

**\*\*AMENDED\*\***  
**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**January 28, 2025 @ 5:00 PM**  
**Hauser Room, 211 Walnut Street**

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

**A G E N D A**

1. Approval of Minutes of the Meeting of January 7, 2025 (Attachment)
2. Public Appearances
3. **GRAEF Arrowhead Park Design Contract Amendment (Attachment)**
4. **ECS Subsurface Exploration and Geotechnical Engineering-Arrowhead Park (Attachment)**
5. Fleet #BM 3-2025 Building Maintenance Tractor (Attachment)
6. Fleet #71A-2024 Skid Mounted Leaf Vac (Attachment)
7. Refuse and Recycling Carts (Attachment)
8. Police Department Request for Vehicle Replacements (Attachment)
9. Special Assessment Report for Preliminary Resolution 2024-23: Sanitary Sewer and Laterals and Water Services Installation (Attachment)
10. Special Assessment Report for Preliminary Resolution 2025-25: Asphalt Pavement and Curb/Gutter Installation (Attachment)
11. Project Notification Process (Attachment)
12. Public Works General Construction and Department Activity Report (Attachment)
13. Announcements/Future Agenda Items
14. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106** or e-mail [attorney@neenahwi.gov](mailto:attorney@neenahwi.gov) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, January 7, 2025**

**Present:** Chairperson Lendrum, Alderperson Hillstrom, Pollnow, and Weber

**Excused:** Alderperson Borchardt

**Also Present:** Mayor Lang, Public Works Director Kaiser, City Attorney Rashid, Police Chief Olson, Police Captain Van Sambeek, City Clerk Nagel, Public Works Office Manager Mroczkowski, Cooper Franklin, Julissa Toledo, Frank Cuthbert, Scott Becher, and Flo Bruno

Approval of Minutes of the Meeting of December 10, 2024, and the Special Meeting of December 18, 2024

**Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of December 10, 2024, and December 18, 2024.**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting Aye. 4/0

Public Appearance

None

Bartender Beverage Operating License Appeal for Cooper Franklin

City Attorney Rashid reviewed the process for appealing a bartender operating license application denial. He stated that Mr. Franklin's license application was denied for failure to disclose all ordinance and state statute violations. City Attorney Rashid stated that Mr. Franklin will be given an opportunity to present his case, and the committee will be able to ask him questions. He stated once that part of the hearing is complete, Captain Van Sambeek will present the city's case for the denial after which the committee will have the opportunity to ask Captain Van Sambeek questions. Attorney Rashid stated that as part of the motion, the committee must include findings of fact if the denial is upheld.

Mr. Franklin stated that the violations he omitted from the application were made when he was younger and on a destructive path in his life. He stated that he has a son now and has been working on putting his life back together. He stated that he wants to work at a job he enjoys. Mr. Franklin stated that he is a people person and feels that being bartender would be a good fit for him.

Alderperson Lendrum informed Mr. Franklin that a person who does not have license is allowed to bartend as long as there is a licensed bartender on duty to supervise.

Aldersperson Pollnow stated that he thinks it is admirable that Mr. Franklin is trying to turn things around. He asked Mr. Franklin if fear was the reason he did not disclose all his prior violations.

Mr. Franklin stated that he did not think some of his past violations were serious enough to be listed on the application or he would have included them. He stated that he thought they had to be felonies or major misdemeanors. He stated that he did disclose the violation that led to a bench warrant being issued.

Aldersperson Weber asked Mr. Franklin if he currently has a job. Mr. Franklin stated that he had a job but had car issues. He stated that he has a bartending job lined up at 2 Bullyz Bar, which is within walking distance to his house, but the bar requires a license to start working. He stated that once he has saved up enough money to repair his car, he will start to look for a permanent full-time job.

Aldersperson Lendrum asked if all of Mr. Franklin's court fees and fines have been paid. City Clerk Nagel stated that they have been paid.

Aldersperson Hillstrom stated that his concern is the number of violations that happened in 2-year time span and the lack of disclosure.

Police Captain Van Sambeek stated that the reason Mr. Franklin was denied a bartending beverage license was lack of disclosing multiple convictions including operating a motor vehicle without a license, possession of THC, driving with suspended license, and speeding. He stated that he will be taking on the task of serving the public alcohol and needs to act responsibly, and not disclosing all the violations does not show responsibility.

Aldersperson Pollnow asked Captain Van Sambeek if Mr. Franklin had listed the THC possession charge, would the application have been denied. Captain Van Sambeek stated no because there would not have been basis for the denial.

Mr. Franklin stated that he misread the application. He stated that he has owned up to his past mistakes and is ready to pickup the pieces and move forward on a positive path.

Aldersperson Pollnow stated that he hopes that the Committee takes an open-minded approach to the appeal because everyone has a right to gainful employment.

Ms. Julissa Toledo spoke as a character witness for Mr. Franklin. She stated that a speeding ticket and THC possession should not be a deciding factor because they are not related to the job as a bartender.

The committee further discussed being able to bartend without a license, when a denied applicant can reapply, the wording of the application questions, Mr. Franklin's answers to the questions, and the circumstances that lead to a warrant being issued for the THC possession. Clerk Nagel noted that a denied applicant can reapply six months after the date of denial.

Findings of Fact:

- 1) Mr. Franklin filled out a bartending license application on December 12, 2024, and had otherwise met all the requirements for the license.
- 2) Police background checked showed Mr. Franklin had 4 law violations, including one that lead to an outstanding warrant for unpaid forfeitures.
- 3) Mr. Franklin did not disclose the noted law violations, despite being requested to do so on the application.

Report

**Motion by Weber, Seconded by Hillstrom to uphold the denial of Mr. Cooper Franklin's bartending license application based upon the Findings of Fact.**

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Licenses

Approve the Original Class "A" Fermented Malt Retail License Convenience Store Application to Van Zeeland Oil Co., Inc., for Mobil West, 1350 Gillingham Road, Neenah WI

C.A

**Motion by Pollnow, Seconded by Weber to recommend Council approve the Original Class "A" Fermented Malt Retail License Convenience Store Application to Van Zeeland Oil Co., Inc., for Mobil West, 1350 Gillingham Road, Neenah WI**

Called for Vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Approve the Change of Agent application to Ballroom at the Reserve, LLC., 116 S Commercial St, Neenah WI, agent Codie Emunson

C.A

**Motion by Pollnow, Seconded by Weber to recommend Council approve the Change of Agent application Ballroom at the Reserve, LLC., 116 S Commercial St, Neenah WI, agent Codie Emunson**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Approve Renewal of Pawnbroker/Secondhand Dealer Application to J. Anthony Jewelers, 220 S. Commercial St., Neenah WI, owner Benjamin Ziemba  
Public Works General Construction and Department Activity Report

C.A

**Motion by Pollnow, Seconded by Weber to recommend Council approve the renewal of Pawnbroker/Secondhand Dealer Application to J. Anthony Jewelers, 220 S. Commercial St., Neenah WI, owner Benjamin Ziemba**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Approve Renewal of Pawnbroker/Secondhand Dealer Application to Blind Tiger Games, 675 S. Green Bay Rd., Neenah WI, owner Alexander Thompson

C.A

**Motion by Hillstrom, Seconded by Weber to recommend Council approve the renewal of Pawnbroker/Secondhand Dealer Application to Blind Tiger Games, 675 S. Green Bay Rd., Neenah WI, owner Alexander Thompson**

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

Public Works General Construction and Department Activity Report

- 4) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 5) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Final quantities have been prepared.
- 6) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 7) Contract 2-24 (E. Doty Av - Utilities and Street): Work is complete. Final quantities are being prepared.
- 8) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 9) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 70% complete. It is estimated that 2 weeks of work remain.
- 10) Contract 5-24 (North St - Utilities and Street): Work is complete. Final quantities are being prepared.
- 11) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 12) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.

Public Services and Safety Committee Meeting

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- 13) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Work is complete. Final quantities are being prepared.
- 14) Contract 11-24 (Douglas Park Pond): Work is ongoing. About 50% of the pond has been excavated. Excavated material is now being moved to the Arrowhead site with the permission of WDNR. Some of the topsoil that is not needed for final landscaping on this project is being hauled to the Harrison Pond for use there. The remainder is being stockpiled at the Tullar Garage for our future use.
- 15) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 16) Leaf Picker – I authorized Superintendent Radtke to commit to the purchase of a direct replacement for a leaf picker in advance of a January 1 price increase. The replacement was included in the 2024 budget. Supt. Radtke had been researching replacement options throughout the year. The new unit will come in under budget. Formal purchase approval will be brought to the next PSSC meeting.
- 17) City Hall HVAC Upgrade: Work is nearly complete on the 3<sup>rd</sup> floor HVAC upgrade, which replaced variable air volume units (VAVs) and thermostats to digital controls. These upgrades will integrate with the previously installed digital HVAC control system. Components have been installed. Final system mapping and calibration is being done. We have requested pricing from Energy Control & Design to continue the upgrade project for the 2<sup>nd</sup> floor.

Announcements/Future Agenda Items

Aldersperson Pollnow stated that he talked with Police Chief Olson regarding the quarterly reports being brought to the committee. Aldersperson Pollnow stated that Chief Olson does he is fine bringing the report to committee. Aldersperson Pollnow stated that he feels it is a good process and have committee members weigh in on the report and provide feedback and the ability to ask questions.

Adjournment

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

Call for vote by Chairman Lendrum

**Motion Carried.** All voting aye. 4/0

**Respectfully submitted,**



Lisa Mroczkowski  
Public Works Office Manager



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**M E M O R A N D U M ( R E V I S E D )**

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**DATE:** January 24, 2025  
**TO:** Chairman Lendrum and Public Services and Safety Committee Members  
Chairman Kelly and Park and Recreation Commission Members  
**FROM:** Chris A. Haese, Director of Community Development and Assessment  
Michael Kading, Park and Recreation Director  
**RE: GRAEF Arrowhead Park Design Contract Amendment**

The City contracted with GRAEF Engineering in September of 2024 to complete preliminary engineering, design and feasibility analysis of several key components of the Arrowhead Master Plan. This design work is nearing completion and will be packaged with other critical information for submittal and approval to the Wisconsin Department of Natural Resources (DNR). As part of this work, it was recognized that minor modifications would need to be made to the Master Plan to better reflect the influence the Public Trust Doctrine will have on the development of the Park. GRAEF has completed these revisions to the physical plan for the Park on the City's behalf (attached). RDG, the Plan author, has completed the textual changes to be present at your upcoming meeting.

As part of the preliminary engineering work, it became clear that additional material would have to be placed on Arrowhead to provide sufficient cover over planned utilities and the existing landfill material. Recognizing that material from the Douglas Park stormwater pond would be ideal material for Arrowhead, staff reacted to the opportunity to utilize this material. To secure the necessary approvals from the DNR, additional engineering work had to be undertaken, including the demonstration that the material was needed and the amount of material needed, identifying the location for the material, and determining drainage and erosion control measures to mitigate any negative impacts of the additional material. Since the work on Douglas Park was scheduled to begin soon, GRAEF was asked to prepare the necessary documentation for DNR review. After several weeks of work, and tedious discussions with the DNR, the City obtained the necessary confirmation to place additional material on Arrowhead. The Park will likely need 30,000 cubic yards of material for the planned development. Despite the delays securing DNR confirmation, 15,000 – 20,000 cubic yards of material will make its way to Arrowhead, reducing the overall development costs of Arrowhead by approximately \$160,000.

GRAEF has requested a contract amendment in the amount of \$12,700 to provide Master Plan modifications and for additional engineering analysis required by the DNR to allow the placement of additional fill material on Arrowhead Park.

I am proposing two actions of the Committee with recommendations as follows:

**Recommendations**

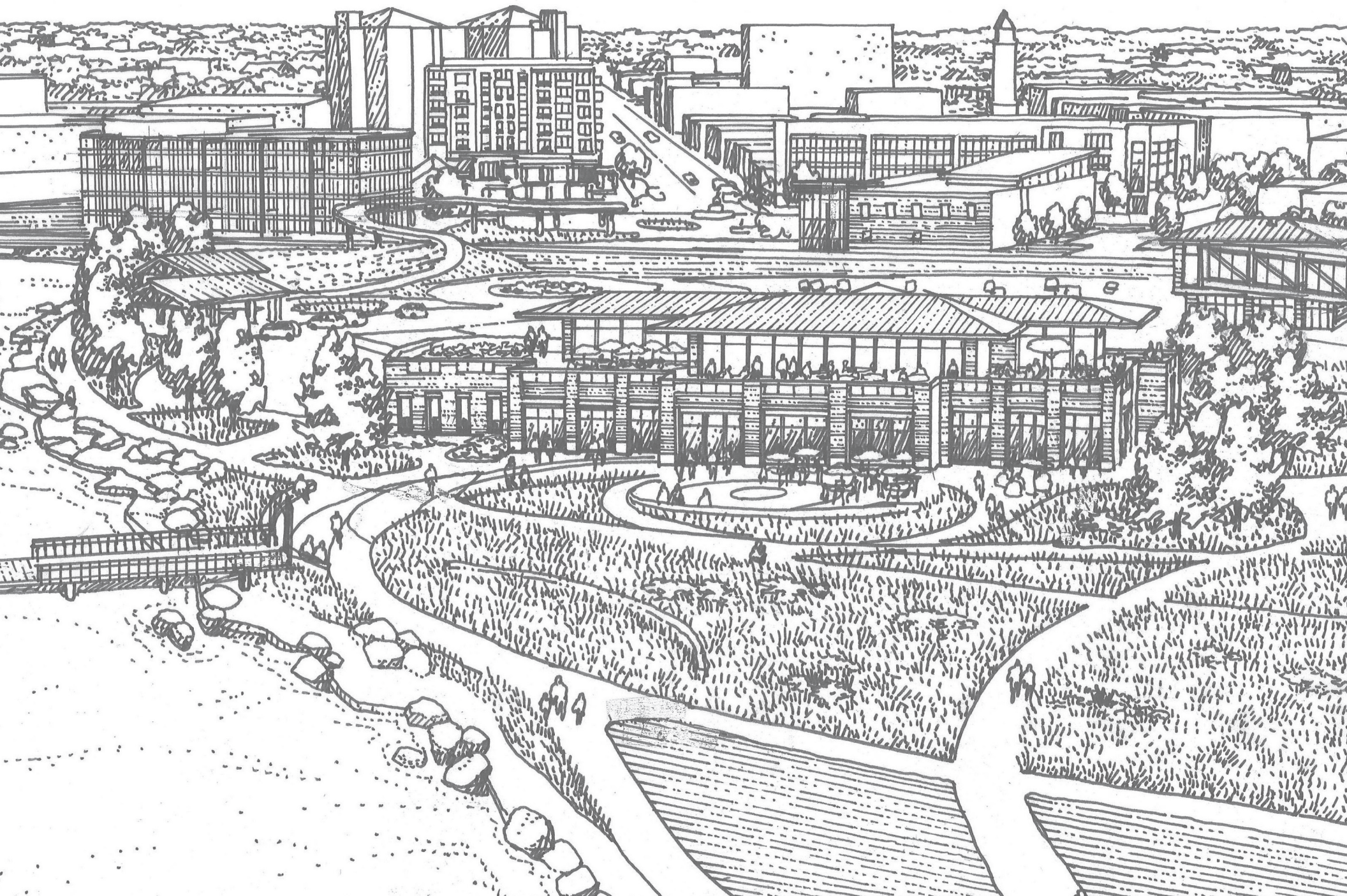
**Appropriate action is to recommend Council accept and place on file the revised Master Plan of Arrowhead Park.**

**Appropriate action is to recommend Council approve the contract Amendment with GRAEF Engineering in the amount of \$12,700 for Arrowhead Master Plan modifications and for**

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**additional engineering work required of DNR for the placement of additional fill material on Arrowhead Park. Funding for the Amendment to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvements Budget**





# ACKNOWLEDGMENTS

The City of Neenah and the design team would like to thank the following individuals and organizations for their support of the master planning effort and for their time and dedication to creating a Vision for the Future.

