



**City of Neenah**  
**COMMON COUNCIL AGENDA**  
**Wednesday, December 3, 2025 at 6:00 PM**  
**Neenah City Hall – 211 Walnut Street**  
**Council Chambers**

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
  - A. None.
- III. Approval of Council Proceedings (Unanimous Consent)
  - A. [Approval of the Council Minutes and Proceedings of November 18, 2025 Special Common Council Meeting and Budget Public Hearing.](#)
- 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
- VII. Reports of standing committees
  - A. [Regular Public Services and Safety Committee meeting of November 25, 2025:](#) (Chairman Lendrum/Vice Chairman Weber) (Minutes can be found on the City website)
    1. Committee recommends Council approve the Master Services Agreement with Stantec in the amount of \$25,000.00 for the professional services at Arrowhead Park environmental services. Funding for the agreement to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvement Budget. **(RollCall-Pro)**
    2. Committee recommends Council approve the 5-Year contract with Axon for 22 Taser 7's, accessories and cartridges for \$105,811.20 over a five-year period. Funding source to be the 2026-2030 Capital Equipment Budget. **(RollCall-Pro)**
    3. Committee recommends Council approve enter into a 49-month contract with Axon to activate ALPR on existing Fleet 3 squad cameras in the amount of \$33,767.10, being broken into 4 payments of \$8,441.76 in 2026; \$8,441.78 in 2027; \$8,441.78 in 2028 and \$8,441.78 in 2029. Funding source being the 2026-2029 Capital Equipment Budget. **(RollCall-Pro)**
    4. Committee recommends Council approve the proposal of Consolidated Construction Co., Inc., for the purchase of windowsill material for City Hall in the amount of \$28,177.00. **(RollCall-Pro)**
  - B. [Regular Finance and Personnel Committee meeting of November 24, 2025:](#) (Chairman Steiner/Vice Chairman Erickson) (Minutes can be found on the City website)
    1. Committee recommends Council approve the Term Sheet with Eminent Development Corporation to facilitate the construction of a mixed-use

development consisting of workforce housing and commercial space on city-owned property within the 1300 block of South Commercial Street. (Attachment) **(RollCall-Pro)**

2. Committee recommends Council approve Resolution 2025-17, approving the Neenah Central City Business Improvement District 2026 Operating Plan. **(RollCall-Pro)**
3. Committee recommends Council approve the purchase equipment, software, and services from Heartland Business Systems and Camera Corner Connecting Point, to upgrade servers and storage at our primary and disaster recovery datacenters at a cost not to exceed \$285,000, with funding coming from the Information Systems capital equipment budget, the Information Systems fund balance, and the Capital Equipment fund balance. **(RollCall-Pro)**

C. [Special Finance and Personnel Committee meeting of December 3, 2025:](#) (Chairman Steiner/Vice Chairman Erickson) (Minutes can be found on the City website)

1. Council to consider Committee recommendation for staff to enter into an agreement with CivicPlus to license and configure three software modules, and purchase any additional hardware needed, at a cost not to exceed \$68,000 for the first year, with funding coming from the 2026 Clerk capital equipment budget for Agendas and Minutes software, and the 2026 Information Systems capital equipment budget for multi-year software licensing. **(RollCall-Pro)**

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

A. [Regular Plan Commission meeting of November 25, 2025:](#) (Alderman Steiner) (Minutes can be found on the City website)

1. Report on Neenah Housing Study and Needs Assessment Implementation. **(No Action)**

B. [Board of Public Works meeting of December 1, 2025:](#) (Vice Chairman Lendrum) (Minutes can be found on the City website)

1. The Board recommends Council award Contract 12-25, Courtside Fields Storm Water Pond to MCC, Inc., in the amount of \$1,289,292.79, with funding outlined in Director Kaiser's Memo dated November 26, 2025. (Attachment) **(RollCall-Pro)**

C. [Report from the Library Board Meeting of November 19, 2025](#) – Alderman Erickson

D. [Report from the Parks & Recreation Commission Meeting of November 20, 2025](#) – Alderman Weber

IX. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.

X. Council Directives

- A. Motion by Lendrum, seconded by Ellis to direct staff to evaluate Section 4-95(e)(1) of the Municipal Code of Ordinances as it relates to the requirement of having a "Class A" Liquor Licensed establishments to have a separate entrance and cash register to be modified to

allow retail spaces under 3,000 square feet only one cash register and one entrance into their premises, therefore removing the requirement of a separate entrance and cash register for retail businesses under 3,000 square feet. **(RollCall-Pro)**

XI. Unfinished Business

XII. New Business

A. 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 e-mail [clerk@neenahwi.gov](mailto:clerk@neenahwi.gov) at least 48 hours prior to the scheduled meeting or event to request an accommodation.



