

AMENDED
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, January 11, 2022 - 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/954128909>

OR

Conference Telephone Number (AUDIO ONLY): [tel +1 \(571\) 317-3112](tel:+1(571)317-3112)

Access Code: 954-128-909

- Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.
- For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).

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.

AGENDA

1. Approval of Minutes of the meeting for December 7, 2021 (Attachment)
2. Public Appearances
3. Appeal Beverage Operator's License for Michelle Loula (Attachment)
4. 2022-2026 Comprehensive Outdoor Recreation Plan (Attachment)
5. Shattuck Park Construction Administration Agreement (Attachment)
6. Kimberly Point Phase I Design and Engineering (Attachment)
7. Kimberly Point Phase I Archaeological Agreement (Attachment)
8. Purchase of Thermal Drone Package (Attachment)
9. Approval to Purchase Cellebrite from 2022 CIP Budget (Attachment)

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 **Public Works Administrative Assistant at (920)886-6240** 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.

10. Special Events
 - a. Neenah Parks Kids Triathlon (Attachment)
11. Approval of Special Assessment Report-Installation of Sanitary Sewer Laterals and Water Service Construction on Grove Street, Dieckhoff Street, and S. Commercial Street (Attachment)
12. Discontinuous Sidewalk on Overlay Streets (Attachment)
13. Public Works General Construction and Department Activity (Attachment)
14. Announcements/Future Agenda Items
15. Adjournment

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CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday December 7, 2021, 6:30 PM

Present: Alderpersons Bates, Hillstrom, Lang, Lendrum and Stevenson

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Superintendent Radtke, and Public Works Office Manager Mroczkowski

Approval of Minutes of the meeting for the October 26, 2021, November 3, 2021, and November 9, 2021 Meeting

Motion Second/Carried Lendrum/Hillstrom to approve the minutes of the Meeting of October 26, 2021, November 3, 2021, and November 9, 2021. All voting aye.

Public Appearances:

None

Preliminary Resolution 2022-01: Sanitary Sewer Lateral and Water Service Construction on S. Commercial Street, Dieckhoff Street, and Grove Street

Director Kaiser reviewed Preliminary Resolution 2022-01 and stated that the streets that will have utility work in 2022 are S. Commercial Street from Stanley Street to Wright Avenue, Dieckhoff Street from Grove Street to Oak Street, and Grove Street to E. Cecil Street from Laudan Boulevard.

Report

Following discussion: **Motion/Second/Carried Stevenson/Lang to recommend to Council to approve Preliminary Resolution 2022-01: Sanitary Sewer Lateral Construction on S. Commercial Street, Dieckhoff Street and Grove Street. All voting aye.**

Licenses

Approve the Temporary Class “B” license application to sell fermented malt beverages for Art After Dark, Bergstrom-Mahler Museum of Glass, 165 N Park Drive, December 16, 2021 from 5:00 PM to 8:00 PM

C.A

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom approve the Temporary Class “B” Picnic License Application for the sale of fermented malt beverages for Art After Dark, Bergstrom Mahler Museum of Glass, 165 N Park Drive, to be held on December 16, 2021 from 5:00 PM to 8:00 PM. All voting aye.**

Approve the renewal Secondhand Dealer Application for J. Anthony Jewelers, 220 S Commercial Street for the 2022 licensing year

C.A. Following discussion, **Motion/Seconded/Carried Lendrum/Hillstrom to recommend Council approve the renewal of the Secondhand Dealer Application for J. Anthony Jewelers, 220 S. Commercial Street for 2022 licensing year.** All voting aye.

Approve the renewal Secondhand Dealer Application for Blind Tiger Games, 675 S Green Bay Road for the 2022 licensing year

C.A. Following discussion, **Motion/Seconded/Carried Hillstrom/Stevenson to recommend Council approve the renewal of the Secondhand Dealer Application for Blind Tiger Games, 675 S Green Bay Road for the 2022 licensing year.** All voting aye.

Approve the renewal Secondhand Dealer Application for ecoATM, LLC, located inside Pick N Save at 1530 S Commercial Street and 828 Fox Point Plaza, and inside Walmart at 1155 W Winneconne Ave for the 2022 licensing year

C.A. Following discussion, **Motion/Seconded/Carried Stevenson/Lang to recommend Council approve renewal of the Secondhand Dealer Application for ecoATM, LLC, 1530 S. Commercial Street (Kroger #124), 828 Fox Point Plaza (Kroger #412), and 1115 W. Winneconne Avenue (Walmart) for the 2022 licensing year.** All voting aye.

Approve purchase of Automated Refuse/Recycling Truck

Director Kaiser stated that this will be an additional automated collection truck to be added to the current fleet.

Alderson Hillstrom asked if this will be used in a backup capacity. Superintendent Radtke stated it will allow us to have five in service and one in for repairs or general maintenance

Alderson Bates asked if the current new housing construction will increase the need for more trucks in the future. Director Kaiser stated that he included this topic in his annexation report for Freedom Acres. He stated that this new subdivision will put the city at its maximum capacity and additional trucks will need to be considered.

Alderson Hillstrom asked when we can expect delivery. Superintendent Radtke stated that once it is ordered it should take approximately 90 days.

Mayor Kaufert asked how many trucks are in service on a daily basis. Superintendent Radtke stated that currently all 5 trucks are in service every day. He stated with the volume of recycling that we have been having, two recycle trucks must be used every day.

Report

Following discussion, **Motion/Seconded/Carried Lang/Stevenson to recommend Council approve the purchase of a 31-CY New Way Sidewinder Automated Collection Truck from Envirotech Equipment, Lannon WI, in the amount of \$288,721.00.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Utility installation is complete. Sommers Construction was scheduled to start grading and graveling the Shootingstar extension on Wednesday, Dec.8, but do to the cold weather is pushing it back until the week of December 13. Work on that piece should be complete by the end of that week. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 1-21 (Marathon Av) – Work is complete. Final quantities are being calculated.
- 3) Contract 2-21 (Fairview, Laudan) - Work is complete. Final quantities are being calculated.
- 4) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is complete. Final quantities are being calculated.
- 5) Contract 4-21 (Epoxy Pavement Marking) – About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 6) Contract 5-21 (Misc. Asphalt Repairs) – Work is complete. Final quantities are being calculated.
- 7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 8) Contract 7-21 (Harrison Pond) – Pond excavation is ongoing. Storm sewer installation was started the week of November 29.
- 9) Contract 8-21 (Jewelers Park Drive Trail) – Tree and underbrush removal has been done. Work on the structures is scheduled to start on December 6.
- 10) Freedom Acres – Utility work is being completed. The road (Honor Street) is being graded and graveled.
- 11) 2022 Projects – Survey work for the 2022 projects has been completed. Design work is ongoing.
- 12) Community Development office – Remodeling work to add an office for GIS within Community Development has started.

- 13) Terry Thompson our Construction Inspector/Engineering Aide since 1988 is retiring. His last day is December 17. He has been one of the quiet, behind the scenes people that is willing to help however he can in order to get things done. We are in the process of recruiting for that position.

Superintendent Radtke provided the Committee with a presentation on the Samsara software that was recently installed to monitor the Lake Edge Lift Station.

Announcements/Future Agenda Items

Bell Street Parking Petition

Comprehensive Outdoor Recreation Plan

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:09 PM.**
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Officer Manager



For Office Use Only

New License (\$60) Renewal (\$60) Year Ending: **June 30, 2023**
 Provisional (\$15) Good for 60 Days Period Ending: _____
 Temporary (\$10) Expires with event Period Ending: _____
 Duplicate License (\$10) Pick-up License
 Mail License

Receipt No: 73599 Amt. Paid: \$ 75 Account Code: OP

Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

Answer all questions completely and correctly. Please print

Name: Michelle D Loula
 Street Address: _____ City: _____ State: _____ Zip Code: _____

DOB: _____ Sex (Male or Female): Female Driver's License Number: _____

All Previous names: Doty (Maiden) Hoopman Home Phone: same
 Where will you be working: Lucky Dogz Cell Phone: _____

Have you ever had an Operator's (Bartender's) License? Yes No If yes, where? Rib Mountain (WI)
Kronwetter (WI)
Neenah (WI)
 Have you **EVER** been convicted of a felony? Yes No
 If yes, when, where and what type of violation? Please be specific. _____

Have you been convicted of a misdemeanor or ordinance violation in the **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)? Yes No
 If yes, when, where and what type of violation? Use the back of this sheet if more room is required. 4-17-2017
Neenah, WI. OWI

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance? Yes No
 If yes, when, where and what type of violation? Use the back of this sheet if more room is required. Neena

- I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.
- I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.
- Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.
- I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

Michelle Loula 11/5/2021
 Applicant Signature Date

\$110.00
2 prior OWI

Applicant meets guidelines for issuance of Beverage Operator's License.

Has taken Responsible Beverage Server Training Course or held a license within the past 2 years
 No outstanding Court forfeitures (Court-Amanda)
 No parking tickets (Finance-Jessica)
 No delinquent claims (Finance-Patie F)
 Police Background Check completed (Laurie)
 No Delinquent Water Bill (Finance-Carrie)

_____ Approve Reject
Jonathan Heaton 11/08/2021
 Clerk/Deputy Clerk Signature Date

Serving Alcohol

is proud to present this certificate to

Michelle Loula

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 RECARD 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

f29Yzjuitz

Date Issued

Nov 5th, 2021

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: Michelle Loula

Certification Date: Nov 5th, 2021

Certificate Code: f29Yzjuitz

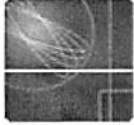
Verify Online: servingalcohol.com

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>



Re: Beverage Operator 
Laurie K Krueger to: Jonathon W Herron
Cc: Thomas H Van Sambeek

11/08/2021 01:56 PM

From: Laurie K Krueger/Neenah
To: Jonathon W Herron/Neenah@Neenah
Cc: Thomas H Van Sambeek/Neenah@Neenah

Based on the OWI rule put into effect August 2020 (attached), Michelle is denied. "Any person who has 3 or more OWI's, with the most recent OWI being in the past 10 years will be denied." As the first two were not located on CCAP and were outside our jurisdiction, I was not able to find any documentation on it and I am basing this denial on the information provided to you. The attached file shows the 2017 OWI and subsequent convictions (one was dismissed).

Please let me know if you have any questions.

Laurie Krueger
Open Records Clerk
Neenah Police Department



OWI Rule.pdf Loula App and Findings.pdf

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Jonathon W Herron Hi Laurie, I spoke with Michelle a few minutes... 11/08/2021 01:22:12 PM

From: Jonathon W Herron/Neenah
To: Laurie K Krueger/Neenah@Neenah
Date: 11/08/2021 01:22 PM
Subject: Re: Beverage Operator

Hi Laurie,

I spoke with Michelle a few minutes ago and here is what she told me. She said her first OWI was in Ashland County when she was 21, so probably 1993, and the second was around age 29, so probably 2001, in Marathon County. That is all she was able to provide as far as specifics. Hope that helps. Thanks!

Jonathon Herron
Deputy City Clerk
City of Neenah
P: 920-886-6110
F: 920-886-6109



Laurie K Krueger
Jonathon W Herron

Good Afternoon, The OWI she disclosed is actu...
Good Afternoon, Attached is the application for...

11/05/2021 03:55:12 PM
11/05/2021 03:00:20 PM

Winnebago County Case Number 2017CT000053 State of Wisconsin vs. Michelle D Loula

Case summary

Filing date 01-20-2017	Case type Criminal Traffic	Case status Closed - Electronic filing	
Defendant date of birth [REDACTED]	Address [REDACTED]	Branch ID 3	DA case number 2017WN000025

Charges

Responsible official Key, Barbara	Prosecuting agency District Attorney	Prosecuting agency attorney Struve, Margaret Jeanne	Printable version
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Defendant owes the court: \$869.55

Count no.	Statute	Description	Severity	Disposition
1	346.63(1)(a)	OWI (3rd)	Misd. U	Guilty Due to No Contest Plea
Modifier:	346.65(2)(g)3	Alcohol Fine Enhancer		
2	346.63(1)(b)	Operating w/ PAC (3rd)	Misd. U	Dismissed on Prosecutor's Motion
Modifier:	346.65(2)(g)3	Alcohol Fine Enhancer		

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	346.63(1)(a)	OWI (3rd)	Misd. U	12-27-2016	No Contest on 04-17-2017

Charge modifier(s)

Statute	Description
346.65(2)(g)3	Alcohol Fine Enhancer

On 04-17-2017 there was a finding of:

Action	Court official	Notes
Guilty Due to No Contest Plea	Key, Barbara	

On 04-17-2017 the following was ordered:

Sentence	Time	Begin date	Notes
Alcohol assessment			Blood to be destroyed after appeal period.

Sentence	Time	Begin date	Notes
DOT License Revoked	24 Months		

Sentence	Time	Begin date	Notes
Local Jail	80 Days		IMPOSED AND STAYED. Defendant placed with SSTOP Program for 12 months. Defendant shall successfully complete program and all conditions ordered. Conditions shall be completed 30 days prior to termination from program. If you do not pay the fine in full, you may be revoked or extended on SSTOP. Copy of SSTOP Stipulation is attached. Defendant to contact 920-236-4734 within 72 hours of sentencing to schedule SSTOP appointment.

Sentence	Time	Begin date	Notes
Local Jail	40 Days		consecutive with good time and zero credit. Huber granted, if in compliance with jail facility regulations. Defendant taken into custody and transported to the Winnebago County Jail. Defendant shall provide a DNA sample by CALLING the Winnebago County Jail, Work Release Unit, WITHIN 72 HOURS, to set up an appointment during the hours of 8:00 a.m. - 4:00. p.m. Monday through Friday, at 920-232-1915 or 920-232-1919. Defendant shall

provide proof of identification along with the court minutes stating a DNA sample is required. Failure to comply with this order may result in either a finding of contempt of court or a criminal charge of Failure to Provide a DNA Sample pursuant to Wis. Stats., 946.52.

Sentence	Time	Begin date	Notes
Forfeiture / Fine			Fine and costs to be paid at time of sentencing, unless payment arrangements are approved. Penalty for non-payment shall be entry of civil judgment. Clerk of Courts shall docket without fees. Send payments to: Clerk of Courts, Room 419, 415 Jackson Street, P O Box 2808, Oshkosh WI 54903-2808.

Sentence	Time	Begin date	Notes
Community service	80 Hours		

Sentence	Time	Begin date	Notes
Costs			

Sentence	Time	Begin date	Notes
Ignition interlock	24 Months		IID requirement applies to all vehicles which are registered in your name and any vehicles you operate. During your IID requirement period, you may not operate any motor vehicle without an IID installed.

Count	Statute cite	Description	Severity	Offense date	Plea
2	346.63(1)(b)	Operating w/ PAC (3rd)	Misd. U	12-27-2016	Not Guilty on 02-08-2017

Charge modifier(s)

Statute	Description
346.65(2)(g)3	Alcohol Fine Enhancer

On 04-17-2017 there was a finding of:

Action	Court official	Notes
Dismissed on Prosecutor's Motion	Key, Barbara	

Defendant

Defendant name
Loula, Michelle D

Date of birth
[REDACTED]

Sex
Female

Race
Caucasian

Address (last updated 11-18-2020)
[REDACTED]

JUSTIS ID

Fingerprint ID

Attorneys

Attorney name
Patzer, Brianne Eileen

Entered
02-15-2017

Citations

Citation I7621040

Defendant name
Loula, Michelle D

Date of birth
[REDACTED]

Sex
Female

Address (last updated 11-18-2020)
[REDACTED]

Bond amount
\$850.00

Deposit type
None

Appearance date and time
01-11-2017 09:00 am

Mandatory
Yes

Plate number
290ZCH

State
WI

Expiration
2017

VIN
3N1CB51D26L516140

Issuing agency
City of Neenah Police

Officer name

Violation date
12-27-2016

MPH over

Plaintff agency
State of Wisconsin

Ordinance or statute
Statute

Statute
346.63(1)(a)

Charge description
OWI (3rd)

Severity
Misd. U

Citation S4749286

Defendant name
Loula, Michelle D

Date of birth
[REDACTED]

Sex
Female

Address (last updated 11-18-2020)
[REDACTED]

Bond amount
\$850.00

Deposit type
None

Appearance date and time
01-11-2017 09:00 am

Mandatory
Yes

Plate number
290ZCH

State
WI

Expiration
2017

VIN
3N1CB51D26L516140

Issuing agency
City of Neenah Police


Officer name

Violation date
12-27-2016

MPH over

Plaintff agency State of Wisconsin	Ordinance or statute Statute	Statute 346.63(1)(b)	Charge description Operating w/ PAC (3rd)
Severity Misd. U			

Court record

Date	Event	Court official	Court reporter	Amount
11-23-2020	Return of unclaimed/undelivered mail service Additional text: Petition for Half-Priced Ignition Interlock not deliverable as addressed, return to sender, unable to forward			
11-18-2020	Order half-priced ignition interlock device (IID)			
11-18-2020	Change of address notification Additional text: ADDRESS INFO for Michelle D Loula 			
11-17-2020	Petition Additional text: for Half-Priced Ignition Interlock Device. Petition routed to CA and JA for review. Order emailed to CA and JA for upload.			
05-02-2018	Judgment for unpaid fine/forfeiture/other			\$2,008.50
11-15-2017	Records of prosec. are converted data. See file.			
06-06-2017	Notes Additional text: Payment Plan			
06-06-2017	Receipt Additional text: 17R 019079			\$15.00
04-17-2017	Judgment of conviction	Key, Barbara		
04-17-2017	Dispositional order/judgment	Key, Barbara		
04-17-2017	Appeal rights/info on postconviction relief	Key, Barbara	Carver, Catherine	
04-17-2017	Order for intox driver assessment and safety plan	Key, Barbara	Carver, Catherine	
04-17-2017	Stipulation	Key, Barbara	Carver, Catherine	

Date	Event	Court official	Court reporter	Amount
	Additional text: SSTOP Stipulation			
04-17-2017	Notice	Key, Barbara	Carver, Catherine	
	Additional text: to Defendant to Provide DNA Sample			
04-17-2017	Plea/sentencing hearing	Key, Barbara	Carver, Catherine	
	Additional text: Defendant Michelle D Loula in court with attorney Brianne Eileen Patzer. Stephanie Ann Stauber appeared for the State of Wisconsin.			
04-17-2017	Plea questionnaire, waiver of rights	Key, Barbara	Carver, Catherine	
03-20-2017	Pre-trial conference	Key, Barbara	Carver, Catherine	
	Additional text: Defendant Michelle D Loula in court with attorney Brianne Eileen Patzer. Tracy Ann Paider appeared for the State of Wisconsin. Bond continues Plea/sentencing hearing scheduled for April 17, 2017 at 09:00 am.			
03-17-2017	Order for intox driver assessment and safety plan	Key, Barbara		
02-15-2017	Public defender order appointing counsel			
02-15-2017	Other papers			
	Additional text: Read in Form			
02-10-2017	Witness list - plaintiff			
02-10-2017	Motion in limine			
02-10-2017	Proposed jury instructions			
	Additional text: Plaintiff			
02-10-2017	Demand for discovery			
	Additional text: Plaintiff			
02-10-2017	Notice	Key, Barbara		
	Additional text: OWI Expert Notice			

Date	Event	Court official	Court reporter	Amount
02-08-2017	Signature bond signed	Key, Barbara	Carver, Catherine	\$2,000.00
02-08-2017	Signature bond set for Loula, Michelle D	Key, Barbara	Carver, Catherine	\$2,000.00

Additional text:

DO NOT DRIVE WITHOUT A VALID DRIVER'S LICENSE.
 COMPLY WITH CONDITIONS OF THE ALCOHOL 24/7 PROGRAM. If you violate the rules of 24/7, your bond is immediately revoked and you will be jailed until such time as you can be brought before the court for a bond review hearing.
 NO POSSESSION/CONSUMPTION OF ALCOHOL OR INTOXICANTS.

