



**City of Neenah**  
**COMMON COUNCIL AGENDA**  
**Wednesday, September 7, 2022 - 7:00 p.m.**  
**Neenah City Hall – 211 Walnut Street**  
**Council Chambers**

I. Roll Call and Pledge of Allegiance

**RECOGNITION OF RETIREMENTS:**

- Sergeant Vicki Strebel, Police Department Investigations Department, 23 years, 7 months years of service.

II. Introduction and Confirmation of Mayor's Appointment(s)

- A. Appoint Samual Erickson to the Police Commission for the remainder of Kim Skorlinski's term expiring May 2024. Appointment shall commence at the conclusion of the September 16, 2022 Police Commission Meeting.
- B. Appoint Tom Charpentier to the Neenah Harbor Committee to three year term expiring October 2025.
- C. Appoint Eileen McCoy to the Neenah Harbor Committee for the remainder of Tom Buchta's term expiring October 2023.
- D. **(UC)**
- E. Swearing in

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of August 17, 2022 regular session. **(UC)**

IV. Public Hearings

- A. Consider Ordinance 2022-17 rezoning property located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street from the C-1, General Commercial District and the R-2, Two-Family Residence District to the I-2, Single-General Industrial District.
- B. Consider Resolution 2022-15 Vacating a Portion of Jackson Street, McKinley Street, and Austin Avenue, Between Henry Street and S. Commercial Street Pursuant to Section 66.1003 Wis. Stats.

V. Plan Commission and Public Services & Safety Committee reports pertaining to the Public Hearings

- A. Plan Commission meeting of August 30, 2022: (Ald. Steiner) (Minutes can be found on the City web site)
  - 1. Commission recommends Council approve Ordinance 2022-17 rezoning property located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street from the C-1, General

Commercial District and the R-2, Two-Family Residence District to the I-2, Single-General Industrial District. **(RollCall-Pro)**

2. Commission recommends Council approve Resolution 2022-15 Vacating a Portion of Jackson Street, McKinley Street, and Austin Avenue, Between Henry Street and S. Commercial Street Pursuant to Section 66.1003 Wis. Stats. **(Vote to be taken under Public Services & Safety Committee)**

B. Public Services & Safety Committee meeting of August 30, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Resolution 2022-15 Vacating a Portion of Jackson Street, McKinley Street, and Austin Avenue, Between Henry Street and S. Commercial Street Pursuant to Section 66.1003 Wis. Stats. **(RollCall-Pro)**

VI. Public Forum

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

VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve Change of Agent Application for Pick 'n Save #412, 828 Fox Point Plaza for the licensing year 2022. **(PSSC)**
- B. Approve Temporary Extension of Licenses Premise Application to Lions Tail Brewing Co., LLC, 116 S Commercial St, Alexander Wenzel for Oktoberfest, September 16, 2022 from 3:00 PM to 11:00 PM and September 17, 2022 from 12:00 PM to 11:00 PM. **(PSSC)**
- C. Approve Temporary Class "B" License Application for the sale of wine to Future Neenah, Inc. for the Wine Walk to be held on October 1, 2022. **(PSSC)**
- D. Approve Street Use Permit for the Wine Walk sponsored by Future Neenah Inc., 135 W Wisconsin Avenue, to be held on October 1, 2022. **(PSSC)**
- E. Approve Temporary Class "B" License Application for the sale of fermented malt beverages to Bergstrom-Mahler Museum for Art After Dark to be held on September 15, 2022. **(PSSC)**
- F. Approve Street Use Permit for Ark After Dark, sponsored by Bergstrom-Mahler Museum Inc., 165 N Park Drive, to be held on June 23, 2022. **(PSSC)**
- G. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of August 30, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve the Construction Administration Service Agreement for Arrowhead Park Phase 1B with SEH in the amount of \$61,500 utilizing 2021 CIP Funding. **(RollCall-Pro)**
  2. Committee recommends Council approve the stop sign control at Isabella/Adams be swapped (stop on Isabella). **(RollCall-Pro)**
  3. Committee recommends Council approve the removal of the stop signs and erect yield signs for north-south traffic on Henry Street at the Caroline Street and Adams Street intersections. This action does require codification by ordinance at a future date. **(RollCall-Pro)**
  4. Committee recommends Council approve Ordinance 2022-18 amending Section 17-126 of the Municipal Code related to storm water customer classes and ERU determinations. **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of August 29, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
1. Committee recommends Council accept the audited 2021 Annual Comprehensive Financial Report and Reporting and Insights from 2021 Audit report and placing them on file. **(RollCall-Pro)**
  2. Committee recommends Council approve a 2022 Operating Budget amendment to contract with the Utech Group to conduct a City of Neenah organizational culture evaluation and implementation process at a cost of \$36,150 and to contract with O'Conner Connective to redesign and refresh the City's logo design at a cost of \$2,800, for a total cost of \$38,950, with the cost of both contracts to be funded by \$18,750 in savings from unfilled positions in the 2022 Mayor's operating budget and \$20,200 in existing ARPA funds. **(RollCall-Pro)**
- C. NMFR Joint Finance & Personnel Committee meeting of August 23, 2022: (Aldersperson Stevenson) (Minutes can be found on the City web site)
1. Committee recommends the City of Neenah and the City of Menasha Common Council's approve spending \$35,195.35 to repair Engine 32 and authorize the department to move forward with the repairs and not wait until both Councils approve these funds. **(RollCall-Pro)**
  2. Committee recommends the City of Neenah and the City of Menasha Common Council's approve NMFR's 2023 cost distribution formula with the City of Neenah's weighted share at 60.34% and the City of Menasha's weighted share at 39.66%. **(RollCall-Pro)**
- X. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of August 30, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Commission recommends Council approve the 1 lot CSM consolidating parcels along S. Commercial Street, Henry Street, and Tyler Street into

601 S. Commercial Street and that the public water main easements be accepted. **(RollCall-Pro)**

- B. Board of Public Works meeting of September 1, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
    - 1. Information Only Items:
      - a) The Board approved Pay Request No. 4, Contract 7-21, Harrison Street Stormwater Pond, to MCC, Inc., Little Chute, in the amount of \$322,224.23.
    - 2. Council Action Items:
      - a) The Board recommends Council Award of Contract 11A-22, Water Service Replacement on Reddin Avenue and Zemlock Avenue to Donald Hietpas & Sons, Inc., in the amount of \$469,949.70, contingent upon Wisconsin Department of Natural Resources approval. **(RollCall-Pro)**
      - b) The Board recommends Council Award of Contract 11B-22, Water Service Replacement on Hunt Avenue, Madison Street and Nicolet Boulevard to Carl Bowers & Sons Construction Co., Inc., in an amount of \$525,150.00, contingent upon Wisconsin Department of Natural Resources approval. **(RollCall-Pro)**
      - c) The Board recommends Council approve Award of Arrowhead Park Phase 1B – Pier Project to Lunda Construction Company, Black River Falls, WI, in the amount of \$619,541.40 utilizing National Resource Damage Assessment Funding \$200,000, David/Rita Nelson Family Grant Fund \$325,000 and 2021 CIP Funding of \$94,541.40. **(RollCall-Pro)**
      - d) **The Board recommends Council approve Award of Arrowhead Park Phase 1B – Prairie/Path Construction Project to Vinton Construction Company, Two Rivers, WI, in the amount of \$795,106.58. (RollCall-Pro)**
  - C. Landmarks Commission
    - 1. Report from the Landmarks Commission – Alderperson Steiner
  - D. Sustainable Neenah Committee
    - 1. Report from the Sustainable Neenah Committee – Alderperson Borchardt
  - E. Reports on neighborhood groups.
    - 1. Business Improvement District Board (BID Board) – Alderperson Skeyrms
  - F. Bergstrom Mahler Museum
    - 1. Report from the Bergstrom Mahler Museum – Alderperson Steiner
  - G. Parks & Recreation Commission
    - 1. Report from the Park Commission – Alderperson Borchardt
- XI. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.



XII. Council Directives

XIII. Unfinished Business

XIV. New Business

- A. Any announcements/questions that may legally come before the Council.

XV. Adjournment

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

# City of Neenah

## Application for Appointment



Name	Samuel James Erickson	Date	8/30/2022
Address	[REDACTED]		
City, ST Zip	[REDACTED]	Employer	[REDACTED]
Eve. Phone	[REDACTED]	Day Phone	[REDACTED]
E-mail	[REDACTED]	Fax	[REDACTED]

What appointment are you seeking? You may check more than one box.

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Appeals                      | <input type="checkbox"/> N-M Joint Fire Commission    |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> N-M Sewerage Commission      |
| <input type="checkbox"/> Business Improvement District (BID)   | <input type="checkbox"/> Neenah Arts Council          |
| <input type="checkbox"/> Citizen Advisory Committee            | <input type="checkbox"/> Neenah Harbor Committee      |
| <input type="checkbox"/> Committee of Aging                    | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force           |
| <input type="checkbox"/> Fox Cities Transit Commission         | <input type="checkbox"/> Plan Commission              |
| <input type="checkbox"/> Joint Review Board for TIFs           | <input checked="" type="checkbox"/> Police Commission |
| <input type="checkbox"/> Landmarks Commission                  | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board                         | <input type="checkbox"/> Water Works Commission       |
| <input type="checkbox"/> Loan Assistance Board                 | <input type="checkbox"/> Other: <input type="text"/>  |

Do you currently serve on other boards, commissions, or hold an elected office? ☐ Yes ☒ No [Detail Below](#)

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

I am interested in being appointed to the City of Neenah Police Commission because, except for when college, I have lived in Neenah my entire life. While living in Neenah, I have worked at several Neenah organizations, including the Neenah Parks and Recreation Department, the Neenah-Menasha YMCA, Resources, Bemis/Amcor, and the Neenah Joint School District. One of the things that makes Neenah a place to live and work is that it is safe, and the City of Neenah Police Department is a major reason why appointed to the Police Commission, I believe I can help the Police Department plan for and navigate future opportunities and challenges so that the Police Department can continue to help make Neenah a place to live and work. I believe I can do this because I am organized, thoughtful, and professional. I also well with others. In addition, I also can bring a unique perspective having graduated from law school.

Please Sign and Date:

eSigned via SeamlessDocs.com  
*Samuel James Erickson*  
Key: 10be07ddaedcd638eee403f28d9d8f2f

08/30/2022

Please return to the Neenah City Clerk's Office

# City of Neenah

## Application for Appointment



Name

Address

City, ST Zip

Eve. Phone

E-mail

Date

Employer

Day Phone

Fax

What appointment are you seeking? You may check more than one box.

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Appeals                      | <input type="checkbox"/> N-M Joint Fire Commission            |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> N-M Sewerage Commission              |
| <input type="checkbox"/> Business Improvement District (BID)   | <input type="checkbox"/> Neenah Arts Council                  |
| <input type="checkbox"/> Citizen Advisory Committee            | <input checked="" type="checkbox"/> Neenah Harbor Committee   |
| <input type="checkbox"/> Committee of Aging                    | <input type="checkbox"/> Park & Recreation Commission         |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force                   |
| <input type="checkbox"/> Fox Cities Transit Commission         | <input type="checkbox"/> Plan Commission                      |
| <input type="checkbox"/> Joint Review Board for TIFs           | <input type="checkbox"/> Police Commission                    |
| <input type="checkbox"/> Landmarks Commission                  | <input type="checkbox"/> Sustainable Neenah Committee         |
| <input type="checkbox"/> Library Board                         | <input type="checkbox"/> Water Works Commission               |
| <input type="checkbox"/> Loan Assistance Board                 | <input type="checkbox"/> Other: <input type="text" value=""/> |

Do you currently serve on other boards, commissions, or hold an elected office? ☒ Yes ☐ No [Detail Below](#)

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

I am the Vice-Commodore of the Neenah-Nodaway Yacht Club, and in this capacity am responsible for physical assets of the club and our use of the harbor. I am seeking appointment as an active user of the and as a representative of NNYC, one of the largest user groups of Neenah's harbor. I own a 24' Dolphin sailboat and have been sailing for 25 years.

Please Sign and Date:

eSigned via SeamlessDocs.com  
*Thomas J Charpentier*  
Key: 10be076daedcd638eee403f28d9d8f2f

08/31/2022

Please return to the Neenah City Clerk's Office

# City of Neenah

## Application for Appointment



Name	Eileen McCoy	Date	31 August 2022
Address	[REDACTED]	Employer	[REDACTED]
City, ST Zip	[REDACTED]	Day Phone	[REDACTED]
Eve. Phone	[REDACTED]	Fax	[REDACTED]
E-mail	[REDACTED]		

What appointment are you seeking? You may check more than one box.

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Appeals                      | <input type="checkbox"/> N-M Joint Fire Commission          |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> N-M Sewerage Commission            |
| <input type="checkbox"/> Business Improvement District (BID)   | <input type="checkbox"/> Neenah Arts Council                |
| <input type="checkbox"/> Citizen Advisory Committee            | <input checked="" type="checkbox"/> Neenah Harbor Committee |
| <input type="checkbox"/> Committee of Aging                    | <input type="checkbox"/> Park & Recreation Commission       |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force                 |
| <input type="checkbox"/> Fox Cities Transit Commission         | <input type="checkbox"/> Plan Commission                    |
| <input type="checkbox"/> Joint Review Board for TIFs           | <input type="checkbox"/> Police Commission                  |
| <input type="checkbox"/> Landmarks Commission                  | <input type="checkbox"/> Sustainable Neenah Committee       |
| <input type="checkbox"/> Library Board                         | <input type="checkbox"/> Water Works Commission             |
| <input type="checkbox"/> Loan Assistance Board                 | <input type="checkbox"/> Other: <input type="text"/>        |

Do you currently serve on other boards, commissions, or hold an elected office? ☐ Yes ☒ No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:  
Member of the Neenah Parks and Recreation Team from 1979 - 2016. Interested in helping contribute

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Please Sign and Date:

eSigned via SeamlessDocs.com  
  
Key: 10be07dcaedcd638eee403f28d9d8f8f

08/31/2022

Please return to the Neenah City Clerk's Office

**Proceedings of the Neenah Common Council**  
**Wednesday, August 17, 2022—7:00 PM**

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, August 17, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Borchardt, Hillstrom, Lendrum, Erickson, Weber, Skeyrms, and Stevenson. Excused was Alderperson Steiner. Staff present Director of Finance Easker, Community Development & Assessment Haese, Director of Public Works Kaiser, and City Clerk Nagel.

Also present: Water Utility Director Mach, Assistant Police Chief Bernice, and Director of Information Systems Joe Wenninger.

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

- I. The Clerk called a voice roll call as the Mayor/Alderpersons recorded their attendance on the RollCall-Pro System. Alderperson Skeyrms led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
  - A. Council appointment of David Rashid to the position of City Attorney commencing August 22, 2022.  
Mayor Lang read her memo to the City Council.

**There being no objections the Mayor's appointment was ordered by unanimous consent.**

- III. Approval of Council Proceedings
  - A. Approval of the Council Proceedings of August 3, 2022 regular session.  
**There being no objections the proceedings were approved by unanimous consent.**
- IV. Plan Commission report pertaining to the Public Hearings
  - A. Plan Commission meeting of August 9, 2022: (Ald. Steiner) (Minutes can be found on the City web site) Mayor Lang read the Plan Commission report in absence of Alderperson Steiner.
    1. Commission recommends Council approve Ordinance No. 2022-15 Rezoning land located at 684 Congress Street from the C-1, General Commercial District to the R-1, Single-Family Residence District.  
**MSCRP Stevenson/Borchardt to approve Ordinance No. 2022-15 as recommended by Plan Commission, all voting aye.**
- V. Reports of standing committees
  - A. Special Public Services and Safety Committee meeting of August 17, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom)

1. Consideration of Committee recommendation regarding Final Resolution 2022-14: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue and Zemlock Avenue.  
**MSCRP Lendrum/Borchardt to approve Final Resolution 2022-14 as recommended by Public Services and Safety Committee, all voting aye.**
- B. Regular Public Services and Safety Committee meeting of August 9, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
  1. Meeting was cancelled, no report.
- C. Regular Finance and Personnel Committee meeting of August 8, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
  1. Meeting was cancelled, no report.
- VI. Reports of special committees and liaisons and various special projects committees
  - A. Regular Plan Commission meeting of August 9, 2022: (Council Rep Steiner) (Minutes can be found on the City web site) Mayor Lang read the Plan Commission report in absence of Alderperson Steiner.
    1. Commission recommends Council approve Ordinance 2022-16 Project Plan Approval #1-22 for Bridgewood Planned Development District to allow the construction of the Bridgewood Luxury Apartments subject to the Project Plan Approval Letter.  
**MSCRP Skyrms/Stevenson to approve Ordinance 2022-16 as recommended by Plan Commission, all voting aye.**
  - B. Board of Public Works meeting of August 11, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
    1. Council Action Items:
      - a. The Board recommends Council approve Pay Request 3 and Final Payment, Shattuck Park Fountain Reconstruction Project, in the amount of \$17,019.12 to Janke General Contractors, Athens, WI.  
**MSCRP Hillstrom/Borchardt to approve Pay Request No. 3 as recommended by Board of Public Works, all voting aye.**
      - b. The Board recommends Council reject all bids for Contract 9-22, Concrete Pavement and Sidewalk Repairs.  
**MSCRP Hillstrom/Stevenson to reject all bids as recommended by Board of Public Works, all voting aye.**

VII. Presentation of petitions

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

1. Petition of Discontinuance of Street for Austin, McKinley, and Jackson Streets which abut Galloway Company. Galloway Company owns all the abutting properties. The appropriate Council action is to accept the petition and refer it to both Plan Commission and Public Services and Safety Committee.

**MSCRP Stevenson/Borchard to defer the petition to the appropriate committees, all voting aye.**

VIII. Closed Session

A. The Council may convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to downtown parking.

**MSCRP Boyette/Skyrms for the Council to enter into closed session, all voting aye.**

**At 8:23 PM the Council entered into closed session.**

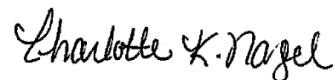
B. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).

No action taken by Council. Council adjourned in closed session.

IX. Adjournment

**Council adjourned in closed session. MSC Stevenson/Boyette to adjourn, all voting aye. Meeting adjourned at 8:58 PM.**

Respectfully submitted,



Charlotte Nagel, City Clerk



**Common Council Minutes**  
**Wednesday, August 17, 2022—7:00 PM**

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, August 17, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Borchardt, Hillstrom, Lendrum, Erickson, Weber, Skeyrms, and Stevenson. Excused was Alderperson Steiner. Staff present Director of Finance Easker, Community Development & Assessment Haese, Director of Public Works Kaiser, and City Clerk Nagel.

Also present: Water Utility Director Mach, Assistant Police Chief Bernice, and Director of Information Systems Joe Wenninger.

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

- I. The Clerk called a voice roll call as the Mayor/Alderpersons recorded their attendance on the RollCall-Pro System. Alderperson Skeyrms led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
  - A. Council appointment of David Rashid to the position of City Attorney commencing August 22, 2022.  
Mayor Lang read her memo to the City Council.

**There being no objections the Mayor's appointment was ordered by unanimous consent.**

- B. Swearing in of newly appointed City Attorney

Clerk Nagel swore in newly appointed City Attorney Rashid. Attorney Rashid took his chair at the dais and addressed the Council.

Attorney Rashid is humbled and honored to accept this position. Attorney Rashid appreciates the Council's confidence, and is excited to assist the City as it moves forward.

- IV. Approval of Council Proceedings
  - A. Approval of the Council Proceedings of August 3, 2022 regular session.  
**There being no objections the proceedings were approved by unanimous consent.**

- V. Public Hearings
  - A. Consider Ordinance 2022-15 Rezoning land located at 684 Congress Street from the C-1, General Commercial District to the R-1, Single-Family Residence District.  
Mayor Lang opened the public hearing at 7:08 PM.

After three calls for comments, there were no appearances. Mayor Lang closed the public hearing at 7:09 PM.

- VI. Plan Commission report pertaining to the Public Hearings
  - A. Plan Commission meeting of August 9, 2022: (Ald. Steiner) (Minutes can be found on the City web site) Mayor Lang read the Plan Commission report in absence of Alderperson Steiner.
    - 1. Commission recommends Council approve Ordinance No. 2022-15 Rezoning land located at 684 Congress Street from the C-1, General Commercial District to the R-1, Single-Family Residence District.  
**MSCRP Stevenson/Borchardt to approve Ordinance No. 2022-15 as recommended by Plan Commission, all voting aye.**

- VII. Public Forum
  - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.  
Mayor Lang opened the public forum at 7:10 PM.

After three calls for comments, there were no appearances. Mayor Lang closed the public forum at 7:10 PM.

- VIII. Mayor/Council consideration of public forum issues  
No comments were heard.

- IX. Consent Agenda
  - A. None.

- X. Reports of standing committees
  - A. Special Public Services and Safety Committee meeting of August 17, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom)
    - 1. Consideration of Committee recommendation regarding Final Resolution 2022-14: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue and Zemlock Avenue.  
**MSCRP Lendrum/Borchardt to approve Final Resolution 2022-14 as recommended by Public Services and Safety Committee, all voting aye.**

Discussion: Alderperson Boyette worked with Planner Kasimor attempting to get additional dollars for affected residents to help pay for the sanitary sewer later installation and lead water service replacement. Planner Kasimor advised that potentially up to \$50,000

in Community Grant Block Dollar Funds could be used to help fund this project, in addition to the Loan Program. As written in the resolution, the City will cover half of the project costs up to \$4,000, then the property owner will be responsible for the remainder. The assessment will be different for each property owner depending on the lot size. Alderperson Boyette asked Director Haese to speak on the use of Community Grant Block Dollar Funds.

Director Haese advised that he does not know much about the project or how the Community Grant Block Dollar program fits into the project. The program has requirements that the neighborhoods must meet. The neighborhoods must be a low to moderate income neighborhoods. When a neighborhood program is being sought, public projects such as sidewalk, sewer, main, and street are typically considered. Private laterals impact a specific property, so fitting the definition of a neighborhood benefit is concerning. Additional evaluation must be completed in order to make a determination of whether or not the Community Grant Block Dollar funds could be used with this project.

Alderperson Boyette would like staff to do complete the evaluation work as she understands that this project may not be done this year. If the resolution is passed as written with the work to be done next year, Alderperson Boyette would like to have the determination as to whether or not the Community Grant Block Funds could be used to fund the project.

Director Kaiser clarified this project is not in the 2023 plan. If the Council would like Community Development to complete the evaluation of the use of Community Grant Block Funds for this year, the evaluation would be appropriate. However, the project is not in the 2023 plan. If the evaluation is completed by Community Development for next year the funds should be used towards next years projects.

Alderperson Stevenson clarified that at the Special Public Services and Safety Meeting earlier this evening, it was determined that there were no bidders on the project and the properties were going to be dealt with on a case-by-case basis. What makes this project unique is that Director Mach received a grant allocating up to \$4,000 per property for water work. This is already an additional one-time benefit for the property owners. Allocating additional funds from the Community Block Grant program would be adding funds to benefit property owners who are already benefiting from the water grant program secured by

Director Mach. The water grant funding is already above what is typically assessed to property owners on any given water and sanitary improvement project.

- B. Regular Public Services and Safety Committee meeting of August 9, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
    - 1. Meeting was cancelled, no report.
  - C. Regular Finance and Personnel Committee meeting of August 8, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
    - 1. Meeting was cancelled, no report.
- XI. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of August 9, 2022: (Council Rep Steiner) (Minutes can be found on the City web site) Mayor Lang read the Plan Commission report in absence of Alderperson Steiner.
    - 1. Commission recommends Council approve Ordinance 2022-16 Project Plan Approval #1-22 for Bridgewood Planned Development District to allow the construction of the Bridgewood Luxury Apartments subject to the Project Plan Approval Letter.  
**MSCR P Skyrms/Stevenson to approve Ordinance 2022-16 as recommended by Plan Commission, all voting aye.**
- Discussion: Alderperson Stevenson asked about parking dollars discussed in the five-year Capital Plan discussion. Given the street layout that was provided is it functionally possible to consider offering trail parking along the new road near par #9 that runs in front of the new condo building.
- Director Haese advised that the new road is a private road, however, a discussion could be had with the developer. If it was a public road, it would be definite yes, however, staff can have that conversation with the developer.
- B. Board of Public Works meeting of August 11, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
    - 1. Information Only Items:
      - a. The Board approved Change Order 2, Shattuck Park Fountain Reconstruction Project, decrease in the amount of (\$3,060.48) to Janke General Contractors, Athens, WI.
    - 2. Council Action Items:

- a. The Board recommends Council approve Pay Request 3 and Final Payment, Shattuck Park Fountain Reconstruction Project, in the amount of \$17,019.12 to Janke General Contractors, Athens, WI.

**MSCRP Hillstrom/Borchardt to approve Pay Request No. 3 as recommended by Board of Public Works, all voting aye.**

- b. The Board recommends Council reject all bids for Contract 9-22, Concrete Pavement and Sidewalk Repairs.

**MSCRP Hillstrom/Stevenson to reject all bids as recommended by Board of Public Works, all voting aye.**

Discussion: Director Kaiser advised this was the second bid for this project. Two bids were received which came in fifty-percent higher than the engineers estimate as well as higher costs than received previously. An agreement was made with a contractor who is currently working in the City to do some of the high traffic area repairs, and the remainder of the work will be roll into 2023.

C. Community Development Authority

1. Report from the CDA – Director Haese

- a) The first community meeting with the downtown plan was held two weeks ago. The meeting was well attended and good feedback was received. Staff started working on the ideas that were received at this meeting.

D. Library Board

1. Report from the Library Board – Alderperson Erickson

- a) Reporting to the August 17, 2022 Library Board Meeting.
- b) Program attendance for July was 3,437 compared to 1948 in 2021. The programs are well attended.
- c) Circulation is almost 11-percent over last year.
- d) Almost 20,000 people visited the library which is close to pre-pandemic levels.
- e) Programming is currently up.
- f) Summer Reading Challenge; 3,056 participants, 37,790 days of reading were logged. Ages between 6-9 has the largest participants. The Youth Department had a very busy summer.
- g) The Two-Week Book Sale concluded, \$4,500 was raised with the two-week book sale. The On-Going Book Sale continues which raised \$3,300. Donating book can be done throughout the year.

Alderperson Skyrms commented the community is very fortunate to have such a special library as the Neenah Public Library.

E. Neenah Arts Council

1. Report from the Neenah Arts Council – Alderperson Erickson
  - a) Reporting from the Wednesday, August 10, 2022 Meeting.
  - b) Will be participating in the Boys and Girls Brigade Open House on Thursday, September 15, 2022.
  - c) Starting to plan the art project for Very Neenah Christmas Event.
  - d) Discussion was had on the photo contest for the sesquicentennial celebration.

XII. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
  1. Petition of Discontinuance of Street for Austin, McKinley, and Jackson Streets which abut Galloway Company. Galloway Company owns all the abutting properties. The appropriate Council action is to accept the petition and refer it to both Plan Commission and Public Services and Safety Committee.  
**MSCRP Stevenson/Borchard to defer the petition to the appropriate committees, all voting aye.**

XIII. Council Directives

- A. None.

XIV. Unfinished Business

- A. None.

XV. New Business

- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)  
This will be a new monthly report to keep the Council abreast of the happenings with Arrowhead Park.
  1. The Task Force met twice regarding Arrowhead Park.
  2. Refining possibilities that may be constructed on the buildings and the park area. The goal is to possibly have it come back to Committee and Council by the end of the year.
  3. Bids were just received for the mail pier. Construction is to begin in November and completed late spring.
  4. The prairie and path system will be constructed this fall.
  5. The Bike Park sketch was included in Director Kading's memo. People are excited to have this unique feature in Neenah.

6. The Activity Building schedule has been pushed back until the Task Force is more established.
  7. The Task Force wants to include a walking trail to cross the railroad for entry into the park. Any changes must be approved railroad. The railroad has accepted the concept plans of improved alignment and pedestrian crossing.
- B. Security Assessment Status Report. (Director Wenninger)  
Director Wenninger gave a cyber security assessment status report. The Council was given an opportunity to ask questions.
- C. Any announcements/questions that may legally come before the Council.
- XVI. Closed Session
- A. The Council may convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to downtown parking.  
**MSCRP Boyette/Skyrms for the Council to enter into closed session, all voting aye.**
- At 8:23 PM the Council entered into closed session.**
- B. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).  
No action taken by Council. Council adjourned in closed session.
- XVII. Adjournment  
**Council adjourned in closed session. MSC Stevenson/Boyette to adjourn, all voting aye. Meeting adjourned at 8:58 PM.**

Respectfully submitted,



Charlotte Nagel, City Clerk



**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, August 30, 2022**  
**4:15 p.m.**

**Present:**

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

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Office Manager	Diane Eparvier, 669 Elm Street
Chris Haese, Director of Community Development	Bob Rossi, North Star Commercial Group	Kevin Beauchamp, Galloway Company
John Gruszynske, JG Custom Cabinetry and Design	Gerry Niccolai, 903 Henry Street	Other Members of the Public
Judd Stevenson, 632 Reed Street		

**Minutes:** MSC Ellenberger/Moore-Nokes, the Plan Commission to approve the August 9, 2022 meeting minutes.  
**Motion passed. Member Hancock-Cooke abstaining.**

**Public Appearances:** Diane Eparvier (669 Elm Street) said that she hopes that the commission will listen to the opinions of the neighborhoods that their decisions are affecting. She also would like to thank whoever is taking care of the grounds at Shattuck. Member Moore-Nokes will pass that along.

**Public Hearings:**

- a. **Rezoning** – Galloway Company – C1, General Commercial District and R2, Two-Family Residence District to I2, General Industrial District (**Ord. No 2022-17**)

Mayor Lang opened the public hearing.

Seeing no comments, Mayor Lang closed the public hearing.

- b. **Street Discontinuance (Vacation)** – Jackson Street, McKinley Street, and Austin Avenue

Mayor Lang opened the public hearing.

Seeing no comments, Mayor Lang closed the public hearing.

**Action Items:**

- a. **Rezoning** – Galloway Company – C1, General Commercial District and R2, Two-Family Residence District to I2, General Industrial District (**Ord. No 2022-17**)

Galloway Company (601 S. Commercial Street) has submitted a request to rezone multiple parcels from the R-2, Two-Family Residence District and C-1, General Commercial District to the I-2, General Industrial District.

The subject parcels are located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street. All of the parcels are owned by Galloway Company. The purpose of this request is to consolidate all of the parcels into the 601 S. Commercial Street parcel which is zoned I-2 District. The City's Zoning Code prohibits multiple zoning districts on one parcel. The rezoning and lot consolidation will help facilitate Galloway Company's future building expansion projects and help improve site efficiency and on-site traffic/truck circulation. The future land use map identifies this area as the Neenah Industrial Corridor and a small portion as Regional Commercial. The I-2 zoning district is consistent with the Comprehensive Plan's future land use map.

Ord. No. 2022-17

Member Hancock-Cooke commented that the Parks and Recreation Commission does discuss the access to Douglas Park quite frequently and wondered if better park access was considered as these changes are being made. Deputy Director Schmidt and Director Haese said that this is talked about among staff on a regular basis. The current park plan does include potential acquisitions of property as it becomes available along the park boundaries (when properties come up for sale). Potentially this park could be utilized for stormwater purposes which would then drive the necessity for better access.