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**M E M O R A N D U M - A M E N D E D**

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**DATE:** November 21, 2025 and Amended November 25, 2025  
**TO:** Chairman Steiner and Finance and Personnel Committee Members  
**FROM:** Kelly Nieforth, Director of Community Development and Assessment  
**RE:** **Eminent Development Corporation Term Sheet for South Commercial Mixed-Use Development**

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Attached for your review and consideration is a proposed Term Sheet with Eminent Development Corporation for the construction of workforce housing units and commercial space within the South Commercial Street corridor. Eminent Development Corporation, a housing developer out of Madison, WI, submitted a proposal to the City of Neenah in response to a Request for Proposals that was created by the City to solicit interest for the City's property on the westside of the 1300 block along South Commercial Street. The City has been acquiring property along the South Commercial Street corridor for multiple years to create a developable parcel.

Eminent Development is proposing to construct ~~forty-five (45)~~ fifty (50) workforce housing units and 3,000sq ft of commercial space along South Commercial Street. Eminent Development will submit an application to the Wisconsin Housing and Economic Development Authority (WHEDA) for tax credits through the Housing Tax Credit Program to assist with the funding for this project.

The purpose of the Term Sheet is to provide Eminent Development assurances that they have control of the site to complete due diligence and can purchase the property for \$1 as long as they offer the residential units to individuals who earn 80% or less of the Median Income per the US Dept. of Housing and Urban Development (HUD). A Term Sheet with basic terms is required as part of Eminent Development's pre-application due to WHEDA on December 5, 2025. Should Eminent be selected to move forward with submitting a formal application by March 20, 2026, and have tax credits awarded for the project in May of 2026, a formal Development Agreement between the City and Eminent Development will be created for Council consideration.

The proposed project is consistent with the City's Comprehensive Plan, South Commercial Street Corridor Plan, the Redevelopment Area No. 4 South Commercial Street Redevelopment Plan, and Neenah Housing Study and Needs Assessment recommendations. Facilitating additional workforce housing in the City was a key strategy identified in the recently adopted housing plan.

In summary, the proposed Term Sheet contains the following terms:

- Eminent will submit a tax credit application to WHEDA by March 20, 2026.
- Eminent will purchase the +/-2-acre site from the City for a sale price of \$1.00 with a closing no later than October 31, 2026. The price of the land is dependent upon the units being made available to individuals who make 80% or less of the Median Income per HUD.
- ~~Gunderson~~ Eminent will construct approximately ~~forty-five (45)~~ fifty (50) housing units and 3,000 sq ft of commercial space.
- Construction shall commence no later than twelve (12) months after the property acquisition and shall be substantially completed by October 31, 2028.

**Appropriate action is to recommend Council approve the Term Sheet with Eminent Development Corporation to facilitate the construction of a mixed-use development consisting of workforce housing and commercial space on city-owned property within the 1300 block of South Commercial Street.**

## City of Neenah and Eminent Development Corporation Term Sheet

Eminent Development Corporation (Eminent/Developer) is proposing to construct a mixed-use residential community along the west side of the 1300 block of South Commercial Street. The residential development will help grow housing opportunities in the City of Neenah (City) and will assist with the redevelopment of South Commercial Street. The proposed housing development will create an estimated fifty (50) workforce housing units and 3,000sq ft of commercial space (Project).

The City owns approximately 2 acres of property on the west side of the 1300 block of South Commercial Street. The City has made multiple purchases in the past ten years to remove blight and prepare the site for future redevelopment. The City is proposing the following terms to assist Eminent's mixed-use development and creation of workforce housing units within the South Commercial Street Redevelopment Area.

### Developer's Obligations:

- Eminent will submit a pre-application for tax credits through the WHEDA Wisconsin Housing Tax Credit Program by December 5, 2025. If the pre-application is not submitted or not chosen to move forward in the application process, this Term Sheet, including the Land Option, is null and void.
- If recommended to submit a full application by WHEDA, the application must be submitted by March 20, 2026. If the application is not submitted or not chosen to be awarded tax credits, this Term Sheet, including the Land Option, is null and void.
- If awarded tax credits, Eminent will purchase +/- 2.0 acres (shown in Exhibit B) of the City-owned property located along the west side of the 1300 block of South Commercial Street. The land shall be purchased by Eminent before October 31, 2026.
- The land shall be sold by the City to Eminent for \$1 if all the residential units are below 80% of the Median Family Income as determined by the US Department of Housing and Urban Development and further described in Exhibit A.
- If the residential units are above 80% of the Median Family Income as determined by the US Department of Housing and Urban Development, the land will be sold for \$2.50 per square foot.
- Eminent will construct approximately fifty (50) workforce housing units comprised of one (1) mixed-use building along South Commercial Street and townhomes to the west of South Commercial Street on the city property as shown on Exhibit B.

- Eminent will construct approximately 3,000 sq ft of commercial space on the first floor along South Commercial Street as shown on Exhibit B.
- Eminent shall commence construction of the Project within twelve (12) months after acquiring the property from the City. For purposes hereof, “commencement of construction” shall mean the building permit has been issued, the building contractor is on site, and the start of site improvements such as site grading or clearing.
- The Project must follow all applicable federal, state, and local codes.
- A site plan shall be reviewed and approved by the City prior to construction of the Project.
- The Project must be substantially completed by October 31, 2028. For purposes hereof, “substantially complete” shall mean the issuance of a certificate of occupancy.