## ADVISORY COMMITTEE

**Ann Engelhard**, Community Foundation for the Fox Valley Region  
**Pam Seidl**, Exec. Dir. Fox Cities Convention & Visitors Bureau  
**Ben Bruns**, Exec. VP and General Mgr. for Boldt Construction  
**John S kyrms**, Alderman, District 1 (includes Arrowhead)  
**Dan Van Daalwyk**, President of Telmark Sales Solutions  
**Peter Kelly**, Director United Way Fox Cities (retired)  
**Phil Langohr**, AIG Properties  
**Brent Bowman**, Executive Director of Future Neenah Inc.  
**Tom Remley**, Community Advocate  
**Troy Noel**, Financial Advisor at Edward Jones  
**Lee Hillstrom**, Parks Commission Member and Alderman, District 3  
**Michael Kading**, Director of Parks and Recreation  
**Chris Haese**, Director of Community Development

## TECHNICAL COMMITTEE

**Jane Lang**, Mayor  
**Michael Kading**, Director of Parks & Recreation  
**Chris Haese**, Director of Community Development  
**Gerry Kaiser**, Director of Public Works  
**David Rashid**, City Attorney  
**Trevor Fink**, Superintendent of Parks & Forestry  
**Heath Kummerow**, Civil Engineer  
**Brad Schmidt**, Deputy Director of Community Development

## JURISDICTIONAL AGENCIES

**Matt Turner**, Canadian National Railroad  
**Jean Romback-Bartels**, Wisconsin Department of Natural Resources

## PARKS COMMISSION

**Peter Kelly**, President  
**Ashley Ondresky**, Vice President  
**Gary Lawell**, Commissioner  
**Amanda Loudon**, Commissioner  
**Lee Hillstrom**, Commissioner; Alderman  
**Kate Hancock-Cooke**, Commissioner  
**Ted Galloway**, Commissioner  
**Scott Weber**, Commissioner; Alderman  
**Jim Wise**, Commissioner  
**Eric Maggio**, Commissioner

## CITY COUNCIL

**Brian Borchardt**, 2nd Aldermanic District, 2023-2024 Council President  
**Kathie Boyette**, 1st Aldermanic District  
**Cari Lendrum**, 1st Aldermanic District  
**John S kyrms**, 1st Aldermanic District  
**Tamara Erickson**, 2nd Aldermanic District  
**Dan Steiner**, 2nd Aldermanic District  
**Lee Hillstrom**, 3rd Aldermanic District  
**Todd Stevenson**, 3rd Aldermanic District  
**Scott Weber**, 3rd Aldermanic District

## RDG PLANNING & DESIGN



rdgusa.com





# INTRODUCTION

## AN OPPORTUNITY IN WAITING

For more than 70 years, the City of Neenah has contemplated the best and highest use of the site currently known as Arrowhead Park. In 2023-2024, this master plan was authored to identify and clarify the many opportunities that could be offered to both residents and visitors alike.

### VISION

**Arrowhead will be a renowned waterfront destination where people gather to celebrate, play, learn and explore!**

### PURPOSE OF THIS PLAN

The Arrowhead Master Plan is an investment in and for the residents of and visitors to Neenah. This investment provides a road map for critical decision-making related to the level of development in this 30-acre property. The intent of this master plan is to guide community leaders in the prioritization, placement and quality of facilities.

The plan leverages the knowledge and understanding of the area's opportunities and constraints gained from the Framework Assessment, public engagement and a visionary Advisory Committee. It knits together the various planning efforts into one coherent vision.

### GOALS

- Improve public access to the river
- Cultivate civic engagement in the community
- Develop and promote the Neenah brand
- Initiate year-round programming that helps people flourish
- Foster cooperation and kindness among neighbors and partners
- Improve physical connections to Arrowhead and the Fox River
- Apply design elements consistently
- Enhance nature-inspired landscape

### OBJECTIVES

- Access to the water
- Water related programming
- Improved conveniences for boaters and park users
- Integrated Art
- Ongoing Education
- Improved Health and Wellness
- Conservation of Natural Resources





- |                            |   |                                   |
|----------------------------|---|-----------------------------------|
| ① ARROWHEAD PARK           | ⑥ SINGLE LINE CANADIAN NATIONAL RAILROAD  | ⑩ GRAVEL DRIVE                    |
| ② LOOP THE LAKE TRAIL      | ⑦ DOUBLE LINE CANADIAN NATIONAL RAILROAD  | ⑪ AT GRADE PEDESTRIAN CROSSING    |
| ③ GATEWAY PARK             | ⑧ CANADIAN NATIONAL RAILROAD STORAGE YARD | ⑫ VEHICULAR ACCESS – MILLVIEW DR. |
| ④ THE PLAZA @ GATEWAY PARK | ⑨ EXISTING PARKING                        |                                   |
| ⑤ PIER                     |   |                                   |



## SITE CONTEXT

### HISTORY IN THE MAKING

Prior to this master plan, several planning initiatives have been undertaken for this property. Starting in 1950, the Bergstrom Paper Company recommended to the Neenah City Council that this property be converted into a park once they had finished their use of the site. Between 1985 and 2023, the City developed a number of studies to better understand the opportunities and challenges the site has to offer. From these studies, Arrowhead has benefited from several initiatives, including a multimodal trail that is part of the ‘Loop the Lake’ system, and the new pier that provides kayak and canoe access.

### NEENAH NEXT – THE CATALYST

In 2022, the City developed a plan to evaluate Neenah’s downtown. As part of the plan, the Arrowhead Park site was identified as needing a master plan of its own, due to its adjacency to downtown and its potential for development of public waterfront recreation and access to the Fox River. RDG was asked to develop a completely new concept focused on connecting to downtown Neenah and taking full advantage of the waterfront. This new master planning effort is intended to guide the development of the 30-acre property for future decades.

### NEENAH NEXT:

A DOWNTOWN PLAN THAT LEVERAGES THE AREA’S STRENGTHS BY SHOWING OPTIONS FOR A PREFERRED FUTURE.



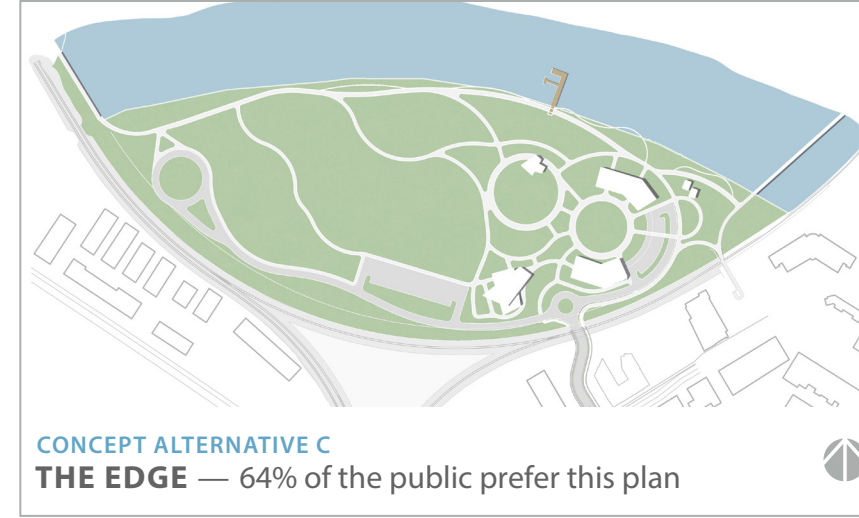
# DESIGN PROCESS

## PUBLIC ENGAGEMENT & CONCEPT DEVELOPMENT

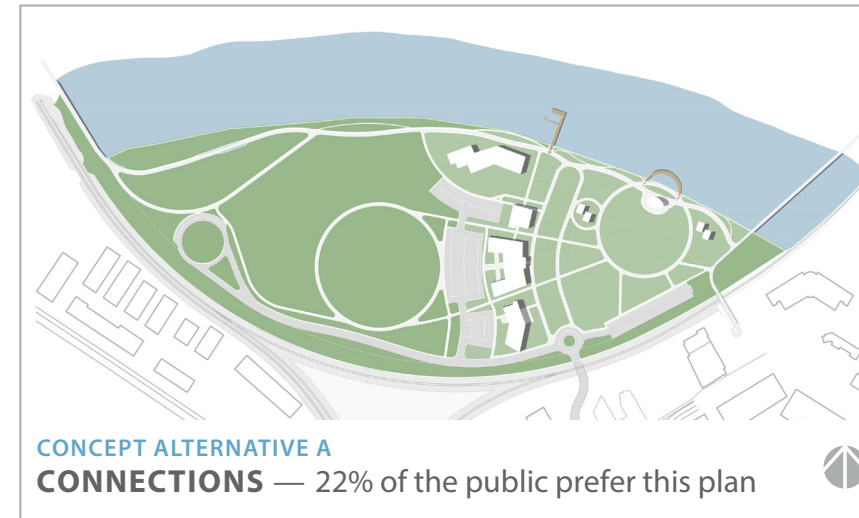
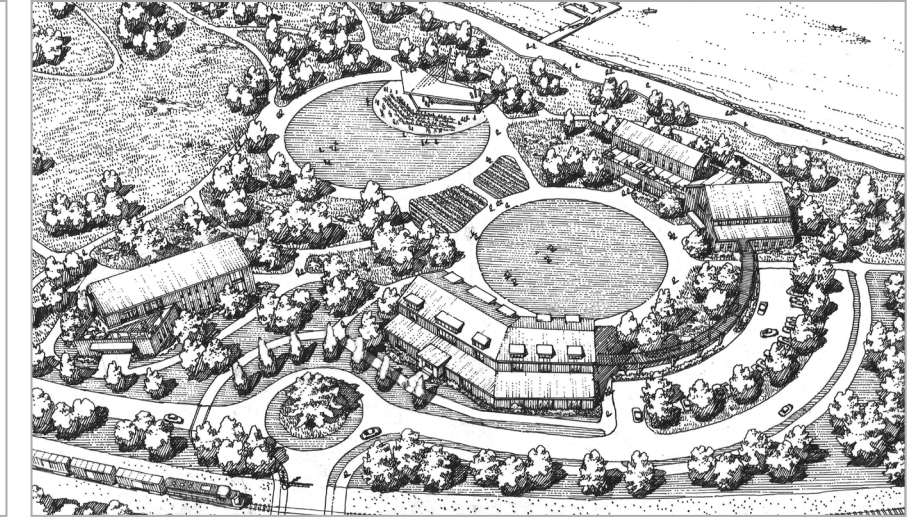
In 2023, an Advisory Committee was formed to guide the concept in this plan. Several concepts were considered and ultimately refined through input and feedback from surveys, interviews and open house events.

- **SEAMLESS CONNECTIONS.** Connections to water, nature, neighborhoods, downtown and each other should be prioritized in every aspect of the plan. It should be easy to navigate to and through spaces in an interesting way.
- **LEVERAGE OPPORTUNITIES.** Leverage and strengthen the opportunities found throughout the community to create a more vibrant waterfront experience. Do not needlessly duplicate facilities or services that can be found in the existing Neenah Park System or in Downtown Neenah.
- **DESTINATION NEENAH.** This design needs to “put Neenah on the map” and compel people to visit, stay longer, bring friends, come back, and move here.
- **WATERFRONT ACCESS FOR ALL.** Waterfront features should be a combination of active and passive options with consideration for all ages and abilities in a four-season environment.
- **UNIQUE PLACES AND SPACES.** Throughout the state and the region, there are plenty of things to do and places to visit. This master plan is meant to highlight and enhance what makes Neenah special. Events, activities and programming should attract both locals and tourists and provide memorable amenities.
- **DO NOT OVERDEVELOP (NEENAH NATURE).** Neenah is beautiful and this site has the opportunity to be something very special. The plan should enhance the natural beauty of the area and provide new opportunities for people to engage with Arrowhead Park and the Fox River in a way that makes them healthier and happier.

