

****AMENDED****
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
March 12, 2024 @ 6:30 PM
Hauser Room, 211 Walnut Street

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

A G E N D A

1. Approval of Minutes of the Meeting of February 27, 2024, and the Minutes of the Special Meeting of March 6, 2024 (Attachment)
2. Public Appearances
3. Ordinance regulating Camping on City Property and Amendments to the Opening Burning Ordinance (Attachment)
4. **Licenses**
 - a. **Approve the Temporary Class “B” (Picnic) License Application to Bergstrom Mahler Museum of Glass for Art After Dark (Attachment)**
5. 2024 City Hall HVAC Upgrade Proposal (Attachment)
6. Public Works General Construction and Department Activity Report (Attachment)
7. Announcements/Future Agenda Items
8. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, February 27, 2024

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

Excused: Alderperson Stevenson

Also Present: Mayor Lang, City 3 Rashid, Public Works Director Kaiser, Traffic Engineer Merten, Community Development Specialist Jefferson, Public Works Office Manager Mroczkowski, Dave Zehner, Jodi Zehner, and Kate Hancock Cooke

Public Appearance

Kate Hancock Cooke, 216 Bosworth Ct. – Ms. Cooke requested that the Committee reconsider installing a fence around the Douglas Park Pond.

Approval of Minutes of the Meeting of February 13, 2024

Motion/Second/Carried by Hillstrom/Weber to approve the minutes of the Meeting of February 13, 2024. All voting aye.

Bird Scooter Pilot Program

Community Development Specialist Jefferson reviewed her memo of February 20, 2024. She stated that 2023 was another successful ride year. She stated that there were approximately 11,000 rides taken and 30,000 miles traveled by more than 2,800 unique users. Community Development Specialist Jefferson stated that there were 111 complaints with 101 of those complaints submitted by one individual. She stated that Community Development received three complaints which were for scooters being left in front yards of resident's homes.

Community Development Specialist Jefferson stated that Bird Scooter filed Chapter 11 in 2023. She stated that the representative from Bird Scooter informed her that they have new investors, and they plan to hold all their municipal contracts.

Report **Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend the Common council to approve the Memorandum of Understanding between the City of Neenah and Bird Rides, Inc., extending the electric scooter pilot program through December 31, 2024. All voting aye.**

Motion/Second/Carried by Borchardt/Hillstrom to amend the Public Services and Safety Committee agenda to move agenda item No.6 up to agenda item No.4. All voting aye.

CTH “G” Traffic Impact Analysis

Traffic Engineer Merten provided a presentation on the CTH “G” traffic study procedures and results.

Aldersperson Hillstrom asked if the results of the traffic impact analysis will be used for compiling future 5-Year Capital Improvement Program (CIP) projects. Director Kaiser stated that Director Haese has asked for cost estimates for the future improvements in this area.

Aldersperson Borchardt asked what the threshold would have to be to consider putting an on/off ramp on CTH “G”. Director Kaiser stated this has been evaluated and it does not meet Wisconsin Department of Transportation threshold.

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to receive and file the CTH “G” Traffic Impact Analysis. All voting aye.

Motion/Second/Carried by Borchardt/Weber to amend the Public Services and Safety Committee agenda to move agenda item No.8 up to agenda item No.5. All voting aye.

S. Commercial Street-Conveyance of Rights

Director Kaiser reviewed his memo of February 21, 2024. He stated that the conveyances of rights relate to utility easements that front Commercial Street that we currently have with a private owner. He stated we will be acquiring the land for the Commercial Street project and then turn around and convey that easement to the City, as owner of the property, because our utility will still be there. He stated that the temporary construction easements are to allow construction activities to take place in that location and two other easement areas.

Following Discussion: Motion/Second/Carried by Hill/Weber to recommend Council authorize the appropriate city official to sign the Conveyance of Rights in Land and Temporary Construction Easements. All voting aye.

