

****AMENDED****
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
May 13, 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 April 28, 2025 (Attachment)
2. Public Appearances
3. Licenses
 - a. Approve the Temporary Extension of License Premises Application to Lion's Tail Brewing Co., for Smoke on the Fox (Attachment)
4. Nicolet/Commercial Roundabout Feasibility Consultant Selection (Attachment)
5. Courtside Fields Pond (Attachment)
6. Public Works General Construction and Department Activity Report (Attachment)
7. Announcements/Future Agenda Items
8. Adjournment

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

Public Services & Safety Committee

May 13, 2025

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date & Time	Motion
Lion's Tail Brewing Co.	Alex Wenzel	Smoke on the Fox	116 S Commercial St	6/2/2025 3-10PM	Recommend Council Approve



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

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

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): Lion's Tail Brewing Co. LLC agent (Alex Wenzel)	Contact Phone # 920 427-7009
Corporation or LLC Name: (if applicable) Lion's Tail Brewing Co LLC	Business/Trade Name:
Business Address: 116 S. Commercial St. Neenah WI 54956	

Section 2: Event Information

Name of Event: Smoke on The Fox
List Dates & Times (include a.m. or p.m.): <i>Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.</i> Monday, 6/2/25 15:00 - 22:00

Section 3: Extension of Premise

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

<input type="checkbox"/> Sidewalk at the _____ of premise	<input checked="" type="checkbox"/> Parking lot at the SE of premise.
<input type="checkbox"/> Street of the _____ of premise	<input type="checkbox"/> Parking lot at the _____ of premise.
<input type="checkbox"/> Other: _____	

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

<input type="checkbox"/> I own	<input type="checkbox"/> I will obtain a special event permit (see information sheet for details)
<input checked="" type="checkbox"/> I lease	<input type="checkbox"/> I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): *Include a map on the reverse side of this application*
Parking lot for 1-day event (map attached) (same as last year)

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

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

<input type="checkbox"/> I affirm my understanding that any decision made by the Council is final and not subject to appeal; and
<input type="checkbox"/> I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

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


Signature of Sole Proprietor, Partner or Agent





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

M E M O R A N D U M

DATE: May 9, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Nicolet/Commercial Roundabout Feasibility Consultant Selection

A request for proposal to prepare a feasibility analysis for installation of a roundabout at the intersection of Nicolet Boulevard and Commercial Street ramp was distributed to five firms. This study is a joint project with the City of Menasha. The objectives of the work are to:

- develop a conceptual layout for a roundabout and projected real estate impacts.
- compare roundabout traffic operations to current conditions.
- analyze current crash experience with projected crashes if a roundabout were constructed.
- prepare an opinion of probable cost for design, real estate acquisition, and construction.

Four proposals were received. All of the proposals included an acceptable scope of services, outlined experience relevant to this work, and included staff well versed in roundabout analysis and design. This work is included in the 2025 capital infrastructure budget at an amount of \$15,000 (Page 266, item 2).

Firm	Cost
MSA Professional Services, Inc	\$13,560
Ayres Associates	\$17,500
Westwood Professional Services, Inc	\$22,900
Graef-USA, Inc.	\$24,420

Staff recommends that the City of Neenah enter into a professional services agreement with MSA Professional Services, Inc., for the preparation of a roundabout feasibility analysis for the intersection of Nicolet Boulevard and Commercial Street.



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DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: May 7, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Courtside Fields Pond

