



City of Neenah
COMMON COUNCIL AMENDED AGENDA
Organizational & Regular Meetings
Tuesday, April 16, 2024 at 7:00 p.m.
Neenah City Hall
Council Chambers
211 Walnut Street, Neenah

I. Roll Call and Pledge of Allegiance.

SWEARING IN CEREMONY

- Alderman District One – Mark A. Ellis
- Alderman District Two – Brian D. Borchardt
- Alderman District Three – William Pollnow, Jr.

All for a three-year aldermanic term to expire April 2027.

ORGANIZATIONAL MEETING

- Motion that Rules of Order of the previous Council be adopted as rules to govern this Council until modified by proper action of the Council. **(RollCallPro)**
- Election of Officers:
 - President of the Council. **(Voice Vote)**
- Mayor's appointments to the Standing Committees, one-year terms expire April 2025.
 - Finance & Personnel – (4) Aldermen and the Council President. Mayor appoints Aldermen Erickson, Steiner, Boyette, Ellis, and Council President.
 - Public Services & Safety – (4) Aldermen and the Council President. Mayor appoints Lendrum, Hillstrom, Weber, Pollnow, and Council President.
 - N-M Joint Fire Finance and Personnel Committee – the Council President, a member of the Finance and Personnel Committee and an at large Alderman. Mayor appoints Aldermen Boyette, Pollnow, and Council President.
 - **Motion to confirm the Mayor's appointments to the Standing Committees. (RollCallPro)**
- Mayor's appointments to the Special Council Committees, one-year terms expire April 2025.
 - Committee on Rules – (3) Aldermen. Mayor appoints Aldermen Lendrum, Weber, and Ellis, and Council President.
 - Legislative Review – Mayor appoints Mayor Lang, the Council President, and the Chair of the Finance & Personnel Committee. Mayor appoints herself, Council President, Finance & Personnel Committee Chair,
 - **Motion to confirm the Mayor's appointments to the Standing Committees. (RollCallPro)**
- Short recess to permit organizational meetings of the Standing / Special Council Committees to elect chair, vice-chair and set meeting date.
 - Organizational report of the Standing / Special Council Committees
 - Finance and Personnel Committee
 - Report elected Chair, Vice-Chair and meeting dates.

- Public Services and Safety Committee
 - Report elected Chair, Vice-Chair and meeting dates.
- Committee on Rules
 - Report elected Chair, Vice-Chair. Committee meets on call.
- Legislative Review Committee
 - Report elected Chair, Committee meets on call.
- Mayor's appointment of:
 - Ald. Ellis to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire April 2025.
 - Ald. Lendrum and Ald. Hillstrom to the Board of Public Works for a one-year term to expire April 2025. (Previously held by Ald. Hillstrom and Lendrum)
 - Mayor Lang, Fire Chief Teesch, City Attorney Rashid, Clerk Nagel, Director of Community Development & Assessment Haese, Director of Finance Rasmussen, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Schroeder, Director of Parks & Recreation Kading, Director of Library Services Hardina-Wilhelm, Director of Human Resources & Safety Fairchild, Aldermen Lendrum and Boyette, Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer, and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2025.
 - Dir. of Community Development Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2025.
 - Planner Carol Kasimor as City representative to Fox Cities Transit Commission for a three-year term expires April 2027.
 - Ald. Ellis as Council representative to the BID Board for a one-year term expires April 2025.
 - Ald. Erickson as a member of the Community Development Authority for a one-year term to expire April 2025.
 - Dir. of Finance Rasmussen to Fox Cities Room Tax Commission for a one-year term to expire April 2025.
 - Deputy Director of Community Development Schmidt to Fox Cities Room Tax Commission for a one-year term to expire April 2025.
 - Ald. Erickson as Council representative to the Library Board for a one-year term expires April 2024.
 - Aldermen Weber, Borchardt, and Pollnow to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2025. (Previously held by Aldermen Stevenson, Weber, and Borchardt)
 - Ald. Borchardt as representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2025. (Previously held by Ald. Steiner)
 - **Motion to confirm the Mayor's appointments. (Roll Call Pro)**
- Council appointment of:
 - Ald. Ellis as Council representative to the Joint Review Board for a one-year term to expire April 2025. (Previously held by Ald. S kyrms)
 - Ald. Weber as Council representative to the Landmarks Commission for a one-year term to expire April 2025. (Previously held by Ald. Weber)
 - Ald. Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2025. (Previously held by Ald. Lendrum)

- Ald. Tami Erickson as Council representative to the Neenah Arts Council for a one-year term to expire April 2025. (Previously held by Ald. Erickson)
- Ald. Weber as Council representative to Park & Recreation Commission for a one-year term to expire April 2025. (Previously held by Ald. Borchardt)
- Ald. Steiner as Council representative to the Plan Commission for a one-year term to expire April 2025. (Previously held by Ald. Steiner)
- Ald. Steiner as Council representative to the Water Works Commission for a one-year term to expire April 2025. (Previously held by Ald. Boyette)
- Ald. Lendrum as Council representative to the Sustainable Neenah Committee for a one-year term to expire April 2025.
- **Motion to confirm the Council appointments. (RollCallPro)**

REGULAR MEETING OF THE NEENAH COMMON COUNCIL

Recognition of Retirements:

- Patrol Officer Stuart Zuehls, 25 years of service with the Police Department
- IS Director Wenninger, 39 years of service with the Information Systems Department

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

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 3, 2024 regular session. **(UC)**

IV. Public Forum

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

V. Mayor/Council consideration of public forum issues

VI. Consent Agenda

- A. Temporary Extension of License Premises for Greene's Pour House Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 18, 2024 from 9:00 A.M. to 10:00 P.M. **(PSSC)**
- B. **(UC)**

VII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of April 9, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Resolution 2024-02 authorizing applications for Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship Local Units of Government-Federal Land-Water Conservation Fund-Recreational Trail Program Grant. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the Original Class "B" Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant, 1111 Westowne Drive, Neenah, agent Alejandro Torres. **(RollCall-Pro)**
 - 3. Committee recommends Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion

- of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. **(RollCall-Pro)**
4. Committee recommends Council approve the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting. **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of April 8, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
1. Meeting was cancelled, no report.
- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of April 9, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Meeting was held, no items to report.
- B. Board of Public Works meeting of April 12, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Information Only Items:
 - a) The Board approved Pay Request No.1, Contract 1-24, Sanitary & Storm Sewer, Water Main & Services, and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street, Stevens Street, to David Tenor Corporation, in the amount of \$151,686.39 completed through March 31, 2023 utilizing approved budgeted 2021 CIP Carry Forward Funds
 - b) The Board approved Pay Request No.1, Contract 3-24, Sanitary & Storm Sewer, Water Main & Services, and Street Construction, on Bayview Road, Quarry Lane, and Reed Street to Donald Hietpas & Sons Construction, in the amount of \$166,784.97.
 - c) The Board approved Pay Request No. 4, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$63,736.10.
 2. Council Action Items:
 - a) None.
- C. Reports on neighborhood groups.
1. Business Improvement District Board (BID Board) – Alderman Ellis
- D. Landmarks Commission
1. Report from the Landmarks Commission – Alderman Weber
- E. Parks & Recreation Commission
1. Report from the Park Commission – Alderperson Weber
- IX. Presentation of petitions
- A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
- X. Council Directives
- XI. Unfinished Business
- XII. New Business
- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
- B. Any announcements/questions that may legally come before the Council.

XIII. Adjournment

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

RULES OF ORDER
COMMON COUNCIL
Adopted April 18, 2023

1. The regular meetings of the Council shall be held on the first and third Wednesday of each month at 7:00 p.m. In case said Wednesday falls upon a legal holiday, such meeting shall be rescheduled as needed. Special meetings of the Council may be scheduled as needed. The Council holds its organizational meeting annually on the third Tuesday in April, therefore, the regular meetings in April are held on the first Wednesday and the third Tuesday at 7:00 p.m. Election of Officers at the organizational meeting shall consist of the President of the Council. The Council President shall be a member of the standing committees. There will be a public forum at each meeting with five minutes time given per speaker on any topic, with mayoral response at the Mayor's discretion immediately following each speaker. Mayor/Council response will follow at the close of the public forum. Those wishing to speak must state their name and physical address for the record. Before recognizing the first speaker, the Mayor shall announce the forum procedures. While the forum is in session the Mayor, Council and all those in attendance shall refrain from conversing, whispering, commenting or moving about the Chambers while the speaker holds the floor. After all speakers have been heard, the Mayor shall declare the public forum closed. At the conclusion of the public forum, the Mayor shall call for Mayor/Council consideration of public forum issues. Before responding or recognizing an Alderperson wishing to speak, the Mayor shall announce the procedures governing this portion of the agenda. The Mayor and Council may answer questions, refer consideration to appropriate committees, or comment on public forum issues but shall refrain from debate. Speakers wishing to engage in dialogue will be asked to call their Alderperson, the Mayor, or the appropriate department head, and/or to attend the appropriate committee meeting.
2. The Council President and Chair of the Finance and Personnel Committee, in succession, shall serve as Acting Mayor in the absence of the Mayor.
3. The agenda for all matters to be considered in regular session of the Council shall be delivered to all members two days preceding the meeting.
4. The Directors of Finance, Public Works, Community Development & Assessment, City Attorney or their designee, and City Clerk or Deputy Clerk, shall attend all Council meetings. All other department heads shall attend if requested in advance by the Mayor or any individual Alderperson. The Mayor shall be seated in the center position in the Council Chambers. The City Attorney shall occupy the seat to the Mayor's left and the City Clerk or Deputy Clerk shall occupy the seat to the Mayor's right. The Director of Finance shall occupy the seat immediately to the right of the City Clerk and to their right the Council President shall be seated, the Director of Community Development & Assessment shall occupy seat immediately to the left of the City Attorney and to their left the Director of Public Works shall be seated.
5. Beginning with the seat immediately to the left of the Director of Public Works, the Council shall be seated sequentially in Alderperson District order (1-2-3, 1-2-3, etc.) alphabetically within the district.
6. When the presiding officer (Mayor, Council President, or Finance and Personnel Committee Chair) shall proceed to have called the Council to order, attendance shall be recorded by each Alderperson present responding to a voice roll call while simultaneously selecting yes/confirm on their remote for the Electronic Voting System, after which the screen will indicate those present and those absent. If

a quorum is present (6 members shall constitute a quorum) the Council may proceed to transact business; a less number may compel the attendance of absent members or adjourn. This rule shall not be suspended, rescinded, or amended.

7. The Consent Agenda shall consist of items that are routine in nature (such as licenses and certified survey maps) that usually do not result in discussion by the Common Council. Any member may request an item in the Consent Agenda be removed and reported out under the appropriate committee reports prior to the final vote on the Consent Agenda.

8. The order of business shall include:
 - I. Roll Call and Pledge of Allegiance
 - II. Introduction and Confirmation of Mayor's Appointments
 - III. Approval of Council Proceedings
 - IV. Public Hearings
 - V. Plan Commission, Public Services & Safety Committee or Finance Personnel Committee report pertaining to the Public Hearings
 - VI. Public Forum
 - VII. Mayor/Council consideration of public forum issues
 - VIII. Consent Agenda
 - IX. Reports of standing committees
 - X. Reports of special committees and liaisons and various special project committees
 - XI. Presentation of Petitions
 - XII. Council Directives
 - XIII. Unfinished Business
 - XIV. New Business
 - XV. Adjournment

9. Special council and standing committee functions:
 - (a) The standing committees shall be Finance and Personnel, Public Services & Safety and Neenah-Menasha Fire Rescue Joint Finance and Personnel. The standing committees shall be appointed by the Mayor and confirmed by the Council.

 - (b) The two special council committees shall be Legislative Review and Committee on Rules.

 - (c) The Finance and Personnel Committee and the Public Services & Safety Committee shall be composed of four (4) Alderpersons plus the President of the Council. The Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee shall be composed of the Council President of both Neenah and Menasha, a member of the City of Neenah Finance and Personnel Committee, the chairman of the City of Menasha Personnel Committee and one (1) Alderperson at large from both Neenah and Menasha. The Committee on Rules and Legislative Review Committee shall consist of three alderpersons each. At its first meeting, the committee shall elect its chair and vice chair. The President of the Council shall not be chair of any standing committees, with the exception of the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, but shall have voting power on each. The Mayor and/or the Council President will ensure an equitable division of work when appointing members to commissions and committees with the goal of distributing workload and not having a single member with a consolidated amount of power. The Chair/President of a Committee/Board or Commission shall be a voting member of that Committee.

 - (d) The Mayor shall be an ex-officio member of the Finance & Personnel, Public Services &

Safety Committee, and the Committee of the Whole with no voting power; however, the Mayor may vote on the Committee of the Whole in case of a tie.

- (e)** Formation of the city budget shall be in accordance with Section 65.90 Wisconsin Statutes.
- (f)** Each standing committee shall set specific dates of each month for the transaction of business relating to that committee. Special meetings may be called at the discretion of the chair or two members of the committee. A quorum of the committee shall be a majority of the members. It is desirable that committee meetings beginning after 6:00pm with adjournment by 10:00pm, or shortly thereafter. All committee recommendations and actions shall be approved by the Council before going into effect unless final authority is delegated to the Standing Committee by ordinance or policy. Notification of all special or closed meetings of any committee shall be given to the entire Council and include the agenda for the meeting, strictly adhering to the Open Meeting Law, Wisconsin Statute 19.85.
- (g)** Each special council committee shall convene at the request of the chair or two members of the committee.
- (h)** Any motion that receives a second shall be presented to the Council with the recommendation it received (approved, deny, or tie). Any motion that fails to receive a second is considered dead in committee.
- (i)** When multiple committees take up the same issue, the Council will not take final action until all committee recommendations have been reported out to the Council.
- (j)** All requests for extensive research data to a department head by an individual shall be approved by the committee of jurisdiction. The drafting of any resolution or ordinance must be approved by committee prior to City staff proceeding with the drafting of the document.
- (k)** Ordinances and resolutions can be introduced by any member of the Council and before being voted upon shall be referred to the City Attorney for approval as to form and validity. The City Attorney shall give an opinion on same. No ordinance shall be passed or adopted at the same meeting at which it is offered, in the event any member of the Council requests same to be laid over until the next meeting.
- (l)** Before the Council takes action on an annexation, a report from the Finance and Personnel Committee setting forth its recommendation following study and consideration of the financial and services impact submitted in accordance with Section 26.29 of the Municipal Code of Ordinances shall be presented.
- (m)** Department heads or their designees present at Council meetings shall be permitted to address the Council upon request by any individual Alderperson or the Mayor without needs for a vote of the entire Council.
- (n)** Minutes of executive sessions are to be delivered to all Alderpersons within 7 working days following the session.
- (o)** The Chairman or President of any Committee, Board, or Commission is a voting member of that body.

- (p) All committees, boards, commissions, or other organized city bodies shall file with the City Clerk a true and correct copy of the minutes of each regular, or other, meeting at which minutes shall be taken within 5 days after the date of each meeting. Any such committee, board, commission, or other body, may, in lieu of such filing of a copy of the minutes of such meetings, deposit with the City Clerk the original record book containing such minutes, provided the same is filed within such 5 day period.
10. Ad hoc committees may be appointed whenever the Council shall so order and shall be selected by the Mayor or presiding officer, unless otherwise specifically ordered. The three (3) Council standing committees have the authority to establish ad hoc subcommittees and to have ad hoc committee members who may be citizen members. Ad hoc committees may also be established by the Council and/or Mayor with membership confirmed by the Council that may report directly to the Council. All ad hoc recommendations or actions must be brought back to the appropriate standing committee before being brought to the Council for approval. All referrals to standing committees by the Council shall be reported back to the Council on a timely basis with committee recommendations. All ad hoc committees established by the Council or established by the standing committees shall comply with OPEN MEETINGS LAW, Wis. Stats. Subch. V (§19.81 et seq.) Ad hoc committees shall cease to exist upon completion of the assigned task that led to the ad hoc committee's creation.
 11. Non-Committee members who attend committee meetings shall be allowed to speak at committee during initial discussion on matters before the Committee, after receiving permission from the chair. Non-Committee members should be mindful that they are not on the specific committee and that only committee members have the authority to deliberate and make recommendations. Once the committee begins deliberations on an item before it (i.e., after a motion and second) only committee members may speak on the question before the committee.
 12. All demands, claims, or accounts against the city, except as otherwise provided by ordinance or policy, shall be referred to and reported on by one of the standing committees before they are allowed by the Council. All claims against the city for material or labor shall be in the hands of the Director of Finance at least forty-eight (48) hours before the Council meeting at which action on said bills is to be taken.
 13. Petitions, grievances, and complaints may be read at length by the member presenting the same with Council permission, or by the presiding officer or City Clerk unless otherwise ordered.
 14. When any member wishes to speak in debate or deliver any matter to the Council they shall obtain recognition from the chair and respectfully address themselves to the question under consideration, and avoid reacting to comments or behavior, and they shall not be interrupted except by an appropriate action.
 15. When any member is called to order they shall cease speaking until it shall be determined whether they are in order or not, with the exception of being permitted to explain.
 16. No member present at any meeting of the Council shall withdraw from the Council Chambers without permission from the chair, and any member doing so shall be reprimanded by the chair.
 17. For motions that are noncontroversial, and when law does not require a roll call vote, the Chair may request unanimous consent to approve a motion. The Chair may state "If there is no objection (insert action to be taken)." If any member objects, the normal procedure for approval shall take place. If there is no objection, the action is approved without a motion, second, discussion, or vote. Such approval shall be reflected in the minutes as "approved unanimously" or "approved without objection."

