

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**September 12, 2023 @ 6:30 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 August 29, 2023 (Attachment)
2. Public Appearances
3. Ballistic Plates for the SWAT Tactical Vests (Attachment)
4. 2024 Winnebago County 911 Emergency System Joint Powers Agreement (Attachment)
5. Licenses
  - a. Temporary Class "B" Wine License Application for Future Neenah Wine Walk, September 30, 2023, from 12-4 PM (Attachment)
6. Discussion of the Commercial Street/Winneconne Avenue Intersection Control Evaluation (ICE) and consideration of Resolution 2023-23: Relocation Order for the construction of a southbound right turn lane on S. commercial street at W. Winneconne Avenue (Attachment)
7. Public Works General Construction and Department Activity Report (Attachment)
8. Announcements/Future Agenda Items
9. 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@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us)** 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, August 29, 2023, 6:30 PM**

**Present:** Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

**Excused:**

**Also Present:** Mayor Lang, City Attorney Rashid, Public Works Director Kaiser, Police Captain Van Sambeek, Traffic Engineer Merten, City Clerk Nagel, Public Works Office Manager Mroczkowski, and William Boos

Public Appearances:

**NONE**

Approval of Minutes of the Meetings of August 2, 2023, and August 8, 2023

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meetings of August 2, 2023, and August 8, 2023.** All voting aye.

Beverage License Application Appeal, William Boos

City Attorney Rashid provided a brief overview of the beverage operator application review and appeal process.

Mr. Boos stated that after reading the reasons for the denial, he can understand why his application was not approved. He stated that he should have listed all of his criminal convictions on the application. He stated that his most recent OWI was 6 years ago and the one before that was 16 years ago. He stated that he has been sober for 6 years and has been involved in the community by volunteering at Goodwill and St. Vincent DePaul's. He stated that he would like another chance.

Aldersperson Borchardt questioned why Mr. Boos, who has had issues with alcohol in the past, would want to work in a bar environment. Mr. Boos stated that he does have a full-time job, but it isn't enough to support him and that is why he is looking for a part-time job. He stated that he also is paints houses and thought this may be a good networking opportunity for him.

Aldersperson Borchardt stated that he would not support an approval of the license based on the OWI criteria that is in the denial guidelines.

Attorney Rashid stated that state statute requires a written reason if the denial is upheld. He stated that the decision process must look at if he violated any part of Chapter 125 of the Wisconsin statutes along with the veracity of the application. Attorney Rashid stated that Mr. Boos failed to disclose criminal convictions related to a control

substance, OWI convictions, and driving after revocation conviction. He stated that the third thing that needs to be looked at is permitted discrimination. Attorney Rashid stated that the committee can discriminate based on convictions that relate to the activity of the licensure. He stated that in Mr. Boos case there is the 2015 conviction of possession of THC and drug paraphernalia and the lifetime OWI's with the most recent occurring within five years of the application.

Attorney Rashid stated that the last thing that is required by state statute to be considered is any type of rehabilitative efforts and documented proof of said rehabilitation, age when offense was committed, length of time since last offense, social contribution surrounding the events of the offense, seriousness of the offense and letters of reference offered by the appellant.

Aldersperson Lendrum asked if the application is denied when would Mr. Boos be eligible to apply again for a beverage operator license. City Clerk Nagel stated that he would have to wait one year.

Aldersperson Lendrum stated that she would like to know the decision of the open criminal case and suggested that Mr. Boos reapply next year.

Mr. Boos stated that in order to have a valid drivers license that he has now, he had to go through treatment, counseling, and had to have an ignition interlock device for 2 years. He stated that he is striving forward and would just like another chance.

Aldersperson Stevenson stated that, the outcome of the September court case is important to committee members, the appeal could be tabled.

City Clerk Nagel stated that if Mr. Boos appeal is denied, he will still be able to bartend as long as there is another licensed bartender supervising him, he just will not be able to bartend alone.

Aldersperson Weber stated that if this item is tabled, he would like documented proof of any rehabilitative measures that Mr. Boos has done.

C.A **Following Discussion: Motion/Second/Carried by Hillstrom/Borchardt to deny the Beverage Operating License Application for William Boos.** All voting aye.

Temporary Extension of Licenses Premises Application, Lions Tail Brewing, Oktoberfest

City Clerk Nagel reviewed the Temporary Extension of Licenses Premises Application. She stated that the blueprint is the same as last year with the exception that the Boys & Girls Brigade will supply the food. There will be no food trucks.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Stevenson, recommends Council approve the Temporary Extension of Licenses Premises Application to Lions Tail, 116 S. Commercial St, for Oktoberfest, to be held on September 22, 2023, from 3:00 PM to 11:00 PM and September 23, 2023, from 12:00 PM to 11:00 PM. All voting aye.**

Temporary Extension of Licenses Premises Application, Cedar Bar & Grill, End of Summer Concert

City Clerk Nagel reviewed the Temporary Extension of Licenses Premises Application. She stated that the blueprint is the same as last year

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Stevenson, recommends Council approve the Temporary Extension of Licenses Premises Application to Cedar Bar & Grill, 1330 S. Commercial St, for an End of Summer Concert, to be held on September 23, 2023, from 3:00 PM to 7:00 PM. All voting aye.**

Temporary Class "B" Fermented Malt Beverage License, Bergstrom Mahler Museum of Glass, Art After Dark Renaissance Faire

City Clerk Nagel reviewed the Temporary Class "B" Fermented Malt Beverage License application. She stated that this is for malted beverages only, no wine.

Report

**Following Discussion: Motion/Second/Carried by Stevenson/Borchardt, recommends Council approve the Temporary Class "B" Fermented Malt Beverage License to Bergstrom Mahler Museum of Glass, 165 N Park Drive, for Art After Dark Renaissance Faire, to be held on September 21, 2023, from 6:00 PM to 9:30 PM. All voting aye.**

Purchase Additional Flock Cameras

Captain Van Sambeek reviewed his memo of August 23, 2023. He stated that Flock cameras are a great tool that law enforcement agencies use on a daily basis all across the country. He stated that they are looking to purchase 6 additional cameras this year that were budgeted in 2024 because of a price increase in 2024 to \$3,000 per camera.

Aldersperson Stevenson clarified that the recommendation of \$21,000 is for the purchase of 6 additional cameras and to enter into a 5-year contract for 12 cameras. He asked

how long these cameras will last. Captain Van Sambeek stated that the police department does not own the cameras. He stated that everything is owned by Flock. He stated that they do all the installation and maintenance on the cameras. Captain Van Sambeek stated that the 5-year contract is for 2024 and will include 12 cameras at a cost of \$2500 per unit instead of \$3500 saving the city \$12,000 on the cost of cameras alone.

Report

**Following Discussion: Motion/Second/Carried by Stevenson/Borchardt, recommends Council approve the Neenah Police Department install six additional Flock cameras at a cost not to exceed \$21,000 and to allow the Police Department to enter a 5-year contract starting in 2024, with Flock to secure pricing at \$2500 per camera for all twelve cameras, with the funding source being Capital Equipment Reserve Fund All voting aye.**

#### S. Commercial Street and Winneconne Avenue Right-of-Way Plat

Traffic Engineer Merten reviewed his memo of August 25, 2023. He stated that with the proposed dedicated southbound right turn lane on Commercial Street to Winneconne Avenue, the city will need to acquire right-of-way on the northwest corner of Commercial Street and Winneconne Avenue. He stated that Resolution 2023-23, the project Relocation Order, is the next step in the land acquisition process.

Aldersperson Hillstrom asked what is happening with the owner of the property on the northwest corner who has attended several meetings asking for driveway access off of Commercial Street for a proposed development on this site. Traffic Engineer Merten stated that staff has told him that he needs to bring in a proposed development and we will review it at that time.

Traffic Engineer Merten stated that although that issue has been talked about with this project, the two are separate. He stated that these are independent of each other.

Aldersperson Hillstrom asked if the right turn lane onto Winneconne will be signed with a yield sign. Traffic Engineer Merten stated yes.

Aldersperson Hillstrom asked if there were going to be any changes to the traffic flow on Church Street. Traffic Engineer Merten stated that not at this time. He stated that we need to wait and see how this proposed change effects the intersection.

Aldersperson Stevenson stated that he is not comfortable acquiring the right-of-way for this project without knowing what the long-term strategy is for Church Street.

The Committee discussed in length the possibility and cost of purchasing the property on the northwest corner for a roundabout, what the long-term vision is for this intersection, how the current proposed right turn lane will impact Church Street,

driveway access off of S. Commercial Street, and any future development of the property on the northwest corner of S. Commercial Street and Winneconne Avenue.

Director Kaiser stated that with the committee's hesitation with the proposed plan, he would suggest bringing the Intersection Control Evaluation (ICE) report back to committee for further discussion.

Aldersperson Borchardt stated that he thinks that would be helpful.

Director Kaiser stated that he will put the ICE report on the September 12<sup>th</sup> agenda.

### Public Works General Construction and Department Activity Report

1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Work has restarted on the water feature. The installation of the electric service also needs to be done.

Aldersperson Hillstrom asked if the trees and shrubs are going to be replaced.  
Director Kaiser stated yes.

2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work is complete. Street excavation was completed 8/25. Some additional gravel will be placed and then curb installation will start.

3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Utility work is complete. Concrete repairs are complete. Streets are being graded and graveled.

4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has started work. He will re-mobilize on that contract in the middle of September to complete the downtown target area and the N. Park Avenue sidewalk.

5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.

6) Contract 5-23 (New Subdivision Street Construction):

a) Arthur Plat: Work is complete.

b) Cardinal Plat: Work is complete.

c) Integrity Acres: Work is complete.

d) Liberty Heights: Curb/gutter and driveways are complete. The binder course of asphalt is in place. Landscaping is ongoing.

7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete except for two asphalt driveways.

a) Beaulieu Road sanitary sewer – Work is complete.

8) Contract 7-23 (High, River Utility and Street Construction): The contract was awarded to Carl Bowers & Sons Construction. Work is scheduled to start after Labor Day. Work on several isolated sewer lateral replacements has been done from the house to the terrace. These will be completed with the project.

Director Kaiser state that the Pre-Con meeting is scheduled for August 31st.

9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): This contract was awarded to JT Rams, LLC. Work schedule is tentatively scheduled to start in late September.

10)Contract 9-23 (Epoxy Pavement Marking): Work is complete.

Traffic Engineer Merten stated that there are two areas that the contractor forgot to paint the Shopko roundabout and Church/Wisconsin.

11)Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): Work on the parking lots started on 8/23. Some areas of wet soil were uncovered in the Marketplace Lot. Grading and structure adjustments are scheduled to start on 8/30. Paving is tentatively scheduled for Labor Day week.