**City Obligations:**

- The City will negotiate with the owner of 118 West Peckham Street to purchase a portion or the entire property to increase the acreage for Eminent’s proposed development should the asking price be within a reasonable range.
- The City will grant an Option to Purchase for the city-owned property along the west side of the 1300 South Commercial Street block to Eminent. The Option to Purchase will be valid until October 31, 2026. The Option to Purchase will include exclusive access rights to Eminent to conduct site due diligence.
- The City will combine the existing parcels into a +/- 2-acre parcel via a certified survey map (CSM).
- The City will rezone the property, allowing for mixed-use and residential uses.
- The City agrees to assist with the coordination of an existing stormwater pipe and easement on the subject property should Eminent request it be relocated.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

CITY OF NEENAH:

By: \_\_\_\_\_  
Jane Lang, Mayor

ATTEST:

By: \_\_\_\_\_  
Charlotte Nagel, City Clerk

I hereby certify that the necessary funds have been provided to pay the liability incurred by the City of Neenah on the within Contract.

\_\_\_\_\_  
Vicky Rasmussen, Director of Finance

APPROVED AS TO FORM:

\_\_\_\_\_  
David C. Rashid, City Attorney

EMINENT DEVELOPMENT CORPORATION:

By: \_\_\_\_\_  
Julian Walters, President

November 25, 2025

# Exhibit A

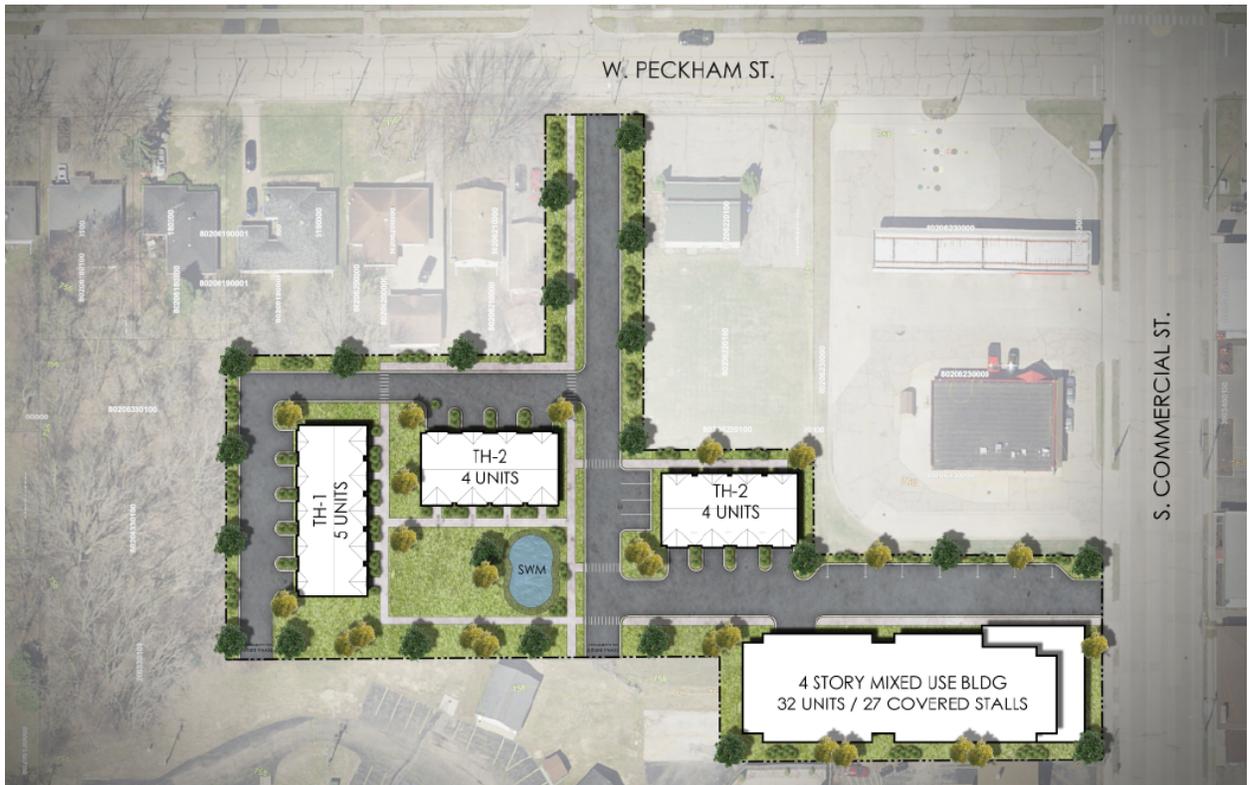
## FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Oshkosh-Neenah, WI MSA</b>	\$103,600	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	36,300	41,450	46,650	<b>51,800</b>	55,950	60,100	64,250	68,400
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	21,800	24,900	28,000	<b>32,150</b>	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	58,050	66,350	74,650	<b>82,900</b>	89,550	96,200	102,800	109,450

NOTE: **Winnebago County** is part of the **Oshkosh-Neenah, WI MSA**, so all information presented here applies to all of the Oshkosh-Neenah, WI MSA.