**MSC Genett/Hancock-Cooke, the Plan Commission recommends Common Council approve Ordinance 2022-17 rezoning property located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street to the I-2, Single-General Industrial District. All voting aye. Motion passed.**

**b. Street Discontinuance (Vacation) – Jackson Street, McKinley Street, and Austin Street**

Over the last several years, Galloway Company has purchased and demolished all of the properties along Jackson Street, McKinley Street, and Austin Avenue adjacent to their property at 601 S. Commercial Street. The purpose of these acquisitions and the street vacation petition is to provide the opportunity for future building expansions and better site efficiency and traffic/truck circulation.

In 2013, Austin Avenue was vacated and the street relocated further west. Then in 2014, the City vacated a portion of Jackson Street between Austin Avenue and S. Commercial Street. Both of these actions were done to facilitate building projects for Galloway Company. The remaining portion of Jackson Street, relocated Austin Avenue, and McKinley Street do not provide connectivity beyond the small neighborhood they served. Vacating these streets will not have a negative impact on the street network nor will it limit the ability of any property owner from accessing their property.

Public utilities are currently located within the Jackson Street and McKinley Street right-of-way. Public sanitary sewer and storm sewer main would become private and all maintenance of this infrastructure would be the responsibility of Galloway Company when the street vacation is approved. The water main would remain public following the street vacation, however, an easement shall be identified over the existing main to allow for regular maintenance.

Res. No. 2022-15

In addition to this street vacation petition, Galloway Company has also submitted a request to consolidate the parcels along Jackson Street, McKinley Street and Austin Avenue into the main parcel located at 601 S. Commercial Street. Once the streets are vacated, the land is transferred to owners of the property fronting the street. In this instance, the land would be transferred to Galloway Company. The City's Comprehensive Plan identifies the land around the proposed street vacation as future Industrial Corridor meaning that this land is planned for industrial/manufacturing land use.

**MSC Kaiser/Moore-Nokes, the Plan Commission to recommend the Common Council discontinue Jackson Street, McKinley Street, and Austin Avenue and approve Resolution 2022-15. All voting aye. Motion passed.**

**c. Certified Survey Map – 601 S. Commercial Street – Lot Consolidation**

Galloway Company has submitted a Certified Survey Map (CSM) to consolidate 18 separate parcels (all owned by Galloway Company) and three vacated streets (Jackson Street, McKinley Street and Austin Avenue) into the larger Galloway Company parcel located at 601 S. Commercial Street.

The proposed lot is approximately 13.6 acres in size. The purpose of the lot consolidation is to facilitate future building expansion projects, improve site efficiency and internal traffic/truck circulation. Previously in this meeting, the Plan Commission approved recommendations that Council approve the rezoning ordinance and street vacation needed for this CSM.

The proposed lot includes frontage along S. Commercial Street, Tyler Street, and Henry Street.

Finally, the CSM includes water main along the vacated Jackson Street and McKinley Street. The water main continues to be public and therefore the CSM shall include an easement over the water main to ensure maintenance can continue.

CA

**MSC Genett/Kaiser, the Plan Commission recommend Common Council approve the 1 lot CSM consolidating parcels along S. Commercial Street, Henry Street and Tyler Street into 601 S. Commercial Street and that the public water main easements be accepted. All voting aye. Motion passed.**

**d. Site Plan Review – 2320 Industrial Drive – Change of Use**

The City has received a site plan review application on behalf of JG Custom Cabinetry and Design to relocate a cabinet business in the former Lakeland College building located at 2320 Industrial Drive. The subject property is 2.75 acres in size and is located south of Bell Street and along the east side of Industrial Drive. The property is zoned I-1, Planned Business Center District and is part of the Southpark Industrial Center. The site includes a 20,525 square-foot building that was constructed in 1989 and has been used as classroom space since then. Parking is located north and south of the building while access to the site is from three driveways along Industrial Drive. The north driveway is shared with the property to the north (Community First Credit Union).

Land north, south and west of the subject property is also zoned I-1 District and includes a credit union to the north and manufacturing businesses to the south and west. The land to the east is zoned R-1, Single-Family Residence District and includes a single-family neighborhood.

A site plan review is required since the use of the property is changing from an educational use to the manufacturing use. The applicant is proposing to occupy the building with a cabinet manufacturer. The I-1 District lists manufacturing uses as permitted. The building will include a shop area, which accounts for about 2/3 of the total building area, and an office and showroom area. The building is not currently sprinkled, but will be as part of the new occupancy.

There are only minor changes being proposed for the property including the relocation of three handicap accessible parking stalls, the creation of a frontage landscaping peninsula along Industrial Drive, and the addition of a dust collection system along the northwest portion of the building. The dust collection system will also be enclosed with a 20-foot tall block wall to ensure any noise related to the dust collection system is directed away from the residential neighborhood. In addition, the enclosure area will be screened with a sight-tight fence along the west and part of the north sides. Hours of operation for the business are expected to be Monday through Thursday from 6:00AM to 4:00 PM and Friday from 6:00AM to 12:00PM.

Member Kaiser asked about the rear lot line encroachment. Deputy Director Schmidt said that this is a lot line encroachment by the residential properties adjacent to the properties and it was important that it be noted.

Member Hancock-Cooke asked Deputy Director Schmidt to confirm that noises and dust will not disturb the neighboring residential properties. Deputy Director Schmidt said that the applicant has been working hard to make sure that their operation will not cause any disturbance.

**MSC Ellenberger/Kaiser, the Plan Commission approves the site plan to occupy 2320 Industrial Drive with a cabinet manufacturer business subject to the conditions of the site plan review letter. All voting aye. Motion passed.**

**Discussion Items:**

**a. City of Neenah Comprehensive Plan 2040**

Deputy Director Schmidt asked members to familiarize themselves with the Comp Plan 2040 (can be found on the city's website) and to begin thinking of things that should be on the Comp Plan update and how these things should be prioritized. This plan is required by state statutes. Every 5 years, a review must be completed of this plan and Plan Commission will play a role in this. In the coming months, Deputy Director Schmidt will be bringing more about this to Plan Commission.

**b. Zoning Code Discussion**

Deputy Director Schmidt explained that in future meetings, he plans to discuss certain parts of the Zoning Code with the Commission such as the codes regarding driveways, cargo/semi-trailers for storage, etc. Commission members also suggested looking into the fence code and boat parking.

**Announcements and Future Agenda Items:** Next meeting is September 13, 2022

**Adjournment:** The Commission adjourned its meeting at 4:50 p.m. MSC Ellenberger/Genett. All Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Samantha Jefferson', with a long horizontal flourish extending to the right.

Samantha Jefferson  
Office Manager, Community Development



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## M E M O R A N D U M

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**DATE:** August 30, 2022  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Rezoning Multiple Parcels to I-2 District – Henry St, Jackson St, Tyler St, McKinley St and S. Commercial St (**Ord. No 2022-17**)

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### **Request**

Galloway Company (601 S. Commercial Street) has submitted a request to rezone multiple parcels from the R-2, Two-Family Residence District and C-1, General Commercial District to the I-2, General Industrial District.

### **Background**

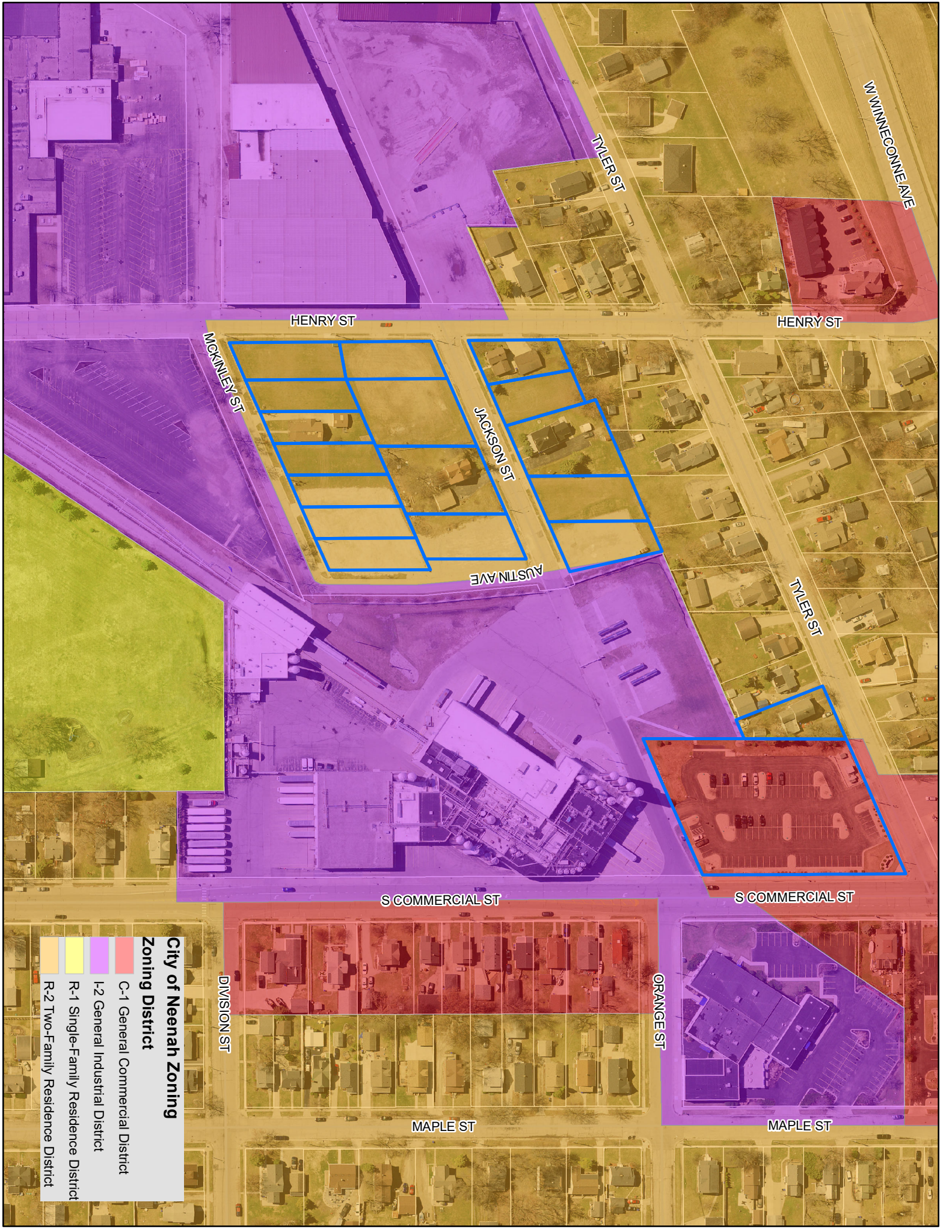
The subject parcels are located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street. All of the parcels are owned by Galloway Company. The purpose of this request is to consolidate all of the parcels into the 601 S. Commercial Street parcel which is zoned I-2 District. The City's Zoning Code prohibits multiple zoning districts on one parcel. The rezoning and lot consolidation will help facilitate Galloway Company's future building expansion projects and help improve site efficiency and on-site traffic/truck circulation.

As will all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 and future land use designation. In this case, the future land use map identifies this area as the Neenah Industrial Corridor and a small portion as Regional Commercial. The Industrial Corridor category is intended to promote business and industrial expansion. The I-2 zoning district is consistent with the Comprehensive Plan's future land use map.

### **Recommendation**

**An appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2022-17 rezoning property located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street to the I-2, Single-General Industrial District.**

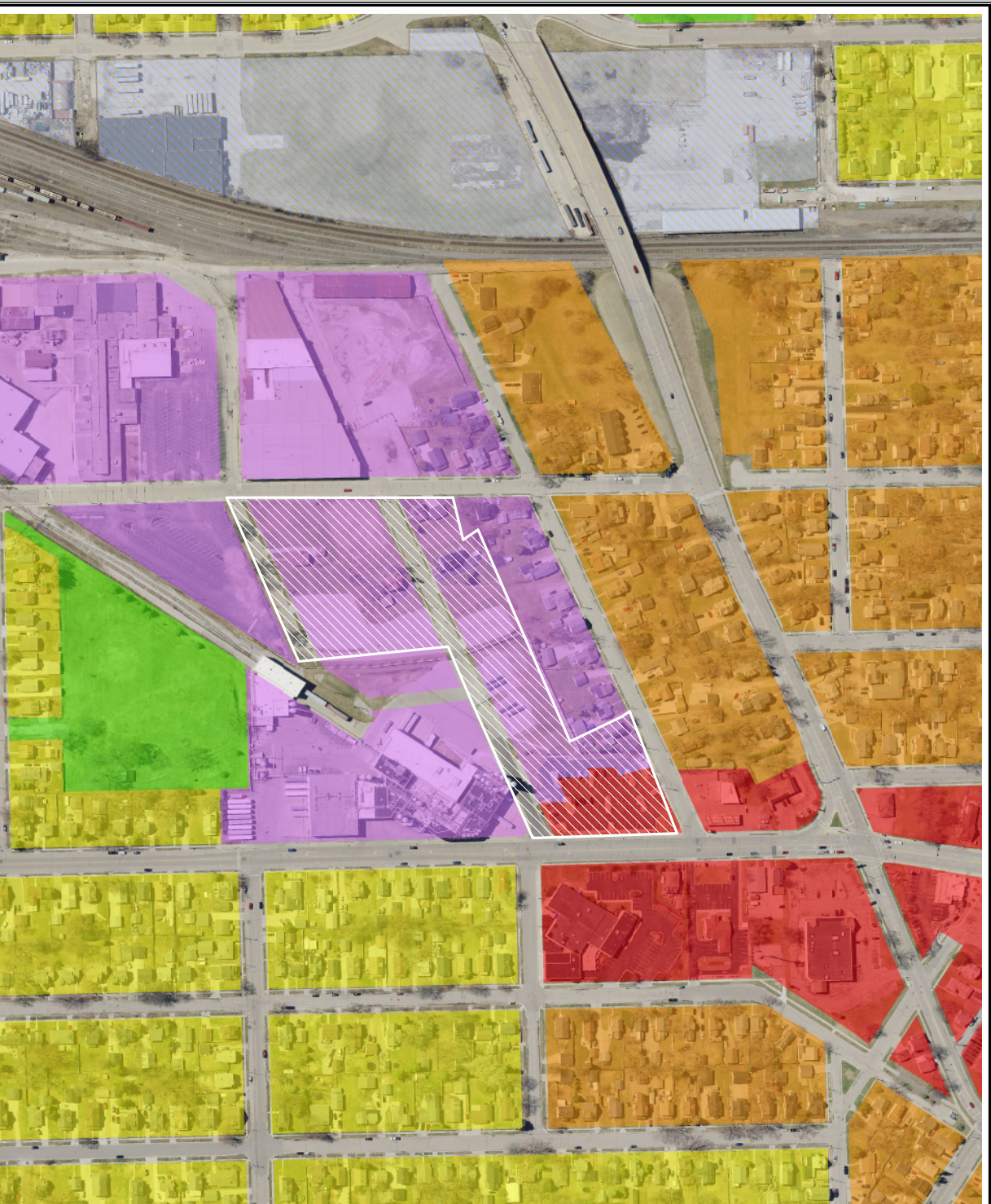




**City of Neenah Zoning**  
**Zoning District**

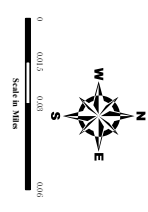
- C-1 General Commercial District
- I-2 General Industrial District
- R-1 Single-Family Residence District
- R-2 Two-Family Residence District





- Gateways
- Hospital
- Future Parks
- Environs/Artes
- Community Facility
- Recreational Facility
- Rural Preservation Area
- Low Density Residential
- High Density Residential
- Neighborhood Investment Area
- Neighborhood Investment Area
- Mixed Use Transitional Area
- Regional Commercial
- Doy Island Innovation Corridor
- Downtown Business District
- Mixed Use
- Neenah Industrial Corridor

Source:  
 Base Data provided by Winnebago County 2016.  
 Planning Boundaries provided by City of Neenah 2016.  
 Land Use provided by ECWRPC 2016.  
 Updated: 12/2/2020







AN ORDINANCE: By the Neenah Plan Commission  
Re: Rezoning land located along Jackson Street, McKinley Street, S. Commercial Street, Henry Street, and Tyler Street from the C-1, General Commercial District and the R-2, Two-Family Residence District to the I-2, General Industrial District.

ORDINANCE NO. 2022-17

Introduced: \_\_\_\_\_

Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

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

**Section 1.** Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning approximately 5.85 Acres of land located along Jackson Street, McKinley Street, S. Commercial Street, Henry Street, and Tyler Street from the C-1, General Commercial District and the R-2, Two-Family Residence District to the I-2, General Industrial District. The properties are more particularly described as follows:

601 S. Commercial Street – Lot 1 of Certified Survey Map Number 7059, City of Neenah, Winnebago County, Wisconsin, lying East of the East line of Congress Street.

141 McKinley Street – Northrups Replat Lots 14, 15, 16, 17 & 18 Block 6 of Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 2.

143 McKinley Street - Northrups Replat Lots 14, 15, 16, 17 & 18 Block 6 of Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 3.

145 McKinley Street - Northrups Replat Lots 14, 15, 16, 17 & 18 Block 6 of Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 4.

147 McKinley Street - Northrups Replat Lots 14, 15, 16, 17 & 18 Block 6 of Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 5.

149 McKinley Street - Northrups Replat Lots 14, 15, 16, 17 & 18 Block 6 of Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 6.

151 McKinley Street - Northrups Replat Lots 14, 15, 16, 17 & 18 Block 6 of Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 7.

1018 Henry Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 13 and Part of Lot 12 Beginning at the Southwest Corner Thence North 15.6 feet East to the Southeast corner of Lot 12, thence southwesterly to the Beginning of Block 6.

137 Jackson Street – Parts of Lots 17 and 18 Block 5 of Sherrys 2<sup>nd</sup> Addition thence westerly of common lot line of the northerly line of Lot 17 thence 23.5 feet westerly of the northeasterly corner thence

southeasterly to the point on the southerly line of Lot 18 thence 7 feet easterly of the southwest corner of Lot 18.

141 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 16 Block 5.

142 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 8 Block 6.

150 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 9 and one-half of Lot 10 Block 6.

151 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Part of Lots 13, 14, and 15 Block 5 further described in Volume 907 Page 281.

154 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 11 and the West ½ of Lot 10 Block 6.

157 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Part of Lots 13 and 14 Block 5 described in Volume 1233 Page 307.

159 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Part of Lot 13 Block 5 described in Document No. 506861.

160 Jackson Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Lot 12 Block 6.

118 Tyler Street – Sherrys 2<sup>nd</sup> Addition to Sherrytown Part of Lot 4 and Lot 5 Beginning 12.4 feet west of the Northwest Corner of Lot 4 thence South 133.9 feet East to the East line of Lot 4 Thence Northeasterly to the Northeast Corner of Lot 4 thence west to the Beginning of Block 5 further described in Document No. 504144.

Parcel IDs: 802-0054-00-00, 802-0055-00-00, 802-0057-00-00, 802-0058-00-00, 802-0059-00-00, 802-0076-00-00, 802-0075-00-00, 802-0074-00-00, 802-0073-00-00, 802-0119-00-00, 802-0121-00-00, 802-0122-00-00, 802-0123-00-00, 802-0124-00-00, 802-0077-00-00, 802-0066-00-00, and 802-0044-00-00

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

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

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Jane Lang, Mayor

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk



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## M E M O R A N D U M

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**DATE:** August 30, 2022  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, Deputy Director  
**RE:** Street Vacation – Jackson St, McKinley St and Austin Ave – Galloway Company

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### **Request**

Over the last several years, Galloway Company has purchased and demolished all of the properties along Jackson Street, McKinley Street, and Austin Avenue adjacent to their property at 601 S. Commercial Street. The purpose of these acquisitions and the street vacation petition is to provide the opportunity for future building expansions and better site efficiency and traffic/truck circulation.

In 2013, Austin Avenue was vacated and the street relocated further west. Then in 2014, the City vacated a portion of Jackson Street between Austin Avenue and S. Commercial Street. Both of these actions were done to facilitate building projects for Galloway Company. The remaining portion of Jackson Street, relocated Austin Avenue, and McKinley Street do not provide connectivity beyond the small neighborhood they served. Vacating these streets will not have a negative impact on the street network nor will it limit the ability of any property owner from accessing their property.

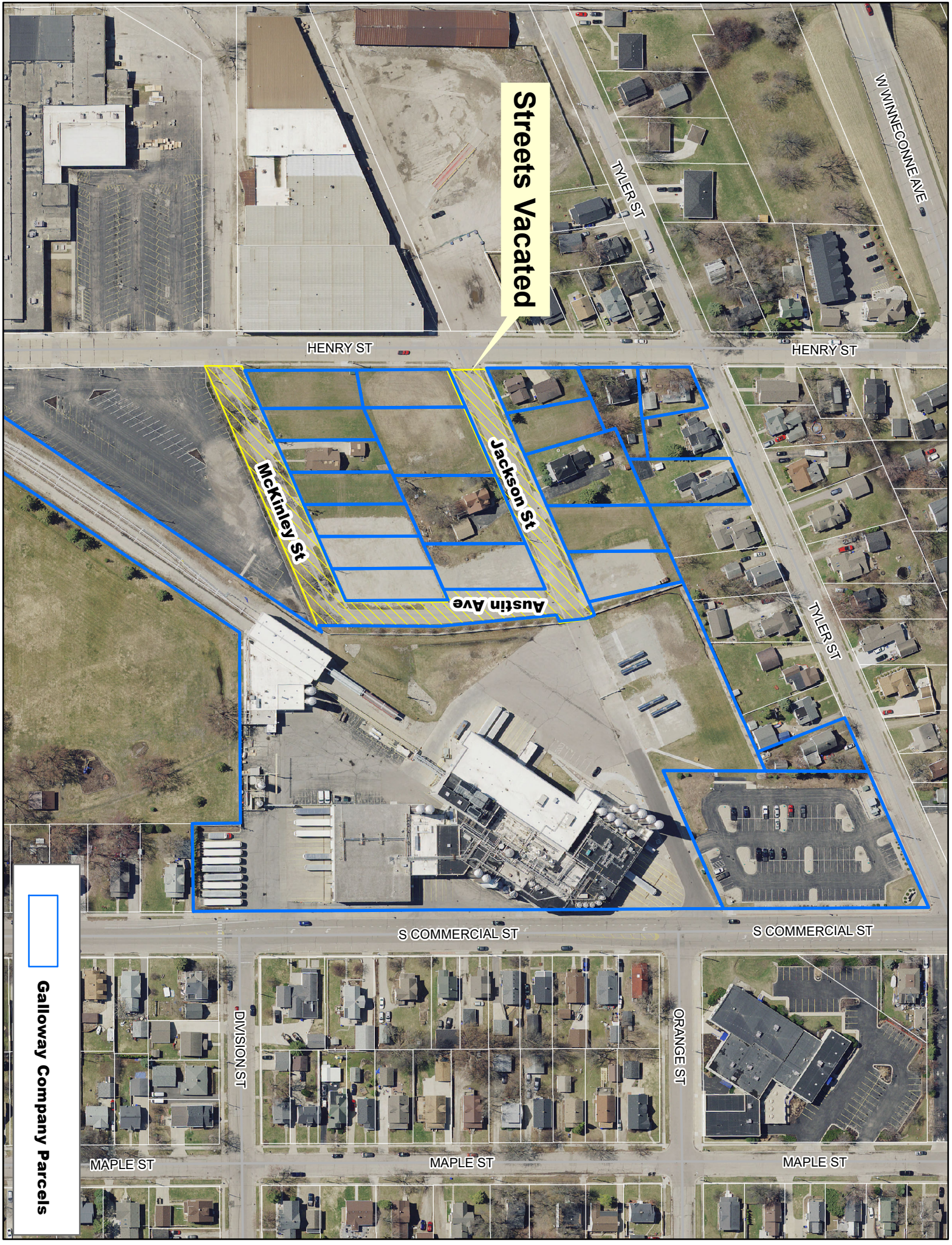
Public utilities are currently located within the Jackson Street and McKinley Street right-of-way. Public sanitary sewer and storm sewer main would become private and all maintenance of this infrastructure would be the responsibility of Galloway Company when the street vacation is approved. The water main would remain public following the street vacation, however, an easement shall be identified over the existing main to allow for regular maintenance.

In addition to this street vacation petition, Galloway Company has also submitted a request to consolidate the parcels along Jackson Street, McKinley Street and Austin Avenue into the main parcel located at 601 S. Commercial Street. Once the streets are vacated, the land is transferred to owners of the property fronting the street. In this instance, the land would be transferred to Galloway Company. The City's Comprehensive Plan identifies the land around the proposed street vacation as future Industrial Corridor meaning that this land is planned for industrial/manufacturing land use.

### **Recommendation**

**An appropriate action is for Plan Commission to recommend the Common Council discontinue Jackson Street, McKinley Street, and Austin Avenue (Resolution 2022-15).**





Streets Vacated

HENRY ST

HENRY ST

W WINECONNE AVE

TYLER ST

TYLER ST

MCKINLEY ST

JACKSON ST

AUSTIN AVE

S COMMERCIAL ST

S COMMERCIAL ST

MAPLE ST

MAPLE ST

MAPLE ST

DIVISION ST

ORANGE ST

Galloway Company Parcels



**LIS PENDENS**

Document Number

Document Title

See attached Lis Pendens (Notice of Pendency of Petition to Vacate Street)

**DOC# 1888986**  
**NATALIE STROHMEYER**  
**REGISTER OF DEEDS**  
**WINNEBAGO COUNTY, WI**  
**RECORDED ON:**  
**08/16/2022 02:10 PM**  
**RECORDING FEE: 30.00**  
**PAGES: 3**

**\*\*The above recording information  
verifies that this document has  
been electronically recorded and  
returned to the submitter\*\***

Recording Area

Name and Return Address

Atty. James L. Rudd  
Remley Law, SC  
2 Neenah Center, Suite 100  
Neenah, WI 54956

\*See below

Parcel Identification Number (PIN)

\*Parcel Nos.

802-0002-00-00, 802-0001-01-00, 802-0059-00-00, 802-0058-00-00,  
802-0073-00-00, 802-0074-00-00, 802-0057-00-00, 802-0075-00-00,  
802-0054-00-00, 802-0076-00-00, 802-0119-00-00, 802-0120-00-00,  
802-0121-00-00, 802-0122-00-00, 802-0123-00-00, 802-0124-00-00,  
802-0077-00-00

**THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE.**

This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.

WRDA Rev. 12/22/2010

## LIS PENDENS

### Notice of Pendency of Petition to Vacate Street

PLEASE TAKE NOTICE that a Petition for Discontinuance of Street has been filed and is now pending before the Common Council of the City of Neenah with respect to the following: (a) the entirety of that portion of Jackson Street lying east of Henry Street, (b) all of Austin Avenue, and (c) all of McKinley Street lying east of Henry Street, all of which are legally described as follows:

A part of Jackson Street, McKinley Street and Austin Avenue, located in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin containing 52,008 square feet (1.194 acres) of land and more particularly described as follows:

Commencing at the East 1/4 corner of said Section 28; thence N00°19'52"W, 633.49 feet along the East line of the Northeast 1/4 of said Section 28; thence S89°40'08"W, 501.23 feet to the Northwest corner of Lot 2 of Certified Survey Map No. 7059 recorded as Document No. 1707039; thence S12°17'23"E, 136.68 feet along the West line of said Lot 2 to the Northerly right-of-way line of Jackson Street and the Point of Beginning; thence N66°20'36"E, 20.24 feet along said Northerly right-of-way line to the West line of said Lot 2; thence S23°45'53"E, 13.21 feet along said West line; thence S05°32'16"E, 38.71 feet along said West line; thence S66°20'36"W, 9.72 feet along said West line; thence S05°25'49"E, 168.51 feet along said West line; thence S00°15'56"W, 172.04 feet along said West line to the Southerly right of way line of McKinley Street; thence S66°16'15"W, 405.55 feet along said Southerly right-of-way line to the East right-of-way line of Henry Street; thence N00°36'42"W, 54.37 feet along said East right-of-way line to the Northerly right-of-way line of McKinley Street; thence N66°16'15"E, 366.07 feet along said Northerly right-of-way line to the Westerly right-of-way line of Austin Avenue; thence N00°23'30"W, 146.09 feet along said Westerly right-of-way line; thence S66°10'10"W, 16.79 feet along said Westerly right-of-way line; thence N00°03'22"W, 145.33 feet along said Westerly right-of-way line to the Southerly right-of-way line of Jackson Street; thence S66°20'36"W, 346.61 feet along said Southerly right-of-way line to the East right-of-way line of Henry Street; thence N00°13'22"E, 54.68 feet along said East right-of-way line to the Northerly right-of-way line of Jackson Street; thence N66°20'36"E, 367.53 feet along said Northerly right-of-way line to the Point of Beginning.

The object of such discontinuance is to facilitate the expansion of Galloway Company facilities.

The undersigned are the applicants for the discontinuance.

[Signatures on Next Page Following]



Dated this 22<sup>nd</sup> day of July, 2022.

Property Address:

Owner:

1111 Henry Street 5k Fibres, LLC  
1111 Henry Street  
Neenah WI 54956

1110 Henry Street HDB Holdings, LLC  
c/o Douglas Brown  
N1160 Shaky Lake Road  
Fremont WI 54940

 Signature:

Douglas Brown, President

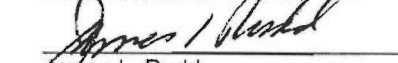


Douglas Brown, Member


137 Jackson Street  
141 Jackson Street  
142 Jackson Street  
150 Jackson Street  
151 Jackson Street  
154 Jackson Street  
159 Jackson Street  
160 Jackson Street  
141 McKinley Street  
143 McKinley Street  
145 McKinley Street  
147 McKinley Street  
149 McKinley Street  
151 McKinley Street  
1018 Henry Street

AUTHENTICATION

Signatures of Douglas Brown, President, and  
Kevin Beauchamp, President  
Authenticated on July 22, 2022

  
James L. Rudd  
Member State Bar of Wisconsin

Galloway Company  
601 S Commercial Street  
PO Box 609  
Neenah WI 54957-0609

  
Kevin Beauchamp, President

This instrument drafted by:  
Attorney James L. Rudd  
Remley Law, S.C.  
2 Neenah Center, Suite 100  
Neenah WI 54956  
920-725-2601  
Wis. Bar No. 1016410

## PETITION FOR DISCONTINUANCE

TO: THE COMMON COUNCIL OF THE CITY OF NEENAH,  
WINNEBAGO COUNTY, WISCONSIN.