02-08-2017	Initial appearance	Key, Barbara	Carver, Catherine
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Additional text:

Defendant Michelle D Loula in court. Margaret J. Struve appeared for the State of Wisconsin. Advised of rights. Given copy of complaint. Plea entered. Pre-trial conference scheduled for March 20, 2017 at 10:00 am. Jury trial scheduled for March 28, 2017 at 08:30 am.

02-01-2017	Case Converted to Electronic Filing		
01-20-2017	Summons and complaint	Key, Barbara	
12-29-2016	Transcript		

Additional text:

in the matter of the application for search warrant for OWI with attached CD.
 Attach Search warrant per email from KM @ DA's office.
 01-20-17, sk CD placed into 17GF104.

12-29-2016	Return of search warrant		
12-28-2016	Search warrant filed	Key, Barbara	

Civil judgment details

Judgment for money

County Winnebago	Case number 2017CT000053	Caption State of Wisconsin vs. Michelle D Loula
Judgment/lien date 05-02-2018	Total amount \$2,300.44	Type of tax
Warrant number	Date and time docketed 05-02-2018 at 10:22 am	Service/event date
Satisfaction No	Judgment status	Date
Property/remarks		

Judgment parties

Court assessments	Adjustments	Paid to the court	Probation/other agency amount	Balance due to court	Due date	
\$4,077.71	\$282.73	\$3,490.89	\$0.00	\$869.55	04-19-2018	Pay at state debt collection website

Winnebago County Case Number 2017CT000207 State of Wisconsin vs. Michelle D Loula

Case summary

Filing date 03-08-2017	Case type Criminal Traffic	Case status Closed - Electronic filing
Defendant date of birth [REDACTED]	Address [REDACTED]	Branch ID 3
		DA case number 2017WN001339

Charges

Responsible official Key, Barbara	Prosecuting agency District Attorney	Prosecuting agency attorney Struve, Margaret Jeanne	Printable version
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Defendant owes the court: \$0.00

Count no.	Statute	Description	Severity	Disposition
1	343.44(1)(b)	Operating While Revoked (Rev due to alc/contr subst/refusal)	Misd. U	Charge Dismissed but Read In

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	343.44(1)(b)	Operating While Revoked (Rev due to alc/contr subst/refusal)	Misd. U	03-06-2017	

On 04-17-2017 there was a finding of:

Action	Court official	Notes
Charge Dismissed but Read In	Key, Barbara	

Defendant

Defendant name Loula, Michelle D	Date of birth [REDACTED]	Sex Female	Race Caucasian
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Address (last updated 03-08-2017)
[REDACTED]

JUSTIS ID	Fingerprint ID
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Attorneys

Attorney name Patzer, Brianne Eileen	Entered 03-24-2017
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Citations**Citation C2745374**

Defendant name Loula, Michelle D	Date of birth [REDACTED]	Sex Female	Address (last updated 03-08-2017) [REDACTED]
Bond amount \$250.00	Deposit type None	Appearance date and time 04-19-2017 09:00 am	Mandatory Yes
Plate number 290ZCH	State WI	Expiration 2017	VIN 3N1CB51D26L516140
Issuing agency City of Neenah Police	Officer name	Violation date 03-06-2017	MPH over
Plaintff agency State of Wisconsin	Ordinance or statute Statute	Statute 343.44(1)(b)	Charge description Operating While Revoked (Rev due to alc/contr subst/refusal)
Severity Misd. U			

Court record

Date	Event	Court official	Court reporter	Amount
11-15-2017	Records of prosec. are converted data. See file.			
04-17-2017	Judgment of dismissal/acquittal	Key, Barbara		
04-17-2017	Dispositional order/judgment	Key, Barbara		
04-17-2017	Initial appearance	Key, Barbara	Carver, Catherine	
	Additional text: Defendant Michelle D Loula in court with attorney Brianne Eileen Patzer. Stephanie Ann Stauber appeared for the State of Wisconsin. Plea to 17 CT 53			
04-13-2017	Judicial transfer	Key, Barbara		
04-13-2017	Order	Woldt, Scott C		
	Additional text: to Transfer to Branch 3.			
04-12-2017	Received documents			
03-24-2017	Demand for discovery and inspection			
	Additional text: Defendant's.			
03-24-2017	Electronic Notice Update			
03-24-2017	Notice of retainer			

Date	Event	Court official	Court reporter	Amount
03-08-2017	Electronic Filing Notice Mailed			
03-08-2017	Case initiated by electronic filing			
03-08-2017	Complaint filed			

Winnebago County Case Number 2017TR000042 State of Wisconsin vs. Michelle D Loula

Case summary

Filing date 01-03-2017	Case type Traffic Forfeiture	Case status Closed	
Defendant date of birth [REDACTED]	Address [REDACTED]	Branch ID 1	DA case number

Charges

Responsible official Gritton, Thomas J	Prosecuting agency	Prosecuting agency attorney	Printable version
--	---------------------------	------------------------------------	-------------------

Defendant owes the court: \$0.00

Count no.	Statute	Description	Severity	Disposition
1	343.305(9)(a)	Refuse to Take Test for Intoxication After Arrest	Forf. U	Refusal Found Not Reasonable

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	343.305(9)(a)	Refuse to Take Test for Intoxication After Arrest	Forf. U	12-27-2016	

On 01-16-2017 there was a finding of:

Action	Court official	Notes
Refusal Found Not Reasonable	Gritton, Thomas J	

On 01-16-2017 the following was ordered:

Sentence	Time	Begin date	Notes
DOT License Revoked	12 Months		

Defendant

Defendant name Loula, Michelle D	Date of birth [REDACTED]	Sex Female	Race
--	------------------------------------	----------------------	-------------

Address (last updated

01-03-2017) [REDACTED]	JUSTIS ID	Fingerprint ID
---------------------------	------------------	-----------------------

Court record

Date	Event	Court official	Court reporter	Amount
01-16-2017	Notes			
	Additional text:			
	16 days from date of offense have passed. No request for hearing. NITR pulled & disposed.			
01-16-2017	Conviction status report			
	Additional text:			
	Associated with Charge #1			
01-16-2017	Dispositional order/judgment	Gritton, Thomas J		
01-03-2017	Confidential disclosure of protected information			
01-03-2017	Notice of intent to revoke operator's license			



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6110 • Fax 920-886-6109
e-mail: jherron@ci.neenah.wi.us
JONATHON HERRON
DEPUTY CITY CLERK

REGULAR MAIL

November 9, 2021

Michelle D. Loula
969 Gay Drive
Neenah, WI 54956

Re: Beverage Operator's License

Dear Michelle,

This letter is in regards to your recent application for a Beverage Operator License with the City of Neenah. The police department has completed their background check and has recommended denial of your application due to having three OWI's with most recent being within the past 10 years.

You may appeal the police department's decision by filing a notice of appeal with the City Clerk within **10 days** from the date of this written notice of denial. The appeal shall be stated in writing, shall state in detail the grounds for reversal of the license denial by the police department and shall be signed by the applicant. This appeal would be heard at the next Public Service and Safety Committee meeting after receipt of your written appeal request.

Feel free to contact our office if you have any questions.

Respectfully,

Jonathon Herron
Deputy City Clerk

Enclosure

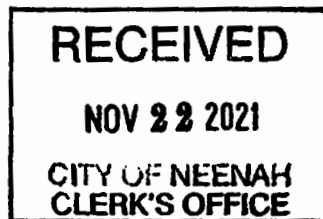
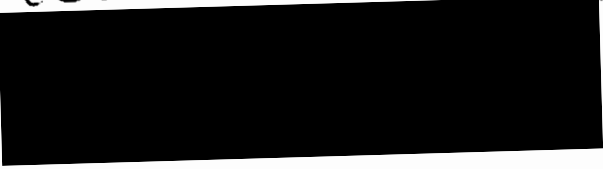
11-19-2021

Dear Mr. Herron

I am respectfully filing this appeal in regards to the decision made by the neenah police department concerning my application for a beverage operators license for the city of neenah. They based their decision on the fact that I have had 3 owl's with the most recent being within the last 10 years. My previous offenses were both prior to my 30th birthday. I'm very embarrassed and completely humbled by the choice I made back in 2016 (last charge). I would like to make it clear that I under NO circumstances would EVER get into the drivers seat after having anything to drink. I have previously held a bartenders license in Neenah and was very responsible. I have completed all counseling requirements and driving requirements to regain my license (driving) I also am very aware of the consequences of my actions and would make sure to be considerate of making sure that no other customers or patrons made the same mistake I did. I have never had any other charges filed against me as far as responsible serving. Please reconsider my application, I have redone my
→

responsible beverage training
and feel I have definitely learned
a hard lesson about being completely
responsible for myself and my
patrons. Thank you so much
for the consideration. I would
also like to mention that I have
previously had my licence in other
countries. I have been bartending
for over 29 years in total.
again Thank you

Michelle D. Dale





Department of Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee

FROM: Michael T. Kading, Director of Parks & Recreation *mk*

DATE: December 21, 2021

RE: 2022-2026 Comprehensive Outdoor Recreation Plan (CORP)

The purpose of the CORP is to solicit community feedback in preparing a document that bench marks the Parks and Recreation current status with future outcomes while providing guidance for development and outlining projects that may be grant eligible.

Over the course of 2021 the Parks and Recreation Department and Commission has been working to revise and update the CORP. Work included conducting a public survey, commissioner park review, staff review of current state and national bench mark mechanisms.

The document includes:

- A comprehensive list of recreation resources (Chapter 3)
- A review of accessible parklands vs inaccessible parklands (Chapter 4)
- Comparisons of National / Local Bench Marks (Chapter 4)
- New to the CORP is a list of accomplishments found on pages 6-1 – 6-2.
- Recommendations (Chapter 6 & 7) include continuing to implement the Capital Improvement Plan, review of new parklands in areas of the city that are void of parklands and new subdivisions

A previous email has been sent with a link to the draft plan on the city's web site or follow the provided link below. If you would like a hard copy please contact our department.

https://www.ci.neenah.wi.us/wp-content/uploads/2021/12/DraftPlan_CNeenahCORP2022_2026_Dec2021PrintWithMapsV2.pdf

The Parks and Recreation Commission has reviewed and recommends adoption of the 2022 – 2026 Comprehensive Outdoor Recreation Plan.

Suggested Action: Adoption of the 2022 – 2026 Comprehensive Outdoor Recreation Plan

Creating Community Through People, Parks & Programs



Department of
Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: December 27, 2021
RE: Shattuck Park Construction Administration Agreement

Parkitecture and Planning has submitted a proposed agreement to complete construction administration services for the Shattuck Park concrete and water play feature replacement project in an amount not to exceed \$15,000. Parkitecture and Planning representatives Blake Theisen and Katie McDonald have been instrumental in developing the Shattuck Park plans and were part of the team that oversaw the successful installation of the Washington Park Splash Pad.

The proposed \$15,000 represents 2.8% of the overall project cost.

Summary of Projected Costs

Base Bid	\$319,326
Alternative	\$132,759
Equipment	\$84,791
Construction Administration	<u>\$15,000</u>
Total Project Costs	\$551,876

Summary of Funding

Carry Forward	\$296,000
2022 CIP	\$100,000
2022 Donation	<u>\$200,000</u>
Total Funding	\$596,000

The Parks and Recreation Commission has reviewed and recommends the agreement with Parkitecture and Planning to complete Construction Administration Services in an amount not to exceed \$15,000.

Suggested Action: Motion to accept agreement with Parkitecture and Planning to complete the Construction Administrative Services for the Shattuck Park Redevelopment project in an amount not to exceed \$15,000.

Creating Community Through People, Parks & Programs

December 9, 2021

Mike Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956



RE: Shattuck Park Splashpad Post Design Assistance

Dear Mike:

Thank you for the opportunity to provide this proposal for post design assistance for the Shattuck Park fountain replacement. Your continued confidence in the Parkitecture + Planning team is not taken lightly. We are excited to see this project through to fruition.

We will provide you with the support needed to successfully oversee the implementation of the redesign of this important public space. This project will not only fix some of the existing water ponding issues, but provide the public with a much improved aquatic recreational amenity.

The project schedule is anticipated to begin construction in spring of 2022 and conclude by June of 2022.

Thank you very much for this opportunity!

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', is written over a light grey horizontal line.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning

901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Post Design Assistance

- ◆ Construction Administration
 - Modify original design plans to incorporate minor plan and specification changes
 - Repackage the design plans for bidding release
 - Facilitate bid opening and provide bid tabulation
 - Attend and facilitate regular construction meetings
 - Review submittals and shop drawings for design elements of the project
 - Monitor contractor compliance with issued permits and contract documents
 - Administer contractor pay requests
 - Assist with splashpad commissioning
 - Complete final walk-through and punch list at completion of project
 - Provide closeout documentation at completion of project (contractor as-builts and O/M manuals)

OUTCOMES	
Meetings	
#1	Facilitate Bid Opening
#2 – #9	Facilitate Construction Meetings (8 anticipated)
#10	Attend Splashpad Commissioning
#11	Final walk-through & punch list
Construction Administration Documentation	
#1	Bid Tabulation & Recommendation Memo
#2	Construction Meeting Agendas, Meeting Minutes & Progress Photos (8 meetings anticipated)
#3	Review Submittals & Shop Drawings
#4	Administer contractor pay requests
#5	Final walk-through punch list
#6	Project closeout documents (contractor as-builts and O/M Manuals)

#34044

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.



Department of
Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: December 27, 2021
RE: Kimberly Point Phase 1 Design and Engineering

MAK

The Parks and Recreation Department / Commission has completed a master plan study to consider shoreline erosion and ongoing fishing deck damage caused by acts of nature, ADA restroom accessibility in the lighthouse and vehicle, bike and pedestrian movement through the park.

The proposed Phase 1 includes vehicle, pedestrian and bicycle movement and was approved in the 2022 Capital Improvement Plan. The plan is to extend the Lakeshore Ave trail through the park, and connect to a future sidewalk on the west side of the park and address vehicle movement in the park.

In accordance to the archaeological findings from the redevelopment of Lakeshore Ave and trail staff will also recommend engaging an archaeological firm to assist in the development phase (separate contract).

Project Time Frame:

Approval	December / January
Design, Engineering and permitting	February – June
Bidding	July
Field Study (separate contract)	July / August
Award	August
Construction	September 19 - October

Summary of Current Proposed Costs

<u>Design and Engineering</u>	\$16,140
Archaeological Steps 1 and 2	\$3,200

Summary of Funding

2022 CIP	\$175,000
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The Parks and Recreation Commission has reviewed and recommends the agreement with Parkitecture and Planning to complete Design and Engineering Services for Kimberly Point Phase 1 in an amount not to exceed \$16,140.

Suggested Action: Motion to accept agreement with Parkitecture and Planning to complete the Design and Engineering Service for Kimberly Point Phase 1 in the amount not exceed \$16,140.

Creating Community Through People, Parks & Programs

October 19, 2021

Mike Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956



Dear Mike:

Thank you for the opportunity to provide this proposal for design assistance for the Phase 1 of the Kimberly Point Park. Following the conceptual planning stage, the first phase will implement the multi-modal trail network throughout the park and reconfigure the north parking area. This will build on the recent roadway replacement and trail project to provide connectivity within the rest of the park. The general scope shall follow the Exhibit 2 dated 9/10/21 as included in the Conceptual Study Summary Report.