18. The ayes and nays shall be ordered upon any question at the request of any member. Roll call votes shall utilize the Electronic Voting System when applicable. If the system is unable to be used, the Clerk shall call the roll of the members in rotating order, the first vote beginning with the Alderperson seated at the Director of Public Works' immediate left. The City Clerk shall enter in the minutes the names of the members voting in the affirmative and those voting in the negative. In confirmation and on the adoption of the measure assessing or levying taxes, appropriating or disbursing money or creating any liability or charge against the city or any fund thereof, the votes shall be ayes and nays. This rule shall not be suspended, rescinded or amended.
19. When a motion has been decided, it shall be in order for any member of the majority, or in case of a tie, for any member to move a reconsideration thereof at the same or succeeding meeting, but if the motion to reconsider is made on a subsequent day to that on which the original motion and question was decided a vote of a majority of the entire Council shall be required to sustain it.
20. Where the presiding officer shall fail to put the question on a motion that is in order, any member may put the question.
21. Any member may call for the previous question and only one second shall be necessary. A two-thirds vote of the members present shall be necessary for concurrence.
22. Any member who has been declared out of order and who shall continue to be out of order after being reprimanded by the chair, may by a two-thirds vote of the other members present, be expelled from the Council Chambers. A city police officer may act in the capacity of Sergeant-at-Arms in all such cases, by Council direction.
23. The presiding officer must abide by the intent of the officially adopted Rules of Order and as a member of the Council is subject to these Rules of Order.
24. Any person in the gallery guilty of disorder, loud noises and failure to abide by call to order of the chair, may by order of a majority of the Council, be expelled or arrested by a city police officer acting in the capacity of the Sergeant-at-Arms under direction of the Council.
25. Appointed or elected committee/Council members, or staff, are allowed to attend meetings remotely via telephone, with prior permission of the Chair.
26. In cases not covered specifically by these rules, guidance is to be obtained by the use of Robert's Rules of Order.
27. No rule shall be suspended without the concurrence of two-thirds of the members present.
28. A majority vote of the entire Council shall be necessary to rescind or change any standing rule of order.
29. When vacancies occur, the Mayor shall inform all Council members the position and its duties. Application for nominations to these vacancies may be made to any Alderperson or the Mayor. Appointive vacancies to be filled shall be included on the agenda of the Council meeting preceding the Council meeting at which the appointments will be made and confirmed. Applications for appointments are available in the City Clerk's Office.

Common Council Minutes
Wednesday, April 3, 2024, at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, April 3, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Aldermen Boyette, Hillstrom, Lendrum, Stevenson, Skyrms, and Weber. Aldermen Erickson, Steiner, and Council President Borchardt were excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Water Utility Director Mach, Deputy Director of Community Development Schmidt, Fire Chief Teesch, Human Resources Director Fairchild, and Traffic Engineer Merten.

Mayor Lang called the meeting to order at 7:02 PM.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Aldermen Stevenson and Skyrms together led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Amy Moorefield as a member of the Landmarks Commission for a three-year term ending April 2027 **(UC)**
 - B. Appoint Flo Bruno as an alternate member of the Landmarks Commission for a three-year term ending April 2027. **(UC)**
 - C. Swearing in – Clerk Nagel sworn in Landmarks Commissioner Bruno.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of March 20, 2024, regular session. **(UC)**
There being no objections, the March 20, 2024, Council Minutes and Proceedings were ordered approved as written by unanimous consent.
- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
 1. Former Mayor Dean Kaufert, 1360 Alpine Drive – Recognized Alderman Stevenson, a great asset to the community. He congratulated the newly elected aldermen as they take on the aldermanic role. He thanked Alderman Skyrms for his steady dedication to the city of Neenah. Alderman Stevenson and Former Mayor Kaufert have been lifelong friends, former colleagues, and member of Mayor Kaufert's Assembly Campaign Team. Alderman Steveson and his entire family are truly dedicated to this community. This community owes Alderman Stevenson admiration and a huge thank you for the time, energy, and thoughtfulness Alderman Stevenson has put into our community and he is going to be missed on the Council.
 2. Tonya Walters, 934 Baldwin St – Does not want the sidewalks to be installed on Baldwin Street. Stated her newly installed driveway will be cut in half by the new sidewalk, no longer allowing her family to park their vehicles in the driveway. Stated the sidewalks will raise property taxes and will increase homeowner's insurance. When vehicles are parked on the street, they tend to get vandalized or damaged causing a monetary loss. Currently, there is a speeding problem on the street, sidewalks will only increase this speeding problem. With Hoover School being closed and an underutilized park, the sidewalk score should decrease. Presented City Clerk Nagel with a petition in opposition to the sidewalks.

3. Theresa Martin, 922 Baldwin Street – Does not want sidewalks installed on Baldwin Street. States property taxes will increase, they will have hard time parking long vehicles in short driveways, the sidewalks will increase foot traffic, and will not be ADA compliant.
4. Susan Krueger, 926 Baldwin Street – Does not want the sidewalks on Baldwin Street, would rather have speed bumps to slow traffic down.
5. Diane Hansen, 866 Baldwin Street – With the closing of Hoover School, sidewalks are no longer needed. If they must be installed, would like them on the west side of the street only. Sidewalks would mean the loss of several trees that do not need to be cut down or disturbed.
6. Makinze Hands, 914 Baldwin Street – Supports the speed bumps as sidewalks will not slow the traffic down. With Hoover School Closing, the kids no longer need the connectivity to the school.
7. Chris Martin – 922 Baldwin Street – Cited the ordinance for sidewalk installation which is supposed to be based on a traffic survey. There are not enough pedestrians to use the sidewalk and sees the sidewalk as frivolous spending. Feels like the neighborhood is not being heard.
8. Raymond Jahnke, 203 Joseph Court – Supports installing speed bumps on Baldwin Street. There are a lot of speeders on Baldwin and speed bumps would slow them down.
9. Joan Doucette, 819 Edward Street – Thinks the parcel at 806 Main Street is too small to split and there wouldn't be enough room to build a house on it. She has had trouble with the past neighbor and doesn't want anymore.
10. Jane Estrangela, 810 Edward Street, lives across the street from the proposed lot. She does not support the splitting of the parcel because currently, there isn't enough parking in the neighborhood. Adding vehicles to the neighborhood would only increase the existing parking problem.
11. Duane Murphy, owner of 806 Main Street – Is looking to build a house on the south side of the parcel split to increase affordable housing in the neighborhood. Believes the plans he has for the parcel will be a good fit to existing neighborhood.

V. Mayor/Council consideration of public forum issues

- A. Alderman Lendrum wanted the residents on Baldwin Street to know that they are being heard. The lines of communication are open and would like to keep the conversation going through the construction of the sidewalks. Alderman Lendrum knows it is tough to think about sidewalks but maybe once they are installed, the residents may think differently about them.
- B. Alderman Boyette heard that most of the comments were regarding the shorting of the driveways. The shorting of the driveways would cause vehicles to be parked over the sidewalk. Alderman Boyette would like to know who this will affect parking in the Baldwin neighborhood.

Director Kaiser starting with the driveway lengths. The setback for the houses is twenty-five feet determines the options available for sidewalks. There seem to be a misunderstanding of where the property lines are located, options for work within the right of way, and what the city's rights are in the right-of-way. There should not be an assumption that parking in the right-of-way is going to be a long-term fix. Sidewalks on both sides of Baldwin Street were budgeted for and were included in contract 7-24. The true benefit of having a sidewalk is lost when it is placed only on one side because it attracts mid-block crossings. Mid-block crossings are discouraged because they are dangerous. Since residents are already concerned with speeding on Baldwin Street, mid-block crossings should be discouraged. For that reason, sidewalk is recommended on both sides of the street.

- C. Alderman Hillstrom questioned anytime there is a sidewalk or driveway installed a permitted is required. Does the developers install the sidewalks?

Director Kaiser confirmed that the rule is any driveway work is supposed to be poured with future sidewalk installation in the plan. Driveways should be setup so that if sidewalks are installed the future, it is a matter of connecting sidewalk to sidewalk; however, not all driveway contractors follow that rule.

Alderman Hillstrom addressed the property tax increase due to sidewalks. There is no charge for the sidewalks themselves because sidewalks are funded through the Transportation Assessment Replacement Fee (TARF). However, taxes do not increase because the property has sidewalks.

- D. Alderman Steveson is concerned with the process and notifications to the property owners. Prior to TARF, the special assessment process would be followed which required notifications sent to property owners and a public hearing. With TARF those notifications are not required and there is no public hearing. The city needs to reevaluate the TARF process on capital projects from a notification perspective. The other aspect is to have the justification numbers available to assure the sidewalk installation criteria is met.
- E. Mayor Lang supports the reevaluation of the notification process even with the TARF in place.
- F. Alderman Skyrms advised that in 2015, the Sidewalk Master Plan was developed. This master plan outlines a process in which sidewalk are scored into to determine priority. The sidewalk score determines sidewalk installation unless a street is being rebuilt. The sidewalk scoring system is objective and allows the priority to be planned out.

Director Kaiser confirmed Alderman Skyrms layout of the sidewalk scoring system. The sidewalk score along with the road classification determine where the priorities are.

- G. Alderman Boyette questioned the next steps. Since there wasn't a public hearing and a petition has been submitted, where does it go from here.

Director Kaiser advised that the actual action on the sidewalks is under Board of Public Works with the approval of Contract 7-24. The contract quantities include sidewalk work on Baldwin Street and Plumber Avenue. If Council action is approval tonight, the contract will move forward. If Council action is to not to approve Contract 7-24, then the contract will be rejected and would have to be rebid. Sidewalk work amount is about \$165,000 in the contract.

- H. Mayor Lang asked Director Kaiser if there is a change in Baldwin's sidewalk score with the closing of Hoover School, and how does that impact the priority status? Director Kaiser that the closing of Hoover School reduces the score by forty points but not enough to change the priority status.

VI. Consent Agenda

- A. None.

VII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of March 26, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the purchase of a 72" John Deere Z994 Ztrak mower from Riesterer and Schnell in an amount of \$18,048.03 using Capital Equipment funds. **(RollCall-Pro)**
MSCR P Lendrum/Hillstrom to approve as recommended by committee, all voting aye. No discussion.
 - 2. Committee recommends Council approve the purchase of a 60" John Deere Z994 Ztrak more from Riesterer and Schnell in an amount of \$17,624.53 using Capital Equipment funds. **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve as recommended by committee, all voting aye. No discussion.

3. Committee recommends Council approve the purchase of a 2022 Ford F350 2WD Regular Cab truck from L&S Truck Center in an amount of \$54,415.50, and also approve the purchase of a safety lighting package and two-way radio with a cost not to exceed \$4,000.00 using Capital Equipment funds. **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to approve as recommended by committee, all voting aye.

Alderman Lendrum clarified the use of this truck is a utility truck. Superintendent Radtke is proud of the deal he found on this truck and the cost saving.

4. Committee recommends Council approve the purchase the Patcher II Mastic Machine from Sherwin Industries in an amount of \$85,557.00 along with the purchase of various hand tools designed for the mastic application in an amount not to exceed \$3,000.00 using Capital Equipment funds. **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to approve as recommended by committee, all voting aye.

The mastic material fills post holes better than the current equipment because the mastic material is flexible and will stay in the hole better than a cold patch. Mastic material also has longer life expectancy.

5. Committee recommends Council approve the State-Municipal Agreement Revision #1 for Project 4993-01-00_01, S. Commercial Street Reconstruction. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by committee, all voting aye. No discussion.

6. Committee recommends Council approve the purchase of the McCain ATC traffic signal cabinet in an amount of \$22,863 and the No Traffic detection system in an amount of \$21,825 from Traffic and Parking Control Co., Inc. (TAPCO). **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve as recommended by committee, all voting aye.

Traffic Engineer Merten advised the department is looking at replacing the Commercial St./Nicolet Blvd. detection system, and at Third St./Nicolet Blvd. to replace the traffic signal cabinet. With replacement, if there the current equipment is still functioning, staff would recommend using the equipment as an upgrade somewhere else in the city.

- B. Regular Finance and Personnel Committee meeting of March 25, 2024: (Chairperson Erickson/Vice Chairperson S kyrms) (Minutes can be found on the City web site)
 1. Committee recommends Council approve of Resolution 2024 – 02 for the 2024 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. **(RollCall-Pro)**
MSCRP S kyrms/Boyette to approve as recommended by committee, all voting aye. No discussion.

2. Committee recommends Council accept the petition for Annexation #233, (Ordinance 2024-06) of 1.31 acres located along Dixie Road in the Town of Neenah. **(Item acted on under Plan Commission)**
3. Committee recommends Council approve accept the petition for Annexation #232 (Ordinance 2024-03) of 1.351 acres located along Bayview Road in the Town of Neenah. **(Item acted on under Plan Commission)**
4. Committee recommends Council authorize Neenah Police Department to accept \$300,000 from the Winnebago County Spirit Fund grant money to purchase the Meridan Archer 1200 Barrier System and storage facility. **(RollCall-Pro)**
MSCRP S kyrms/Hillstrom to approve as recommended by committee, all voting aye.

Assistant Chief Bernice gave a brief synopsis of the purchase process as it progressed over the past couple of months. The barriers are a great tool when it comes to event planning and the protection of our community. The concern is an inattentive driver, an unaware driver, or a criminal act with the intent to cause harm to residents.

Mayor Lang thanked Assistant Chief Bernice for all his efforts in researching the barriers and in securing the grant. She also thanked all those at the police department who contributed to securing the grant and Winnebago County for gifting the city the grant to help pay for the barriers. They will be a great asset for the city to have.

Alderman Lendrum added a few more “thank-yous” as well. City owned vehicles used in the past to block traffic for parades and events, were used outside of their intended function. Due to the unintended use, damage to those vehicle would not have been covered by insurance. We do not want a tragedy like the one in Waukesha.

5. Committee recommends Council authorize the Neenah Police Department to change the title of the Investigative Services Unit Lieutenant to Captain of Operations. **(RollCall-Pro)**
MSCRP S kyrms/Weber to approve as recommended by committee, all voting aye.

Alderman Boyette questioned the job description for this position. Assistant Chief Bernice advised that there was a draft of the job description completed. He does not know if there is a final draft but will follow up with Chief Olson and reply to Alderman Boyette.

6. Committee recommends Council approve the adjustment of pay for four employees for a total cost of \$10,952 in salaries and benefits to be funded out of current 2024 Library operating budget. **(RollCall-Pro)**
MSCRP S kyrms/Lendrum to approve as recommended by committee, all voting aye.

Alderman S kyrms clarified funding for the pay adjustment was found through the purchase of the new self-checkout machines, which funded by the Library Trust Fund. The current maintenance contract for the old self-checkout machine was terminated which allowed for cost savings to cover the pay adjustment.

- C. NMFR Joint Finance & Personnel Committee meeting of March 26, 2024: (Aldersperson Borchardt) (Minutes can be found on the City web site)

1. Committee recommends Council City of Neenah and City of Menasha Common Councils approve the Agreement for Urban Search and Rescue Emergency Response Services with the State of Wisconsin Department of Military Affairs Division of Emergency Management from July 1, 2024 through June 30, 2026. **(RollCall-Pro)**
MSCRP Stevenson/Lendrum to approve as recommended by committee, all voting aye. No discussion.

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

A. Regular Plan Commission meeting of March 12, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)

1. Motion to take from the table the Plan Commission recommendation that Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. **(Voice vote)**
MSCRP Boyette/Lendrum to take from the table the Plan Commission recommendation that Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street, all voting aye in a voice vote. No discussion.
2. Council action: Commission recommends Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. **(RollCall-Pro)**
MSCRP Lendrum/Boyette to approve as recommended by the commission. Motion carried in a roll call vote, 5-1 with Stevenson voting no.

Alderman Stevenson confirmed with the current property owner the scope of work on projects he has done in the past, as well as his intent that this property is to be split with the intent that the southern lot to have an R-1 single family home built on it.

Alderman Boyette confirmed with the current property owner his intent to build a home and a garage on the southern lot. The current property owner did confirm that the site plan has not yet been developed but smaller neighboring lots have both a house and a garage. The intent is to build a single-family house and a garage on the south lot.

Alderman Skyrms advised that 12 of the 15 lots on Edwards Street are less than sixty feet. This is not that big of an exception, and a lot this size will fit into the character of the neighborhood just fine.

B. Regular Plan Commission meeting of March 26 2024: (Council Rep Steiner) (Minutes can be found on the City web site)

1. Commission recommends Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall-Pro)**
MSRCP Lendrum/Skyrms to approve as recommended by the commission, all voting aye. No discussion.
2. Commission recommends Council approve Annexation #233 (Ordinance #2024-06) and the property also receive a Temporary I-1, Planned Business Center District zoning classification. **(RollCall-Pro)**
MSRCP Lendrum/Skyrms to approve as recommended by the commission, all voting aye. No discussion.

Alderman Boyette confirmed an I-1, Planned Business Center District with Director Haese. It is one step below general Industrial zoning with a few more restrictions.

3. Commission recommends Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter. **(RollCall-Pro) MSCRP Hillstrom/Lendrum to approve as recommended by the commission, all voting aye.** No discussion.
- C. Board of Public Works meeting of March 28, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 1. The Board approved Change Order No. 1 Contract 1-24W Removal and Replacement of Dioxide Tank and Related Appurtenances, Rhode Bros. Inc., Plymouth, WI, to extend contract completion date to April 30, 2025.
 2. Council Action Items:
 1. The Board recommends Council approve award Contract 7-24, Concrete Pavement and Sidewalk Repair, to Jim Fischer, Inc. in the amount of \$537,225.00. **(RollCall-Pro) MSCRP Hillstrom/Lendrum as recommended by the Board of Public Works. Motion carried in a roll-call vote, 4-2 with Stevenson and Boyette voting no.**

Alderman Hillstrom appreciates everyone being here to talk about sidewalks. Alderman Hillstrom read some statistic that he found in his research that suggest that most property owner although resistive to sidewalks before they are installed are happy with them once they are in. Sidewalks provide a safe place to walk, and walking makes people healthier. Homes with sidewalks have a higher rate of sale than those with no sidewalks. Tonight is just a snapshot in time and the city needs to look at the city as a whole into the future.

Alderman Boyette pointed out three points brought to the Council's attention tonight as a result of the property owner participation:

- a. The sidewalk scoring was lowered due to Hoover School closing.
- b. Cost saving of about \$165,000 due to eliminating the sidewalks.
- c. The citizen submitted a petition with most of neighbors signing the petition.

Due to these reasons, Alderman Boyette will be voting against it this evening. Alderman Boyette is also aware that this contract not only affects Baldwin Street but other streets as well.

Alderman Skyrms falls back the proceeding years where the City felt it important enough to have a Sidewalk Master Plan, and for all the reasons mentioned by Alderman Hillstrom. The Council made a concerted effort to choose which neighborhoods to install sidewalks and in what order, and revaluing Baldwin Street due to the school closure still keeps Baldwin in the worst three streets in the community. Alderman Skyrms has driven both Baldwin and Plummer Court many of times and believes that sidewalks would be appreciated not only by neighbors but by residents in general.