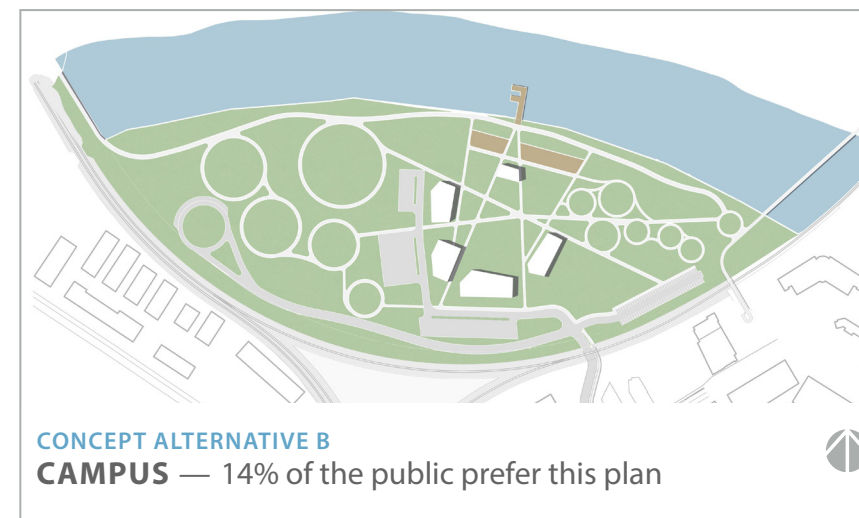
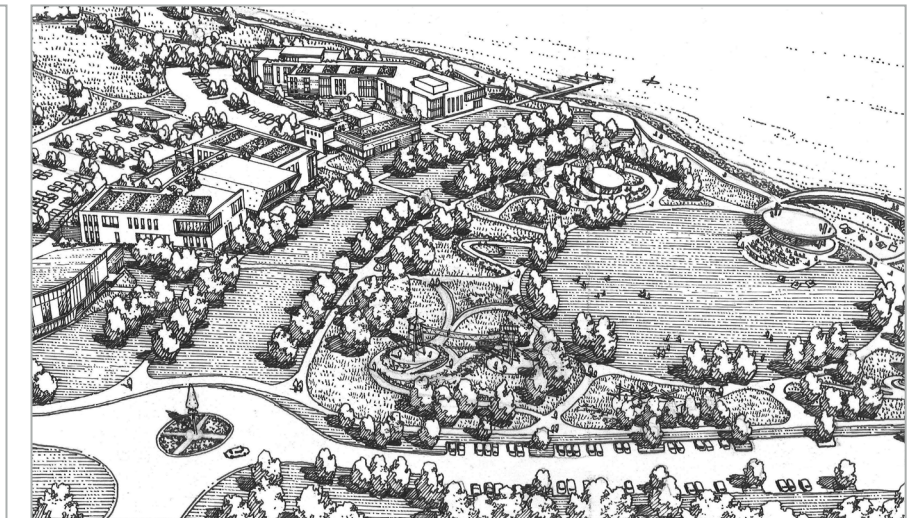
Themes of the engagement process that establish the Framework of the plan, include: Connection to Downtown, development to the east of the site, nature inspired to the west, value the waterfront.



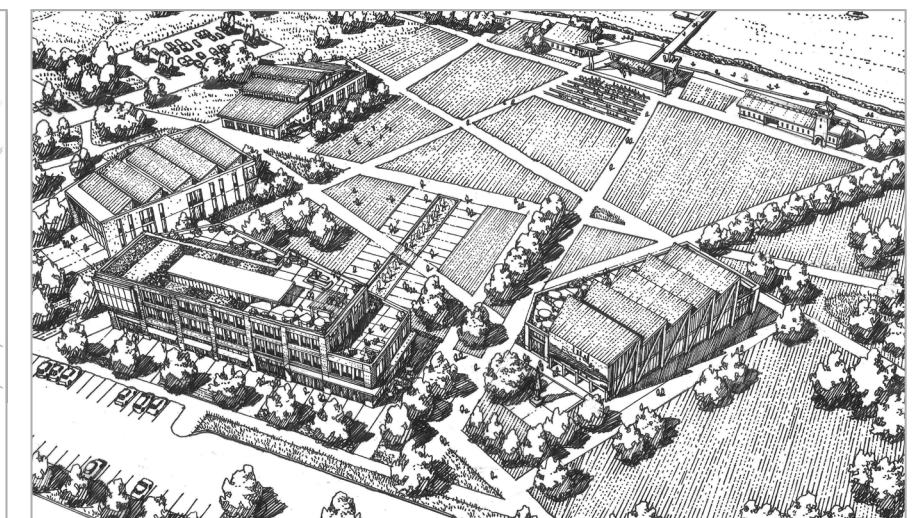
**CONCEPT ALTERNATIVE C**  
**THE EDGE** — 64% of the public prefer this plan



**CONCEPT ALTERNATIVE A**  
**CONNECTIONS** — 22% of the public prefer this plan



**CONCEPT ALTERNATIVE B**  
**CAMPUS** — 14% of the public prefer this plan





- |                              |                      |                             |                      |                              |
|------------------------------|----------------------|-----------------------------|----------------------|------------------------------|
| ① NATURE-INSPIRED LANDSCAPE  | ⑤ PARKING            | ⑨ AMPHITHEATER (DUAL SIDED) | ⑬ BOARD WALK (BEACH) | ⑱ PRIMARY PLAYGROUND         |
| ② NATURE-INSPIRED PLAYGROUND | ⑥ RAILROAD (1 LINE)  | ⑩ RECREATIONAL LAWN         | ⑭ OPEN AIR SHELTERS  | ⑲ PEDESTRIAN OVERPASS        |
| ③ NATURE-INSPIRED SHORELINE  | ⑦ RAILROAD (2 LINES) | ⑪ CELEBRATION LAWN          | ⑮ COMMUNITY BUILDING | ⑳ GATEWAY PARK               |
| ④ PIER / WATER ACCESS        | ⑧ TRAILS             | ⑫ PRAIRIE WORKSHOP          | ⑯ SCULPTURE GARDEN   | ㉑ REALIGNED VEHICULAR ACCESS |
|                              |                      |                             | ⑰ WELCOME CENTER     |                              |

# ARROWHEAD MASTER PLAN

## A FRAMEWORK

The initial framework of the Arrowhead Master Plan was a “big picture” study focusing on an inventory and connectivity assessment of Downtown Neenah’s public recreational, cultural and commercial amenities, places and events. The result of this effort gave planners a better understanding of the existing conditions: natural, river related, commercial, cultural and recreational infrastructure and resources.

### THE NETWORK OF GREEN

Neenah is blessed with wonderful parks, trails and open spaces. The mission of Neenah’s Parks and Recreation Department is Creating Community through People, Parks & Programs by incorporating the following tenets:

- Strengthening community image and sense of place
- Increasing cultural unity
- Supporting economic development
- Protecting environmental resources
- Strengthening safety and security
- Facilitating community problem solving
- Promoting health and wellness
- Providing recreational experiences
- Fostering human development

### BUILDING ON SUCCESS

The existing parks within the larger Waterfront and Downtown district include:

**LOOP THE LAKE TRAIL.** A 3.5-mile route that links three communities (the Village of Fox Crossing, Menasha and Neenah) around Little Lake Butte des Morts. This trail has been an overwhelming success and is frequently identified as one of the preferred amenities within the tri-city area.

**THE PLAZA at GATEWAY PARK.** A 0.7-acre amenity open to the public year-round featuring a winter skating rink, a summer terrace, a warming house with restrooms and a coffee shop, and an outdoor patio with gas fire pits.

**SHATTUCK PARK.** A 1.6-acre park directly adjacent to the shoreline of the Fox River. The amenities in the park include trails, boat stalls and fishing dock, restrooms and a performance plaza.

**RIVERSIDE PARK.** Nearly 20 acres of waterfront parkland, paved trails and playground.

### CONSIDERATIONS FOR FUTURE PARK DESIGN

- River access (physical and visual)
- Health & Fitness
- River/water-based experiences
- Variety
- Conservation
- Accessibility & Design
- Partnerships
- Quality of Life



# ARROWHEAD MASTER PLAN

## A NEIGHBORHOOD OF DESTINATIONS

### DEVELOPMENT OPPORTUNITIES

During the public engagement phase of this master plan, the need for a seamless connection to both downtown Neenah and surrounding neighborhoods was a priority. This focus helped drive the design of this project, promoting most of the development to the east of the site.

**GATEWAY PARK & PEDESTRIAN OVERPASS.** Redevelopment of the existing Gateway Park and the development of a new pedestrian overpass connecting Downtown Neenah with Arrowhead and the Fox River. ⑰ ⑳

**WELCOME CENTER.** Develop welcoming space with public restrooms, scenic views and concessionaire. ⑰

**COMMUNITY BUILDING.** Promote a community building with potential local or regional partners. ⑮

**CELEBRATION LAWN AND SCULPTURE GARDEN.** Create a flexible open space for passive recreation surrounded by gardens, pathways, and sculpture. ⑪ ⑯

**AMPHITHEATER AND GREAT LAWN.** Develop a dual-sided amphitheater with great views of Little Lake Butte des Morts. The Great Lawn will provide a large flexible open space for a variety of passive and active uses. ⑨ ⑩

**SHORELINE.** Develop a unique and accessible shoreline landscape along Little Lake Butte des Morts that provides passive recreation opportunities. ③

**RECREATIONAL TRAILS.** Promote and implement a network of recreational trails, sidewalks and pathways. ⑧

**PRIMARY PLAYGROUND.** Develop an artful and nature-inspired playscape that focuses on youth social interaction and physical development. ⑱

**PARKING.** Incorporate sustainable parking infrastructure with the development of each facility. ⑤

- |                             |                             |                      |                              |
|-----------------------------|-----------------------------|----------------------|------------------------------|
| ③ NATURE-INSPIRED SHORELINE | ⑨ AMPHITHEATER (DUAL SIDED) | ⑬ BOARD WALK (BEACH) | ⑱ PRIMARY PLAYGROUND         |
| ④ PIER / WATER ACCESS       | ⑩ RECREATIONAL LAWN         | ⑭ OPEN AIR SHELTERS  | ⑲ PEDESTRIAN OVERPASS        |
| ⑤ PARKING                   | ⑪ CELEBRATION LAWN          | ⑮ COMMUNITY BUILDING | ⑳ GATEWAY PARK               |
| ⑥ RAILROAD (1 LINE)         | ⑫ PRAIRIE WORKSHOP          | ⑯ SCULPTURE GARDEN   | ㉑ REALIGNED VEHICULAR ACCESS |
| ⑧ TRAILS                    |                             | ⑰ WELCOME CENTER     |                              |





# ARROWHEAD MASTER PLAN

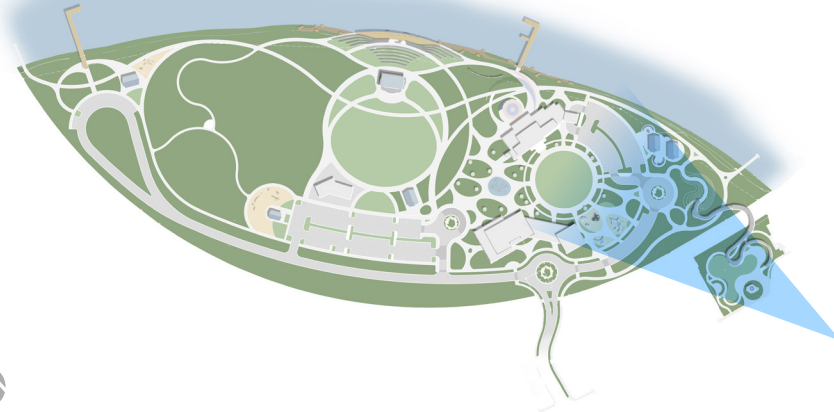
## GATEWAY PARK & PEDESTRIAN OVERPASS

The redesign of Gateway Park and the addition of the pedestrian overpass is a critical component of the Arrowhead Master Plan. Connecting Downtown Neenah to Arrowhead and the Fox River in a seamless and accessible way will help enhance the visitors' ability to visualize and enjoy the Fox River and its connection to historic Downtown Neenah. The creation of the pedestrian overpass has the potential of becoming a "Must See" amenity in Neenah and the Greater Fox Cities Region, offering the public exceptional and unique views of the Fox River, Downtown Neenah, and Arrowhead.



*"The pedestrian overpass will be a safe, quick and convenient way for residents and visitors to travel from downtown to Arrowhead and back. This pathway will completely eliminate the conflict between the Canadian National Railroad and the pedestrians, creating a seamless connection."*

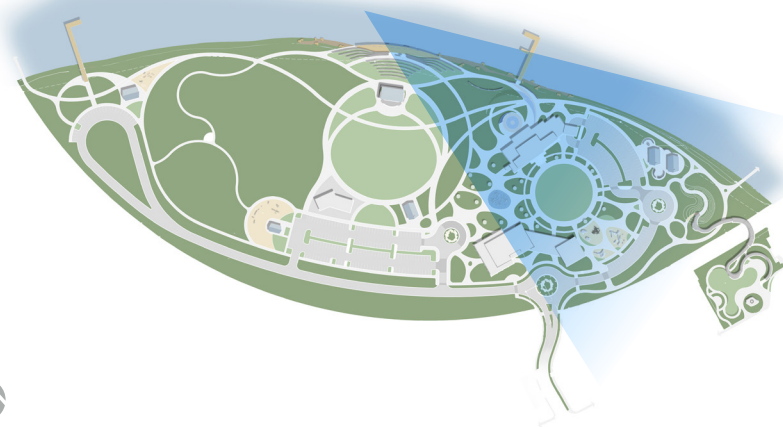
— Jane Lang, Mayor



The graphic above illustrates the important opportunity of visually and physically connecting Downtown Neenah, The Plaza at Gateway, and Gateway Park to Arrowhead and the Fox River. With the addition of the overpass, the Canadian National Railroad will no longer serve as a barrier, but as an amenity. The overpass has the potential to be an artful structure that is a destination itself.



© BONDY STUDIO 24



The Welcome Center, as illustrated above, will be an anchor development at Arrowhead. Located directly adjacent to Little Lake Butte Des Morts and within view from downtown Neenah, this structure will have a great view in 360 degrees.

*“The waterways are essential elements of the destination experience and critical to development opportunities.”*

— Pam Seidl, Executive Director,  
Fox Cities Convention & Visitors Bureau

## ARROWHEAD MASTER PLAN

### A PLACE FOR LOCAL AND REGIONAL EVENTS

#### WELCOME CENTER - EVENT INFRASTRUCTURE

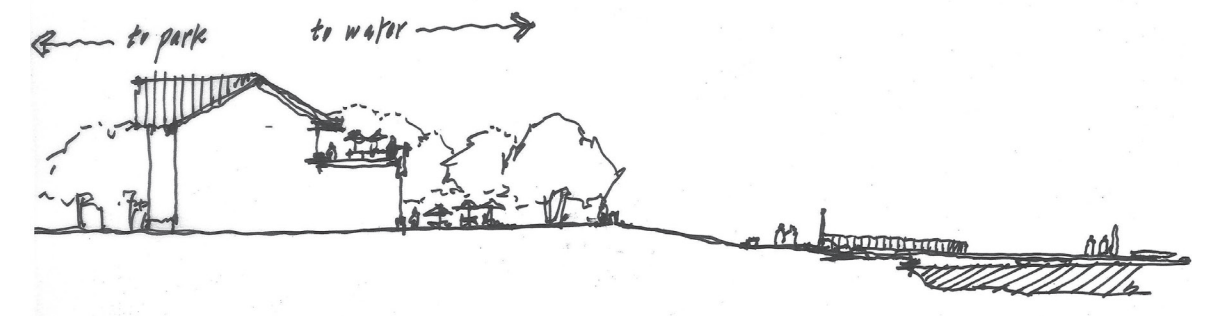
This Welcome Center will serve as a gathering space for visitors to Arrowhead Park by hosting special events, festivals and celebrations. This gathering space is the centerpiece of the park.