The **Oshkosh-Neenah, WI MSA** contains the following areas: Winnebago County, WI;

# Exhibit B





## MEMORANDUM

**DATE:** November 26, 2025  
**TO:** Mayor Lang and Members of the Board of Public Works  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Award of Contract 12-25, Courtside Fields Pond

Bids were opened on Contract 12-25, the Courtside Fields Pond, on November 21 (bid tabulation attached). This pond is located in the area south of Laudan Boulevard mid-way between Elm Street and Reed Street. The pond will serve the required stormwater treatment needs of the Courtside Fields development along with approximately 71 additional acres in the surrounding area (drainage basin drawing attached). This is the first stormwater best management practice (BMP) that city has treating water flowing to the Fox River and is a start toward meeting our WDNR requirements for that drainage basin. Based on the 2013 Storm Water Management Plan data for that basin, we are required to remove 104,069 pounds of total suspended solids and 76 pounds of phosphorus. Based on the storm water modelling for this site, this pond will remove approximately 16,080 pounds of total suspended solids and 44 pounds of phosphorus.

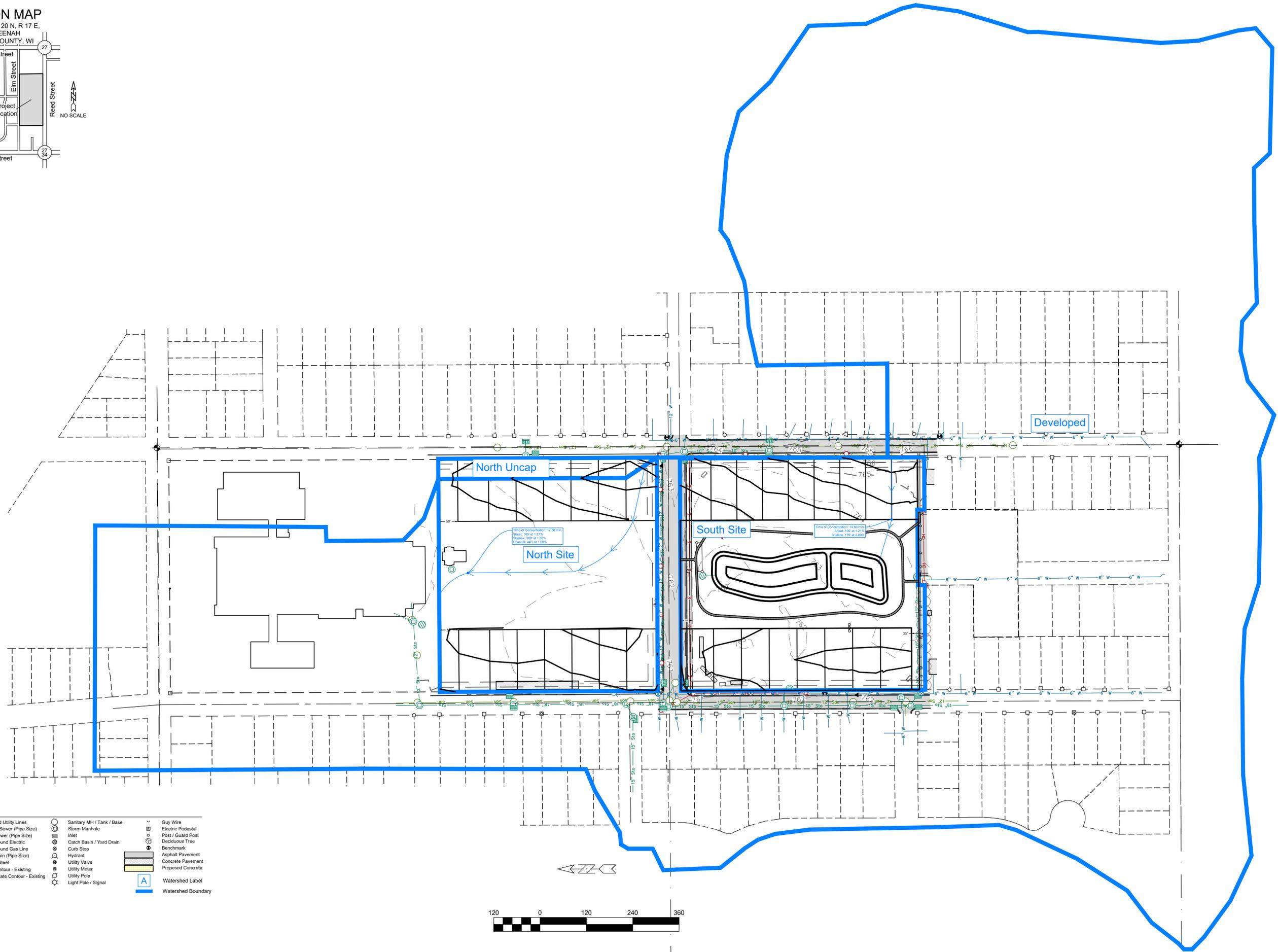
The low bid on Contract 12-25 is from MCC, Inc., in the total amount of \$1,289,292.79. This is comprised of \$274,809.00 for storm sewer work (piping, manholes, structures) and \$1,014,483.79 for pond excavation and restoration. I propose to fund the project in the following manner:

	Storm Sewer Base	Pond Exc/Restoration	Remainder	TOTAL
	049-5050-743-0236	049-5050-743-0237	049-5050-743-0237	
Budget Year	STW05	STW06	STW15	
2025	\$ 156,911.04	\$ 487,688.00	\$ 44,693.75	
2026		\$ 600,000.00		
TOTAL	\$ 156,911.04	\$ 1,087,688.00	\$ 44,693.75	\$ 1,289,292.79

The STW05 account is for Miscellaneous Storm Sewer Repairs/Replacements. I've assigned this remaining budget from 2025 to cover the cost for the major piping leading to and from the pond.

The STW06 account is for Detention Ponds. I've assigned all of the remaining budgeted funds from 2025 and all of the budgeted funds for 2026.

The STW15 account is for the Elm Street storm sewer work. The cost of storm sewer work on that project came in well below budget. I've assigned the remaining budget from that project to cover the gap in the overall project funding.



**LEGEND**

OH	Overhead Utility Lines	Sanitary MH / Tank / Base	Guy Wire
San	Sanitary Sewer (Pipe Size)	Storm Manhole	Electric Pedestal
Sto	Storm Sewer (Pipe Size)	Inlet	Post / Guard Post
E	Underground Electric	Catch Basin / Yard Drain	Deciduous Tree
G	Underground Gas Line	Curb Stop	Benchmark
W	Water Main (Pipe Size)	Hydrant	Asphalt Pavement
F	Fence - Steel	Utility Valve	Concrete Pavement
800	Index Contour - Existing	Utility Meter	Proposed Concrete
799	Intermediate Contour - Existing	Utility Pole	Watershed Label
		Light Pole / Signal	Watershed Boundary



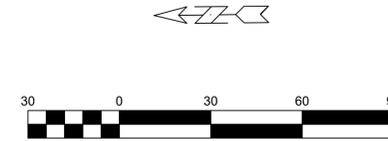
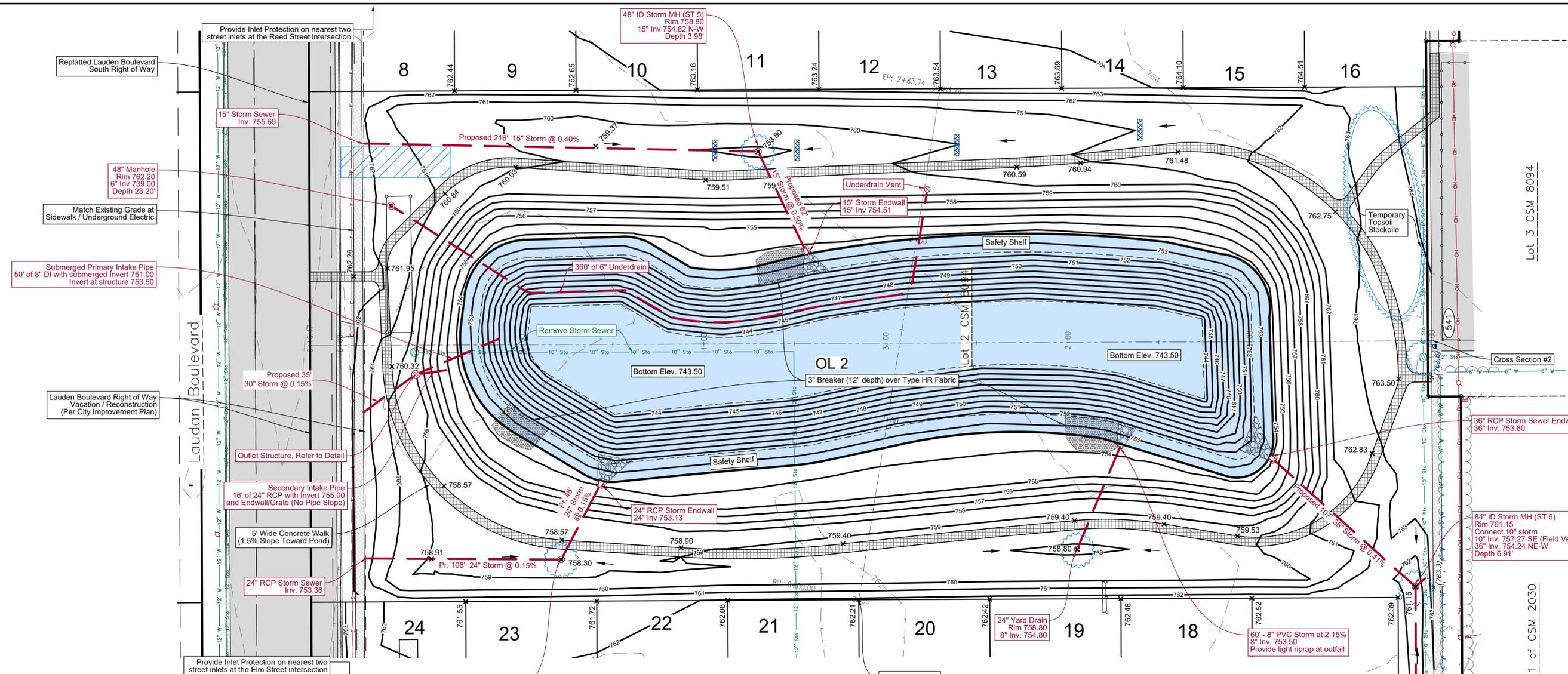
9/5/2025 9:08 AM J:\Projects\8059\m\dwg\Civil\_3D\8059engr-city.dwg Printed by: tim  
**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 Civil Engineers and Land Surveyors  
 1164 Province Terrace, Menasha, WI 54952  
 Ph: 920-991-1866  
 www.davel.pro