2. The Board recommends Council approve award Contract 8-24 Miscellaneous Hot Mixed Asphalt Repair to MCC, Inc. using the base bid on contract 8-24 in the amount of \$106,942.50. **(RollCall-Pro)**

MSCRP Hillstrom/Lendrum to approve as recommended by the Board of Public Works, all voting aye.

- D. Community Development Authority
 - 1. Report from the CDA Meeting of April 3, 2024– Director Haese
 - 2. The Authority declared the property at 1730 Dixie Road blighted which is part of the Southpark Industrial Expansion. The Authority also took action to acquire the property, and the closing is set for Friday, April 5, 2024. Phase II Environmental Testing field work has been completed; we are waiting on results.
- E. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
 - 2. Meet was cancelled, no report.
- F. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Borchardt
 - 2. No report.
- G. Parks & Recreation Commission
 - 1. Report from the Park Commission of March 21, 2024 – Alderperson Weber
 - 2. There was discussion on the Five-Year Capital Plan in preparation of the CIP Planning sessions.
 - 3. The Commission’s Annual Retreat will be held April 18, 2024 for a half day.
 - 4. Cemetery Monument Taskforce met with the Commission. They will be returning with monument ideas at the next meeting.

- IX. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
 - B. Other than the petition received this evening on the Baldwin Street Sidewalks, there are no other petitions.

- X. Council Directives

- XI. Unfinished Business

- XII. New Business
 - A. Any announcements/questions that may legally come before the Council.
 - B. Alderperson Boyette asked that the service animal ordinance be updated to reflect the new bill that was just signed by the Governor.
 - C. Alderperson Skyrms thanked Clerk Nagel and all the poll workers who worked the election yesterday.
 - D. City Clerk Nagel announced that a resolution is forthcoming to relocate the Whiting Boathouse polling location to First Presbyterian Church Fellowship Hall and the Memorial Park Scherck Shelter to Gloria Dei Lutheran Church. The two current polling locations are not big enough for a presidential election and there are ADA concerns with these facilities.
 - E. Alderman Skyrms congratulated Alderman Elect Ellis, representing the First Aldermanic District, and Alderman Elect Pollnow, representing the Third Aldermanic District. As well Council President Borchardt for being re-elected to represent the Second Aldermanic District. Alderman Skyrms also thanked Candidates Sandvick and Linski for running for office. It takes time, energy, and guts to run for office and he would hope that they would be willing to serve on a committee or commission.

- XIII. Council to recognize past Council President and Alderman Todd Stevenson and Alderman John Skyrms for their commitment to serving the city as they step down from the Common Council.
 - A. Alderman Skyrms gave closing statement by stating it has been an honor to serve this exceptional city. He is grateful for the trust that was placed on him. He was humbled with the support of the Council and Mayors Lang and Kaufert, the Department Heads, city staff, Community Leaders, and the residents of Neenah.

Alderman Skyrms also thanked Alderman Stevenson for his leadership and kindness he offered Alderman Skyrms throughout the years. Alderman Stevenson was also thanked for his incredible contributions and service to the city.

- B. Alderman Hillstrom thanked Alderman Skyrms for his service to the city. It has been a pleasure working with Alderman Skyrms and appreciates all the effort he put into his research of topics and decision making.

Alderman Hillstrom also recognized Alderman Stevenson for serving the community for 34 years, being the Council President for 31 of those 34 years. There have been thousands of hours spent serving the city at the cost of being with family. There were many missed activities and missed opportunities that cannot be made up. Alderman Stevenson's leadership, knowledge, and the detailed council work cannot be replaced. Many times, Alderman Stevenson's explanations guided the Council through decisions that had to be made. Alderman Stevenson will be missed as a fellow council member and as a friend. Never say never as yesterday, we re-elected two past members to the council. But for now, enjoy retirement.

- C. Mayor Lang also recognized the two aldermen who are retiring. Alderman Skyrms' calm and thoughtful approach to issues has been appreciated. Alderman Skyrms clearly has epitomized the work of "Statesman" as being one who "exhibits great wisdom and ability in directing affairs of government". Alderman Skyrms has always done his research, talked with staff, and addressed resident concerns in the most professional manner and will be sorely missed.

Alderman Stevenson has a plethora of service history, unlike a scroll unrolling. There is truly no way to adequately relay the impact that Alderman Stevenson has had on council. He has epitomized the role "Community Leader", participating, and serving not just on committees but also in a variety of other community roles. Alderman Stevenson has a hard time saying no to his community. Alderman Stevenson has shown great generosity with this time and energy at the cost of his family and for that we are extremely grateful to Alderman Stevenson and his family. It has been a true honor and privilege to serve alongside of Alderman Stevenson. Mayor Lang sincerely thanked Alderman Stevenson for all he has done to help the City of Neenah thrive and grow over his long tenure with the City Council and for his steady, strong leadership will be sorely missed.

- D. Alderman Stevenson gave a departing statement. He thanked his family. Aldermen deserve the recognition and thanks for all the hours of taking citizen concerns, reading, research, contacting staff, presenting at council, and returning phone calls to constituents. But the aldermanic families really make the sacrifice. The sacrifice of the lack of concentration during dinner because thoughts are elsewhere, the missed opportunities of family vacations, lack of attention because your formulating a respond to a complaint, sacrifices that the families make so that alderman can serve our community. Alderman Stevenson publicly thanked his family and the families of those serving with him.

In keeping with his promise to his wife to purge the many city documents he had in his office, Mrs. Stevenson gifted Clerk Nagel 45 City Directories from 1988 to 2023. The only name that still has an affiliation to the city is Director Joe Wenninger. The directors represent the city staff, and it is the city staff who makes the council look good. There is no other community who has a relationship with council members like Neenah does. Alderman Stevenson thanked all city staff from directors to crossing guards.

Alderman Stevenson recalled his favorite memorable decision that he was part of. The rezoning of Theda Clark was a critical decision to keep Theda Clark in Neenah. Another favorite memory was the nurturing and redevelopment of the Downtown through the TIF and the BID District. Aldermen Stevenson recognized Dan Vegan and Tom Processor as

mentors who were instrumental in revitalizing the Downtown from an investment perspective.

The Council secured the future growth of the city by taking the risk of purchasing developable land to the west of the city. A new pool was built under Alderman Stevenson tenure, as well as a new library, public works garage, and police station which has already been refurbished. The development of the recycling drop off area and staffed it. Alderman Stevenson is particularly proud of the city's response to the Act 10 legislation which was proactively and immediately recognized that council had to create work rules for city employees that were fair and acknowledged hard work and effort. This was critical to keeping the staff engaged.

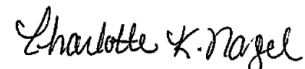
Alderman Stevenson concluded by reading a statement he wrote twenty ago when he was asked to do a presentation which thanked and recognized his council colleagues for their continued dedication and commitment to our community. "It is indeed an honor to serve with people who recognize the role Council members play in and will carry out that role in such a professional manner. The Council will study the issues, ask the tough questions, demand quality in the answer, debate, disagree, and vote all within an arena of respect that is unique to this city. Agree or disagree, we will always respect each other." Alderman Stevenson's proudest accomplishment as a Council member is having created and maintained this positive, proactive, challenging, and yet always respectful culture that is truly unique to the City of Neenah. It is an unchallenged quality.

Alderman Stevenson lastly thanked the citizens of Neenah who trusted him in a leadership role and their continued trust and support in this leadership role, and for allowing him to serve this beautiful community. Alderman Stevenson is not going anywhere, so if there is ever a need, he is willing and available.

XIV. Adjournment

Motion by Stevenson/Skyrms to adjourn, all voting aye. Meeting adjourned at 9:02 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Proceedings
Wednesday, April 3, 2024, at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, April 3, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Aldermen Boyette, Hillstrom, Lendrum, Stevenson, Skyrms, and Weber. Aldermen Erickson, Steiner, and Council President Borchardt were excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Water Utility Director Mach, Deputy Director of Community Development Schmidt, Fire Chief Teesch, Human Resources Director Fairchild, and Traffic Engineer Merten.

Mayor Lang called the meeting to order at 7:02 PM.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Aldermen Stevenson and Skyrms together led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Amy Moorefield as a member of the Landmarks Commission for a three-year term ending April 2027 **(UC)**
 - B. Appoint Flo Bruno as an alternate member of the Landmarks Commission for a three-year term ending April 2027. **(UC)**
There being no objections, the Mayor's appointments were approved by unanimous consent.
 - C. Swearing in – Clerk Nagel sworn in Landmarks Commissioner Bruno.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of March 20, 2024, regular session. **(UC)**
There being no objections, the March 20, 2024, Council Minutes and Proceedings were ordered approved as written by unanimous consent.
- IV. Consent Agenda
 - A. None.
- V. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of March 26, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the purchase of a 72" John Deere Z994 Ztrak mower from Riesterer and Schnell in an amount of \$18,048.03 using Capital Equipment funds. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by committee, all voting aye. No discussion.
 2. Committee recommends Council approve the purchase of a 60" John Deere Z994 Ztrak more from Riesterer and Schnell in an amount of \$17,624.53 using Capital Equipment funds. **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve as recommended by committee, all voting aye. No discussion.
 3. Committee recommends Council approve the purchase of a 2022 Ford F350 2WD Regular Cab truck from L&S Truck Center in an amount of \$54,415.50, and also approve the purchase of a safety lighting package and two-way radio with a cost not to exceed \$4,000.00 using Capital Equipment funds. **(RollCall-Pro)**

MSCRP Ledrum/Stevenson to approve as recommended by committee, all voting aye.

4. Committee recommends Council approve the purchase the Patcher II Mastic Machine from Sherwin Industries in an amount of \$85,557.00 along with the purchase of various hand tools designed for the mastic application in an amount not to exceed \$3,000.00 using Capital Equipment funds. **(RollCall-Pro)**

MSCRP Lendrum/Stevenson to approve as recommended by committee, all voting aye.

5. Committee recommends Council approve the State-Municipal Agreement Revision #1 for Project 4993-01-00_01, S. Commercial Street Reconstruction. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve as recommended by committee, all voting aye. No discussion.

6. Committee recommends Council approve the purchase of the McCain ATC traffic signal cabinet in an amount of \$22,863 and the No Traffic detection system in an amount of \$21,825 from Traffic and Parking Control Co., Inc. (TAPCO). **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve as recommended by committee, all voting aye.

- B. Regular Finance and Personnel Committee meeting of March 25, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve of Resolution 2024 – 02 for the 2024 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. **(RollCall-Pro)**

MSCRP Skyrms/Boyette to approve as recommended by committee, all voting aye. No discussion.

2. Committee recommends Council accept the petition for Annexation #233, (Ordinance 2024-06) of 1.31 acres located along Dixie Road in the Town of Neenah. **(Item acted on under Plan Commission)**

3. Committee recommends Council approve accept the petition for Annexation #232 (Ordinance 2024-03) of 1.351 acres located along Bayview Road in the Town of Neenah. **(Item acted on under Plan Commission)**

4. Committee recommends Council authorize Neenah Police Department to accept \$300,000 from the Winnebago County Spirit Fund grant money to purchase the Meridan Archer 1200 Barrier System and storage facility. **(RollCall-Pro)**

MSCRP Skyrms/Hillstrom to approve as recommended by committee, all voting aye.

5. Committee recommends Council authorize the Neenah Police Department to change the title of the Investigative Services Unit Lieutenant to Captain of Operations. **(RollCall-Pro)**

MSCRP Skyrms/Weber to approve as recommended by committee, all voting aye.

6. Committee recommends Council approve the adjustment of pay for four employees for a total cost of \$10,952 in salaries and benefits to be funded out of current 2024 Library operating budget. **(RollCall-Pro)**

MSCRP Skyrms/Lendrum to approve as recommended by committee, all voting aye.

- C. NMFR Joint Finance & Personnel Committee meeting of March 26, 2024: (Aldersperson Borchardt) (Minutes can be found on the City web site)
1. Committee recommends Council City of Neenah and City of Menasha Common Councils approve the Agreement for Urban Search and Rescue Emergency Response Services with the State of Wisconsin Department of Military Affairs Division of Emergency Management from July 1, 2024 through June 30, 2026.
(RollCall-Pro)
MSCRP Stevenson/Lendrum to approve as recommended by committee, all voting aye. No discussion.
- VI. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of March 12, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Motion to take from the table the Plan Commission recommendation that Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. **(Voice vote)**
MSCRP Boyette/Lendrum to take from the table the Plan Commission recommendation that Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street, all voting aye in a voice vote. No discussion.
 2. Council action: Commission recommends Council approve a subdivision variance for the creation of two lots which are less than 60 feet wide and less than 7,200 square feet in area for the 2 lot CSM located at 806 Main Street. **(RollCall-Pro)**
MSCRP Lendrum/Boyette to approve as recommended by the commission. Motion carried in a roll call vote, 5-1 with Stevenson voting no.
- B. Regular Plan Commission meeting of March 26 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Commission recommends Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall-Pro)**
MSCRP Lendrum/Skyrms to approve as recommended by the commission, all voting aye. No discussion.
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MSCRP Lendrum/Skyrms to approve as recommended by the commission, all voting aye. No discussion.
 3. Commission recommends Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the commission, all voting aye. No discussion.
- C. Board of Public Works meeting of March 28, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Information Only Items:

1. The Board approved Change Order No. 1 Contract 1-24W Removal and Replacement of Dioxide Tank and Related Appurtenances, Rhode Bros. Inc., Plymouth, WI, to extend contract completion date to April 30, 2025.
2. Council Action Items:
 1. The Board recommends Council approve award Contract 7-24, Concrete Pavement and Sidewalk Repair, to Jim Fischer, Inc. in the amount of \$537,225.00. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum as recommended by the Board of Public Works. Motion carried in a roll-call vote, 4-2 with Stevenson and Boyette voting no.
 2. The Board recommends Council approve award Contract 8-24 Miscellaneous Hot Mixed Asphalt Repair to MCC, Inc. using the base bid on contract 8-24 in the amount of \$106,942.50. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the Board of Public Works, all voting aye.

VII. Adjournment

Motion by Stevenson/Skyrms to adjourn, all voting aye. Meeting adjourned at 9:02 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, April 9, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Stevenson, and Weber

Excused: None

Also Present: Public Works Director Kaiser, City Attorney Rashid, Police Chief Olson, Parks & Forestry Superintendent Fink, City Clerk Nagel, Public Works Office Manager Mroczkowski, Rich Van Sistine, and Alejandro Torres

Public Appearance

None

Approval of Minutes of the Meeting of March 26, 2024

Motion/Second/Carried by Stevenson/Hillstrom to approve the minutes of the meeting of March 26, 2024. All voting aye.

Announcements/Future Agenda Items

None

Authorize Resolution for WI-DNR Grant Application

Parks & Forestry Superintendent Fink reviewed Director Kading's memo of April 2, 2024. He stated that the resolution is requirement for the grant application.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Common Council approve Resolution 2024-02 authorizing applications for Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship Local Units of Government-Federal Land-Water Conservation Fund-Recreational Trail Program Grant. All voting aye.

Licenses

Approve Original "Class B" Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant

City Clerk Nagel stated that this license had previously been approved by this committee, however she was contacted by the owner prior to it being approved by the Common Council, and asked for it to be held due to the owners' change of locations for the restaurant.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Stevenson recommend Common Council approve the Original Class “B” Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant, 1111 Westowne Drive, Neenah, agent Alejandro Torres. All voting aye.

Approve the Temporary Extension of License Premises Application for Greene’s Pour House

Report

Following Discussion: Motion/Second/Carried Borchardt/Stevenson recommend Common Council approve the Temporary Extension of License Premises for Greene’s Pour House Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 18, 2024 from 9:00 A.M. to 10:00 P.M. All voting aye.

Extension of Liquor License Premises, Urban Market

Clerk Nagel stated that owner, Mr. Van Sistine is seeking approval of the temporary extension of license premises application for a sidewalk café at the Urban Market located at 207 W Wisconsin Avenue. She stated that the sidewalk café was approved by the Plan Commission previously.

Aldersperson Hillstrom asked for clarification on the walkway measurements.

Mr. Van Sistine stated that they will be extending the concrete where the stone currently is so the walkway will be ADA compliant at 36-inches.

Report

Following Discussion: Motion/Second/Carried Borchardt/Weber to recommend Common Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye.

Director Kaiser stated that the owner is requesting permission to place two poles within Wisconsin Avenue Right-of-Way for purposes of stringing lights over the sidewalk café area adjacent to the business and two city street light poles to support the light strings. Director Kaiser stated that the revocable occupancy permit allows these occupancies.

Report

Following Discussion: Motion/Second/Carried Weber/Borchardt to recommend Common Council approve the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting. All voting aye.

Special Events Permit

Alderson Hillstrom asked Clerk Nagel how the issue with dogs during the Farmers Market is going to be handled. Clerk Nagel stated that State Statute 6-501.115 prohibits animals in the interior portions of the food establishments. She stated that staff is working with Future Neenah for compliance and proper signage.

Alderson Borchardt asked how this will be enforced. Clerk Nagel stated it be on a complaint basis. She stated that when police officers are on patrol and are in between calls, they walk the farmers market and feel that they have a good community presence there. Alderson Borchardt stated that he wants to make sure that Future Neenah will be required to put signs up.

Alderson Borchardt asked if the city has been contacted by a representative of the group sponsoring the Pride Fest. Clerk Nagel stated that she has spoken to a representative. She stated that there are some questions about the security for the event. Clerk Nagel stated that the representative is working with Professional Standards Lieutenant Goetz to iron out the security requests and needs.

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. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 4) Neenah Creek Bridge: Curb/gutter installation on the east approach has been done. The remaining work is the east approach grading. Paving will be done with the developer's project. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed on Cedar from Winnebago Heights to Fairview. Sanitary sewer work is ongoing on Belmont Av and Belmont Ct.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): The contractor mobilized and work in the 100 block started on 4/1.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. The contractor is starting utility construction on Quarry.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A schedule has not been set.

- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): A schedule has not been set.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): This contract was awarded to Jim Fischer Construction. A schedule has not been set.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): Bids are due on 4/10.
- 14) Contract 12-24 (Douglas Pond Storm Piping): The contractor will mobilize the week of 4/8. S. Commercial Street just south of Division will need to be closed for about 3 days to complete the pipe crossings. This is currently scheduled to begin the week of 4/15. The contractor is coordinating this with Galloway Company.
- 15) 1st Addition to Freedom Acres: Utility installation has started.
- 16) Storm Water Report: The annual storm water report was submitted to WDNR.
- 17) Larsen Road Plans: We received the 90% planset for the reconstruction of Larsen Road from STH 76 to CTH CB for our review. This is scheduled for 2025 construction. The City is not a party to this project.