12)Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Pavement removal and concrete repairs are complete. Grading and structure adjustments are ongoing.

13)City Hall Elevator: Work is scheduled to start on the elevator upgrade in mid-September.

14)Neenah Creek Bridge: Bids were opened on 8/24. These will be reviewed by the Board of Public Works at their 8/31 meeting with a recommendation going to Council on 9/6.


Announcements/Future Agenda Items

NONE

**Adjournment: Motion/Second/Carried Borchardt/Hillstrom to adjourn at 8:21 PM.**

All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager



# 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:** Assistant Chief Jeffrey Bernice

**Date:** 9/7/2023

**Re:** Ballistic Plates for the SWAT Tactical Vests

The purpose of this memorandum is to respectfully request authorization to purchase 24 rifle-rated ballistic plates for the tactical vests of members of the Neenah Police Department's Special Weapons and Tactics (SWAT) Team. The funds will be appropriated from the 2023 approved Capital Improvements Plan (CIP), 011-2176-743-8133, with a budget of \$12,480.00.

This request is safety and liability driven. Ballistic armor, no matter the brand or type, has a lifespan of five years. The current SWAT Team's rifle-rated ballistic plate armor was purchased in 2017. After the expiration date, manufacturers do not guarantee the integrity of the materials worn by the officer, thus placing the officer at greater risk of injury or death.

These plates are more complex than what regular officers wear daily. These hard plates reinforce the standard ballistic armor and protect an officer's vital organs against rifle rounds. Ballistic armor is based on the National Institute of Justice, (NIJ) levels. Levels II to IIIA stop handgun rounds, while levels III and higher protect against rifle rounds.

Research has determined that Streicher's Police Supply can provide a product that meets the needs and is within the allotted budget. This level III rifle plate is 10 x 12 inches in size, weighs 3.6 pounds and is compatible with the current tactical vest that the SWAT Team wears.

Members of the SWAT Team are deployed only for dangerous critical incidents that need additional resources, equipment and training to help safely resolve them. These incidents can be anything from barricaded hostile subjects or hostage situations to situations that greatly endanger the members of our community. It is the purpose of this request to outfit our SWAT Team properly and safely so they can perform their duties accordingly and keep our community safe.

**Recommendation:** Approval to purchase 24 X-Cal DTC1 Type III ICW plates from Streicher's Police Supply at the cost of \$8,210.00 to outfit the members of the Neenah Police Department's SWAT Team. These funds would be removed from 011-2176-743-8133, a 2023 Capital Improvements Plan item. This purchase would save the City of Neenah approximately \$4,270.00 than originally authorized.

## JOINT POWERS AGREEMENT WINNEBAGO COUNTY 911 EMERGENCY SYSTEM

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the City of Neenah, municipality", as follows:

1. That effective **December 1, 2023**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2024**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research regional communication

network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

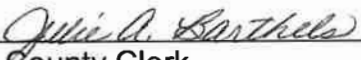
The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

**WINNEBAGO COUNTY**

By:   
\_\_\_\_\_  
Winnebago County Executive  
Jon Doemel

Date: 8/16/2023

By:   
\_\_\_\_\_  
County Clerk  
Julie Barthels

Date: 8.9.2023

**CITY OF NEENAH**

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

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

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

FEE \$10.00

Application Date: 09/08/2023

Town  Village  City of Neenah

County of Winnebago

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

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

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

at the premises described below during a special event beginning 09/30/2023 and ending 09/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

Bona fide Club

Church

Lodge/Society

Veteran's Organization

Fair Association or Agricultural Society

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

(a) Name Future Neenah

(b) Address 135 W. Wisconsin Ave Neenah, WI 54956

(Street)

Town

Village

City

(c) Date organized 04/27/2083

(d) If corporation, give date of incorporation 04/27/2083

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

(f) Names and addresses of all officers:

President Eric Glassco- Neenah, WI

Vice President Becky St. Mary- Neenah, WI

Secretary Megan Schleicher- Neenah, WI

Treasurer Carrie Clark- Neenah, WI

(g) Name and address of manager or person in charge of affair: Brent Bowman 135 W. Wisconsin Ave Neenah, WI 54956

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

(a) Street number 100 and 200 block of Wisconsin Ave (Store list in separate attachment)

(b) Lot \_\_\_\_\_ Block 100 & 200

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

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

### 3. Name of Event

(a) List name of the event Future Neenah Wine Walk

(b) Dates of event 09/08/2023

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

### DECLARATION

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

Officer Meredith Rathe  
(Signature / Date)

Future Neenah  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

### Wine Walk Stops 2023

1. Sante Wine Bar & Bistro
2. Brehmer Law
3. Acre Vintage (Random Reds)
4. Red Door Mercantile
5. The Revival
6. The Natural Boutique
7. Elements Unleashed
8. Bon Voyage Boutique Travel
9. Bill Paul Ltd
10. Knox Furniture Gallery
11. My Soul Loves
12. Cheveux
13. Grain Works Old + New
14. Renewed & Reclaimed
15. The Hang Up
16. Lily & Sparrow



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

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**TO:** Mayor Lang and Members of the Public Services & Safety Committee  
**FROM:** James Merten, Traffic Engineer  
**DATE:** September 8, 2023  
**RE:** Commercial Street/Winneconne Avenue Intersection Control Evaluation Report Discussion and Consideration of Resolution 2023-23, Relocation Order for a Right Turn Lane

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On August 29, 2023 the Public Services & Safety Committee (PSSC) reviewed a relocation order proposal for constructing a southbound right turn lane on Commercial Street at Winneconne Avenue. At the meeting, the PSSC directed staff to present an intersection control evaluation (ICE) report for reconsideration of alternatives.

Attached are the memorandum and ICE report summary that were presented to the PSSC on March 21, 2023. Also attached are the memorandum, Resolution 2023-23, relocation order, and plat under consideration from the August 29, 2023 PSSC meeting.

For reference, listed below is a timeline of meeting events pertaining to this project:

06/28/22 – PSSC – Conceptual Design

- Introduction of the project proposal. An estimate for design and real estate services was provided.
- Committee deferred the discussion to a future meeting with a request for an estimate containing only design services to be provided.

08/30/22 – PSSC – Conceptual Design

- Committee reviewed the revised estimate and discussed alternative layouts for the intersection.
- Item tabled. Staff was directed to conduct an intersection control evaluation.

10/11/22 – PSSC – ICE Report Proposal

- Presentation of consultant proposals and recommended consultant selection.
- Committee recommended MSA Professional Services to conduct the ICE report.

10/19/22 – Council – ICE Report Proposal

- Council approved MSA Professional Services to conduct the ICE report.

03/21/23 – PSSC – ICE Report Presentation

- Presentation of findings from the study.
- Committee recommended to place the report on file and approved amending the S. Commercial Street project agreement with Westwood Professional Services to include design and real estate services for the Winneconne/Commercial right turn lane project.

04/05/23 – Council – ICE Report Presentation

- Council approved to place the report on file and to amend the S. Commercial Street project agreement with Westwood Professional Services to include design and real estate services for the Winneconne/Commercial right turn lane project.

08/25/23 – PSSC – Relocation Order

- Committee reviewed a relocation order proposal for acquiring land interests necessary for the project.
- Staff recommendation was to recommend approval of Resolution 2023-23, the relocation order for the southbound right turn lane project on S. Commercial Street at the intersection of Winneconne Avenue.
- Committee directed staff to present the ICE report from March 21, 2023 for reconsideration of alternatives.



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

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**DATE:** August 25, 2023  
**TO:** Mayor Lang, Members of the Common Council, and Members of the Plan Commission  
**FROM:** Gerry Kaiser, Director of Public Works  
James Merten, Traffic Engineer  
**RE:** Relocation Order for Right Turn Lane Project at the Intersection of Commercial Street & Winneconne Avenue

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S. Commercial Street between Stanley Street and Tyler Street is scheduled for construction in 2025. In order to match the proposed layout for the project, a southbound right turn lane is proposed to be constructed at the intersection of Commercial Street and Winneconne Avenue. This intersection work is proposed to be completed in 2024 to maintain traffic flow during construction for the 2025 project.

The intersection improvements require the City to acquire land interests from the property at the northeast corner of the intersection. Per Wisconsin Statutes, the first step in the acquisition process is approval of a relocation order by the City. This declares the intent and purpose of the acquisitions, provides a schedule of the required interests, and drawings of the project that show those interests.

The Neenah Plan Commission and the Public Services and Safety Committee will be presented with a resolution along with the related relocation order and right of way plat attachments.

An appropriate motion would be to recommend that the Common Council approve Resolution 2023-23, the relocation order for the southbound right turn lane project on S. Commercial Street at the intersection of Winneconne Avenue.



**RESOLUTION NO. 2023-23**

**A RESOLUTION OF THE CITY OF NEENAH APPROVING AND AUTHORIZING THE EXECUTION OF A RELOCATION ORDER FOR THE CONSTRUCTION OF A SOUTHBOUND RIGHT TURN LANE ON S. COMMERCIAL STREET AT W. WINNECONNE AVENUE.**

**WHEREAS**, to properly construct a southbound right turn lane on S. Commercial Street at W. Winneconne Avenue, it is necessary to acquire certain adjoining lands; and

**WHEREAS**, such acquisition will be accomplished pursuant to authority granted under sections 32.05 and 62.22 of the Wisconsin Statutes.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN**, that the Relocation Order for Project ID 3001439.02, attached hereto as Exhibit A, is hereby approved and the proper City officials are authorized and directed to execute the Order for acquisition of the property shown.

Recommended by:

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Jane Lang, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Charlotte Nagel, City Clerk

# RELOCATION ORDER

LPA1708 07/2022 (Replaces LPA3006)

Project 3001439.02 COMMERCIAL STREET & WINNECONNE AVE.	Road name Commercial Street & Winneconne Avenue  City of Neenah Winnebago County, Wisconsin	Highway Commercial Street	County Winnebago
Right of way plat date 8/29/2023	Plat sheet number(s) 4.03	Previously approved Relocation Order date	

Description of termini of project: Beginning at a point that is 1253.57 feet South of and 10.09 feet East of the Northeast Corner of Section 28, T20N, R17 E, City of Neenah, Winnebago County, Wisconsin; thence Northeasterly to the End of the Relocation Order. Said End being 1007.10 feet South of and 51.86 feet East of the Northeast Quarter Corner of Section 28, T20N, R17E, City of Neenah, Winnebago County, Wisconsin as shown on the plat of right-of-way, or a copy thereof marked.