Ordinance Regulating Camping on City Property

City Attorney Rashid stated that there have been a lot of complaints about the loitering that has been taking place on city property and city right-of-way. He stated that at the request of the police department, staff investigated the whether the city could ban loitering and camping on city owned property and right-of-way. Attorney Rashid stated that many municipalities have attempted, unsuccessfully to ban it because they have tried to enforce on a criminal platform. He stated that staff has approached this as more of way of how to deter the loitering and camping. Attorney Rashid stated that staff feels that creating an ordinance violation which would be a monetary forfeiture if individuals were found to be non-compliant. Attorney Rashid stated that we have also included

Info Only

Report

wording on the handling of abandoned property and prohibiting opening burning in city right-of-way.

Aldersperson Borchardt asked with the intent that the ordinance is written, will there be activities or events that now will be prohibited and will it prevent residents from doing less intrusive things that were acceptable before.

Attorney Rashid stated that staff would have to consider those type of events or activities and report back to the Committee.

Consensus of the Committee was to have staff review the ordinance and consider events and activities that the city and residents do that may be impacted by the ordinance.

Industrial Drive Budget Status

Director Kaiser reviewed his memo of February 7, 2024. He stated that at the January 17 Public Services and Safety Committee discussion was held regarding the installation of accessible pedestrian signal pushbuttons (APS). He stated that out of that conversation, the committee asked for a status report of the Southview Industrial Center project carry forward funds. Director Kaiser stated that the traffic signal work is complete and with the approval of the installation of the APS pushbuttons at the January 14 meeting at the intersection of Bell/Industrial there is \$81,456.35 remaining in account 012-4519-742-0236.

Director Kaiser provided five suggestions available to Council for the use of these remaining funds. He stated that we can close the project and have the remaining funds be put in the Public Infrastructure Fund, provide APS pushbutton at other signalized intersections, begin to replace the trail along Industrial Drive, purchase mastic to use for joint repairs on industrial park roads, and replace street lighting from Bell Street to Enterprise Drive with LED fixtures and fiberglass poles. He stated that staff is asking the committee for direction on how the funds should be used.

Aldersperson Weber asked if, in the future, there will be a requirement for APS buttons at all signalized intersections. Traffic Engineer Merten stated that there is no official word yet from the Federal Highway Administration, but looking at a recently released report, he feels that is the direction they are leaning.

Aldersperson Hillstrom stated that typically he is not in favor of spending money just to spend it, but he would be supportive of doing one of these projects.

Aldersperson Lendrum asked why the mastic is being suggested on the industrial park roads. Director Kaiser stated that the road joints are failing, especially Progress Court and Discover Drive.

Aldersperson Borchardt stated that he trusts staff to determine the most appropriate and economical use of the funds.

Director Kaiser stated that the APS buttons would require a budget amendment because it is outside the industrial park area. He stated the two that are on the top of his list would be the repair of the trail along Industrial Drive and the joint repair with the mastic on the roads in the industrial park.

The Committee consensus to direct staff to use the funds as deemed fit and report back to the committee with the selected project.

North Street Construction-Intergovernmental Cooperation Agreement

Director Kaiser reviewed his memo of February 21, 2024. He stated that the City of Neenah and Village of Fox Crossing are working toward resurfacing North Street. He stated that the project entails reconstruction of the sanitary sewer, storm sewer, Neenah water main, and the street. He stated that an Intergovernmental Cooperation Agreement for this project is needed. Director Kaiser stated that Neenah will design and administer the project and will bill Fox Crossing periodically based on actual costs.

Director Kaiser stated that the agreement approaches the project cost differently depending on the type of work. He stated the street bid items are assigned a cost share based on where the work is needed which nets out to a 58% - 42% cost share; the sanitary sewer-the City is replacing sanitary sewer, but the Village is not; water main-the Village is replacing water main but the City is not; storm sewer-cost share varies depending on the section of main being replaced and the drainage area served by that section of main.

Following Discussion: Motion/Second/Carried by Hillstrom/Borchardt to recommend the Common Council authorize the appropriate city officials to sign the Intergovernmental Cooperation Agreement for the North Street Construction project. All voting aye.

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. Stonework on the water feature is complete. Pumps were installed 11/15. We are awaiting the meter socket for the electric service. 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 in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 3) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 4) Neenah Creek Bridge: Work is halted until spring. The remaining work is parapet staining, the east approach paving and trail repairs.

- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): The contract was awarded to David Tenor Corp. He is tentatively scheduled to mobilize the week of March 4.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Bids are scheduled for opening on 2/28/2024.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Bids are scheduled for opening on 2/28/2024.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Bids are scheduled for opening on 2/28/2024.
- 9) Contract 5-24 (North St - Utilities and Street): Bids are scheduled for opening on 3/13/2024.
- 10) Drop-off Center: The drop-off center is scheduled to open on March 1.

Director Kaiser stated that he will be sending out to Council the summarized comparison of the initially approved assessment, the estimated assessment based on the contract bid and then the actual assessments billed to the property owners based on the final quantities for the new subdivision streets constructed in 2023.


Announcements/Future Agenda Items

None

Adjournment

Motion/Second/Carried by Hillstrom/Weber to adjourn at 7:25 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Wednesday, March 6, 2024 - 6:30 PM

Present: Alderpersons Lendrum, Borchardt, Hillstrom, and Weber

Excused: Alderman Stevenson

Also Present: Mayor Lang, Director of Public Works Kaiser

Public Appearances: None

S. Commercial Street Real Estate - Request for Authorization to Approve Purchase Agreements:

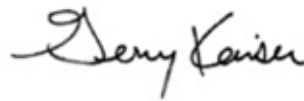
Director Kaiser outlined the normal process for purchasing real estate interests for transportation projects. He noted that the volume of parcels involved in the S. Commercial Street project calls for a more expedited approach. He reviewed the Nominal Payment Parcel Report that was prepared for the project based on a sales study. He noted that the report developed land values for each of the different types of land use along the project corridor. He requested that Council pre-approve the purchases using the Nominal Payment Parcel Report value as the purchase price and authorize him to approve purchases up to \$500 higher than the amount listed in the report.

Committee discussed several aspects of the project including general project layout, real estate impacts on certain properties, impacts on landscaping, fences or signs within the purchase area, and the cap on the purchase adjustment amount.

Following discussion, **Motion/Second/Carried Borchardt/Weber to recommend that Council authorize Director Kaiser to approve S. Commercial Street real estate purchase agreements with an allowance of \$500 over the Nominal Payment Parcel Report for any parcel and to bring to Council any agreements that fall outside of that allowance.** All voting aye.

Adjournment: **Motion/Second/Carried Borchardt/Weber to adjourn at 6:45 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

211 Walnut Street
Neenah, WI 54956



AN ORDINANCE:
Re: Camping on City Owned Property

ORDINANCE NO.

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Section of the Code of Ordinances of the City of Neenah is created read as follows:

- A. Definitions. For purposes of this section the following definitions apply:
1. *Camp or camping* means to set up or to remain in or at a campsite, including the storage of personal belongings or camping materials.
 2. *Campsite* means any place where any bedding, sleeping bag or other sleeping materials, or any stove, or fire, is placed, established, maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure or any vehicle used to facilitate same, or any part thereof.
 3. *Camping materials* means, but is not limited to, tents, tarps, umbrellas, metal sheeting, pallets, canopies, hammocks, hunting blinds, boxes, huts, temporary shelters, or vehicles.
 4. *Abandoned property* means any property possession of which has been relinquished or that has been otherwise left by the owner to fall into a state of disuse.
 5. *Right-of-way* means that area between the center line of the travel portion of any roadway, whether improved or merely platted as such, and the platted and adjacent property line, whether privately or publicly owned, including therebetween any grassy or other vegetation-covered portions often designated as terrace or parkway and including any hard-surfaced such area.
 6. *To store or storage* means to put aside or accumulate for use when needed to place for safekeeping or to leave in a location.
- B. Camping Prohibited. It is unlawful for any person to camp in or upon any city right-of-way or upon any other city property except as follows:
1. In campgrounds designated by the City that are signed, posted, or marked for overnight camping, or pursuant to otherwise applicable city ordinances, laws, rules, and regulations.
 2. During Special Events, as designated by the Chapter 14, Article V, of the Neenah Code of Ordinances where tarps, tents and awnings are permitted.