The undersigned, being the owners of all of the frontage of the lots and lands abutting upon the portion of the streets sought to be discontinued and the owners of more than 1/3 of the frontage of the lots and lands abutting on that portion of the remainder thereof which lies within 2,650 feet of the ends of the portion to be discontinued, hereby petition the City of Neenah for the discontinuance of (a) the entirety of that portion of Jackson Street lying east of Henry Street, (b) all of Austin Avenue, and (c) all of McKinley Street lying east of Henry Street, all legally described as follows:

A part of Jackson Street, McKinley Street and Austin Avenue, located in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin containing 52,008 square feet (1.194 acres) of land and more particularly described as follows:

Commencing at the East 1/4 corner of said Section 28; thence N00°19'52"W, 633.49 feet along the East line of the Northeast 1/4 of said Section 28; thence S89°40'08"W, 501.23 feet to the Northwest corner of Lot 2 of Certified Survey Map No. 7059 recorded as Document No. 1707039; thence S12°17'23"E, 136.68 feet along the West line of said Lot 2 to the Northerly right-of-way line of Jackson Street and the Point of Beginning; thence N66°20'36"E, 20.24 feet along said Northerly right-of-way line to the West line of said Lot 2; thence S23°45'53"E, 13.21 feet along said West line; thence S05°32'16"E, 38.71 feet along said West line; thence S66°20'36"W, 9.72 feet along said West line; thence S05°25'49"E, 168.51 feet along said West line; thence S00°15'56"W, 172.04 feet along said West line to the Southerly right of way line of McKinley Street; thence S66°16'15"W, 405.55 feet along said Southerly right-of-way line to the East right-of-way line of Henry Street; thence N00°36'42"W, 54.37 feet along said East right-of-way line to the Northerly right-of-way line of McKinley Street; thence N66°16'15"E, 366.07 feet along said Northerly right-of-way line to the Westerly right-of-way line of Austin Avenue; thence N00°23'30"W, 146.09 feet along said Westerly right-of-way line; thence S66°10'10"W, 16.79 feet along said Westerly right-of-way line; thence N00°03'22"W, 145.33 feet along said Westerly right-of-way line to the Southerly right-of-way line of Jackson Street; thence S66°20'36"W, 346.61 feet along said Southerly right-of-way line to the East right-of-way line of Henry Street; thence N00°13'22"E, 54.68 feet along said East right-of-way line to the Northerly right-of-way line of Jackson Street; thence N66°20'36"E, 367.53 feet along said Northerly right-of-way line to the Point of Beginning.

Attached hereto is a map illustrating the roads sought to be discontinued, which are notes thereon as "Vacated Jackson Street", "Vacated Austin Avenue" and "Vacated McKinley Street". Also attached is a copy of the Lis Pendens filed with the Winnebago County Register of Deeds, pursuant to §840.11 Wis. Stats.

The purpose of the proposed discontinuance is to facilitate the expansion of Galloway Company facilities.

This petition is made pursuant to §66.1003(2) Wis. Stats.

[Signatures on Next Page Following]

Dated this 22<sup>nd</sup> day of July, 2022.

Property Address:

Owner:

Signature:

1111 Henry Street

5k Fibres, LLC  
1111 Henry Street  
Neenah WI 54956



Douglas Brown, President

1110 Henry Street

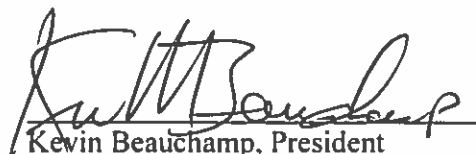
HDB Holdings, LLC  
c/o Douglas Brown  
N1160 Shaky Lake Road  
Fremont WI 54940



Douglas Brown, Member

137 Jackson Street  
141 Jackson Street  
142 Jackson Street  
150 Jackson Street  
151 Jackson Street  
154 Jackson Street  
159 Jackson Street  
160 Jackson Street  
141 McKinley Street  
143 McKinley Street  
145 McKinley Street  
147 McKinley Street  
149 McKinley Street  
151 McKinley Street  
1018 Henry Street

Galloway Company  
601 S Commercial Street  
PO Box 609  
Neenah WI 54957-0609

  
Kevin Beauchamp, President

This instrument drafted by:  
Attorney James L. Rudd  
Remley Law, S.C.  
2 Neenah Center, Suite 100  
Neenah WI 54956  
920-725-2601  
Wis. Bar No. 1016410



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

August 24, 2022

TROY BEYER  
GALLOWAY COMPANY  
601 S COMMERCIAL STREET  
NEENAH, WI 54956

**RE: Street Vacation #1-22 - McKinley, Jackson, Austin - Galloway Co. Official Street Map Amendment Review ()**  
**Status Approved**

Dear TROY BEYER:

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

Sincerely,

Brad Schmidt  
Deputy Director of Community Development and Assessment  
bschmidt@ci.neenah.wi.us  
920-886-6126

## Plan Review Comments

**Planning - Brad Schmidt -**  
[bschmidt@ci.neenah.wi.us](mailto:bschmidt@ci.neenah.wi.us)

Approved

Review Comments:

**Community Development - Chris Haese -**  
[chaese@ci.neenah.wi.us](mailto:chaese@ci.neenah.wi.us)

Approved

Review Comments:

**Traffic - James Merten - 920-886-6243**  
[jmerten@ci.neenah.wi.us](mailto:jmerten@ci.neenah.wi.us)

Approved

Review Comments:

**Engineering - Heath Kummerow - 920-886-6245**  
[hkummerow@ci.neenah.wi.us](mailto:hkummerow@ci.neenah.wi.us)

Approved

Review Comments:

Vacate sanitary and storm utilities within vacated right of way except storm MH ST9-231 on McKinley Street and storm main existing this manhole to the west and catch basin entering manhole to the northwest.

**Water Utility - Anthony Mach - 920-886-6180**  
[amach@ci.neenah.wi.us](mailto:amach@ci.neenah.wi.us)

Approved

Review Comments:

All unused water services located within the vacated streets shall be abandoned at the corp. Future plans for the use of the area will dictate whether the water mains will remain Utility-owned or revert to private ownership.

Advisory Comments:

Existing water mains are located within the street vacation area. Depending upon future use, we may require either a utility easement or conversion of water mains to private ownership.

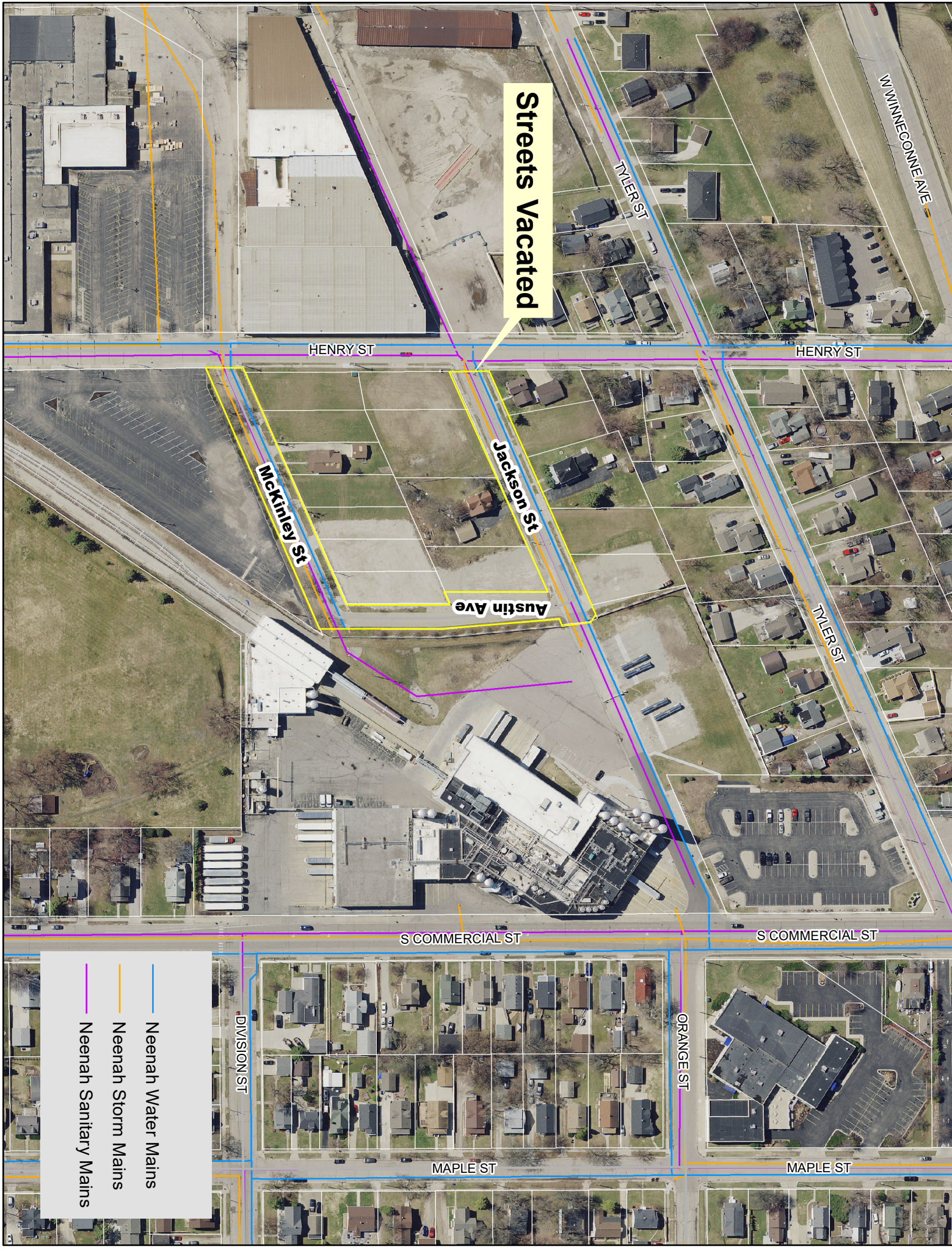
**Public Works - Gerry Kaiser -**  
[gkaiser@ci.neenah.wi.us](mailto:gkaiser@ci.neenah.wi.us)

Approved

Review Comments:

Sanitary sewer and Storm sewer facilities within the vacated roads will convert to Galloway ownership. The City will no longer have any responsibility for those facilities.





Streets Vacated

HENRY ST

HENRY ST

TYLER ST

W WINNECONNE AVE

McKinley St

Jackson St

Austin Ave

TYLER ST

S COMMERCIAL ST

S COMMERCIAL ST

DIVISION ST

ORANGE ST

MAPLE ST

MAPLE ST

- Neenah Water Mains
- Neenah Storm Mains
- Neenah Sanitary Mains





## RESOLUTION NO 2022-15

### **A RESOLUTION VACATING A PORTION OF JACKSON STREET, MCKINLEY STREET AND AUSTIN AVENUE, BETWEEN HENRY STREET AND S. COMMERCIAL STREET PURSUANT TO SECTION 66.1003 WIS. STATS.**

WHEREAS, the Galloway Company has submitted a petition to the City of Neenah to vacate a portion of Jackson Street, McKinley Street and Austin Avenue to facilitate the expansion of Galloway Company facilities;

WHEREAS, all owners of land with frontage along above-described streets and owners of more than 1/3 of the land fronting the remainder of the streets within 2,650 feet have signed the vacation petition;

WHEREAS, the streets being vacated are more particularly described as follows:

A part of Jackson Street, McKinley Street and Austin Avenue, located in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin containing 52,008 square feet (1.194 acres) of land and more particularly described as follows:

Commencing at the East 1/4 corner of said Section 28; thence N00°19'52"W, 633.49 feet along the East line of the Northeast 1/4 of said Section 28; thence S89°40'08"W, 501.23 feet to the Northwest corner of Lot 2 of Certified Survey Map No. 7059 recorded as Document No. 1707039; thence S12°17'23"E, 136.68 feet along the West line of said Lot 2 to the Northerly right-of-way line of Jackson Street and the Point of Beginning; thence N66°20'36"E, 20.24 feet along said Northerly right-of-way line to the West line of said Lot 2; thence S23°45'53"E, 13.21 feet along said West line; thence S05°32'16"E, 38.71 feet along said West line; thence S66°20'36"W, 9.72 feet along said West line; thence S05°25'49"E, 168.51 feet along said West line; thence S00°15'56"W, 172.04 feet along said West line to the Southerly right of way line of McKinley Street; thence S66°16'15"W, 405.55 feet along said Southerly right-of-way line to the East right-of-way line of Henry Street; thence N00°36'42"W, 54.37 feet along said East right-of-way line to the Northerly right-of-way line of McKinley Street; thence N66°16'15"E, 366.07 feet along said Northerly right-of-way line to the Westerly right-of-way line of Austin Avenue; thence N00°23'30"W, 146.09 feet along said Westerly right-of-way line; thence S66°10'10"W, 16.79 feet along said Westerly right-of-way line; thence N00°03'22"W, 145.33 feet along said Westerly right-of-



way line to the Southerly right-of-way line of Jackson Street; thence S66°20'36"W, 346.61 feet along said Southerly right-of-way line to the East right-of-way line of Henry Street; thence N00°13'22"E, 54.68 feet along said East right-of-way line to the Northerly right-of-way line of Jackson Street; thence N66°20'36"E, 367.53 feet along said Northerly right-of-way line to the Point of Beginning.

WHEREAS, the Common Council received and introduced the resolution on the 17<sup>th</sup> day of August, 2022 for hearing on the 7<sup>th</sup> day of September, 2022; and

WHEREAS, a Lis Pendens was filed by the City with the Winnebago County Register of Deeds on August 16, 2022 as Document Number 1888986 in compliance with Wis. Stats. §66.1003(9).

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN this 7<sup>th</sup> day of September, 2022, that the above-described portions of Jackson Street, McKinley Street and Austin Street are hereby vacated.

BE IT FURTHER RESOLVED, that a Certified Copy of this Resolution shall be filed with the Winnebago County Register of Deeds upon passage and approval by the Common Council and Mayor of the City of Neenah.

CITY OF NEENAH, WISCONSIN

Introduced: August 17, 2022

\_\_\_\_\_  
Jane Lang, Mayor

Recommended by: \_\_\_\_\_

Moved: \_\_\_\_\_

\_\_\_\_\_  
Charlotte Nagel, City Clerk

Passed: \_\_\_\_\_

Map of Portion of Street to be Vacated

# STREET VACATION EXHIBIT

NORTHEAST CORNER  
SEC. 28, T.20N., R.17E.  
BERNSTEN MON. FOUND



LINE	BEARING	DISTANCE
L1	N66°20'36"E	20.24'
	(N66°20'47"E)	
L2	S23°45'53"E	13.21'
	(S23°45'42"E)	
L3	S05°32'16"E	38.71'
	(S05°32'05"E)	
L4	S66°20'36"W	9.72'
	(S66°20'47"W)	
L5	S66°10'10"W	16.79'
	(S66°10'21"W)	

(N00°20'06"W)  
N00°19'52"W 2644.42'  
E. LINE OF THE NE 1/4, SEC. 28  
633.49'

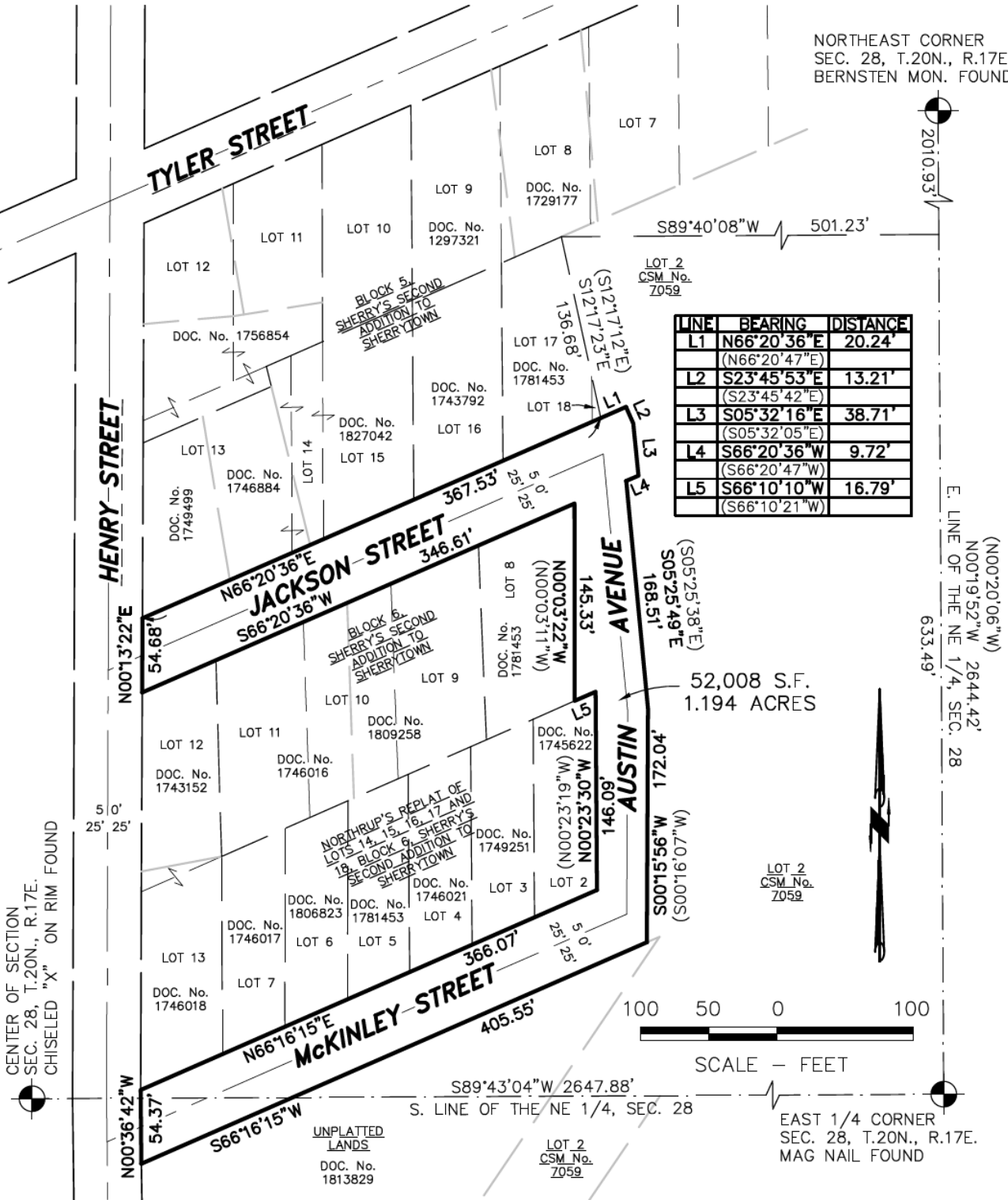
52,008 S.F.  
1.194 ACRES



100 50 0 100

SCALE - FEET

EAST 1/4 CORNER  
SEC. 28, T.20N., R.17E.  
MAG NAIL FOUND



**McMAHON**  
ENGINEERS ARCHITECTS

Project No. G0936 062100128 Date JUNE 2022 Scale 1"= 100'

Drawn By CWK Field Book Page 1 OF 2

1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
Tel: (920) 751-4200 Fax: (920) 751-4284

File No.  
CAD

\\shelton\w\PROJECTS\G0936\062100128\CADD\CH\3D\Survey Documents\STREET VACATION\2022 STREET VACATION.dwg, sheet 1, Plot Date: 6/3/2022 3:33 PM, reference



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## M E M O R A N D U M

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**DATE:** August 30, 2022  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Brad Schmidt, Deputy Director  
**RE:** Street Vacation – Jackson St, McKinley St and Austin Ave – Galloway Company

---

### **Request**

Galloway Company (601 S Commercial Street), has petitioned the City to discontinue a (street vacation) Jackson Street, McKinley Street, and Austin Avenue between Henry Street and S. Commercial Street.

### **Consideration**

Over the last several years, Galloway Company has purchased and demolished all of the properties along Jackson Street, McKinley Street, and Austin Avenue adjacent to their property at 601 S. Commercial Street. The purpose of these acquisitions and the street vacation petition is to provide the opportunity for future building expansions and better site efficiency and traffic/truck circulation.

In 2013, Austin Avenue was vacated and the street relocated further west. Then in 2014, the City vacated a portion of Jackson Street between Austin Avenue and S. Commercial Street. Both of these actions were done to facilitate building projects for Galloway Company. The remaining portion of Jackson Street, relocated Austin Avenue, and McKinley Street do not provide connectivity beyond the small neighborhood they served. Vacating these streets will not have a negative impact on the street network nor will it limit the ability of any property owner from accessing their property.

Public utilities are currently located within the Jackson Street and McKinley Street right-of-way. Public sanitary sewer and storm sewer main would automatically become private and all maintenance of this infrastructure would be the responsibility of Galloway Company when the street vacation is approved. The water main would remain public following the street vacation, however, an easement shall be identified over the existing main to allow for regular maintenance.

In addition to this street vacation petition, Galloway Company has also submitted a request to consolidate the parcels along Jackson Street, McKinley Street and Austin Avenue into the main parcel located at 601 S. Commercial Street.

**Recommendation**

**An appropriate action is for the Public Services and Safety Committee to recommend the Common Council discontinue Jackson Street, McKinley Street, and Austin Avenue (Resolution 2022-15).**

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Bain		Stephanie		A	
Home Address (street/route)	Post Office	City	State	Zip Code	
			WI		
Home Phone Number	Age	Date of Birth	Place of Birth		

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

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Agent of Ultra Mart Foods, LLC

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? 38 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No  
If yes, identify.
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No  
If yes, identify.

(Name, Location and Type of License/Permit)

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Roundys Supermarkets	875 E Wisconsin Ave MKE WI	10/15/2012	Current
Employer's Name	Employer's Address	Employed From	To

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

X SRB  
(Signature of Named Individual)

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of Ultra Mart Foods, LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Pick 'n Save #412  
(Trade Name)

located at 828 Fox Point Plaza Neenah, WI 54956

appoints Stephanie Bain  
(Name of Appointed Agent)

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

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

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 33 years

Place of residence last year [Redacted]

For: Ultra Mart Foods, LLC  
(Name of Corporation / Organization / Limited Liability Company)

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

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

## ACCEPTANCE BY AGENT

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

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

[Signature]

0-14-2022

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

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

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



## Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

## Section 1: Licensee Information and Acknowledgement

Licensee Name

Ultra Mart Foods, LLC DBA Pick 'n Save #412

Reason for Cancellation of Appointed Agent

Transfer of Current Agent

The undersigned appoints Stephanie Bain as  
agent in accordance with sec. 125.04(6), Wis. Stats.

  
Signature of President / Member6/20/2022  
Date

## Section 2: Agent Information and Acknowledgement

Agent Name

Stephanie Bain

Mailing Address

City or Post Office

State

Zip Code

## Agent Questions

Yes No

1. Are you of legal drinking age? ☒ Yes ☐ No
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? ☒ Yes ☐ No
3. Have you ever been convicted of a federal law violation? ☐ Yes ☒ No
4. Have you ever been convicted of a state law violation? ☐ Yes ☒ No
5. Have you ever been convicted of a local ordinance violation? ☐ Yes ☒ No
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ☒ Yes ☐ No

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Ultra Mart Foods, LLC DBA Pick 'n Save #412 and  
assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

  
Signature of Agent6-14-2022  
Date

## Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

# Wisconsin Responsible Beverage Seller/Server Training

**STEPHANIE BAIN**

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL152252

Date of Completion: 06/24/2021



Authorized Signature

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.  
1101 Arrow Point Drive, Suite 302  
Cedar Park, TX 78613





## TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@ci.neenah.wi.us

[www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)

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

### Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): <u>Alexander (Alex) Wenzel</u>	Contact Phone # <u>920 427 7009</u>
Corporation or LLC Name: (if applicable) <u>Lions Tail Brewing Co. LLC</u>	Business/Trade Name: <u>Same</u>
Business Address: <u>116 S. Commercial St. Neenah 54956</u>	

### Section 2: Event Information

Name of Event: <u>OKtoberfest</u>
List Dates & Times (include a.m. or p.m.): <i>Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.</i> <u>9/16/22 3pm - 11pm, 9/17/22 Noon - 11pm</u>

### Section 3: Extension of Premise

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

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

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

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

### Section 4: Other:

Describe proposed change(s): *Include a map on the reserve side of this application* See Diagram (attached). Fenced off entire lot to SE of ERA building with stage tents, portable restrooms and Boys/Girls Brigade (Neenah) to partner as food vendor.

### Section 5: Acknowledgement and Signature

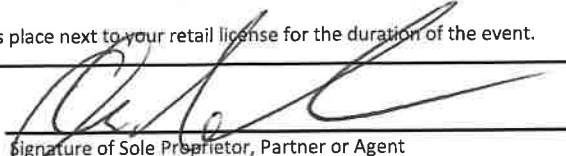
#### APPLICANTS FILING AFTER THE DEADLINE:

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

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

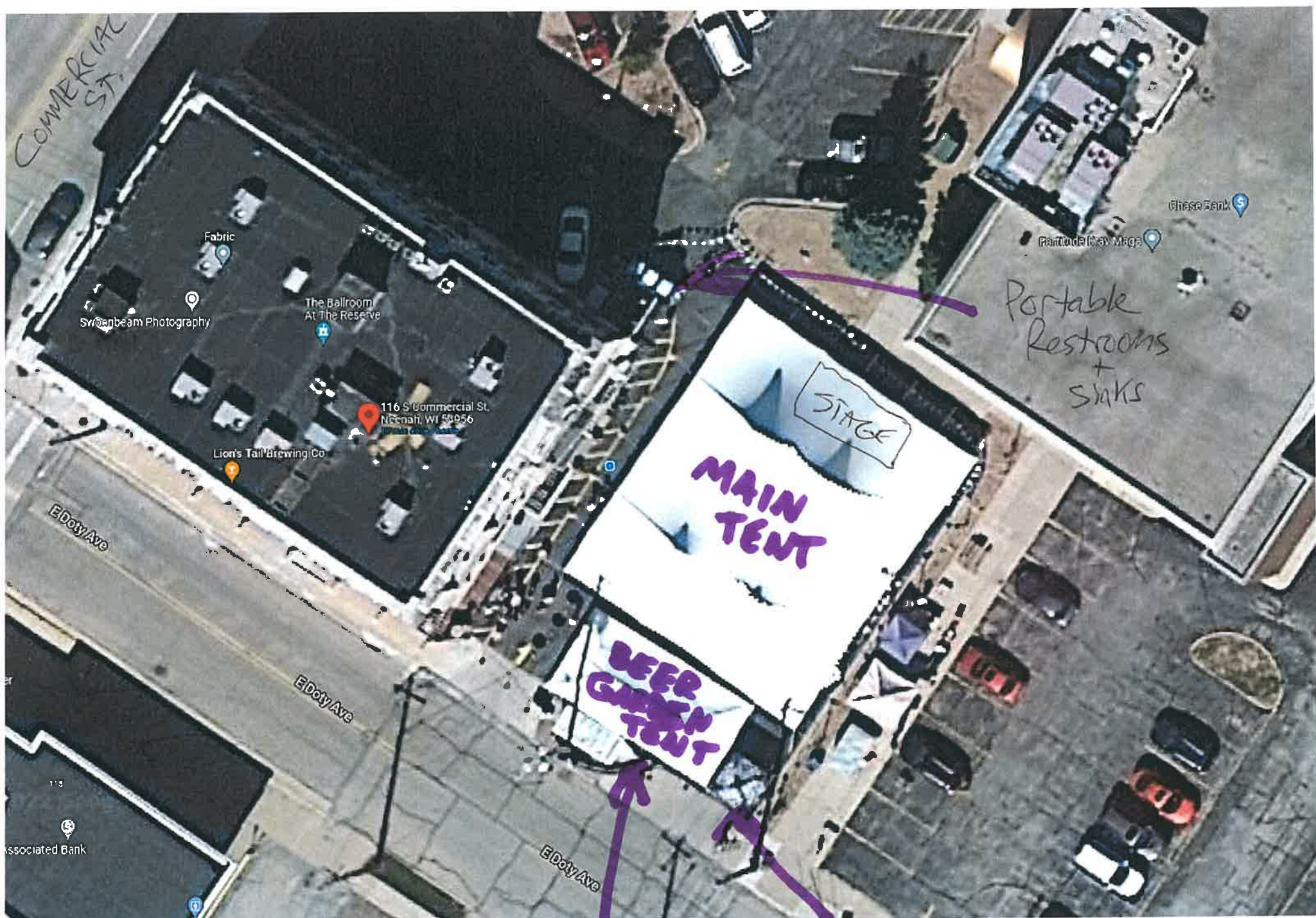
#### ALL APPLICANTS:

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

  
Signature of Sole Proprietor, Partner or Agent

We plan to run this the same as last year - This is our 6th time hosting our OKtoberfest. Thanks, Alex





COMMERCIAL ST.

Fabric

Swanbeam Photography

The Ballroom At The Reserve

116 S Commercial St  
Neenah, WI 54956

Lion's Tail Brewing Co

E Doty Ave

E Doty Ave

E Doty Ave

Portable  
Restrooms  
+  
Shaks

MAIN  
TENT

BEER  
GARDEN  
TENT

STAGE

Beer Trailer

Entrance  
+  
Exit

↑  
N

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

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

FEE \$10.00

Application Date: 07/25/2022

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

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

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

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

at the premises described below during a special event beginning 10/1/2022 and ending 10/1/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

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

(a) Name Future Neenah, Inc.

(b) Address 135 W. Wisconsin Ave Neenah, WI 54956

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 04/27/1983

(d) If corporation, give date of incorporation 04/27/1983

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

(f) Names and addresses of all officers:

President Eric Glassco- 2430 East Glendale Ave Appleton, WI 54911

Vice President Becky St. Mary- 485 South Green Bay Rd. Neenah, WI 54956

Secretary Megan Schleicher- One Plexus Way Neenah, WI 54956

Treasurer Carrie Clark- 1524 S. Commercial St. Neenah, WI 54956

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

135 W. Wisconsin Ave Neenah, WI 54956

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

(a) Street number \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block W. Wisconsin Ave (12 Businesses TBD)

(c) Do premises occupy all or part of building? \_\_\_\_\_

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

### 3. Name of Event

(a) List name of the event Wine Walk

(b) Dates of event 10/01/2022

(c) Does this event require a Special Event Permit Application? Yes

### DECLARATION

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

Officer

[Signature]  
(Signature / Date)

Future Neenah, Inc  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_





# Neenah Special Event Permit Application

Event

Name Wine Walk

Webpage www.neenah.org

Description

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

Wine Walk

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

Registered attendees will be I.D.'d and given a wristband in the Future Neenah office. Then they are given their passports to the different stops for wine, then they shop, dine and try samples at the assigned 12 stops Downtown. Locations TBD. There will be a musician walking around for live entertainment.

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
10/1/22	9:00 AM	12:00 PM	4:00 PM	4:00 PM

Attendance

List estimated quantities:

Participants 300

Spectators NA

List any entry fees:

\$25.00 per person

Location

☐ Park/Public Property:

☒ Public Street/Sidewalk/Trail:

Sidewalks in the 100 and 200 block of W. Wisconsin Ave in Downtown Neenah

☐ Private Property/Other:

Applicant

Name Meredith Rathe Daytime Phone 722-1920

Email meredith@neenah.org Cell Phone 362-6641

Organization

Name Future Neenah, Inc. Tax Exempt No. 008-0000351043

Email info@neenah.org Phone 722-1920

Address 135 W. Wisconsin Ave

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.



# 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](mailto: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 Meredith Rathe Phone 362-6641

Name Sara Hanneman Phone 379-0558

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:

Cell phones and physically walking into businesses

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

Mass email to Downtown businesses then walking into businesses to alert attendees

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 Musician's Microphone

Lost Child Recovery Site Future Neenah Office

Severe Weather Shelter(s) Downtown Businesses

First Aid Station(s) Future Neenah Office

Enclosed/Fenced Area(s) NA

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





# 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](mailto: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: [jbbonzelet@co.winnebago.wi.us](mailto:jbbonzelet@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](mailto: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 12:00 PM End Time 4:00 PM

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](mailto: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:

NA

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

Parking ramp behind the Future Neenah office

27. Please identify handicap accessible parking locations and accommodations:

Wisconsin Ave handicap stalls and parking ramp handicap stalls



# 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](mailto: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](mailto: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](http://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?