Total net length of centerline is approximately 250.00 feet (0.05 miles)

Outagamie County Coordinate System, NAD 83 (2012):

Beginning Coordinates:

Y: 533169.05

X: 812189.79

End Coordinates:

Y: 533415.51

X: 812231.66

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To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22 and 62.23(10), Wisconsin Statutes, City of Neenah orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Neenah
3. This order supersedes and amends any previous order issued by the: City of Neenah

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Name and Title

Date

R/W PROJECT NUMBER 3001439.02	SHEET NUMBER 4.01	TOTAL SHEETS 3
CONSTRUCTION PROJECT NUMBER 3001439.02		
PLAT OF RIGHT OF WAY REQUIRED FOR <b>COMMERCIAL STREET WINNECONNE AVE.</b>		
COMMERCIAL STREET, CITY OF NEENAH		WINNEBAGO COUNTY

### CONVENTIONAL SYMBOLS

SECTION LINE		SECTION CORNER SYMBOL		R/W MONUMENT (TO BE SET)	
QUARTER LINE		SECTION CORNER MONUMENT		NON-MONUMENTED R/W POINT	
SIXTEENTH LINE		SECTION CORNER MONUMENT		FOUND IRON PIN (1-INCH UNLESS NOTED)	
NEW REFERENCE LINE		GEODETIC SURVEY MONUMENT		OFF-PREMISE SIGN	
NEW R/W LINE		RIGHT OF WAY IRON FOUND		COMPENSABLE	
EXISTING R/W OR HE LINE		SIGN		NON-COMPENSABLE	
PROPERTY LINE		OFF-PREMISE SIGN			
LOT, TIE & OTHER MINOR LINES					
SLOPE INTERCEPT					
CORPORATE LIMITS		ELECTRIC POLE			
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC)		TELEPHONE POLE			
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)		PEDESTAL (LABEL TYPE) (TV, TEL, ELEC, ETC.)			
TEMPORARY LIMITED EASEMENT AREA		ACCESS RESTRICTED BY ACQUISITION			
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)		NO ACCESS (BY STATUTORY AUTHORITY)			
TRANSMISSION STRUCTURES		ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)			
BUILDING TO BE REMOVED		NO ACCESS (NEW HIGHWAY)			
BRIDGE		PARCEL NUMBER (25)		UTILITY NUMBER (40)	
CULVERT		PARALLEL OFFSETS			

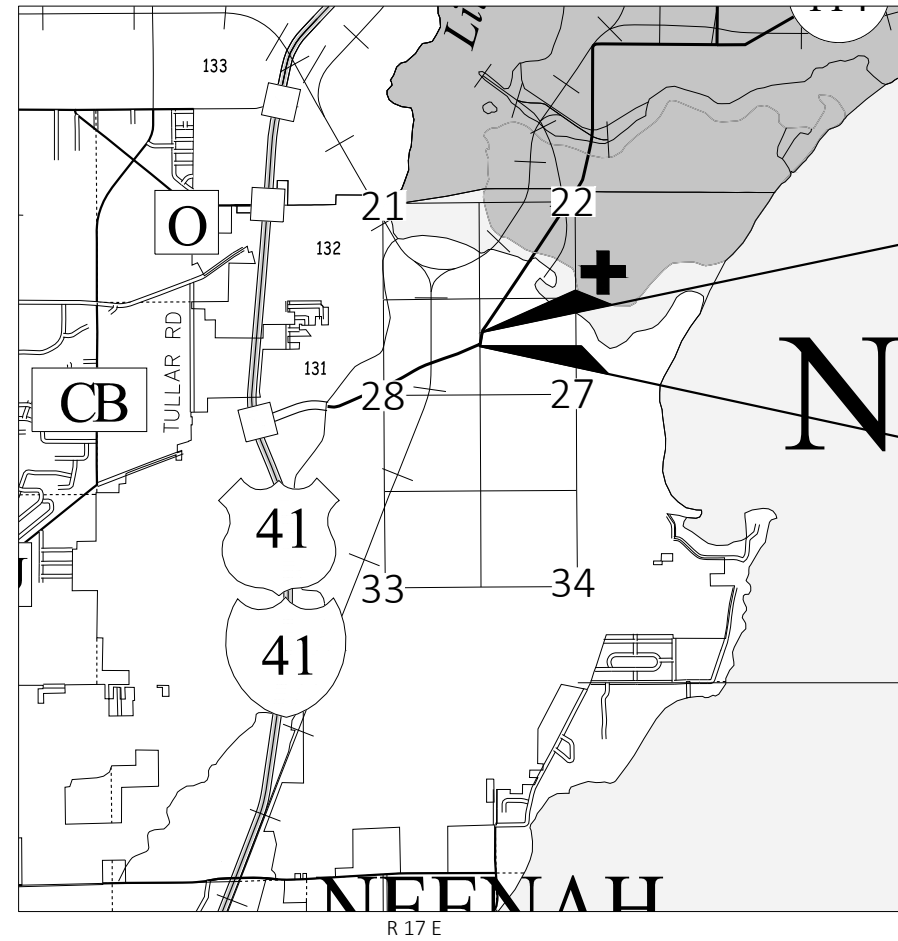
### CONVENTIONAL UTILITY SYMBOLS

WATER		LONG CHORD	LCH
GAS		LONG CHORD BEARING	LCB
TELEPHONE		RADIUS	R
OVERHEAD TRANSMISSION LINES		DEGREE OF CURVE	D
ELECTRIC		CENTRAL ANGLE	Δ/DELTA
CABLE TELEVISION		LENGTH OF CURVE	L
FIBER OPTIC		TANGENT	T
SANITARY SEWER		DIRECTION AHEAD	DA
STORM SEWER		DIRECTION BACK	DB
ELECTRIC TOWER			

= R/W POINT  
 = TLE POINT

### CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	PAGE	P
ACRES	AC	POINT OF TANGENCY	PT
AHEAD	AH	PERMANENT LIMITED EASEMENT	PLE
ALUMINUM	ALUM		
AND OTHERS	ET AL	POINT OF BEGINNING	POB
BACK	BK	POINT OF CURVATURE	PC
BLOCK	BLK	POINT OF COMPOUND CURVE	PCC
CENTERLINE	C/L	POINT OF INTERSECTION	PI
CERTIFIED SURVEY MAP	CSM	PROPERTY LINE	P/L
CONCRETE	CONC	RECORDED AS (100')	(100')
COUNTY	CO	REEL / IMAGE	R/I
COUNTY TRUNK HIGHWAY	CTH	REFERENCE LINE	R/L
DISTANCE	DIST	REMAINING	REM
CORNER	COR	RESTRICTIVE DEVELOPMENT	RDE
DOCUMENT NUMBER	DOC	EASEMENT	
EASEMENT	EASE	RIGHT	RT
EXISTING	EX	RIGHT OF WAY	R/W
GAS VALVE	GV	SECTION	SEC
GRID NORTH	GN	SEPTIC VENT	SEPV
HIGHWAY EASEMENT	HE	SQUARE FEET	SF
IDENTIFICATION	ID	STATE TRUNK HIGHWAY	STH
LAND CONTRACT	LC	STATION	STA
LEFT	LT	TELEPHONE PEDESTAL	TP
MONUMENT	MON	TEMPORARY LIMITED EASEMENT	TLE
NATIONAL GEODETIC SURVEY	NGS		
NUMBER	NO	TRANSPORTATION PROJECT PLAT	TPP
OUTLOT	OL	UNITED STATES HIGHWAY	USH
		VOLUME	V



END RELOCATION ORDER  
STATION 22+50.00  
1007.10 FEET SOUTH OF AND 51.86 FEET EAST OF THE NORTHWEST CORNER OF SEC. 27, T20N, R17E, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.  
Y: 533415.51  
X: 812231.66

BEGIN RELOCATION ORDER  
STATION 20+00.00  
1253.57 FEET SOUTH OF AND 10.09 FEET EAST OF THE NORTHWEST CORNER OF SEC. 27, T20N, R17E, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN  
Y: 533169.05  
X: 812189.79



*Terry L. Van Hout*  
8-29-2023

**NOTES:**

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), WINNEBAGO COUNTY, NAD83 (2012) IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 3/4" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

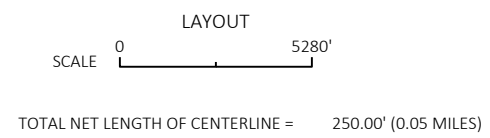
DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

FOR THE CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT CITY OF NEENAH.

PARCEL AND UTILITY IDENTIFICATION NUMBERS MAY NOT POINT TO ALL AREAS OF ACQUISITION, AS NOTED ON THE DETAIL PAGES.