- 3. During Community Fest as sponsored by the Parks and Recreation Department, where tarps, tents and awnings are permitted by rule.
 - 4. By special or emergency declaration of the Mayor or Common Council.
- C. Violations.
- 1. Warning: No person shall be cited for violating this section unless such person shall continue to camp more than one hour after receiving a warning to cease their camping activities and or to vacate the place upon which they are so engaged. Such warning shall be given by a police officer or other authorized City officer or employee.
 - 2. Penalty: Any person in violation of this section shall be subject to the penalties as provided for in Sec. 1-20 of the Neenah Code of Ordinances.
- D. Abandoned Property. Pursuant to Wisconsin State Statute §66.0139 the City of Neenah Police Department will collect and hold abandoned property for 30 days after which the City may sell or dispose of said property pursuant to §66.0139(2-5).
- E. Disposal of abandoned property other than by public auction. The City may dispose of abandoned property by public auction pursuant to §66.0139(2), or by any other means whether by private sale, donation, destruction, or other appropriate disposal deemed to be in the best interest of the City.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Jane B. Lang, Mayor

Adopted: _____

Attest:

Approved: _____

Published: _____

Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542

Sec. 7-28. Open burning.

- (a) *Open burning prohibited.* No person, firm or corporation shall build any outdoor fire within the corporate limits of the City of Neenah except as set forth in Subsection (b) of this section.
- (b) *Exceptions.*
- (1) Outdoor cooking over a fire contained in a device or structure designed for such use.
- Material used to make a cooking fire cannot include construction materials, trash or rubbish.
 - All cooking devices must be in good working condition to prevent the possible spread of fire.
 - For all multifamily dwellings more than one story in height, the use and/or storage of any open or closed outdoor cooking device, any portable fireplace device, or any open flame device, is strictly prohibited above the first floor occupancy.
 - For all multifamily dwellings more than one story in height, the use of any open or closed outdoor cooking device, any portable fireplace device, or any open flame device is prohibited within ten feet of the structure on the ground floor or any combustible material on the ground floor.
 - No outdoor cooking shall be permitted in the City Right of Way.
- (2) *Recreational fires and permits.*
- Intent. It is the intent of the City that citizens shall have the opportunity to have recreational fires at single-family and two-family dwellings provided that such fires are in strict compliance with restrictions relating to recreational fires. It is further the intent of the City that the Police Department and Neenah Menasha Fire Rescue shall strictly enforce these restrictions so as to ensure that such fires do not compromise safety. Such enforcement shall require an investigation into any complaint and an independent determination by either the Police Department or the Neenah-Menasha Fire Rescue as to whether a particular recreational fire is in compliance with these regulations.
 - Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
 - In-ground fire pit* is defined as a fire pit surrounded on the outside by a non-combustible material such as concrete block or rocks.
 - Portable fire pit* is a structure or device intended to contain and control outdoor wood fires. This shall include a structure which although not portable, is designed to contain and control outdoor wood fires.
 - Recreational fire* is a campfire for the purpose of recreation and personal enjoyment.
 - No recreational fire may be started or allowed to continue burning unless such recreational fire is contained in a portable fire pit or an in-ground fire pit.
 - No recreational fire or portable fire pit or an in-ground fire pit shall be closer than ten feet from any building, structure, shed, garage, fence, or any combustible material.
 - All recreational fires shall have a diameter no larger than 30 inches nor may the fire extend more than two feet above the pit.