Also proposed is a concessionaire space with scenic views of the Fox River, as illustrated to the right. This building is meant to have full access to the water and surrounding sculpture garden and lower terraces.

#### PEDESTRIAN AND BICYCLE CONNECTION

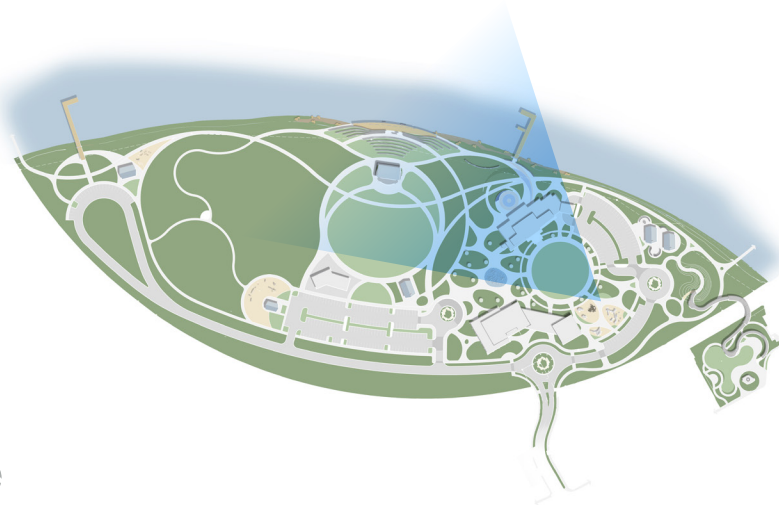
A network of recreational trails, sidewalks and pathways are proposed throughout the parks. The Waterfront promenade will accommodate highly active recreational trails and shoreline pathways, providing moments of quiet contemplation. Included in this shoreline network of trails will be the following design elements:

- 12’-14’ wide recreational trails
- 6’ to 8’ wide sidewalks and pathways
- Wooden decks
- Overlooks
- Places of quiet contemplation
- Unique Lighting
- Active and passive water access





© BONDY STUDIO 24



The illustration above depicts a variety of amenities, including beautiful gardens, scenic trails, a pavilion with concessionaire, and a dual-sided amphitheater.

*“As the City of Neenah continues to offer a variety of festivals, events, and cultural opportunities to its residents, the proposed sculpture garden presented in the Arrowhead Master Plan will add to the quality of life and help make this community a regional attraction for the arts.”*

— **Tammy Erickson**, Alderman and Chairman of the Neenah Arts Council

# ARROWHEAD MASTER PLAN

## CELEBRATION LAWN AND SCULPTURE GARDEN

### WELCOME CENTER

The 1-acre Welcome Center provides opportunities for unique events directly adjacent to the Destination Building, the Arrowhead Sculpture Gardens and the Primary Playground. This lawn is surrounded by beautiful gardens unique architecture, lighting, art and places to gather and enjoy the splendor of the park.

### SCULPTURE GARDEN

The sculpture garden is a public green space located adjacent to the Welcome Center, the Celebration Lawn and the Community Building. Sculptures may be private, owned by an individual or museum and accessible to all. In this sculpture garden, there is an interactive water feature for children and adults.

### PRIMARY PLAYGROUND

This is a half-acre inclusive playground directly southeast of the Celebration Lawn. The nature-inspired play space is designed to provide inclusive and engaging experiences for all park visitors.



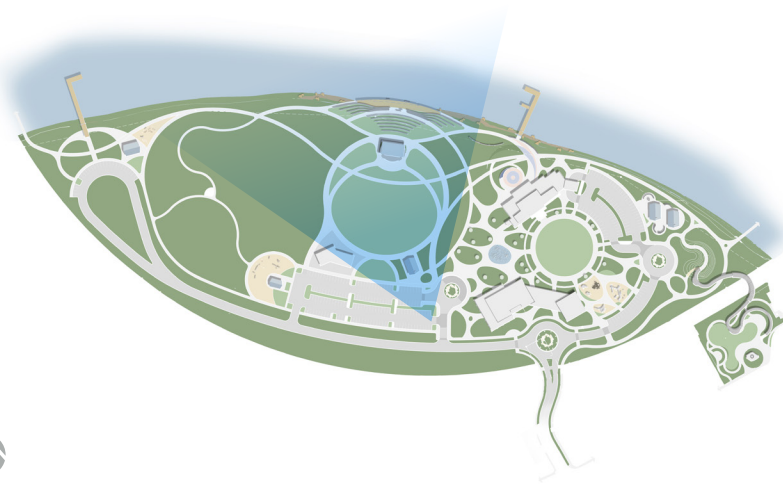


# ARROWHEAD MASTER PLAN

## A PLACE TO GATHER

### GREAT LAWN

The 2-acre lawn area will host a great range of recreational activities and become a popular destination for picnicking, sunbathing, relaxing, playing, and enjoying the waterfront scenery.



The Great Lawn will also provide near-water seating opportunities for concerts and a wide range of festivals and other opportunities to celebrate. Adjacent to the Great Lawn will be important destinations including:

- Prairie Workshop
- Nature-Inspired Landscape to the West
- Open Area Shelter
- Waterfront Promenade
- Network of Trails





# ARROWHEAD MASTER PLAN

## SITE RENEWAL

Natural landscapes including lands that have been renewed are important to communities because they contribute significantly to the residents' well-being and quality of life. Visiting largely restored landscapes enables people to reconnect with nature, refresh their minds and bodies and gain a greater appreciation of their natural heritage. Arrowhead will provide Neenah residents with such a landscape. The western side of this site will be renewed, and all design features will benefit from a nature-inspired theme, including landscape, accessibility to the Fox River, playgrounds, structures, and other site amenities. This renewal will play an important role in increasing the quality of life for residents and visitors alike by creating an enjoyable natural waterfront and near-shore environment for all to enjoy.





- |                              |                       |                             |                      |
|------------------------------|-----------------------|-----------------------------|----------------------|
| ① NATURE-INSPIRED LANDSCAPE  | ④ PIER / WATER ACCESS | ⑧ TRAILS                    | ⑫ PRAIRIE WORKSHOP   |
| ② NATURE-INSPIRED PLAYGROUND | ⑤ PARKING             | ⑨ AMPHITHEATER (DUAL SIDED) | ⑬ BOARD WALK (BEACH) |
| ③ NATURE-INSPIRED SHORELINE  | ⑦ RAILROAD (2 LINES)  | ⑩ RECREATIONAL LAWN         | ⑭ OPEN AIR SHELTERS  |

# ARROWHEAD MASTER PLAN

## NATURE-INSPIRED

### TRAILS

Each trail needs to be designed for specific users. Considerations that influence the trail design include topography, tree cover, water patterns and other factors. However, there are best practices to use for the development of all trails that navigate through parks and greenways.

### PRIMARY TRAILS

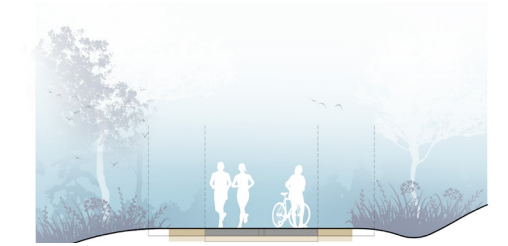
Primary trails accommodate walkers, runners, cyclists, rollerbladers and more. The overall width of the section supports safe interactions between diverse groups of users. The trail will meander through the park, providing a variety of experiences both near and far from the edges of waterways or other natural features. Also, it offers horizontal and vertical clearances to give a safe views for users. The primary trail must be technically sound and a beautiful and scenic route.

### SECONDARY TRAILS

The secondary trails are designed to connect to the primary trails, leading to community spaces and park destinations. They stitch the primary trail into the park and facilitate connectivity to the natural park spaces. Like the primary trail, this secondary trail system will be ADA-compliant and have designated clear zones to maintain strong visual corridors for trail users.

### TERTIARY TRAIL ZONES

The tertiary trails occur in key areas that can provide a more “off the beaten path” experience. These trails will feel much more natural and be either a mown path or crushed limestone. The tertiary system is designed for areas that support a more passive audience: people who desire exploration in a quieter setting.



PRIMARY



SECONDARY



TERTIARY



# ARROWHEAD MASTER PLAN

## NATURE-INSPIRED

This site was created for the paper companies in the 1950s to deposit paper-making by-products. Since the late 1970s, the site has been capped with clay and topsoil creating what is now known as Arrowhead Park.

This master plan recommends the area be converted to a prairie landscape with small patches of prairie / Oak Savanna. To incorporate this landscape, the City will be required to work closely with the Wisconsin Department of Natural Resources.

### NATURE-INSPIRED PLAYGROUND

Natural play is based on the idea that children should be able to play in an environment that is as close to nature as possible. This means using natural materials and avoiding or limiting anything that is man-made or synthetic. It also means creating spaces that encourage physical activity and imaginative play. The goal of this master plan is to place nature-inspired playgrounds in areas that directly connect to a larger natural landscape. As the child matures, the natural landscape beyond provide and expanded play experience.

### OPEN AIR SHELTER

Attractive park open-air structures with restrooms and or gas fireplace, enhancing the park experience for both the boating and non-boating public.

### NATURE-INSPIRED SHORELINE

Ease the severity of slope along the shoreline, improving access to the water, and provide a more natural planting with areas for shoreline fishing and places of quiet, serene, contemplation. Improve near-shore wildlife habitat, augmenting the public's opportunity to view the natural scenic beauty of the Fox River.





# ARROWHEAD MASTER PLAN

## TOURISM AS A DESTINATION

### PEDAL/ PADDLE TOURISM

Whether you come to Arrowhead to start your Sunday morning run or are with your family and friends beginning a Saturday kayaking adventure on the Fox River, Arrowhead will be a major trailhead for active living. Biking and kayaking are just two examples of the future opportunities that Arrowhead has to offer. As Arrowhead develops with the proposed facilities and amenities, it will become nationally recognized by both pedalers and paddlers as a destination.

### CONCERTS

The river-side amphitheater is a dual-sided facility that can accommodate up to 600 people on the north seating area, 4,000 on the Great Lawn to the south, and countless others on the river itself. The Amphitheater has exciting potential to be a local and regional icon that attracts visitors up to several hours' drive time to Neenah's riverfront.

### FESTIVALS

The economic boom triggered by festivals stimulates various sectors, from retail and hospitality to tourism and new infrastructure. Arrowhead and more specifically the Great Lawn associated with the surrounding facilities proposed in this plan has great potential to make Neenah a preferred festival destination. By harnessing the potential of Arrowhead, festivals could leverage cultural celebrations to foster economic growth, support local businesses, preserve cultural heritage, and heighten the public's awareness, and appreciation of the natural beauty and recreational value of the Fox River.

### WELCOME CENTER

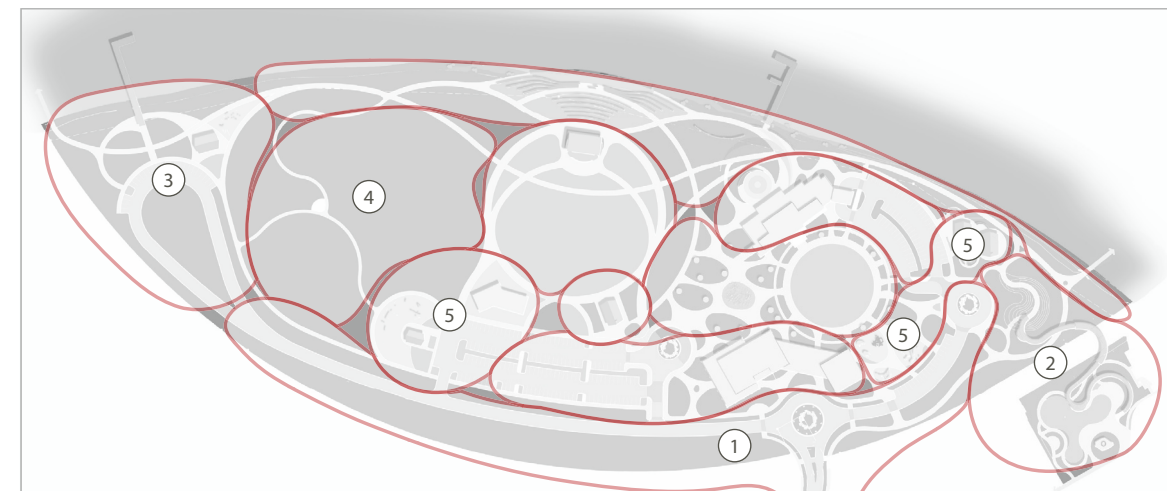
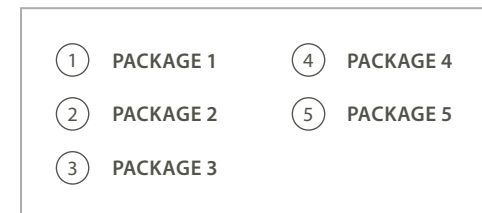
*Location, location, location!* The Welcome Center at Arrowhead will be a regional attraction set in a beautiful park with amazing views of the lake and surrounding park. Floor-to-ceiling windows and a rooftop observation area will give the feeling of being outdoors. As an indoor facility and year-round venue, users will be sheltered from inclement weather while experiencing the seasonal variation of the Fox River.



# PLAN PHASING

## PHASE IMPLEMENTATION

A phased implementation approach for the Arrowhead Master Plan is required based on the magnitude of the development necessary. Being flexible is critical within the implementation strategy. While this plan does recommend initial development packages, projects are often developed based on funding availability and community interest. The following packages are recommended for consideration:



### PACKAGE 1: VEHICULAR ACCESS & PARKING

#### PROJECT DESCRIPTION

- Realign the current access drive from Main Street to the southern boundary of Arrowhead Park.
- Develop an alignment for the primary park drive along the southern boundary of the park.

#### PROJECT ACTION PLAN

- Coordinate access point with Canadian National Railroad. Request reconfiguration of the property boundary where the proposed access drive crosses the rail line.
- Coordinate the proposed realignment of the access drive with the City of Neenah Engineering Department, Wisconsin Department of Natural Resources staff and representatives from the Canadian National Railroad.
- Develop preliminary design drawings for package number one.