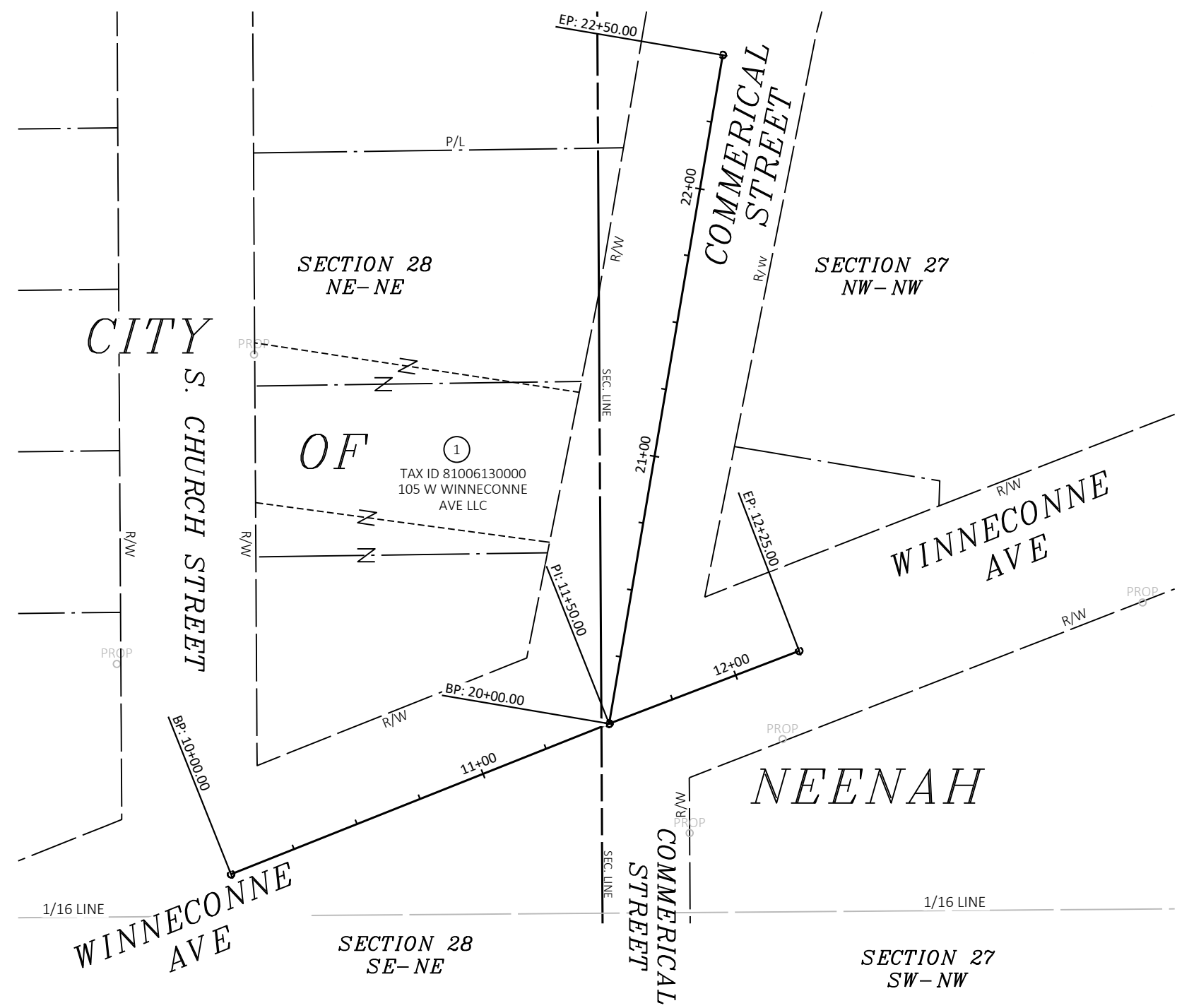
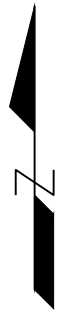
INFORMATION FOR THE BASIS OF EXISTING HIGHWAY RIGHT-OF-WAY POINTS OF REFERENCE AND ACCESS CONTROL ARE LISTED ON THE DETAIL PAGES.



REVISION DATE	WINNEBAGO COUNTY
	APPROVED FOR THE COUNTY
	DATE: _____ (Signature)

4

4



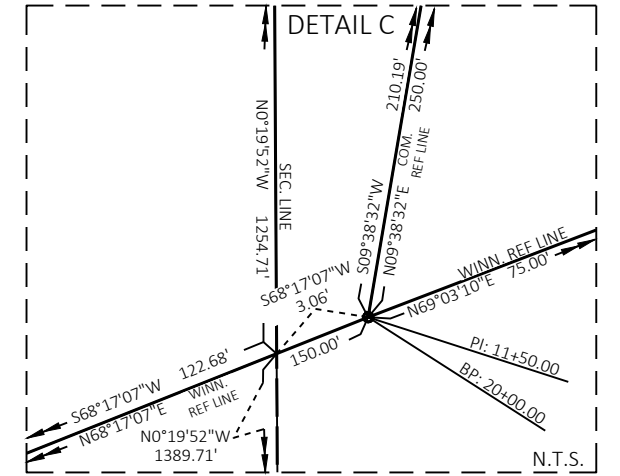
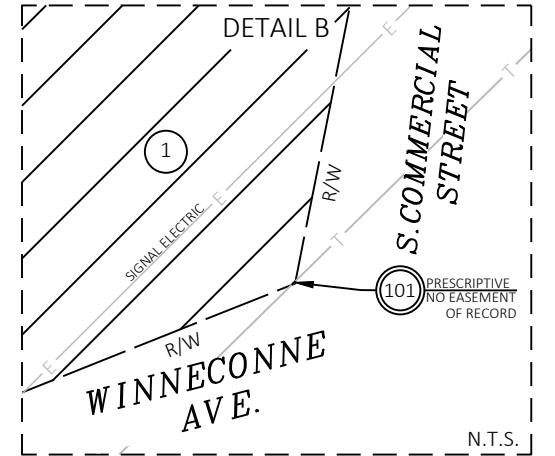
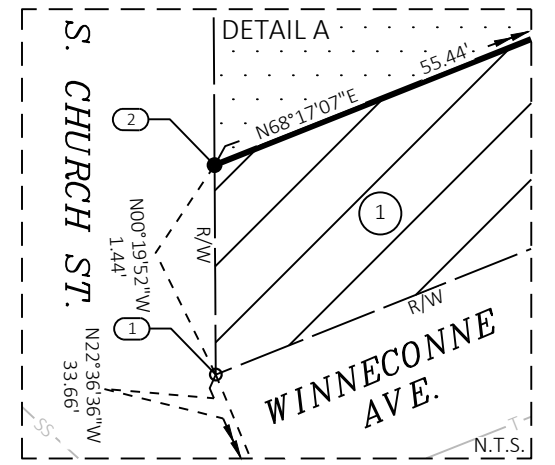
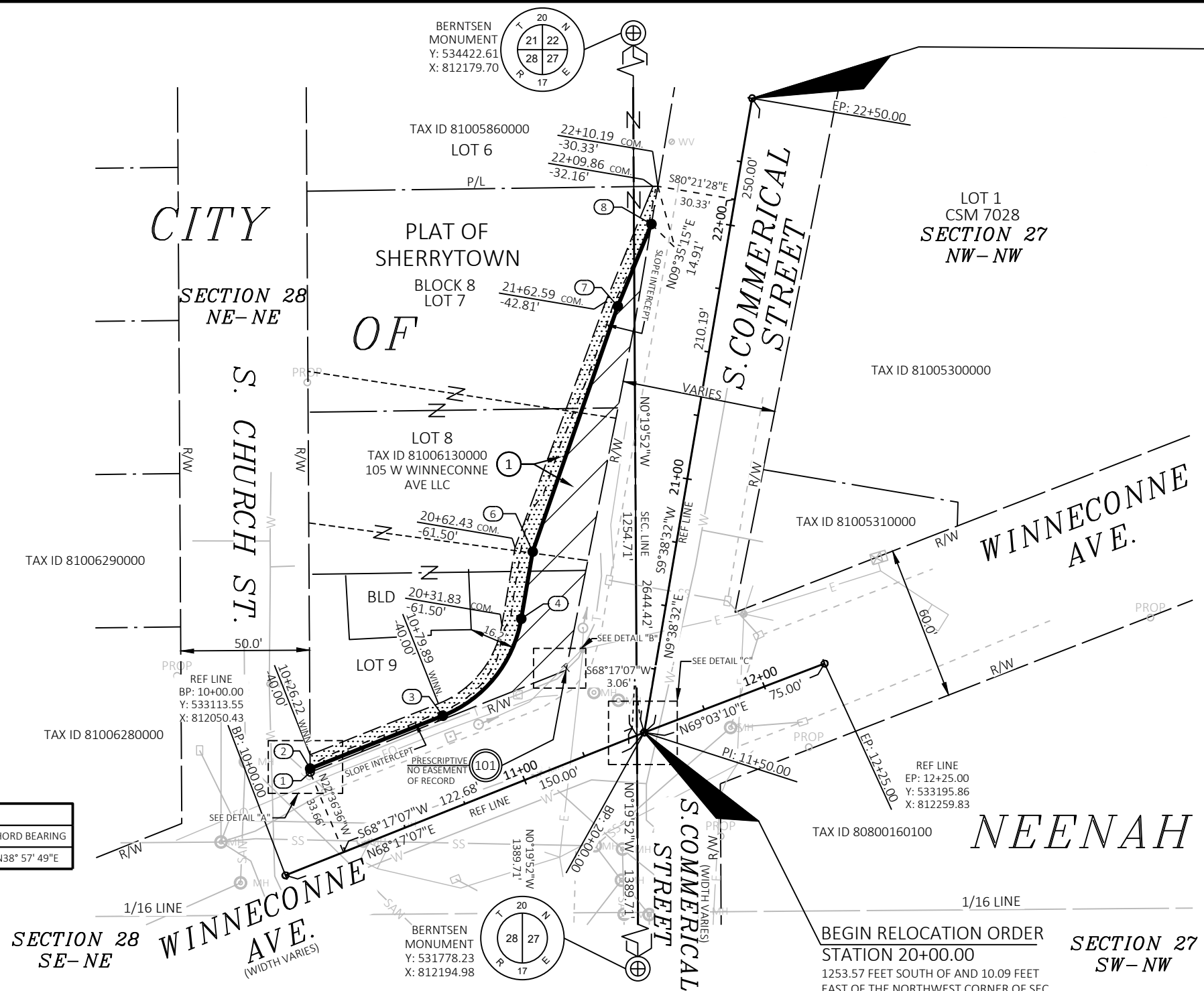
REVISION DATE	DATE 8-17-2023	SCALE, FEET 0 25 50	HWY: COMMERCIAL STREET	STATE R/W PROJECT NUMBER 3001439.02	PLAT SHEET 4.02
	GRID FACTOR		COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 3001439.02	PS&E SHEET

**END RELOCATION ORDER**  
**STATION 22+50.00**  
 1007.10 FEET SOUTH OF AND 51.86 FEET EAST OF THE NORTHWEST CORNER OF SEC. 27, T20N, R17E, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN  
 Y: 533415.51  
 X: 812231.66

LINE	BEARING	LENGTH
1 - 2	N00° 19' 52"W	1.44'
2 - 3	N68° 17' 07"E	55.44'
4 - 6	N09° 38' 32"E	26.44'
6 - 7	N19° 06' 16"E	100.99'
7 - 8	N22° 19' 56"E	34.50'

POINT #	Y	X COORDS	STA	OFFSET
1 - WINN.	533153.60	812060.03	10+23.73	33.66'
2 - WINN.	533155.04	812060.02	10+24.26	35.00'
3 - WINN.	533175.55	812111.53	10+79.70	35.00'
4 - COM.	533213.25	812142.02	20+35.58	54.50'
6 - COM.	533239.32	812146.45	20+62.02	54.50'
7 - COM.	533334.74	812179.50	21+61.63	37.90'
8 - COM.	533366.65	812192.61	21+95.29	30.32'

Curve #	LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
3 - 4	50.66'	49.50'	058°38'35"	48.48'	N38° 57' 49"E



EXISTING RIGHT-OF-WAY OF COMMERCIAL STREET AND WINNECONNE AVENUE IS BASED ON SUBDIVISION PLATS AND CSM'S ON FILE AT WINNEBAGO COUNTY