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- f. Portable fire pits, such as devices commercially designed and intended to control and contain outdoor wood fires, may be used in accordance with the manufacturer's specifications, and these regulations, and must be based upon a noncombustible surface.
 - g. No recreational fire shall be started or allowed to continue burning when the wind direction or wind speed will cause smoke, embers, or other burning materials to be carried by the wind toward any building or other combustible materials, nor any time when the wind speed exceeds seven miles per hour. Smoke from any recreational fire shall not create a nuisance for neighboring property owners. The fire shall be completely extinguished based upon the findings of the required investigation conducted by either the Police Department or Neenah Menasha Fire Rescue. The Police Department and the Fire Rescue Department shall strictly enforce this section so as to comply with the intent of Subsection (b)(2)(a).
 - h. Material for recreational fires or portable fire pit shall not include rubbish, garbage, recyclable items, trash, or any material made of petroleum-based materials, and shall not contain any flammable or combustible liquids, except for devices which are designed to burn LP gas. Such LP gas devices shall only be used per the manufacturers' listing instructions.
 - i. Adequate fire suppression equipment shall be immediately available to control or extinguish the recreational fire.
 - j. All recreational fires or portable fire pits shall be attended at all times by at least one responsible person of age 18 or older from the ignition of the fire until the fire is completely extinguished.
 - k. The property owner and/or person who has started any recreational fire shall hold the City harmless from any and all damages caused by a recreational fire.
 - l. Any party who has started or maintains a recreational fire as defined shall pay any and all costs incurred by Neenah-Menasha Fire Rescue for any service related call as a result of a recreational fire not in compliance with these requirements, if deemed necessary by the Fire Chief.
 - m. Any person who wishes to have a recreational fire in a portable fire pit or in-ground fire pit must obtain a permit from the City. The permit shall contain the name of the owner/occupant of the property and address of the location where the portable fire pit is to be used. Such permit is issued to the property and is not transferable to any other location. Such a permit shall issue upon a showing that there will be compliance with all applicable laws and ordinances.
 - n. The permit specified in Subsection (b)(2)m. of this section shall require an annual fee as established by the Common Council by resolution from time to time to be paid to and collected by the City. A copy of Section 7-28 shall be provided to the permittee along with the permit.
 - o. No recreational fire may be started or allowed to continue between 12:00 a.m. and 4:00 p.m. Any such fire is presumed unreasonable and must be extinguished upon demand.
 - p. Any recreational fire or portable fire pit or in-ground fire pit not in compliance with all the terms of this section may, in addition to any other penalties, result in the permanent revocation of the permit.
 - q. No recreational fire shall be started in the City Right of Way.
- (3) Controlled burning of grass or similar vegetation for environmental management purposes, is allowed with the prior written approval of the Fire Chief or Fire Marshal.
 - (4) Ceremonial campfire or bonfires, with prior written approval of the Fire Chief or Fire Marshal.
 - (5) Other occasions of desirable outdoor burning not specified by this subsection, but not as an alternative to refuse removal or disposal of which other methods are available, may be granted single occasion approval as in Subsections (b)(2) and (b)(3) of this section.

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- (6) Whenever approval and special permit are granted by the Fire Chief or Fire Marshal under Subsections (b)(3), (b)(4) and (b)(5) of this section, the permit may specify and be conditioned on observance of safety restrictions and insurance requirements set forth therein. Such permits shall be issued upon a showing that public safety will not be endangered and a further showing that there will be compliance with all applicable laws and ordinances.
- (c) *Chief may regulate and prohibit.* The Fire Chief or Fire Marshal is permitted to regulate and or prohibit any or all vegetation fires, recreational fires, and other permitted outdoor fires, when atmospheric conditions or local circumstances make such fires hazardous.
- (d) *Burning on streets.* No materials may be burned upon any street, curb, gutter or sidewalk.
- (e) *Liability.* Persons utilizing and maintaining outdoor fires shall be responsible for any liability resulting from damage caused by his fire.

(Ord. No. 2019-05, § 8, 8-7-2019; Ord. No. 2021-03, § 1, 3-17-2021)

Editor's note(s)—Ord. No. 2019, § 8, adopted Aug. 7, 2019, repealed the former § 7-28, and enacted a new § 7-28 as set out herein. The former § 7-28 pertained to similar subject matter and derived from the Code 1977, § 23.10; Ord. No. 1247, § 1, adopted Feb. 4, 2004; Ord. No. 1387, §§ 1, 2, adopted May 6, 2009; and Ord. No. 1414, §§ 1, 2, adopted Sept. 1, 2010.