We will provide a schematic layout for approval, and plans/details documents for bidding. The City will use their specifications and contract documents as well as solicit bids. The anticipated schedule includes design during the winter of 2021/22 and construction in the fall of 2022. Construction Administration/Post Design Assistance may be added as an additional service assuming favorable bidding.

Thank you very much for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written in a cursive style.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Design Assistance

- ◆ Prepare design development plans for initial review. This will be accompanied by a table of estimated quantities.
- ◆ Prepare construction plans for City use. Elements to be addressed include:
 - Demolition plan
 - Parking lot and bumpout layout plan
 - Trail alignment and layout plan
 - Detour/closure plan
 - Site grading and erosion control plan
 - Restoration plan
 - Construction details
- ◆ Attend virtual review meetings with City Staff.
- ◆ Develop opinion of probable construction costs.
- ◆ Coordinate with arch/historic consultant (under separate contract) during design.
- ◆ Prepare final construction documents (plans and special provisions) for public bidding by City.
- ◆ Answer bidder questions as needed.

OUTCOMES		
Construction Documents		
#1	Design Development Drawings	11x17 pdf
#2	Estimate of Probable Construction Costs	8.5x11 pdf
#3	Construction Plans and Special Provision Specifications	11x17 pdf

Responsibilities of Owner and Others

The City shall supply Parkitecture with any existing plans and soil reports if available for use in matching grades with the proposed project improvements. A topographic survey file shall be provided by the City.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are broken down by task. **Design Assistance** **\$16,140**

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Signature below shall serve as notification to proceed.

Accepted by:

Date:

City of Neenah

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

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Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.



Department of
Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation *mk*
DATE: December 27, 2021
RE: Kimberly Point Phase 1 Archaeological Agreement

In accordance to the archaeological findings from the redevelopment of Lakeshore Ave and trail, staff recommends engaging UW-Milwaukee to assist in the development and permitting phase.

Staff has recommended and representatives from UW –Milwaukee agree to only complete Step 1 (design consult) and 2 (permitting) at this time. A separate agreement and approval will be needed moving forward for field study and on site construction monitoring

Project Time Frame:

Approval	December / January
Design, Engineering and permitting	February – June
Bidding	July
Field Study (separate contract)	July / August
Award	August
Construction	September 19 - October

Summary of Current Proposed Costs

Design and Engineering	\$16,140
<u>Archaeological Steps 1 and 2</u>	<u>\$3,200</u>

Summary of Funding

2022 CIP	\$175,000
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The Parks and Recreation Commission has reviewed and recommends the agreement with UW-Milwaukee to complete Archaeological Services Steps 1 and 2 for Kimberly Point Phase 1 in an amount not to exceed \$3,200.

Suggested Action: Motion to accept agreement with UW-Milwaukee to complete the Archaeological Services Steps 1 and 2 for Kimberly Point Phase 1 in the amount not exceed \$3,200.

Creating Community Through People, Parks & Programs



Archaeological Research Laboratory
Center
Cultural Resource Management

November 5, 2021

Michael Kading
Director of Parks and Recreation
City of Neenah Parks & Recreation Dept
(920) 886-6062

Sabin Hall, Rm 290
PO Box 413
Milwaukee, WI
53201-0413
414-229-3078
www.uwm.edu
www.uwm.edu/archaeology-laboratory/

RE: Kimberly Point Park Improvements
City of Neenah Parks & Recreation Dept
Winnebago County, Wisconsin
UWM-CRM 2021-0780

Dear Mr. Kading,

The Cultural Resource Management program (Archaeological Research Laboratory Center) at the University of Wisconsin-Milwaukee (UWM) is pleased to offer a scope of work and estimated cost to conduct cultural resource investigations for the above referenced project.

The City of Neenah Parks & Recreation Department is planning to add improvements to Kimberly Point Park in the City of Neenah. The proposed improvements (hereafter, Project) include the installation of a multi-use trail around the park near the shore of Lake Winnebago, bump outs from the parking lot to the trail, and a sidewalk on the west side of the park along N. Park Ave. The linear measurement of the trail, bump outs, and sidewalk is approximately 1100 linear feet (384 linear meters).

The project area falls within the Entire Road archaeological site (47WN0562/BWN-0213), an expansive pre-contact Native American village and cemetery that encompasses Neenah Point (Haas et al. 2021; Mason 1994; Sterner and Haas 2020). The site is protected under Wis. Stats. §157.70 as an uncatalogued burial site, with portions of the site that have been catalogued. Previous archaeological investigations were conducted in Kimberly Point Park and along Lakeshore Avenue, which runs south of the park along the west shore of Lake Winnebago. These investigations have demonstrated the presence of an expansive pre-contact American Indian village (circa AD 900 to 1650) that remains largely intact beneath a layer of surficial fill and former plowzone horizon. Given that cultural features, including burials, were encountered in intact soils below a shallow plowzone along Lakeshore Avenue and in the Park in 2019 and 2020, the probability of encountering similar cultural deposits within the Kimberly Point Park Improvements project area is very high.

Authority

As the project is coincident with the uncatalogued portion of the catalogued burial site Entire Road (47WN0562/ BWN-0213), the project is subject to Wisconsin Statutes §157.70. The methods and techniques used during the study will follow those standards promulgated in the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* and the *Guide for Public Archaeology in Wisconsin*. Federal and/or state (example, WisDNR) funding/permitting is not anticipated for the project. As such, this scope does not address cultural resource compliance activities relative to Section 106 of the National Historic Preservation Act and/or Wis. Stat. §44.40.

Scope of Work

Given the presence of burial site 47WN0562/ BWN-0213 Entire Road (catalogued and uncatalogued) and to address compliance requirements pertaining to Wis. Stats. §157.70, the following work plan is proposed for the project. The work plan is designed to identify burial features that may be impacted by the Project as well as to prioritize preservation in place of identified/potential burial features and archaeological deposits.

- (1) **Design Consultation.** UWM will work closely with the project design team to minimize the overall footprint of ground disturbance associated with the project, especially with regard to the maximum depth of disturbance. Previous archaeological investigation within the park area suggest that the cultural deposits are beneath approximately 30 cm (11.8 in) of fill.
- (2) **Permitting and Wisconsin Historical Society Consultation.**
 - a. **Request to Disturb Documentation.** UWM will secure permission from the Wisconsin Historical Society (WHS) both to conduct archaeological investigations within the burial site, as required by Wis. Stats. §157.70, as well as for the City's construction related activities.
 - b. **Burial Contract.** Given the high probability of encountering human remains and burial related features, we are anticipating that the WHS will require the completion of a "Burial Contract" as a pre-emptive measure. UWM will prepare the burial contract; This document will include an inadvertent discovery protocol and treatment plan (see 5, below). The inadvertent discovery protocol and treatment plan will align with the documentation prepared for the Lakeshore Avenue street reconstruction project. This approach prioritizes preservation in the place over burial excavation and re-internment.
 - c. **Wisconsin Public Lands Permit.** UWM will also secure a Public Lands Permit, signed by the property owner (City of Neenah) and submitted to the WHS, for archaeological investigations on municipal lands (Wis. Stats. §44.40).
- (3) **Investigation of the Final Designed Project Area (Pre-Construction).** UWM will conduct archaeological investigations within the project area in advance of the construction activities to identify burial related features that may be impacted by the project. The archaeological field investigations will consist of mechanical stripping of the construction footprint to the depth needed for the project (heavy equipment provided by the City) to identify cultural features. If cultural features are identified, then they will be further excavated to assess whether or not they are burials and/or burial related features. If the project construction activities would extend to a depth that would impact the archaeological deposits, we estimate approximately that 300 cultural features could be present in the project area. Materials recovered during the investigations would be inventoried and analyzed, with all investigations documented in a formal report.
- (4) **Monitoring.** Prior to construction activities, UWM will secure permission for the construction work within the burial site from the WHS, as required by Wis. Stats. §157.70. A condition of

the WHS permission is monitoring by a Qualified Archaeologist during construction. During ground disturbing construction related activities, UWM will provide a Qualified Archaeologist to monitor the activities. The monitoring activities are documented in a technical report, submitted to the Wisconsin Historical Society.

- (5) **Inadvertent Discoveries and Consultation.** If human remains and/or burial features are encountered during the project, UWM will consult with the City, WHS, and Native American Tribes to facilitate the process for inadvertent discoveries under Wis. Stats. §157.70, and following the Inadvertent Discovery and Treatment Plan completed in (2) above.

Estimated Costs

The estimated costs for the project are provided below.

The estimated costs are as follows:

Design Consult	\$2,000
Permitting	\$1,200
Field Investigations (up to 300 features), Analysis & Report	\$TBD ¹
Monitoring & Report	\$5,000
Inadvertent Discoveries & Consultation	TBD ²

¹estimated cost is \$75,000 to \$141,000 dependent on total number of features identified.

²estimated cost is \$2,000 per burial.

The official institution name used in contracts, grants, and other official agreements is: The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee. If awarded, we respectfully request the ability to negotiate the terms and conditions from the sponsor. Please note that as an agency of the State of Wisconsin and an academic institution the following conditions are required:

1. We are self-insured under secs. 895.46, 893.82 and 20.505(2)(k) of the Wisconsin Statutes.
2. We are not permitted, by law, to indemnify or defend any sponsor.
3. We require the right to publish or use information, data, writings, or materials resulting from research for educational and research purposes.

If you would like a copy of our standard research agreement to review our language in more detail, please feel free to visit [UWM Standard Terms and Conditions](#).

If there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-7061 or at sethas@uwm.edu.

Sincerely,



Seth A. Schneider, Ph.D., RPA

Principal Investigator

And

Jennifer R. Haas, Ph.D., Director

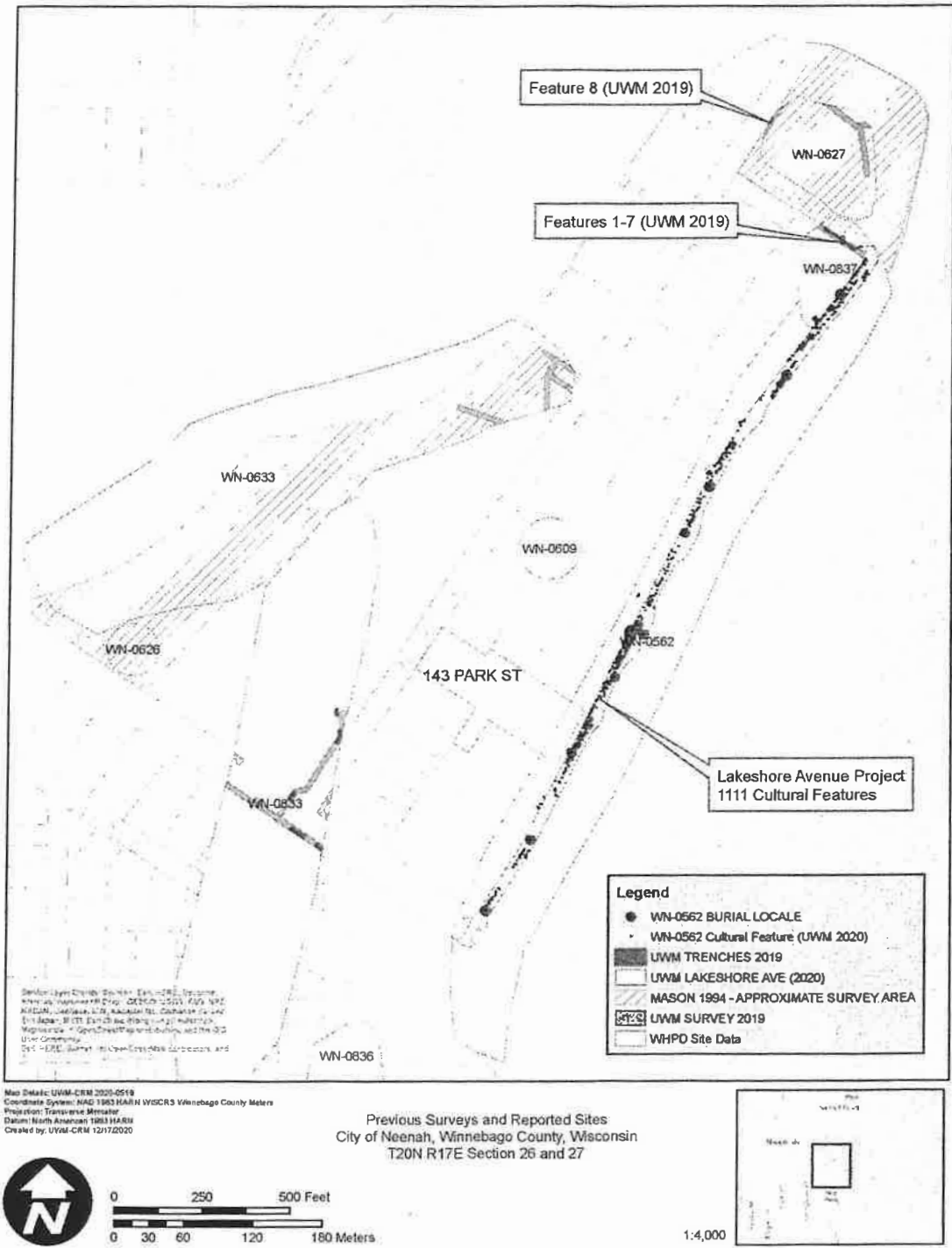
References Cited

Haas, Jennifer R., Kerri A. Christensen, Seth A. Schneider, and Megan E. Thornton
2021 *Results of the Archaeological Investigations Along Neenah's Lakeshore Avenue: The Cemetery and Related Contexts Entire Road Site (47WN0562 BWN-0213) Winnebago County, Wisconsin*. Report of Investigations No. 561, Archaeological Research Laboratory. University of Wisconsin-Milwaukee, Milwaukee, Wisconsin.

Mason, Carol L.
1994 *The 1993 Fur Trade Era Survey of the Fox River Corridor in Northeastern Wisconsin*. Reports of Investigations Number 5, Archaeology Laboratory, University of Wisconsin-Oshkosh. Oshkosh, Wisconsin.

Sterner, Katherine M. and Jennifer R. Haas
2020 *Archaeological Mitigation for the Neenah Phase 4 Project, 47WN0627, 47WN0833, and 47WN0837, Winnebago County, Wisconsin*. Report of Investigations No. 561, Archaeological Research Laboratory. University of Wisconsin-Milwaukee, Milwaukee, Wisconsin.

Attachment 1. Previous Archaeological Survey within and adjacent to Kimberly Point Park





CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

To: Marge Bates, Public Services and Safety Committee Chair
Mayor Dean Kaufert

From: Captain Thomas Van Sambeek *TJS*

Date: January 4, 2022

Re: Purchase of Thermal Drone Package

The Neenah Police Department is seeking approval to purchase a DJI Mavic 2 Enterprise Advanced Drone package using Capital Equipment and Preparedness Grant funds. The drone would have thermal imaging capabilities that could assist both fire and police department personnel on fire, tactical, and search-and-rescue incidents.

Our current drones do not have any thermal capabilities. Using the thermal capabilities of the new drone, our department would be able to operate the drone at night regardless of the amount of light available, as the thermal sensor can pick up on and display the variations of temperatures of both objects and people on the ground. Additionally, this drone has a superior visual camera with twice the image size (8000 x 6000) and a 32x digital zoom. Both the visual and thermal camera can be displayed on the controller at the same time. The new drone also allows for accessories, such as a spotlight, beacon light (collision avoidance during night operations), and a speaker that can be used for one-way communication, to be placed on top of the drone.

Furthermore, this new drone could be used by fire personnel to identify hot spots on fire scenes that would otherwise not be visible to the naked eye.

We are currently using drone products from DJI, so this additional drone would require minimal additional training; however, DJI Direct offers only the drone at a similar price point whereas Title Town Drones offers a public safety bundle, which includes the same DJI drone as well as accessories. The package from Title Town Drones consists of the drone, controller, four (4) batteries, charger, props, speaker, spotlight, beacon, memory card, and cables.

DJI Direct	\$6,900.00 (drone only, no accessories)
Title Town Drones	\$7,179.00 (drone and accessories)

Recommendation:

Authorize the Neenah Police Department to purchase a DJI Mavic 2 Enterprise Advanced public safety bundle from Title Town Drones for \$7,179.00 using Capital Equipment and Preparedness Grant funds.



Titletown Drones
 4771 Michelle Drive
 Suamico, WI 54173 US
 +1 9206194164
 accounts@titletowndrones.com



Estimate

ADDRESS

Capt Tom Van Sambeek
 Neenah Police Department
 2111 Marathon Ave.
 Neenah, WI 54956

SHIP TO

Capt Tom Van Sambeek
 Neenah Police Department
 2111 Marathon Ave.
 Neenah, WI 54956

ESTIMATE # 1505

DATE 12/28/2021

EXPIRATION DATE 01/28/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
12/28/2021	DJI Mavic 2 Enterprise Advanced Public Safety Bundle	DJI Mavic 2 Enterprise Advanced complete starter package	1	7,179.00	7,179.00
	DJI Mavic 2 Enterprise Advanced	DJI mavic 2 Enterprise Advanced Drone with thermal	1	6,500.00	
	DJI Self Heating Battery for Mavic 2 Enterprise	Intelligent flight battery for the Mavic 2 Enterprise series. Includes heating feature. Genuine DJI product.	3	189.00	
	3 Port Rapid Charger for Mavic 2	Charges up to 3 batteries simultaneously at up to 70 watts per channel. Includes 2 USB ports for peripheral devices.	1	53.00	
	DJI Mavic 2 Low-Noise Propeller	Compatible with all Mavic 2 series aircraft including Mavic 2 Enterprise, Mavic 2 Pro, Mavic 2 Zoom	2	15.00	
	Sandisk Extreme 128G Micro SD memory Card	San Disk Extreme 128 High Speed Micro SD memory card. Ideal for drones.	1	29.00	

Quote is valid for 30 days. If this quote is expired, please contact me for an updated quote. Thank you.