### PACKAGE 2: GATEWAY PARK & PEDESTRIAN OVERPASS

#### PROJECT DESCRIPTION

- Develop a pedestrian overpass that provides an accessible pathway for pedestrians and bicyclist connecting downtown Neenah from Gateway Park to Arrowhead and the Fox River. This concept plan as illustrated on pages 16 and 17 has been referred to as the Ribbon with three overlooks along the pathway.

- Redevelop Gateway Park to accommodate the overpass and provide recreational benefit within the reconfigured park. This revised park plan should prioritize the view from Wisconsin Avenue to the Welcome Center, and the Fox River. This plan should also take under consideration of any past action to mitigate any unsuitable soils east of the rail line.

#### PROJECT ACTION PLAN

- Develop a feasibility study to further investigate engineering requirements and associated construction cost to design and construct the pedestrian overpass.
- Coordinate code requirements, alignment and access points with City of Neenah Engineering Department staff, Wisconsin Department of Natural Resources staff and representatives from the Canadian National Railroad.
- Develop preliminary design drawings for package number two.

### PACKAGE 3: NATURE-INSPIRED RECREATION

#### PROJECT DESCRIPTION

- Develop a hub for nature-inspired recreation that would include the following facilities:
  - A pier extending into Little Lake for fishing, water access and environmental education.
  - A shade structure for 20 to 40 people with restroom
  - A nature-inspired playscape.
  - Improved access to the adjacent pedestrian bridge
  - Enhanced parking
  - Primary and Secondary trails
  - Native Landscape
  - Access to the Fox River

#### PROJECT ACTION PLAN

- Coordinate code requirements, pier placement and alignment layout plan with City of Neenah Parks Engineering Departments staff and Wisconsin Department of Natural Resources staff. Stormwater management and previous mitigation for undesired soils will be critical factors in the layout of this package.
- Develop full design and engineering drawings for package number three.

### PACKAGE 4: NATURE-INSPIRED LANDSCAPE

#### PROJECT DESCRIPTION

- Rehabilitate the area for native landscapes that will be prairie and Oak Savanna with primary, secondary, and tertiary trails connecting adjacent facilities, wildlife habitat, and the Fox River. This area should not be over-developed and is an excellent location for the following elements:
  - Pollinator plantings
  - Habitat zones
  - Interpretive signage
  - Places for restful quiet contemplation
  - STEAM education sites
  - Best practices for stormwater management
  - Bird blinds
  - Native landscape

#### PROJECT ACTION PLAN

- Coordinate DNR mitigation requirements, trail alignment and layout plan with City of Neenah Parks and Engineering Departments staff and Wisconsin Department of Natural Resources staff. Stormwater management and previous mitigation for undesired soils will be critical factors in the layout of this package.
- Develop full design and engineering drawings for package number four.

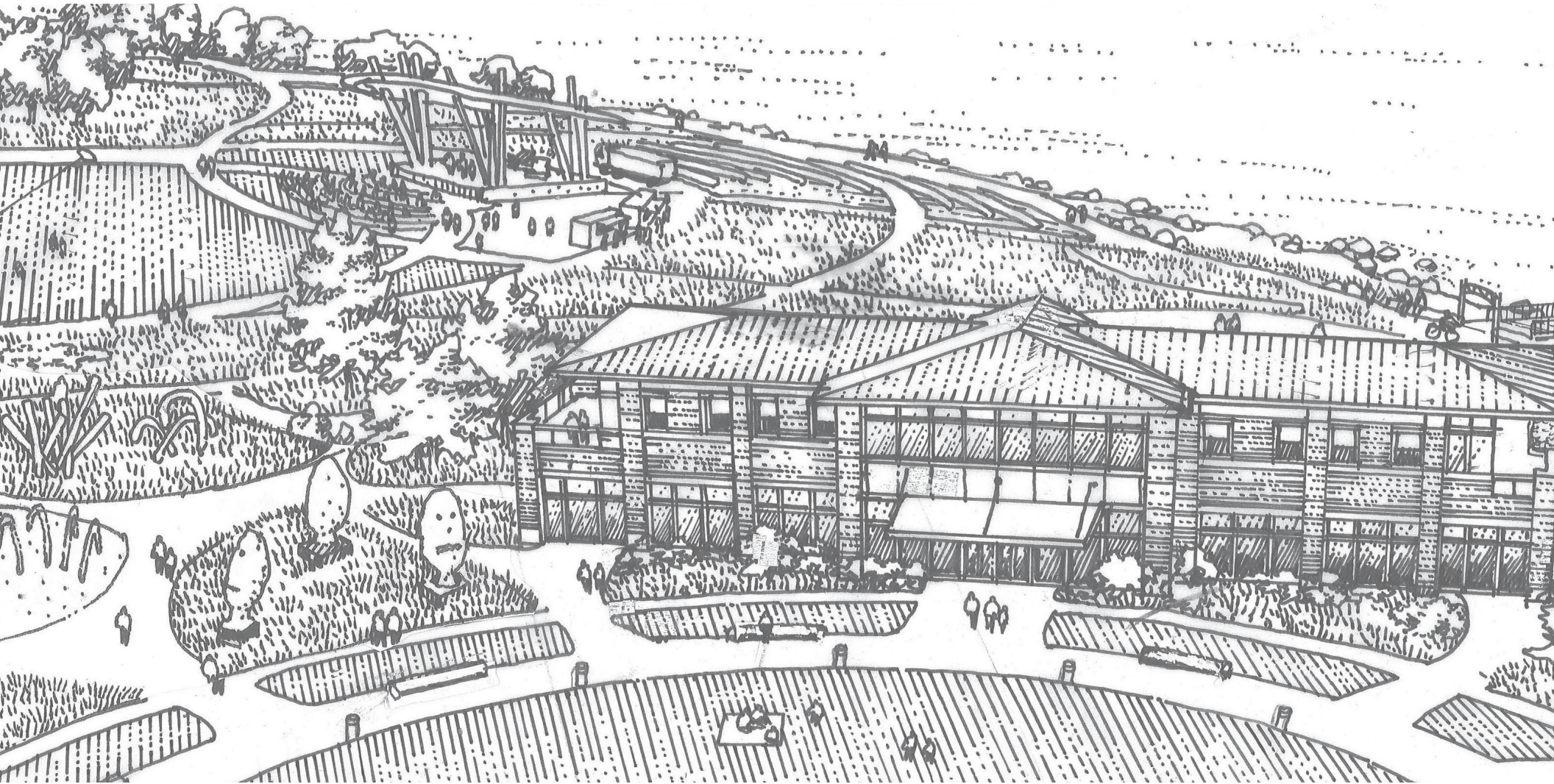
### PACKAGE 5: NATURE-INSPIRED PLAY AND TRAILHEAD

#### PROJECT DESCRIPTION

- This destination playground will feature unique and accessible play structures designed for all ages and all abilities. Art and nature will be driving design factors for this play experience. This playground is proposed directly east of the Community Building a southeast of the Celebration Lawn.
- A secondary nature-inspired playground will utilize climbing on logs, playing in water, and navigating through topography.
- Regional Trailhead is a unique area for pedal and paddle enthusiast to gather and enjoy. This site will have shelters accommodating up to 100 people, grills, gas fire pits, and other site amenities for boating and non-boating users alike.

#### PROJECT ACTION PLAN

- Coordinate layout plans with City of Neenah Parks and Engineering Department staff and Wisconsin Department of Natural Resources staff. Stormwater management and previous mitigation for undesired soils will be critical factors in the layout of this package.
- Develop full design and engineering drawings for package number five.



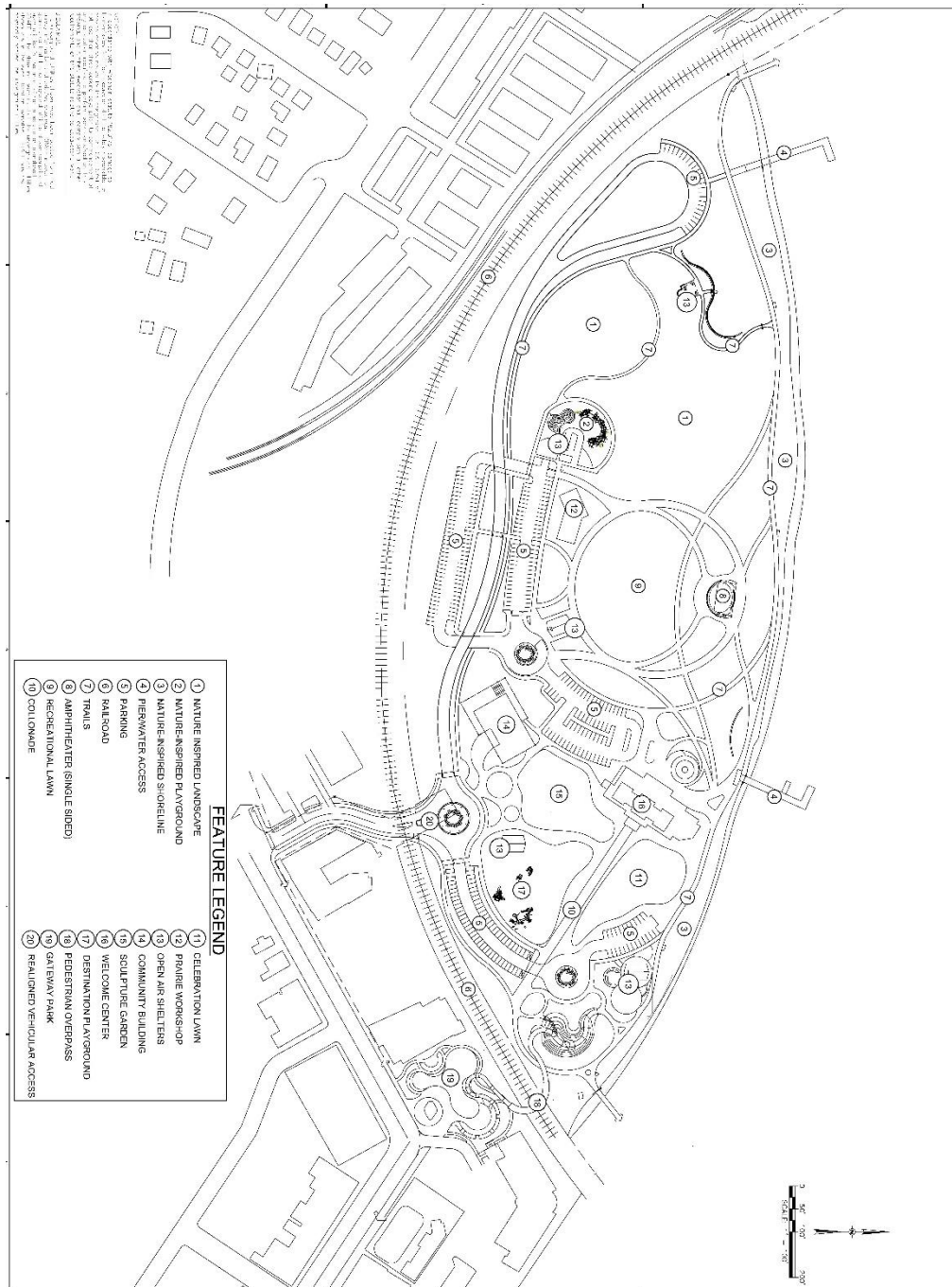
**RDg...**  
PLANNING • DESIGN

# ADDENDUM

## ARROWHEAD MASTER PLAN

February 5, 2025

The following drawing replaces the Master Plan depicted on Page 12 of the Arrowhead Master Plan as well as other affected portions of the associated plan:





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M E M O R A N D U M - R E V I S E D

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**DATE:** January 24, 2025  
**TO:** Chairman Lendrum and Public Services and Safety Committee Members  
Chairman Kelly and Park and Recreation Commission Members  
**FROM:** Chris A. Haese, Director of Community Development and Assessment  
Michael Kading, Park and Recreation Director  
**RE: ECS Subsurface Exploration and Geotechnical Engineering – Arrowhead Park**

As the City moves forward on the implementation of the Arrowhead Master Plan, the need to have a clear understanding of the conditions associated with constructing improvements on the park is imperative. To achieve this, additional geotechnical borings should be conducted on the Park. ECS, which has considerable experience conducting these types of borings, including previous exploration work on Arrowhead, has provided a proposal to complete the requested borings. The proposal has been reviewed by our consulting engineer and they concur with the proposal.

ECS will conduct 22 borings and boring analysis at a cost of \$71,290. A large part of these costs is associated with the added complexity due to the waste material on the site and its disposal which will likely require trucking of the material to a waste incinerator in Texas.

**Recommendations**

**Appropriate action is to recommend Council approve contracting with ECS Midwest, LLC to provide 22 geotechnical borings and boring analysis on Arrowhead Park at a cost of \$71,290. Funding for the exploration work to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Budget.**



Department of Public Works  
1495 Tullar Road • Neenah WI 54956  
Phone 920-886-6260 • Fax 920-886-6269  
e-mail: gradtke@neenahwi.gov

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## P R O P O S A L

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### Fleet #BM 3 (2025 Building Maintenance Tractor)

- |   |                   |                      |
|---|-------------------|----------------------|
| • Riesterer & Schnell, INC<br>Neenah, WI        | John Deere 1025R  | \$40,357.88          |
| • Service Motor Company, INC<br>Fond Du Lac, WI | Kubota BX23s      | Does not meet specs. |
| • Fox Valley Truck<br>Appleton, WI              | Mahindra 1120 HST | Does not meet specs. |

Staff recommends purchasing a 2025 John Deere 1025R compact tractor with attachments for \$40,357.88 from Riesterer & Schnell of Neenah.

Staff also requests additional small equipment purchases, that may be needed, not to exceed \$2000.00.

Existing equipment (Fleet BM 3- 2012 John Deere X748 with attachments will be retained for Public Works and Park Department.

Budgeted 2025 amount of \$50,000.00  
(Page 315 Item #8 in 2025 Budget Book)





Department of Public Works  
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Phone 920-886-6260 • Fax 920-886-6269  
e-mail: [gradtke@neenahwi.gov](mailto:gradtke@neenahwi.gov)

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## P R O P O S A L

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### Fleet #71A (2024 Skid Mounted Leaf Vac)

- RNOW INC                                      OBD DCL-700                                      \$98,575.25  
    West Allis, WI
- MacQueen                                      Titan                                      Does not meet specs  
    Menominee Falls, WI

Staff recommends purchasing a 2024 OBD DCL-700 Skid Mounted Leaf Vac for \$98,575.25.00 from RNOW, INC.