TLE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

SCHEDULE OF LANDS AND INTERESTS REQUIRED			AREAS SHOWN IN THE TOTAL ACRES COLUMN MAY BE APPROXIMATE AND ARE DRIVEN FROM TAX ROLE OR OTHER AVAILABLE SOURCES AND MAY NOT INCLUDE LANDS OF THE OWNER WHICH ARE NOT CONTIGUOUS TO THE AREA TO BE ACQUIRED. OWNERS NAME ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTEREST TO THE CITY.			
PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST REQUIRED	R/W AREA REQUIRED - SF		TLE SF REQUIRED
				NEW	EXISTING	
1	4.03	105 W WINNECONNE AVE LLC	FEE, TLE	2867	0	1560
101	4.03	TDS TELCOM	RELEASE OF RIGHTS	-	-	-

REVISION DATE	DATE <b>8-17-2023</b>	SCALE, FEET	HWY: <b>COMMERCIAL STREET</b>	STATE R/W PROJECT NUMBER <b>3001439.02</b>	PLAT SHEET <b>4.03</b>
	GRID FACTOR		COUNTY: <b>WINNEBAGO</b>	CONSTRUCTION PROJECT NUMBER <b>3001439.02</b>	PS&E SHEET



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

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**TO:** Mayor Lang and Members of the Common Council  
**FROM:** James Merten, Traffic Engineer  
**DATE:** March 16, 2023  
**RE:** Commercial Street/Winneconne Avenue Intersection Control Evaluation Report

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In October 2022 the City authorized MSA Professional Services to conduct an intersection control evaluation (ICE) for the Commercial Street/Winneconne Avenue intersection. Attached is the ICE report summary resulting from that work. The full report can be viewed online at <https://neenahwi.gov/traffic-resources/> under the “traffic studies” subsection.

The ICE report evaluated a modified traffic signal layout and two roundabout layouts under projected 20-year traffic conditions. The ICE report recommendation is to construct the modified traffic signal layout as shown in Attachment 4A of the report, also provided in the attachment below. This involves converting a westbound lane on Winneconne Avenue into an eastbound left-turn lane on the east leg of the intersection. This would result in eastbound STH 114 traffic receiving dual left-turn lanes approaching the intersection, however the left turn movement would be permitted during the green arrow signal phase only. To accommodate this, the southbound inside lane stop bar would need to be set back roughly 65 feet. The modified signal plan also includes an exclusive southbound right-turn lane on the north approach of Commercial Street, which would be created through land acquisition. The southbound right turn movement would be signalized and limited to a green arrow phase only. (Right turn on red would not be permitted.) Lastly, Church Street would be restricted to right-in/right-out access only. The ICE report does not address the fact that southbound Commercial Street will be reduced to one lane south of the intersection. MSA Professional Services stated in conversation that a merge point would be required just south of the intersection. A similar example would be the southbound movement at the Fox Point Plaza/Green Bay Road roundabout. The estimated project cost for this proposal is \$340,000.

The original staff request was to prepare a formal design for a right-turn lane and acquire the land necessary for that improvement. With the staff-proposed layout, the right-turn lane would be separated with a pedestrian refuse island to accommodate right-turn on red movement. This would require more land acquisition than the ICE recommended project;

however, it would not require the significant cost to upgrade the traffic signal infrastructure. In terms of traffic flow, the staff-proposed layout does not account for forecasted 2042 traffic; however, staff believe the layout will bring noticeable improvements for existing traffic for the following reasons:

- The crosswalk lengths are not increased, which would otherwise require additional time for through movements and reduce flexibility of signal programming.
- Turn movements would not need to be restricted to dedicated signal phases, allowing turn movements to utilize through movement signal phases when gaps in traffic occur.
- Designing the southbound outside lane to flow into the proposed right-turn only lane will redistribute southbound traffic approaching the intersection, causing better utilization of the inside southbound lane throughout the corridor.

The primary objectives behind proposing the project are as follows:

- To provide a solution for how the existing lane layout will tie into the Commercial Street reconstruction project in 2025.
- To address the extensive queuing that regularly occurs for southbound traffic.
- To address the underutilization of the southbound inside lane.
- To separate the southbound right-turn movement from the southbound through movement. The data collected for the Downtown Traffic Study shows that the southbound right-turn movement accounts for 51% of all southbound traffic at the north approach of the intersection.

Given the original objectives behind the project, the anticipated cost-benefit, and the fact that the staff-proposed layout can be revised to complement a future build of signal infrastructure improvement concepts brought forth in the ICE recommended design, staff recommend pursuing a formal design for a right-turn lane in the vein of the staff-proposed layout, modified to accommodate a 20-year build of the signalized intersection. Attached is the original proposal drafted by Westwood Professional Services in June of 2022 to perform said work. Westwood verbally stated that they would honor the \$49,800 quoted price.

Staff recommends to accept and place on file the Commercial Street/Winneconne Avenue Intersection Control Evaluation report prepared by MSA Professional Services.

Staff recommends amending the S. Commercial Street reconstruction design project agreement with Westwood Professional Services to include design and real estate services for modifications to the Winneconne and Commercial Street intersection in the amount of \$49,800, which shall be funded by the 2025 S. Commercial Street reconstruction design project account #012-4322-743-0236.

Reference:

- June 28, 2022 PSSC Agenda Item #7: Commercial Street/Winneconne Avenue Conceptual Design
- August 30, 2022 PSSC Agenda Item #6: Commercial Street/Winneconne Avenue Intersection Design Proposal Follow-Up
- October 11, 2022 PSSC Agenda Item #4: Commercial Street/Winneconne Avenue Intersection Control Evaluation Proposal



# MSA Study Summary

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**To:** James Merten, PE, City of Neenah, City Traffic Engineer  
**From:** Eric Frailing, PE, PTOE, MSA Professional Services, Inc.  
Brian Huibregtse, PE, PTOE, MSA Professional Services, Inc.  
**Subject:** Winneconne Ave & Commercial St Intersection Control Evaluation Summary  
**Date:** February 22, 2023

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## INTRODUCTION

MSA Professional Services, Inc. (MSA) was asked to complete an intersection control evaluation (ICE) for the intersection of Winneconne Avenue at Commercial Street, in Neenah, Wisconsin (city). The west<sup>1</sup> and north legs of the intersection are also part of STH 114 as well as the Wisconsin Department of Transportation (WisDOT) Connecting Highways system.

The intersection was identified by the city as having ongoing issues with safety, operations, and capacity and was targeted for investigation of potential improvements. Initial operation reviews indicated regular queues of 200 – 300-feet on all approaches with the existing configuration and traffic signal control. The southbound right-turn movement was calculated to be nearing capacity under current conditions. Over the last five years of available crash data, the intersection experienced 34 crash events. The eastbound approach experienced eight front-to-rear (rear-end)-type of crashes, the most of any other approach or crash manner. Of the 34 crash events, eight involved injuries, none of which were worse than severity level B (suspected minor injury). No fatalities were reported during the period. Roadway conditions were noted as a possible factor in at least ten of the overall crashes (snow, slush, ice, or wet pavement). Failure to yield was cited in 11 of the overall crashes.

In order to identify viable alternatives and ultimately recommend one for improving operations and safety, Phase I and Phase II ICE reports were completed for the intersection, following WisDOT reporting standards.

## PHASE I ICE

The Phase I ICE investigation focused on determining what potential improvements were viable for the intersection based on a high-level review of the identified issues and space available. Results from the Phase I analyses indicated the following alternatives were viable and should be analyzed further as part of a more detailed Phase II ICE report:

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<sup>1</sup> The Winneconne Avenue approaches are oriented in a southwest to northeast direction, but will be referred to as west and east legs for simplicity of discussion.

## STUDY SUMMARY

### Winneconne Ave & Commercial St Intersection Control Evaluation Summary

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1. Modified Traffic Signal – Lane modifications and updated signal phasing
2. Roundabout, 4-Leg – Convert the existing intersection into a multilane roundabout
3. Roundabout, 5-Leg – Convert the existing intersection into a multilane roundabout which realigns Church Street to be part of the main intersection.

## PHASE II ICE

The Phase II ICE investigation used the viable alternatives from the Phase I ICE report and looked more in-depth at existing (2022) design year (2042) operations, projected safety performance using the Interactive Highway Safety Design Model (IHSDM) procedures, conceptual level intersection layouts, business and right-of-way (R/W) impacts, and estimated construction costs. Conceptual layouts for the three alternatives are included in the Phase II ICE report.

Results of the analyses indicated that all alternatives are expected to provide acceptable levels of operation (delay, queue, and capacity) through the design year. The roundabout alternatives are expected to provide the most significant and longest-lasting operational and capacity benefits but would cost the most to construct and would have the greatest R/W and business impacts. Including estimated R/W acquisition costs, the four-leg roundabout alternative is expected to cost \$1.8 million more than the modified traffic signal alternative. Both roundabout alternatives would require the purchase of the entire parcel in the northwest corner of the intersection, whereas the modified traffic signal would only require a small strip of R/W to be acquired. The roundabouts would also require the purchase and relocation of the commercial pylon signs for parcels in the north and southeast corners, in addition to relocation of the “Welcome to Historic Downtown Neenah” monument sign and adjacent flagpole. These impacts are shown in Figure 1 and Figure 2.

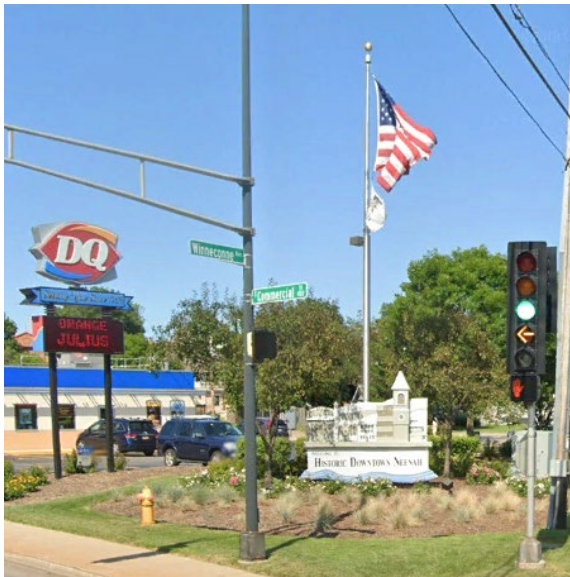


Figure 1, The existing monument sign, flagpole, and commercial pylon sign in the northeast corner



Figure 2, The existing commercial pylon sign in the southeast corner

For safety and geometric constraint reasons, access between Winneconne Avenue and Church Street would be restricted to right-in/right-out movements only for the modified traffic signal and 4-leg roundabout alternatives. The existing intersection of Winneconne Avenue at Church Street

## STUDY SUMMARY

### Winneconne Ave & Commercial St Intersection Control Evaluation Summary

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is within the functional area of the intersection of Winneconne Avenue at Commercial Street. This proximity results in a larger number of conflict points (places where vehicle paths overlap) in a smaller area, which results in a higher probability for crashes to occur.