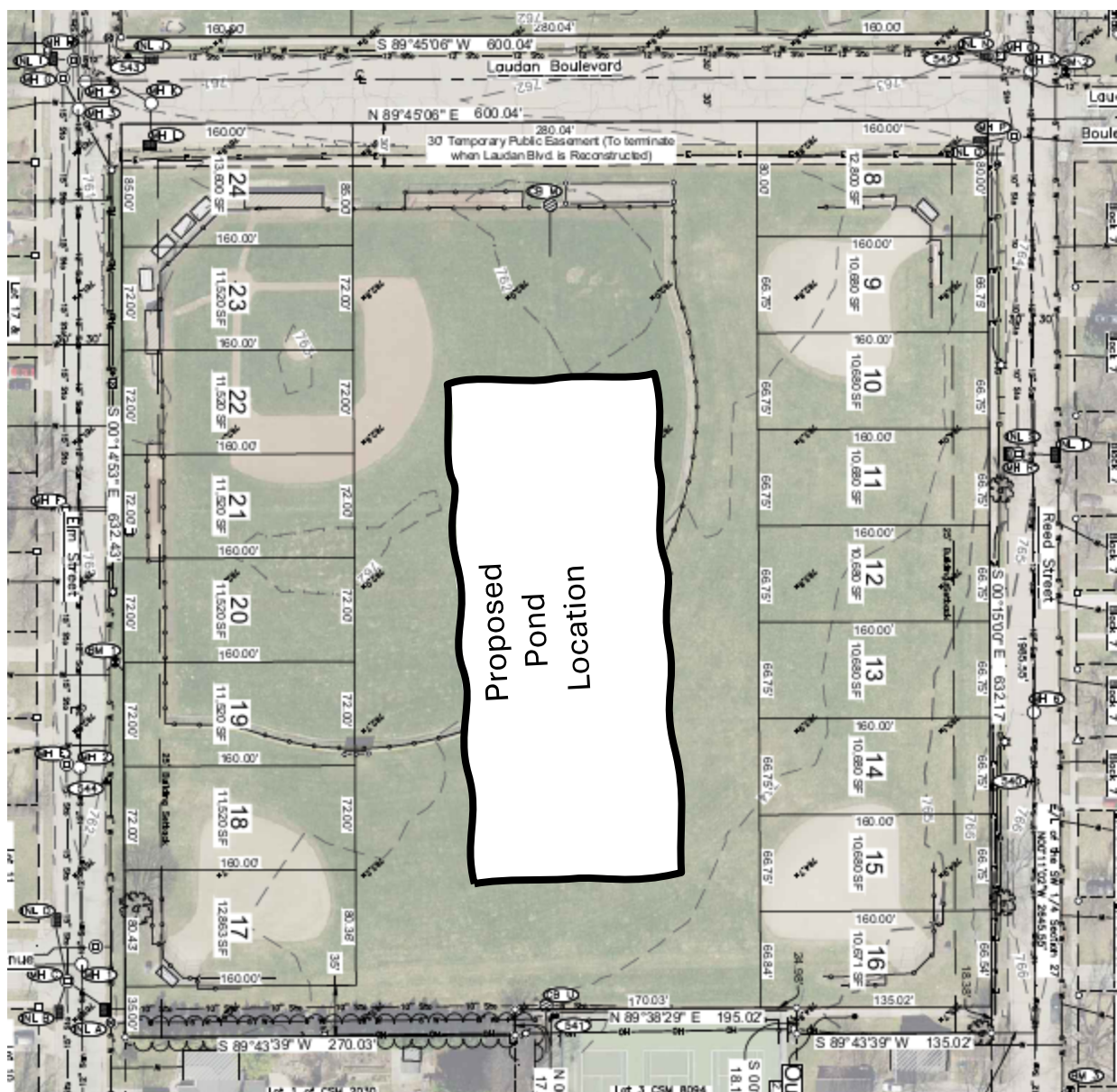
As part of the development of Courtside Fields Subdivision on the former Shattuck Middle School property, negotiations have taken place with the owner to provide for the construction of a storm water retention pond that would satisfy the storm water management requirements for the subdivision while also serving the City's needs for storm water in the broader area around that site. This area flows to the Fox River. As part of the development agreement that is being prepared, the City will construct a retention pond on land dedicated for that purpose by the owner.

To get work started on the pond design and permitting in order to allow construction to start later this year, staff approached Davel Engineering and Environmental, Inc., for a proposal. This firm has been working with the owner and is very familiar with the site. They submitted a proposal to do the stormwater analysis, design a pond, and submit for the necessary permitting for a total cost of \$17,650. It is the opinion of staff that this is a fair price for the work.

While this work is not specifically identified in the 2025 budget, it falls within the type of work budgeted within the Storm Water Utility for Detention Ponds Capital Budget (page 323, item 8) for \$500,000.

Given that the land transfer and development agreement have not been processed, a letter of intent between the City and the owner is being arranged to provide access to the site and some assurance that the project will proceed.

I recommend that Council authorize staff to enter into a professional services agreement for design and permitting of the Courtside Fields Pond with Davel Engineering and Environmental, Inc., in the amount of \$17,650 subject to a letter of intent between the city and the property owner.





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M E M O R A N D U M

DATE: May 9, 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

- 1) S. Commercial Street:
 - The west lane was paved the week of 5/5.
 - Intersection and gap paving along the west side will start the week of 5/12.
- 2) Contract 7-21 (Harrison Pond): A punchlist has been provided to the contractor. Final topsoiling has been done. Grading and seeding need to be done.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Concrete repairs have been made. Restoration at those sites is needed along with a parking lot asphalt repair. Final quantities have been prepared.
- 4) Contract 4-24 (S. Park Avenue Easement – Utilities): Piping work is complete. Restoration is scheduled to start the week of 5/12.
- 5) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Curb and flume installation on the Arrowhead Park loop road was completed the week of 5/5.
- 6) 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.
- 7) Contract 11-24 (Douglas Park Pond): Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring. Landscaping is scheduled to start the week of 5/12. Prairie planting will be done by a separate contractor in the fall.
- 8) 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.
- 9) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): Water main installation is ongoing.
- 10) Contract 2-25 (Elm, Douglas Utilities and Street):
 - a) Elm: Utility work is complete. The street is in the rest period until June.
 - b) Douglas: Utility work is complete. The street is in the rest period until June.
- 11) Contract 3-25 (Caroline, Hickory Utility and Street Construction): Service pipebursting will be completed the week of 5/12.
- 12) Contract 8-25 (Tullar Garage Roof Repair): The contract was awarded to JT Rams, LLC. A schedule has not been set.

- 13) Contract 11-25 (Church/Wisconsin intersection): Work on the intersection is scheduled to start on 5/9. The work involves constructing a roundabout at the northwest corner, replacing the crosswalks on the north, south, and east legs, and creating a crosswalk on the west leg. Traffic signal detection on the Church Street legs will be converted to video detection.
- 14) Church Street Ramp: The storm drains at the outside corners of the ramp have been replaced.
- 15) Fiber Installation Project: Work started 4/30. DDS has completed most of the underground construction at Oak Hill Cemetery and will be moving on to Washington Park next. It is on track for project completion by mid-June.
- 16) E-Waste Event: The spring e-waste event is scheduled for 5/17 at the Tullar Garage from 8 a.m. to noon.
- 17) Tullar Drop-off Center: Saturday morning hours have started at the drop-off.