Staff also requests metal and additional materials to fabricate the leaf box and picker, not to exceed \$20,000.00

Existing equipment (Fleet #71A – 2003 Front-mount leaf picker) will be retained for parts.

Budgeted 2024 amount of \$120,000.00  
(Page 321 Item #8 in 2024 Budget Book)



Oct 8, 2024 8:52:36 AM  
Neenah



Department of Public Works  
1495 Tullar Road • Neenah WI 54956  
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e-mail: [gradtke@neenahwi.gov](mailto:gradtke@neenahwi.gov)

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## P R O P O S A L

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### Refuse and Recycling Carts

|  |   |             |
|--|---|-------------|
| • Sierra Container Group<br>Ocala, FL            | 724 carts<br>average of \$54.95 ea. w/shipping    | \$39,786.00 |
| • Rehrig Pacific Company<br>Pleasant Prairie, WI | 662 carts \$<br>average of \$60.25 ea. w/shipping | \$39,888.30 |

Note:

Rehrig provided our initial roll out, Sierra provided our second order of carts, We only requested quotes from these two brands as components of the carts are interchangeable with all existing carts owned by the City. The quotes include a split of about 50% refuse to recycling carts and of those a 50% split of 95 gallon and 65 gallon sizes.

Staff recommends purchasing a split truckload of carts from Sierra Container Group for the amount of \$39,786.00

Budgeted 2025 amount of \$42,000.00  
(Page 315 Item #9 in 2025 Budget Book)



# NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

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## Memo

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

**From:** Fleet Maintenance Specialist Adam Streubel

**Date:** 1/24/2025

**Re: Request for Vehicle Replacements**

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The Neenah Police Department is requesting the replacement of two existing Patrol squad cars, one Community Service Aide vehicle, one Behavioral Health Officer vehicle, and one vehicle for our MEG Drug Enforcement Officer.

### Squad #1

- Requesting 2025 Ford Hybrid Police Utility
- Replacing 2021 Ford Police Utility
  - Current Mileage: 50,153
  - Will be transferred to CSA Supervisor

### Squad #5

- Requesting 2025 Ford Hybrid Police Utility
- Replacing 2021 Ford Utility
  - Current Mileage: 57,133
  - Mileage at Replacement: 64,318
    - Will be sold at auction

### #23 Behavioral Health Officer

- Requesting 2024 or newer Civilian SUV
- Replacing 2017 Civilian Explorer
  - Current Mileage: 37,777
  - Mileage at replacement 40,490
    - Auction / Trade-in

**#34 Community Service Aide**

- Requesting 2025 Ford Transit Cargo Van
- Replacing 2020 Chevrolet Colorado Truck
  - Current Mileage: 85,052
  - Mileage at replacement 92,551
    - Auction / Trade-in

**#28 MEG Drug Unit Officer**

- Requesting 2024 or newer Full Size Pickup Truck
- Replacing 2019 RAM Truck
  - Current Mileage: 65,321
  - Mileage at replacement 71,131
    - Auction / Trade-in

**# 1 and #5 Ford Police Utility Squads**

We are requesting two 2025 Ford Hybrid Police Utility (HPU) vehicles.

We added two Hybrid Police Utility vehicles to our fleet in 2023, and again in 2024. We are very pleased with their performance and reliability. With our current vehicle use rotation, these vehicles have very low mileage. Although we are confident in the fuel cost savings projected, statements about the fuel economy would be speculative.

Squad 1 will be transferred to the Community Service Aide Supervisor after the appropriate lights and equipment have been installed.

**#23 Behavioral Health Officer**

We are requesting one 2024 or newer civilian SUV

Based on the intended use for this vehicle, we have chosen a civilian SUV. The general appearance is less intimidating to the citizens the BHO will encounter. The size offers a more comfortable space for interviews and passengers.

We don't require any specific features for this vehicle, as compared to a vehicle used for patrol, only that the vehicle is a Mid or Full-size SUV. The new/used car market has stabilized since the pandemic, making more vehicles available at affordable prices. There are also dealer and manufacturer incentives and concessions that change frequently.

For this proposal, the vehicle cost listed is for a new Civilian Ford Explorer, which would be the maximum amount we would spend on the BHO vehicle. We have made the vehicle request in general terms to give us the flexibility to find the best value available, given the carousel of vehicles on the market.

**#28 MEG Drug Unit Officer**

We are requesting one 2024 or newer full size pickup truck

The pickup truck platform has proven to be the most practical and beneficial for the requirements of the MEG Officer.

The truck is capable of carrying five Officers in full gear for deployment at search warrants, traffic stops, and arrests. The bed carries gear, equipment, seized property, and evidence, protected from weather and the elements.

The higher stance of the vehicle is great for surveillance, and the overall appearance is less likely to be seen as a law enforcement vehicle.

The generalized request is the same as with the BHO vehicle. For the MEG proposal, the vehicle cost listed is for a new Civilian Ford F150, which would be the maximum amount we would spend on the MEG vehicle. Again, we have made the vehicle request in general terms to give us the flexibility to find the best value available.

### **#34 Community Service Aide**

We are requesting one 2025 Ford Transit Cargo Van

In 2014, we decided to experiment with a pickup truck instead of the traditional minivan. The primary reason was to separate the Aide from the animal, and the smell of urine or feces that often accompanied them. In 2020 we recommitted to a pickup truck, going with a mid-size model.

The idea had merit, but the application fell considerably short. Equipment storage was challenging in the truck bed. And due to the height of the bed, animals frequently had to be lifted into the kennel, creating the real potential for dog bites.

Following the lead of Menasha and Appleton, we are going back to a van upfitted with a custom storage unit for the kennel and equipment. With the creation of the CSA Supervisor, we'll be able to monitor the condition of the vehicle more closely to keep it in great condition.

### **Vehicles and Associated Cost Estimates**

|  |                    |
|--|--------------------|
| <b>#1 2025 Ford Police Utility Vehicle</b> | <b>\$46,379.00</b> |
| <b>#5 2025 Ford Police Utility Vehicle</b> | <b>\$46,379.00</b> |

|   |                    |
|---|--------------------|
| <b>#34 CSA 2025 Ford Cargo Van</b>                  | <b>\$53,700.00</b> |
| <b>#23 BHO 2024 or newer SUV</b>                    | <b>\$39,940.00</b> |
| <b>#28 MEG 2024 or newer full-size truck</b>        | <b>\$46,839.00</b> |
| <b>Lighting, Controls, and Electrical Equipment</b> | <b>\$18,008.00</b> |
| <b>Vehicle Mounting &amp; Equipment</b>             | <b>\$13,946.00</b> |
| Ballistic Door Panels                               |                    |
| Console & Tablet Mounts                             |                    |
| Rear Cargo Equipment Mounting & Storage             |                    |
| <b>Changeover and Installations:</b>                | <b>\$16,100.00</b> |
| <b>Graphics:</b>                                    | <b>\$700.00</b>    |

**Recommendation:**

Authorize the Neenah Police Department to purchase the above listed vehicles as a cost, not to exceed, \$282,000.00 to include all equipment and changeover costs.

**Report of the Committee of Public Services and Safety  
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2024-23, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

**Installation of sanitary sewer laterals for properties served by sanitary sewers on the following streets:**

|    | Street                               | No. of Served Properties | Est. Construction Costs | Est. Assessable Costs | Est. City Costs |
|----|--------------------------------------|--------------------------|-------------------------|-----------------------|-----------------|
| 1. | Caroline Street (Lake to Terminus)   | 8                        | \$48,000                | \$24,000              | \$24,000        |
| 2. | Douglas Street (Henry to Commercial) | 22                       | \$132,000               | \$66,000              | \$66,000        |
| 3. | Elm Street (Division to Wisconsin)   | 25                       | \$150,000               | \$75,000              | \$75,000        |
| 4. | Hickory Lane (Cecil to Baldwin)      | 14                       | \$84,000                | \$42,000              | \$42,000        |
| 5. | Southfield Court (Bruce to Terminus) |                          |                         |                       |                 |

**Installation of water services for properties served by potable water on the following streets:**

|    | Street                               | No. of Served Properties | P&P Est. Construction Costs | Private Est. Assessable Costs | Public Est. City Costs |
|----|--------------------------------------|--------------------------|-----------------------------|-------------------------------|------------------------|
| 1. | Caroline Street (Lake to Terminus)   | 8                        | \$28,000                    | \$10,000                      | \$18,000               |
| 2. | Douglas Street (Henry to Commercial) | 22                       | \$74,000                    | \$27,000                      | \$47,000               |
| 3. | Elm Street (Division to Wisconsin)   | 27                       | \$90,000                    | \$33,000                      | \$67,000               |
| 4. | Hickory Lane (Cecil to Baldwin)      | 15                       | \$53,000                    | \$19,000                      | \$34,000               |

Includes 10% engineering and administration fees

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

Estimated Schedule of Assessment Rates

Single-Family / Two-Family Residence District      \$ 3,300.00 per sewer lateral (1)

Single-Family / Two-Family Residence District      \$ 1,500.00 per water service (1)

Multi-Family / Commercial / Industrial District      \$ 1,800.00 per water service (1)

(1) Includes 10% engineering and administration fees

- Some water services may have higher costs due to underground drilling and or rock excavation.

**Public Services and Safety Committee**

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Chairman**

**Report of the Committee of Public Services and Safety  
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2024-25, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

**Installation of Asphalt Pavement and Curb/Gutter for properties served on the following streets:**

|    | Street                                   | No. of Served Properties | Est. Construction Costs | Est. Assessable Costs | Est. Direct Costs | Est. City Costs |
|----|--|--------------------------|-------------------------|-----------------------|-------------------|-----------------|
| 1. | Southfield Plat 1 <sup>st</sup> Addition | 19                       | \$360,000               | \$230,000             | \$60,000          | \$70,000        |

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

Estimated Schedule of Assessment Rates

Single-Family / Two-Family Residence District    \$ 13,500 per parcel (1)  
 Single-Family/Two-Family Residence District    \$ 2,800 per driveway apron (1)

(1) Includes 10% engineering and administration fees

**Public Services and Safety Committee**

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Chairman**



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

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## M E M O R A N D U M

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**DATE:** January 23, 2025  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Project Notification Process

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Council requested a discussion of the notification process for Public Works projects. The process is outlined below. Attached are the notifications and letters that are sent for each of the mailings along with the notification letter as revised by Ald. Pollnow.

**First Notice:** After the adoption of the Operating and CIP for the coming year, we send out a general notification letter to property owners abutting the affected streets. The letter for 2025 went out on Dec. 6. This notification is not statutorily required. It was started in 2016. This notification used to be by postcard but we've added some information necessitating the letter. I also think that the letter is read more often by the recipients. Our focus for this notification has been on assessable projects but, as we learned with the sidewalk projects in 2024, we need to think beyond assessable projects to include those that are not being assessed. When this was started, there was discussion of the appropriate time to send this notice – with the options being post-5 Year CIP approval or post operating/CIP approval. Given the potential for project changes and the desire to minimize resident confusion, the latter approach was adopted.

**Second Notice:** The second notification is the public hearing notification. It is a statutorily required step in the special assessment process and informs the property owners of the Common Council's public hearing for the project. It also invites the recipient to the public information meeting that is held prior to the Council meeting. This letter provides more information on the project along with estimated special assessment charges and is accompanied by authorization forms, service line schematics, and aldermanic information. This letter only goes out to properties that are receiving a special assessment for street or utility work.

**Third Notice:** The third letter that property owners receive is the construction start letter. This goes out when we know the contractor and the contractor's schedule. This letter provides more details on how the project will affect the property owners in their day-to-day activities. This letter is provided to the property owner and to tenants along the project, if we've determined that there are rental properties.

**Ongoing Information:** Once a project starts, we post regular project updates. Residents can sign up to receive these via email whenever they are posted.

Starting in 2024, these documents are also available through the Public Works page of the city website <https://www.ci.neenah.wi.us/departments/public-works/engineering-construction-2/project-information-for-residents/>

In addition to these formal notices, we place an article in the earliest available newsletter after budget approval with a table of the upcoming projects for the year.



December 5, 2024

MORGAN & LAU RINGEISEN  
131 LEXINGTON CT  
NEENAH WI 54956

RE: 2025 Street and Utility Construction on 131 LEXINGTON CT

Your property, fronts, is adjacent, or abuts a street that has been included in the City of Neenah's 2025 Capital Improvement Program Budget which was recently approved by the Common Council. This decision included a consideration of the street use, pavement condition, the condition of city utilities (sanitary sewer/water main/storm sewer) that lie under the street, pedestrian usage and other issues that may be unique to your street.

Information will be forwarded to you in the upcoming months, outlining the project including the actual work to be done on your street, parking restrictions, etc. To keep residents better informed of the project, a Property Information Form has been created. This will allow staff to have alternative ways to communicate with residents with information about the project. To access the form, we ask that residents please go to the link provided below and sign up or go to the Resident Project Information page under the Public Works- Admin/Engineering webpage.

Link: <https://neenahwi.seamlessdocs.com/f/2025ProjectPropertyOwnerInformation>

If you have any questions or concerns, please contact the Public Works Department at (920)886-6240.

Sincerely,

Gerry Kaiser, P.E.  
Director of Public Works

Public Works Department  
211 Walnut Street  
P.O. Box 426  
Neenah WI 54957-0426  
Phone: 920-886-6240 Email: [publicworks@neenahwi.gov](mailto:publicworks@neenahwi.gov)

If you are receiving this letter, you are one of the property owners on the streets that have been approved/included in the City of Neenah's 2025 Capital Improvement Program. The decision to include your street/sidewalk was based upon the following criteria:

- Street Usage
- Pavement Condition
- Condition of utilities under the street including - sanitary sewer, water main & storm sewer
- Other issues that may be unique to your street

| Street   | Aldermanic District |
|--|---------------------|
| 1. South Commercial (Stanley to Winneconne)      | District 1 & 2      |
| 2. Forest Manor Court(Marathon - South terminus) | District 2          |
| 3. Alexander Drive(Bruce - Commercial)           | District 2          |
| 4. Lexington Court(Bruce - E terminus)           | District 2          |
| 5. Bruce Street(Parkwood - Lexington)            | District 2          |
| 6. Hickory Lane(Cecil - Baldwin)                 | District 1          |
| 7. Caroline Street(Lake - terminus)              | District 3          |
| 8. Douglas Street(Henry - Commercial)            | District 1          |
| 9. Elm Street(Division - Wisconsin)              | District 1          |

More information will be sent to you in the upcoming months, outlining the project including the actual work to be done on your street, parking restrictions during construction(if any), etc.