All sample cups will be collected in a garbage can before leaving the store.

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

None



# Neenah Special Event Permit Application

## Checklist

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### 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

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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

*Meredith Rathe*

Date

7/25/22

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](mailto:jheinz@ci.neenah.wi.us)

## OFFICE USE ONLY

### Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total

### Approvals

Special Events Task Force

Signature

*Joni Heinz*

Date

8/24/22

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

Signature

Date

### Contingencies of Permit



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

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

FEE \$ 10.00

Application Date: 08/17/2022

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

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

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

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

at the premises described below during a special event beginning 09/15/2022 and ending 09/15/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

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

(a) Name Bergstrom-Mahler Museum, Inc.

(b) Address 165 North Park Ave. Neenah, WI 54956

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 04/05/1959

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

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

(f) Names and addresses of all officers:

President Mr. Walter Koskinen

Vice President

Secretary Ms. Amy Pietsch

Treasurer Ms. Kathleen A. Brost

(g) Name and address of manager or person in charge of affair: Amy Moorefield, Executive Director

165 North Park Ave., Neenah, WI 54956

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

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

(b) Lot Block

(c) Do premises occupy all or part of building? All

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

### 3. Name of Event

(a) List name of the event Art After Dark

(b) Dates of event 09/15/2022

(c) Does this event require a Special Event Permit Application? Yes

### DECLARATION

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

Officer Amy Moorefield - Executive Director 08/17/2022  
(Signature / Date)

Bergstrom-Mahler Museum of Glass

(Name of Organization)

Date Filed with Clerk 08/23/2022 PSC 08/30/2022 Date Reported to Council or Board

Date Granted by Council

License No.

PS45C 8/30  
Council 9/7



# Neenah Special Event Permit Application

Event

Name September Art After Dark at Bergstrom-Mahler Museum of Glass

Webpage bmmglass.com

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):

Kick off Hispanic Heritage Month with a night on the museum lawn overlooking beautiful Lake Winnebago, featuring glass, music in English and Spanish from Dear Dualidad, food, and local brews. Our galleries and shop will be open late.  
(Free)

Schedule

Date(s)

Setup Time

Start Time

End Time

Cleanup Time

9/15/22

3:00pm

5:00pm

9:00pm

10:00pm

Attendance

List estimated quantities:

Participants           

Spectators 500

List any entry fees:

Free

Location

☐ Park/Public Property:

Bergstrom-Mahler Museum of Glass

☐ Public Street/Sidewalk/Trail:

N/A

☒ Private Property/Other:

Bergstrom-Mahler Museum of Glass

Applicant

Name John Timmer

Daytime Phone +1 (920) 751-4658

Email timmer@bmmglass.com

Cell Phone +1 (920) 216-1694

Organization

Name Bergstrom-Mahler Museum of Glass

Tax Exempt No. 39-0958257

Email answers@bmmglass.com

Phone +1 (920) 751-4658

Address 165 North Park Avenue

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 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](mailto: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 Amy Moorefield - Executive Director Phone +1 (540) 204-7288

Name John Timmer - Assistant Director Phone +1 (920) 216-1694

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:

Cell phones, walkie-talkies, and public address loudspeakers

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

Public address loudspeakers

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 Lake lawn entertainment stage

Lost Child Recovery Site Museum front desk

Severe Weather Shelter(s) Museum basement

First Aid Station(s) Museum front desk

Enclosed/Fenced Area(s) Lake lawn area will be fenced.

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](mailto: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](mailto: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](mailto: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 5:00pm End Time 8:30pm

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.

4 food trucks in the driveway of 165 N. North Park Ave.



# 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](mailto: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:
- Parking along North Park Ave. and along Wisconsin Ave.
27. Please identify handicap accessible parking locations and accommodations:
- Available handicap spaces along North Park Ave.





# Neenah 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](mailto: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](mailto: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: Tents and fencing will be on 165 North Park Ave. museum property

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: [www.diggershotline.com](http://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: On 165 North Park Ave. museum property in two locations

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?

Museum staff and volunteers will regularly patrol the grounds to pick up trash and check sanitary conditions.

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

Trash dumpsters



# Neenah Special Event Permit Application

## Checklist

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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

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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 John B. Timmer

Digitally signed by John B. Timmer  
Date: 2022.08.17 15:06:29 -05'00'

Date Aug 17, 2022

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](mailto:jheinz@ci.neenah.wi.us)

## OFFICE USE ONLY

### Cost Estimate

Parks & Recreation

Public Works/Traffic

Police

NM Fire

Total

Total Cost

Sponsor Cost

### Approvals

Special Events Task Force

Signature

*Joni Heinz*

Date

8/24/22

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

Signature

Date

### Contingencies of Permit

ADMISSION  
FREE!

HISPANIC  
HERITAGE  
CELEBRATION



# ART *after* DARK

Bergstrom-Mahler Museum of Glass

Thursday, September 15, 2022 5 - 9 pm

Kick off Hispanic Heritage Month with a night on the museum lawn overlooking beautiful Lake Winnebago, featuring glass, music provided by Dear Dualidad, additional entertainment, ethnic food and local brews. Our galleries and shop will be open late.

*When the sun goes down, the music and fun ramp up at the most artful party in the Fox Cities!*

**Art After Dark – Hispanic Heritage Celebration!**

165 North Park Avenue, Neenah, WI 54956

920-751-4658

[bmmglass.com](http://bmmglass.com)

[@bmmglass](https://www.instagram.com/bmmglass)

**AMENDED  
CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES  
Tuesday August 30, 2022, 6:30 PM**

**Present:** Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

**Excused:**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Parks & Recreation Director Kading, Deputy Director Community Development & Assessment Schmidt, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Rhonda Hansen, Lou Stepter, and Austin Foremiller

Approval of the July 26, 2022 Regular Meeting Minutes and of the August 17, 2022 Special Meeting Minutes.

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the July 12, 2022 regular meeting and the August 17, 2022 special meeting. All voting aye.**

Public Appearances:

None

Arrowhead Park Phase 1B-Construction Administration

Director Kading reviewed his memo of August 22, 2022 regarding the Arrowhead Park Phase 1B Construction Administration Service Agreement. He stated that the scope of the work includes oversight of site grading, drainage, trail construction, restoration and pier construction for a period of October 1, 2022 through June 1, 2023.

Director Kading stated that he is recommending accepting the Construction Administration Service Agreement with SEH in the amount of \$61,500, utilizing 2021 CIP funding.

Aldersperson Stevenson asked if the lowest bidders are being recommended for approval on the two contracts for the pier construction and the prairie/path construction that are going to the Board of Public Works for approval. Director Kading stated that the numbers reflected in the memo are the lowest bidders for the two separate contracts.



Report

Following discussion, **Motion/Second/Carried Borchardt/Weber to recommend Council approve the Construction Administration Service Agreement with SEH in the amount of \$61,500.** All voting aye.

Street Vacation-Jackson St, McKinley St and Austin Ave-Galloway Company

Deputy Director Schmidt reviewed his memo of August 30, 2022. He stated that the Community Development department received a request from the Galloway Company and 5K Fiber to vacate Jackson Street, McKinley Street and Austin Avenue. Deputy Director Schmidt stated that over the last several years, Galloway Company has purchased and demolished all of the properties along Jackson Street, McKinley Street and Austin Avenue which were adjacent to their property at 601 S Commercial Street. He stated that the purpose of the acquisitions is to provide the opportunity for future building expansion and better site efficiency and traffic/truck circulation. Deputy Director Schmidt stated that the Plan Commission had previously recommended the rezoning of the Galloway property along with a certified survey map that consolidates all of the Galloway property onto one parcel.

Deputy Director Schmidt stated that there are water and sanitary sewer utilities that run along Jackson Street and McKinley Street. He stated that the sanitary sewer will become private and that staff is requesting that a utility easement be recorded to assure that the water utility can continue to be maintained by the City until such a time that it is vacated.

Aldersperson Weber asked why only the sanitary sewer will become private. Deputy Director Schmidt stated that staff consulted Utility Director Mach and because of Public Service Commission rules regarding who maintains the water supply, it must remain public.

Director Kaiser stated that the sanitary sewer does not service anyone else but the Galloway Company so it makes sense that they would take it over and maintain it.

Aldersperson Hillstrom asked where the storm water runoff from the Galloway property currently flows, to get to the Harrison Street storm water pond. Director Kaiser stated that it is directed down Commercial Street to Monroe Street where it crosses the railroad tracks into the pond. Director Kaiser stated that staff is looking into an alternative that would direct it out to Henry Street.

Report

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend Council discontinue Jackson Street, McKinley Street and Austin Avenue (Resolution 2022-15).** All voting aye.

### Proposed Intersection Control Change at Isabella/Caroline

Traffic Engineer Merten reviewed his memo of August 24, 2022. He stated that upon the reopening of Isabella Street after the reconstruction project done in 2021, staff implemented a trial in which the stop signs on Isabella Street at Caroline Street were swapped so that Caroline stops for Isabella. This was done because Isabella has a higher street classification and carries more traffic than Caroline. The purpose of this trial was to evaluate the effects of this swap before bringing forth any formal recommendations. Traffic Engineer Merten stated that the results of the trial did not show any significant difference in speeds on Isabella as compared to the pre-trial speed data.

Traffic Engineer Merten stated that per the Intersection Control Policy, these factors warrant Isabella having the right-of-way over Caroline and that his recommendation is to leave the intersection controlled with the stop sign on Caroline at Isabella.

Traffic Engineer Merten stated that he is aware that by doing this, it may create a thoroughfare on Isabella Street. He stated that if the committee wishes to seek an alternative solution, staff recommends the stop sign control change at Isabella/Caroline be upheld (stop on Caroline) and the stop sign control at Isabella/Adams be swapped instead (stop on Isabella). This would achieve better spacing between stop signs.

Alderson Borchardt asked if the proposed right turn lane at Winneconne and Commercial will impact the traffic flow onto Church Street and Isabella Street. Traffic Engineer Merten stated that with the addition of a right turn lane there will most likely be a significant traffic impact to both Church and Isabella.

Mr. Stepter, 407 Isabella Street, asked if a no left turn lane onto Winneconne from either Church or Isabella is being considered. Traffic Engineer Merten stated that if staff sees an increase in accidents or vehicle stacking issues, then yes, staff would have to look at options and one of them maybe through signage.

Ms. Hansen, 322 Monroe Street, stated that she is not in favor of the stop sign being on Caroline at Isabella. She stated that she has lived there 35 years. She stated that she does not think that Isabella should be a full thoroughfare. Ms. Hansen stated that swapping the stop sign at Adams and Isabella would be a better solution.

The Committee further discussed the traffic impact of the proposed right turn for Church and Isabella.

Alderson Weber asked what the reason was for swapping the stop signs at Isabella and Caroline. Engineer Merten stated that he created a intersection control policy to create criteria for the installation of stop signs, yield signs, etc. He stated that with Isabella being closed last year, this was a good time to take advantage of correcting the stop sign placement at that intersection to meet the criteria in the intersection control policy.

Report

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the stop sign control at Isabella/Adams be swapped (stop on Isabella).** All voting aye. (The effect of the motion is that stop signs will remain on Caroline Street at Isabella Street and stop signs at Isabella and Adams Street will be moved from Adams Street to Isabella Street).

#### Proposed Intersection Control Changes on Henry Street

Traffic Engineer Merten reviewed his memo of August 24, 2022. He stated that this item pertains to the segment of Henry Street north of Winneconne Avenue, between the dead end and Sherry Street. He stated that the affected intersections are at Caroline Street, Adams Street, and Monroe Street. Traffic Engineer Merten stated that the intersection control in this neighborhood was originally laid out in a typical residential grid-style approach, such that there was a stop/yield condition at every other intersection.

Traffic Engineer Merten stated that Henry Street no longer connects to Winneconne Avenue and all of the railroad crossing on adjacent streets have been closed. He stated that with these connections severed, the nearest access to/from the neighborhood is Isabella Street.

Traffic Engineer Merten stated that in looking at the number of households on each street, the majority of households would benefit if the intersection right-of-way was allocated to the east-west corridors. He stated that staff proposes to orient the intersection control at each of the Henry Street intersections accordingly.

Traffic Engineer Merten stated that staff recommends removing the stop signs and erecting yield signs for north-south traffic on Henry Street at the Caroline Street, Adams Street, and Monroe Street intersections.

Ms. Hansen stated that she, along with neighbors, requested the stop sign at Monroe and Henry. She stated that she would like the stop sign to remain.

Traffic Engineer Merten asked Ms. Hansen if Monroe Street traveled over the railroad tracks at the time the stop sign was requested. Ms. Hansen stated no.

Traffic Engineer Merten stated that he stands by his recommendation that the stop signs be changed to yield signs but will do what is recommended by the committee.

Aldersperson Lendrum asked if keeping the stop sign at Monroe and Henry will affect the traffic flow vision that Traffic Engineer Merten has in mind. Traffic Engineer Merten stated that if we went through the whole city and followed the intersection control policy, leaving this stop as is would be an anomaly. He stated that his goal, where it makes sense, is to implement the policy's criteria retroactively and to be consistent moving forward as requests are made.

Report

Following discussion, **Motion/Second/Carried Stevenson/Borchardt to recommend the Council approve the removal of the stop signs and erect yield signs for north-south traffic on Henry Street at the Caroline Street and Adams Street intersections. This action does require codification by ordinance at a future date.** All voting aye.

#### Commercial Street/Winneconne Avenue Intersection Design Proposal Follow-Up

Traffic Engineer Merten reviewed his memo of August 26, 2022. He stated that per the Committee's request a revised contract with Westwood was created to only design services. He stated that staff anticipates the costs associated with the design work for this addition can be covered by the existing 2022/2023 S. Commercial Street project budget.

Aldersperson Borchardt asked if funding from the 2025 S. Commercial Street project can be used for this design work. Traffic Engineer Merten stated that the project is federally funded so all the costs associated with that project are locked in.

Aldersperson Borchardt asked when it would make sense to construct the right turn lane. Traffic Engineer Merten stated that the design of the right turn lane is very dependent on what is going to be done with the Commercial Street project. He stated that it would be best if it was done ahead of time.

Director Kaiser stated that even if we weren't doing the S. Commercial Street project, the layout that Traffic Engineer Merten has developed would be beneficial to the city to implement.

Aldersperson Stevenson stated that the quote was reduced by \$10,000 from the quote previously presented to Committee. He stated that there is no breakdown by hours to see what the \$38,900 is being allocated to. He stated that he would like to see that before the Council meeting.

Aldersperson Weber asked for further information on the real estate model and how that would proceed. Director Kaiser stated that the city would need to get field work done to see where the design would end up. He stated that after that is complete, staff would work with the consultant to see what the possibilities are for the 105 W Winneconne property and then make a determination if the impact can be addressed in some way.

Austin Foremiller, 105 W Winneconne Avenue, stated that currently the only access to his property is from Church Street. He stated that the right turn lane could have an impact on that access. Mr. Foremiller stated that he is again asking that the design include driveway access to his property from S. Commercial Street.

Traffic Engineer Merten stated that from the City's perspective, we would want to discourage any additional driveway access from S. Commercial Street.

The Committee continued discussion on the impact of granting driveway access the 105 W Winneconne property.

Aldersperson Stevenson stated that we are not asking the consultant to provide any other options than a right turn lane. He stated that we need to have the consultant provide a design that provides the best level of service of the intersection whether that is a right turn lane or possibly a roundabout.

Aldersperson Borchardt stated that he is in agreement with Aldersperson Stevenson. He asked what staff's thoughts are in designing a roundabout at this intersection.

Director Kaiser stated that the S. Commercial Street and W. Winneconne Avenue intersection was part of the MSA Phase 1 downtown traffic study. He stated that the recommendation that came from that traffic study was to do an Intersection Control Evaluation (ICE). Director Kaiser stated that based on the scope of work that was being done in Phase 2 of the traffic study, it was decided to leave out the ICE report.

The Committee continued discussion on what an ICE report is, what impact a roundabout would be for this intersection, cost of land acquisition, impact on businesses, and the impact of additional driveway access on S. Commercial Street.

Aldersperson Weber asked if there is any risk in stepping back and looking at other options. Director Kaiser stated that taking a step back would mean putting this design concept on hold and doing an Intersection Control Evaluation.

The Committee further discussed how stepping back and doing an ICE report would affect the timing of construction for this intersection related to the S. Commercial Street project slate for 2025.

Aldersperson Borchardt stated that he would like to get more information about the intersection and agrees that an ICE report should be done.

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to table the agenda item and direct staff to complete an Intersection Control Evaluation for the intersection of S. Commercial Street and W. Winneconne Avenue and report back to Committee the results of the evaluation.** All voting aye.

#### ERU Determination for Condominium Parcels

Director Kaiser reviewed his memo of August 16, 2022. He stated that proposed Ordinance 2022-18, addresses the change to storm water ERU determination for condominiums. He stated that a number of other communities' ordinances were reviewed to compare how they treat condominiums. He stated that many treat



condominiums in the equivalent land use category. Director Kaiser stated that the proposed ordinance makes that change to Neenah code.

Report

Following discussion, **Motion/Second/Carried Borchardt/Weber to recommend the Council approve Ordinance 2022-18 amending Section 17-126 of the Municipal Code related to storm water customer classes and ERU determinations.** All voting aye.

#### Licenses

##### Change of Agent Application, Pick 'n Save #412, 828 Fox Point Plaza

C.A.

Following Discussion: **Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Change of Agent Application for Pick 'n Save #412, 828 Fox Point Plaza for the licensing year 2022.** All voting aye.

Temporary Extension of Licensed Premises Application, Lions Tail Brewing Co., LLC, 116 S Commercial St, Alexander Wenzel for Oktoberfest, September 16, 2022 from 3:00 PM to 11:00 PM and September 17, 2022 from 12:00 PM to 11:00 PM

C.A.

Following discussion, **Motion/Second/Carried Borchardt/Stevenson to recommend Council approve the Temporary Extension of Licenses Premise Application to Lions Tail Brewing Co., LLC, 116 S Commercial St, Alexander Wenzel for Oktoberfest, September 16, 2022 from 3:00 PM to 11:00 PM and September 17, 2022 from 12:00 PM to 11:00 PM.** All voting aye

Approve the Temporary Class "B" license application to sell wine for the Future Neenah's Wine Walk

C.A.

Following Discussion: **Motion/Second/Carried Borchardt/Hillstrom to recommend Common Council approve Temporary Class "B" License Application for the sale of wine to Future Neenah, Inc. for the Wine Walk to be held on October 1, 2022.** All voting aye.

Approve the Temporary Class “B” license application to sell fermented malt beverages for Bergstrom-Mahler Museum Art after Dark

C.A. Following Discussion: **Motion/Second/Carried Hillstrom/Stevenson to recommend Common Council approve the Temporary Class “B” License Application for the sale of fermented malt beverages to Bergstrom-Mahler Museum for Art After Dark to be held on September 15, 2022.** All voting aye.

Special Events

Future Neenah Wine Walk

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to recommend Council approve the Street Use Permit for the Wine Walk sponsored by Future Neenah Inc., 135 W Wisconsin Avenue, to be held on October 1, 2022.** All voting aye.

Bergstrom Mahler Art After Dark

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Borchardt to recommend Council approve the Street Use Permit for Ark After Dark, sponsored by Bergstrom-Mahler Museum Inc., 165 N Park Drive, to be held on June 23, 2022.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall is in place. Wall staining colors have been approved.
- 2) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared.
- 3) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): The west/north side of the streets have been paved. The east/south side of the streets

is tentatively scheduled for paving on September 2. Following that, driveway and sidewalk paving will be done on the east/south side of the streets.

- 4) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Park, Southview Park): Work on Fresh Air Park, Shootingstar/Armstrong and the Southview Park basketball court is complete. Concrete repairs and manhole adjustments in the Fredrick Drive area are ongoing. Excavation of soft soil areas on those streets is also ongoing. Fine grading is projected to start the week of September 12.
- 5) Contract 4-22 (S. Commercial Utility Construction): There are some small pieces of asphalt paving still left to do.
- 6) Contract 6-22 (Epoxy Pavement Marking): Bid documents are being finalized. Alderperson Hillstrom asked when the pavement markings are going to be completed. Director Kaiser stated that most of this work will be carried over to 2023.
- 7) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column are complete. Work on the bridge deck have not been scheduled. Alderperson Hillstrom stated that there cones were placed on the bridge today. Director Kaiser stated that we will start to see some lane closures in order to repair the expansion joints.
- 8) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was awarded to Northeast Asphalt. Work has not been scheduled but typically takes place in October.
- 9) Contract 11-22A and 11-22B (Lead service line replacement): Bid openings are scheduled for August 31 and September 1. Zemlock and Reddin are in 11-22A while Hunt, Madison and Nicolet are in 11-22B.
- 10) The recently approved leaf picker trailer unit has been delivered.
- 11) The recently approved diesel exhaust fluid system is operational at the Tullar Garage.
- 12) Jetter Truck: We were contacted by a vendor who represents a line of sewer jettors that we are strongly considering as a 2023 capital equipment purchase. He informed us that all but two of his 23 allocated 2023 jetter units is spoken for. We approved putting our name in for one of the remaining two units with the understanding that it does not commit us to a purchase. The vendor is confident he will be able to sell the unit if we choose to go in a different direction.

Adjournment: **Motion/Second/Carried Hillstrom/Borchardt to adjourn at 8:28 PM.**  
All voting aye. Respectfully submitted,

*Lisa Morawski*

Lisa Mroczkowski  
Public Works Office Manager



## Department of Parks & Recreation

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**TO:** Mayor Lang, Chair Lendrum and Members of the Public Services and Safety Committee

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

**DATE:** August 22, 2022

**RE:** Arrowhead Park Phase 1B – Construction Administration

Attached you will find a proposed agreement from SEH to complete the Construction Administration for Arrowhead Park Phase 1B in the amount of \$61,500 utilizing 2021 CIP funding. The scope of work includes oversight of site grading, drainage, trail construction, restoration and pier construction for a period of October 1, 2022 – June 1, 2023.

The Parks and Recreation Commission has reviewed and recommends accepting the Construction Administration agreement with SEH in the amount of \$61,500 utilizing 2021 CIP Funding.

**Recommended Action:** Accepting the Construction Administration agreement with SEH in the amount of \$61,500 utilizing 2021 CIP Funding.

**Phase 1B Financial Summary:**

Funding

NRDA	\$200,000
Nelson Family Fund	\$325,000
2021 CIP	\$1,070,000
<b>Total</b>	<b>\$1,595,000</b>

Projected Expenses

Pier	\$619,541.40
Prairie/Path	\$795,106.58
Construction Admin	\$61,500
<b>Total</b>	<b>\$1,476,147.98</b>

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*Creating Community Through People, Parks & Programs*



# 3



Building a Better World  
for All of Us™

August 12, 2022

RE: City of Neenah  
Arrowhead Park

Michael Kading  
Director of Parks and Recreation  
City of Neenah Parks & Recreation Department  
211 Walnut Street  
Neenah, WI 54956

Dear Mr. Kading:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to provide construction administration services for Phase 1B of the Arrowhead Park project. The project consists of site grading, drainage, trail construction, restoration and pier construction. SEH will provide construction management and inspection, and documentation of construction activities.

## Project Team

**Jeffrey R Saxby, PE, Project Manager** – As the project manager, Jeff will be responsible for the oversight of the team's task and budget. He will provide engineering support, on an as needed basis, for field staff and the Village throughout the duration of the project.

**Todd Clark, Construction Administration** – Todd will be responsible for the oversight of the day to day construction activities. He will provide construction inspection and administration services. He will observe and document construction activities

## Scope of Work

### 1. Construction Inspection

- Construction Administration
  - Attend pre-construction meeting
  - Review pay request with contractor and Village
- Construction Observation
  - Construction observation activities
  - Project duration estimated at 9 weeks, estimated 10 hours per week

SEH Total – \$61,500

## Schedule

Construction shall begin no earlier than October 1, 2022 and be completed by June 1, 2023.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058  
SEH is 100% employee-owned | sehinc.com | 920.380.2800 | 888.413.4214 | 888.908.8166 fax

Michael Kading  
August 12, 2022  
Page 2

## Terms & Conditions

Our fees for this work will be based on an hourly not to exceed cost of \$61,500 work including mileage, equipment and expenses.

We appreciate the opportunity to be of service to the City of Neenah, and we are looking forward to continuing our relationship. If you have any questions, please contact me at 920.585.9079 or e-mail [jsaxby@sehinc.com](mailto:jsaxby@sehinc.com)

Sincerely,  
SHORT ELLIOTT HENDRICKSON INC.



Jeffrey R Saxby, PE  
Project Manager

Attachments:  
Stantec Proposal  
SEH Hourly Billing Rates

x:\ko\neena\159067\2-proj-mgmt\jrs\construction admin\city of neenah arrowhead park inspection phase 1b 08122022.docx



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## M E M O R A N D U M

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**TO:** Mayor Lang and Members of the Common Council  
**FROM:** James Merten, Traffic Engineer  
**DATE:** August 24, 2022  
**RE:** Proposed Intersection Control Change at Isabella/Caroline

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Upon the reopening of Isabella Street as a result of the reconstruction project last fall, staff implemented a trial in which the stop signs on Isabella Street at Caroline Street were swapped so that Caroline stops for Isabella. This was done in recognition that Isabella has a higher street classification, carrying more traffic volume than Caroline. Per the attached intersection control policy, these factors warrant Isabella having the right-of-way over Caroline, when viewed in isolation (not part of a neighborhood street network plan). The purpose of this trial was to evaluate the effects of this swap before bringing forth any formal recommendations.

Attached are traffic study reports sourced from tube counter data that has been collected.

- Isabella between Monroe and Adams, September 2015
- Isabella between Monroe and Adams, April 2022
- Isabella between Adams and Caroline, April 2022
- Isabella between Caroline and Sherry, April 2022

Also attached are the descriptions extracted from all crash reports generated between January 2016 and July 2022. This incorporates a 5-year period prior to construction and the trial period, which began on November 16, 2021.

As the data collected shows no significant change in traffic characteristics resulting from the trial, staff recommendation is to remove stop sign control on Isabella Street at Caroline Street and add stop sign control on Caroline Street at Isabella Street. This does required codification by ordinance at a future date.

If the Public Services & Safety Committee or the Common Council wish to return the stop sign control to Isabella, staff strongly recommends not to do so to regulate speed, but rather to influence the volume and distribution of traffic through the neighborhood. If this is the case, staff recommends the stop sign control change at Isabella/Caroline be upheld (stop on Caroline) and the stop sign control at Isabella/Adams be swapped instead (stop on Isabella). This would achieve better spacing between stop signs.

**Attachment A:**  
**Resident Notification Letter**



August 24, 2022

Dear Resident,

As you may be aware, the City of Neenah swapped the stop signs at the Isabella/Caroline intersection (so that Caroline Street stops for Isabella Street) as part of a temporary trial. As that trial period is up, I will be sending a staff report to the Public Services & Safety Committee with recommendations regarding that change. I will also be bringing forth a proposal to swap stop sign control and placement along Henry Street so that at each intersection, Henry will yield to the cross street. (This would impact Monroe, Adams, & Caroline). In theory, this should favor the majority of residents and better match predominant traffic patterns. However, as you utilize these streets every day, I encourage you to reach out to us if you have any thoughts or concerns with this proposal.

The agenda packet containing the staff report will be posted online at [neenahgov.org](http://neenahgov.org) under the city calendar by noon on Friday, August 26<sup>th</sup>. I would be happy to also send you a paper or digital copy upon request.

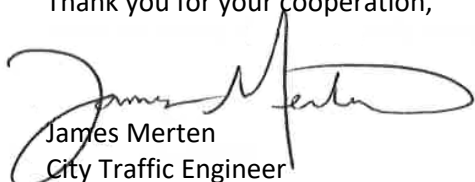
If you would like to formally submit input regarding these proposed changes, you may do so by:

- Attending the Public Services & Safety Committee meeting on **August 30<sup>th</sup> at 6:30 PM** in the Council Chambers at Neenah City Hall (211 Walnut Street).
- Write an email to [traffic@ci.neenah.wi.us](mailto:traffic@ci.neenah.wi.us) or deliver a letter to City of Neenah Public Works.
- Give me a call at 920-886-6243.

If you choose one of the latter two options, your comments will be read to the committee at the meeting prior to any decision. You are also welcome to contact your district aldermen and/or the mayor.

If you have any questions, please feel welcome to contact me at 920-886-6243.

Thank you for your cooperation,



James Merten  
City Traffic Engineer

📞 920.886.6466 ✉️ [jmerten@ci.neenah.wi.us](mailto:jmerten@ci.neenah.wi.us)



## Attachment B: Intersection Control Policy



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## P O L I C Y

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**DATE:** 12/19/18    **EFFECTIVE DATE** Immediately    **POLICY NO:** DPW18-01  
**TITLE:** Intersection Control Policy  
**ISSUER:** Public Works Department  
**COVERAGE:** City-wide  
**AUTHORITY:** Wis. Stat. § 349.065 (Neenah Common Council)  
**DURATION:** Indefinite  
**SYNOPSIS:** Policy establishing standards which modify statutory intersection control regulations, where permitted by State of Wisconsin Statutes.

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### **INTRODUCTION**

The policy objective is to establish standards, within the guidelines of Manual on Uniform Traffic Control Devices (MUTCD), on determining whether intersection control is needed and if so, what right-of-way assignment and type of control is warranted. The goal of these standards is to ensure consistent, justifiable evaluation of intersection control is used when determining the level of control. This policy has been crafted on the traffic engineering principle that intersection control should not be used to control speed, but rather to assign the right-of-way in the least restrictive manner safely possible.

### **POLICY**

#### **1. Warrants for Intersection Control.**

Intersection control may only be designated if at least one of the following conditions exist:

- A. An approach is classified as an arterial or collector street;
- B. The intersection has more than three approaches;
- C. The vehicular volume of an approach exceeds 1,000 vehicles per day;
- D. The combined pedestrian volume crossing all approaches of an intersection exceeds 25 pedestrians per hour during any two one-hour periods of the day;
- E. The intersection serves vehicular or pedestrian access to/from a school or park;
- F. A multi-use trail crosses an approach of the intersection;
- G. The posted speed limit for an approach is 35 mph or greater;
- H. An approach is skewed by at least 10°;
- I. The intersection is within 150 feet of another intersection;
- J. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway. The critical approach speed method shall be used to evaluate need;
- K. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such

December 19, 2018 – Page 2

crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street; and/or

- L. An engineering study finds that application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law based on a combination of the following criteria:
  - a. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;
  - b. Quantity, elevation grade, and skew of approaches;
  - c. Approach speeds;
  - d. Sight distance available on each approach; and
  - e. Reported crash experience.

## 2. **Right-of-Way Allocation.**

The right-of-way shall be assigned to the through street with the highest functional classification, or if all intersecting streets have equal classification, the right-of-way shall be given to the through street with the highest Average Daily Traffic (ADT).

