
RE: Award Recommendation for Contract 7-22.

Attached to this memo is the bid tabulation for Contract 7-22, Winneconne Avenue Bridge Repair. This contract includes work to repair the deck in a number of locations, replace the expansion joints at each end, and repair a column on the pier just west of the railroad tracks that has shown concrete failure due to water penetration caused by a failed expansion joint. The budget for this work is \$165,000. The engineer's estimate calculated pre-bid was \$194,250. The low bid for the work is from Pheifer Brothers Construction in the amount of \$217,847.10. The budget shortfall is \$52,847.10.

Options available are to:

- 1) Do nothing. The degradation issues occurring on the bridge require more technical capacity than we have with our forces. Degradation will only accelerate if repairs are not made.
- 2) Reject the bids and re-bid. Staff is of the opinion that re-bidding this work will not result in lower bid figures.
- 3) Cover the budget shortfall using a portion of \$170,000 budgeted for Undesignated Street Repairs. This will reduce the amount of general pavement repair that we are able to accomplish this year.
- 4) Cover the budget shortfall using Public Infrastructure Fund reserves (estimated \$3,341,698 balance).

Staff recommends that Council award Contract 7-22 to Pheifer Brothers Construction in the amount of \$217,847.10 using budgeted project funds and Public Infrastructure Fund reserves.

7-22, City of Neenah, Winneconne Avenue Bridge Repair (#8169549)

Owner: Neenah WI, City of

Solicitor: Neenah WI, City of

04/20/2022 09:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Engineer Estimate		Pheifer Brothers Const.		LUNDA CONSTRUCTION		Norcon Corporation		Zenith Tech, INC. bridge		
					Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Bridge Repair															
	1	101	Preparation Deck Type 1	Sq. Yd.	16	\$350.00	\$5,600.00	\$320.00	\$5,120.00	\$254.00	\$4,064.00	\$265.00	\$4,240.00	\$275.00	\$4,400.00
	2	102	Preparation Deck Type 2	Sq. Yd.	4	\$425.00	\$1,700.00	\$410.00	\$1,640.00	\$450.00	\$1,800.00	\$285.00	\$1,140.00	\$500.00	\$2,000.00
	3	103	Sawing Pavement Deck Preparation	Lin. Ft.	200	\$5.00	\$1,000.00	\$8.60	\$1,720.00	\$7.15	\$1,430.00	\$4.00	\$800.00	\$15.00	\$3,000.00
	4	104	Concrete Surface Repair (Near Light Pole)	Sq. Ft.	20	\$225.00	\$4,500.00	\$160.00	\$3,200.00	\$370.00	\$7,400.00	\$235.00	\$4,700.00	\$225.00	\$4,500.00
	5	105	Concrete Masonry Deck Repair	Cu. Yd.	2.5	\$4,000.00	\$10,000.00	\$4,000.00	\$10,000.00	\$3,041.00	\$7,602.50	\$825.00	\$2,062.50	\$2,000.00	\$5,000.00
	6	106	Concrete Masonry Bridges - Expansion Device	Cu. Yd.	29	\$2,500.00	\$72,500.00	\$1,900.00	\$55,100.00	\$273.00	\$7,917.00	\$900.00	\$26,100.00	\$600.00	\$17,400.00
	7	107	Epoxy injection crack repair	Lin. Ft.	50	\$150.00	\$7,500.00	\$66.00	\$3,300.00	\$75.50	\$3,775.00	\$66.00	\$3,300.00	\$95.00	\$4,750.00
	8	108	Fiber Wrap Column Reinforcing - Pie 6 , Column #1	Each	1	\$25,000.00	\$25,000.00	\$23,756.00	\$23,756.00	\$27,149.00	\$27,149.00	\$23,756.00	\$23,756.00	\$10,500.00	\$10,500.00
	9	109	Expansion Devices	Each	2	\$10,000.00	\$20,000.00	\$39,063.05	\$78,126.10	\$23,800.00	\$47,600.00	\$63,750.00	\$127,500.00	\$46,000.00	\$92,000.00
	10	110	Joint Repair	Sq. Yd.	80	\$90.00	\$7,200.00	\$190.00	\$15,200.00	\$1,430.00	\$114,400.00	\$570.00	\$45,600.00	\$2,200.00	\$176,000.00
	11	111	Protective Surface Treatment	Sq. Yd.	50	\$90.00	\$4,500.00	\$5.10	\$255.00	\$12.25	\$612.50	\$11.00	\$550.00	\$7.00	\$350.00
	12	112	Adhesive Anchors No. 5 Bars	Each	150	\$25.00	\$3,750.00	\$23.00	\$3,450.00	\$31.65	\$4,747.50	\$13.00	\$1,950.00	\$35.00	\$5,250.00
	13	113	Bar Steel Reinforced HS Coated Structures	Pound	5200	\$5.00	\$26,000.00	\$2.40	\$12,480.00	\$4.00	\$20,800.00	\$2.00	\$10,400.00	\$4.00	\$20,800.00
	14	114	Furnish, install and maintain Traffic Control	Lump Sum	1	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$20,955.00	\$20,955.00	\$77,500.00	\$77,500.00	\$35,000.00	\$35,000.00
Base Bid Total:							\$194,250.00		\$217,847.10		\$270,252.50		\$329,598.50		\$380,950.00