To keep you better informed on the status of each street project, a resident project page has been created on the City of Neenah's website:

<https://www.ci.neenah.wi.us/departments/public-works/engineering-construction-2/project-information-for-residents/>

Public works staff will provide periodic project updates on the project page when available. If you would like more information now and/or have questions, please call the City of Neenah - Public Works Department - 920 886 6240

#### District 1 Alderman

Kathie Boyette

920 573 3393

kboyette@neenahwi.gov

Mark Ellis

920 257 7529

mellis@neenahwi.gov

Cari Lendrum

920 850 2433

clendrum@neenahwi.gov

District 2 Alderman

Brian Borchardt  
920 205 3926  
bborchardt@neenahwi.gov

Tamara Erickson  
920 740 4080  
terickson@neenahwi.gov

Dan Steiner  
920 637 4685  
dsteiner@neenahwi.gov

District 3 Alderman

Lee Hilstrom  
920 722 0774  
lhilstrom@neenahwi.gov

William Pollnow Jr  
920 637 4980  
wpollnow@neenahwi.gov

Scott Weber  
920 216 0218  
sweber@neenahwi.gov



Department of Public Works  
211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426  
Phone: 920-886-6240 Fax: 920-886-6250

January 24, 2024

**Re: Utility and Street Construction on Bayview Rd., Belmont Ave., Belmont Ct., Cedar St., Doty Ave., North St., Quarry Ln., Reed St., S. Park Ave., Stevens St.**

Construction of your street has been included in the City of Neenah's 2024 Capital Improvement Program budget. Construction may consist of street resurfacing or reconstruction, sanitary sewer replacement, water main replacement and storm sewer construction. The decision to include your street in the 2024 program included a consideration of the street use, the pavement condition, the condition of city utilities - sanitary sewer, water main and storm sewer - that lie under the street, and other issues that may be unique to your street.

A public hearing will be held at the City Administration Building, 211 Walnut Street, Neenah, on **Wednesday, February 7, 2024, at 7:00 pm**. The Public Hearing will enable you to present your views on this project. The public hearing notice is enclosed.

An **Informational Open House** will be held prior to the Public Hearing from 6:00 PM to 7:00 PM in the City Administration Building lobby. Public Works engineering staff will be available to answer project questions and to explain the construction process to help homeowners understand the scope of the work and options available to them. Plans and cost estimates will be available at that time. If you are unable to attend the meeting, please call the Department of Public Works with any questions at (920)886-6240.

### **Sanitary Sewer Construction**

The sanitary sewer lateral carries wastewater from a house or building to the City sanitary sewer main. The sewer main is owned and maintained by the City. The property owner is responsible for maintenance or replacement of the lateral from the house to the sanitary sewer main

The city will require property owners to replace the lateral from the sanitary sewer main to the building if the lateral is considered defective. A lateral is considered defective if it is leaking or is made of clay or cast iron. The lateral may be left in place if the pipe material is not clay or cast iron and it is not leaking. The City does this replacement to prevent future repairs to the lateral under a new street and sidewalk and to reduce infiltration of clear water into the existing sewer. This decreases the utility's cost to treat the water, increases the capacity of the existing sewerage system and reduces sewerage backups. The estimated cost for this work is \$5,600 and will be cost shared with the property owner and sewer utility (50/50). The cost can vary greatly depending on the lateral length and type of construction.

### **Sump Pump**

If the property does not have a sump pump there is a high probability that the building drain tile connects to the sanitary sewer lateral. This is an illegal connection and will be removed with the lateral replacement. With the removal of this connection, the water in the drain tile will not be able to drain, therefore, we highly recommend installing a sump pit connected to the drain tile with this work. The property owner should request that the contractor install the sump pump before they complete the work.

### **Water Main Construction**

Water main construction may be done on your street as well. The work will consist of replacing the water main in the street and the water service from the main (in the street) to the curb stop. There is no assessment for this work.

### **Water Service**

The water service carries potable water from the water main in the street into the house or building. During the replacement of the water mains, properties with lead or galvanized service lines will be required to replace their portion of the service line. Per Neenah Ordinance 2020-24, Neenah Water Utility is responsible for notifying property owners and ensuring the replacement of private lead and galvanized service lines during a construction event. We will not be able to determine if there is any lead or galvanized pipe connected to the property until the contractor begins excavating near the curb stop.

If there is lead or galvanized pipe on the Utility-owned portion of the service line (from the main to the curb stop), this portion will be replaced at no cost to you. However, the replacement of the private lead or galvanized service (from the curb stop to the water meter) is the responsibility of the property owner. Property owners have the choice of replacing the water service before construction begins or having the service line replaced as part of the construction contract. Generally, having the service line replaced as part of the construction contract is easier and less expensive. The cost to replace a private service line during a construction event and in conjunction with a sanitary lateral replacement is approximately \$1,500.00.

### **Storm Sewer Construction**

Storm sewers may be constructed or replaced on your street. You will not be assessed for this work. Storm sewer laterals may be provided to the properties. This pipe is available for property owners to connect a sump pump discharge line.

### **Street Construction**

Following the utility construction, the City's contractor will reconstruct or resurface the street with hot mix asphalt or concrete pavement. Property owners will not be assessed for the street construction. During roadway construction, there may be a period of time when you will not have access to your driveway-when the contractor is repairing the concrete curb/gutter, sidewalk or pavement and during concrete curing. You will be notified at least 24 hours in advance if this occurs. It may also be necessary to park on adjacent streets. Parking restrictions will be waived in these areas.

### **Tree Removal**

The City will make efforts to preserve existing terrace trees before, during and after construction. The City Forester and engineering staff will evaluate trees prior to construction to identify those trees that may be negatively impacted by construction. Trees will be evaluated for health and location relative to construction. Unfortunately, circumstances will arise where healthy trees cannot be preserved. In that event, city staff will discuss the issues with the affected homeowner. Any trees that cannot be preserved will be removed by City forestry staff prior to the start of construction. Once construction is complete, City forestry staff will make every effort to replace all trees removed providing the site allows for planting a tree.

### **Financial Assistance**

Low and moderate income households may be eligible for a grant or loan for sanitary lateral and/or water service replacement costs. Information is provided on the Neenah Housing Rehabilitation Program form (green) enclosed. Property owners should contact Carol Kasimor in the Community Development Department at (920) 886-6128 for further information and application forms. Financial assistance forms would need to be submitted to Carol Kasimor by **Friday, March 15, 2024**.

**Payment of Sanitary Sewer Lateral and Water Service Construction Assessments**

Assessments and extra work will be billed after completion of the project and may be paid in one of the following ways:

1. Cash on receipt of the invoice.
2. In full with property taxes.
3. On Deferred Plan: One-fifth of the amount will be placed on the property tax bill each year for five years, plus interest at a rate to be set by the Council on the unpaid balance, for bills exceeding \$100.00. Property owners will be instructed how to notify the City if they elect not to be placed on the installment plan.

Sincerely,



Gerry Kaiser, P.E.  
Director of Public Works

Enc: Public Hearing Notice  
Property Owner Authorization Form  
Neenah Housing Rehabilitation Program Information  
Sanitary Sewer Lateral and Water Service Diagram

cc: Mayor Lang  
Planner Kasimor  
Aldermen

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR BENEFITS  
CONFERRED UPON PROPERTY BY CONSTRUCTING AND INSTALLING  
IMPROVEMENTS IN SAID STREETS AS HEREINAFTER PROVIDED**

PLEASE TAKE NOTICE that the Common Council of the City of Neenah, has declared its intention to exercise its police power under City of Neenah Municipal Code, Section 13-1, and Wis. Stats. Sec. 66.0703 to levy special assessments upon property on both sides of the streets below described for benefits conferred upon such property by constructing and installing improvements in said streets as hereinafter provided:

**Sanitary sewer laterals and water services for properties served by sanitary sewers and potable water on the following streets:**

|  |   |
|--|---|
| 1. Belmont Avenue (Stevens St to Cedar St)       | 2. Belmont Court (Belmont Ave to terminus)  |
| 3. Cedar Street (E Doty Ave to Winnebago Hts)    | 4. E Doty Avenue (Commercial St to Pine St) |
| 5. North Street (Green Bay Rd to Western Ave)    | 6. Quarry Lane (Higgins Ave to Reed St)     |
| 7. Stevens Street (Belmont Ave to Winnebago Hts) | 8. S. Park Ave. Utility Easement            |
| 9. Bayview Road (S. Park Ave to Bayview Ln)      |   |

The report of the Public Services and Safety Committee showing the estimated cost of said improvements, proposed assessments and award of damages is on file in office of the Director of Public Works and may be inspected there on any business day between the hours of 7:30 a.m. and 4:00 p.m.

You are further notified that the Common Council will hear all persons interested, their attorneys or agents, concerning matters contained in the preliminary resolution authorizing such assessments and award of damages at 7:00 p.m., on the 7th day of February 2024, in the Council Chambers in the City of Neenah Administration Building, 211 Walnut Street. All objections will be considered at such hearing and thereafter the amount of assessments will be finally determined.

Dated at Neenah, Wisconsin this 26th day of January 2024

Charlotte Nagel  
City Clerk  
Neenah, Wisconsin

*Publish: January 26, 2024*



## NEENAH HOUSING REHABILITATION PROGRAM

### Eligible Repairs

Basic structural and mechanical repairs of owner-occupied dwellings, including repair of roof, foundation, windows, doors, siding, electrical, plumbing, heating, energy efficiency improvements, and reduction of lead-based paint hazards.

### Income Eligibility

Applications are accepted from City of Neenah residents who own and occupy residential property whose household income does not exceed the following limits:

#### Current income limits\*

| <u>Household Size</u> | <u>Maximum Annual Household Income (Gross)</u> |
|-----------------------|--|
| 1                     | \$50,400                                       |
| 2                     | 57,600   |
| 3                     | 64,800   |
| 4                     | 72,000   |
| 5                     | 77,800   |

\* Income limits change each year. Income must be eligible at time of assistance.

Liquid assets such as cash, savings, checking, CDs, retirement accounts, and securities that produce income are included in the income calculation. Applications are further evaluated on the basis of repayment of credit obligations, the total amount of proposed housing mortgage debt and the after-rehab value of the property.

### Types of Assistance

#### Loans

- Deferred mortgage loans with no monthly payment, 0% interest, periodic reviews of income required.
- 6% installment mortgage loans with monthly payment and term based on review of income and debt.

#### Grants

To be eligible for a grant, the applicant must also qualify under all of the following conditions:

- Head of household is disabled or aged 62 or over and retired.
- The household's only income source is fixed, based on retirement or disability pay (no employment income).

#### Grant terms

\$3,600 maximum grant amount, five year amortization, no repayment necessary if occupied for 5 years.

**For more information and to be pre-qualified, please contact the Neenah Department of Community Development at (920) 886-6128.**

**PROPERTY OWNER AUTHORIZATION FORM**  
**Belmont Avenue/Belmont Court/ Cedar Street/Stevens Street**

**RETURN TO DEPARTMENT OF PUBLIC WORKS OR SUBMIT ONLINE AT**  
**[https://neenahwi.seamlessdocs.com/f/Contract\\_1\\_24](https://neenahwi.seamlessdocs.com/f/Contract_1_24)**  
**NO LATER THAN FEBRUARY 16, 2024**

We being the owners or duly authorized agents of the owners of the property listed below, hereby authorize the City of Neenah to install the utilities indicated below, and agree to pay the City of Neenah for the costs of said utilities within 30 days of the date of invoice. By receiving the improvements shown below, we hereby waive all public hearing and notice requirements of Wisconsin Statutes §66.0703 and agree our property is benefited by those improvements to a value reasonably equivalent to the rates provided by the City of Neenah.

Should we fail to pay for the aforesaid costs within 30 days of the date of invoice, the City shall enter the costs on the current year property tax bill. Property owners can elect to pay costs in full with property taxes or place on deferred plan (one-fifth of the amount placed on the property tax bill each year for five years, plus interest at a rate to be set by Council on the unpaid balance). We understand and accept that we are responsible for all costs associated with the installation of said utilities and all restoration and/or replacement of the lawn, landscaping, private sidewalks and driveways which may be damaged while working on my water or sewer lateral

We further grant a temporary construction easement to the City of Neenah and their contractors to enter on the property described below to perform said work. Please complete this form in its entirety, sign, and return.

**SANITARY SEWER LATERAL**

The City of Neenah will require the sanitary sewer lateral replacement from the main to the house or building as part of the utility project if clay or cast iron is found and/or the sanitary sewer lateral if found to be defective.

- I will have the City replace my sanitary sewer lateral if clay or cast iron is found and/or it is found to be defective.
- I will replace the sanitary lateral: If clay or cast iron is found and/or the sanitary sewer lateral is found to be defective, I will take out the proper permits and replace the sanitary sewer lateral from the property line to the house or building (property owner's portion) with a private contractor. This work must be done by June 1, 2024.
- I have replaced my sanitary sewer lateral.

**WATER SERVICE**

The Neenah Water Utility will require replacement of the water lateral if lead or galvanized pipe is present or discovered, as part of the utility project.

- I will have the City replace my lead or galvanized pipe, if present, as part of the Utility contract.
- I will replace the water lateral: If lead or galvanized pipe is present or discovered, I will take out proper permits and replace the water lateral, from the curb stop to the meter setting (property owner's portion), with a private contractor. Work must be completed before construction commences.
- I certify that the lead/galvanized service line has been replaced in its entirety.

\_\_\_\_\_  
Owner Signature \_\_\_\_\_  
Date

(Please Print)

Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different than above)

(see other side)

Please list any information regarding your sewer lateral or water service that may be pertinent to this work or any other information or comments you may have.