The roundabout alternatives are expected to generate the largest numbers of crashes, showing an increase over the no-build alternative. Recent studies have shown increases in the overall number of crashes occur when multilane roundabouts are constructed; however, the magnitude of injuries are lower than other intersection types. Due to the geometric design of a roundabout, the most severe manners of collision (head-on and T-bone) which result in K and A-level severity injuries (fatal and suspected serious injury), are all but completely eliminated. Other intersection types such as stop or traffic signal control do not have physical barriers preventing vehicles from colliding in this manner, while also allowing for faster approach speeds prior to any impact.

When construction costs and projected safety benefits are compared, the modified traffic signal alternative has a benefit/cost ratio of 0.46; the 4-leg roundabout alternative is -2.47. (Note, due to limitations of the IHSDM, a benefit/cost ratio for a 5-leg roundabout is not able to be calculated. It is expected to be lower than the 4-leg alternative.)

The 5-leg roundabout alternative is the only alternative that does not have a significant impact to the Valley Transit (Route 32) line that uses Winneconne Avenue and Church Street. Turn movement restrictions would require at least part of the bus route to be moved to a different street in order to access northbound Church Street with the modified traffic signal alternative. The 5-leg roundabout alternative would still allow direct access to northbound Church Street within the intersection. Indirect access to northbound Church Street would be allowed with the 4-leg roundabout alternative; however, this would require the bus to make a U-turn at the roundabout in order to turn right onto northbound Church Street.

## CONCLUSIONS

Conclusions discussed below are based on the results of the alternatives considered in the Phase II ICE investigation. Development changes being considered for the adjacent properties could allow for some modifications of the alternatives investigated as part of the formal Phase II ICE. Additional analysis would be necessary to determine the impacts “fine tuning” the proposed alternatives, such as modifications of downstream lane configurations (lane reductions/merges) or other geometric adjustments and could be done as a preferred alternative is selected.

Based on the raw results of the Phase II ICE investigation, the modified traffic signal is the preferred option. The modified traffic signal has the best benefit/cost ratio, reduces the expected number of crashes, results in the least amount of R/W impacts, and does not require any businesses to be acquired. Unlike the roundabout alternatives, the modified traffic signal has reduced operations (higher delay and queues, lower residual capacity). The modified traffic signal improves on existing operations through the design year, just not to the same extent as the roundabout alternatives. The modified traffic signal alternative does not significantly reduce the likelihood of severe crashes (injury level B, A, or fatalities (K)). However, in the last five years, crashes of this injury magnitude were not reported.

In order to accommodate the design vehicle movements along the STH 114 portions of the intersection, the stop bars for the southbound and eastbound approaches need to be relocated upstream of the intersection in order to allow the design vehicles enough room to complete their

## STUDY SUMMARY

### Winneconne Ave & Commercial St Intersection Control Evaluation Summary

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maneuvers. The eastbound stop bar could remain in its current location; however, in order to accommodate the southbound right turn, additional R/W would be necessary as well as the relocation of at least one significant utility pole.

Restricting access to Church Street down to right-in and right-out movements will impact the existing Route 32 Valley Transit bus line, as it currently turns left from eastbound Winneconne Avenue onto northbound Church Street. The bus line would need to be modified to accommodate this new restriction. Several potential alternatives exist, including:

- Moving northbound operations to Commercial Street and using Church Street for southbound operations
- Relocating the eastbound left-turn to Isabella Street, then using Adams Street to reconnect with Church Street

Current cost estimates included implementing traffic signal changes necessary to accommodate the proposed lane adjustments only, as crash patterns did not indicate the need for additional signalization infrastructure changes for the other intersection approaches. Any further changes would require an increase in funding, but could all be implemented at the same time.

#### ***Additional considerations that could be evaluated with the development of further design plans could include:***

- Install a raised median on the north approach to separate the southbound right-turn lane from the through lane. The raised median would allow a place of pedestrian refuge, shortening the distance that would need to be crossed at one time, in addition to providing additional signal timing flexibility. Installation of such an island would significantly increase the alternative's impacts to the property in the northwest corner of the intersection and Church Street.
- Install a raised median on the west approach to separate the eastbound and westbound lanes. The physical barrier would better prevent left turns to and from Church Street than if regulatory signs were used alone. Addition of the median would increase the R/W impacts as well:
  - Northern Shift
    - No R/W would need to be acquired on the south side of the approach
    - Creates additional impacts for design vehicles completing southbound right turns from Commercial Street
  - Southern Shift
    - Creates new R/W impacts on the south side of the road where there were few or none previously
    - Allows for realignment of the eastbound left-turn lanes. This could reduce the impacts these left turns have on the southbound approach lanes.
- Upgrading to monotube and signal head-per-lane for all approaches. This would maximize signal visibility, which could further reduce the incidence of front-to-rear crashes. It would also bring the signal infrastructure to the latest WisDOT design standards. Depending on the size of poles needed, additional utility modification may be required in order to accommodate the new poles and associated foundations.
- Converting five-section, protected/permissive left-turn signals to four-section flashing yellow arrow (FYA) indications. This conversion not only offers additional crash reduction potential, but also offers more signal phasing flexibility to accommodate future growth.

## STUDY SUMMARY

### Winneconne Ave & Commercial St Intersection Control Evaluation Summary

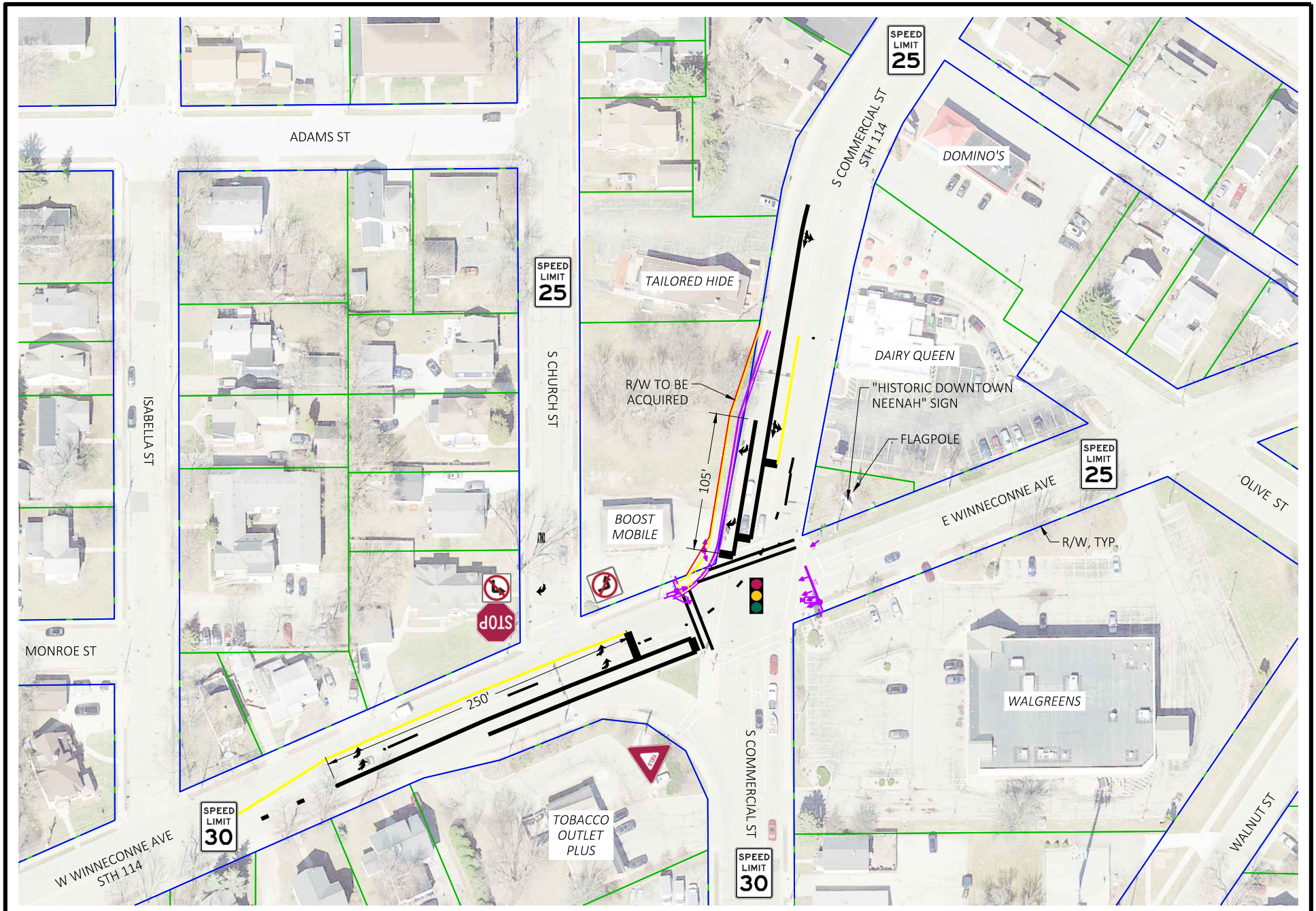
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- Adding pedestrian push buttons for calling pedestrian phases. Currently, the pedestrian phase is called with every green light. When there are no pedestrians present, this results in additional phase time being used for a phase that may not need it, when it could be used to instead serve other phases requiring more time. It could also allow for conflicting pedestrian phases to be served sooner. Given the existing traffic signal pole layout, additional “pedestrian button poles” may be needed in order to comply with ADA and PROWAG location regulations.
- Adding emergency vehicle preemption (EVP). EVP can allow for certain emergency vehicles to pass through the intersection faster by being able to call for their own green light indication. This equipment does require transponder equipment to be installed on each emergency vehicle in order for it to be effective. The signal infrastructure could be installed now to save implementation costs later.