*Department of
Parks & Recreation*

TO: Mayor Lang and Members of the Board of Public Works
FROM: Michael T. Kading, Director of Parks & Recreation *MAL*
DATE: April 21, 2022
RE: Kimberly Point Phase 1 Construction Bids Award

Construction Specifications were advertised and bids opened for the Kimberly Point Phase 1 Project on Thursday, April 14 at 2:30 pm. Two qualified bids were received and opened. A bid summary and recommendation letter from Parkitecture and Planning recommending awarding the lowest qualified bid to Martell Construction, Green Bay, WI in the amount of \$165,669 utilizing 2022 CIP Funding and CIP Facility Reserves

Summary of Projected Costs:

Design/Engineering	\$16,140 (previously approved)
Archaeological Design/Permitting	\$3,200 (previously approved)
Construction Bid	\$165,669
Archaeological Onsite Monitoring/Reporting	\$4,000*
Construction Administration	<u>\$10,000</u>
Total Project Costs	\$199,009

*Estimated 3 days of excavation and “does not include testing of cultural features identified during monitoring as potential burials, inadvertent discovery of burials or excavation of burials.”

Summary of Funding:

2022 CIP	\$175,000
Information Technology (smart cities)	\$6,000
CIP Facility Reserves	<u>\$18,009</u>
Total Funding	\$199,009

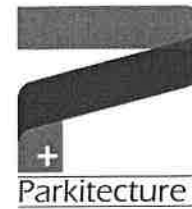
The Parks and Recreation Commission reviewed and recommends awarding the lowest qualified bid to Martell Construction, Green Bay, WI in the amount of \$165,669.

Recommended Action: Awarding the lowest qualified bid to Martell, Green Bay, WI in the amount of \$165,669.

Creating Community Through People, Parks & Programs

**Kimberly Point Park Phase 1
Recommendation of Bid Results**

April 14, 2022



Michael Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956

Dear Michael:

This memo is in reference to the bid opening for the Kimberly Point Park Phase 1 project that took place Thursday April 14, at 2:30 PM.

We have reviewed the two bids received, and found both to be complete Bids ranging from \$165,669.00 to \$188,991.65. Martell Construction submitted the low bid and has worked on several City projects. They are qualified for this project. We have recent working project experience with them, high confidence in their abilities to perform the project scope, and we have verified the scope of work and assumptions with them via phone call.

Our opinion of probable cost for the base bid project was \$178,478.00 and Martell's low bid was \$165,669.00. The total bid is lower than our OPC and the concrete unit price is quite reasonable should the final quantities need to be adjusted in the field.

After reviewing the bid price and discussing the bid with the contractor, it is our opinion that the City should accept the Martell bid as received. We have reviewed the unit pricing submitted and find the costs to be within current industry standards.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written in a cursive style.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

Kimberly Point Park Phase 1 (#8157717)
 Owner: City of Neenah
 Solicitor: Parkitecture + Planning
 04/14/2022 02:30 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	Parkitecture Estimate		Martell Construction		Highway Landscapers, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
General	1	Mobilization	LS	1	\$12,000.00	\$12,000.00	\$14,000.00	\$14,000.00	\$6,800.00	\$6,800.00
	2	Erosion Control	LS	1	\$6,500.00	\$6,500.00	\$4,000.00	\$4,000.00	\$11,000.00	\$11,000.00
	3	Demolition	LS	1	\$18,000.00	\$18,000.00	\$8,000.00	\$8,000.00	\$2,500.00	\$2,500.00
	4	Earthwork	LS	1	\$16,000.00	\$16,000.00	\$8,400.00	\$8,400.00	\$18,000.00	\$18,000.00
	5	Basecourse	TON	601	\$26.00	\$15,626.00	\$21.50	\$12,921.50	\$28.00	\$16,828.00
	6	Asphaltic Pavement Patch	TON	18	\$130.00	\$2,340.00	\$210.00	\$3,780.00	\$395.00	\$7,110.00
	7	Concrete Pavement 5"	SF	7719	\$8.00	\$61,752.00	\$7.50	\$57,892.50	\$7.50	\$57,892.50
	8	Concrete Pavement 7"	SF	620	\$12.00	\$7,440.00	\$10.00	\$6,200.00	\$14.00	\$8,680.00
	9	Concrete Curb & Gutter - 30"	LF	185	\$32.00	\$5,920.00	\$50.00	\$9,250.00	\$81.79	\$15,131.15
	10	Pavement Markings	LS	1	\$12,000.00	\$12,000.00	\$23,925.00	\$23,925.00	\$21,750.00	\$21,750.00
	11	Detectable Warning Fields	LS	1	\$3,800.00	\$3,800.00	\$3,000.00	\$3,000.00	\$1,600.00	\$1,600.00
	12	Regulatory Signs	EA	6	\$350.00	\$2,100.00	\$300.00	\$1,800.00	\$450.00	\$2,700.00
	13	Electric Conduit	LS	1	\$4,500.00	\$4,500.00	\$6,000.00	\$6,000.00	\$13,000.00	\$13,000.00
	14	Restoration	LS	1	\$10,500.00	\$10,500.00	\$6,500.00	\$6,500.00	\$6,000.00	\$6,000.00
Base Bid Total:						\$178,478.00		\$165,669.00		\$188,991.65