SUBTOTAL	7,179.00
TAX	0.00
TOTAL	\$7,179.00



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



MEMORANDUM

To: Marge Bates, Public Services and Safety Committee Chair
Mayor Kaufert

From: Assistant Chief Jeffrey Bernice

Date: 1/4/2022

Re: **Approval to Purchase Cellebrite from 2022 CIP Budget**

The purpose of this memorandum is to respectfully request authorization to purchase the Cellebrite program for the Neenah Police Department. The funds will be appropriated from the 2022 approved Capital Improvements Plan (CIP), 011-2196-743-8133, with a budget of \$17,000.00.

This funding would be used for hardware, software, and training of the Cellebrite program, which would be used to extract and analyze information on seized mobile phones to assist with lawful search warrant investigations.

The current program's hardware and software price has decreased from \$9,300.00 (quoted in March 2021) to \$6,775.00; however, the annual subscription has increased from \$4,300.00 to \$6,300.00.

Our package would include the following:

- Ultimate Program - includes the software plus allows us to perform extractions and analysis: \$6,100.00
- UFED Dongle Kit - includes equipment for the phones to plug into and allows us to use our own computers: \$75.00
- UFED 4-Piece Hardware Kit (includes the equipment to actually perform extractions and transfer data to the software on the computer: \$600.00
- Five-day training class for one officer to become a Cellebrite certified operator and physical analyst - training information attached : \$3,850.00

Total package price: \$10,625.00

2023 costs:

- Annual subscription: \$6,300.00
- Annual recertification (online) for one officer: \$100.00

Total costs (package plus annual fees): \$17,025.00

Recommendation:

Approve the Neenah Police Department to purchase the Cellebrite system at a cost of \$17,025.00 from funds in the 2022 approved Capital Improvements Plan (CIP) budget, 011-2196-743-8133.



Cellebrite Inc.
7 Campus Drive
Suite 210
Parsippany New Jersey 07054
United States



Cellebrite

Digital intelligence
for a safer world

Tel. +1 800 942 3415
Fax. +1 201 848 9982
Tax ID#: 22-3770059
DUNS: 033095568
CAGE: 4C9Q7
Company Website:
<http://www.cellebrite.com>

Quote

Quote# Q-223674-1
Date: Nov 18, 2021

Billing Information

Neenah Police Department
2111 Marathon Avenue
Neenah, Wisconsin 54956
United States
Contact: Austin Riska
Phone: 7158512369

Delivery Information

Neenah Police Department
2111 Marathon Avenue
Neenah, WI 54956
United States
Contact: Austin Riska
Phone: 7158512369

Click [here](#) to process with Credit Card payment

By clicking the link above and accepting this quote,
You are expressing your agreement and compliance to and with the terms contained on this quote.

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00049478	Dec 18, 2021	Net 30	USD	Nick Piacenza

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net Price/Unit	Net Price
B-UFD-10-001	UFED 4PC Ultimate Subscription	1	Nov 18, 2021	Nov 17, 2022		6,100.00	6,100.00
F-KAS-00-001	UFED Dongle Kit	1				75.00	75.00
F-UFD-05-003	UFED 4PC HW Kit	1				600.00	600.00

SubTotal	USD 6,775.00
Shipping & Handling	USD 0.00
Sales Tax (0.00%)	USD 0.00
Total	USD 6,775.00

Comments:

Terms and conditions:

- Freight Terms: FCA
- Limited Warranty: Hardware: 12 Months; Software: 60 days; Touch Screen: 30 days
- Quote is subjected to regulation approval.
- General: Purchases of any products sold by Cellebrite are governed by <http://legal.cellebrite.com/us/index.html>
- EULA: Software is licensed by Cellebrite in accordance with an end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>
- Advanced Services (CAS): Purchases of Cellebrite Advanced Services are governed by <http://legal.cellebrite.com/CB-us-us/index.html>.
- Premium: The following terms apply only to the following products: Cellebrite Premium <http://legal.cellebrite.com/intl/PremiumUS.htm>
- Pathfinder: <https://legal.cellebrite.com/AE-Addendum.html>
- Training Services: Subject to the terms and conditions at <http://legal.cellebrite.com/intl/Training.htm>
- SaaS: <https://legal.cellebrite.com/Cellebrite-SaaS-Terms-of-Service-October-18-2021.htm>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

Quote Number: Q-223674-1

Prepared by Nick Piacenza

Page 1 of 2

*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Order on behalf the engaging company ("Company"), and I hereby approve that my signature is legally binding upon the Company. By signing this Order I hereby confirm and approve that the terms and conditions with respect to the services described in this Order are the only terms and conditions that apply in this regard, and no other documents and/or forms and/or other terms and conditions shall apply.

Signature & Stamp: _____

Effective Date: _____

Name (Print): _____

Title: _____

Please sign and email to Nick Piacenza at nick.piacenza@cellebrite.com



Cellebrite Certified Operator + Cellebrite Certified Physical Analyst

Date: 21 - 25 Feb 2022 Days: Mon-Fri Hours: 9:00 AM - 5:00 PM

Course type: Instructor Led

Region: North America

Location: New Berlin, WI, United States

Capacity: Open

Enroll by: 21 Feb 2022

Log in to see the options to register for this course. If you do not already have an account, create your FREE account. Creating an account does not obligate you to enroll or pay for classes.

[Log in Create Account](#)

The Cellebrite Certified Mobile Examiners Course is designed for the intermediate and advanced investigator / digital forensic examiner. This 5-day course combines the curriculum from the Cellebrite Certified Operator (CCO) and the Cellebrite Certified Physical Analyst (CCPA) Courses providing the participant with an intense exposure to Cellebrite UFED, Physical Analyzer Software and all of the core competencies associated with the examination of mobile devices using Cellebrite's

Tools and methodology. During the course, written exams and practical skill assessments will be administered. After successfully passing these exams, students earn the Cellebrite Certified Operator (CCO) and the Cellebrite Certified Physical Analyst (CCPA) certification credentials. Successful class completion results in a certificate of completion and demonstration of mastery of these concepts is one of the prerequisites for students desiring to take the Cellebrite Certified Mobile Examiner (CCME) certification examination. Students considering the CCME Certification are required to complete the Cellebrite Mobile Forensic Fundamentals (CMFF) course, Cellebrite Certified Operator (CCO) course and the Cellebrite Certified Physical Analyst (CCPA) course.

Cellebrite Certified Operator

Upon successful completion of this class, the student will be able to:

- Install and configure UFED Touch, UFED Touch 2 or UFED 4PC and Physical Analyzer software.
- Exhibit how to open extractions using Physical Analyzer.
- Summarize how to conduct basic searches using Cellebrite Physical Analyzer.
- Outline how to create reports using Cellebrite Physical Analyzer.
- Demonstrate proficiency of the above learning objectives by passing a knowledge test and practical skills assessment with a score of 80% or better.
- Explain the best practices for the on-scene identification, collection, packaging, transporting, examination and storage of digital evidence data and devices.
- Display best practice when conducting cell phone extractions.
- Identify functions used within UFED Touch, UFED Touch 2 or UFED 4PC to perform supported data extractions.

Cellebrite Certified Physical Analyst

Upon successful completion of this class, the student will be able to:

- Conduct advanced mobile device forensic analysis using the UFED Physical Analyzer software.
- Recall techniques used for authentication and validation of data parsed and collected as evidence.
- Identify functions within Physical Analyzer software which allow examination of various types of data.
- Recognize Physical Analyzer's capabilities to generate custom reports in an organized manner.
- Demonstrate proficiency of the above learning objectives by passing a knowledge test and practical skills assessment with a score of 80% or better.

Class details

TRAINING VENUE ADDRESS
New Berlin Police Department

16300 W. National Avenue

New Berlin, WI 53151

Parking: Park on west side of public safety building. Entrance on southwest corner of PD.

RECOMMENDED AIRPORT(S)

Mitchell International Airport

RECOMMENDED HOTEL(S)

Holiday Inn Express: 15451 W. Beloit Rd. New Berlin, WI

La Quinta Inn & Suites: 15300 W. Rock Ridge Rd. New Berlin, WI



Neenah
WISCONSIN

Special Event Permit Application

Event

Name NEENAH PARKS KIDS TRIATHLON

Webpage Neenahgov.org

Description

- Festival/Concert/Exhibition Parade/March Other:
 Tournament Competitive Race
 Assembly/Rally Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

Kids Triathlon for kids 6-14 years of age. Event includes swimming, biking and running.

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>8/6/22</u>	<u>6:00 am</u>	<u>8:00 am</u>	<u>10:00 am</u>	<u>11:00 am</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants 100

Spectators 300

List any entry fees:

\$30.00 per participant

Location

Park/Public Property: Neenah Pool, Kimberly Point and Riverside Parks

Public Street/Sidewalk/Trail: S. Park Ave., Lakeshore Ave, N. Park Ave, Riverside Park Trail, E. Wisconsin Ave.

Private Property/Other:

Applicant

Name Jim Kluge Daytime Phone 920-886-60

Email jkluge@ci.neenah.wi.us Cell Phone 920-209-94

Organization

Name Neenah Parks & Recreation Department Tax Exempt No. 377026

Email jkluge@ci.neenah.wi.us Phone 920-886-60

Address 211 Walnut Street

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.



Neenah
WISCONSIN

Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Jim Kluge Phone 920-209-94

Name Steph Schott Phone 920-851-12

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name _____ Phone _____

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

Parks & Recreation Department special event walkie talkies, staff cell phones.

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Speaker sound system, Neenah Pool Sound system, walkie talkies, cell phones.

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System Neenah Pool Parking Lot

Lost Child Recovery Site Neenah Pool Parking Lot

Severe Weather Shelter(s) Neenah Pool Building, Riverside Park Shelter

First Aid Station(s) Neenah Pool Building, Riverside Park Shelter

Enclosed/Fenced Area(s) N/A

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956

Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzetlet@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 8:00 am End Time 11:00 am

- 19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.



Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached)

23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No

- Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
- Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
- Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
- Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
- Message Boards
Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____ Phone _____

25. List any shuttle services (including route locations) being provided for the event:

N/A

26. List any locations to be used for either attendee or event staff parking:

Neenah Pool Parking Lot

27. Please identify handicap accessible parking locations and accommodations:

Designated Park stalls are located near the entrance of the pool.



Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No
Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

These facilities are managed by the Parks & Recreation Department. We will have our pool staff and parks staff clean, restock supplies and maintain and clean environment after the event is completed.

34. Please list any additional equipment or services requested to be provided by the city:

N/A



Special Event Permit Application

Checklist

Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah
WISCONSIN

Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature Jane R. Hug

Date 9-28-2021

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	—	—
Public Works/Traffic	—	—
Police	—	—
NM Fire	—	—
Total	—	—

Approvals

Special Events Task Force

Signature Joni Heinz Date _____

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____ Date _____

Contingencies of Permit



M E M O R A N D U M

DATE: January 6, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Discontinuous Sidewalk on Overlay Streets:
 Wild Rose, Green Acres, Honeysuckle, Meadow, Primrose, Fredrick

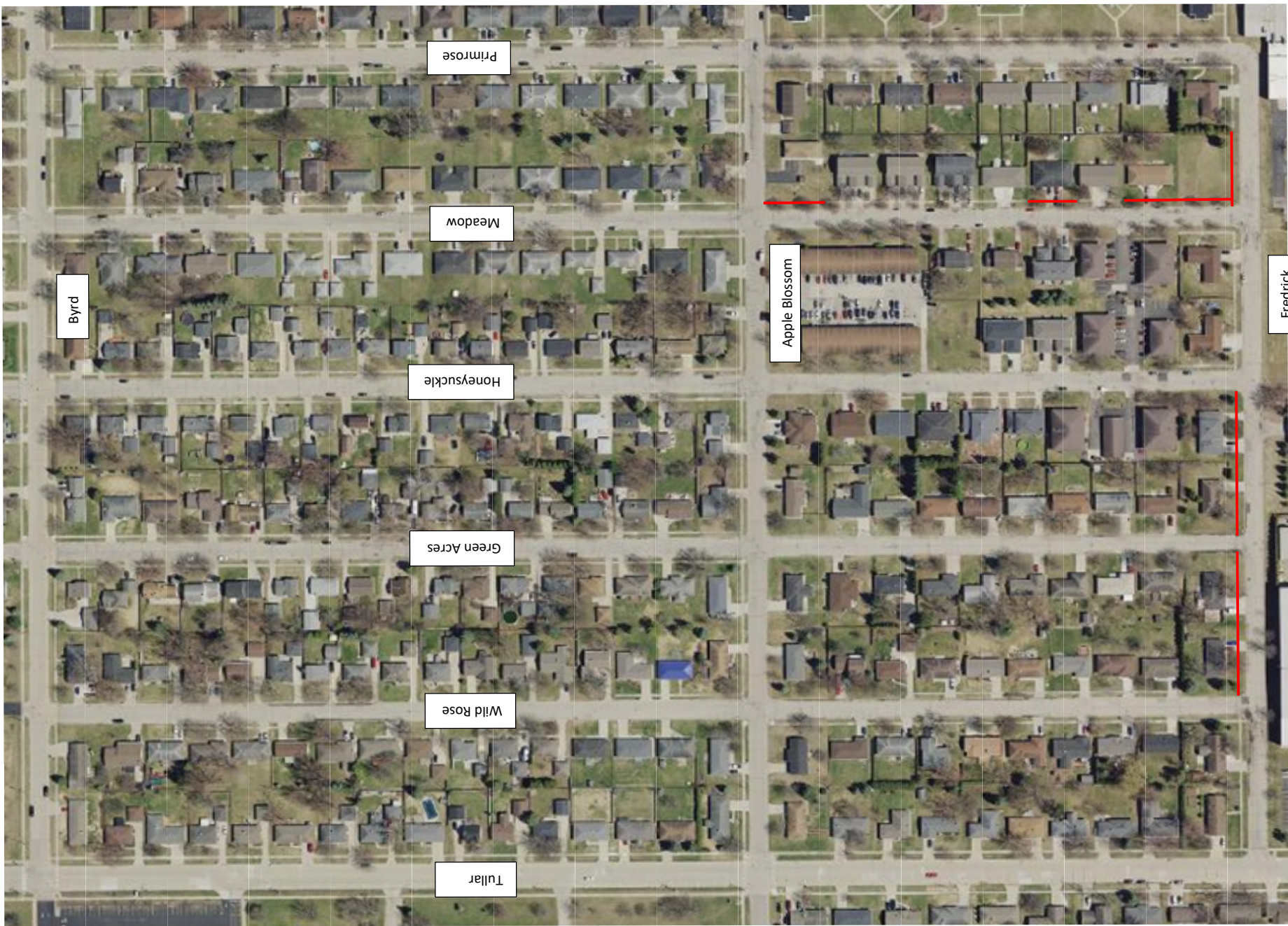
In preparing the plans for resurfacing projects on Wild Rose, Green Acres, Honeysuckle, Meadow, Primrose, Fredrick, staff noted the discontinuous sidewalk present on a number of the streets. The table below shows the status of sidewalk on these streets. Past practice had been to consider completing sidewalk on those block faces that had more than 50% of the sidewalk in place. Staff is looking for input from the Committee regarding these streets.

Street	Side of Street	Fredrick – Apple Blossom		Apple Blossom - Byrd	
		Sidewalk in Place	Sidewalk Missing	Sidewalk in Place	Sidewalk Missing
Wild Rose	West	853	0	0	1,258
	East	486	367	232	1,026
Green Acres	West	0	851	1,258	0
	East	0	851	1,258	0
Honeysuckle	West	243	606	1,258	0
	East	102	747	1,258	0
Meadow	West	100	747	1,258	0
	East	456	391	1,258	0
Primrose	West	845	0	1,258	0
	East	845	0	1,258	0

Fredrick Drive	Side of Street	Sidewalk in Place	Sidewalk Missing	Side of Street	Sidewalk in Place	Sidewalk Missing
Tullar – Wild Rose	North	233	0	South	0	233
Wild Rose – Green Acres	North	0	240	South	0	240
Green Acres – Honeysuckle	North	0	240	South	0	240
Honeysuckle – Meadow	North	240	0	South	0	240
Meadow - Primrose	North	120	120	South	0	240

Of the streets listed, Meadow Lane, Primrose Lane and Fredrick Drive are considered Neighborhood Subcollector streets.

Staff is of the opinion that sidewalk on the north side of Fredrick Drive should be completed along with sidewalk on the east side of the Meadow Lane. The Fredrick Drive sidewalk is estimated to cost \$24,000. The Meadow Lane sidewalk is estimated to cost \$14,000. These sidewalk projects were not included in the 2022 capital improvement program. The possible sources of funding for this work are the street project budgets and the miscellaneous sidewalk repair program budget.