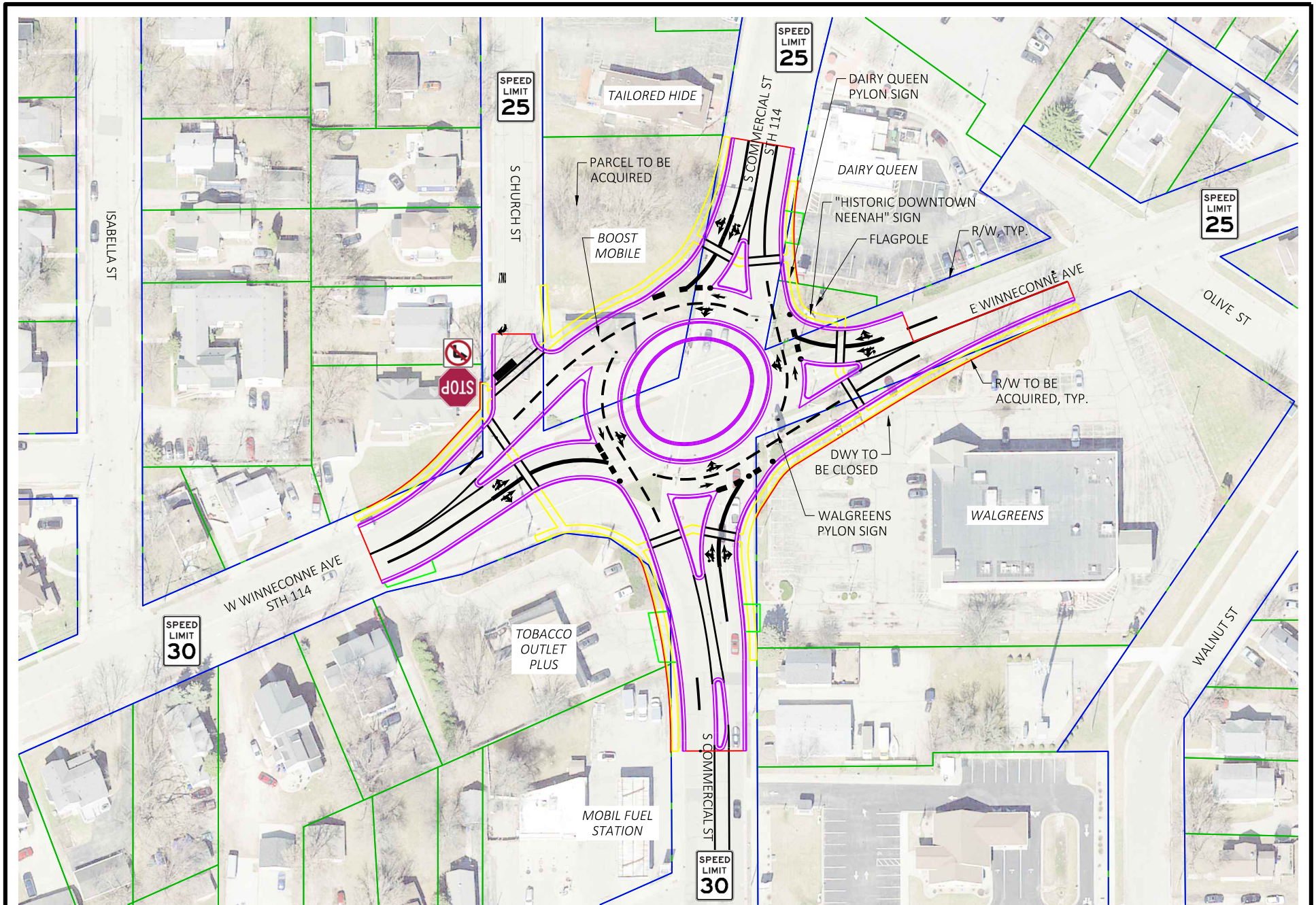
Implementing some or all of the additional traffic signal modifications listed above, beyond what is required for the modified traffic signal alternative would require additional discussion and further investigation to determine a better cost estimate. Simultaneous implementation would have several benefits, including better public perception of only making modifications at one time rather than coming back later for additional work. Completing all the work at once would increase the overall implementation cost estimate, but it would have cost efficiencies with construction mobilization and necessary underground rewiring to accommodate the new signals. It could also offer additional timing flexibilities to better accommodate future growth.

Attachment A : Phase 2 ICE Report (Text & Attachments)

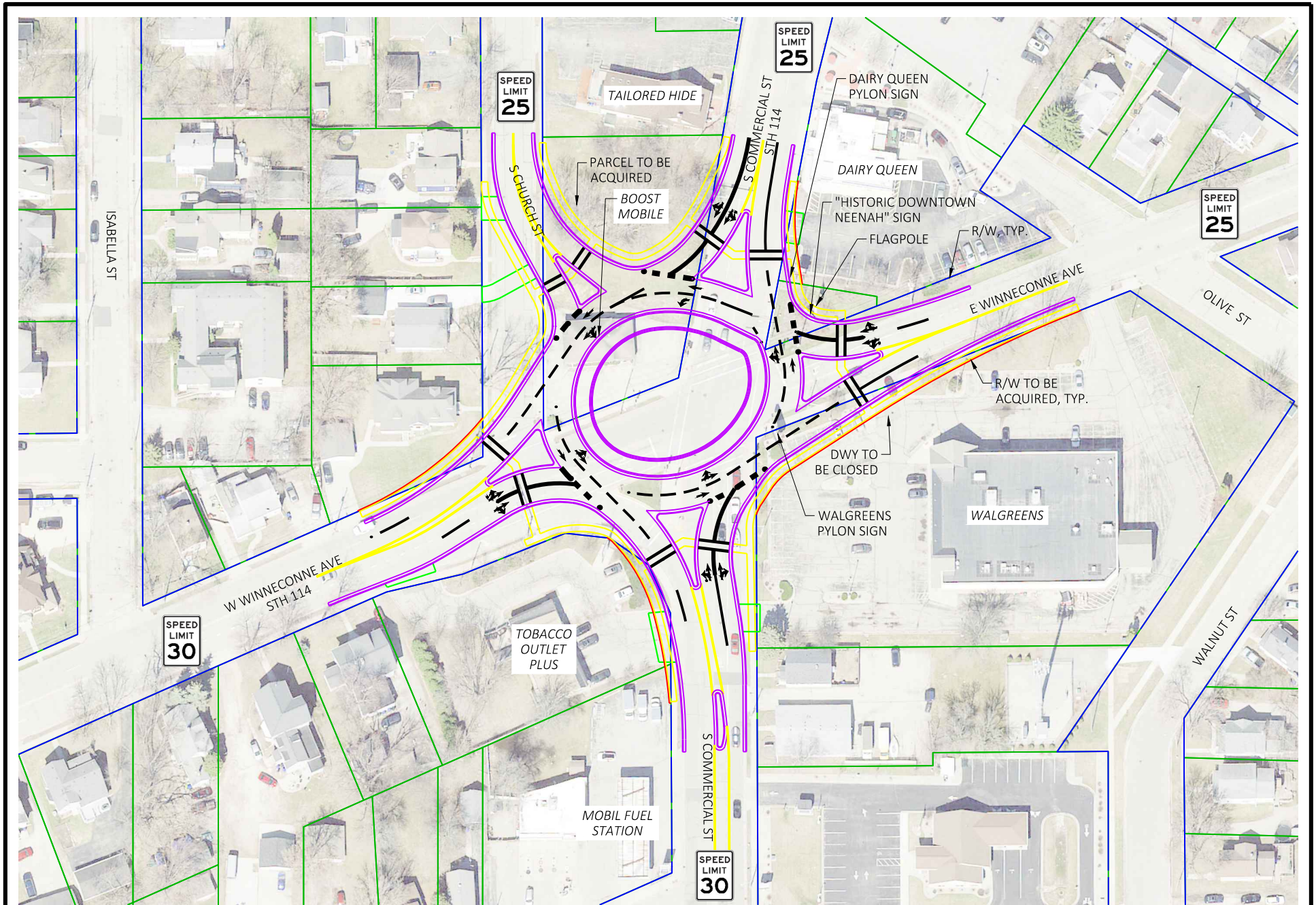
Attachment B : Phase 1 ICE Report (Text Only)



Attachment 4A, Conceptual Improvement, Alternative 1: Modified Traffic Signal  
 WINNECONNE AVENUE AT COMMERCIAL STREET  
 WINNEBAGO COUNTY



Attachment 4B, Conceptual Improvement, Alternative 2: Roundabout, 4-Leg  
 WINNECONNE AVENUE AT COMMERCIAL STREET  
 WINNEBAGO COUNTY



Attachment 4C, Conceptual Improvement, Alternative 3: Roundabout, 5-Leg  
 WINNECONNE AVENUE AT COMMERCIAL STREET  
 WINNEBAGO COUNTY

Winneconne Avenue & Commercial Street, Neenah, WI  
Signal Alternative  
Project ID: MSA #07578063  
Winnebago County  
Date: 1/31/2023

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	REMOVALS	LS	1	\$18,000.00	\$ 18,000
<i>SUBTOTAL REMOVALS</i>					\$ 18,000
2	EARTHWORK		% of Items 1 & 3-4	N/A	\$ -
2.01	Excavation Common	CY	230	\$26.00	\$ 6,000
<i>SUBTOTAL EARTHWORK</i>					\$ 6,000
3	BASE				
3.02	Base Aggregate Dense 1 1/4"	TON	200	\$22.00	\$ 4,400
<i>SUBTOTAL BASE</i>					\$ 4,400
4	PAVEMENT				
4.01	Concrete Pavement 8"	SY	220	\$100.00	\$ 22,000
<i>SUBTOTAL PAVEMENT</i>					\$ 22,000
5	ROADWAY MISCELLANEOUS		% of Items 1 & 3-4	N/A	\$ -
	Concrete Curb and Gutter	LF	230	\$30.00	\$ 6,900
5.07	Concrete Curb Pedestrian	LF	20	\$50.00	\$ 1,000
5.08	Concrete Sidewalk 5-Inch	SF	150	\$10.00	\$ 1,500
<i>SUBTOTAL ROADWAY MISCELLANEOUS</i>					\$ 9,400
6	DRAINAGE/STORM SEWER	LS	1	\$5,000.00	\$ 5,000
<i>SUBTOTAL DRAINAGE/STORM SEWER</i>					\$ 5,000
<b>SUBTOTAL ROADWAY COSTS (ITEMS 1-6)</b>					<b>\$ 64,800</b>
7	TRAFFIC SIGNALS	LS	1	\$66,000.00	\$ 66,000
8	ITS	LS	1	\$45,000.00	\$ 45,000
9	TRAFFIC CONTROL	LS	1	\$20,000.00	\$ 20,000
10	EROSION CONTROL	LS	5 % of Items 1-6	N/A	\$ 3,200
11	LIGHTING	LS	0		\$ -
12	SIGNING/MARKING	LS	1	\$24,000.00	\$ 24,000
13	WETLAND MITIGATION	LS	0		\$ -
14	HAZMAT	LS	0		\$ -
15	ROADWAY INCIDENTALS	LS	30 % of Items 1-6	N/A	\$ 19,400
<b>TOTAL ROADWAY COSTS (Items 1-15)</b>					<b>\$ 242,400</b>
16	STRUCTURES				
<b>TOTAL STRUCTURE COSTS</b>					<b>\$ -</b>
17	MOBILIZATION	LS	1	\$30,000.00	\$ 30,000
<b>CONSTRUCTION SUBTOTAL (Items 1-17)</b>					<b>\$ 272,400</b>
18	E&C	LS	15 % of Items 1-17	N/A	\$ 40,900
19	ROW Acquisition	LS	1	\$20,000.00	\$ 20,000
<b>TOTAL PROJECT COST</b>					<b>\$ 340,000</b>