Public Services & Safety Committee

March 12, 2024

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date(s) of Event
Bergstrom Mahler Museum of Glass	Art After Dark	Beer only	165 N. Park Avenue	March 21, 2024, 6-8 pm

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	Date(s) of Event	Approved
Bergstrom Mahler Museum of Glass	Art After Dark	Class B - Low Impact	165 N. Park Avenue	March 21, 2024, 6-8 pm	3/11/2024

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

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

FEE \$10.00 _____

Application Date: 02/05/2024

Town Village City of Neenah

County of Winnebago

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

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

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

at the premises described below during a special event beginning 03/21/2024 and ending 03/21/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

Bona fide Club

Church

Lodge/Society

Veteran's Organization

Fair Association or Agricultural Society

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

(a) Name Bergstrom-Mahler Museum

(b) Address 165 North Park Avenue, Neenah, WI 54956

(Street)

Town

Village

City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 04/05/1959

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

(f) Names and addresses of all officers:

President Ms. Kathleen A. Brost 165 N. Park Ave., Neenah, WI 54956

Vice President _____

Secretary Ms. Amy Pietsch 165 N. Park Ave., Neenah, WI 54956

Treasurer Mr. Fred C. Schwertfeger 165 N. Park Ave., Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: _____

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

(a) Street number 165 North Park Avenue, Neenah, WI 54956

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event March 2024 Art After Dark

(b) Dates of event 03/21/2024

DECLARATION

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

Officer Kathleen A. Brost
(Signature / Date)

Bergstrom-Mahler Museum, Inc.
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



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

M E M O R A N D U M

DATE: March 7, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: 2024 City Hall HVAC Upgrade Proposal

In a continuation of HVAC upgrades started in 2023 for the City Hall, staff requested a proposal from Energy Control & Design to upgrade the Third-floor variable air volume units (VAVs) and thermostats to digital controls. These upgrades will integrate with the digital HVAC control system installed in 2023, which allows remote building monitoring, control, and alarm notification.

The proposal includes the following:

- Remove the existing pneumatic controls.
- Install Siemens DXR terminal equipment controls onto 30 VAV boxes and 20 fan coil units.
- Replace 20 hot water zone valves.
- Install 30 full feature room sensors.
- Design modifications to provide a graphical user interface to the new controls.
- Floor plan and equipment graphics.
- Engineering and control drawings.
- Startup and commissioning.
- Truck and travel expenses.
- One-year warranty.

The cost for this proposal is \$64,271. The 2024 capital improvement budget includes \$60,000 for this work. At this point, we are expecting the other administration building project in the 2024 CIP, the roof coating system, to come in about \$10,000 under budget.

Staff recommends acceptance of the City Hall Third-floor VAV control upgrade proposal from Energy Control & Design in the amount of \$64,271.



M E M O R A N D U M

DATE: March 7, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Stone work on the water feature is complete. Pumps were installed 11/15. The meter pedestal has been delivered and is scheduled for installation the week of 3/11. Following that installation, We Energies will connect to the meter pedestal. 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): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 3) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 4) Neenah Creek Bridge: Parapet staining is scheduled for the week of 3/11. The remaining work is east approach paving and trail repairs.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): A pre-construction meeting was held on 3/5. The contractor is scheduled to mobilize the week of 3/11 and intends to start work on Cedar Street near Quarry Park.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): This project was awarded to Kruczek Construction. A schedule has not been set.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): The project was awarded to Don Hietpas & Sons, Inc. A pre-construction meeting was held on 3/7. The contractor intends to start work on Bayview Road the week of 3/11.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Bids were opened on 2/28/2024. They are being reviewed by the Board of Public Works on 3/14 and by the Water Commission on 3/18 with Council action planned for 3/20.
- 9) Contract 5-24 (North St - Utilities and Street): Bids are scheduled for opening on 3/13/2024.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Bids are scheduled for opening on 3/13/2024. Staff met with Jewelers Mutual to review the plans.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Bids are scheduled for opening on 3/27/2024.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Bids are scheduled for opening on 3/27/2024.
- 13) Contract 12-24 (Douglas Pond Storm Piping): Bids are scheduled for opening on 3/13/2024.

- 14) S. Commercial Street: A public information meeting and real estate meeting will be held on 3/14 in City Hall from 3-7 p.m. The project plans will be available for viewing and affected property owners will be able to meet with the city's real estate consultant to finalize purchase agreements.
- 15) Tullar Road Pavement Markings: Traffic Engineer Merten met with Police staff to review marking plans for Tullar Road. A final plan will be presented to Committee at an upcoming meeting.
- 16) Police Station Remodeling: Building Manager Benson will be starting work on the Police Station remodeling the week of 3/18.
- 17) City Hall Roof: Proposals are being received for coating the roof on City Hall.