Primrose

Meadow

Honeysuckle

Green Acres

Wild Rose

Tullar

Byrd

Apple Blossom

Fredrick





M E M O R A N D U M

DATE: January 6, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 1-21 (Marathon Av) – Work is complete. Final quantities are being calculated.
- 3) Contract 2-21 (Fairview, Laudan) - Work is complete. Final quantities are being calculated.
- 4) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is complete. Final quantities are being calculated.
- 5) Contract 4-21 (Epoxy Pavement Marking) – About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 6) Contract 5-21 (Misc. Asphalt Repairs) – Work is complete. Final quantities are being calculated.
- 7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 8) Contract 7-21 (Harrison Pond) – Pond excavation is ongoing. The current level of excavation is roughly at the finished static water level of the pond. Most of the storm sewer installation is complete. Due to environmental concerns, more low-hazard soil was hauled to the Arrowhead Park site than was anticipated in the bid. That haul has a higher unit price than common excavated material. However, less contaminated soil needed to be landfilled than was originally estimated.
- 9) Contract 8-21 (Jewelers Park Drive Trail) – Pile placement for the boardwalk started the week of January 3.
- 10) Contract 1-22 (Primrose, Meadow, Honeysuckle, Green Acres, Wild Rose, Frederick utilities) – Plans are being prepared.
- 11) Contract 2-22 (Grove, Dieckhoff) – Plans are being prepared.
- 12) Contract 3-22 (Primrose, Meadow, Honeysuckle, Green Acres, Wild Rose, Frederick, Apple Blossom, Farm Ridge, Cherry, Blueberry, Fresh Air Park, Southview basketball court paving) – Plans are being prepared.
- 13) Contract 4-22 (S. Commercial Street sanitary sewer) - Design work is ongoing.
- 14) Contract 5-22 (CB/JJ utilities) – Plans are being prepared for sanitary sewer and water utility adjustments to be done prior to construction of the roundabout project.
- 15) Drop-Off Center Metal Collection – Proposals are being evaluated for providing metal collection service for the drop-off center. An RFP is being prepared to provide refuse and recycling collection service at the drop-off center.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday December 7, 2021, 6:30 PM

Present: Alderpersons Bates, Hillstrom, Lang, Lendrum and Stevenson

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Superintendent Radtke, and Public Works Office Manager Mroczkowski

Approval of Minutes of the meeting for the October 26, 2021, November 3, 2021, and November 9, 2021 Meeting

Motion Second/Carried Lendrum/Hillstrom to approve the minutes of the Meeting of October 26, 2021, November 3, 2021, and November 9, 2021. All voting aye.

Public Appearances:

None

Preliminary Resolution 2022-01: Sanitary Sewer Lateral and Water Service Construction on S. Commercial Street, Dieckhoff Street, and Grove Street

Director Kaiser reviewed Preliminary Resolution 2022-01 and stated that the streets that will have utility work in 2022 are S. Commercial Street from Stanley Street to Wright Avenue, Dieckhoff Street from Grove Street to Oak Street, and Grove Street to E. Cecil Street from Laudan Boulevard.

Report

Following discussion: **Motion/Second/Carried Stevenson/Lang to recommend to Council to approve Preliminary Resolution 2022-01: Sanitary Sewer Lateral Construction on S. Commercial Street, Dieckhoff Street and Grove Street. All voting aye.**

Licenses

Approve the Temporary Class "B" license application to sell fermented malt beverages for Art After Dark, Bergstrom-Mahler Museum of Glass, 165 N Park Drive, December 16, 2021 from 5:00 PM to 8:00 PM

C.A

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom approve the Temporary Class "B" Picnic License Application for the sale of fermented malt beverages for Art After Dark, Bergstrom Mahler Museum of Glass, 165 N Park Drive, to be held on December 16, 2021 from 5:00 PM to 8:00 PM. All voting aye.**

Approve the renewal Secondhand Dealer Application for J. Anthony Jewelers, 220 S Commercial Street for the 2022 licensing year

C.A. Following discussion, **Motion/Seconded/Carried Lendrum/Hillstrom to recommend Council approve the renewal of the Secondhand Dealer Application for J. Anthony Jewelers, 220 S. Commercial Street for 2022 licensing year.** All voting aye.

Approve the renewal Secondhand Dealer Application for Blind Tiger Games, 675 S Green Bay Road for the 2022 licensing year

C.A. Following discussion, **Motion/Seconded/Carried Hillstrom/Stevenson to recommend Council approve the renewal of the Secondhand Dealer Application for Blind Tiger Games, 675 S Green Bay Road for the 2022 licensing year.** All voting aye.

Approve the renewal Secondhand Dealer Application for ecoATM, LLC, located inside Pick N Save at 1530 S Commercial Street and 828 Fox Point Plaza, and inside Walmart at 1155 W Winneconne Ave for the 2022 licensing year

C.A. Following discussion, **Motion/Seconded/Carried Stevenson/Lang to recommend Council approve renewal of the Secondhand Dealer Application for ecoATM, LLC, 1530 S. Commercial Street (Kroger #124), 828 Fox Point Plaza (Kroger #412), and 1115 W. Winneconne Avenue (Walmart) for the 2022 licensing year.** All voting aye.

Approve purchase of Automated Refuse/Recycling Truck

Director Kaiser stated that this will be an additional automated collection truck to be added to the current fleet.

Alderson Hillstrom asked if this will be used in a backup capacity. Superintendent Radtke stated it will allow us to have five in service and one in for repairs or general maintenance

Alderson Bates asked if the current new housing construction will increase the need for more trucks in the future. Director Kaiser stated that he included this topic in his annexation report for Freedom Acres. He stated that this new subdivision will put the city at its maximum capacity and additional trucks will need to be considered.

Alderson Hillstrom asked when we can expect delivery. Superintendent Radtke stated that once it is ordered it should take approximately 90 days.

Mayor Kaufert asked how many trucks are in service on a daily basis. Superintendent Radtke stated that currently all 5 trucks are in service every day. He stated with the volume of recycling that we have been having, two recycle trucks must be used every day.

Report

Following discussion, **Motion/Seconded/Carried Lang/Stevenson to recommend Council approve the purchase of a 31-CY New Way Sidewinder Automated Collection Truck from Envirotech Equipment, Lannon WI, in the amount of \$288,721.00.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Utility installation is complete. Sommers Construction was scheduled to start grading and graveling the Shootingstar extension on Wednesday, Dec.8, but do to the cold weather is pushing it back until the week of December 13. Work on that piece should be complete by the end of that week. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 1-21 (Marathon Av) – Work is complete. Final quantities are being calculated.
- 3) Contract 2-21 (Fairview, Laudan) - Work is complete. Final quantities are being calculated.
- 4) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is complete. Final quantities are being calculated.
- 5) Contract 4-21 (Epoxy Pavement Marking) – About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 6) Contract 5-21 (Misc. Asphalt Repairs) – Work is complete. Final quantities are being calculated.
- 7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 8) Contract 7-21 (Harrison Pond) – Pond excavation is ongoing. Storm sewer installation was started the week of November 29.
- 9) Contract 8-21 (Jewelers Park Drive Trail) – Tree and underbrush removal has been done. Work on the structures is scheduled to start on December 6.
- 10) Freedom Acres – Utility work is being completed. The road (Honor Street) is being graded and graveled.
- 11) 2022 Projects – Survey work for the 2022 projects has been completed. Design work is ongoing.
- 12) Community Development office – Remodeling work to add an office for GIS within Community Development has started.

- 13) Terry Thompson our Construction Inspector/Engineering Aide since 1988 is retiring. His last day is December 17. He has been one of the quiet, behind the scenes people that is willing to help however he can in order to get things done. We are in the process of recruiting for that position.

Superintendent Radtke provided the Committee with a presentation on the Samsara software that was recently installed to monitor the Lake Edge Lift Station.

Announcements/Future Agenda Items

Bell Street Parking Petition

Comprehensive Outdoor Recreation Plan

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:09 PM.**
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Officer Manager



For Office Use Only

New License (\$60) Renewal (\$60) Year Ending: **June 30, 2023**
 Provisional (\$15) Good for 60 Days Period Ending: _____
 Temporary (\$10) Expires with event Period Ending: _____
 Duplicate License (\$10) Pick-up License
 Mail License

Receipt No: 73599 Amt. Paid: \$ 75 Account Code: OP

Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

Answer all questions completely and correctly. Please print

Name: Michelle D Loula
 Street Address: _____ City: _____ State: _____ Zip Code: _____

DOB: _____ Sex (Male or Female): Female Driver's License Number: _____

All Previous names: Doty (Maiden) Hoopman Home Phone: same
 Where will you be working: Lucky Dogz Cell Phone: _____

Have you ever had an Operator's (Bartender's) License? Yes No If yes, where? Rib Mountain (WI)
Kronwetter (WI)
Neenah (WI)
 Have you **EVER** been convicted of a felony? Yes No
 If yes, when, where and what type of violation? Please be specific. _____

Have you been convicted of a misdemeanor or ordinance violation in the **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)? Yes No
 If yes, when, where and what type of violation? Use the back of this sheet if more room is required. 4-17-2017
Neenah, WI. OWI

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance? Yes No
 If yes, when, where and what type of violation? Use the back of this sheet if more room is required. _____
Neena

- I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.
- I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.
- Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.
- I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

Michelle Loula 11/5/2021
 Applicant Signature Date

\$110.00
2 prior OWI

Applicant meets guidelines for issuance of Beverage Operator's License.

Has taken Responsible Beverage Server Training Course or held a license within the past 2 years
 No outstanding Court forfeitures (Court-Amanda)
 No parking tickets (Finance-Jessica)
 No delinquent claims (Finance-Patie F)
 Police Background Check completed (Laurie)
 No Delinquent Water Bill (Finance-Carrie)

_____ Approve Reject
Jonathan Heaton 11/08/2021
 Clerk/Deputy Clerk Signature Date

Serving Alcohol

is proud to present this certificate to

Michelle Loula

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

f29Yzjuitz

Date Issued

Nov 5th, 2021

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: Michelle Loula

Certification Date: Nov 5th, 2021

Certificate Code: f29Yzjuitz

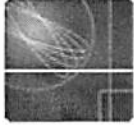
Verify Online: servingalcohol.com

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>



Re: Beverage Operator 
Laurie K Krueger to: Jonathon W Herron
Cc: Thomas H Van Sambeek

11/08/2021 01:56 PM

From: Laurie K Krueger/Neenah
To: Jonathon W Herron/Neenah@Neenah
Cc: Thomas H Van Sambeek/Neenah@Neenah

Based on the OWI rule put into effect August 2020 (attached), Michelle is denied. "Any person who has 3 or more OWI's, with the most recent OWI being in the past 10 years will be denied." As the first two were not located on CCAP and were outside our jurisdiction, I was not able to find any documentation on it and I am basing this denial on the information provided to you. The attached file shows the 2017 OWI and subsequent convictions (one was dismissed).

Please let me know if you have any questions.

Laurie Krueger
Open Records Clerk
Neenah Police Department



OWI Rule.pdf Loula App and Findings.pdf

CONFIDENTIALITY NOTICE: This electronic mail transmission and any attachments may contain information belonging to the sender, which may be confidential and legally privileged. This information is intended for the use of the individual to whom this electronic mail transmission was intended. If you are not the intended recipient, reading, copying, or distributing the contents of this transmission is prohibited. If you have received this information in error, please notify the sender immediately and delete this message.

Jonathon W Herron Hi Laurie, I spoke with Michelle a few minutes...

11/08/2021 01:22:12 PM

From: Jonathon W Herron/Neenah
To: Laurie K Krueger/Neenah@Neenah
Date: 11/08/2021 01:22 PM
Subject: Re: Beverage Operator

Hi Laurie,

I spoke with Michelle a few minutes ago and here is what she told me. She said her first OWI was in Ashland County when she was 21, so probably 1993, and the second was around age 29, so probably 2001, in Marathon County. That is all she was able to provide as far as specifics. Hope that helps. Thanks!

Jonathon Herron
Deputy City Clerk
City of Neenah
P: 920-886-6110
F: 920-886-6109



Laurie K Krueger
Jonathon W Herron

Good Afternoon, The OWI she disclosed is actu...
Good Afternoon, Attached is the application for...

11/05/2021 03:55:12 PM
11/05/2021 03:00:20 PM

Winnebago County Case Number 2017CT000053 State of Wisconsin vs. Michelle D Loula

Case summary

Filing date 01-20-2017	Case type Criminal Traffic	Case status Closed - Electronic filing	
Defendant date of birth [REDACTED]	Address [REDACTED]	Branch ID 3	DA case number 2017WN000025

Charges

Responsible official Key, Barbara	Prosecuting agency District Attorney	Prosecuting agency attorney Struve, Margaret Jeanne	Printable version
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Defendant owes the court: \$869.55

Count no.	Statute	Description	Severity	Disposition
1	346.63(1)(a)	OWI (3rd)	Misd. U	Guilty Due to No Contest Plea
Modifier:	346.65(2)(g)3	Alcohol Fine Enhancer		
2	346.63(1)(b)	Operating w/ PAC (3rd)	Misd. U	Dismissed on Prosecutor's Motion
Modifier:	346.65(2)(g)3	Alcohol Fine Enhancer		

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	346.63(1)(a)	OWI (3rd)	Misd. U	12-27-2016	No Contest on 04-17-2017

Charge modifier(s)

Statute	Description
346.65(2)(g)3	Alcohol Fine Enhancer

On 04-17-2017 there was a finding of:

Action	Court official	Notes
Guilty Due to No Contest Plea	Key, Barbara	

On 04-17-2017 the following was ordered:

Sentence	Time	Begin date	Notes
Alcohol assessment			Blood to be destroyed after appeal period.

Sentence	Time	Begin date	Notes
DOT License Revoked	24 Months		

Sentence	Time	Begin date	Notes
Local Jail	80 Days		IMPOSED AND STAYED. Defendant placed with SSTOP Program for 12 months. Defendant shall successfully complete program and all conditions ordered. Conditions shall be completed 30 days prior to termination from program. If you do not pay the fine in full, you may be revoked or extended on SSTOP. Copy of SSTOP Stipulation is attached. Defendant to contact 920-236-4734 within 72 hours of sentencing to schedule SSTOP appointment.

Sentence	Time	Begin date	Notes
Local Jail	40 Days		consecutive with good time and zero credit. Huber granted, if in compliance with jail facility regulations. Defendant taken into custody and transported to the Winnebago County Jail. Defendant shall provide a DNA sample by CALLING the Winnebago County Jail, Work Release Unit, WITHIN 72 HOURS, to set up an appointment during the hours of 8:00 a.m. - 4:00. p.m. Monday through Friday, at 920-232-1915 or 920-232-1919. Defendant shall

provide proof of identification along with the court minutes stating a DNA sample is required. Failure to comply with this order may result in either a finding of contempt of court or a criminal charge of Failure to Provide a DNA Sample pursuant to Wis. Stats., 946.52.

Sentence	Time	Begin date	Notes
Forfeiture / Fine			Fine and costs to be paid at time of sentencing, unless payment arrangements are approved. Penalty for non-payment shall be entry of civil judgment. Clerk of Courts shall docket without fees. Send payments to: Clerk of Courts, Room 419, 415 Jackson Street, P O Box 2808, Oshkosh WI 54903-2808.

Sentence	Time	Begin date	Notes
Community service	80 Hours		

Sentence	Time	Begin date	Notes
Costs			

Sentence	Time	Begin date	Notes
Ignition interlock	24 Months		IID requirement applies to all vehicles which are registered in your name and any vehicles you operate. During your IID requirement period, you may not operate any motor vehicle without an IID installed.