Exceptions may be made only under the following circumstances:

- A. The MUTCD warrants a higher control type (all-way stop, traffic signals, roundabouts);
- B. An engineering study finds that unique traffic patterns exist that would warrant the right-of-way to be assigned to a specific approach or movements of an approach; or
- C. An engineering study evaluating a neighborhood street network (of local and/or sub-collector streets) for the purposes of re-balancing traffic flow determines that swapping a right-of-way assignment at an intersection to a lower volume street would likely benefit the neighborhood as a whole.

Where intersecting streets have relatively equal volumes and/or characteristics, then the following should be considered when assigning the right-of-way:

- A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
- C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

## 3. **Control Type Designation.**

- A. Where the default right-of-way allocation has been established, the type of control shall be determined as follows:

Major Street Functional Class	Minor Street Default Control
Major Arterial/Minor Arterial	Stop
Collector	Yield
Sub-Collector/Local	Yield

December 19, 2018 – Page 3

Exception: The use of STOP signs in lieu of YIELD signs may be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- a. The intersection has more than four approaches; and/or
- b. If any control warrant criteria C through L are applicable.

Note: If a street carries 2,000 vehicles per day or more, intersections should be controlled with STOP signs.

Where an engineering study finds that a multi-way stop, traffic circle, roundabout, or traffic signal is warranted within MUTCD guidance and requirements, the control type shall match the requirements of the MUTCD.

**Attachments.**

- Critical Approach Speed Worksheet

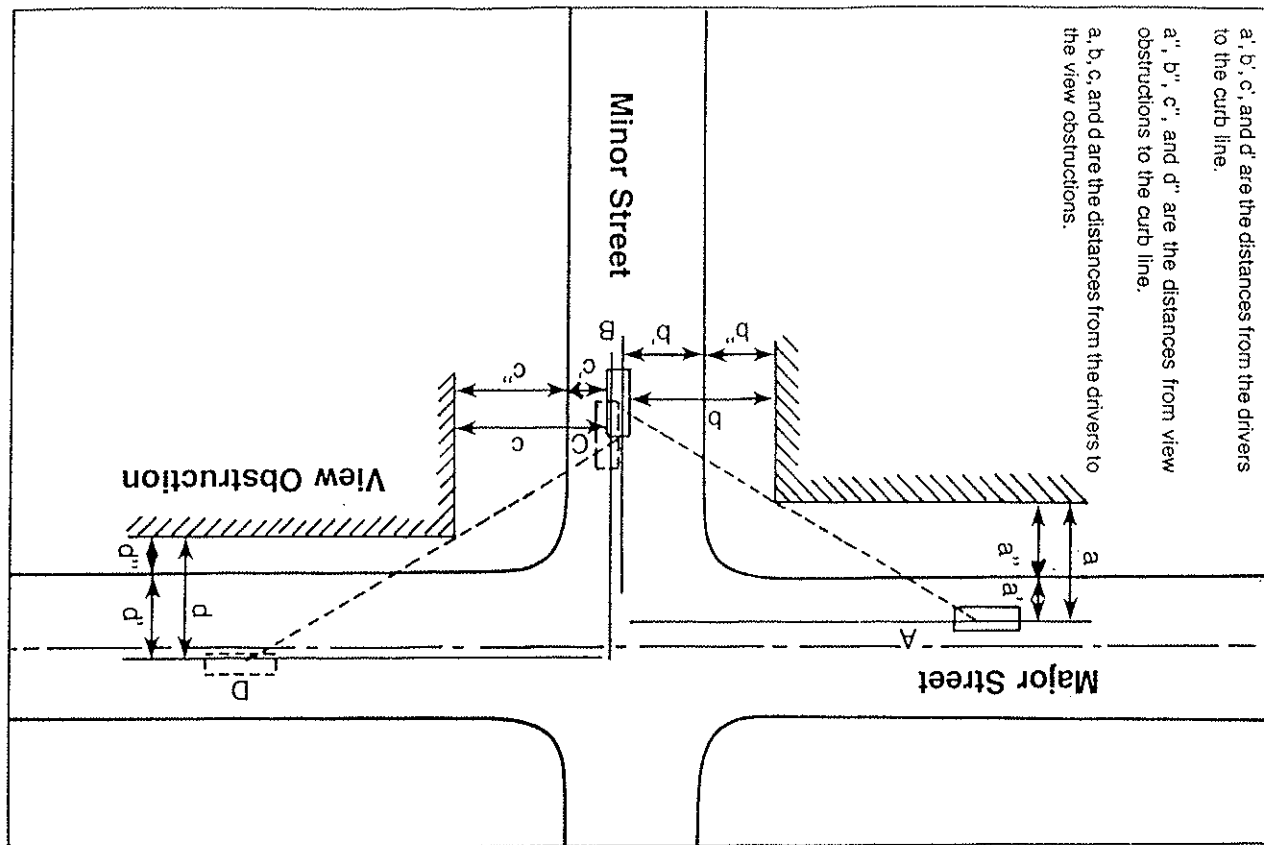


Figure 2-5b Typical Critical Approach Speed Problem

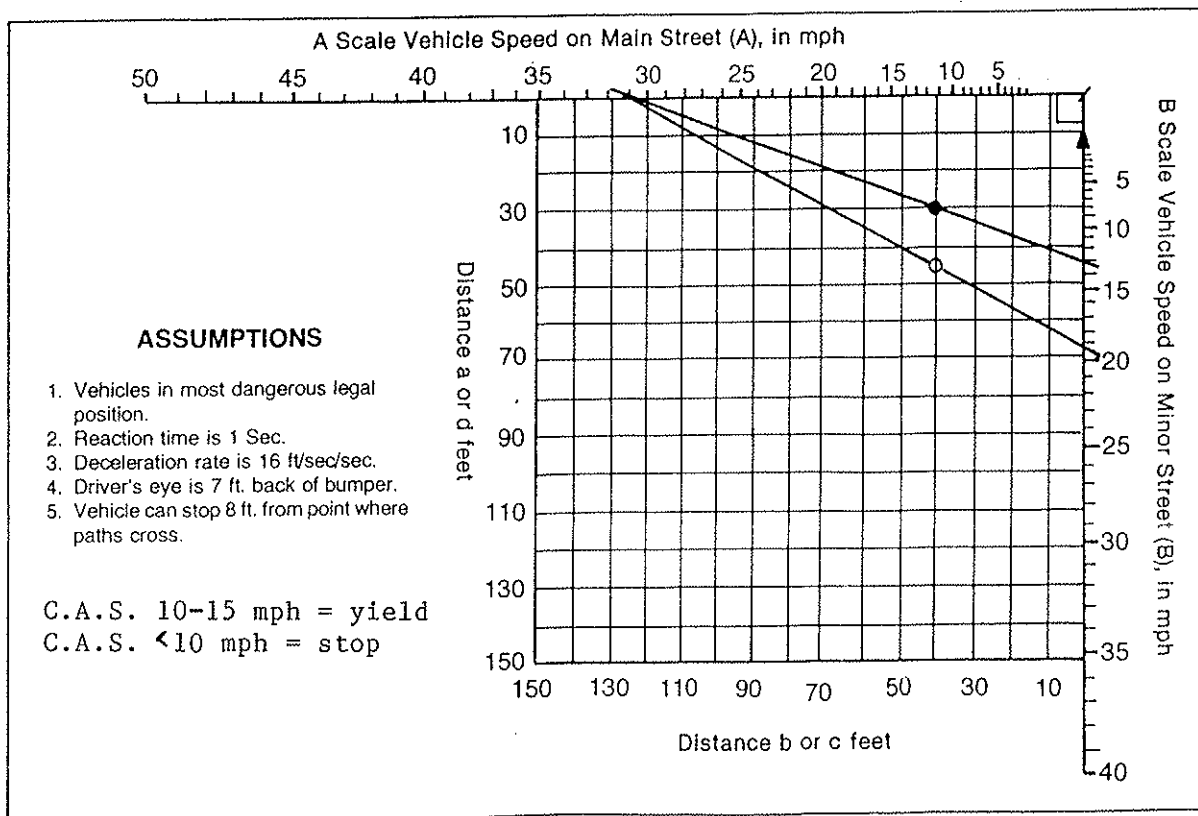


Figure 2-5a Critical Approach Speed Chart



## Attachment C: Traffic Study Reports

Isabella (Monroe – Adams) Sept 2015  
Isabella (Monroe – Adams) April 2022  
Isabella (Adams – Caroline) April 2022  
Isabella (Caroline – Sherry) April 2022



# Traffic Study Report

## Study Description & Parameters

Street	Isabella Street		
Location	Monroe Street - Adams Street		
Study Period	09/15/2015 to 09/20/2015 (School in Session)		
Exemptions	None		
Total Vehicles in Count	5,774	Total Days	6
Total Vehicles in Typical Day Count*	2,974	Typical Days*	3

## Notes

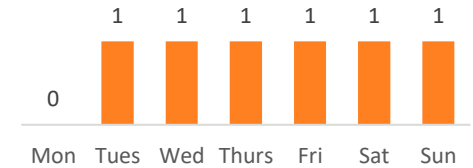
\* Datasets marked with an asterisk comprise data collected only on Tuesdays, Wednesdays, and Thursdays for purposes of best representing a typical weekday.

\*\* All weekday statistics indicate averages for each day of week.

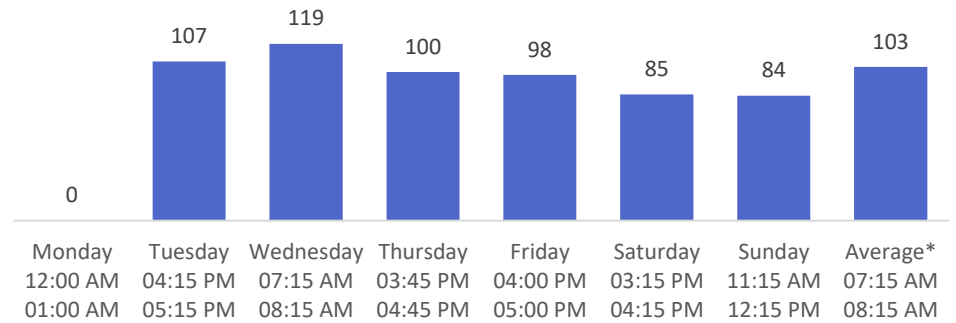
## General Volume Statistics

Average Daily Traffic*	991
Standard Deviation*	26
Weekday Average	1,004
Total Week Average	962

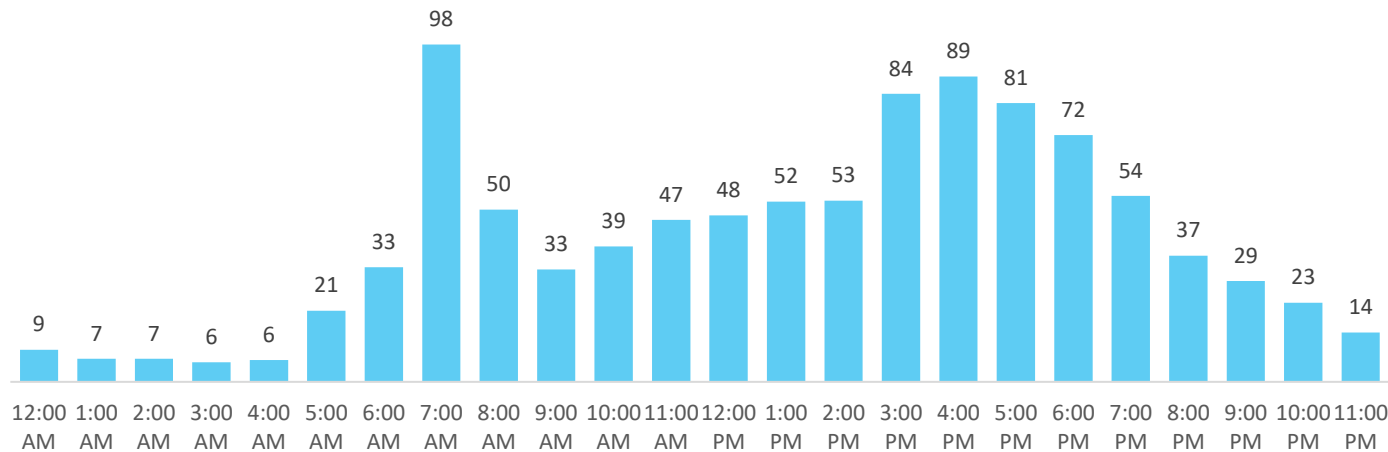
## Day Count within Study



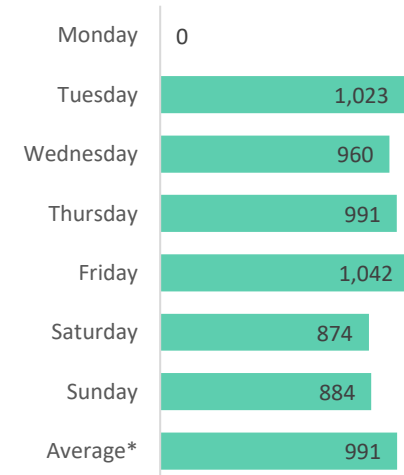
## Peak Hour Volume by Weekday



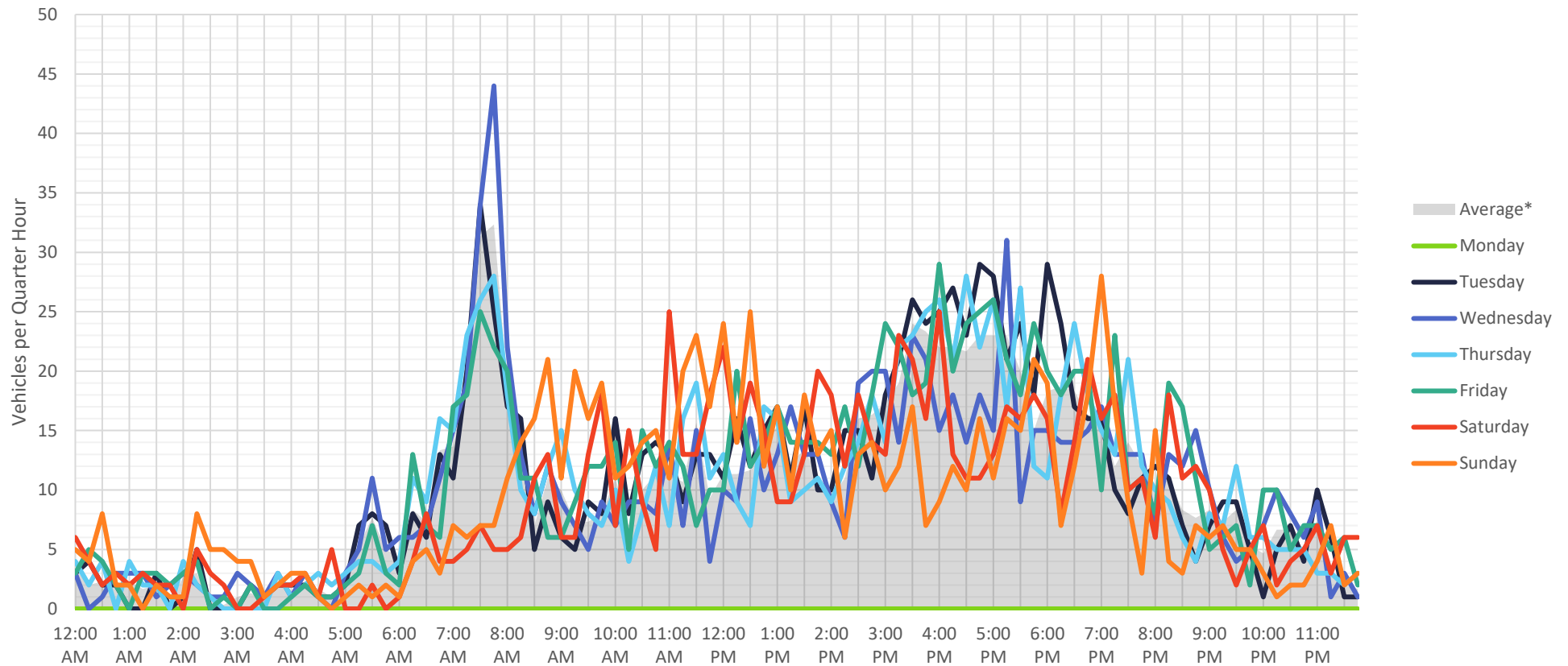
## Hourly Volume\*



## Weekday Volume



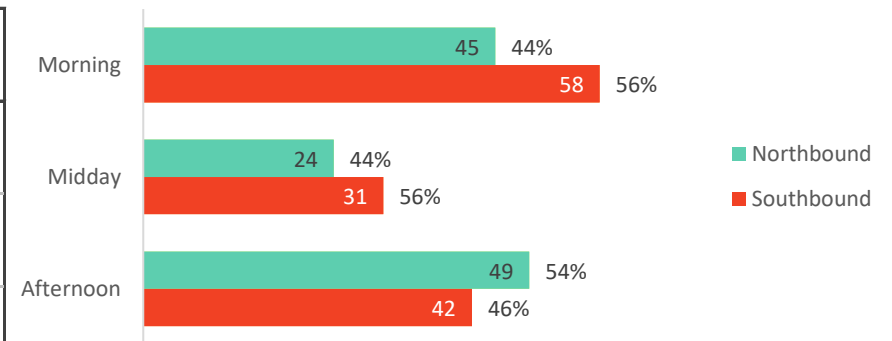
## Quarter Hour (15-Minute) Volume by Weekday



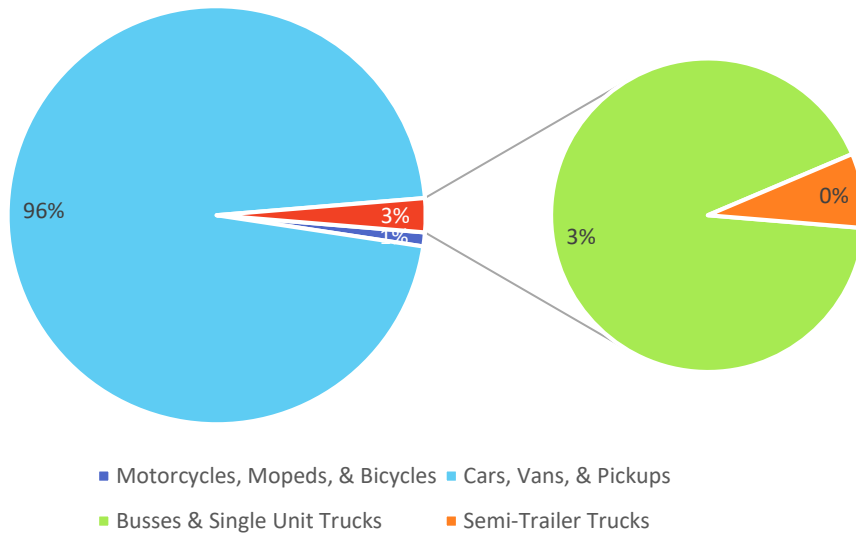
## Peak Hour Statistics\*

Period of Day	Time Frame		Peak Hour Factor	Total Volume	15-Min Volume	Peak Rate (sec/veh)
Morning (Before 10 AM)	7:15 AM	8:15 AM	0.80	103	32	27.8
Midday (10 AM - 2 PM)	12:45 PM	1:45 PM	0.90	55	15	58.7
Afternoon (After 2 PM)	3:30 PM	4:30 PM	0.95	91	24	37.5

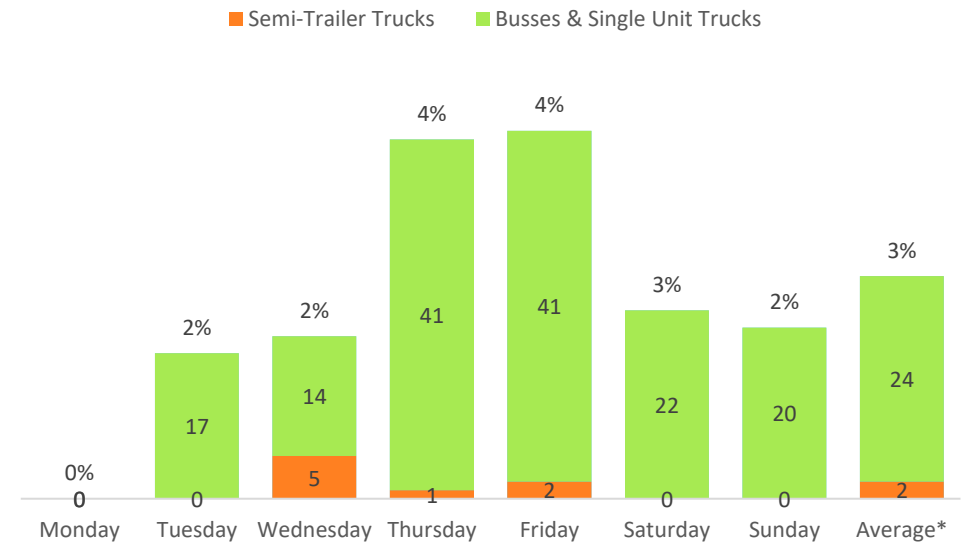
## Peak Hour Volume by Direction\*



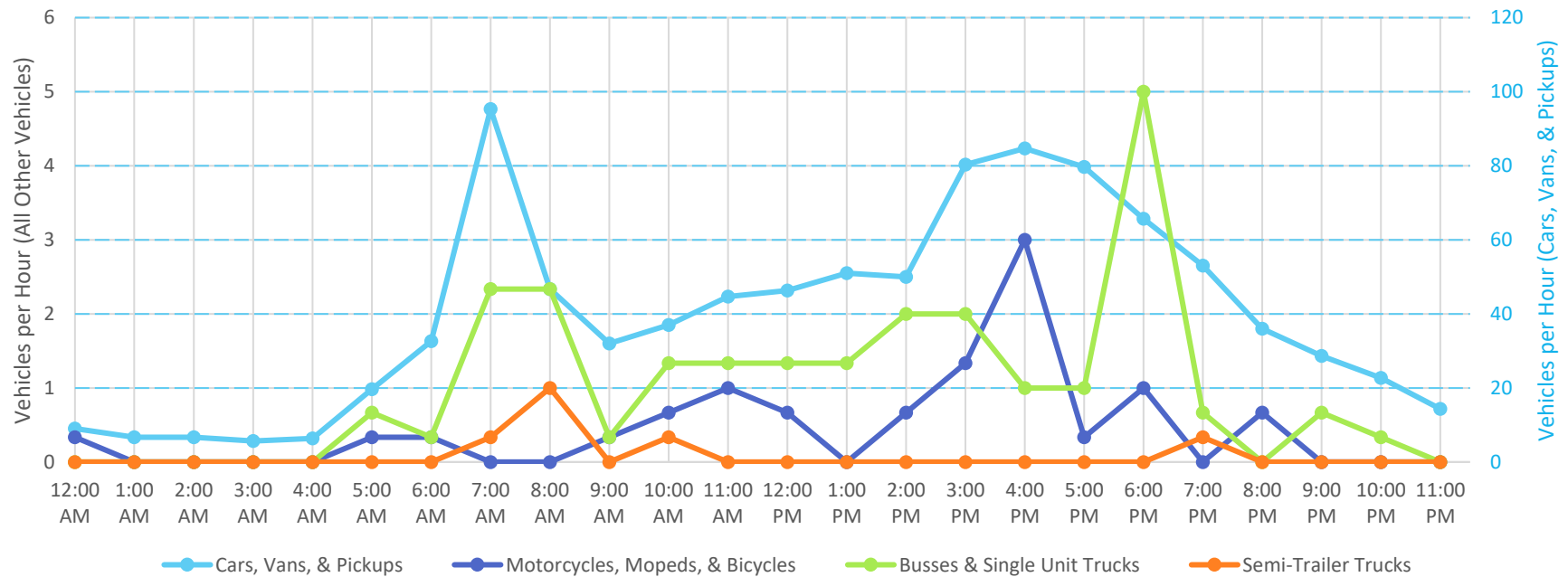
### Vehicle Classification\*



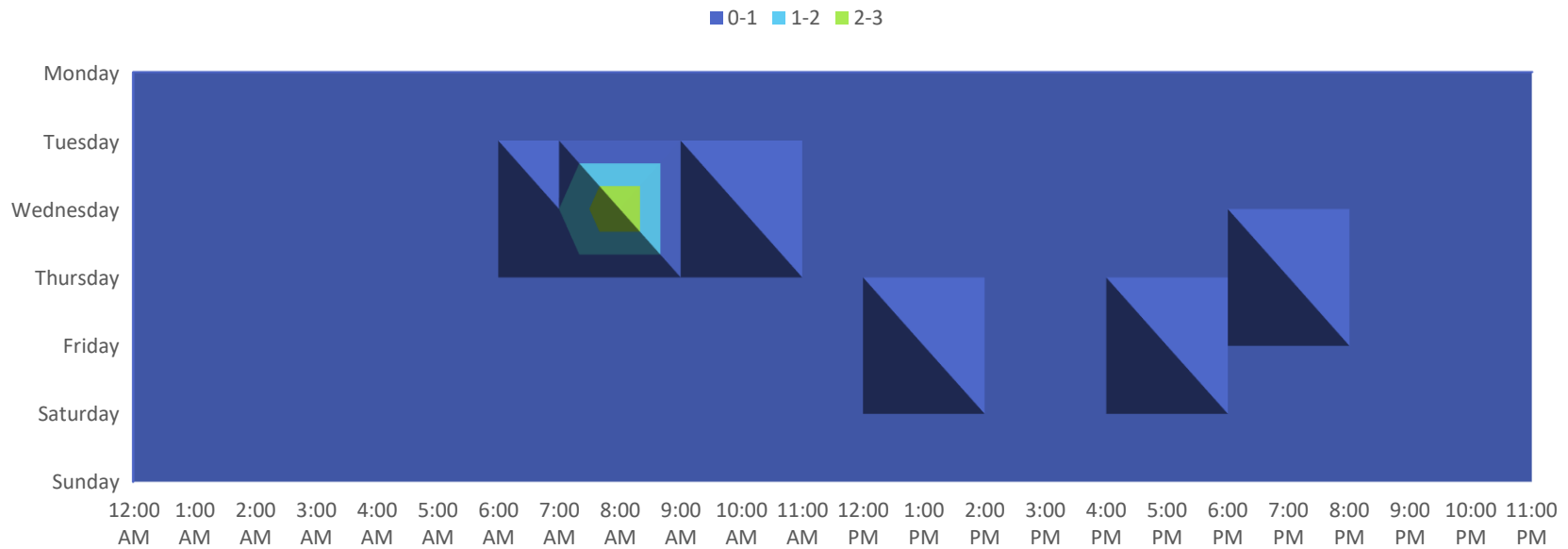
### Weekday Truck Volume



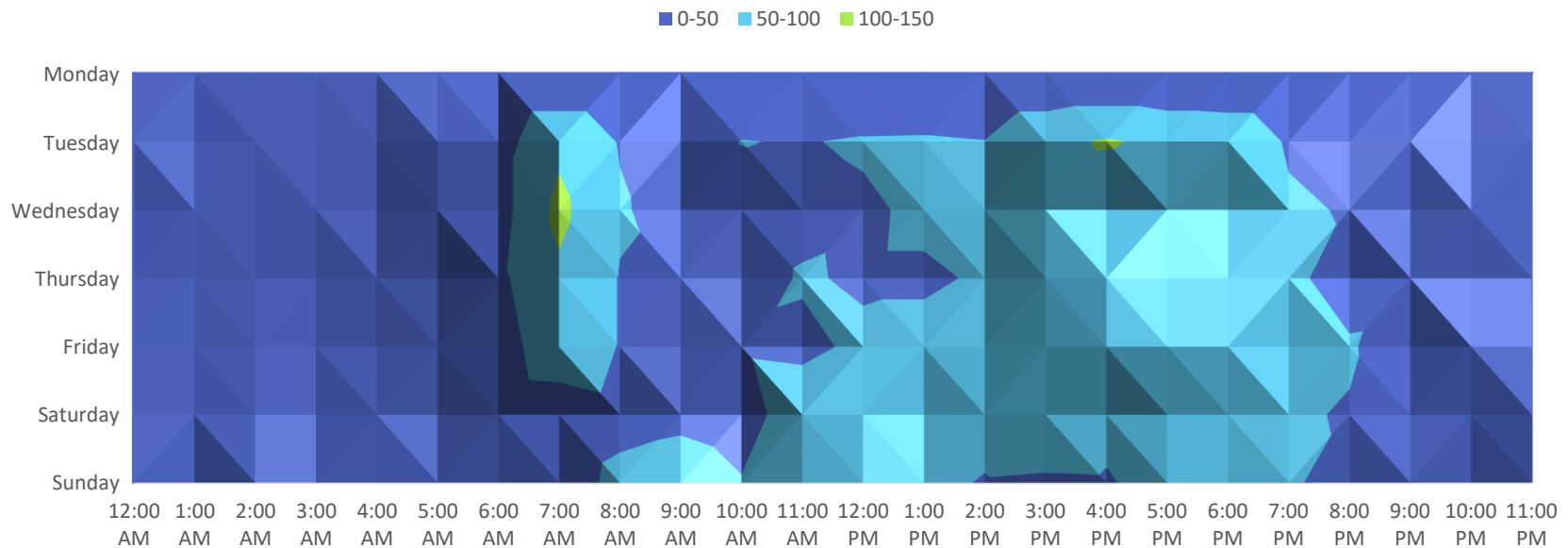
### Hourly Volume by Vehicle Classification\*