Adjournment

Motion/Second/Carried by Stevenson/Hillstrom to adjourn at 7:01 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@ci.neenah.wi.us

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):

Greene's Pour-House

Contact Phone #

920-216-3279

Corporation or LLC Name: (if applicable)

Kichtergreene LLC

Business/Trade Name:

Business Address:

134 W. Wisconsin Ave

Section 2: Event Information

Name of Event:

Greene's Pour-House Block Party

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

May 18th 9:00 AM - 10PM

Section 3: Extension of Premise

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

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

Sidewalk at the Church St of premise

Parking lot at the _____ of premise.

Street of the Church St of premise

Parking lot at the _____ of premise.

Other: _____

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

I own

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

I lease

I have permission from a special event organization

Section 4: Other:

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

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

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



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

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

ALL APPLICANTS:



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



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

Robert Greene

Signature of Sole Proprietor, Partner or Agent

Wisconsin

garden

GPH

Church St.

Aley

beer

Stage

DOTY



*Department of
Parks & Recreation*

TO: Mayor Lang, Chair Lendrum, and Members of the Common Council
FROM: Michael T. Kading, Director of Parks & Recreation *mk*
DATE: April 2, 2024
RE: Authorizing Resolution for WI-DNR Grant Application

The Parks & Recreation Department / Commission completed a comprehensive shoreline stabilization study for Kimberly Point and Doty Parks in 2024. The purpose of the study was to develop a long-term environmental and economically sustainable shoreline stabilization and improvement plan for the parks. Broad goals for the project were to repair and replace existing infrastructure with hardscape and naturalized shorelines where appropriate, improve public safety and access, while improving aesthetics and habitat. Included in this study is a Construction Cost Estimate for each park and appropriate grants that may help offset the costs of completing the projects for our residents. The Final Report can be found on the City's Park & Recreation Department website at www.ci.neenah.wi.us/wp-content/uploads/2023/10/231024-NSI-Final-Report.pdf.

Pictures of the current conditions as of April 1 at Doty Park are attached.

The department recognizes that the overall cost to stabilize and improve the Doty Park shoreline is substantial and prohibitive to residents of the City of Neenah and that it is imperative to obtain alternative funding for this project. With this in mind, please find attached a resolution authorizing the application for Wisconsin – Department of Natural Resources.

Creating Community Through People, Parks & Programs



**CITY OF NEENAH
Resolution No. 2024-02**

**Resolution Authorizing the Application for
Wisconsin Department of Natural Resources**

Knowles-Nelson Stewardship Friends Grants, Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreational Trails Program

WHEREAS, the City of Neenah has conducted a review of the failing shoreline conditions at Doty Park and has determined that the shoreline needs to be stabilized and improved utilizing hardscaping and naturalization methods with the broad goals of improving public safety and access, eliminating erosion, and improving shoreline aesthetics and habitat; and

WHEREAS, the City of Neenah, is interested in obtaining cost share grants funds from the Wisconsin Department of Natural Resources for the purpose of completing Phase 1 Shoreline Improvements at Doty Park; and

WHEREAS, the City of Neenah has budgeted in the 5-year Capital Improvement Plan a sum sufficient to complete the Phase 1 project for Doty Park in 2025; and

WHEREAS, the City of Neenah attests to the validity and veracity of the statements and representations contained in the application; and

HEREBY AUTHROIZES, Michael T. Kading, Director of Parks & Recreation to act on behalf of the City of Neenah to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with the necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct, and complete the approved project.

Be it further resolved that, the City of Neenah will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made on the use of the project site.

Jane B. Lang
Mayor

Moved: _____

Passed: _____

Attest:

Published: _____

Charlotte K. Nagel
Clerk



DOTY PARK SHORELINE



Michael T. Kading
Neeah Parks & Recreation







Public Services & Safety Committee

April 9, 2024

Original "Class B" Combination Intoxicating Liquors and Fermented Malt Retail License

Applicant	Trade Name	Address	Agent	Class
CMG17, LLC	Cozumel Mexican Restaurant	1111 Westowne Drive	Alejandro Torres	"Class B" Combination Intoxicating Liquors and Fermented Malt Retail

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event
Greene's Pour House	Robert Greene	Block Party	134 W. Wisconsin	5/18/24	9am-10pm

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Date(s)	Approved
Neenah-Menasha VFW	Memorial Day Parade	Class A exceeds 200 attendees, travel lane closures	Usual route beginning in Menasha	No	5/27/24	4/5/2024
Future Neenah Inc.	Summer Kick-Off Concert	Class A exceeds 200 attendees, travel lane closures	100 & 200 Blocks of Main Street	Yes	6/12/24	4/5/2024
Future Neenah Inc.	Out to Lunch Series	Class B no travel lane closures	Shattuck Park	No	6/13/24 to 08/29/24	4/5/2024
Future Neenah Inc.	Evening Concert Series	Class B no travel lane closures	Shattuck Park	No	6/9/24 to 8/28/24	4/5/2024
Future Neenah Inc.	Farmers Markets	Class B no travel lane closures	Shattuck Park	No	6/8/24 to 10/12/24	4/5/2024
WI Chapter of Huntington's Disease Society of America	Team Hope Run/Walk Fox Valley	Class A exceeds 200 attendees, travel lane closures	Riverside Park	No	8/11/24	4/5/2024

**Minutes of the Liquor Licensing Review Subcommittee
of the Public Services & Safety Committee
Tuesday, April 9, 2024 at 4:00 p.m.
City Hall, Council Chambers**

MEMBERS PRESENT: Aldermen Stevenson, Weber, and Borchardt, Director of Community Development & Assessment Haese, City Attorney Rashid, Police Chief Olson, and City Clerk Nagel. A member of the Fire Department were excused.

ALSO PRESENT: Alderman Lendrum, Valorie Hernandez and Alejandro Torres, managers of the new Cozumel Restaurant, were present to answer any questions.

Chairman Stevenson called the meeting to order at 4:02 p.m.

- I. Approval of minutes of December 12, 2023 (minutes can be found on the city website).
MS by Weber/Haese to approve the minutes of the December 12, 2023 meeting as presented, all voting aye.
- II. Appearances: None.
- III. Unfinished Business: None.
- IV. New Business:
 - a. Review and make recommendation to the Public Services and Safety Committee on the Original "Class B" Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC, d/b/a Cozumel Mexican Restaurant at 1111 Westowne Drive, Neenah, Alejandro Torres, agent.

Alejandro Torres and Valorie Hernandez future managers of Cozumel Bar & Grill were present to answer any questions.

The Clerk's Office received a "Class B" Combination Liquor License Application from Cozumel Bar & Grill, LLC, in December. At that time, the liquor license approval process was started with the Liquor License Review Committee making an approval recommendation to the Public Services & Safety Committee. The Public Services & Safety Committee recommended approval to the Council. While the license was on its way to final Council final approval, Clerk Nagel received a request from the applicant to remove the license from the agenda as they were looking at relocating to 1111 Westowne Drive, the former Applebee's Resturant. At that point, the applicants were told they would need to reapply for the liquor license. This is the reapplication of the "Class B" liquor license.

Cozumel Bar & Grill will be receiving a regular "Class B" liquor license. This license is available with the closing of Applebee's. There was discussion on the Paper City Pub "Class B" license. Ordinance states that a license is considered abandoned if the business has been closed for six months. Since this is the case with Paper City Pub, the license returned to the city. Clerk Nagel informed the Board with the return of this Paper City Pub's "Class B" license, one regular license remains. There are nine reserve licenses available, one reserve license was issued to Pappa's Café.

The managers advised they will be using Applebee's site plan layout submitted in 2018 with the outdoor patio extension. The restaurant will go through an interior design décor update but the site plan will remain. The managers indicated that they are purchasing the old Applebee's vs. renting from the First Street location.

A background check was successfully completed on Cozumel Bar & Grill, as well as on agent Alejandro Torres Martinez with an approval recommendation from the Police Department and no monies owed to the city.

The consensus of the committee was, although it was viewed as good addition to the downtown area to have a restaurant on First Street, the Subcommittee understood the reasoning behind Applebee's location. The intent is to open Cozumel Neenah at 111 Westowne Drive in July, 2024.

MSC by Olson/Borchardt to recommend Public Services and Safety Committee recommend Council approve the Original "Class B" Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC, d/b/a Cozumel Mexican Restaurant at 1111 Westowne Drive, Alejandro Torres, agent, all voting aye.

V. Any announcements/questions for the Subcommittee
None.

VI. Adjournment
MSC by Borchardt/Weber to adjourn at 4:14 p.m., all voting aye.

Respectfully submitted,



Charlotte Nagel, City Clerk

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	
License Period	

License(s) Requested

- | | |
|---|---|
| <input type="checkbox"/> Class "A" Beer \$ _____ | <input type="checkbox"/> "Class A" Liquor \$ _____ |
| <input checked="" type="checkbox"/> Class "B" Beer \$ _____ | <input checked="" type="checkbox"/> "Class B" Liquor \$ _____ |
| <input type="checkbox"/> "Class C" Wine \$ _____ | <input type="checkbox"/> "Class A" Liquor (Cider Only) \$ _____ |
| <input type="checkbox"/> Reserve "Class B" Liquor \$ _____ | <input type="checkbox"/> "Class B" (Wine Only) Winery \$ _____ |

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)		
2. Trade Name or DBA <i>COZUMEL MEXICAN RESTAURANT</i>		
3. Premises Address <i>1111 Westowne Dr Neenah, WI 54956</i>		
4. County <i>Winnebago</i>	5. Municipality	6. Aldermanic District
7. Mailing Address (if different from premises address)		
8. FEIN	9. Wisconsin Seller's Permit Number	
10. Premises Phone	11. Premises Email <i>cozumelosh17@gmail.com</i>	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. <i>We will serve alcohol on patio, bar area & entire dining room. Liquor will be stored by bar area or closet that will be locked that is near bar area. If needed, liquor will be stored in the office. Beer kegs will be kept in walk-in-cooler.</i>		

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate Yes No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? Yes No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration WISCONSIN	2. Date of Registration
---------------------------------------	-------------------------

3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors Yes No

Name of Parent Company	FEIN of Parent Company
------------------------	------------------------

4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? Yes No
If yes, please explain using the space below. Attach additional sheets if necessary.

5. Agent's Last Name TORRES	Agent's First Name Alejandro	Phone [REDACTED]
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Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
TORRES	Alejandro	owner	[REDACTED]

Part E: Attestation

Who must sign this application?
 sole proprietor one general partner of a partnership one corporate officer one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	Date 12/19/23
-----------	------------------

Name (Last, First, M.I.)
TORRES, Alejandro

Title owner	Email [REDACTED]	Phone [REDACTED]
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Part F: For Clerk Use Only

Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
---------------------------------------	---------------------------------	---

Date license granted	License number	Date license issued
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Signature of Clerk/Deputy Clerk

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) Torres		(first name) Alejandro		(middle name)	
Home Address (street/route) 521 Haylett St		Post Office	City Neenah	State WI	Zip Code 54950
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Alejandro Torres** of **Cozumel Mexican Restaurant**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

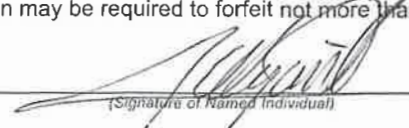
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 19 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Cozumel Mexican Rest.	2005 Witzel Ave, Oshkosh, WI 54004	10/2010	Present
Cancun Mexican Grill	805 Hastings Way	2007	9/2010

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Neenah County of Winnebago

The undersigned duly authorized officer/member/manager of _____
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Cozumel Mexican Restaurant
(Trade Name)

located at 1111 Westowne Dr., Neenah, WI 54956

appoints Alejandro Torres
(Name of Appointed Agent)

521 Haylett St Neenah, WI 54956
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year 521 Haylett St Neenah, WI 54956

For: Cozumel Mexican Restaurant
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Alejandro Torres, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 12/19/23
(Signature of Agent) (Date)

521 Haylett St Neenah, WI 54956
(Home Address of Agent)

Agent's age _____
Date of birth _____

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



Plan of Operation for Alcohol Beverage License Application

OFFICE OF THE CITY CLERK
211 Walnut Street • Neenah, WI 54956
(920) 886-6100

Your application will be returned for failure to fill out this form completely, correctly, and submit the required Detailed Floor Plan as outlined.

Business Name: Cozumel Mexican Restaurant																													
Address of Premises: 1111 Westowne Dr Neenah WI 54956		Business Telephone Number:																											
Business Mailing Address – if different from address of premises :																													
Business Internet/E-mail Address:		Business Fax Number:																											
Owner's Name: Alejandro Tomas		Owner's Phone Number: [REDACTED]																											
Owner's Address include city, state, zip code: 521 Haylett St Neenah WI 54956																													
Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, list name and address of person who will:																													
<small><i>Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.</i></small>																													
Does anyone else have money invested or any other interest in this business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain:																													
<p>What types of business do you or will you conduct at this location? (Check all that apply): (Other licenses/permits may be required to operate your business.)</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Full Service Restaurant</td> <td><input type="checkbox"/> Café/Coffee Shop</td> <td><input type="checkbox"/> Bed & Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Grocery Store</td> <td><input type="checkbox"/> Convenience Market</td> <td><input type="checkbox"/> Hotel</td> </tr> <tr> <td><input type="checkbox"/> Liquor Store</td> <td><input type="checkbox"/> Indoor Golf Facility</td> <td><input type="checkbox"/> Private Sports Club</td> </tr> <tr> <td><input type="checkbox"/> Theater</td> <td><input type="checkbox"/> Wine Tasting Room</td> <td><input type="checkbox"/> Veterans Club</td> </tr> <tr> <td><input type="checkbox"/> Brew Pub</td> <td><input type="checkbox"/> Tavern</td> <td><input type="checkbox"/> Fraternal Club</td> </tr> <tr> <td><input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)</td> <td><input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td><input type="checkbox"/> Video Game Center-6 or more games</td> </tr> <tr> <td><input checked="" type="checkbox"/> Bar & Grill</td> <td><input type="checkbox"/> Night club</td> <td><input type="checkbox"/> Bowling Center</td> </tr> <tr> <td><input type="checkbox"/> Comedy Club</td> <td><input type="checkbox"/> Recreational Paint Studio</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Billiard Center</td> <td></td> <td></td> </tr> </table>			<input checked="" type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel	<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club	<input type="checkbox"/> Theater	<input type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club	<input type="checkbox"/> Brew Pub	<input type="checkbox"/> Tavern	<input type="checkbox"/> Fraternal Club	<input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)	<input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)	<input type="checkbox"/> Video Game Center-6 or more games	<input checked="" type="checkbox"/> Bar & Grill	<input type="checkbox"/> Night club	<input type="checkbox"/> Bowling Center	<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio		<input type="checkbox"/> Billiard Center		
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<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio																												
<input type="checkbox"/> Billiard Center																													
Briefly detail the type of business you plan to operate, if granted a license:																													
Full Service Mexican Restaurant																													
What other types of licenses or permits will you or do you hold at this location? :																													
<input type="checkbox"/> Tavern Entertainment	<input type="checkbox"/> Cigarette	<input type="checkbox"/> Amusement Devices																											
<input type="checkbox"/> Dance Hall	<input type="checkbox"/> Food (though Health Dept.)	<input type="checkbox"/> Other(s)																											

If applying for a Class B or C license, what type of food service will you have? (check all that apply):

<input type="checkbox"/> None	<input type="checkbox"/> Prepackaged Foods	<input type="checkbox"/> Snacks
<input type="checkbox"/> Appetizers	<input type="checkbox"/> Catered Events	<input type="checkbox"/> Full Meals

What percentage of your total sales will be from the sales of alcohol beverages? _____ %

Is there at least 300 feet between the building and any church, school or hospital? Yes No

How many alcohol serving premises are within a 4 block radius of your business? _____

Do you have any future plans for other businesses, licenses or permits at this location? Yes No
If yes, explain: _____

Is this premise under construction? Yes No If yes, list estimated completion date: _____

Is this a franchise? Yes No

What was the previous name & nature of the business operating at this location, if applicable?
Applebeers Bar & Grill

Is this premises currently or ever been licensed? Yes No If yes, list type of license: _____

Is the current licensee operating? Yes No If no, list date closed: _____

If alcohol sales are a new use in this building, please contact the Neenah Police Department at (920) 886-6000 to meet with Chief of Police to review regulations/ordinances.

What is the zoning classification for this premise? _____

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY		
Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	11 am	9 pm
Monday	11 am	10 pm
Tuesday	11 am	10 pm
Wednesday	11 am	10 pm
Thursday	11 am	10 pm
Friday	11 am	10 pm
Saturday	11 am	10 pm

PROHIBITED HOURS OF OPERATION:
Class A: 9:00 PM to 8:00 AM; Class B/C: Monday thru Friday 2:00 AM - 6:00 AM;
Class B/C: Saturday thru Sunday 2:30 AM - 6:00 AM

Legal Capacity/Occupancy of Premises: Inside _____ Outside _____ (does not include Class A) Call (920) 886-6130 if you have questions.	Number of Parking Spaces on the premises, not including street parking: _____
---	--

LITTER/GARBAGE:
What are your plans to keep the grounds clean (check all that apply):
 Sweep Pressure Wash Pick Up Litter Hired Maintenance Garbage Cans Outside
Other: _____

Who is responsible to keep the grounds clean? Licensee Building Owner Employees
Hired Maintenance Other: _____

NOISE: How will issues be addressed? (check all the apply): Security Manager approaches customer(s) Call police Signs posted Other: _____

DETAILED FLOOR PLAN

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Even if the premises has been previously licensed and a floor plan submitted, a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 1/2 x 11 inch sized paper. Plans do not need to be architectural drawings and need not be to scale. Handwritten plans are acceptable.
- A separate sheet of paper should be filed for each floor where alcohol will be stored, displayed, sold, given away and/or consumed.