Count	Statute cite	Description	Severity	Offense date	Plea
2	346.63(1)(b)	Operating w/ PAC (3rd)	Misd. U	12-27-2016	Not Guilty on 02-08-2017

Charge modifier(s)

Statute	Description
346.65(2)(g)3	Alcohol Fine Enhancer

On 04-17-2017 there was a finding of:

Action	Court official	Notes
Dismissed on Prosecutor's Motion	Key, Barbara	

Defendant

Defendant name
Loula, Michelle D

Date of birth
[REDACTED]

Sex
Female

Race
Caucasian

**Address (last updated
11-18-2020)**
[REDACTED]

JUSTIS ID

Fingerprint ID

Attorneys

Attorney name
Patzner, Brianne Eileen

Entered
02-15-2017

Citations

Citation I7621040

Defendant name
Loula, Michelle D

Date of birth
[REDACTED]

Sex
Female

**Address (last updated
11-18-2020)**
[REDACTED]

Bond amount
\$850.00

Deposit type
None

**Appearance date and
time**
01-11-2017 09:00 am

Mandatory
Yes

Plate number
290ZCH

State
WI

Expiration
2017

VIN
3N1CB51D26L516140

Issuing agency
City of Neenah Police

Officer name

Violation date
12-27-2016

MPH over

Plaintff agency
State of Wisconsin

Ordinance or statute
Statute

Statute
346.63(1)(a)

Charge description
OWI (3rd)

Severity
Misd. U

Citation S4749286

Defendant name
Loula, Michelle D

Date of birth
[REDACTED]

Sex
Female

**Address (last updated
11-18-2020)**
[REDACTED]

Bond amount
\$850.00

Deposit type
None

**Appearance date and
time**
01-11-2017 09:00 am

Mandatory
Yes

Plate number
290ZCH

State
WI

Expiration
2017

VIN
3N1CB51D26L516140

Issuing agency
City of Neenah Police

Officer name

Violation date
12-27-2016

MPH over

Plaintff agency
State of Wisconsin

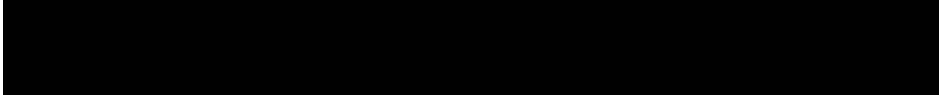
Ordinance or statute
Statute

Statute
346.63(1)(b)

Charge description
Operating w/ PAC (3rd)

Severity
Misd. U

Court record

Date	Event	Court official	Court reporter	Amount
11-23-2020	Return of unclaimed/undelivered mail service Additional text: Petition for Half-Priced Ignition Interlock not deliverable as addressed, return to sender, unable to forward			
11-18-2020	Order half-priced ignition interlock device (IID)			
11-18-2020	Change of address notification Additional text: ADDRESS INFO for Michelle D Loula 			
11-17-2020	Petition Additional text: for Half-Priced Ignition Interlock Device. Petition routed to CA and JA for review. Order emailed to CA and JA for upload.			
05-02-2018	Judgment for unpaid fine/forfeiture/other			\$2,008.50
11-15-2017	Records of prosec. are converted data. See file.			
06-06-2017	Notes Additional text: Payment Plan			
06-06-2017	Receipt Additional text: 17R 019079			\$15.00
04-17-2017	Judgment of conviction	Key, Barbara		
04-17-2017	Dispositional order/judgment	Key, Barbara		
04-17-2017	Appeal rights/info on postconviction relief	Key, Barbara	Carver, Catherine	
04-17-2017	Order for intox driver assessment and safety plan	Key, Barbara	Carver, Catherine	
04-17-2017	Stipulation	Key, Barbara	Carver, Catherine	

Date	Event	Court official	Court reporter	Amount
	Additional text: SSTOP Stipulation			
04-17-2017	Notice	Key, Barbara	Carver, Catherine	
	Additional text: to Defendant to Provide DNA Sample			
04-17-2017	Plea/sentencing hearing	Key, Barbara	Carver, Catherine	
	Additional text: Defendant Michelle D Loula in court with attorney Brianne Eileen Patzer. Stephanie Ann Stauber appeared for the State of Wisconsin.			
04-17-2017	Plea questionnaire, waiver of rights	Key, Barbara	Carver, Catherine	
03-20-2017	Pre-trial conference	Key, Barbara	Carver, Catherine	
	Additional text: Defendant Michelle D Loula in court with attorney Brianne Eileen Patzer. Tracy Ann Paider appeared for the State of Wisconsin. Bond continues Plea/sentencing hearing scheduled for April 17, 2017 at 09:00 am.			
03-17-2017	Order for intox driver assessment and safety plan	Key, Barbara		
02-15-2017	Public defender order appointing counsel			
02-15-2017	Other papers			
	Additional text: Read in Form			
02-10-2017	Witness list - plaintiff			
02-10-2017	Motion in limine			
02-10-2017	Proposed jury instructions			
	Additional text: Plaintiff			
02-10-2017	Demand for discovery			
	Additional text: Plaintiff			
02-10-2017	Notice	Key, Barbara		
	Additional text: OWI Expert Notice			

Date	Event	Court official	Court reporter	Amount
02-08-2017	Signature bond signed	Key, Barbara	Carver, Catherine	\$2,000.00
02-08-2017	Signature bond set for Loula, Michelle D	Key, Barbara	Carver, Catherine	\$2,000.00

Additional text:

DO NOT DRIVE WITHOUT A VALID DRIVER'S LICENSE.
 COMPLY WITH CONDITIONS OF THE ALCOHOL 24/7 PROGRAM. If you violate the rules of 24/7, your bond is immediately revoked and you will be jailed until such time as you can be brought before the court for a bond review hearing.
 NO POSSESSION/CONSUMPTION OF ALCOHOL OR INTOXICANTS.

02-08-2017	Initial appearance	Key, Barbara	Carver, Catherine
------------	--------------------	--------------	-------------------

Additional text:

Defendant Michelle D Loula in court. Margaret J. Struve appeared for the State of Wisconsin. Advised of rights. Given copy of complaint. Plea entered. Pre-trial conference scheduled for March 20, 2017 at 10:00 am. Jury trial scheduled for March 28, 2017 at 08:30 am.

02-01-2017	Case Converted to Electronic Filing		
01-20-2017	Summons and complaint	Key, Barbara	
12-29-2016	Transcript		

Additional text:

in the matter of the application for search warrant for OWI with attached CD.
 Attach Search warrant per email from KM @ DA's office.
 01-20-17, sk CD placed into 17GF104.

12-29-2016	Return of search warrant		
12-28-2016	Search warrant filed	Key, Barbara	

Civil judgment details

Judgment for money

County Winnebago	Case number 2017CT000053	Caption State of Wisconsin vs. Michelle D Loula
Judgment/lien date 05-02-2018	Total amount \$2,300.44	Type of tax
Warrant number	Date and time docketed 05-02-2018 at 10:22 am	Service/event date
Satisfaction No	Judgment status	Date
Property/remarks		

Judgment parties

Court assessments	Adjustments	Paid to the court	Probation/other agency amount	Balance due to court	Due date	
\$4,077.71	\$282.73	\$3,490.89	\$0.00	\$869.55	04-19-2018	Pay at state debt collection website

Winnebago County Case Number 2017CT000207 State of Wisconsin vs. Michelle D Loula

Case summary

Filing date 03-08-2017	Case type Criminal Traffic	Case status Closed - Electronic filing
Defendant date of birth [REDACTED]	Address [REDACTED]	Branch ID 3
		DA case number 2017WN001339

Charges

Responsible official Key, Barbara	Prosecuting agency District Attorney	Prosecuting agency attorney Struve, Margaret Jeanne	Printable version
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Defendant owes the court: \$0.00

Count no.	Statute	Description	Severity	Disposition
1	343.44(1)(b)	Operating While Revoked (Rev due to alc/contr subst/refusal)	Misd. U	Charge Dismissed but Read In

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	343.44(1)(b)	Operating While Revoked (Rev due to alc/contr subst/refusal)	Misd. U	03-06-2017	

On 04-17-2017 there was a finding of:

Action	Court official	Notes
Charge Dismissed but Read In	Key, Barbara	

Defendant

Defendant name Loula, Michelle D	Date of birth [REDACTED]	Sex Female	Race Caucasian
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Address (last updated 03-08-2017)
[REDACTED]

JUSTIS ID

Fingerprint ID

Attorneys

Attorney name Patzner, Brianne Eileen	Entered 03-24-2017
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Citations**Citation C2745374**

Defendant name Loula, Michelle D	Date of birth [REDACTED]	Sex Female	Address (last updated 03-08-2017) [REDACTED]
Bond amount \$250.00	Deposit type None	Appearance date and time 04-19-2017 09:00 am	Mandatory Yes
Plate number 290ZCH	State WI	Expiration 2017	VIN 3N1CB51D26L516140
Issuing agency City of Neenah Police	Officer name	Violation date 03-06-2017	MPH over
Plaintff agency State of Wisconsin	Ordinance or statute Statute	Statute 343.44(1)(b)	Charge description Operating While Revoked (Rev due to alc/contr subst/refusal)
Severity Misd. U			

Court record

Date	Event	Court official	Court reporter	Amount
11-15-2017	Records of prosec. are converted data. See file.			
04-17-2017	Judgment of dismissal/acquittal	Key, Barbara		
04-17-2017	Dispositional order/judgment	Key, Barbara		
04-17-2017	Initial appearance	Key, Barbara	Carver, Catherine	
	Additional text: Defendant Michelle D Loula in court with attorney Brianne Eileen Patzer. Stephanie Ann Stauber appeared for the State of Wisconsin. Plea to 17 CT 53			
04-13-2017	Judicial transfer	Key, Barbara		
04-13-2017	Order	Woldt, Scott C		
	Additional text: to Transfer to Branch 3.			
04-12-2017	Received documents			
03-24-2017	Demand for discovery and inspection			
	Additional text: Defendant's.			
03-24-2017	Electronic Notice Update			
03-24-2017	Notice of retainer			

Date	Event	Court official	Court reporter	Amount
03-08-2017	Electronic Filing Notice Mailed			
03-08-2017	Case initiated by electronic filing			
03-08-2017	Complaint filed			

Winnebago County Case Number 2017TR000042 State of Wisconsin vs. Michelle D Loula

Case summary

Filing date 01-03-2017	Case type Traffic Forfeiture	Case status Closed
Defendant date of birth [REDACTED]	Address [REDACTED]	Branch ID 1
		DA case number

Charges

Responsible official Gritton, Thomas J	Prosecuting agency	Prosecuting agency attorney	Printable version
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Defendant owes the court: \$0.00

Count no.	Statute	Description	Severity	Disposition
1	343.305(9)(a)	Refuse to Take Test for Intoxication After Arrest	Forf. U	Refusal Found Not Reasonable

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	343.305(9)(a)	Refuse to Take Test for Intoxication After Arrest	Forf. U	12-27-2016	

On 01-16-2017 there was a finding of:

Action	Court official	Notes
Refusal Found Not Reasonable	Gritton, Thomas J	

On 01-16-2017 the following was ordered:

Sentence	Time	Begin date	Notes
DOT License Revoked	12 Months		

Defendant

Defendant name Loula, Michelle D	Date of birth [REDACTED]	Sex Female	Race
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Address (last updated 01-03-2017) [REDACTED]	JUSTIS ID	Fingerprint ID
--	------------------	-----------------------

Court record

Date	Event	Court official	Court reporter	Amount
01-16-2017	Notes			
	Additional text:			
	16 days from date of offense have passed. No request for hearing. NITR pulled & disposed.			
01-16-2017	Conviction status report			
	Additional text:			
	Associated with Charge #1			
01-16-2017	Dispositional order/judgment	Gritton, Thomas J		
01-03-2017	Confidential disclosure of protected information			
01-03-2017	Notice of intent to revoke operator's license			



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6110 • Fax 920-886-6109
e-mail: jherron@ci.neenah.wi.us
JONATHON HERRON
DEPUTY CITY CLERK

REGULAR MAIL

November 9, 2021

Michelle D. Loula
969 Gay Drive
Neenah, WI 54956

Re: Beverage Operator's License

Dear Michelle,

This letter is in regards to your recent application for a Beverage Operator License with the City of Neenah. The police department has completed their background check and has recommended denial of your application due to having three OWI's with most recent being within the past 10 years.

You may appeal the police department's decision by filing a notice of appeal with the City Clerk within **10 days** from the date of this written notice of denial. The appeal shall be stated in writing, shall state in detail the grounds for reversal of the license denial by the police department and shall be signed by the applicant. This appeal would be heard at the next Public Service and Safety Committee meeting after receipt of your written appeal request.

Feel free to contact our office if you have any questions.

Respectfully,

Jonathon Herron
Deputy City Clerk

Enclosure

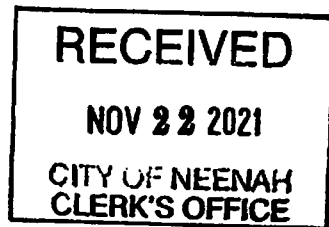
11-19-2021

Dear Mr. Herron

I am respectfully filing this appeal in regards to the decision made by the neenah police department concerning my application for a beverage operators license for the city of neenah. They based their decision on the fact that I have had 3 DWI's with the most recent being within the last 10 years. My previous offenses were both prior to my 30th birthday. I'm very embarrassed and completely humbled by the choice I made back in 2016 (last charge). I would like to make it clear that I under NO circumstances would EVER get into the drivers seat after having anything to drink. I have previously held a bartenders license in Neenah and was very responsible and have completed all counseling requirements and driving requirements to regain my license (driving) I also am very aware of the consequences of my actions and would make sure to be considerate of making sure that no other customers or patrons made the same mistake I did. I have never had any other charges filed against me as far as responsible serving. Please reconsider my application, I have redone my
→

responsible beverage training
and feel I have definitely learned
a hard lesson about being completely
responsible for myself and my
patrons. Thank you so much
for the consideration. I would
also like to mention that I have
previously had my licence in other
countries. I have been bartending
for over 29 years in total.
again Thank you

Michelle D. Isule





Department of Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation *mk*
DATE: December 21, 2021
RE: 2022-2026 Comprehensive Outdoor Recreation Plan (CORP)

The purpose of the CORP is to solicit community feedback in preparing a document that benchmarks the Parks and Recreation current status with future outcomes while providing guidance for development and outlining projects that may be grant eligible.

Over the course of 2021 the Parks and Recreation Department and Commission has been working to revise and update the CORP. Work included conducting a public survey, commissioner park review, staff review of current state and national benchmark mechanisms.

The document includes:

- A comprehensive list of recreation resources (Chapter 3)
- A review of accessible parklands vs inaccessible parklands (Chapter 4)
- Comparisons of National / Local Bench Marks (Chapter 4)
- New to the CORP is a list of accomplishments found on pages 6-1 – 6-2.
- Recommendations (Chapter 6 & 7) include continuing to implement the Capital Improvement Plan, review of new parklands in areas of the city that are void of parklands and new subdivisions

A previous email has been sent with a link to the draft plan on the city's web site or follow the provided link below. If you would like a hard copy please contact our department.

https://www.ci.neenah.wi.us/wp-content/uploads/2021/12/DraftPlan_CNeenahCORP2022_2026_Dec2021PrintWithMapsV2.pdf

The Parks and Recreation Commission has reviewed and recommends adoption of the 2022 – 2026 Comprehensive Outdoor Recreation Plan.

Suggested Action: Adoption of the 2022 – 2026 Comprehensive Outdoor Recreation Plan

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
mkading@ci.neenah.wi.us



Department of
Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: December 27, 2021
RE: Shattuck Park Construction Administration Agreement

Parkitecture and Planning has submitted a proposed agreement to complete construction administration services for the Shattuck Park concrete and water play feature replacement project in an amount not to exceed \$15,000. Parkitecture and Planning representatives Blake Theisen and Katie McDonald have been instrumental in developing the Shattuck Park plans and were part of the team that oversaw the successful installation of the Washington Park Splash Pad.

The proposed \$15,000 represents 2.8% of the overall project cost.

Summary of Projected Costs

Base Bid	\$319,326
Alternative	\$132,759
Equipment	\$84,791
Construction Administration	<u>\$15,000</u>
Total Project Costs	\$551,876

Summary of Funding

Carry Forward	\$296,000
2022 CIP	\$100,000
2022 Donation	<u>\$200,000</u>
Total Funding	\$596,000

The Parks and Recreation Commission has reviewed and recommends the agreement with Parkitecture and Planning to complete Construction Administration Services in an amount not to exceed \$15,000.

Suggested Action: Motion to accept agreement with Parkitecture and Planning to complete the Construction Administrative Services for the Shattuck Park Redevelopment project in an amount not to exceed \$15,000.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
mkading@ci.neenah.wi.us

December 9, 2021

Mike Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956



RE: Shattuck Park Splashpad Post Design Assistance

Dear Mike:

Thank you for the opportunity to provide this proposal for post design assistance for the Shattuck Park fountain replacement. Your continued confidence in the Parkitecture + Planning team is not taken lightly. We are excited to see this project through to fruition.

We will provide you with the support needed to successfully oversee the implementation of the redesign of this important public space. This project will not only fix some of the existing water ponding issues, but provide the public with a much improved aquatic recreational amenity.

The project schedule is anticipated to begin construction in spring of 2022 and conclude by June of 2022.

Thank you very much for this opportunity!

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written in a cursive style.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Post Design Assistance

- ◆ Construction Administration
 - Modify original design plans to incorporate minor plan and specification changes
 - Repackage the design plans for bidding release
 - Facilitate bid opening and provide bid tabulation
 - Attend and facilitate regular construction meetings
 - Review submittals and shop drawings for design elements of the project
 - Monitor contractor compliance with issued permits and contract documents
 - Administer contractor pay requests
 - Assist with splashpad commissioning
 - Complete final walk-through and punch list at completion of project
 - Provide closeout documentation at completion of project (contractor as-builts and O/M manuals)

OUTCOMES	
Meetings	
#1	Facilitate Bid Opening
#2 – #9	Facilitate Construction Meetings (8 anticipated)
#10	Attend Splashpad Commissioning
#11	Final walk-through & punch list
Construction Administration Documentation	
#1	Bid Tabulation & Recommendation Memo
#2	Construction Meeting Agendas, Meeting Minutes & Progress Photos (8 meetings anticipated)
#3	Review Submittals & Shop Drawings
#4	Administer contractor pay requests
#5	Final walk-through punch list
#6	Project closeout documents (contractor as-builts and O/M Manuals)

A 3 4 of 4

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.



Department of
Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: December 27, 2021
RE: Kimberly Point Phase 1 Design and Engineering

MAL

The Parks and Recreation Department / Commission has completed a master plan study to consider shoreline erosion and ongoing fishing deck damage caused by acts of nature, ADA restroom accessibility in the lighthouse and vehicle, bike and pedestrian movement through the park.

The proposed Phase 1 includes vehicle, pedestrian and bicycle movement and was approved in the 2022 Capital Improvement Plan. The plan is to extend the Lakeshore Ave trail through the park, and connect to a future sidewalk on the west side of the park and address vehicle movement in the park.

In accordance to the archaeological findings from the redevelopment of Lakeshore Ave and trail staff will also recommend engaging an archaeological firm to assist in the development phase (separate contract).

Project Time Frame:

Approval	December / January
Design, Engineering and permitting	February – June
Bidding	July
Field Study (separate contract)	July / August
Award	August
Construction	September 19 - October

Summary of Current Proposed Costs

<u>Design and Engineering</u>	\$16,140
Archaeological Steps 1 and 2	\$3,200

Summary of Funding

2022 CIP	\$175,000
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The Parks and Recreation Commission has reviewed and recommends the agreement with Parkitecture and Planning to complete Design and Engineering Services for Kimberly Point Phase 1 in an amount not to exceed \$16,140.

Suggested Action: Motion to accept agreement with Parkitecture and Planning to complete the Design and Engineering Service for Kimberly Point Phase 1 in the amount not exceed \$16,140.