## Semi-Trailer Truck Hourly Volumes by Weekday

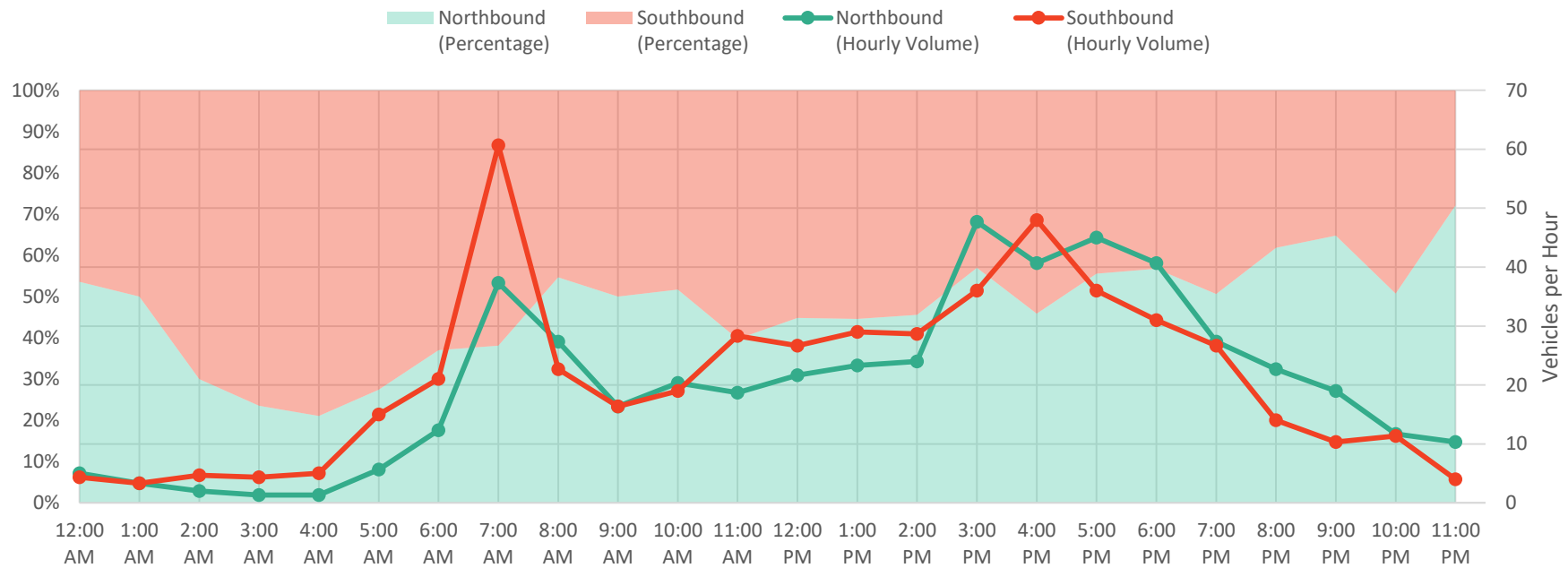


## Hourly Volumes by Weekday

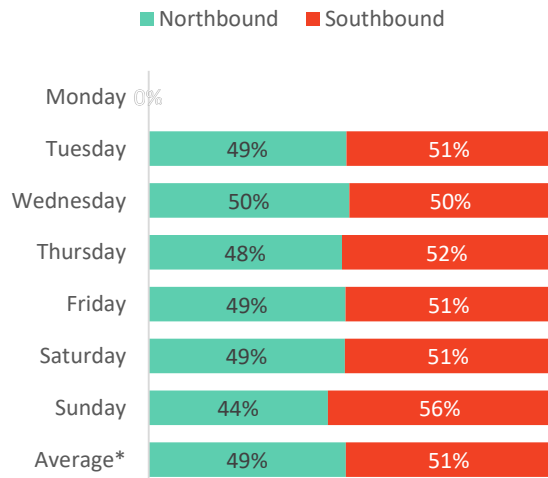




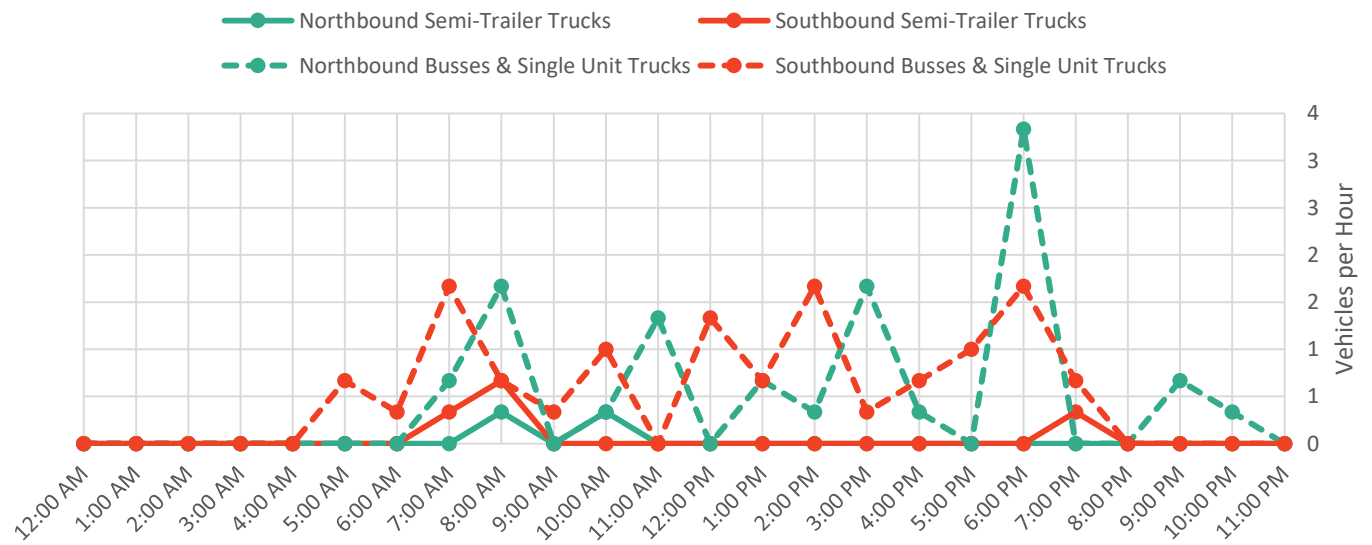
## Hourly Directional Volume\*



## Weekday Volume by Direction



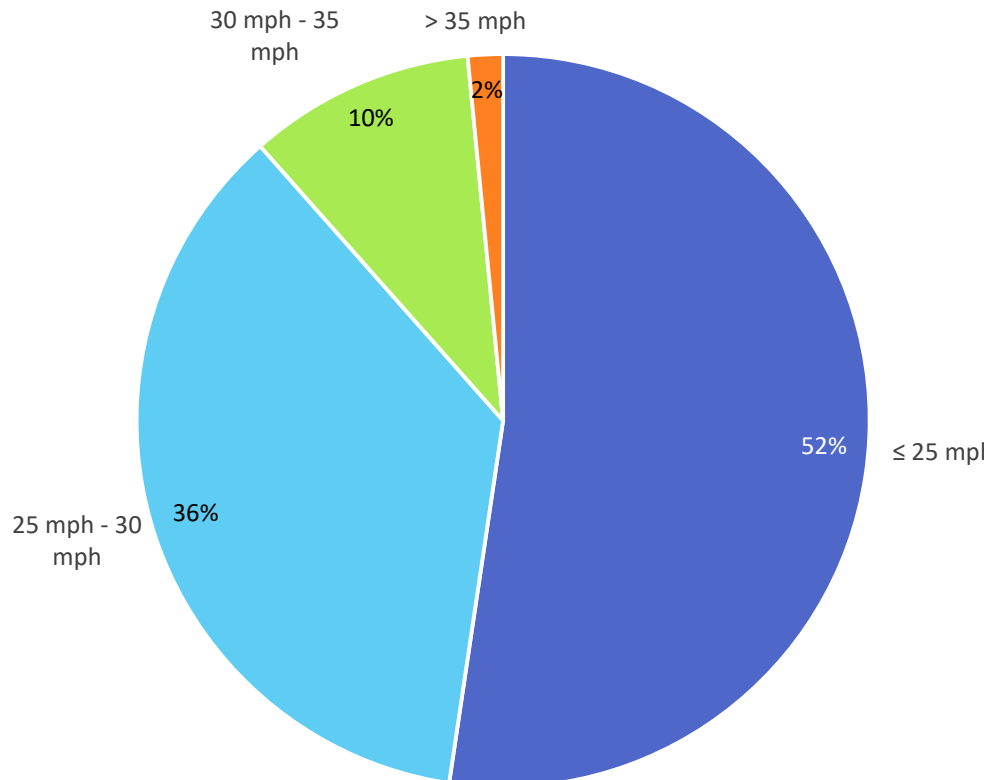
## Hourly Directional Truck Volume\*



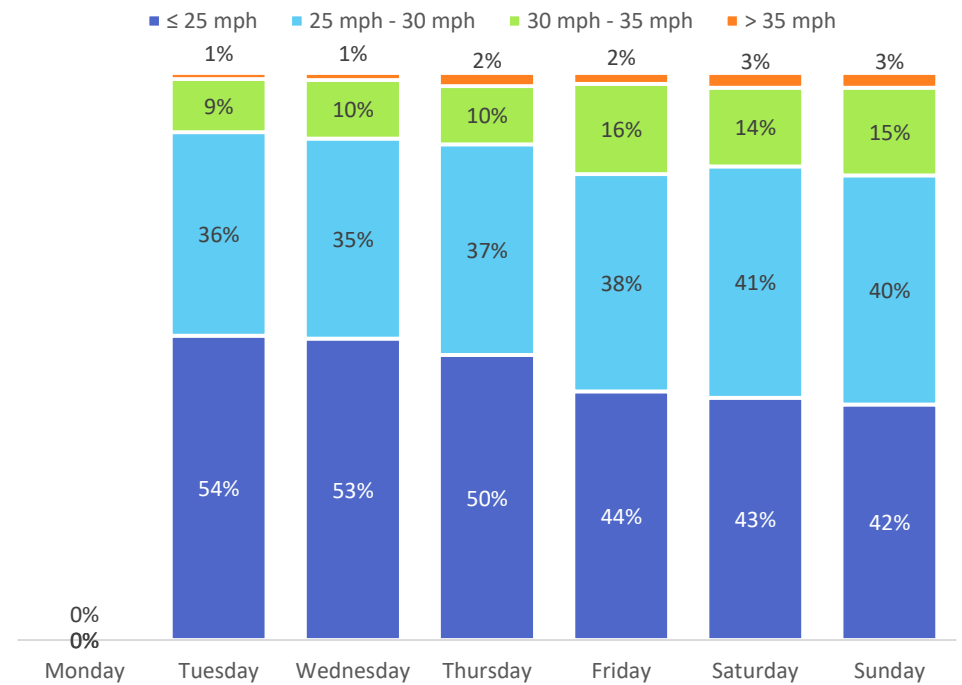
## General Speed Statistics\*

Posted Speed Limit	25 mph	Median Speed	24.6 mph
Average Speed	24.6 mph	85th Percentile Speed	29.1 mph
Standard Deviation	4.6 mph	95th Percentile Speed	32 mph
% Above Speed Limit	47.6%	10 mph Pace	20 - 30 mph
% Above 10 + Speed Limit	1.5%	Percent within Pace	73%

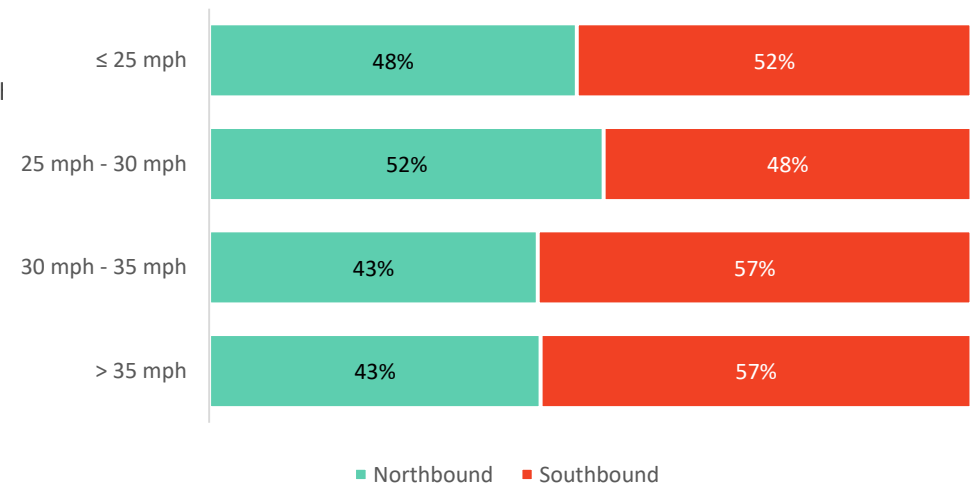
## Speed Distribution\*



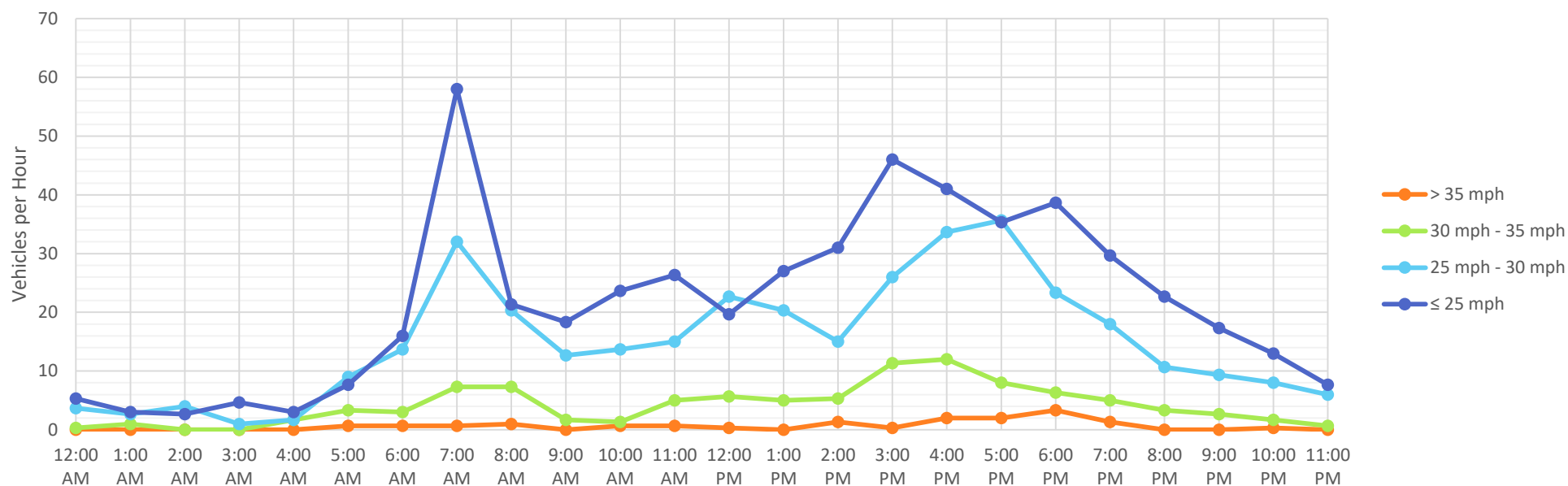
## Speed Distribution by Weekday



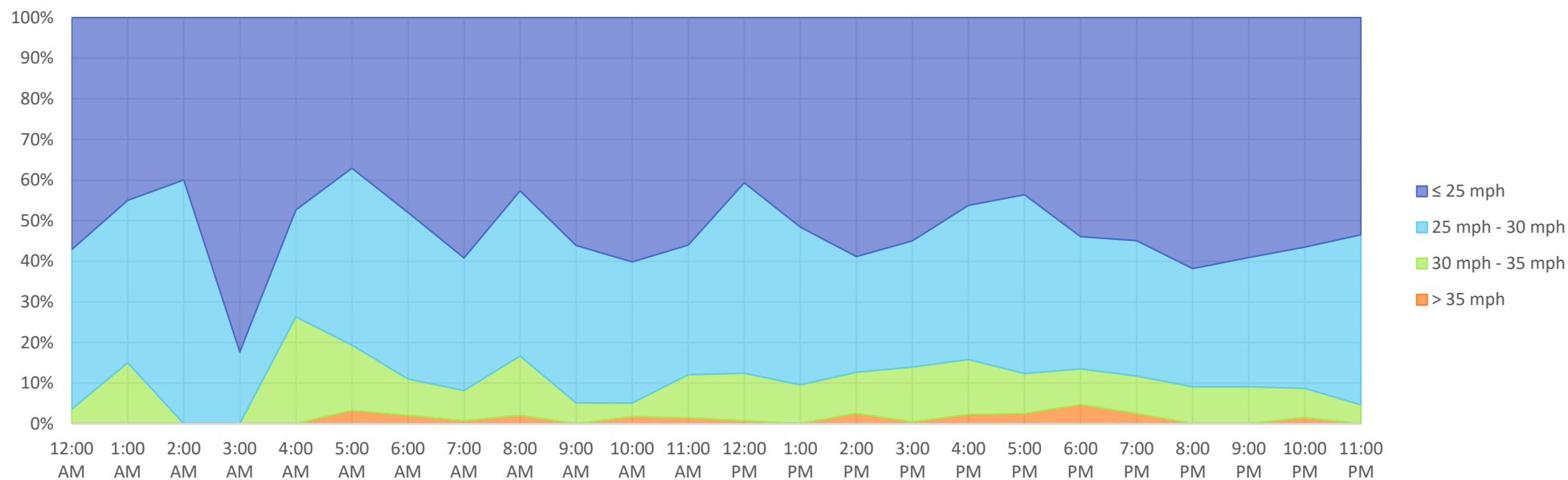
## Speed Distribution by Direction\*



### Speed Distribution by Time of Day\*

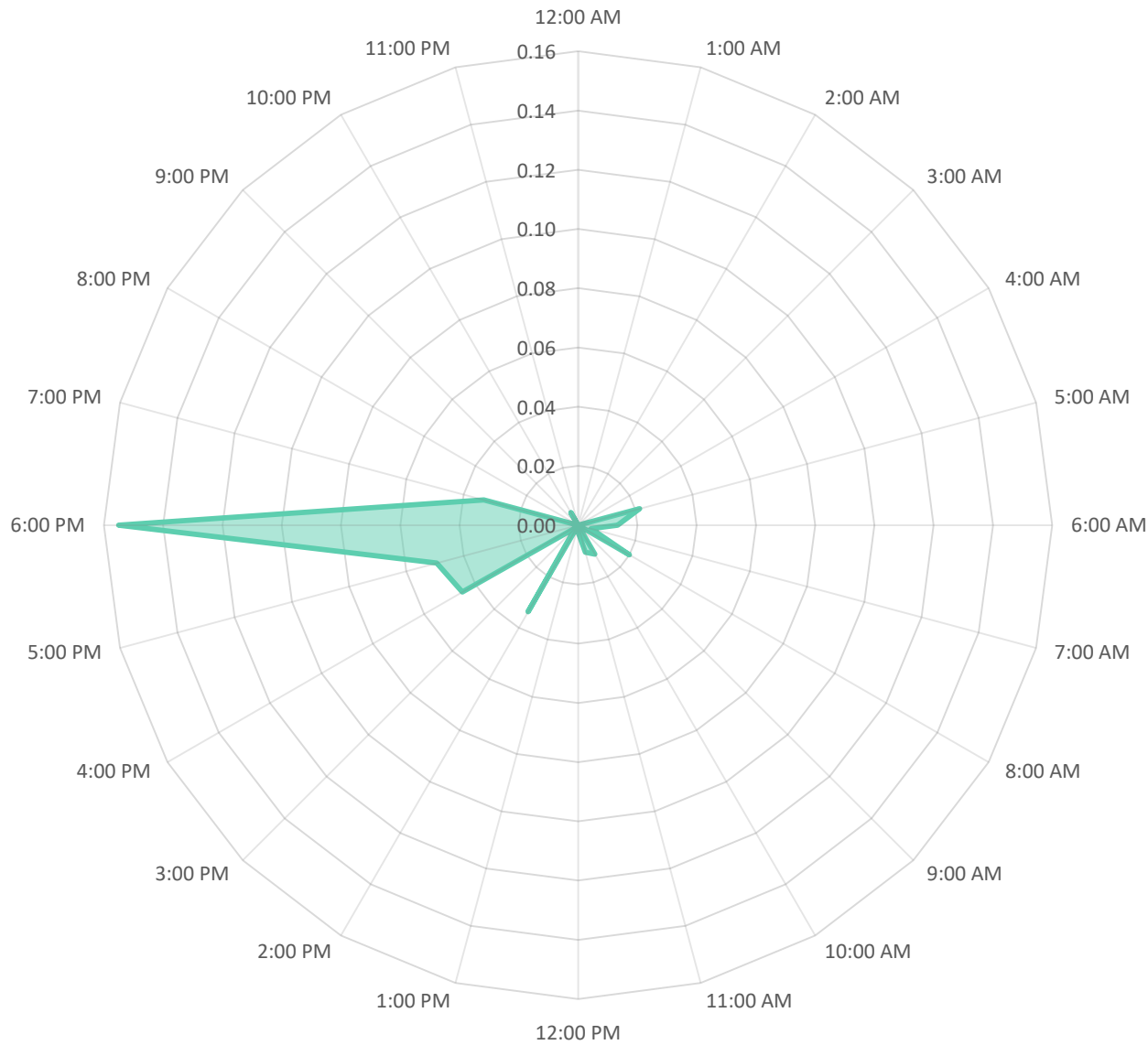


### Speed Distribution by Time of Day\*

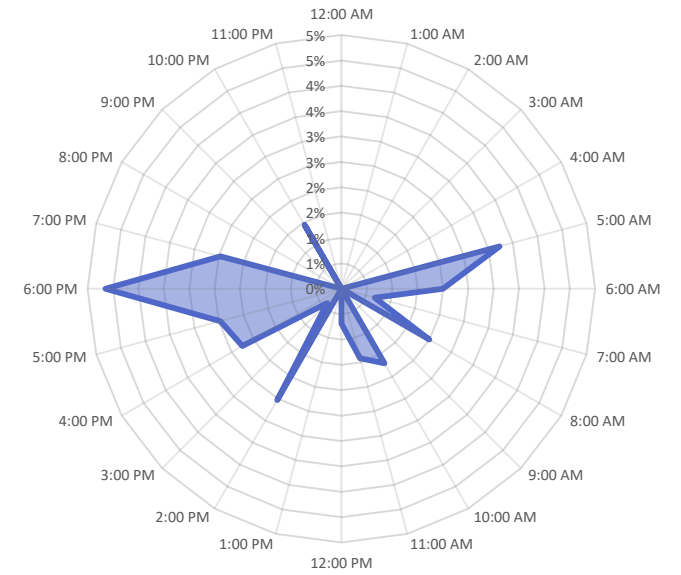


## Speeding Severity Index\*

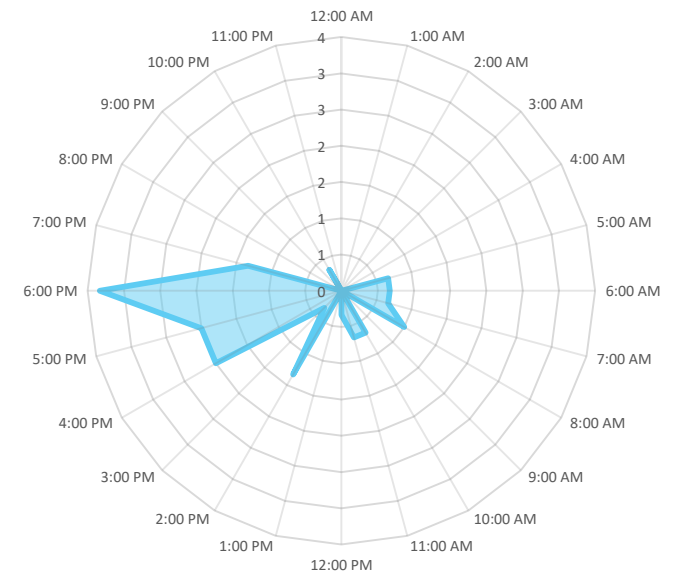
(Speeding Ratio x Quantity; Higher Value = More Speeding Occuring)



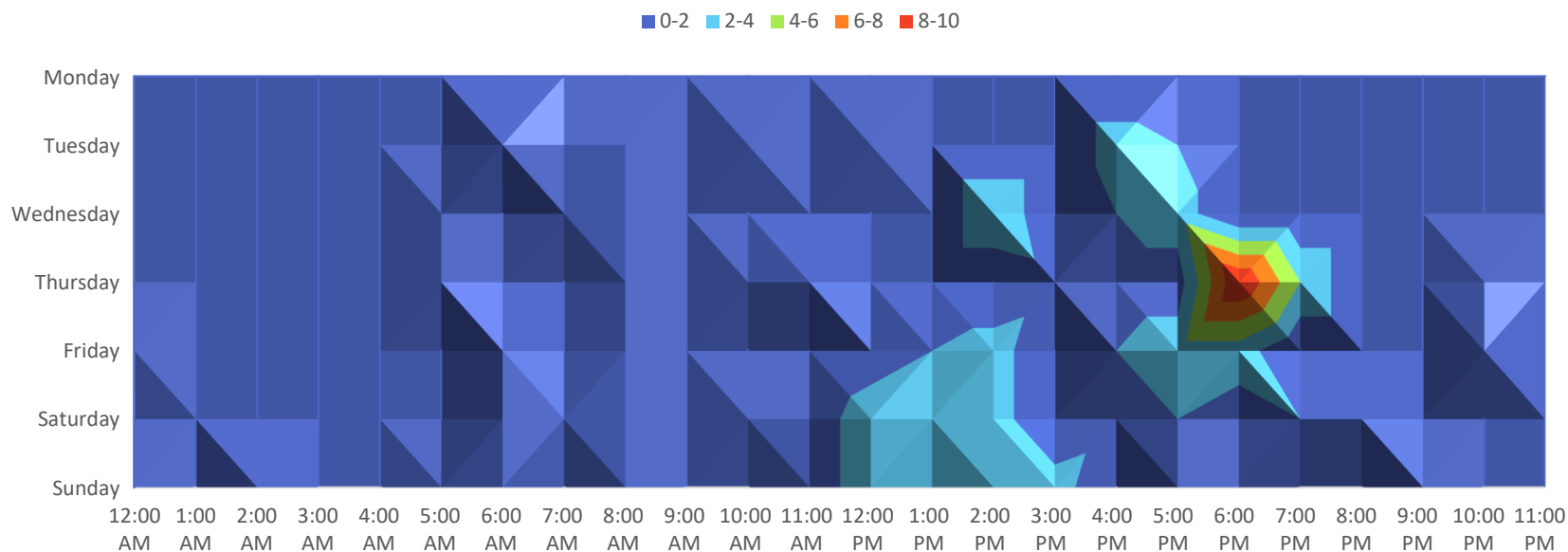
## Percent of Speeds > 35 mph\*



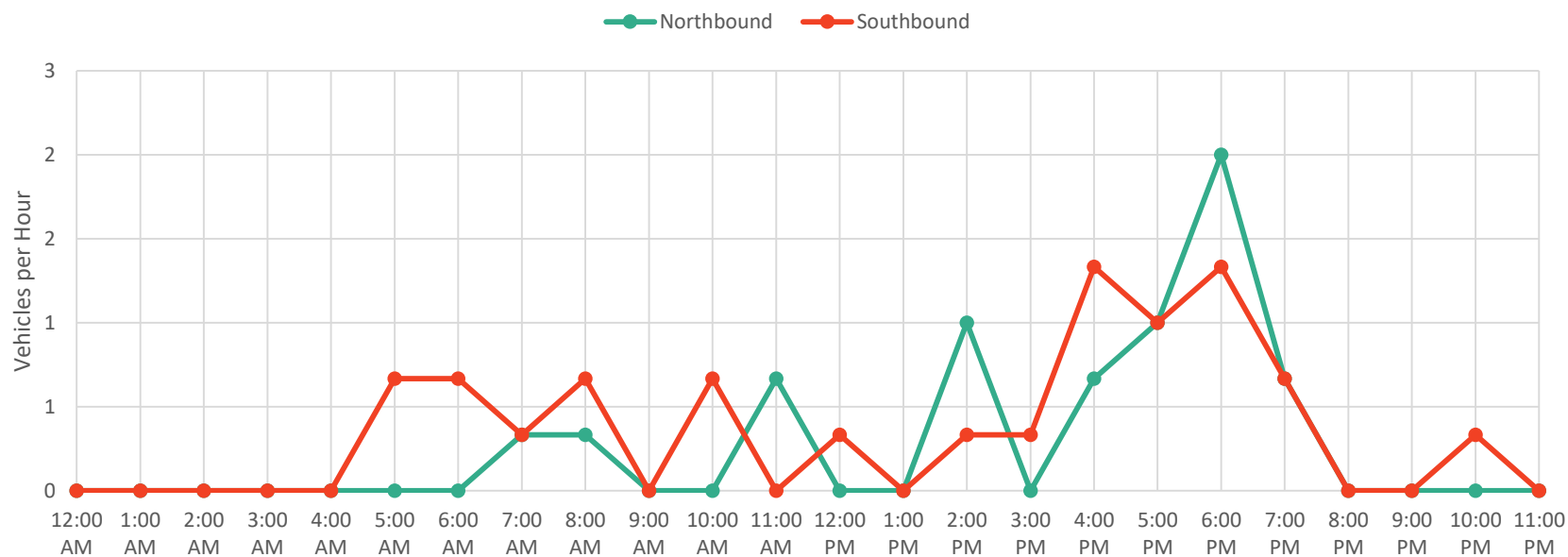
## Quantity of Speeds > 35 mph\*



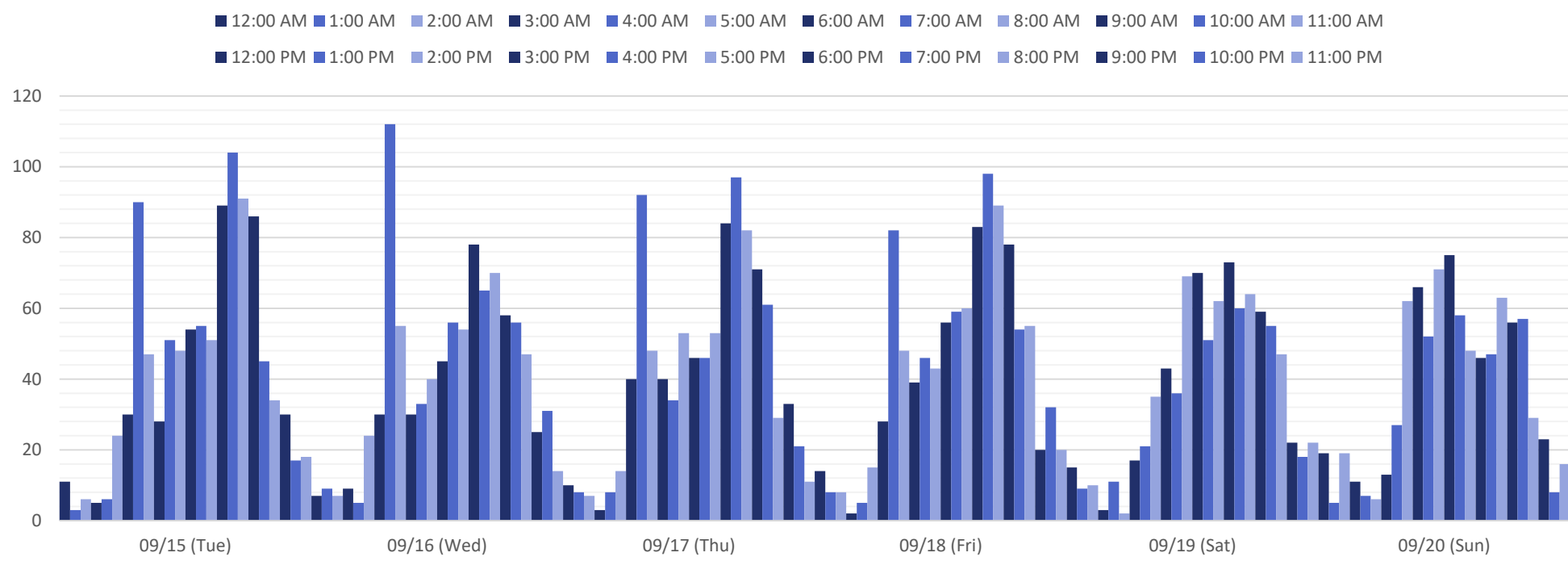
### Vehicles Traveling > 35 mph by Weekday (per Hour)



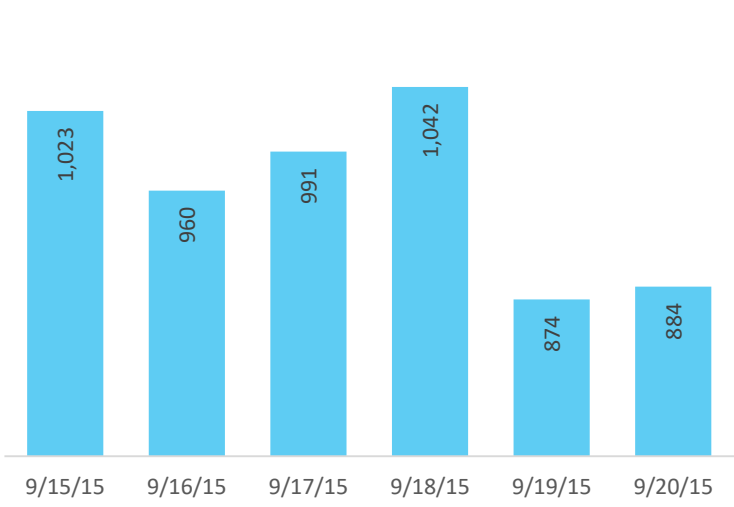
### Vehicles Traveling > 35 mph by Direction (per Hour)\*



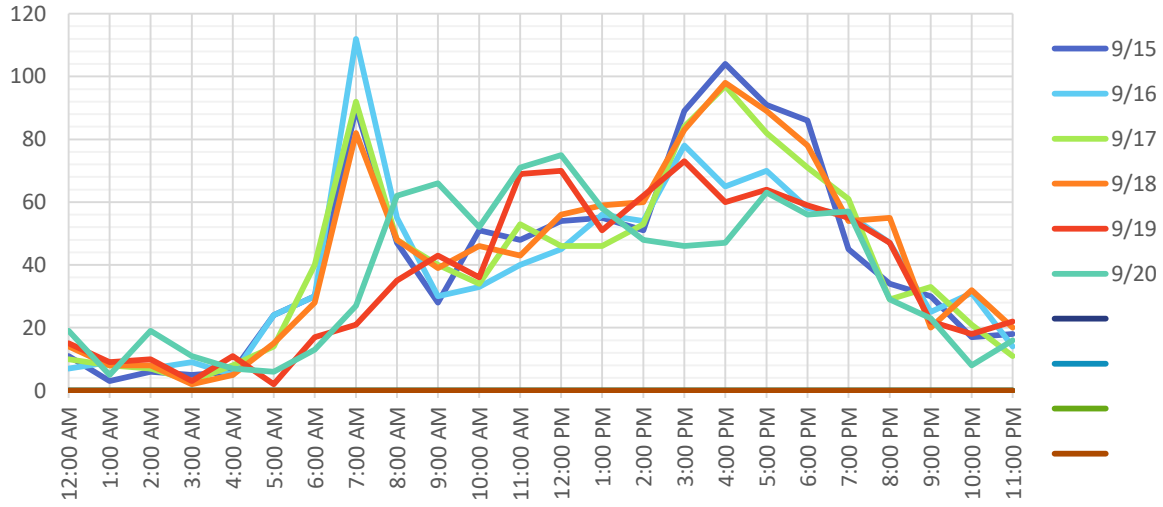
Hourly Volumes (Individual Days)



Daily Volume (Individual Days)



Hourly Volumes (Individual Days)







# Traffic Study Report

## Study Description & Parameters

Street	Isabella Street		
Location	Monroe Street - Adams Street		
Study Period	04/26/2022 to 05/01/2022 (School in Session)		
Exemptions	None		
Total Vehicles in Count	4,779	Total Days	6
Total Vehicles in Typical Day Count*	2,524	Typical Days*	3

## Notes

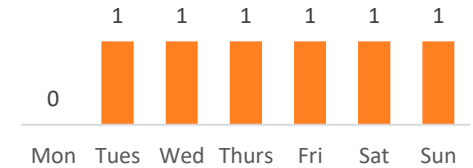
\* Datasets marked with an asterisk comprise data collected only on Tuesdays, Wednesdays, and Thursdays for purposes of best representing a typical weekday.