The floor plan must include all of the following items:

1. Dimensions and total square feet of the premises (length x width = square feet)
2. Label all entrances and exits
3. Label and provide dimensions (length & width) of all alcohol storage areas (coolers, stock room, basement, etc.)
4. Label and provide dimensions (length x width) of all alcohol display areas (behind the bar, shelves, etc)
5. Class B & C Applicants only: Label and provide dimensions (length x width) of all outdoor areas used for the sale or service of alcohol beverages (for example, patios, beer gardens, sidewalk cafes)
6. Class B & C Applicants only: Label all seating areas, bars, and food preparation areas (kitchen)
7. Label and provide dimensions (length x width) for the first floor showing the relation of all parking areas on the premises to the building, not including street parking.
8. On each page mark the following: North ↑, Date, Business name & address

ALL NEW & TRANSFER APPLICANTS:

Submit Proof of Ownership, Lease or Offer to Purchase the Building with this application.

A Lease or Offer to Purchase must:

1. Be in the same legal entity names as those applying for the license
2. Reflect the same address as the premises address on this application
3. Reflect current dates and
4. Be signed by the lessor/seller and lessee/buyer

Lease or Offer to Purchase may be contingent upon the license being granted.

Do you own or lease the building? Check one: Own Lease

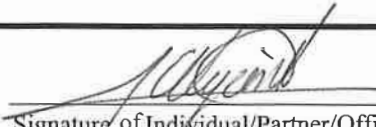
Who owns the fixtures (i.e. Coolers, etc.)? owner

Subscribed and sworn to before me
this 1st day of March, 2024

Notary Public, State of Wisconsin

My Commission expires: Charlotte K. Hazel

Notary Seal must be affixed



Signature of Individual/Partner/Officer

Signature of Partner/Officer

Warning: Penalty provided for submitting false statements and affidavits with this application.

Your application will be returned for failure to fill out this form completely and correctly, and submit a detailed floor plan as indicated.

Serving Alcohol

is proud to present this certificate to

Alejandro Torres Martinez

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.



Verify online at
servingalcohol.com

Verification Code
vkFmrcSwtt

Date Issued
May 4th, 2023

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Alejandro Torres Martinez

Certification Date: May 4th, 2023

Certificate Code: vkFmrcSwtt

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

Exhibit A to Renewal Alcohol Beverage License Application

Applebee's, 1111 Westowne Drive, Neenah, WI

5,746 SF building with outdoor patio, and the sidewalk path to, and including, the dedicated "Carside ToGo" parking stalls for fulfillment of carry-out orders of food and beverage, including packaged alcoholic beverages delivered by restaurant employees to customers in their parked cars; liquor stored in locked cabinet within the Premises interior.

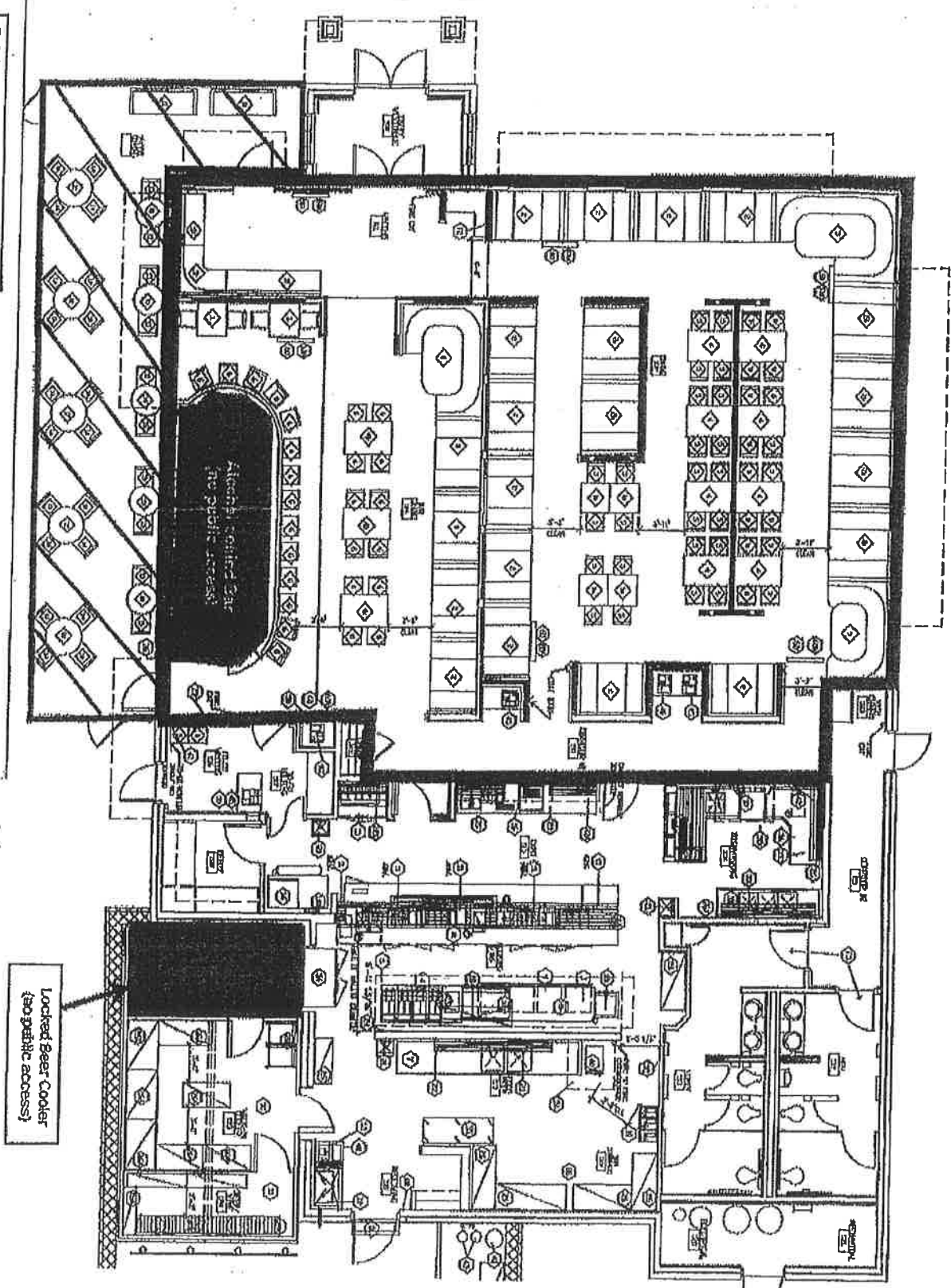
Applebee's Store No. 287
1111 Westowne Drive, Neenah, WI

2018 - Applebee's

Building = 5,746 SF
Interior Seating = 171
Patio Seating = 34



= Outdoor Patio with alcohol service
= Alcohol Service Area



Locked Beer Cooler
(no public access)



M E M O R A N D U M

DATE: April 9, 2024
TO: Mayor Lang and Members of Public Services and Safety Committee
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Extension of Liquor License Premises, Urban Market, 207 W. Wisconsin Avenue

Background

The Clerk's Office has received a request from Spencer Anvelink (Urban Market Neenah, LLC) for Site Plan Approval to allow for a Sidewalk Cafe to serve Urban Market patrons along Wisconsin Avenue. The subject site is located on the northwest corner of W. Wisconsin Avenue and Church Street.

Consideration

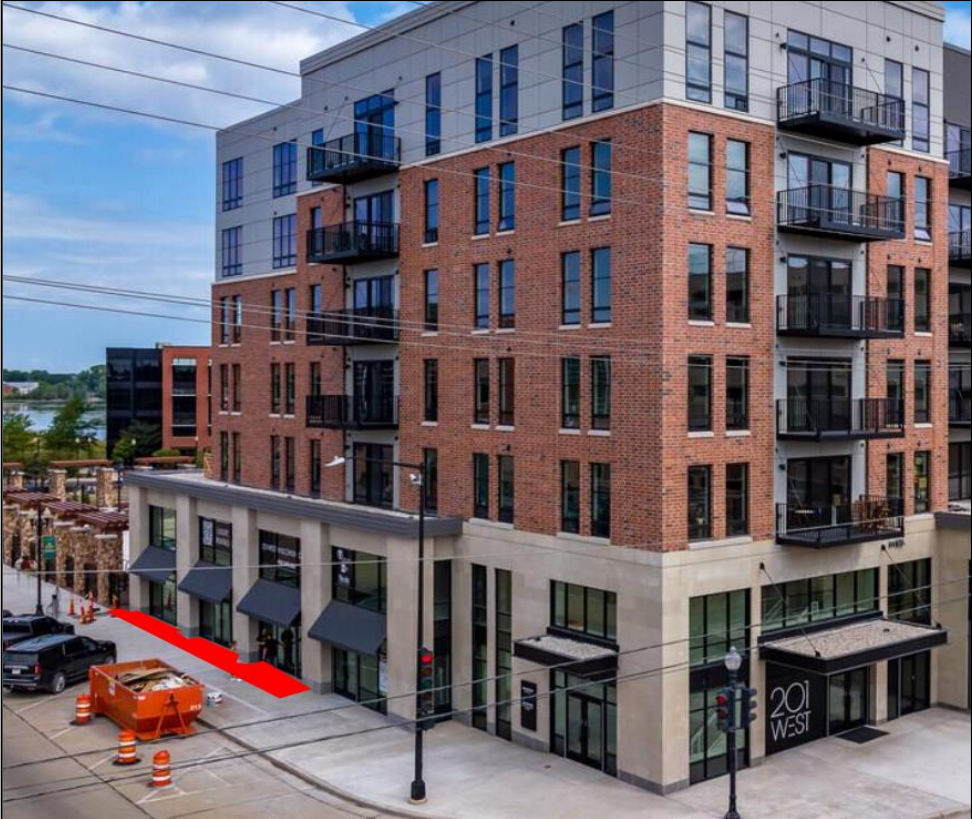
The owners propose a sidewalk café to place four tables, each approximately 4' by 6' in size, adjacent to the 207 W. Wisconsin Avenue building. The attached site plan identifies the planned locations for the seating areas. The sidewalk width in the proposed seating location is 16 feet and will allow over 6 feet of sidewalk width for safe pedestrian passage, exceeding the minimums set by ordinance. The furniture will not block any pedestrian access. The proposed sidewalk café meets all locational requirements as set forth in the ordinance and must adhere to all other requirements of the City's Sidewalk Cafe Ordinance (i.e., maintenance, advertising, signage, insurance).

In addition, the applicant is proposing to place two tables in the alley between Urban Market and The Plaza. This is not a public right-of-way or a public alley, so the area is treated as an outdoor premises per the Outdoor Service/beer garden ordinance. The location and placement of tables meets the locational requirements of the ordinance.

The Public Services and Safety Committee is responsible for providing Common Council a recommendation on the request to extend the property's liquor license premises to include the area outside of the building along the Wisconsin Avenue sidewalk and the area west of the building. The Plan Commission is responsible for reviewing the site plan which includes the location of tables relative to the requirements in the ordinance.

Recommendation

Appropriate action at this time is to recommend Common Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter.



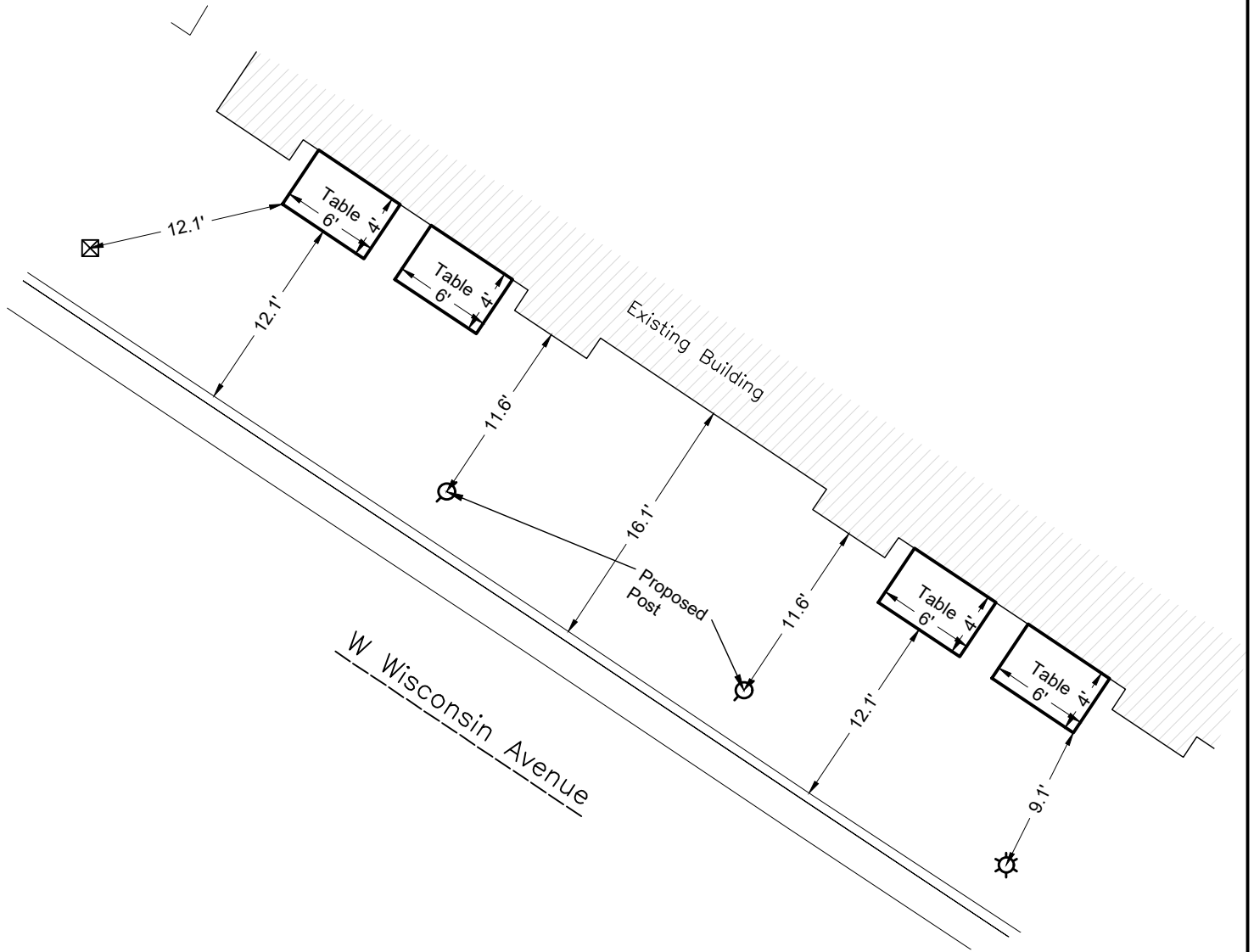


Exhibit

207 W. Wisconsin Avenue

City of Neenah, Winnebago County, WI

For: Urban Market Neenah



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952

Ph: 920-991-1866 Fax: 920-441-0804

www.davel.pro



INSURANCE AGREEMENT - SIDEWALK CAFÉ

This Agreement is between Urban Market Neenah LLC, Spencer Anvelink "Operator" and the City of Neenah "City" dated 9/28/2023.

WHEREAS, Operator has applied for an extension of premises to operate a Sidewalk Café pursuant to §4.106, Neenah Code (the "Ordinance") at the property located at 207 W Wisconsin Ave Neenah WI 54956 (the "Café"); and,

WHEREAS, the Ordinance requires the Operator to provide certain insurance coverage naming the City as additional insured; and,

WHEREAS, the terms and requirements of the insurance coverage as outlined in this agreement are intended to comply with the provisions of the Ordinance;

NOW THEREFORE, in consideration of the permit granted to the Operator to operate the Café by City under the Ordinance, the parties agree as follows:

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Operator hereby agrees to effectuate the naming of the City as an unrestricted additional insured on the Operator's insurance policies covering the premises where the Café is located, with the exception of workers' compensation. If the Operator is self-insured, evidence of its status as a self-insured entity shall be provided to the City. If requested by the City, the Operator must describe its financial condition and the self-insured funding mechanism.
- II. The policy naming City as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" State of Wisconsin licensed insurer.
 - Contain a 30-day notice of cancellation.
 - State that the organization's coverage shall be primary coverage for the City, its Board, employees and volunteers.
 - The City shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance and is subject to prior approval of the City Attorney for the City.
- III. The Operator agrees to indemnify the City for any applicable deductibles under the policies.
- IV. Required Insurance:
 - Commercial General Liability Insurance:
\$1,000,000 per occurrence/\$2,000,000 aggregate, including Liquor Liability endorsement.

Lighting: Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.

Closing Hours: All service in the outdoor premises (beverage and food) shall stop no later than bar closing as set by §125.32(3) and 125.68(4): Mon-Fri 2 a.m. and Sat-Sun 2:30 a.m.

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. Applicant acknowledges receiving a copy of Ordinance No. 2011-08 and agrees to comply with its terms and conditions should this application be approved. (Individual applicants, each member of a partnership, officers of a corporation and members of an LLC must sign)

[Handwritten Signature]

(Partner/Individual/Officer of a Corporation, Member of an LLC)

[Handwritten Signature]

(Partner/Officer of a Corporation/Member of an LLC)

(Additional Partner/Officer of a Corporation/Member of an LLC)



SUBSCRIBED AND SWORN TO BEFORE ME THIS 29th
DAY OF September, 2023.

[Handwritten Signature: Charlotte K. Nagel]

Clerk/Notary Public

My Commission Expires: 10-18-2027

TO BE COMPLETED BY CLERK

Date Received: _____

Clerk Signature: _____

Date \$125 Site Plan Fee Paid: _____ Account No. 010-0000-534-11-00

Receipt No: _____

Date to Plan Commission: _____

Granted Denied

Date to Public Services & Safety Committee: _____

Granted Denied

Date to Council: _____

Granted Denied

Resolution No: _____

Date Adopted: _____

License No. Issued: _____

Date: _____

Note: License will not be issued until final inspections are complete. New June 2012: Sidewalk Café/Outdoor Extension of Class B Premise are done by Resolution.

- V. Operator acknowledges that failure to obtain such insurance on behalf of the City constitutes a material breach of contract and will cause the Sidewalk Cafe permit granted to the Operator under the Ordinance to be void. The Operator is to provide the City with a certificate of insurance, evidencing the above requirements has been met, prior to the commencement of the construction and/or operation of the Café contemplated by the Operator's permit obtained under the Ordinance. The failure of the City to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the City.

- VI. The Operator shall notify the City Clerk for the City within 10 days of any change in the Operator's insurance required under this Agreement and provide the City with an updated Certificate of Insurance within 30 days of any change to the policy obtained under this Agreement.