Creating Community Through People, Parks & Programs

October 19, 2021

Mike Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956



Dear Mike:

Thank you for the opportunity to provide this proposal for design assistance for the Phase 1 of the Kimberly Point Park. Following the conceptual planning stage, the first phase will implement the multi-modal trail network throughout the park and reconfigure the north parking area. This will build on the recent roadway replacement and trail project to provide connectivity within the rest of the park. The general scope shall follow the Exhibit 2 dated 9/10/21 as included in the Conceptual Study Summary Report.

We will provide a schematic layout for approval, and plans/details documents for bidding. The City will use their specifications and contract documents as well as solicit bids. The anticipated schedule includes design during the winter of 2021/22 and construction in the fall of 2022. Construction Administration/Post Design Assistance may be added as an additional service assuming favorable bidding.

Thank you very much for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written in a cursive style.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Design Assistance

- ◆ Prepare design development plans for initial review. This will be accompanied by a table of estimated quantities.
- ◆ Prepare construction plans for City use. Elements to be addressed include:
 - Demolition plan
 - Parking lot and bumpout layout plan
 - Trail alignment and layout plan
 - Detour/closure plan
 - Site grading and erosion control plan
 - Restoration plan
 - Construction details
- ◆ Attend virtual review meetings with City Staff.
- ◆ Develop opinion of probable construction costs.
- ◆ Coordinate with arch/historic consultant (under separate contract) during design.
- ◆ Prepare final construction documents (plans and special provisions) for public bidding by City.
- ◆ Answer bidder questions as needed.

OUTCOMES		
Construction Documents		
#1	Design Development Drawings	11x17 pdf
#2	Estimate of Probable Construction Costs	8.5x11 pdf
#3	Construction Plans and Special Provision Specifications	11x17 pdf

Responsibilities of Owner and Others

The City shall supply Parkitecture with any existing plans and soil reports if available for use in matching grades with the proposed project improvements. A topographic survey file shall be provided by the City.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are broken down by task.

Design Assistance	\$16,140
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The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Signature below shall serve as notification to proceed.

Accepted by:

Date:

City of Neenah

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.



Department of
Parks & Recreation

TO: Mayor Kaufert, Chair Bates, and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: December 27, 2021
RE: Kimberly Point Phase 1 Archaeological Agreement

In accordance to the archaeological findings from the redevelopment of Lakeshore Ave and trail, staff recommends engaging UW-Milwaukee to assist in the development and permitting phase.

Staff has recommended and representatives from UW –Milwaukee agree to only complete Step 1 (design consult) and 2 (permitting) at this time. A separate agreement and approval will be needed moving forward for field study and on site construction monitoring

Project Time Frame:

Approval	December / January
Design, Engineering and permitting	February – June
Bidding	July
Field Study (separate contract)	July / August
Award	August
Construction	September 19 - October

Summary of Current Proposed Costs

Design and Engineering	\$16,140
<u>Archaeological Steps 1 and 2</u>	<u>\$3,200</u>

Summary of Funding

2022 CIP	\$175,000
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The Parks and Recreation Commission has reviewed and recommends the agreement with UW-Milwaukee to complete Archaeological Services Steps 1 and 2 for Kimberly Point Phase 1 in an amount not to exceed \$3,200.

Suggested Action: Motion to accept agreement with UW-Milwaukee to complete the Archaeological Services Steps 1 and 2 for Kimberly Point Phase 1 in the amount not exceed \$3,200.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
mkading@ci.neenah.wi.us



Archaeological Research Laboratory
Center
Cultural Resource Management

November 5, 2021

Michael Kading
Director of Parks and Recreation
City of Neenah Parks & Recreation Dept
(920) 886-6062

Sabin Hall, Rm 290
PO Box 413
Milwaukee, WI
53201-0413
414-229-3078
www.uwm.edu
www.uwm.edu/archaeology-laboratory/

RE: Kimberly Point Park Improvements
City of Neenah Parks & Recreation Dept
Winnebago County, Wisconsin
UWM-CRM 2021-0780

Dear Mr. Kading,

The Cultural Resource Management program (Archaeological Research Laboratory Center) at the University of Wisconsin-Milwaukee (UWM) is pleased to offer a scope of work and estimated cost to conduct cultural resource investigations for the above referenced project.

The City of Neenah Parks & Recreation Department is planning to add improvements to Kimberly Point Park in the City of Neenah. The proposed improvements (hereafter, Project) include the installation of a multi-use trail around the park near the shore of Lake Winnebago, bump outs from the parking lot to the trail, and a sidewalk on the west side of the park along N. Park Ave. The linear measurement of the trail, bump outs, and sidewalk is approximately 1100 linear feet (384 linear meters).

The project area falls within the Entire Road archaeological site (47WN0562/BWN-0213), an expansive pre-contact Native American village and cemetery that encompasses Neenah Point (Haas et al. 2021; Mason 1994; Sterner and Haas 2020). The site is protected under Wis. Stats. §157.70 as an uncatalogued burial site, with portions of the site that have been catalogued. Previous archaeological investigations were conducted in Kimberly Point Park and along Lakeshore Avenue, which runs south of the park along the west shore of Lake Winnebago. These investigations have demonstrated the presence of an expansive pre-contact American Indian village (circa AD 900 to 1650) that remains largely intact beneath a layer of surficial fill and former plowzone horizon. Given that cultural features, including burials, were encountered in intact soils below a shallow plowzone along Lakeshore Avenue and in the Park in 2019 and 2020, the probability of encountering similar cultural deposits within the Kimberly Point Park Improvements project area is very high.

Authority

As the project is coincident with the uncatalogued portion of the catalogued burial site Entire Road (47WN0562/ BWN-0213), the project is subject to Wisconsin Statutes §157.70. The methods and techniques used during the study will follow those standards promulgated in the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* and the *Guide for Public Archaeology in Wisconsin*. Federal and/or state (example, WisDNR) funding/permitting is not anticipated for the project. As such, this scope does not address cultural resource compliance activities relative to Section 106 of the National Historic Preservation Act and/or Wis. Stat. §44.40.

Scope of Work

Given the presence of burial site 47WN0562/ BWN-0213 Entire Road (catalogued and uncatalogued) and to address compliance requirements pertaining to Wis. Stats. §157.70, the following work plan is proposed for the project. The work plan is designed to identify burial features that may be impacted by the Project as well as to prioritize preservation in place of identified/potential burial features and archaeological deposits.

- (1) **Design Consultation.** UWM will work closely with the project design team to minimize the overall footprint of ground disturbance associated with the project, especially with regard to the maximum depth of disturbance. Previous archaeological investigation within the park area suggest that the cultural deposits are beneath approximately 30 cm (11.8 in) of fill.
- (2) **Permitting and Wisconsin Historical Society Consultation.**
 - a. **Request to Disturb Documentation.** UWM will secure permission from the Wisconsin Historical Society (WHS) both to conduct archaeological investigations within the burial site, as required by Wis. Stats. §157.70, as well as for the City's construction related activities.
 - b. **Burial Contract.** Given the high probability of encountering human remains and burial related features, we are anticipating that the WHS will require the completion of a "Burial Contract" as a pre-emptive measure. UWM will prepare the burial contract; This document will include an inadvertent discovery protocol and treatment plan (see 5, below). The inadvertent discovery protocol and treatment plan will align with the documentation prepared for the Lakeshore Avenue street reconstruction project. This approach prioritizes preservation in the place over burial excavation and re-internment.
 - c. **Wisconsin Public Lands Permit.** UWM will also secure a Public Lands Permit, signed by the property owner (City of Neenah) and submitted to the WHS, for archaeological investigations on municipal lands (Wis. Stats. §44.40).
- (3) **Investigation of the Final Designed Project Area (Pre-Construction).** UWM will conduct archaeological investigations within the project area in advance of the construction activities to identify burial related features that may be impacted by the project. The archaeological field investigations will consist of mechanical stripping of the construction footprint to the depth needed for the project (heavy equipment provided by the City) to identify cultural features. If cultural features are identified, then they will be further excavated to assess whether or not they are burials and/or burial related features. If the project construction activities would extend to a depth that would impact the archaeological deposits, we estimate approximately that 300 cultural features could be present in the project area. Materials recovered during the investigations would be inventoried and analyzed, with all investigations documented in a formal report.
- (4) **Monitoring.** Prior to construction activities, UWM will secure permission for the construction work within the burial site from the WHS, as required by Wis. Stats. §157.70. A condition of

the WHS permission is monitoring by a Qualified Archaeologist during construction. During ground disturbing construction related activities, UWM will provide a Qualified Archaeologist to monitor the activities. The monitoring activities are documented in a technical report, submitted to the Wisconsin Historical Society.

- (5) **Inadvertent Discoveries and Consultation.** If human remains and/or burial features are encountered during the project, UWM will consult with the City, WHS, and Native American Tribes to facilitate the process for inadvertent discoveries under Wis. Stats. §157.70, and following the Inadvertent Discovery and Treatment Plan completed in (2) above.

Estimated Costs

The estimated costs for the project are provided below.

The estimated costs are as follows:

Design Consult	\$2,000
Permitting	\$1,200
Field Investigations (up to 300 features), Analysis & Report	\$TBD ¹
Monitoring & Report	\$5,000
Inadvertent Discoveries & Consultation	TBD ²

¹estimated cost is \$75,000 to \$141,000 dependent on total number of features identified.

²estimated cost is \$2,000 per burial.

The official institution name used in contracts, grants, and other official agreements is: The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee. If awarded, we respectfully request the ability to negotiate the terms and conditions from the sponsor. Please note that as an agency of the State of Wisconsin and an academic institution the following conditions are required:

1. We are self-insured under secs. 895.46, 893.82 and 20.505(2)(k) of the Wisconsin Statutes.
2. We are not permitted, by law, to indemnify or defend any sponsor.
3. We require the right to publish or use information, data, writings, or materials resulting from research for educational and research purposes.

If you would like a copy of our standard research agreement to review our language in more detail, please feel free to visit [UWM Standard Terms and Conditions](#).

If there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-7061 or at sethas@uwm.edu.

Sincerely,



Seth A. Schneider, Ph.D., RPA

Principal Investigator

And

Jennifer R. Haas, Ph.D., Director

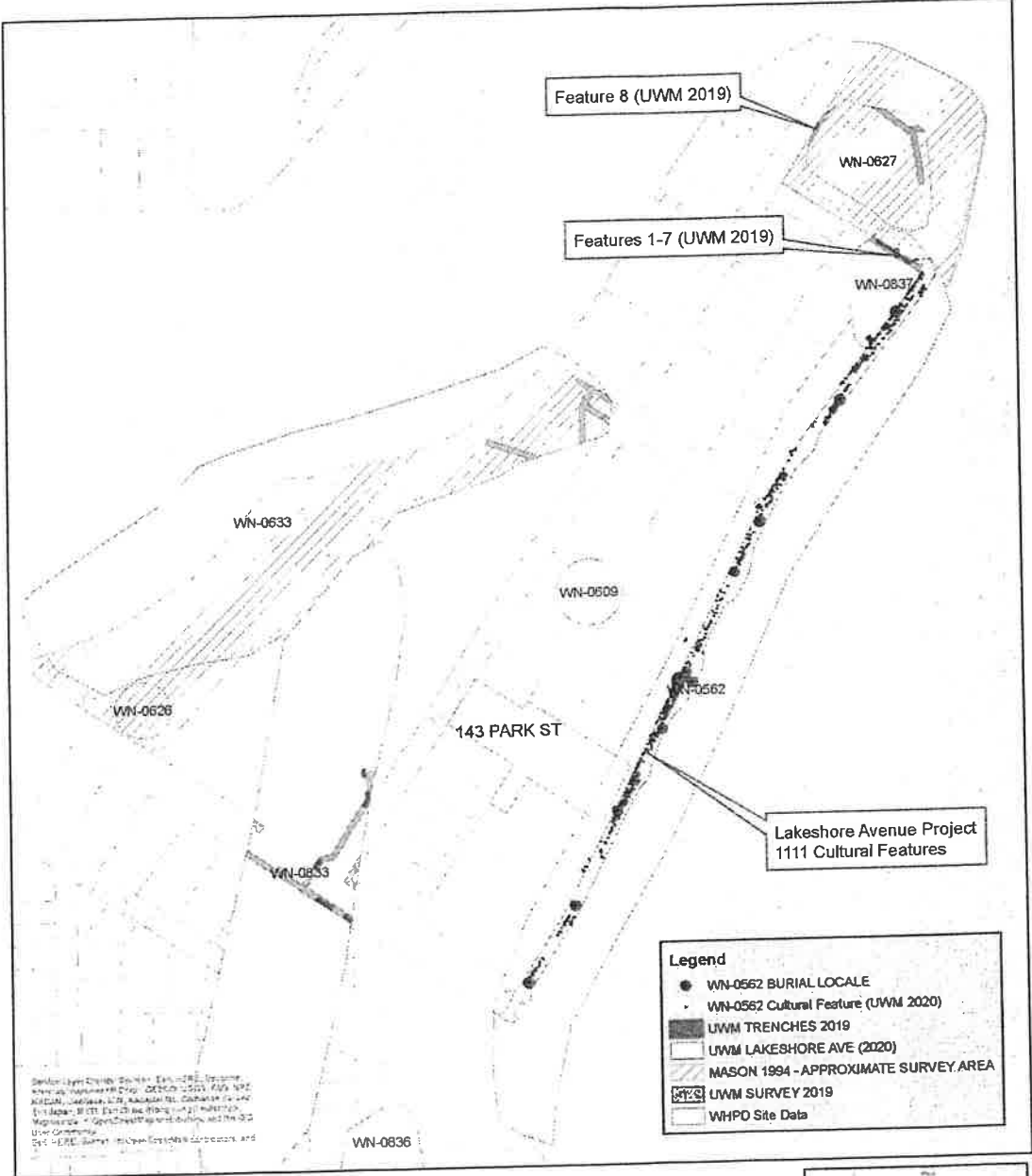
References Cited

Haas, Jennifer R., Kerri A. Christensen, Seth A. Schneider, and Megan E. Thornton
2021 *Results of the Archaeological Investigations Along Neenah's Lakeshore Avenue: The Cemetery and Related Contexts Entire Road Site (47WN0562 BWN-0213) Winnebago County, Wisconsin*. Report of Investigations No. 561, Archaeological Research Laboratory. University of Wisconsin-Milwaukee, Milwaukee, Wisconsin.

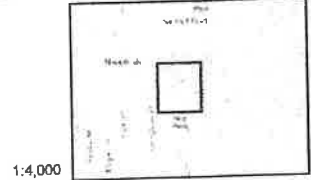
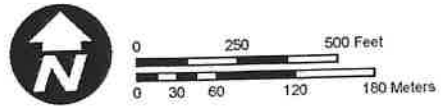
Mason, Carol L.
1994 *The 1993 Fur Trade Era Survey of the Fox River Corridor in Northeastern Wisconsin*. Reports of Investigations Number 5, Archaeology Laboratory, University of Wisconsin-Oshkosh. Oshkosh, Wisconsin.

Sterner, Katherine M. and Jennifer R. Haas
2020 *Archaeological Mitigation for the Neenah Phase 4 Project, 47WN0627, 47WN0833, and 47WN0837, Winnebago County, Wisconsin*. Report of Investigations No. 561, Archaeological Research Laboratory. University of Wisconsin-Milwaukee, Milwaukee, Wisconsin.

Attachment 1. Previous Archaeological Survey within and adjacent to Kimberly Point Park



Previous Surveys and Reported Sites
City of Neenah, Winnebago County, Wisconsin
T20N R17E Section 26 and 27





CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

To: Marge Bates, Public Services and Safety Committee Chair
Mayor Dean Kaufert

From: Captain Thomas Van Sambeek *TJS*

Date: January 4, 2022

Re: Purchase of Thermal Drone Package

The Neenah Police Department is seeking approval to purchase a DJI Mavic 2 Enterprise Advanced Drone package using Capital Equipment and Preparedness Grant funds. The drone would have thermal imaging capabilities that could assist both fire and police department personnel on fire, tactical, and search-and-rescue incidents.

Our current drones do not have any thermal capabilities. Using the thermal capabilities of the new drone, our department would be able to operate the drone at night regardless of the amount of light available, as the thermal sensor can pick up on and display the variations of temperatures of both objects and people on the ground. Additionally, this drone has a superior visual camera with twice the image size (8000 x 6000) and a 32x digital zoom. Both the visual and thermal camera can be displayed on the controller at the same time. The new drone also allows for accessories, such as a spotlight, beacon light (collision avoidance during night operations), and a speaker that can be used for one-way communication, to be placed on top of the drone.

Furthermore, this new drone could be used by fire personnel to identify hot spots on fire scenes that would otherwise not be visible to the naked eye.

We are currently using drone products from DJI, so this additional drone would require minimal additional training; however, DJI Direct offers only the drone at a similar price point whereas Title Town Drones offers a public safety bundle, which includes the same DJI drone as well as accessories. The package from Title Town Drones consists of the drone, controller, four (4) batteries, charger, props, speaker, spotlight, beacon, memory card, and cables.

DJI Direct	\$6,900.00 (drone only, no accessories)
Title Town Drones	\$7,179.00 (drone and accessories)

Recommendation:

Authorize the Neenah Police Department to purchase a DJI Mavic 2 Enterprise Advanced public safety bundle from Title Town Drones for \$7,179.00 using Capital Equipment and Preparedness Grant funds.