\*\* All weekday statistics indicate averages for each day of week.

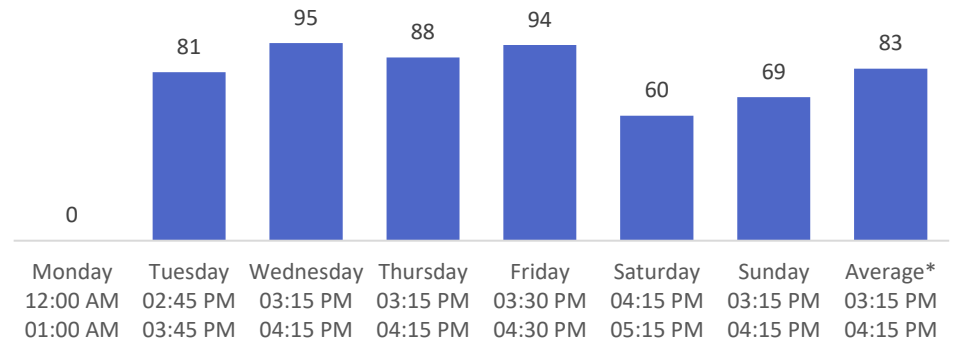
## General Volume Statistics

Average Daily Traffic*	841
Standard Deviation*	59
Weekday Average	862
Total Week Average	797

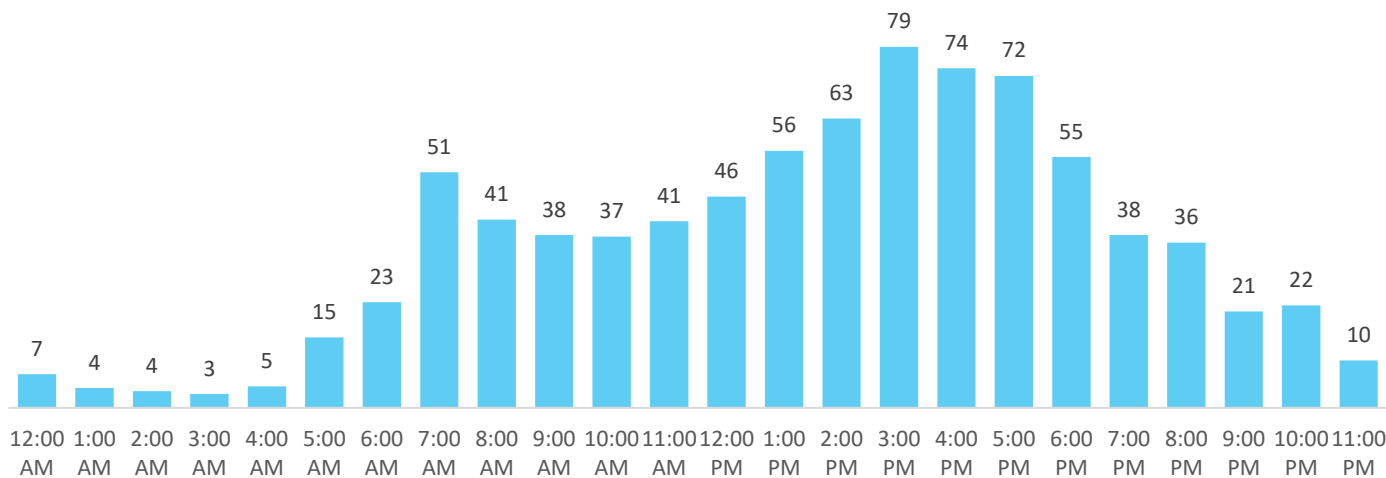
## Day Count within Study



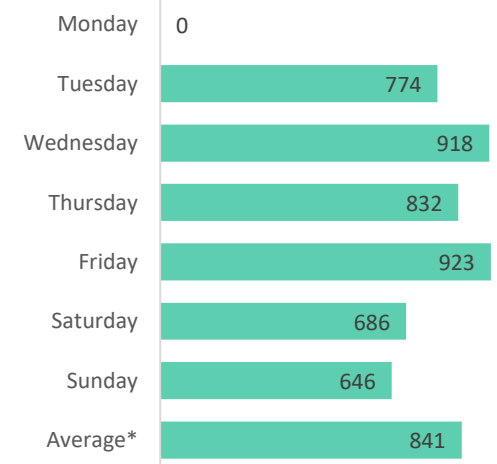
## Peak Hour Volume by Weekday



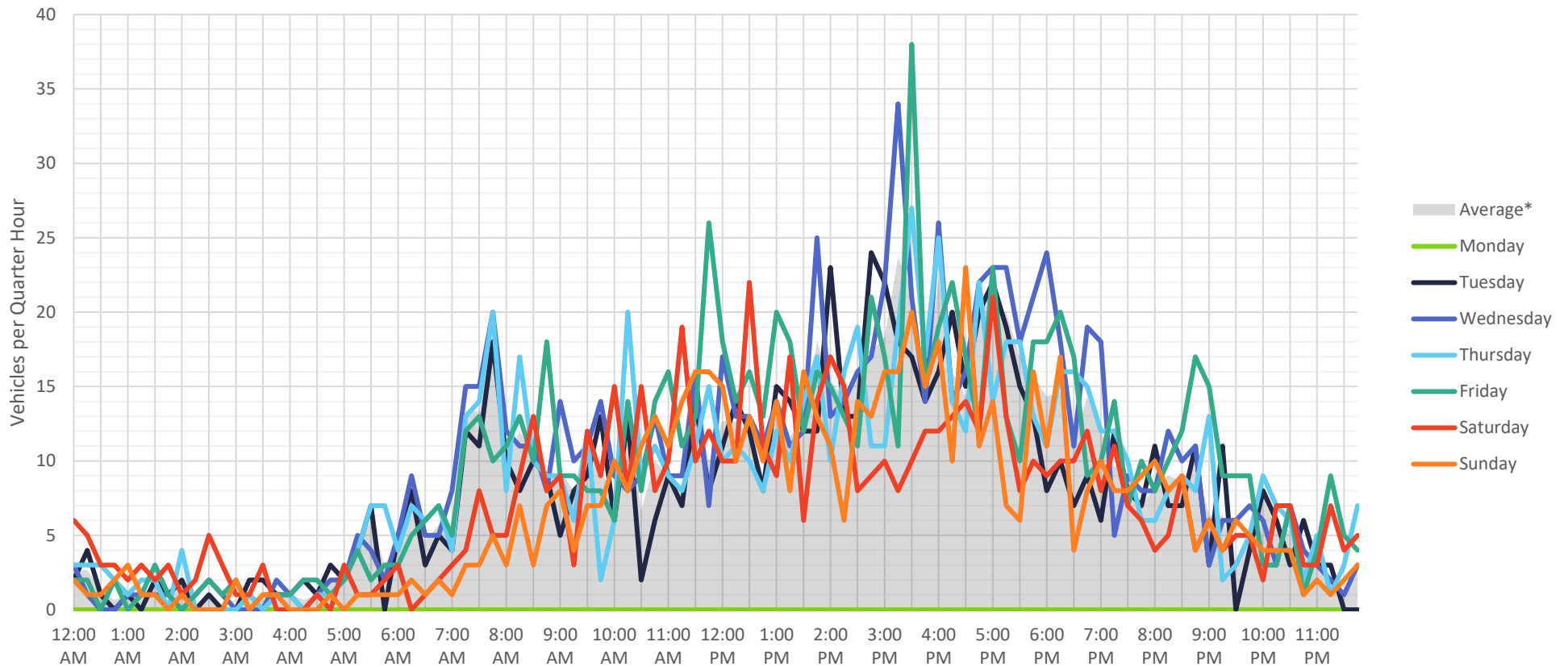
## Hourly Volume\*



## Weekday Volume



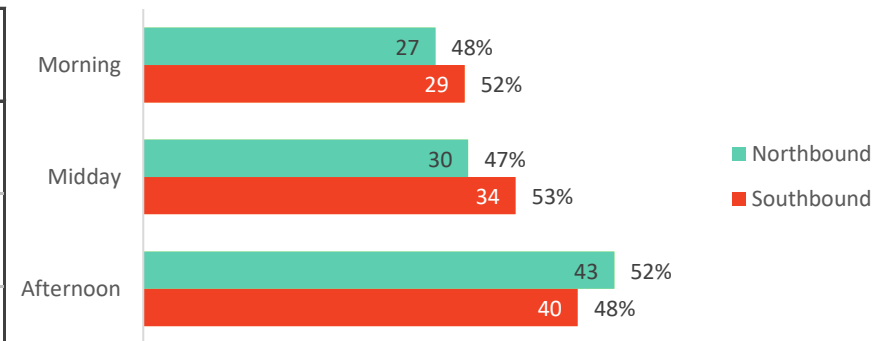
## Quarter Hour (15-Minute) Volume by Weekday



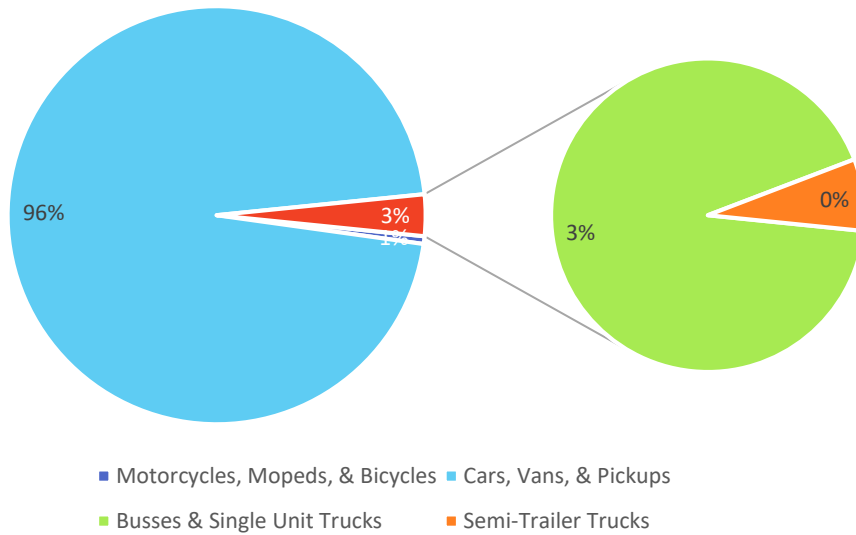
## Peak Hour Statistics\*

Period of Day	Time Frame		Peak Hour Factor	Total Volume	15-Min Volume	Peak Rate (sec/veh)
Morning (Before 10 AM)	7:15 AM	8:15 AM	0.72	56	19	46.6
Midday (10 AM - 2 PM)	1:45 PM	2:45 PM	0.88	64	18	50.0
Afternoon (After 2 PM)	3:15 PM	4:15 PM	0.87	83	24	38.0

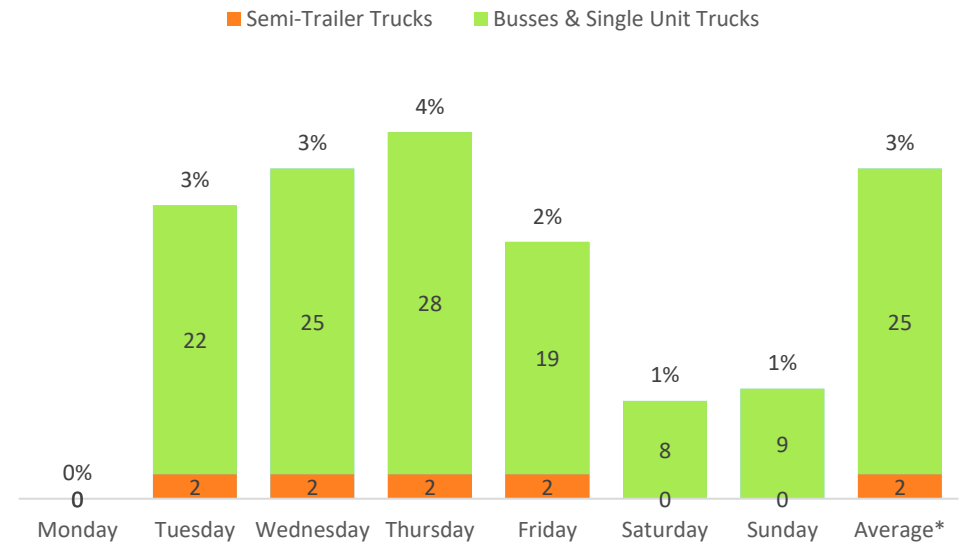
## Peak Hour Volume by Direction\*



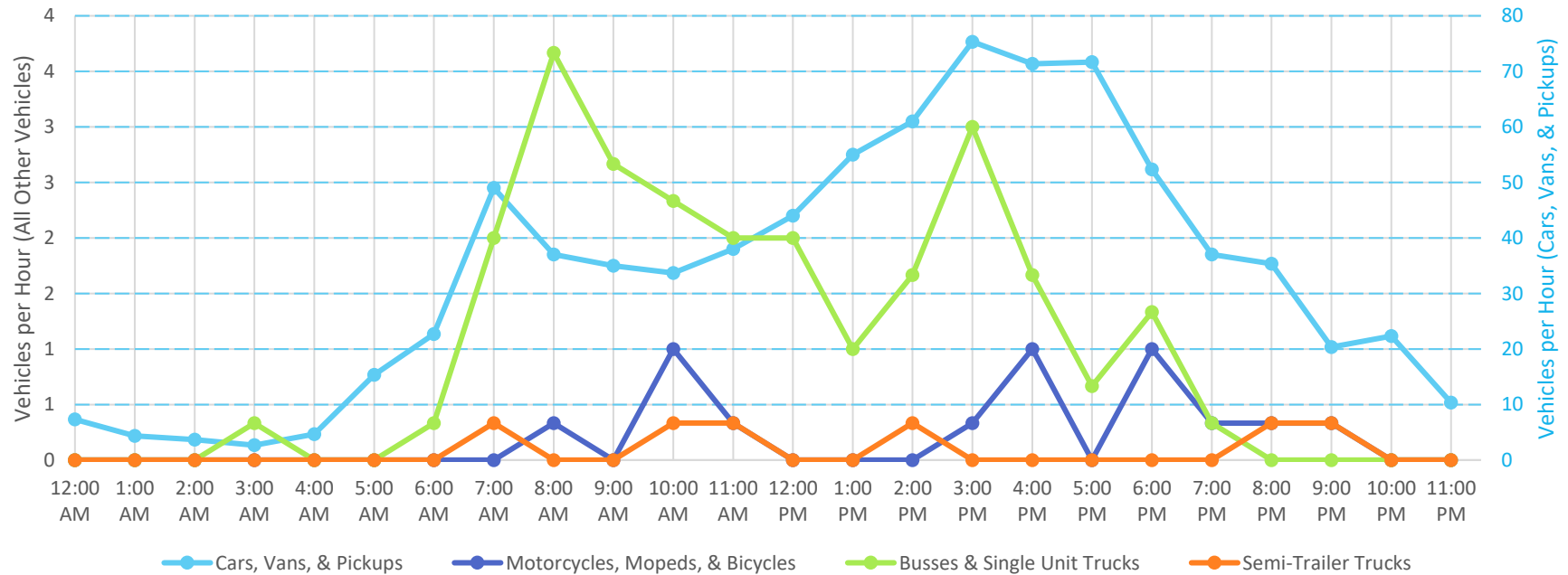
### Vehicle Classification\*



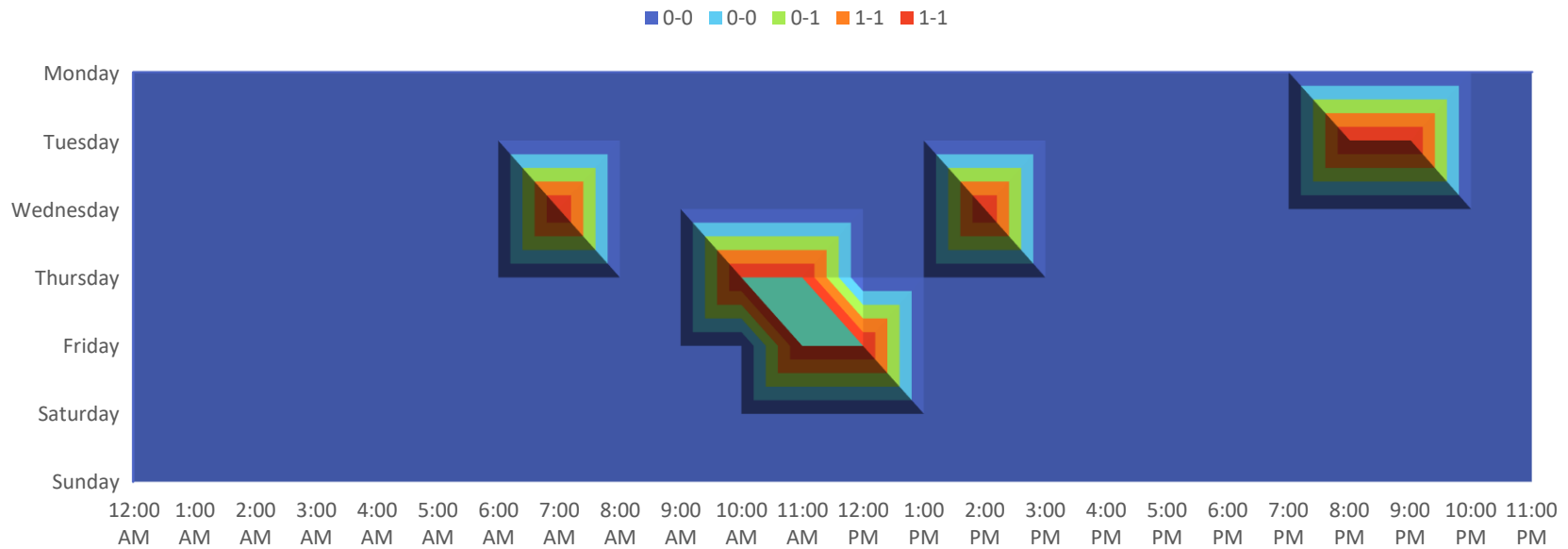
### Weekday Truck Volume



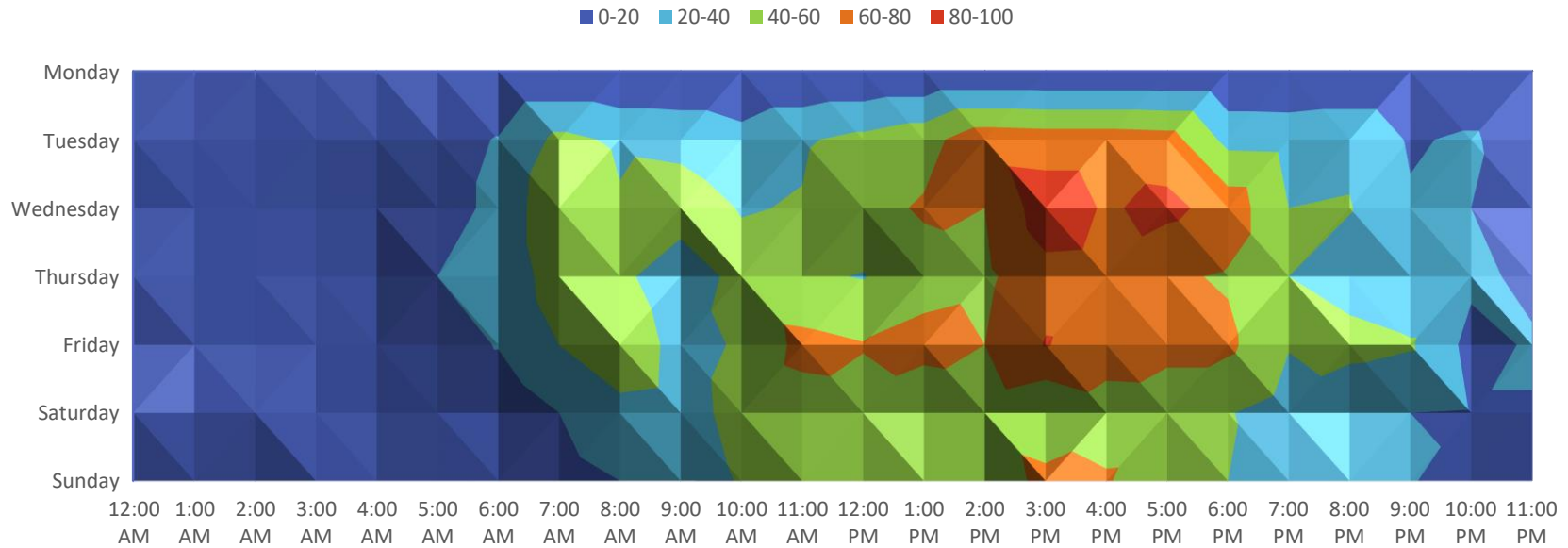
### Hourly Volume by Vehicle Classification\*



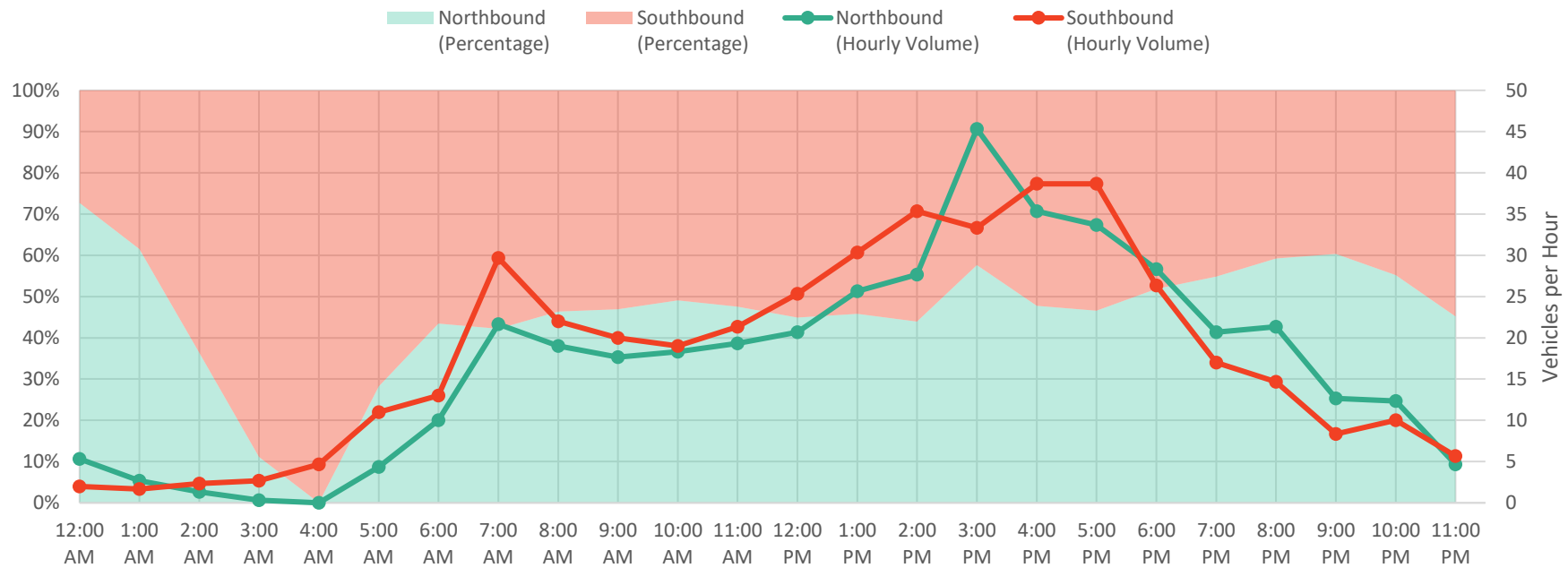
## Semi-Trailer Truck Hourly Volumes by Weekday