- VII. The City is a member/owner of the Cities & Villages Mutual Insurance Company (CVMIC). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the City but also CVMIC, as the City's insurer.

OPERATOR

CITY OF NEENAH

Spencer Anvelink

CITY OF NEENAH
Application for Outdoor Extension of Retail "Class B", Class "B"
and/or "Class C" License

Individual Partnership Corporation Limited Liability Company

Name: Urban Market Neenah LLC
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members:

Richard Van Sistine, 1430 Freedom CT Neenah WI 54956

Spencer Anvelink 312 11th ST Neenah WI 54956

Address of premise for which this outdoor extension is being applied for: 207 W Wisconsin Ave Neenah WI 54956

Trade Name: _____

Business Phone: 920-915-2722

Is the Outdoor Area sought to be included within the description of your "Class B", Class "B" and/or "Class C" premise:

➤ Within a C-1 General Commercial, C-2 Central Business, PDD Planned Development and I-1 Planned Business Center zoning district? Yes No
(If no, the premise does not qualify for an outdoor extension)

➤ Located within 150 feet of a property zoned R-1 or R-2 for residential use? Yes No
If no, skip to the next question.
If yes, does the property provide a 20-foot buffer between Outdoor Premises and the adjoining lot containing the residential use? Yes No
If yes, is there a privacy fence six feet in height separating the commercial property from the residential property? Yes No
(If either of the above questions are no, then the premise does not qualify for an outdoor extension)

➤ If the property does not adjoin property for residential purposes and is located other than in the front yard, is it completely surrounded by an attractive wall, fence, or barrier at least four feet in height?
 Yes No N/A *(If no, the premise does not qualify for an outdoor extension)*

➤ If the outdoor premise is located in the front yard, is it completely surrounded by an attractive wall or fence with a minimum height of three (3) feet and approved by the City of Neenah Community Development Department.
 Yes No N/A *(If no, the premise does not qualify for an outdoor extension)*

- Does any opening where persons may pass from the outdoor area to an unlicensed area contain signs indicating that open intoxicants are prohibited beyond the licensed premises?
 Yes No
(If no, the premise does not qualify for an outdoor extension)
Are signs posted towards the area outside of the licensed outdoor area indicating that persons under age 21 are not permitted without legal guardian at least 21 years of age?
 Yes No *(If no, the premise does not qualify for an outdoor extension)*

- Is the extension obstructing the public right-of-way? (i.e. sidewalk) Yes No
(If yes, an application for a sidewalk café must be filed concurrently with this application. (Approval of this application and the sidewalk café application are contingent upon one another)

- Does this application include a site plan for the outdoor area sought to be included within the description of the licensed premise? Yes No
Has the \$125 Site Plan Review Fee been paid? Yes No
(If no, the premise does not qualify for an outdoor extension)

Approval by the Common Council under Section 11.12(18) of the Code of Ordinances of the City of Neenah shall result in the outdoor area becoming a part of the description of the Premises, with said outdoor area also being subject to all State and City laws, rules, regulations, and lawful orders governing "Class B", Class "B" and/or "Class C" Premises.

What type of activity is planned for the outdoor area? Eating and drinking

Outdoor Area Uses: The outdoor premises shall only be used for serving food & alcohol and for smoking purposes. No part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball. Service in the outdoor premises shall be limited to persons seated at tables. Number of Tables: 10-12

Temporary Wind Break: Between December 1 and March 31, windbreaks consisting of a minimum 3/16 inch thick clear acrylic material meeting all local and state codes and referenced standards may be installed on the perimeter of the outdoor premises. The Temporary Wind Break shall comply with the requirements of Wis. Stat. §101.123 so that the outdoor premise does not become an enclosed place as defined in Wis. Stat. §101.123(1)(ak) when the Temporary Wind Break is installed. No obstructions of any kind may be posted on the clear acrylic material.

Music Prohibited: Amplified sound from any source is prohibited within 150' of residential property.

Sound: Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 db from 7 a.m. to 9 p.m. and 65 db from 9 p.m. until closing. Three or more noise complaints filed against the owner of an Outdoor Premise during a license period (July 1 to June 30), and verified by the Neenah Police Department, shall constitute sufficient grounds to revoke the Outdoor Premises Permit granted under this section, subject to a hearing requirement under section 4-96 of the Municipal Code.



City of Neenah Community Development
211 Walnut Street
Neenah WI 54956
Ph 920.886.6130

April 08, 2024

RICH VAN SISTINE
VAN SISTINE HOMES, LLC
1430 FREEDOM CT
NEENAH, WI 54956

**RE: Site Plan (Sidewalk Cafe) - 207 W Wisconsin Avenue - Urban Market Site Plan - Minor Review () Status
Approved**

Dear RICH VAN SISTINE:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt
Deputy Director of Community Development and Assessment
bschmidt@neenahwi.gov
920-886-6126

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

Sidewalk Cafe

1. Service in the sidewalk cafés shall be limited to persons seated at tables or at a bar. Appropriate signage must be affixed to each table notifying customers that alcoholic beverages may only be in possession while seated within the approved sidewalk café.
2. Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises, or left unattended.
3. In order to reduce or eliminate unsightly items, sidewalk café furniture must be kept in a state of good repair and condition and free from the following conditions: rust, chipped or peeling paint or finishes, delaminating or peeling materials, missing hardware, rotting materials, poor craftsmanship or construction that would cause the item to be structurally unsound and thereby pose a health or safety hazard, or any other condition that the Department of Community Development deems to be contrary to the purposes of promoting visually appealing and structurally sound sidewalk furniture.
4. Liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy for the licensed sidewalk café site will be required, including insurance to cover liquor liability, to the extent specified by and on forms approved by the City Attorney's Office.
5. Advertising on sidewalk café furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed two inches in height by eight inches in width (three inches in height by eight inches in width on umbrellas), with a limit of one per piece of sidewalk café furniture; incidental logos that are affixed by the manufacturer and do not advertise the permittee's business.
6. Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.

Outdoor Premises (beer garden)

1. Openings in the outdoor area shall not require installation of gates, but in any opening where persons may pass from the outdoor area to an unlicensed area shall contain signs indicating that open intoxicants are prohibited beyond the licensed premises. In addition, signs shall be posted towards the area outside of the licensed outdoor area indicating that persons under age 21 are not permitted without legal guardian at least 21 years of age.
 2. Service in the outdoor premises shall be limited to persons seated at tables or at a bar.
 3. The outdoor premises shall only be used for serving food and alcohol and no part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball.
 4. Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.
 5. Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 dB(A) from 7:00 a.m. to 9:00 p.m. and 65 dB(A) from 9:00 p.m. until closing.
-



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: Gerry Kaiser, Director
DATE: April 8, 2024
RE: Revocable Occupancy Permit – Urban Market, 207 W. Wisconsin Avenue

The owner of Urban Market, 207 W. Wisconsin Avenue, is requesting permission to place two poles within Wisconsin Avenue right-of-way for purposes of stringing lights over the sidewalk café area adjacent to the business. The poles would be placed in line with the existing street light poles along Wisconsin Avenue. In addition, the requestor intends to use two city street light poles to support the light strings. They will be responsible for the installation and maintenance of these poles and light strings.

The revocable occupancy permit that allows these occupancies is attached.

Staff recommends Council approval of the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting.

**REVOCABLE
OCCUPANCY PERMIT**

RE6035 90 Ch. 84 Wis. Stats.

Document No.

Exempt from fees: s 77.25(2r)

Occupant Name and Address: Urban Market Neenah, LLC 207 W. Wisconsin Avenue Neenah, WI 54956 10-0701-01-01
Agency Name and Address: City of Neenah 211 Walnut Street Neenah, WI 54956
Highway: W. Wisconsin Avenue
County: Winnebago
City: Neenah

This space reserved for recording data.

Return to: City Attorney David Rashid
Neenah City Administration Building
P.O. Box 426
Neenah, WI 54957

Encroachment Location: That portion of W. Wisconsin Avenue described as being part of the Southwest ¼ of the Southwest ¼ of Section 22, Township 20 North, Range 17 East, being part of the dedicated right-of-way for W. Wisconsin Avenue, City of Neenah, Winnebago County, Wisconsin, contained in the following:

Commencing at the westerly corner of Lot 1, Certified Survey Map 7639;

Thence, southeasterly along the north line of Wisconsin Avenue, a distance of 6 feet, to the POINT OF BEGINNING;

Thence, continuing southeasterly along the north line of Wisconsin Avenue, a distance of 70 feet;

Thence, southwesterly along a line perpendicular to the north line of Wisconsin Avenue, a distance of 14 feet;

Thence, northwesterly along a line parallel to the north line of Wisconsin Avenue a distance of 70 feet;

Thence, northeasterly along a line perpendicular to the north line of Wisconsin Avenue, a distance of 14 feet to the north line of Wisconsin Avenue and the POINT OF BEGINNING.

Encroachment Description: Two poles for hanging lights over sidewalk café area. Light strings attached to these poles and to two adjacent city streetlight poles.

The use and occupancy of Highway right of way under this permit is conditioned upon the Occupant's compliance with these provisions:

1. This permit only authorizes the described encroachment to remain temporarily within the W. Wisconsin Avenue right-of-way.
2. In the event that the City deems it necessary to revoke this permit on the basis of a need to expand capacity or improve safety, the City reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon sixty (60) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice and restore the existing surface to the specifications of the Agency.
3. If the City determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of highway maintenance, creates conditions adverse to the best interests of the highway users, the general public, or presents a threat to highway safety, then the Occupant, upon notification by the City shall promptly remove the encroachment from the highway right of way. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice and restore the existing surface to the specifications of the City.
4. Occupant shall provide the City with a Certificate of Liability Insurance naming the City of Neenah its officers, council members, agents, employees, and authorized volunteers as additional insured(s) with no exclusions in the form of General Commercial Liability Insurance. The Occupant agrees to indemnify the City for any applicable deductibles under the policy.
5. Occupant is responsible for all maintenance of the encroachment. Failure to maintain the occupancy will be grounds to require its removal.
6. The City shall approve the connection method used to attach the string lights to the City's streetlight poles. Should the City's streetlight poles show excess wear due the attached string lights, the City may require removal of those attachments.
7. Electrical work required for the installation of the encroachment shall comply with the latest revision of the National Electric Code.
8. Issuance of this permit shall not be construed as a waiver of the Occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.

- 9. Traffic control required for installation of the encroachment shall be done in compliance with the Federal Highway Administration's Manual on Uniform Traffic Control Devices.
- 10. Failure by the Occupant to comply with the provisions of this permit is cause for the City to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.

Approved for the City of Neenah

 (Signature) (Date)

Jane Lang

 (Print or Type Name)

Mayor

 (Title)

Attest

 (Signature) (Date)

Charlotte Nagel

 (Print or Type Name)

City Clerk

 (Title)

STATE OF WISCONSIN)
) ss. _____
 COUNTY OF WINNEBAGO)
 (Date)

On the above date, this instrument was acknowledged before me by the named person(s).

 (Signature, Notary Public, State of Wisconsin)

 (Print or Type Name, Notary Public, State of Wisconsin)

 (Date Commission Expires)

Approved for Occupant

 (Signature) (Date)

 (Print or Type Name)

 (Title)

STATE OF WISCONSIN)
) ss. _____
 COUNTY OF WINNEBAGO)
 (Date)

On the above date, this instrument was acknowledged before me by the named person(s).

 (Signature, Notary Public, State of Wisconsin)

 (Print or Type Name, Notary Public, State of Wisconsin)

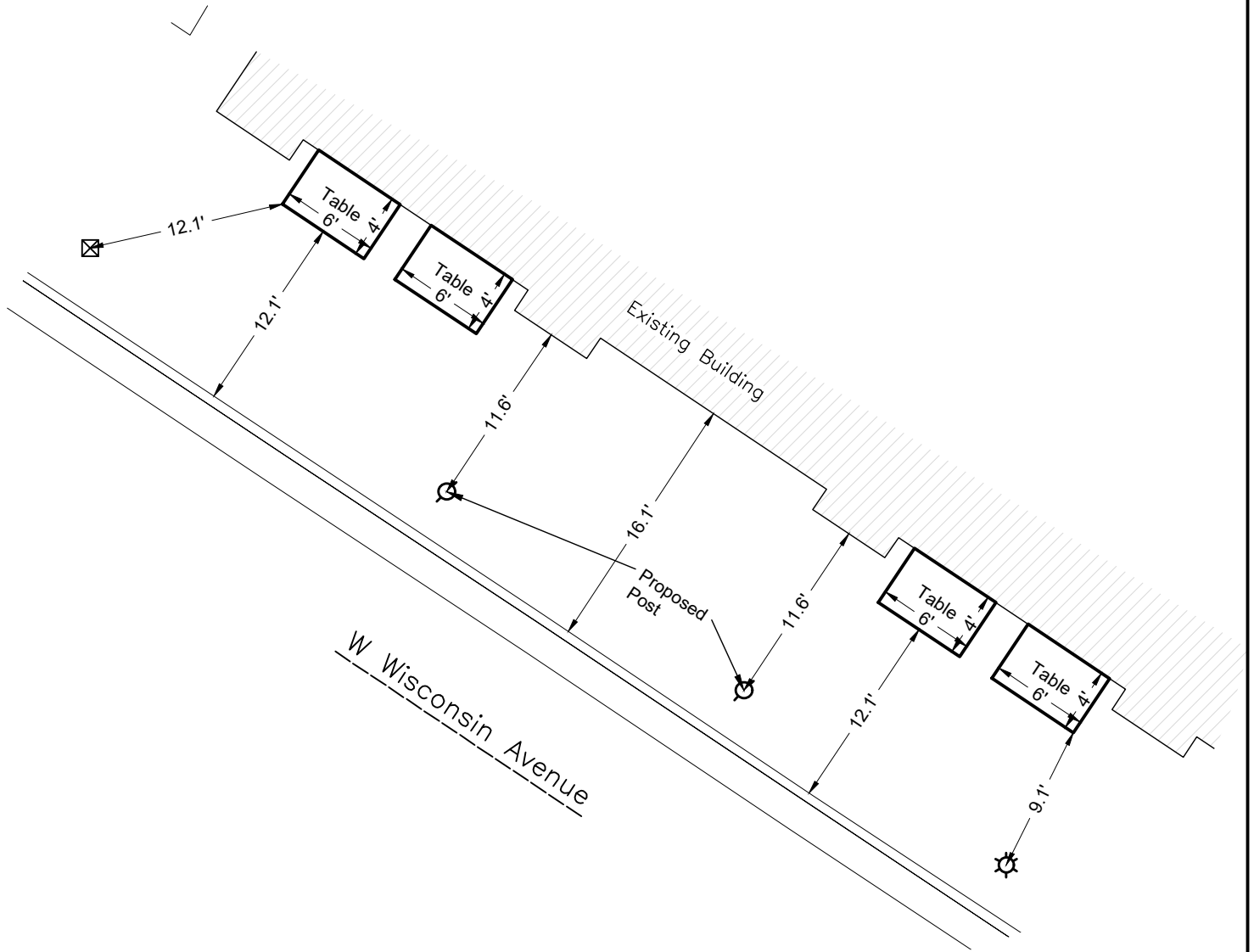
 (Date Commission Expires)

Exhibit

207 W. Wisconsin Avenue

City of Neenah, Winnebago County, WI

For: Urban Market Neenah



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952

Ph: 920-991-1866 Fax: 920-441-0804

www.davel.pro



MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 9, 2024
4:15 p.m.

Present:

Mayor Jane Lang, Chairperson	ABSENT	Alderman Dan Steiner, Vice Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT
Kate Hancock-Cooke	ABSENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	PRESENT	Sarah Moore-Nokes	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Community Development Specialist	Alderman Cari Lendrum
Frank Cuthbert, 1533 Fallow Dr, Neenah		

Minutes: MSC Kaiser/Genett, the Plan Commission, to approve the March 26, 2024 meeting minutes. All voting aye. Motion passed.

Public Appearances: None.

Public Hearings: None

Action Items:

- a. **Site Plan Review #3-24 – 2455 Schultz Drive – Edgewater Door Co.**

Deputy Director Schmidt went over the request received from Edgewater Door to construct a new, 45,500 square foot manufacturing facility at 2455 Schultz Drive. The property is 9.8 acres in size and includes frontage along Schultz Drive in the City’s Southpark Industrial Center. The subject parcel and all the land surrounding it is zoned I-1, Planned Business District. The proposed construction meets all required setbacks and is below lot coverage and height maximums. The parking and landscape plans meet or exceed the requirements. The exterior façade of the one-story office portion of the building includes architectural wall panels, and precast concrete panels. The remainder of the manufacturing portion of the building is primarily constructed with metal panels and includes several window openings. The site will include two dry ponds to help to control peak flow into the regional stormwater pond during a major rain event.

Edgewater Door currently has a facility in the city on N. Western Avenue and that operation would be relocating to this property. The company does plan to expand even beyond this first building phase and this project will be half of the full development.

Member Kaiser asked if the two dry ponds would meet the requirements for the future expansion as well as for this first phase of the development. Director Schmidt indicated that he believes that is the case.

Member Andrews asked about the future expansion and what would need to be done about the wetlands on this property. The expansion will be toward the west. The city did deal with

Plan Commission Minutes

April 9, 2024

Page 2

wetlands on this property in the past – some of the wetland was determined to be artificial at that time.

Member Andrews also commented that some of the plants that will be used in the landscaping are being banned in other states because they are invasive and that he would like to see more diversity of plant elements in landscaping plans. Deputy Director Schmidt said that it is something that the Plan Commission will discuss as part of the Comprehensive Plan review.

MSC Andrews/Moore-Nokes, the Plan Commission, to approve the site plan for a new manufacturing facility at 2455 Schultz Drive subject to the Site Plan Review letter comments. All voting aye. Motion passed.

b. Site Plan Review (Sidewalk Café) – 207 W. Wisconsin Avenue – Urban Market

Deputy Director Schmidt went over the request from Spencer Anvelink (Urban Market Neenah, LLC) for Site Plan Approval to allow for a Sidewalk Café to serve Urban Market patrons along Wisconsin Avenue (corner of W. Wisconsin Avenue and Church Street).

Four tables, each approximately 4' by 6' in size, will be placed adjacent to the 207 W. Wisconsin Avenue building. The sidewalk width in the proposed seating location and will allow over 6 feet of sidewalk width for safe pedestrian passage. This exceeds the minimum requirement set by ordinance. The applicant is also proposing to place two tables in the alley between Urban Market and The Plaza. The location and placement of the tables meets ordinance requirements.