**PROPOSED WATERSHED MAP**

**Courtsite Field - Pond**  
 City of Neenah, Winnebago County, WI  
 For: City of Neenah

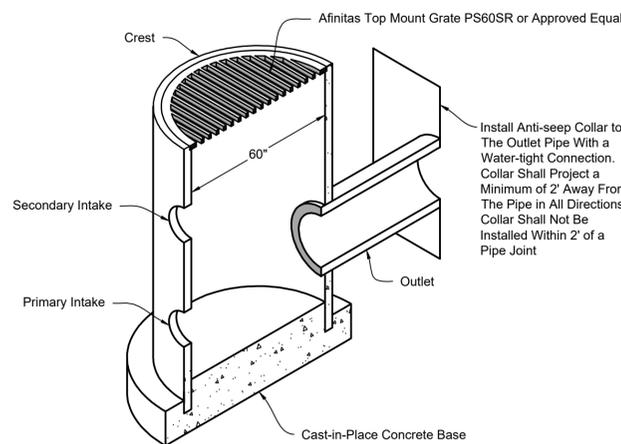
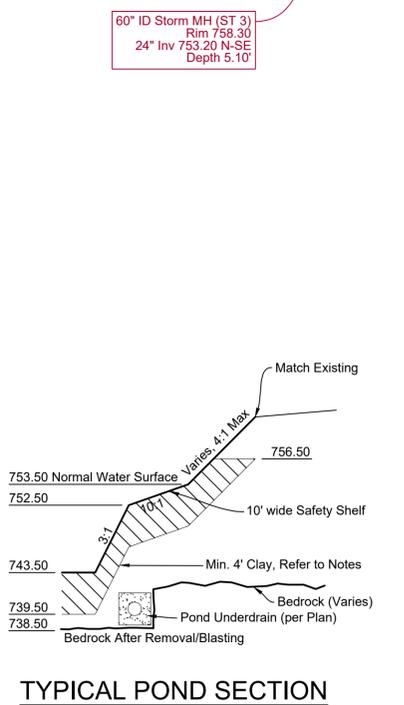
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**LEGEND**

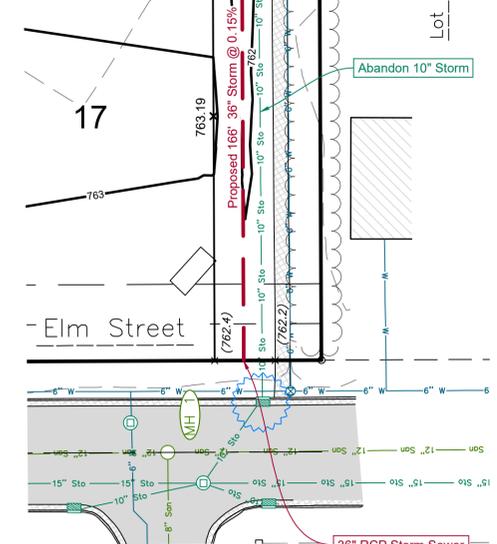
— CATV — CATV	— Sanitary MH / Tank / Base	— CATV Pedestal
— FO — FO	— Clean Out / Pull Box	— Gas Regulator
— OH — OH	— Storm Manhole	— Railroad Signal
— Utility Guy Wire	— Inlet	— Sign
— San — San	— Catch Basin / Yard Drain	— Tower / Silo
— Sto — Sto	— Water MH / Well	— Post / Guard Post
— E — E	— Curb Stop	— Satellite Dish
— G — G	— Hydrant	— Large Rock
— T — T	— Utility Valve	— Flag Pole
— W — W	— Utility Meter	— Deciduous Tree
— Fence - Steel	— Utility Pole	— Coniferous Tree
— Fence - Wood	— Light Pole / Signal	— Bush / Hedge
— Fence - Barbed Wire	— Guy Wire	— Stump
— Treeline	— Electric Pedestal	— Soil Boring
— Railroad Tracks	— Electric Transformer	— Benchmark
— Culvert	— Electric Manhole	— Asphalt Pavement
— Index Contour - Existing	— Air Conditioner	— Concrete Pavement
— Intermediate Contour - Existing	— Telephone Pedestal	— Gravel
— Delineated Wetlands	— Telephone Manhole	
— 608 — Proposed Storm Sewer	— +799.9 Ex Spot Elevation	
— Proposed Contour	— Proposed Storm Manhole	
— Proposed Swale	— Prop. Catch Basin / Yard Drain	
— Proposed Culvert	— Proposed Endwall	
— Proposed Still Fence	— Proposed Rip Rap	
— Prop. Drainage Direction	— Proposed Inlet Protection	
— Proposed Tracking Pad	— Proposed Ditch Check	
	— Proposed 3-inch Breaker	