Titletown Drones
 4771 Michelle Drive
 Suamico, WI 54173 US
 +1 9206194164
 accounts@titletowndrones.com



Estimate

ADDRESS

Capt Tom Van Sambeek
 Neenah Police Department
 2111 Marathon Ave.
 Neenah, WI 54956

SHIP TO

Capt Tom Van Sambeek
 Neenah Police Department
 2111 Marathon Ave.
 Neenah, WI 54956

ESTIMATE # 1505

DATE 12/28/2021

EXPIRATION DATE 01/28/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
12/28/2021	DJI Mavic 2 Enterprise Advanced Public Safety Bundle	DJI Mavic 2 Enterprise Advanced complete starter package	1	7,179.00	7,179.00
	DJI Mavic 2 Enterprise Advanced	DJI mavic 2 Enterprise Advanced Drone with thermal	1	6,500.00	
	DJI Self Heating Battery for Mavic 2 Enterprise	Intelligent flight battery for the Mavic 2 Enterprise series. Includes heating feature. Genuine DJI product.	3	189.00	
	3 Port Rapid Charger for Mavic 2	Charges up to 3 batteries simultaneously at up to 70 watts per channel. Includes 2 USB ports for peripheral devices.	1	53.00	
	DJI Mavic 2 Low-Noise Propeller	Compatible with all Mavic 2 series aircraft including Mavic 2 Enterprise, Mavic 2 Pro, Mavic 2 Zoom	2	15.00	
	Sandisk Extreme 128G Micro SD memory Card	San Disk Extreme 128 High Speed Micro SD memory card. Ideal for drones.	1	29.00	

Quote is valid for 30 days. If this quote is expired, please contact me for an updated quote. Thank you.

SUBTOTAL	7,179.00
TAX	0.00
TOTAL	\$7,179.00



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



MEMORANDUM

To: Marge Bates, Public Services and Safety Committee Chair
Mayor Kaufert

From: Assistant Chief Jeffrey Bernice

Date: 1/4/2022

Re: **Approval to Purchase Cellebrite from 2022 CIP Budget**

The purpose of this memorandum is to respectfully request authorization to purchase the Cellebrite program for the Neenah Police Department. The funds will be appropriated from the 2022 approved Capital Improvements Plan (CIP), 011-2196-743-8133, with a budget of \$17,000.00.

This funding would be used for hardware, software, and training of the Cellebrite program, which would be used to extract and analyze information on seized mobile phones to assist with lawful search warrant investigations.

The current program's hardware and software price has decreased from \$9,300.00 (quoted in March 2021) to \$6,775.00; however, the annual subscription has increased from \$4,300.00 to \$6,300.00.

Our package would include the following:

- Ultimate Program - includes the software plus allows us to perform extractions and analysis: \$6,100.00
- UFED Dongle Kit - includes equipment for the phones to plug into and allows us to use our own computers: \$75.00
- UFED 4-Piece Hardware Kit (includes the equipment to actually perform extractions and transfer data to the software on the computer: \$600.00
- Five-day training class for one officer to become a Cellebrite certified operator and physical analyst - training information attached : \$3,850.00

Total package price: \$10,625.00

2023 costs:

- Annual subscription: \$6,300.00
- Annual recertification (online) for one officer: \$100.00

Total costs (package plus annual fees): \$17,025.00

Recommendation:

Approve the Neenah Police Department to purchase the Cellebrite system at a cost of \$17,025.00 from funds in the 2022 approved Capital Improvements Plan (CIP) budget, 011-2196-743-8133.



Cellebrite Inc.
7 Campus Drive
Suite 210
Parsippany New Jersey 07054
United States



Cellebrite

Digital intelligence
for a safer world

Tel. +1 800 942 3415
Fax. +1 201 848 9982
Tax ID#: 22-3770059
DUNS: 033095568
CAGE: 4C9Q7
Company Website:
<http://www.cellebrite.com>

Quote

Quote# Q-223674-1
Date: Nov 18, 2021

Billing Information

Neenah Police Department
2111 Marathon Avenue
Neenah, Wisconsin 54956
United States
Contact: Austin Riska
Phone: 7158512369

Delivery Information

Neenah Police Department
2111 Marathon Avenue
Neenah, WI 54956
United States
Contact: Austin Riska
Phone: 7158512369

Click [here](#) to process with Credit Card payment

By clicking the link above and accepting this quote,
You are expressing your agreement and compliance to and with the terms contained on this quote.

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00049478	Dec 18, 2021	Net 30	USD	Nick Piacenza

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net Price/Unit	Net Price
B-UFD-10-001	UFED 4PC Ultimate Subscription	1	Nov 18, 2021	Nov 17, 2022		6,100.00	6,100.00
F-KAS-00-001	UFED Dongle Kit	1				75.00	75.00
F-UFD-05-003	UFED 4PC HW Kit	1				600.00	600.00

SubTotal	USD 6,775.00
Shipping & Handling	USD 0.00
Sales Tax (0.00%)	USD 0.00
Total	USD 6,775.00

Comments:

Terms and conditions:

- Freight Terms: FCA
- Limited Warranty: Hardware: 12 Months; Software: 60 days; Touch Screen: 30 days
- Quote is subjected to regulation approval.
- General: Purchases of any products sold by Cellebrite are governed by <http://legal.cellebrite.com/us/index.html>
- EULA: Software is licensed by Cellebrite in accordance with an end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>
- Advanced Services (CAS): Purchases of Cellebrite Advanced Services are governed by <http://legal.cellebrite.com/CB-us-us/index.html>.
- Premium: The following terms apply only to the following products: Cellebrite Premium <http://legal.cellebrite.com/intl/PremiumUS.htm>
- Pathfinder: <https://legal.cellebrite.com/AE-Addendum.html>
- Training Services: Subject to the terms and conditions at <http://legal.cellebrite.com/intl/Training.htm>
- SaaS: <https://legal.cellebrite.com/Cellebrite-SaaS-Terms-of-Service-October-18-2021.htm>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

Quote Number: Q-223674-1

Prepared by Nick Piacenza

Page 1 of 2

*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Order on behalf the engaging company ("Company"), and I hereby approve that my signature is legally binding upon the Company. By signing this Order I hereby confirm and approve that the terms and conditions with respect to the services described in this Order are the only terms and conditions that apply in this regard, and no other documents and/or forms and/or other terms and conditions shall apply.

Signature & Stamp: _____

Effective Date: _____

Name (Print): _____

Title: _____

Please sign and email to Nick Piacenza at nick.piacenza@cellebrite.com



Cellebrite Certified Operator + Cellebrite Certified Physical Analyst

Date: 21 - 25 Feb 2022 Days: Mon-Fri Hours: 9:00 AM - 5:00 PM

Course type: Instructor Led

Region: North America

Location: New Berlin, WI, United States

Capacity: Open

Enroll by: 21 Feb 2022

Log in to see the options to register for this course. If you do not already have an account, create your FREE account.

Creating an account does not obligate you to enroll or pay for classes.

[Log in Create Account](#)

The Cellebrite Certified Mobile Examiners Course is designed for the intermediate and advanced investigator / digital forensic examiner. This 5-day course combines the curriculum from the Cellebrite Certified Operator (CCO) and the Cellebrite Certified Physical Analyst (CCPA) Courses providing the participant with an intense exposure to Cellebrite UFED, Physical Analyzer Software and all of the core competencies associated with the examination of mobile devices using Cellebrite's

Tools and methodology. During the course, written exams and practical skill assessments will be administered. After successfully passing these exams, students earn the Cellebrite Certified Operator (CCO) and the Cellebrite Certified Physical Analyst (CCPA) certification credentials. Successful class completion results in a certificate of completion and demonstration of mastery of these concepts is one of the prerequisites for students desiring to take the Cellebrite Certified Mobile Examiner (CCME) certification examination. Students considering the CCME Certification are required to complete the Cellebrite Mobile Forensic Fundamentals (CMFF) course, Cellebrite Certified Operator (CCO) course and the Cellebrite Certified Physical Analyst (CCPA) course.

Cellebrite Certified Operator

Upon successful completion of this class, the student will be able to:

- Install and configure UFED Touch, UFED Touch 2 or UFED 4PC and Physical Analyzer software.
- Exhibit how to open extractions using Physical Analyzer.
- Summarize how to conduct basic searches using Cellebrite Physical Analyzer.
- Outline how to create reports using Cellebrite Physical Analyzer.
- Demonstrate proficiency of the above learning objectives by passing a knowledge test and practical skills assessment with a score of 80% or better.
- Explain the best practices for the on-scene identification, collection, packaging, transporting, examination and storage of digital evidence data and devices.
- Display best practice when conducting cell phone extractions.
- Identify functions used within UFED Touch, UFED Touch 2 or UFED 4PC to perform supported data extractions.

Cellebrite Certified Physical Analyst

Upon successful completion of this class, the student will be able to:

- Conduct advanced mobile device forensic analysis using the UFED Physical Analyzer software.
- Recall techniques used for authentication and validation of data parsed and collected as evidence.
- Identify functions within Physical Analyzer software which allow examination of various types of data.
- Recognize Physical Analyzer's capabilities to generate custom reports in an organized manner.
- Demonstrate proficiency of the above learning objectives by passing a knowledge test and practical skills assessment with a score of 80% or better.

Class details

TRAINING VENUE ADDRESS
New Berlin Police Department

16300 W. National Avenue

New Berlin, WI 53151

Parking: Park on west side of public safety building. Entrance on southwest corner of PD.

RECOMMENDED AIRPORT(S)

Mitchell International Airport

RECOMMENDED HOTEL(S)

Holiday Inn Express: 15451 W. Beloit Rd. New Berlin, WI

La Quinta Inn & Suites: 15300 W. Rock Ridge Rd. New Berlin, WI



Neenah Special Event Permit Application

Event

Name NEENAH PARKS KIDS TRIATHLON

Webpage Neenahgov.org

Description

- Festival/Concert/Exhibition Parade/March Other:
 Tournament Competitive Race
 Assembly/Rally Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

Kids Triathlon for kids 6-14 years of age. Event includes swimming, biking and running.

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>8/6/22</u>	<u>6:00 am</u>	<u>8:00 am</u>	<u>10:00 am</u>	<u>11:00 am</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants 100

Spectators 300

List any entry fees:

\$30.00 per participant

Location

- Park/Public Property: Neenah Pool, Kimberly Point and Riverside Parks
- Public Street/Sidewalk/Trail: S. Park Ave., Lakeshore Ave, N. Park Ave, Riverside Park Trail, E. Wisconsin Ave.
- Private Property/Other:

Applicant

Name Jim Kluge Daytime Phone 920-886-60

Email jkluge@ci.neenah.wi.us Cell Phone 920-209-94

Organization

Name Neenah Parks & Recreation Department Tax Exempt No. 377026

Email jkluge@ci.neenah.wi.us Phone 920-886-60

Address 211 Walnut Street

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.



Neenah
WISCONSIN

Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No
- The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.
Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Jim Kluge Phone 920-209-94

Name Steph Schott Phone 920-851-12

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name _____ Phone _____

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

Parks & Recreation Department special event walkie talkies, staff cell phones.

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Speaker sound system, Neenah Pool Sound system, walkie talkies, cell phones.

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System Neenah Pool Parking Lot

Lost Child Recovery Site Neenah Pool Parking Lot

Severe Weather Shelter(s) Neenah Pool Building, Riverside Park Shelter

First Aid Station(s) Neenah Pool Building, Riverside Park Shelter

Enclosed/Fenced Area(s) N/A

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzet@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100
Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 8:00 am End Time 11:00 am
- 19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.



Neenah Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No
- Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
 - Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
 - Message Boards
Message boards may be used to give advanced notification of street closures for the event.
24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.
- Name _____ Phone _____
25. List any shuttle services (including route locations) being provided for the event:

N/A
26. List any locations to be used for either attendee or event staff parking:

Neenah Pool Parking Lot
27. Please identify handicap accessible parking locations and accommodations:

Designated Park stalls are located near the entrance of the pool.



Neenah
WISCONSIN

Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No
Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

These facilities are managed by the Parks & Recreation Department. We will have our pool staff and parks staff clean, restock supplies and maintain and clean environment after the event is completed.

34. Please list any additional equipment or services requested to be provided by the city:

N/A



Neenah Special Event Permit Application

Checklist

Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature *James R. Hugg*

Date 9-28-2021

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	—	—
Public Works/Traffic _____	—	—
Police _____	—	—
NM Fire _____	—	—
Total	—	—

Approvals

Special Events Task Force

Signature *Joni Heinz*

Date _____

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____

Date _____

Contingencies of Permit

**Report of the Committee of Public Services and Safety
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2022-01, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

Installation of sanitary sewer laterals for properties served by sanitary sewers on the following streets:

	Street	No. of Served Properties	Est. Construction Costs (1)	Est. Assessable Costs (1)	Est. City Costs
1.	Grove Street/Dieckhoff St (E Cecil St to Laudan Blvd)	29	\$160,370	\$80,185	\$80,185
2.	S. Commercial St (Stanley St to Wright Ave)	40	\$224,000	\$112,000	\$112,000

Installation of water services for properties served by potable water on the following streets:

	Street	No. of Served Properties	Est. Construction Costs (1)	Est. Assessable Costs (1)	Est. City Costs
1.	Grove Street (E Cecil St to Laudan Blvd)	29	\$74,800	\$34,800	\$40,000
2.	S. Commercial St (Stanley St to Wright Ave)	8	\$12,000	\$12,000	-0-

Damages - Nil

(1) Sewer lateral construction only. Includes 10% engineering and administration fees

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

Estimated Schedule of Assessment Rates

Single-Family / Two-Family Residence District \$ 2,800.00 per sewer lateral

Single-Family / Two-Family Residence District \$ 1,200.00 per water service

Multi-Family / Commercial / Industrial District \$ 1,500.00 per water service

Public Services and Safety Committee

Dated: _____

By: _____
Chairman



M E M O R A N D U M

DATE: January 6, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Discontinuous Sidewalk on Overlay Streets:
 Wild Rose, Green Acres, Honeysuckle, Meadow, Primrose, Fredrick

In preparing the plans for resurfacing projects on Wild Rose, Green Acres, Honeysuckle, Meadow, Primrose, Fredrick, staff noted the discontinuous sidewalk present on a number of the streets. The table below shows the status of sidewalk on these streets. Past practice had been to consider completing sidewalk on those block faces that had more than 50% of the sidewalk in place. Staff is looking for input from the Committee regarding these streets.

Street	Side of Street	Fredrick – Apple Blossom		Apple Blossom - Byrd	
		Sidewalk in Place	Sidewalk Missing	Sidewalk in Place	Sidewalk Missing
Wild Rose	West	853	0	0	1,258
	East	486	367	232	1,026
Green Acres	West	0	851	1,258	0
	East	0	851	1,258	0
Honeysuckle	West	243	606	1,258	0
	East	102	747	1,258	0
Meadow	West	100	747	1,258	0
	East	456	391	1,258	0
Primrose	West	845	0	1,258	0
	East	845	0	1,258	0

Fredrick Drive	Side of Street	Sidewalk in Place	Sidewalk Missing	Side of Street	Sidewalk in Place	Sidewalk Missing
Tullar – Wild Rose	North	233	0	South	0	233
Wild Rose – Green Acres	North	0	240	South	0	240
Green Acres – Honeysuckle	North	0	240	South	0	240
Honeysuckle – Meadow	North	240	0	South	0	240
Meadow - Primrose	North	120	120	South	0	240

Of the streets listed, Meadow Lane, Primrose Lane and Fredrick Drive are considered Neighborhood Subcollector streets.

Staff is of the opinion that sidewalk on the north side of Fredrick Drive should be completed along with sidewalk on the east side of the Meadow Lane. The Fredrick Drive sidewalk is estimated to cost \$24,000. The Meadow Lane sidewalk is estimated to cost \$14,000. These sidewalk projects were not included in the 2022 capital improvement program. The possible sources of funding for this work are the street project budgets and the miscellaneous sidewalk repair program budget.



Tullar

Wild Rose

Green Acres

Honeysuckle

Meadow

Primrose

Byrd

Proposed Sidewalk

Apple Blossom

Fredrick



M E M O R A N D U M

DATE: January 6, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 1-21 (Marathon Av) – Work is complete. Final quantities are being calculated.
- 3) Contract 2-21 (Fairview, Laudan) - Work is complete. Final quantities are being calculated.
- 4) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is complete. Final quantities are being calculated.
- 5) Contract 4-21 (Epoxy Pavement Marking) – About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 6) Contract 5-21 (Misc. Asphalt Repairs) – Work is complete. Final quantities are being calculated.
- 7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 8) Contract 7-21 (Harrison Pond) – Pond excavation is ongoing. The current level of excavation is roughly at the finished static water level of the pond. Most of the storm sewer installation is complete. Due to environmental concerns, more low-hazard soil was hauled to the Arrowhead Park site than was anticipated in the bid. That haul has a higher unit price than common excavated material. However, less contaminated soil needed to be landfilled than was originally estimated.
- 9) Contract 8-21 (Jewelers Park Drive Trail) – Pile placement for the boardwalk started the week of January 3.
- 10) Contract 1-22 (Primrose, Meadow, Honeysuckle, Green Acres, Wild Rose, Frederick utilities) – Plans are being prepared.
- 11) Contract 2-22 (Grove, Dieckhoff) – Plans are being prepared.
- 12) Contract 3-22 (Primrose, Meadow, Honeysuckle, Green Acres, Wild Rose, Frederick, Apple Blossom, Farm Ridge, Cherry, Blueberry, Fresh Air Park, Southview basketball court paving) – Plans are being prepared.
- 13) Contract 4-22 (S. Commercial Street sanitary sewer) - Design work is ongoing.
- 14) Contract 5-22 (CB/JJ utilities) – Plans are being prepared for sanitary sewer and water utility adjustments to be done prior to construction of the roundabout project.
- 15) Drop-Off Center Metal Collection – Proposals are being evaluated for providing metal collection service for the drop-off center. An RFP is being prepared to provide refuse and recycling collection service at the drop-off center.