MSC Genett/Andrews, the Plan Commission, to approve the Site Plan for the Sidewalk Café Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye. Motion passed.

Comprehensive Plan – Plan Commission Implementation Items

Deputy Director Schmidt discussed a document from the comprehensive plan that focuses on items the plan commission can review. He suggested that Plan Commission members begin to prioritize Comprehensive Plan Implementation Items that are listed in the document and the group will discuss at the next meeting.

Announcements and Future Agenda Items: Next meeting is scheduled for April 23, 2024.

Adjournment: The Commission adjourned its meeting at 4:58 p.m. MSC Kaiser/Ellenberger. All voting Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson

Community Development Specialist, Department of Community Development

**Minutes of the Board of Public Works Meeting
Tuesday, April 9, 2024 at 10:00 AM**

MEMBERS PRESENT: Public Works Director Kaiser, Director of Community Development & Assessment Haese, City Attorney Rashid, and Aldermen Hillstrom and Lendrum. Mayor Lang and Director of Finance Rasmussen were excused.

ALSO PRESENT: Director of Water Utility Mach and City Clerk Nagel.

CALL TO ORDER: Alderman Hillstrom called the meeting to order at 10:05 AM.

I. Approval of the minutes of the March 28, 2024 meeting. (Minutes can be found on the city website)
MSC Haese/Lendrum to approve the meeting minutes as presented, all voting aye.

II. Appearances.
None.

III. Unfinished Business.
None.

IV. New Business.

A. Public Works

1. Pay Request No.1, Contract 1-24, Sanitary & Storm Sewer, Water Main & Services, and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street, Stevens Street, to David Tenor Corporation, in the amount of \$151,686.39. (Attachment)
MSC Kaiser/Lendrum to approve Pay Request No. 1, Contract 1.24 in the amount of \$151,686.39 to David Tenor Corporation, all voting aye.

Info.

Sanitary sewer main has been installed on Cedar from Winnebago Heights to Fairview. Sanitary sewer work is ongoing on Belmont Av and Belmont Ct.

2. Pay Request No.1, Contract 3-24, Sanitary & Storm Sewer, Water Main & Services, and Street Construction, on Bayview Road, Quarry Lane, and Reed Street to Donald Hietpas & Sons Construction, in the amount of \$166,784.97. (Attachment)
MSC Kaiser/Lendrum to approve Pay Request No.1, Contract 3-24 in the amount of \$166,784.97 to Donald Hietpas & Sons Construction. All voting aye

Info.

Utility work on Bayview is complete. The contractor is starting utility construction on Quarry. The project is progressing at a regular pace.

B. Water Utility

1. Pay Request No. 4, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$63,736.10. (Attachment) Haese/Lendrum to approve Pay Request No. 4, Contract 2-23W, in the amount of \$63,736.10 to RJM Construction, LLC., all voting aye

Info.

The building walls are up. The next phase is interior walls and pour the slab. Electrical/mechanical and HVAC is going to be bid separately. The Water Utility is doing the best as possible to keep the costs down.

Security of building as it is being constructed was discussed.

V. Any announcements/questions for the Board.

Two contracts opening this week: the roof at the city garage and the Winneconne/Commercial Street right turn lane. There will be a Board of Public Works meeting later this month for those contracts.

There was discussion on road construction notifications. Director Kaiser stated staff uses a variety of methods to contact those affected by our projects.


For the Doty Avenue project, 106 construction notices were sent out, almost double the number of abutting properties. This included mailings to tenants of commercial and residential multi-tenant buildings. Five notices were returned as undeliverable. After mailings were sent but before construction started, Office Manager Mroczkowski was in contact with a couple of tenants from the downtown businesses.

In addition to the mailings, Traffic Engineer Merten posted a Street Closure notice. Future Neenah Incorporated is a recipient of these notices. It is staff's understanding that Future Neenah distributes these notices to their email list, which should include the downtown businesses. Efforts to notify both businesses and residents went above and beyond what was required or customary.

VI. Adjournment.

MSC Lendrum/Kaiser to adjourn, all voting aye. Meeting adjourned at 10:24 AM.

Respectfully Submitted,



Charlotte Nagel
City Clerk

CITY OF NEENAH
 BID TAB CONTRACT 8-24
 HMA REPAIRS

Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		MCC, Inc.		Northeast Asphalt, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	402.1.7.4	Unclassified Excavation	Cu. Yd.	250	\$25.00	\$6,250.00	\$36.50	\$9,125.00	\$19.90	\$4,975.00
2	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	725	\$3.00	\$2,175.00	\$3.70	\$2,682.50	\$2.75	\$1,993.75
3	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	500	\$25.00	\$12,500.00	\$26.30	\$13,150.00	\$21.25	\$10,625.00
4	402.2.8.1	HMA Pavement Repair	Ton	500	\$160.00	\$80,000.00	\$110.65	\$55,325.00	\$187.50	\$93,750.00
5	402.2.8.2	HMA Pavement Repair Preperation	Sq.Yd.	2000	\$25.00	\$50,000.00	\$8.25	\$16,500.00	\$23.90	\$47,800.00
6	306.6	Adjust Storm Manhole	Each	5	\$750.00	\$3,750.00	\$1,370.00	\$6,850.00	\$1,500.00	\$7,500.00
7	706.1	Install and Maintain Traffic Control	Lump Sum	1	\$15,000.00	\$15,000.00	\$3,310.00	\$3,310.00	\$17,000.00	\$17,000.00
Base Bid Street Construction						\$169,675.00		\$106,942.50		\$183,643.75
8	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	2650	\$3.00	\$7,950.00	\$5.35	\$14,177.50	\$2.04	\$5,406.00
9	402.2.7.2	Saw/Mill Existing Asphalt Pavement	Lin. Ft.	200	\$3.00	\$600.00	\$2.25	\$450.00	\$1.00	\$200.00
10	402.1.7.4	Unclassified Excavation	Cu. Yd.	1800	\$15.00	\$27,000.00	\$26.20	\$47,160.00	\$14.62	\$26,316.00
11	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	2650	\$2.50	\$6,625.00	\$2.50	\$6,625.00	\$2.20	\$5,830.00
12	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	2700	\$18.00	\$48,600.00	\$22.20	\$59,940.00	\$18.58	\$50,166.00
13	402.1.7.6	Fine Grade Parking Lot	Sq. Yd.	2650	\$3.00	\$7,950.00	\$2.15	\$5,697.50	\$1.65	\$4,372.50
14	402.2.4.1	Furnish & Install HMA Pavement (5-inch)	Ton	740	\$75.00	\$55,500.00	\$81.75	\$60,495.00	\$75.45	\$55,833.00
15	305.7	Adjust Storm Catch Basin	Each	2	\$750.00	\$1,500.00	\$1,368.00	\$2,736.00	\$1,500.00	\$3,000.00
Tullar Garage Alternate Bid						\$155,725.00		\$197,281.00		\$151,123.50
Base Bid Total:						\$325,400.00		\$304,223.50		\$334,767.25

City of Neenah
Department of Public Works
Contractor Request for Payment

Contractor Name: David Tenor Corporaton		Contract No.	1-24
Address: 1651 Brookfield Ave Ste12		Contract Amount	\$3,295,454.70
City Green Bay WI 54313			
Name of Project	Sanitary & Storm Sewer, Water Main and Street Construction		
Location of Project	Belmont Ave, Belmont Ct, Cedar St, Stevens St		
Pay Request No.	1	For Period	March 1, 2024 to March 31, 2024

CONTRACT SUMMARY

Original Contract Amount	\$3,295,454.70
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$3,295,454.70</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$159,669.88
Less Retainage of 5%. If different indicate here	\$7,983.49
Net Amount Earned to Date	\$151,686.39
Less Previous Payments	\$0.00

BALANCE DUE THIS PAYMENT


\$151,686.39

CONTRACT BREAKOUT

	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Belmont Ave	046-5050-743.02-36	SEW05	\$160,000.00	\$109,839.00	\$0.00	\$0.00
Belmont Ct	046-5050-743.02-36	SEW06	\$150,000.00	\$102,974.00	\$0.00	\$0.00
Cedar St	046-5050-743.02-36	SEW04	\$520,000.00	\$356,977.00	\$129,495.64	\$0.00
Stevens St	046-5050-743.02-36	SEW03	\$370,000.00	\$254,002.00	\$22,190.75	\$0.00
Belmont Ave	049-5050-743.02-36				\$0.00	\$0.00
Belmont Ct	049-5050-743.02-36	STW03	\$110,000.00	\$110,000.00	\$0.00	\$0.00
Cedar St	049-5050-743.02-36	STW02	\$100,000.00	\$100,000.00	\$0.00	\$0.00
Misc Repairs	049-5050-743.02-36	STW05	\$100,000.00	\$23,962.50	\$0.00	\$0.00
Belmont Ave	400-0499-770-9999	WO538	\$59,000.00	\$59,000.00	\$0.00	\$0.00
Belmont Ct	400-0499-770-9999	WO539	\$95,000.00	\$95,000.00	\$0.00	\$0.00
Cedar St	400-0499-770-9999	WO537	\$473,000.00	\$530,388.00	\$0.00	\$0.00
Stevens St	400-0499-770-9999	WO536	\$238,000.00	\$238,000.00	\$0.00	\$0.00
Belmont Ave	012-4350-743.02-36	STR08	\$150,000.00	\$154,000.00	\$0.00	\$0.00
Belmont Ct	012-4350-743.02-36	STR09	\$180,000.00	\$184,000.00	\$0.00	\$0.00
Cedar St	012-4350-743.02-36	STR07	\$644,000.00	\$657,000.00	\$0.00	\$0.00
Stevens St	012-4350-743.02-36	STR06	\$308,000.00	\$320,312.20	\$0.00	\$0.00
			\$3,657,000.00	\$3,295,454.70	\$151,686.39	\$0.00

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits

Certified by Engineer		Date: <u>4-5-24</u>
Certified by Public Works		Date: <u>4-8-24</u>
Certified by Water Utility		Date:
Certified by Contractor		Date:
Approved BPW		Date:
Approved Common Council (Final Payments Only)		Date:

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	4,465.00	\$80.00	\$357,200.00	1,341.00	1,341.00	\$107,280.00	\$5,364.00	\$101,916.00
2	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	2,000.00	\$85.00	\$170,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
3	102.4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	100.00	\$60.00	\$6,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
4	102.6	Reconnect Lateral to Main	Each	5.00	\$450.00	\$2,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00
5	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	1,900.00	\$5.15	\$9,785.00	0.00	0.00	\$0.00	\$0.00	\$0.00
6	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200.00	\$7.21	\$1,442.00	0.00	0.00	\$0.00	\$0.00	\$0.00
7	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	4.00	\$2,060.00	\$8,240.00	0.00	0.00	\$0.00	\$0.00	\$0.00
8	103.4	Reconnect Under Basement Floor - Pipeburst	Each	72.00	\$2,575.00	\$185,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
9	103.5	Extra Hole - Pipeburst	Each	3.00	\$515.00	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00
10	103.6	Remove Building Footing to allow Pipeburst	Each	10.00	\$103.00	\$1,030.00	0.00	0.00	\$0.00	\$0.00	\$0.00
11	104.1	Furnish and Install Standard Manhole	Lin. Ft.	120.00	\$564.00	\$67,680.00	83.67	83.67	\$47,189.88	\$2,359.49	\$44,830.39
12	105.2	Adjust Sanitary Manhole	Each	2.00	\$450.00	\$900.00	0.00	0.00	\$0.00	\$0.00	\$0.00
13	105.6	Remove Sanitary Manhole	Each	18.00	\$400.00	\$7,200.00	13.00	13.00	\$5,200.00	\$260.00	\$4,940.00
14	106.1	Clean and Televiser Sewer (Sanitary only)	Lump Sum	1.00	\$5,120.00	\$5,120.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Sanitary Sewer									\$159,669.88	\$7,983.49	\$151,686.39

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
15	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	30.00	\$205.00	\$6,150.00	0.00	0.00	\$0.00	\$0.00	\$0.00
16	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	2,975.00	\$83.00	\$246,925.00	0.00	0.00	\$0.00	\$0.00	\$0.00
17	201.1.5	Furnish & Install 16-inch PVC C-900 Main	Lin. Ft.	1,738.00	\$163.00	\$283,294.00	0.00	0.00	\$0.00	\$0.00	\$0.00
18	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	1,700.00	\$62.00	\$105,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
19	202.2.2	Furnish & Install 1.25-inch PE Water Service in ROW by Pulling	Lin. Ft.	50.00	\$28.00	\$1,400.00	0.00	0.00	\$0.00	\$0.00	\$0.00
20	202.3.2	Furnish & Install 1.25-inch PE Water Service in ROW by Drilling	Lin. Ft.	50.00	\$30.90	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00
21	202.4.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Trenching	Lin. Ft.	50.00	\$30.00	\$1,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00
22	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling	Lin. Ft.	50.00	\$30.90	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00
23	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	50.00	\$30.90	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
24	202.7.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	1,400.00	\$5.15	\$7,210.00	0.00	0.00	\$0.00	\$0.00	\$0.00
25	202.8.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	50.00	\$10.00	\$500.00	0.00	0.00	\$0.00	\$0.00	\$0.00
26	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	76.00	\$619.00	\$47,044.00	0.00	0.00	\$0.00	\$0.00	\$0.00
27	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	18.00	\$450.00	\$8,100.00	0.00	0.00	\$0.00	\$0.00	\$0.00
28	203.1.3	Water Service Connection to Structure	Each	54.00	\$515.00	\$27,810.00	0.00	0.00	\$0.00	\$0.00	\$0.00
29	203.1.4	Water Service Extra Hole (Curb Stop Connection)	Each	3.00	\$515.00	\$1,545.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30	203.1.6	Abandon Valve Box	Each	8.00	\$200.00	\$1,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00
31	203.1.7	Abandon Valve Manhole	Each	1.00	\$500.00	\$500.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	11.00	\$2,800.00	\$30,800.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33	9999.1	Furnish & Install 16-inch Horizontal Gate Valve and Box	Each	5.00	\$17,450.00	\$87,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34	205.1	Furnish & Install Hydrant, Lead and Valve	Each	8.00	\$7,450.00	\$59,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00
35	205.2	Abandon Hydrant	Each	3.00	\$375.00	\$1,125.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
								\$0.00	\$0.00	\$0.00	
36	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	500.00	\$60.00	\$30,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
37	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	1,500.00	\$57.00	\$85,500.00	0.00	0.00	\$0.00	\$0.00	\$0.00
38	301.6	Furnish and Relay 15-inch Storm Sewer	Lin. Ft.	242.00	\$58.00	\$14,036.00	0.00	0.00	\$0.00	\$0.00	\$0.00
39	301.7	Furnish and Relay 18-inch Storm Sewer	Lin. Ft.	268.00	\$63.00	\$16,884.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	350.00	\$49.00	\$17,150.00	0.00	0.00	\$0.00	\$0.00	\$0.00
41	304.1	Furnish and Install Sump pump Pit (separate)	Each	3.00	\$772.50	\$2,317.50	0.00	0.00	\$0.00	\$0.00	\$0.00
42	304.2	Furnish and Install Sump Pump pit w/ Sanitary Pipeburst	Each	7.00	\$515.00	\$3,605.00	0.00	0.00	\$0.00	\$0.00	\$0.00
43	305.1	Furnish and Install Catch Basin	Each	16.00	\$1,980.00	\$31,680.00	0.00	0.00	\$0.00	\$0.00	\$0.00
44	305.8	Adjust Storm Catch Basin	Each	4.00	\$475.00	\$1,900.00	0.00	0.00	\$0.00	\$0.00	\$0.00
45	305.9	Remove Storm Catch Basin	Each	12.00	\$300.00	\$3,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00
46	306.1	Furnish and Install Storm Manhole	Lin. Ft.	31.00	\$590.00	\$18,290.00	0.00	0.00	\$0.00	\$0.00	\$0.00
47	306.8	Adjust Storm Manhole	Each	2.00	\$400.00	\$800.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48	306.9	Remove Storm Manhole	Each	8.00	\$350.00	\$2,800.00	0.00	0.00	\$0.00	\$0.00	\$0.00
49	309.5	Clean and Televiser Sewer (Storm only)	Lump Sum	1.00	\$3,200.00	\$3,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00
50	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	22.00	\$100.00	\$2,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
Storm Water									\$0.00	\$0.00	\$0.00
69	402.1.6.11	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	14,000.00	\$0.50	\$7,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	700.00	\$2.76	\$1,932.00	0.00	0.00	\$0.00	\$0.00	\$0.00
71	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	18,000.00	\$0.92	\$16,560.00	0.00	0.00	\$0.00	\$0.00	\$0.00
72	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	400.00	\$2.19	\$876.00	0.00	0.00	\$0.00	\$0.00	\$0.00
73	404.4.5	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	14,000.00	\$0.38	\$5,320.00	0.00	0.00	\$0.00	\$0.00	\$0.00
74	402.1.7.4	Unclassified Excavation	Cu. Yd.	7,000.00	\$10.71	\$74,970.00	0.00	0.00	\$0.00	\$0.00	\$0.00
75	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	15,200.00	\$2.14	\$32,528.00	0.00	0.00	\$0.00	\$0.00	\$0.00
76	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	10,000.00	\$16.07	\$160,700.00	0.00	0.00	\$0.00	\$0.00	\$0.00
77	402.1.1.4	Concrete Pavement 7-Inch	Sq. Yd.	12,800.00	\$46.67	\$597,376.00	0.00	0.00	\$0.00	\$0.00	\$0.00
78	403.2.1.1	Furnish and Install Concrete Curb & Gutter	Lin. Ft.	550.00	\$52.00	\$28,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00
79	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	12,400.00	\$7.67	\$95,108.00	0.00	0.00	\$0.00	\$0.00	\$0.00
80	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	18,500.00	\$7.21	\$133,385.00	0.00	0.00	\$0.00	\$0.00	\$0.00
81	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	600.00	\$2.03	\$1,218.00	0.00	0.00	\$0.00	\$0.00	\$0.00
82	402.1.7.5	Fine Grade Roadway	Sq. Yd.	5,300.00	\$3.01	\$15,953.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Contract 1-24
Utility Street Construction
Belmont Ave, Belmont Ct, Cedar St, Stevens St

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
83	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	1,180.00	\$83.59	\$98,636.20	0.00	0.00	\$0.00	\$0.00	\$0.00
84	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	7,500.00	\$5.46	\$40,950.00	0.00	0.00	\$0.00	\$0.00	\$0.00
85	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$4,200.00	\$4,200.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Street									\$0.00	\$0.00	\$0.00
Total						<u>\$3,295,454.70</u>			<u>\$159,669.88</u>	<u>\$7,983.49</u>	<u>\$151,686.39</u>

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: Donald Hietpas & Sons		Contract No.	3-24
Address: 1450 E North St		Contract Amount	\$1,705,724.90
City: Little Chute WI 54140			
Name of Project	Sanitary & Storm Sewer, Water Main and Street Construction		
Location of Project	Bayview Road, Quarry Lane, and Reed Street		
Pay Request No.	1	For Period	March 1, 2024 to March 31, 2024

CONTRACT SUMMARY

Original Contract Amount	\$1,705,724.90
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$1,705,724.90</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$175,563.13
Less Retainage of 5%. If different indicate here	\$8,778.16
Net Amount Earned to Date	\$166,784.97
Less Previous Payments	\$0.00

BALANCE DUE THIS PAYMENT

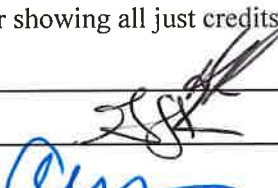

\$166,784.97

CONTRACT BREAKOUT

Street	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Bayview Rd	046-5050-743.02-36	SEW16	\$68,856.00	\$68,856.00	\$17,705.03	\$0.00
Quarry Ln	046-5050-743.02-36	SEW01	\$570,000.00	\$387,050.00	\$0.00	\$0.00
Misc Repairs	049-5050-743.02-36	STW05	\$100,000.00	\$68,052.50	\$0.00	\$0.00
Bayview Rd	400-0499-770-9999	WO542	\$205,000.00	\$184,633.65	\$149,079.94	\$0.00
Quarry Ln	400-0499-770-9999	WO534	\$315,000.00	\$332,276.20	\$0.00	\$0.00
Reed St	400-0499-770-9999	WO544	\$10,000.00	\$19,964.90	\$0.00	\$0.00
Bayview Rd	012-4350-743.02-36	STR11	\$250,000.00	\$193,000.00	\$0.00	\$0.00
Quarry Ln	012-4350-743.02-36	STR04	\$500,000.00	\$376,891.65	\$0.00	\$0.00
Reed St	012-4350-743.02-36	STR12	\$97,000.00	\$75,000.00	\$0.00	\$0.00
			\$2,115,856.00	\$1,705,724.90	\$166,784.97	\$0.00

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits.