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**CITY OF NEENAH  
ALDERMANIC CONTACT INFORMATION**

**Aldermanic District 1**

**John Skyrms**  
jskyrms@ci.neenah.wi.us  
920-383-1973

**Kathie Boyette**  
kboyette@ci.neenah.wi.us  
920-558-3410

**Cari Lendrum**  
clendrum@ci.neenah.wi.us  
920-850-2433

**Aldermanic District 2**

**Dan Steiner**  
dsteiner@ci.neenah.wi.us  
920-637-4685

**Brian Borchardt**  
[bborchardt@ci.neenah.wi.us](mailto:bborchardt@ci.neenah.wi.us)  
920-205-3926

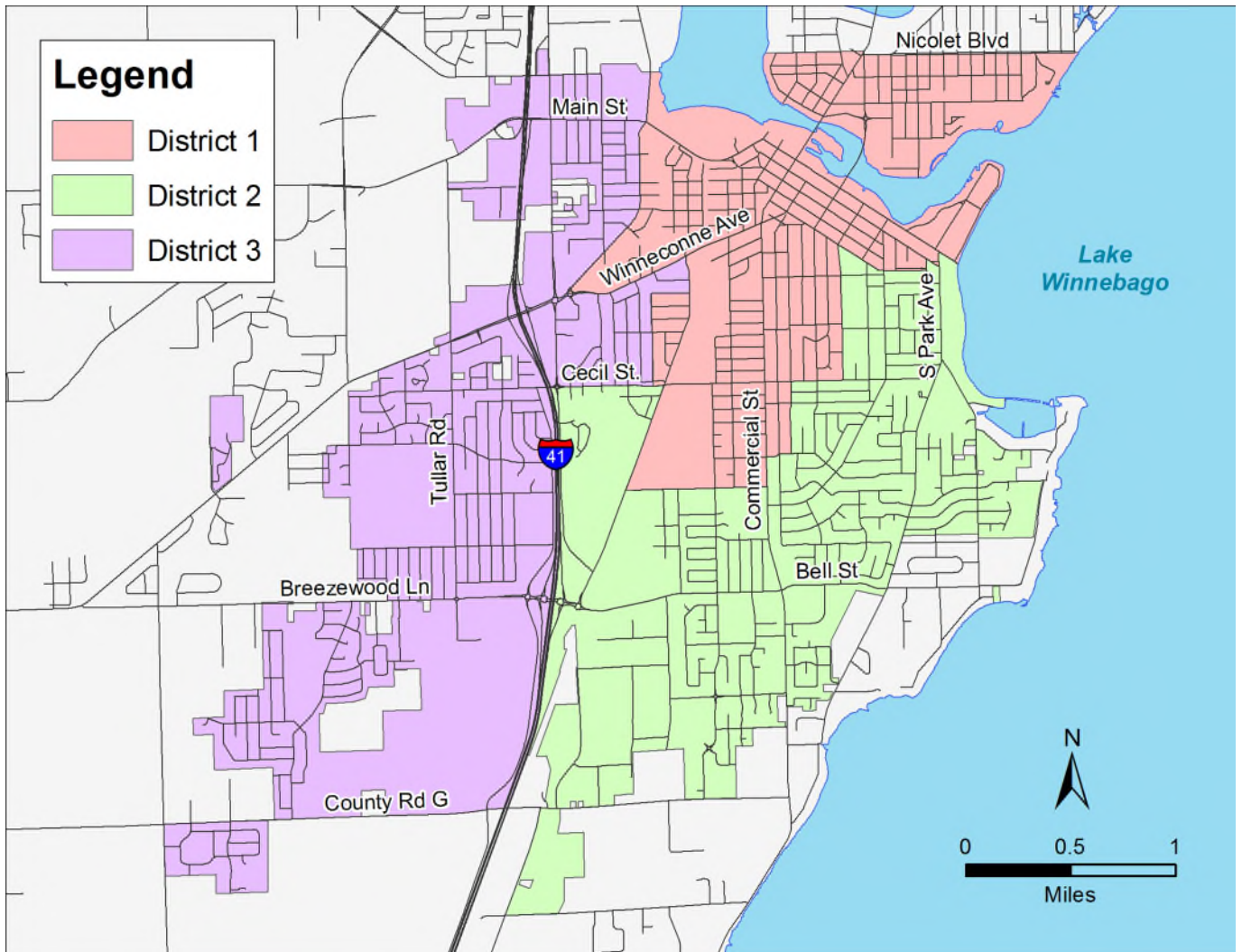
**Tami Erickson**  
terickson@ci.neenah.wi.us  
920-729-9157

**Aldermanic District 3**

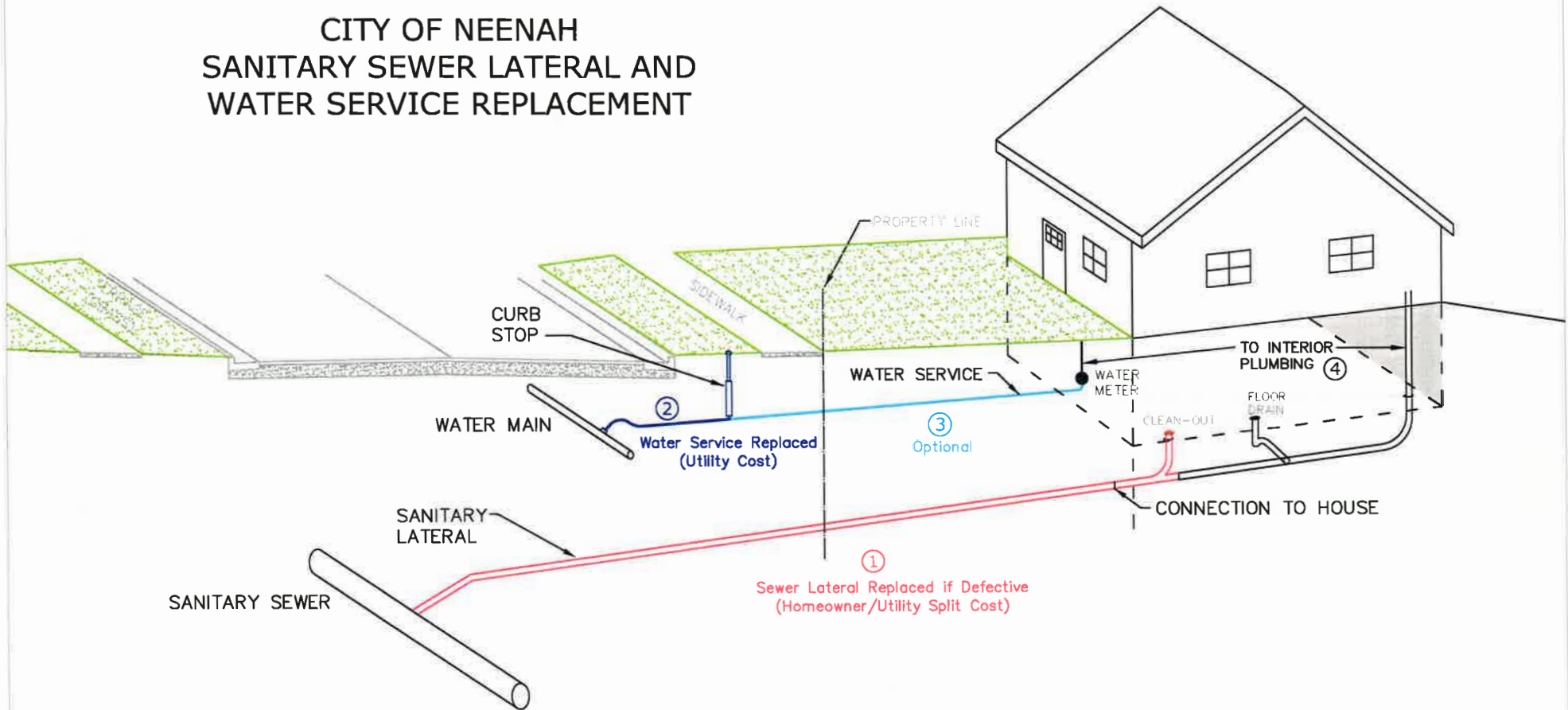
**Scott Weber**  
sweber@ci.neenah.wi.us  
920-216-0218

**Lee Hillstrom**  
[lhillstrom@ci.neenah.wi.us](mailto:lhillstrom@ci.neenah.wi.us)  
920-722-0774

**Todd Stevenson**  
tstevenson@ci.neenah.wi.us  
920-722-5440



# CITY OF NEENAH SANITARY SEWER LATERAL AND WATER SERVICE REPLACEMENT



- ① Homeowner and Utility split cost to replace sanitary sewer lateral from sanitary sewer main to house if defective, based on pipe material and integrity.
- ② Neenah Water Utility pays to replace the water service from the water main to the curb stop.
- ③ OPTIONAL: Homeowner decides if they want to replace the water service from the curb stop to the house. The homeowner pays to replace this portion of the water service. The Utility's contractor will be available to do this work if the homeowner chooses.
- ④ Homeowner pays to replace plumbing in the house, if desired. If done, this work must be performed by a licensed plumber chosen by the homeowner.

### Estimated Costs

Replace Lateral \$5,000 to \$5,800 (Homeowner/Utility Split Cost)  
Relay cost does not include restoration on private property.

### Paid by Water Utility

#### Estimated Costs:

Option 1: Relay water service R/W to house \$1,972  
Option 2: Relay with Sanitary lateral \$1,652  
Option 3: Pull Service with Sanitary sewer pipeburst \$720

### NOTES:

1. IT IS STRONGLY RECOMMENDED THAT A SUMP PUMP BE INSTALLED IF THE BUILDING CURRENTLY DOES NOT HAVE ONE. Many old sewer laterals had drain tile connected or leaks which drained the foundation. If a sump pit needs to be installed as part of pipebursting the sanitary sewer lateral, the cost is \$500.
2. It is illegal to connect the sump pump or drain tile to the sanitary sewer lateral or floor drain.
3. Prices shown are estimated, actual prices will be known after bids are received.



# Neenah

W I S C O N S I N

*Department of Public Works*

211 Walnut St., P.O. Box 426, Neenah, WI 54957-0426

Phone: 920-886-6240 Fax: 920-886-6250

March 1, 2024

«OWNER1»  
«MAILING\_ADDRESS\_1»  
«FULLCSZ»

RE: «SITEADDRESS»

The City's contractor, David Tenor Corporation, will begin utility and street construction on Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street in the next week(s). Construction will be completed by November 2024. We will need your help to make this a successful project.

### General Project Sequence

The project will consist of the following work:

- Install new sanitary sewer main
- Install new water main
- Install new sanitary laterals and water services
- Install new storm sewer
- Rest period (Contractor will not work for 1 month to allow trenches to settle more than can be achieved with mechanical compaction)
- Remove existing roadway (asphalt, and the existing stone base)
- Install geogrid and new aggregate road base
- Install/repair concrete curb & gutter and place concrete pavement
- Repair/replace existing concrete sidewalk/driveway aprons and install new sidewalk
- Restore terrace areas with topsoil, grass seed, fertilizer, and hydro-mulch
- Install new hot mix asphalt roadway (two lifts)

### Garbage / Postal Service / Emergency Services

- During construction, refuse and recycling pick-up will continue on your regularly scheduled day. Please have your carts out before 6:30 A.M. when the construction crew is working on your street. Carts should be placed on the street or terrace area.
- The postal service will continue delivering and collecting mail as usual.
- Emergency services have been notified of the construction activity and will plan accordingly.

#### Parking and Accessibility

The streets will be open to local traffic only and residents will have access to their driveways during the majority of the project. Parking will not be permitted on the streets during the construction day (7 AM to 5 PM). Parking is available on adjacent streets. Other than NO PARKING zones, standard parking restrictions will be waived on adjacent streets for those vehicles displaying one of the enclosed Construction Parking Permits. There will be a period of time when residents will not have access to their driveways. This will occur during the concrete street paving and during, curb/gutter and driveway construction, and will last approximately 3 weeks. At least 24 hours advance notice will be given when limiting driveway access.

#### Terrace Restoration

The contractor will complete the terrace restoration adjacent to your property. After topsoil is placed and leveled, a mix of grass seed, fertilizer and mulch will be placed. Please water this daily to keep the soil moist until the new grass is well established. Please mow the grass and weeds when they reach 6". The grass should overtake the weeds with continued watering and mowing. The contractor will notify you when to begin watering.

#### Private Sewer Lateral Replacement

**Please return your Property Owner Authorization Form (pink sheet) if you have not already done so.** All sanitary laterals will be replaced to the homes unless previously relayed. The cost estimate for the sanitary lateral for the property owner share is approximately \$3,000.00.

#### Water Services Replacement

If there is lead or galvanized pipe on the Utility-owned portion of the service line (from the main to the curb stop), this portion will be replaced at no cost to you. However, the replacement of the private lead or galvanized service (from the curb stop to the water meter) is the responsibility of the property owner. Property owners have the choice of replacing the water service before construction begins or having the service line replaced as part of the construction contract. Generally, having the service line replaced as part of the construction contract is easier and less expensive. The cost of replacing a private service line during a construction event and in conjunction with a sanitary lateral replacement is estimated to be approximately \$1,500.00.

#### Carriage Walk

If a carriage walk exists adjacent to your property, between the City sidewalk and roadway, it will be removed with our project. If you would like to pay for this to remain, please contact the City for an estimated cost.

During the course of this project, there will be inconveniences such as noise, travel delays, dust, and other issues associated with street construction. The City of Neenah and the contractor are committed to working with the property owners to make this project run as smoothly as possible.

February 28, 2024

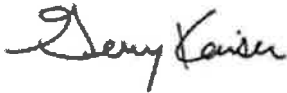
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If you would like to receive weekly emails on construction updates, you can sign up for the Construction Newsletter on the City of Neenah webpage ([www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)) under the

Department of Public Works. We thank you for your help and patience during this construction project. Please contact our department if you require special consideration for accessibility. If you have any questions, contact the individuals listed below or the Public Works Department at 920-886-6240.

City of Neenah Engineer ..... Jason Eckhart..... 920-886-6246  
City of Neenah Engineer ..... Heath Kummerow ..... 920-886-6245  
David Tenor Corporation... ..... David Tenor..... 920-360-9246

Sincerely,



Gerry Kaiser, PE  
Director of Public Works

cc: Mayor Lang  
Police Chief Olson  
Fire Chief Kloehn  
Aldermen



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## M E M O R A N D U M

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**DATE:** January 23, 2025  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Public Works General Activity

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- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 2-24 (E. Doty Av - Utilities and Street): Work is complete. Final quantities are being prepared.
- 5) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 6) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.
- 7) Contract 5-24 (North St - Utilities and Street): Work is complete. Final quantities are being prepared.
- 8) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 9) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 10) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Work is complete. Final quantities are being prepared.
- 11) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pond excavation will be complete early the week of 1/27.
- 12) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 13) S. Commercial Street: A public meeting in advance of the start of construction is being scheduled. The pre-construction meeting for the project is scheduled for February 19.
- 14) 2025 Projects: Design is well along on our 2025 street and utility projects. The schedule calls for award recommendations coming to the Common Council meeting on 3/5.