Assumptions

- Pavement Structure: 8" Concrete over 8" Base Aggregate
- Signal pole and accessories in northwest quadrant are moved to new location with new signal heads
- Eastbound far-side signal replaced with monotube with signal heads per lane
- Westbound far-side, right-side signal replaced with new signal heads
- Improvements constructed under traffic

Winneconne Avenue & Commercial Street, Neenah, WI  
 4 Leg Roundabout Alternative  
 Project ID: MSA #07578063  
 Winnebago County  
 Date: 1/31/2023

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	REMOVALS	LS	1	\$70,000.00	\$ 70,000
<i>SUBTOTAL REMOVALS</i>					\$ 70,000
2	EARTHWORK		% of Items 1 & 3-4	N/A	\$ -
2.01	Excavation Common	CY	5,500	\$18.00	\$ 99,000
2.05	Select Borrow	CY	1,100	\$12.00	\$ 13,200
<i>SUBTOTAL EARTHWORK</i>					\$ 112,200
3	BASE				
3.02	Base Aggregate Dense 1 1/4"	TON	3,500	\$20.00	\$ 70,000
<i>SUBTOTAL BASE</i>					\$ 70,000
4	PAVEMENT				
4.01	Concrete Pavement 8"	SY	5,100	\$60.00	\$ 306,000
4.05	Concrete Driveway 6"	SY	160	\$70.00	\$ 11,200
4.21	Concrete Truck Apron 12"	SY	380	\$90.00	\$ 34,200
4.22	Coloring Concrete WisDOT Red	CY	130	\$90.00	\$ 11,700
<i>SUBTOTAL PAVEMENT</i>					\$ 363,100
5	ROADWAY MISCELLANEOUS		% of Items 1 & 3-4	N/A	\$ -
5.01	Concrete Curb and Gutter	LF	2,920	\$25.00	\$ 73,000
5.08	Concrete Sidewalk 4-Inch	SF	3,600	\$6.00	\$ 21,600
5.09	Concrete Sidewalk 5-Inch	SF	6,300	\$9.00	\$ 56,700
<i>SUBTOTAL ROADWAY MISCELLANEOUS</i>					\$ 151,300
6	DRAINAGE/STORM SEWER	LS	1	\$30,000.00	\$ 30,000
<i>SUBTOTAL DRAINAGE/STORM SEWER</i>					\$ 30,000
<b>SUBTOTAL ROADWAY COSTS (ITEMS 1-6)</b>					<b>\$ 796,600</b>
7	TRAFFIC SIGNALS	LS	0		\$ -
8	ITS	LS	0		\$ -
9	TRAFFIC CONTROL	LS	15 % of Items 1-6	N/A	\$ 119,500
10	EROSION CONTROL	LS	3 % of Items 1-6	N/A	\$ 23,900
11	LIGHTING	LS	1	\$40,000.00	\$ 40,000
12	SIGNING/MARKING	LS	1	\$110,000.00	\$ 110,000
13	WETLAND MITIGATION	LS	0		\$ -
14	HAZMAT	LS	0		\$ -
15	ROADWAY INCIDENTALS	LS	35 % of Items 1-6	N/A	\$ 278,800
<b>TOTAL ROADWAY COSTS (Items 1-15)</b>					<b>\$ 1,368,800</b>
16	STRUCTURES				
<b>TOTAL STRUCTURE COSTS</b>					<b>\$ -</b>
17	MOBILIZATION	LS	8 % of Items 1-16	N/A	\$ 109,500
<b>CONSTRUCTION SUBTOTAL (Items 1-17)</b>					<b>\$ 1,478,300</b>
18	E&C	LS	12 % of Items 1-17	N/A	\$ 177,400
19	ROW Acquisition	LS	1	\$450,000.00	\$ 450,000
<b>TOTAL PROJECT COST</b>					<b>\$ 2,110,000</b>

Assumptions

- Pavement Structure: 8" Concrete over 8" Base Aggregate
- Signing/Marking includes two overhead sign structures
- Intersection is constructed under traffic
- ROW Acquisition includes moving two signs

Winneconne Avenue & Commercial Street, Neenah, WI  
5 Leg Roundabout Alternative  
Project ID: MSA #07578063  
Winnebago County  
Date: 1/31/2023

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	REMOVALS	LS	1	\$70,000.00	\$ 70,000
<i>SUBTOTAL REMOVALS</i>					\$ 70,000
2	EARTHWORK		% of Items 1 & 3-4	N/A	\$ -
2.01	Excavation Common	CY	6,500	\$18.00	\$ 117,000
2.05	Select Borrow	CY	1,300	\$12.00	\$ 15,600
<i>SUBTOTAL EARTHWORK</i>					\$ 132,600
3	BASE				
3.02	Base Aggregate Dense 1 1/4"	TON	3,900	\$20.00	\$ 78,000
<i>SUBTOTAL BASE</i>					\$ 78,000
4	PAVEMENT				
4.01	Concrete Pavement 8"	SY	5,800	\$60.00	\$ 348,000
4.05	Concrete Driveway 6"	SY	230	\$70.00	\$ 16,100
4.21	Concrete Truck Apron 12"	SY	490	\$90.00	\$ 44,100
4.22	Coloring Concrete WisDOT Red	CY	160	\$90.00	\$ 14,400
<i>SUBTOTAL PAVEMENT</i>					\$ 422,600
5	ROADWAY MISCELLANEOUS		% of Items 1 & 3-4	N/A	\$ -
5.01	Concrete Curb and Gutter	LF	3,500	\$25.00	\$ 87,500
5.07	Concrete Sidewalk 4-Inch	SF	3,700	\$6.00	\$ 22,200
5.08	Concrete Sidewalk 5-Inch	SF	6,800	\$9.00	\$ 61,200
<i>SUBTOTAL ROADWAY MISCELLANEOUS</i>					\$ 170,900
6	DRAINAGE/STORM SEWER	LS	1	\$35,000.00	\$ 35,000
<i>SUBTOTAL DRAINAGE/STORM SEWER</i>					\$ 35,000
<b>SUBTOTAL ROADWAY COSTS (ITEMS 1-6)</b>					<b>\$ 909,100</b>
7	TRAFFIC SIGNALS	Each	0		\$ -
8	ITS	LS	0		\$ -
9	TRAFFIC CONTROL	LS	15 % of Items 1-6	N/A	\$ 136,400
10	EROSION CONTROL	LS	3 % of Items 1-6	N/A	\$ 27,300
11	LIGHTING	LS	1	\$50,000.00	\$ 50,000
12	SIGNING/MARKING	LS	1	\$115,000.00	\$ 115,000
13	WETLAND MITIGATION	LS	0		\$ -
14	HAZMAT	LS	0		\$ -
15	ROADWAY INCIDENTALS	LS	35 % of Items 1-6	N/A	\$ 318,200
<b>TOTAL ROADWAY COSTS (Items 1-15)</b>					<b>\$ 1,556,000</b>
16	STRUCTURES				
<b>TOTAL STRUCTURE COSTS</b>					<b>\$ -</b>
17	MOBILIZATION	LS	8 % of Items 1-16	N/A	\$ 124,500
<b>CONSTRUCTION SUBTOTAL (Items 1-17)</b>					<b>\$ 1,680,500</b>
18	E&C	LS	12 % of Items 1-17	N/A	\$ 201,700
19	ROW Acquisition	LS	1	\$460,000.00	\$ 460,000
<b>TOTAL PROJECT COST</b>					<b>\$ 2,350,000</b>

Assumptions

- Pavement Structure: 8" Concrete over 8" Base Aggregate
- Signing/Marking includes two overhead sign structures
- Intersection is constructed under traffic
- ROW Acquisition includes moving three signs



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

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**DATE:** September 8, 2023  
**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): Storm and sanitary sewer work is complete and the pond is functioning. Work has restarted on the water feature. The installation of the electric service also needs to be done.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, street excavation and graveling are complete. Curb/gutter installation started on 9/8.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has started work. He will re-mobilize on that contract in the middle of September to complete the downtown target area and the N. Park Avenue sidewalk.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 6) Contract 5-23 (New Subdivision Street Construction):
  - a) Arthur Plat: Work is complete.
  - b) Cardinal Plat: Work is complete.
  - c) Integrity Acres: Work is complete.
  - d) Liberty Heights: Final paving east of Hedgeview was completed the week of 9/4. Landscaping is being finished west of Hedgeview. That section will be paved the week of 9/11.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. The contractor has been provided with a punch list of minor items to address.
  - a) Beaulieu Road sanitary sewer – Work is complete.
- 8) Contract 7-23 (High, River Utility and Street Construction): Water utility work started on 9/5.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): This contract was awarded to JT Rams, LLC. Work schedule is tentatively scheduled to start in late September.
- 10) Contract 9-23 (Epoxy Pavement Marking): Work is complete.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction):
  - a) Marketplace Lot: Paving is complete. Striping and driveway apron placement remains to be done.
  - b) City Hall Lot: Grading and structure adjustments are complete. A 2000-gallon underground fuel storage tank was discovered during lot grading. It appears to be related to the old police station that was on the site. Crews were scheduled to remove the tank and test the surrounding soil on 9/8.

- c) Library Bumpouts: The curb for the bumpout is scheduled for pouring the week of September 11.
  - d) Temporary 2-inch Streets: The contractor fine-graded the gravel streets the week of 9/5. Paving is tentatively scheduled for the week of 9/11.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Grading and structure adjustments are ongoing.
  - 13) City Hall Elevator: Work is scheduled to start on the elevator upgrade in mid-September.
  - 14) Neenah Creek Bridge: This contract was awarded to Pheifer Brothers Construction. The concrete beam order is being finalized. On-site work has not yet been scheduled.
  - 15) Neenah Middle School: Traffic Engineer Merten worked with school and PD staff to address traffic control issues with the opening of the new middle school. With adjustments that were made on-street and within the main parking lot, they were able to get traffic to flow more smoothly.