Certified by Engineer		Date: 4-8-24
Certified by Public Works		Date: 4-8-24
Certified by Water Utility		Date: 4/8/2024
Certified by Contractor		Date:
Approved BPW		Date:
Approved Common Council (Final Payments Only)		Date:

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	2,075.00	\$71.62	\$148,611.50	174	174.00	\$12,461.88	\$623.09	\$11,838.79
2	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	1,125.00	\$80.00	\$90,000.00	0	0.00	\$0.00	\$0.00	\$0.00
3	102.4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	75.00	\$50.00	\$3,750.00	0	0.00	\$0.00	\$0.00	\$0.00
4	102.6	Reconnect Lateral to Main	Each	2.00	\$350.00	\$700.00	0	0.00	\$0.00	\$0.00	\$0.00
5	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	950.00	\$5.05	\$4,797.50	0	0.00	\$0.00	\$0.00	\$0.00
6	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200.00	\$7.07	\$1,414.00	0	0.00	\$0.00	\$0.00	\$0.00
7	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	2.00	\$1,010.00	\$2,020.00	0	0.00	\$0.00	\$0.00	\$0.00
8	103.4	Reconnect Under Basement Floor - Pipeburst	Each	43.00	\$2,525.00	\$108,575.00	0	0.00	\$0.00	\$0.00	\$0.00
9	103.6	Remove Building Footing to allow Pipeburst	Each	2.00	\$101.00	\$202.00	0	0.00	\$0.00	\$0.00	\$0.00
10	103.5	Extra Hole - Pipeburst	Each	2.00	\$505.00	\$1,010.00	0	0.00	\$0.00	\$0.00	\$0.00
11	104.1	Furnish and Install Standard Manhole	Ver. Ft.	34.00	\$525.00	\$17,850.00	11	11.00	\$5,775.00	\$288.75	\$5,486.25
12	105.2	Adjust Sanitary Manhole	Each	4.00	\$525.00	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00
13	105.1	Abandon Sanitary Manhole	Each	2.00	\$500.00	\$1,000.00	0	0.00	\$0.00	\$0.00	\$0.00
14	105.6	Remove Sanitary Manhole	Each	6.00	\$400.00	\$2,400.00	1	1.00	\$400.00	\$20.00	\$380.00
15	106.1	Clean and Televiser Sewer (Sanitary only)	Lump Sum	1.00	\$2,620.00	\$2,620.00	0	0.00	\$0.00	\$0.00	\$0.00
Sanitary Sewer						\$387,050.00			\$18,636.88	\$931.84	\$17,705.04

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1		Retainage Due this Period	Due this Estimate
								Contractor Completed This Period Quantity	\$		
16	9999.1	Furnish & Install 4-inch PVC C-900 Main	Lin. Ft.	5.00	\$267.00	\$1,335.00	0	0.00	\$0.00	\$0.00	\$0.00
17	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	15.00	\$140.00	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00
18	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	3,465.00	\$81.65	\$282,917.25	1,305	1,305.00	\$106,553.25	\$5,327.66	\$101,225.59
19	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	1,150.00	\$63.00	\$72,450.00	131	131.00	\$8,253.00	\$412.65	\$7,840.35
20	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	50.00	\$30.30	\$1,515.00	0	0.00	\$0.00	\$0.00	\$0.00
21	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling	Lin. Ft.	50.00	\$30.30	\$1,515.00	0	0.00	\$0.00	\$0.00	\$0.00
22	202.7.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	900.00	\$5.05	\$4,545.00	0	0.00	\$0.00	\$0.00	\$0.00
23	202.8.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	50.00	\$5.05	\$252.50	0	0.00	\$0.00	\$0.00	\$0.00
24	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	57.00	\$535.00	\$30,495.00	5	5.00	\$2,675.00	\$133.75	\$2,541.25
25	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	6.00	\$90.00	\$540.00	0	0.00	\$0.00	\$0.00	\$0.00

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate
26	203.1.3	Water Service Connection to Structure	Each	41.00	\$505.00	\$20,705.00	0	0.00	\$0.00	\$0.00	\$0.00
27	203.1.4	Water Service Extra Hole (Pipeburst/Pulling)	Each	2.00	\$505.00	\$1,010.00	0	0.00	\$0.00	\$0.00	\$0.00
28	203.1.6	Abandon Valve Box	Each	4.00	\$200.00	\$800.00	1	1.00	\$200.00	\$10.00	\$190.00
29	203.1.7	Abandon Valve Manhole	Each	2.00	\$350.00	\$700.00	0	0.00	\$0.00	\$0.00	\$0.00
30	9999.2	Furnish and install 16-inch hot tap and 8-inch valve (S. Park Avenue)	Each	1.00	\$6,025.00	\$6,025.00	1	1.00	\$6,025.00	\$301.25	\$5,723.75
31	9999.3	Furnish and install 10-inch sleeve (S. Park Avenue)	Each	1.00	\$3,250.00	\$3,250.00	0	0.00	\$0.00	\$0.00	\$0.00
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	11.00	\$2,620.00	\$28,820.00	4	4.00	\$10,480.00	\$524.00	\$9,956.00
33	205.1	Furnish & Install Hydrant, Lead and Valve	Each	10.00	\$7,580.00	\$75,800.00	3	3.00	\$22,740.00	\$1,137.00	\$21,603.00
34	205.2	Abandon Hydrant	Each	7.00	\$300.00	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00
35	9999.4	Relay Water Main on S. Commercial Street @ Professional Plaza	Lump Sum	1.00	\$7,500.00	\$7,500.00	0	0.00	\$0.00	\$0.00	\$0.00
36	9999.5	Relay Water Main and Furnish and Install Hydrant on S. Commercial Street @ Peckham Street	Lump Sum	1.00	\$33,356.00	\$33,356.00	0	0.00	\$0.00	\$0.00	\$0.00
37	9999.6	Relay Water Main on S. Commercial Street @ Byrd Avenue	Lump Sum	1.00	\$8,500.00	\$8,500.00	0	0.00	\$0.00	\$0.00	\$0.00
38	9999.7	Relay Water Main and Furnish and Install Hydrant on S. Commercial Street @ Alcot Drive	Lump Sum	1.00	\$19,500.00	\$19,500.00	0	0.00	\$0.00	\$0.00	\$0.00
Water						\$605,730.75			\$156,926.25	\$7,846.31	\$149,079.94

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No. 1			
								Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
39	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	165.00	\$62.00	\$10,230.00	0	0.00	\$0.00	\$0.00	\$0.00
40	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	40.00	\$75.00	\$3,000.00	0	0.00	\$0.00	\$0.00	\$0.00
41	301	Furnish and Relay 18-inch Storm Sewer	Lin. Ft.	25.00	\$80.00	\$2,000.00	0	0.00	\$0.00	\$0.00	\$0.00
42	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	400.00	\$47.00	\$18,800.00	0	0.00	\$0.00	\$0.00	\$0.00
43	304.1	Furnish and Install Sump pump Pit (separate)	Each	3.00	\$757.50	\$2,272.50	0	0.00	\$0.00	\$0.00	\$0.00
44	304.2	Furnish and Install Sump Pump pit w/ Sanitary Pipeburst	Each	6.00	\$505.00	\$3,030.00	0	0.00	\$0.00	\$0.00	\$0.00
45	305.1	Furnish and Install Catch Basin	Each	7.00	\$2,220.00	\$15,540.00	0	0.00	\$0.00	\$0.00	\$0.00
46	305.8	Adjust Storm Catch Basin	Each	2.00	\$550.00	\$1,100.00	0	0.00	\$0.00	\$0.00	\$0.00
47	305.9	Remove Storm Catch Basin	Each	7.00	\$300.00	\$2,100.00	0	0.00	\$0.00	\$0.00	\$0.00
48	306.1	Furnish and Install Storm Manhole	Ver. Ft.	7.00	\$760.00	\$5,320.00	0	0.00	\$0.00	\$0.00	\$0.00
49	306.8	Adjust Storm Manhole	Each	4.00	\$550.00	\$2,200.00	0	0.00	\$0.00	\$0.00	\$0.00
50	306.9	Remove Storm Manhole	Each	3.00	\$400.00	\$1,200.00	0	0.00	\$0.00	\$0.00	\$0.00
51	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	14.00	\$90.00	\$1,260.00	0	0.00	\$0.00	\$0.00	\$0.00
Storm Water						\$68,052.50			\$0.00	\$0.00	\$0.00
52	402.2.6.2	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	7,500.00	\$1.00	\$7,500.00	0	0.00	\$0.00	\$0.00	\$0.00
53	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	1,000.00	\$1.00	\$1,000.00	0	0.00	\$0.00	\$0.00	\$0.00
54	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.	850.00	\$2.50	\$2,125.00	0	0.00	\$0.00	\$0.00	\$0.00
55	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	11,500.00	\$0.75	\$8,625.00	0	0.00	\$0.00	\$0.00	\$0.00

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
56	402.2.6.1	Remove Concrete Pavement	Sq. Yd.	510.00	\$5.00	\$2,550.00	0	0.00	\$0.00	\$0.00	\$0.00
57	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	4,230.00	\$2.75	\$11,632.50	0	0.00	\$0.00	\$0.00	\$0.00
58	404.4.5	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	8,000.00	\$0.50	\$4,000.00	0	0.00	\$0.00	\$0.00	\$0.00
59	402.1.7.4	Unclassified Excavation	Cu. Yd.	6,250.00	\$11.00	\$68,750.00	0	0.00	\$0.00	\$0.00	\$0.00
60	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	10,400.00	\$2.10	\$21,840.00	0	0.00	\$0.00	\$0.00	\$0.00
61	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	8,500.00	\$15.75	\$133,875.00	0	0.00	\$0.00	\$0.00	\$0.00
62	402.1.1.6	Furnish and Install 8-inch Concrete Pavement	Sq. Yd.	275.00	\$77.75	\$21,381.25	0	0.00	\$0.00	\$0.00	\$0.00
63	403.2.1.7	Furnish and Install 30-inch Concrete Curb and Gutter (continuous)	Lin. Ft.	3,830.00	\$15.50	\$59,365.00	0	0.00	\$0.00	\$0.00	\$0.00
64	403.2.1.8	Furnish and Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	400.00	\$49.00	\$19,600.00	0	0.00	\$0.00	\$0.00	\$0.00
65	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	3,500.00	\$8.30	\$29,050.00	0	0.00	\$0.00	\$0.00	\$0.00
66	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	4,500.00	\$8.55	\$38,475.00	0	0.00	\$0.00	\$0.00	\$0.00
67	706.2	Install Detectable Warning Fields (supplied by City)	Each	14.00	\$75.00	\$1,050.00	0	0.00	\$0.00	\$0.00	\$0.00
68	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	200.00	\$1.00	\$200.00	0	0.00	\$0.00	\$0.00	\$0.00
69	402.1.7.5	Fine Grade Roadway	Sq. Yd.	10,000.00	\$1.26	\$12,600.00	0	0.00	\$0.00	\$0.00	\$0.00
70	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	2,220.00	\$67.77	\$150,449.40	0	0.00	\$0.00	\$0.00	\$0.00
71	9999.8	Furnish and Intall 4-inch HMA pavement repair	Sq. Yd.	1,225.00	\$18.08	\$22,148.00	0	0.00	\$0.00	\$0.00	\$0.00

Contract 3-24
Utility and Street Construction
Bayview Road, Quarry Lane, and Reed Street

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			
								Contractor Completed This Period Quantity	\$	Retainage Due this Period	Due this Estimate
72	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	2,750.00	\$7.37	\$20,267.50	0	0.00	\$0.00	\$0.00	\$0.00
73	706.1	Install and Maintain Traffic Control	Lump Sum	1.00	\$8,408.00	\$8,408.00	0	0.00	\$0.00	\$0.00	\$0.00
Street Construction						\$644,891.65			\$0.00	\$0.00	\$0.00
Total						\$1,705,724.90			\$175,563.13	\$8,778.16	\$166,784.97

Pay To: RJM Construction LLC
601 W Forest Street
Black Creek WI 54106

Contract No. 2-23W West Side Booster Station Building Construction
McMahon N0002-09-22-00496-A

Date: April 2, 2024

Pay Request No. 4

<u>Account Description</u>	<u>Account #</u>	<u>Payment</u>
		\$65,000.00
Retainage		\$1,263.90
West Side Booster Station	<u>400-0499-770-9999 WO506</u>	\$63,736.10

Approved by Water Utility April 2, 2024 

Approved by Board of Public Works April 9, 2024

Approved by Water Commission N/A

Number of Attachments 4

City of Neenah
Water Utility
Contract Payment Form

CERTIFICATE FOR PAYMENT

NEENAH WATER UTILITY
211 Walnut Street
Neenah, WI 54956

Contract No. N0002-09-22-00496-A
Project File No. N0002-09-22-00496
Certificate No. Four (4)
Issue Date: March 22, 2024
Project: NEENAH WATER UTILITY
Water Booster Station
Building Construction

This Is To Certify That, In Accordance With The Contract Documents Dated: August 1, 2023

RJM CONSTRUCTION, LLC
601 W. Forest Street
Black Creek, WI 54106

Is Entitled To Partial Payment For Work Performed Through: March 20, 2024

- Contractor's Application for Payment Attached
- Itemized Cost Breakdown Attached

Original Contract	<u>\$501,150.00</u>	Completed To Date	<u>\$290,297.00</u>
Net Change Orders	<u>\$0.00</u>	Retainage 2.5%*	<u>\$12,528.75</u>
Current Contract Amount	<u>\$501,150.00</u>	Subtotal	<u>\$277,768.25</u>
		Previously Certified	<u>\$214,032.15</u>

* 2.5% of Current Contract Amount

Amount Due This Payment:	\$63,736.10
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Please process and forward payment to RJM Construction, LLC.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



Anthony S. Kappell, P.E.
Associate / Senior Water & Wastewater Project
Manager

OWNER: NEENAH WATER UTILITY/CITY OF NEENAH
 211 WALNUT ST
 NEENAH WI 54956

PROJECT: Neenah Booster Pump Building

APPLICATION NO: 4

PERIOD TO: 3/20/2024

PROJECT NOS: N0002-09-22-00496-A

CONTRACTOR: ROM Construction LLC
 01 W Forest St
 Neenah Creek WI 54106

CONTRACT FOR: Neenah Booster Pump Building

CONTRACT DATE: 7/26/2023

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

VIA ARCHITECT:
 MCMAHON ASSOCIATES
 1445 MCMAHON DR
 NEENAH WI 54956

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge,
 information and belief the Work covered by this Application for Payment has been
 completed in accordance with the Contract Documents, that all amounts have been paid by
 the Contractor for Work for which previous Certificates for Payment were issued and
 payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: _____
 By: [Signature] Date: 3/20/2024

State of: Wisconsin County of: Outagamie
 Subscribed and sworn to before me this 20th day of March 2024
 Notary Public: [Signature]
 My Commission expires: 1/21/2026

ORIGINAL CONTRACT SUM \$ 501,150.00
 Net change by Change Orders \$ 0.00
 CONTRACT SUM TO DATE (Line 1 + 2) \$ 501,150.00
 TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 290,297.00

RETAINAGE:
 a. 5 % of Completed Work \$ 14,514.85
 (Column D + E on G703)
 b. 5 % of Stored Material \$ 0.00
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 14,514.85

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 277,768.25

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

AMOUNT CERTIFIED \$ 277,768.25

DEDUCTIONS
 \$ 14,514.85
 277,768.25
 214,032.15
 61,736.10
 225,367.85
 223,381.75

ARCHITECT: _____
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00
Total approved this Month		\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA® © 1992

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CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 4

Contractor's signed certification is attached.

APPLICATION DATE: 3/20/2024

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 3/20/2024

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: Neenah Booster Pump Building

N0002-09-22-00496-A

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						

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