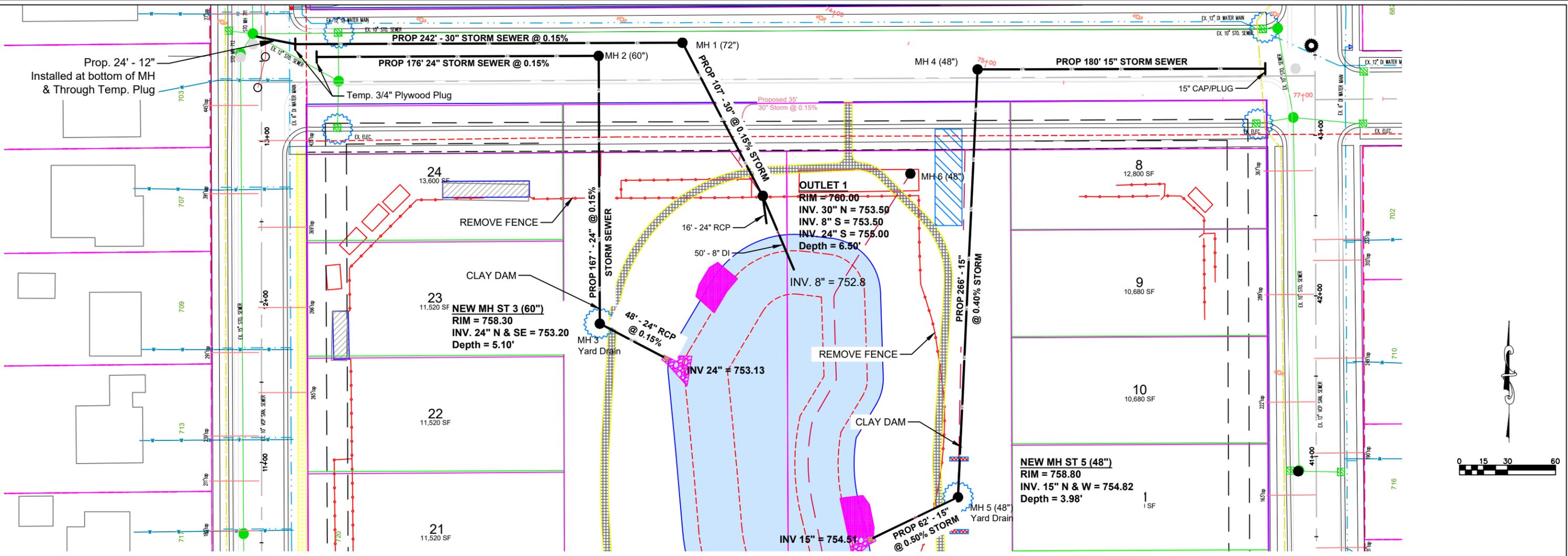


OUTLET STRUCTURE DETAIL

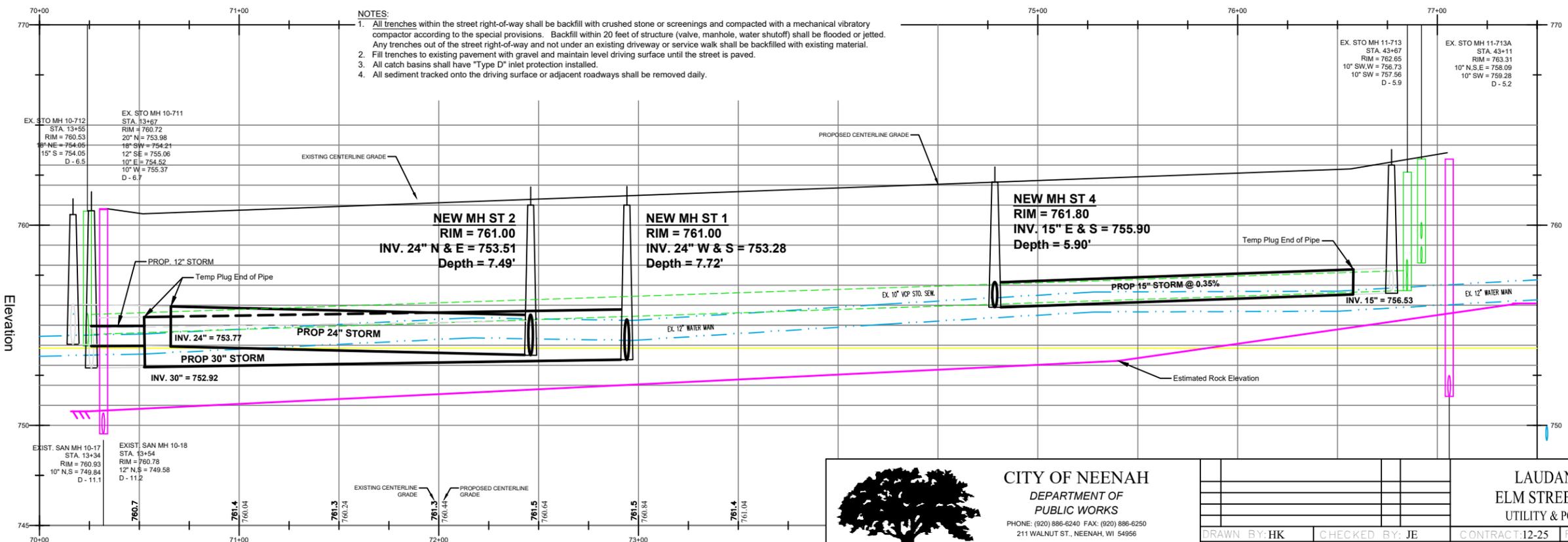
Outlet	Size, in	30
	Invert	753.50
	Slope (%)	0.15
Primary Intake orifice	Size, in	8
	Invert	753.50 (at Structure) 751.00 (Submerged)
Secondary Intake orifice	Size, in	24
	Invert	755.00
	Crest	Elevation
		760.00

- Pond Notes:**
- The base of the embankment shall be stripped of all vegetation, stumps, topsoil and other matter. Stripping shall be to a minimum of 6 inches.
  - Embankments shall be constructed with non-organic soils and compacted to 90% standard proctor according to the procedures outlined in ASTM D-698. No tree stumps, or other organic material shall be buried in the embankment. The constructed embankment height shall be increased a minimum of 5% to account for settling.
  - All pipes extending through the embankment shall be bedded and backfilled with embankment or equivalent soils. The bedding and backfill shall be compacted in lifts and to the same standard as the original embankment. Excavation through a completed embankment shall have a side slope of 1:1 or flatter.
  - Topsoil shall be spread on all disturbed areas, except for elevations below the safety shelf, as work is completed. The minimum depth of topsoil shall be 4 inches.
  - All areas disturbed by pond construction shall be seeded as work is completed. Pond side slopes above permanent pool shall be temporarily seeded with annual rye or oats immediately after pond is "roughed in." This will require topsoil application. Slopes steeper than 10:1 but less than 4:1 will require properly anchored mulch in accordance with Section 627.1 of the DOT Standard Specifications for Highway and Structure Construction.
  - Riprap at all inflow points shall extend a minimum of 18 vertical inches below the permanent pool. (Section 606.2 & 606.3)
  - Any rock encountered shall be excavated to a depth two feet deeper than the bottom of the pond liner.
  - The pond shall be constructed with a Type A Liner with the following WDNR specifications (Wet Detention Pond Technical Standard 1001).  
 Clay liners specifications are as follows:
    - 50% fines (200 sieve) or more.
    - Hydraulic conductivity of  $1 \times 10^{-7}$  cm/sec or less.
    - Average liquid limit of 25 or greater, with no value less than 10.
    - Average PI of 12 or more, with no values less than 10.
    - Clay installed wet of optimum if using standard proctor, and 2% wet of optimum if using modified proctor.
    - Clay compaction and documentation as specified in NRCS Wisconsin Construction Specification 300, Clay Liners.
    - Minimum total thickness of 4 feet
  - All liners must extend above the permanent pool up to the elevation of the 2-year, 24-hour rainfall event.
  - Any pond fountain or aeration device shall comply with conditions of DNR Technical Standard 1001 Section V.B.2.k.





- NOTES:**
1. All trenches within the street right-of-way shall be backfill with crushed stone or screenings and compacted with a mechanical vibratory compactor according to the special provisions. Backfill within 20 feet of structure (valve, manhole, water shutoff) shall be flooded or jetted. Any trenches out of the street right-of-way and not under an existing driveway or service walk shall be backfilled with existing material.
  2. Fill trenches to existing pavement with gravel and maintain level driving surface until the street is paved.
  3. All catch basins shall have "Type D" inlet protection installed.
  4. All sediment tracked onto the driving surface or adjacent roadways shall be removed daily.



**CITY OF NEENAH**  
 DEPARTMENT OF  
 PUBLIC WORKS  
 PHONE: (920) 886-6240 FAX: (920) 886-6250  
 211 WALNUT ST., NEENAH, WI 54956

DRAWN BY: HK		CHECKED BY: JE		CONTRACT: 12-25		FILE NUMBER:	
SCALE: HOR.: 1" = 30'		VERT.: 1" = 3'		DATE: 11/7/25		PAGE 4 OF 8	

**LAUDAN BOULEVARD  
 ELM STREET - REED STREET  
 UTILITY & POND CONSTRUCTION**