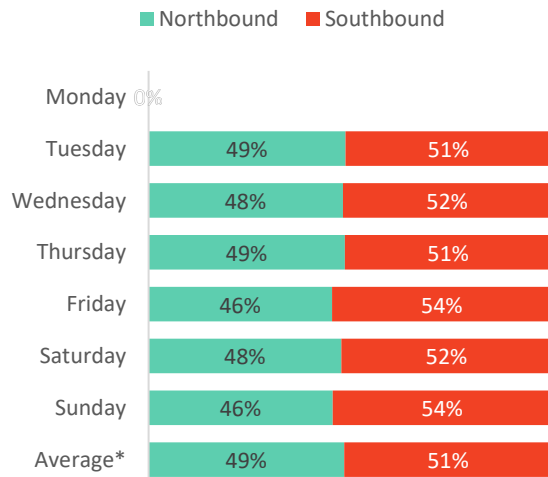
## Hourly Volumes by Weekday



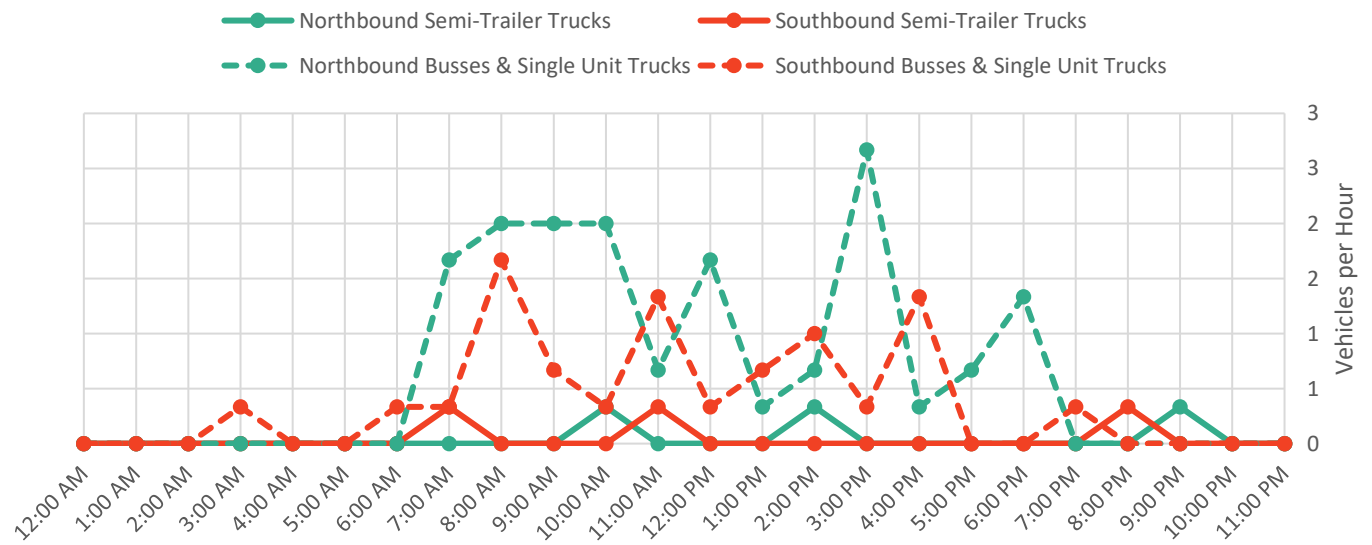
## Hourly Directional Volume\*



## Weekday Volume by Direction



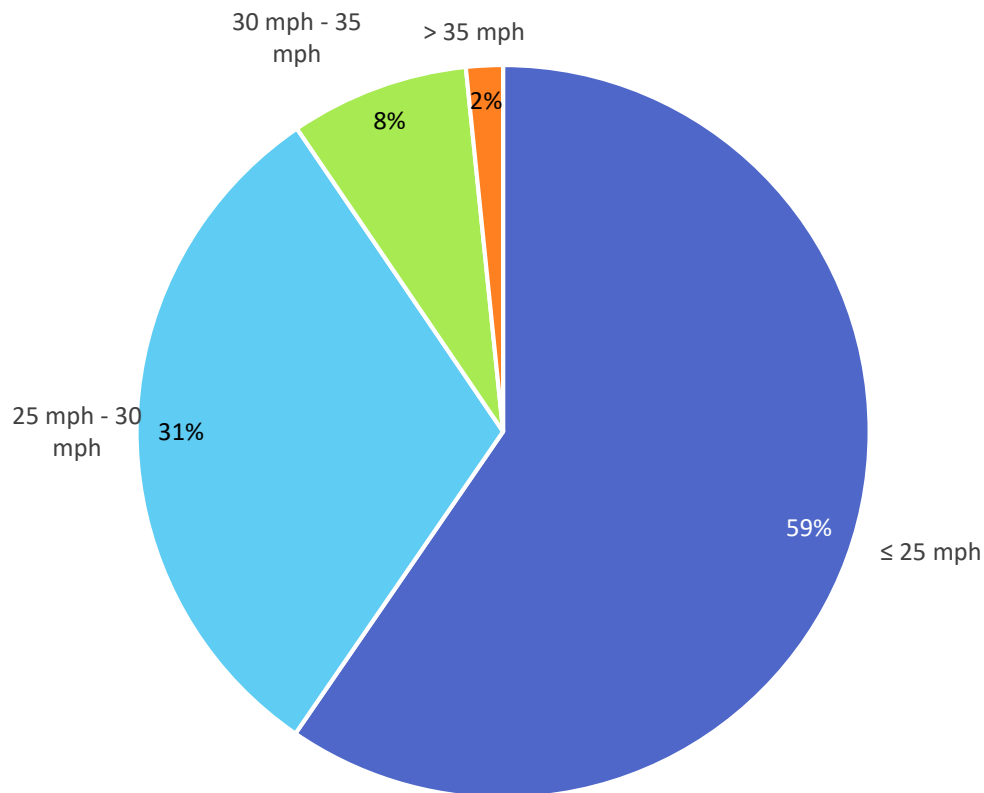
## Hourly Directional Truck Volume\*



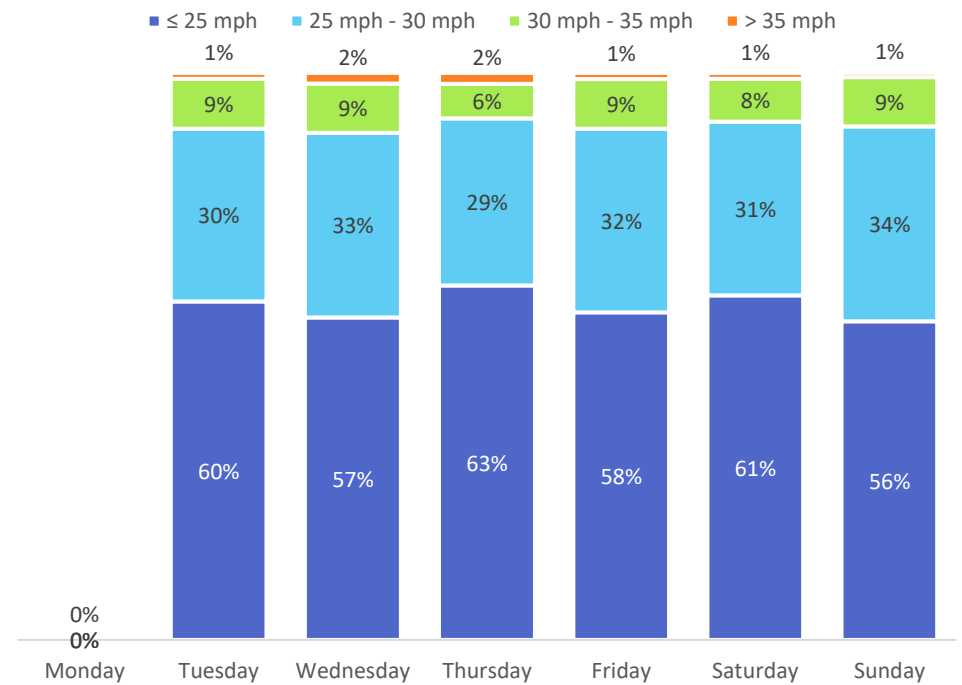
### General Speed Statistics\*

Posted Speed Limit	25 mph	Median Speed	23.9 mph
Average Speed	24 mph	85th Percentile Speed	28.6 mph
Standard Deviation	4.8 mph	95th Percentile Speed	31.5 mph
% Above Speed Limit	40.4%	10 mph Pace	19 - 29 mph
% Above 10 + Speed Limit	1.6%	Percent within Pace	72.7%

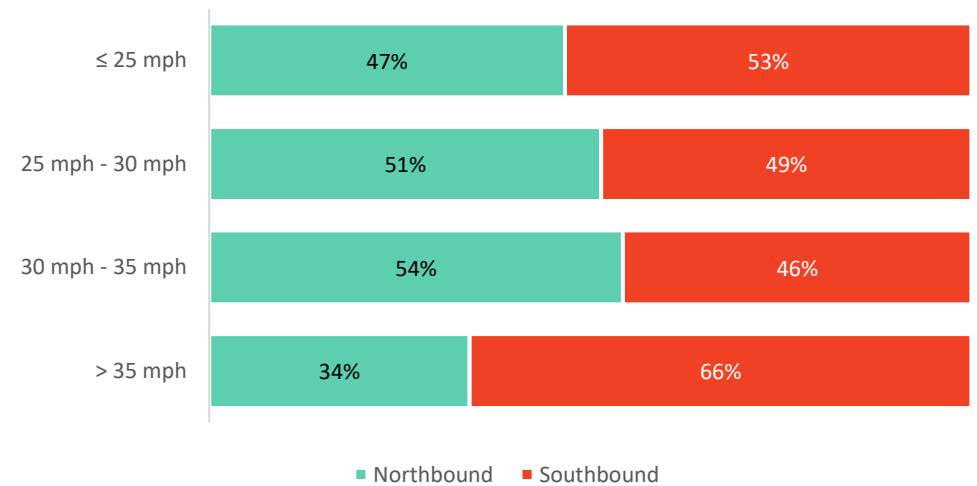
### Speed Distribution\*



### Speed Distribution by Weekday

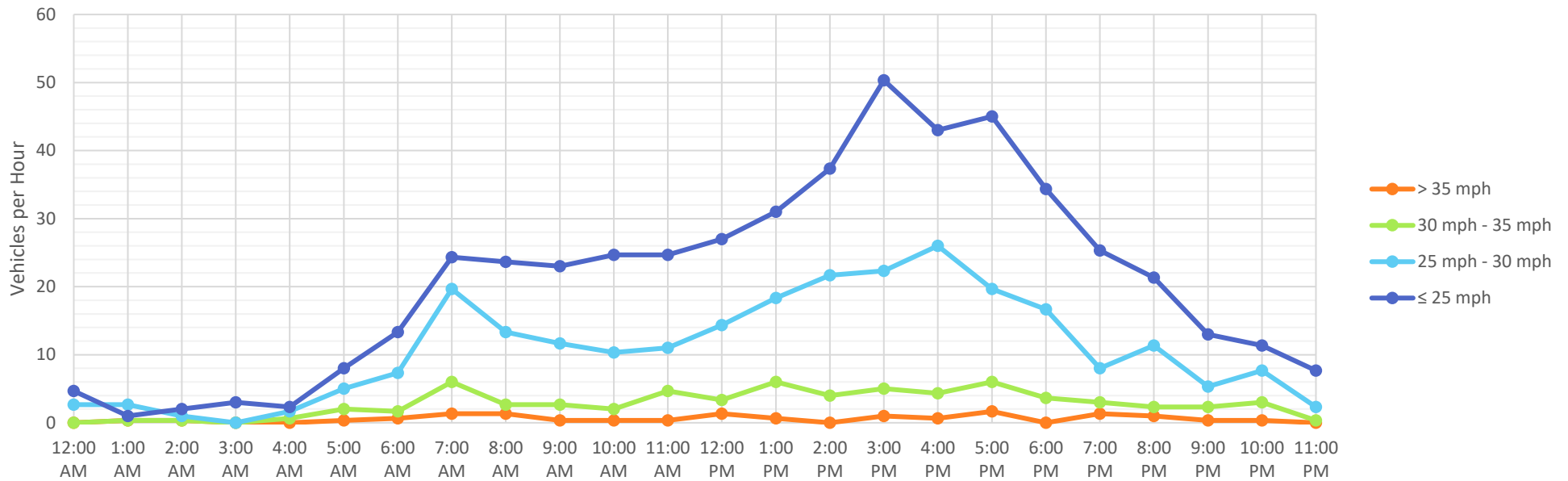


### Speed Distribution by Direction\*

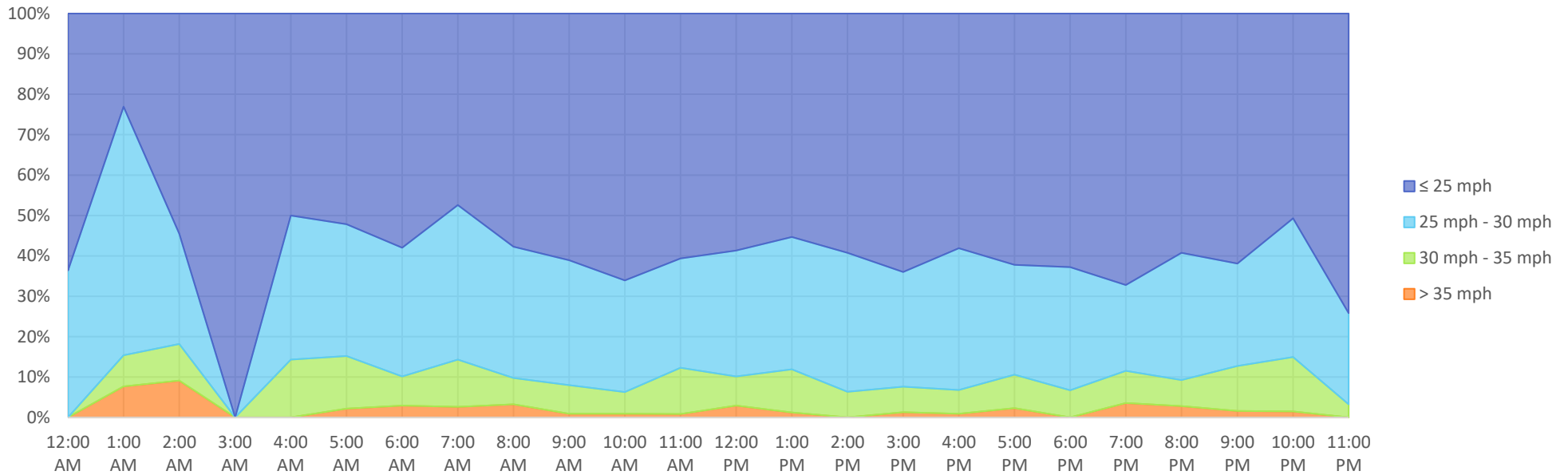




### Speed Distribution by Time of Day\*

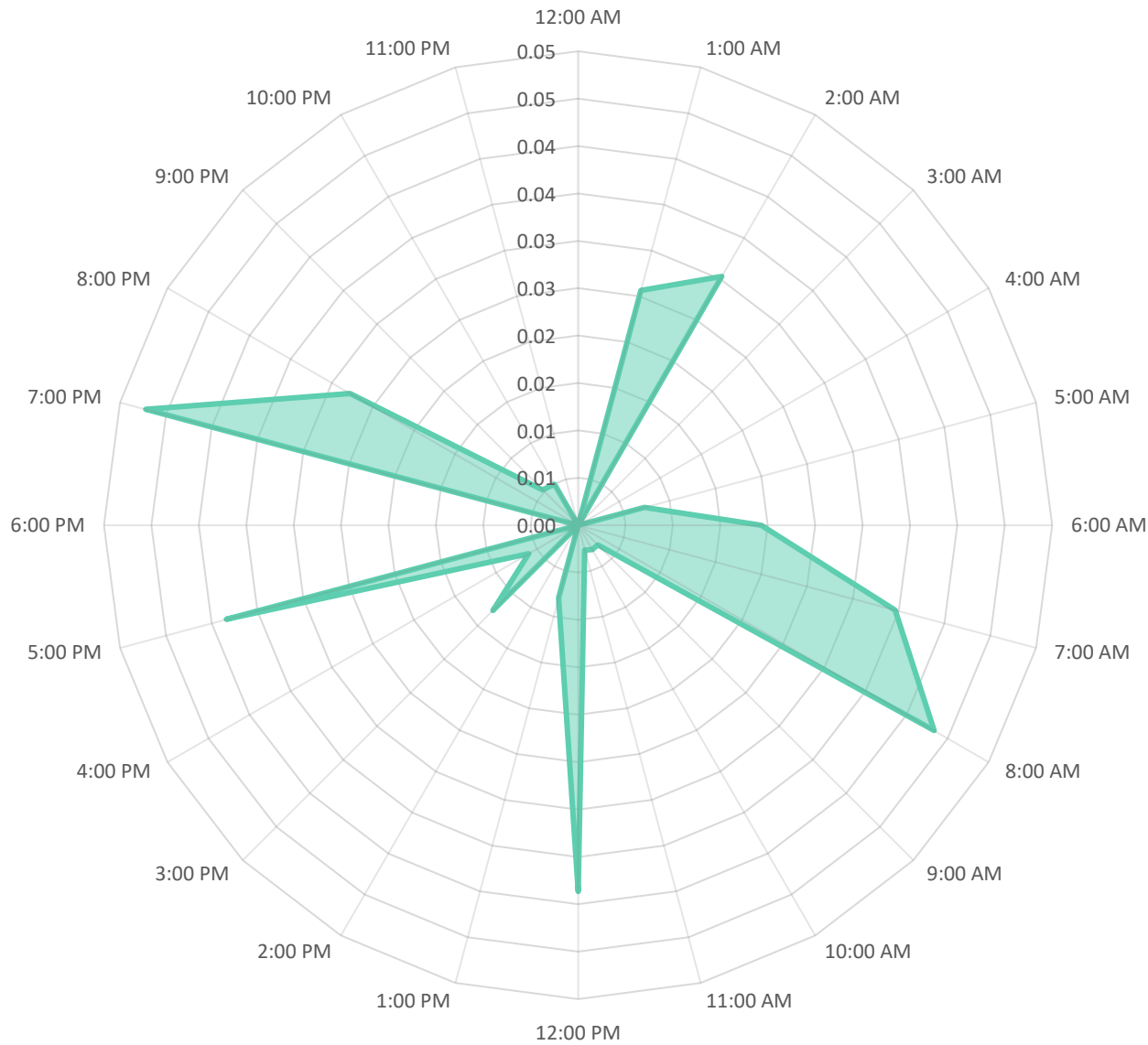


### Speed Distribution by Time of Day\*

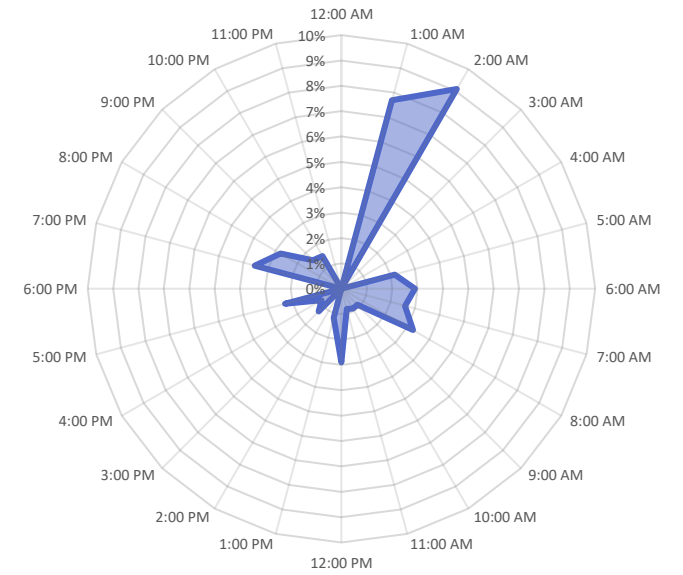


### Speeding Severity Index\*

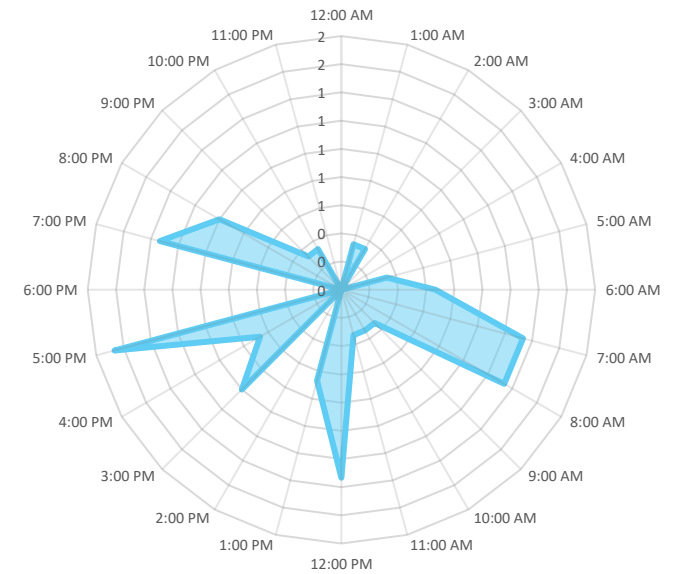
(Speeding Ratio x Quantity; Higher Value = More Speeding Occuring)



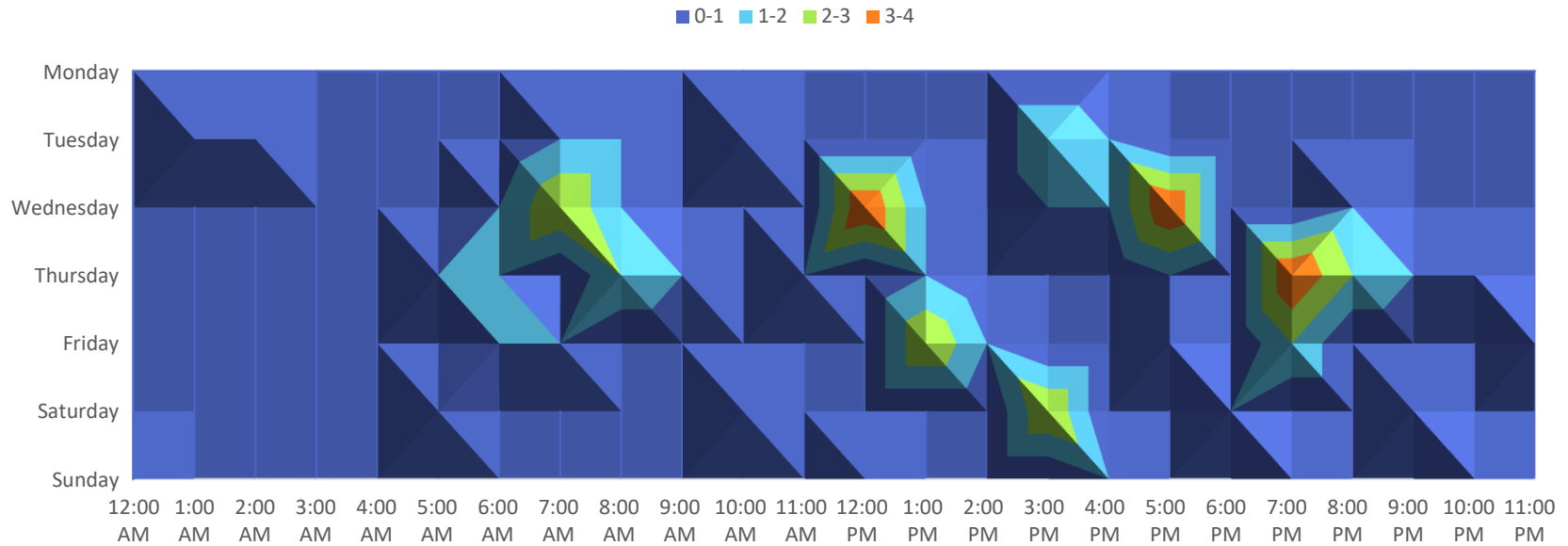
### Percent of Speeds > 35 mph\*



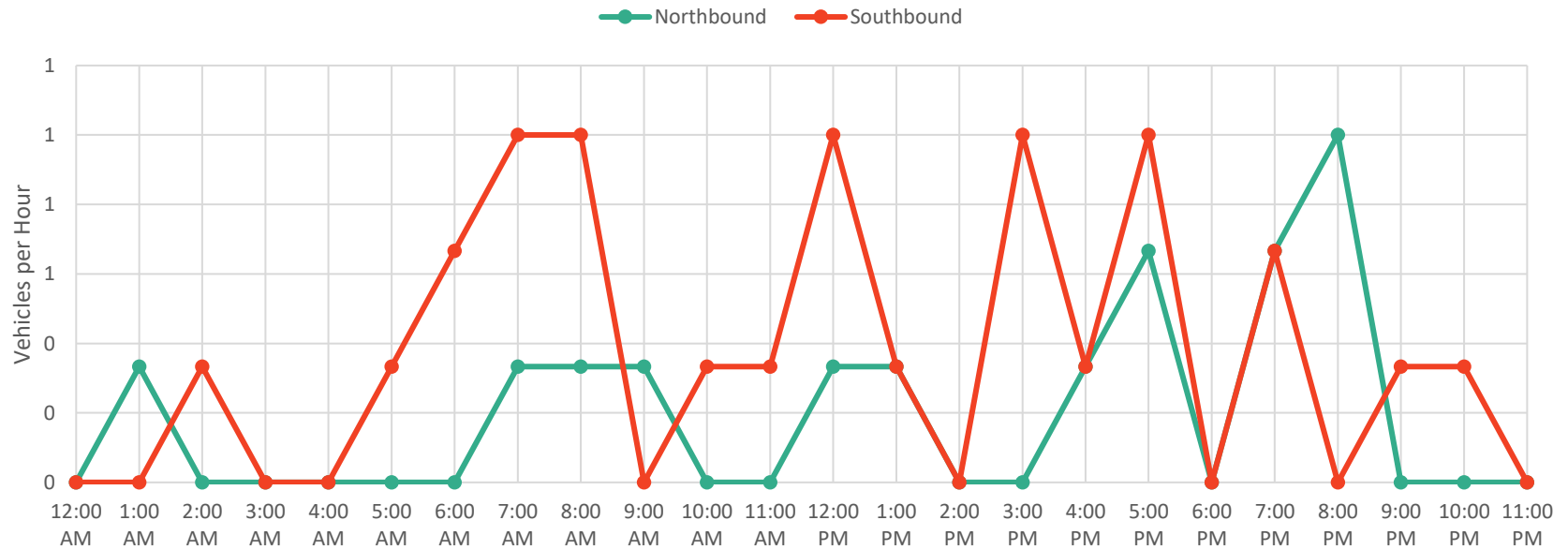
### Quantity of Speeds > 35 mph\*



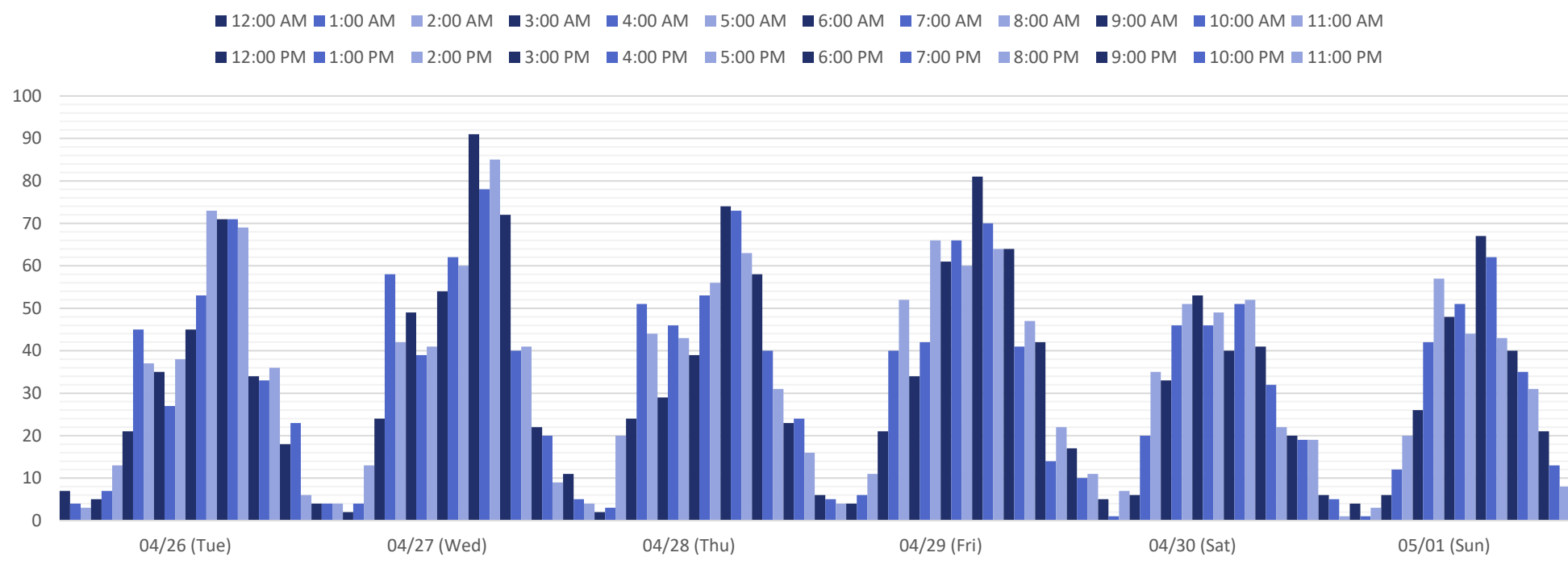
### Vehicles Traveling > 35 mph by Weekday (per Hour)



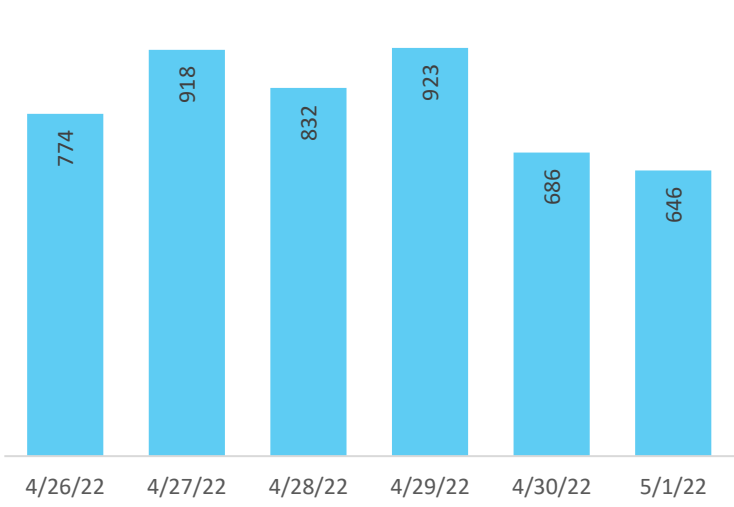
### Vehicles Traveling > 35 mph by Direction (per Hour)\*



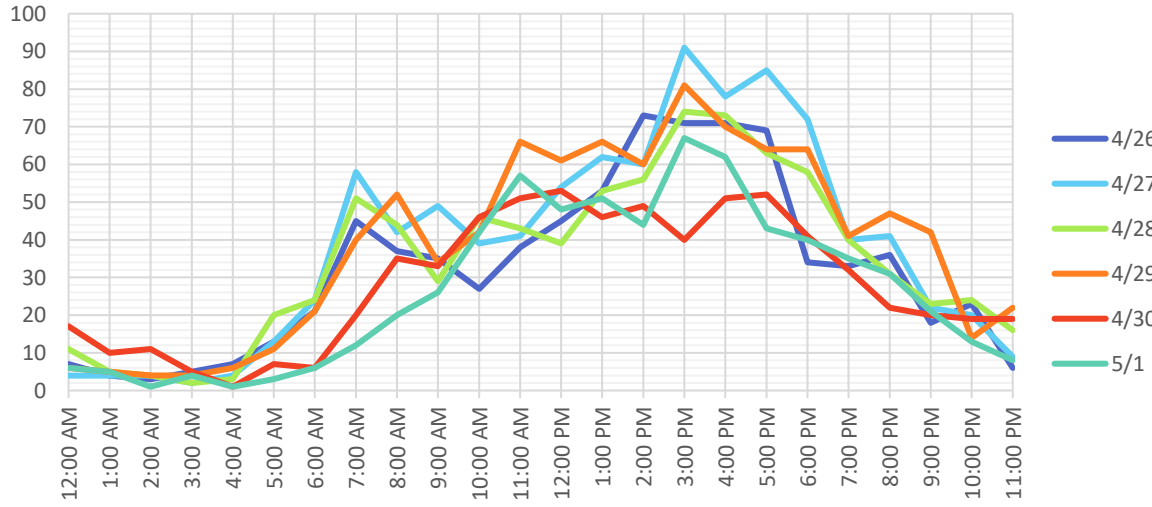
Hourly Volumes (Individual Days)



Daily Volume (Individual Days)



Hourly Volumes (Individual Days)





# Traffic Study Report

## Study Description & Parameters

Street	Isabella Street		
Location	Adams Street - Caroline St		
Study Period	04/26/2022 to 05/01/2022 (School in Session)		
Exemptions	None		
Total Vehicles in Count	3,956	Total Days	6
Total Vehicles in Typical Day Count*	2,102	Typical Days*	3

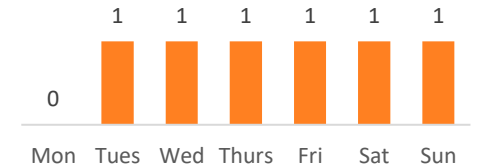
## Notes

- \* Datasets marked with an asterisk comprise data collected only on Tuesdays, Wednesdays, and Thursdays for purposes of best representing a typical weekday.
- \*\* All weekday statistics indicate averages for each day of week.

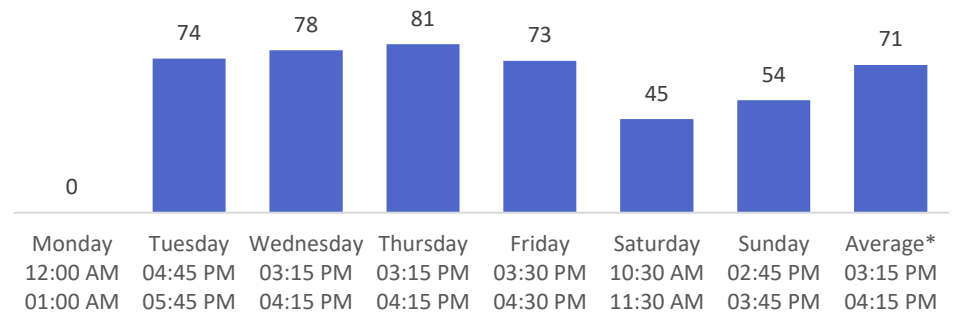
## General Volume Statistics

Average Daily Traffic*	701
Standard Deviation*	43
Weekday Average	722
Total Week Average	659

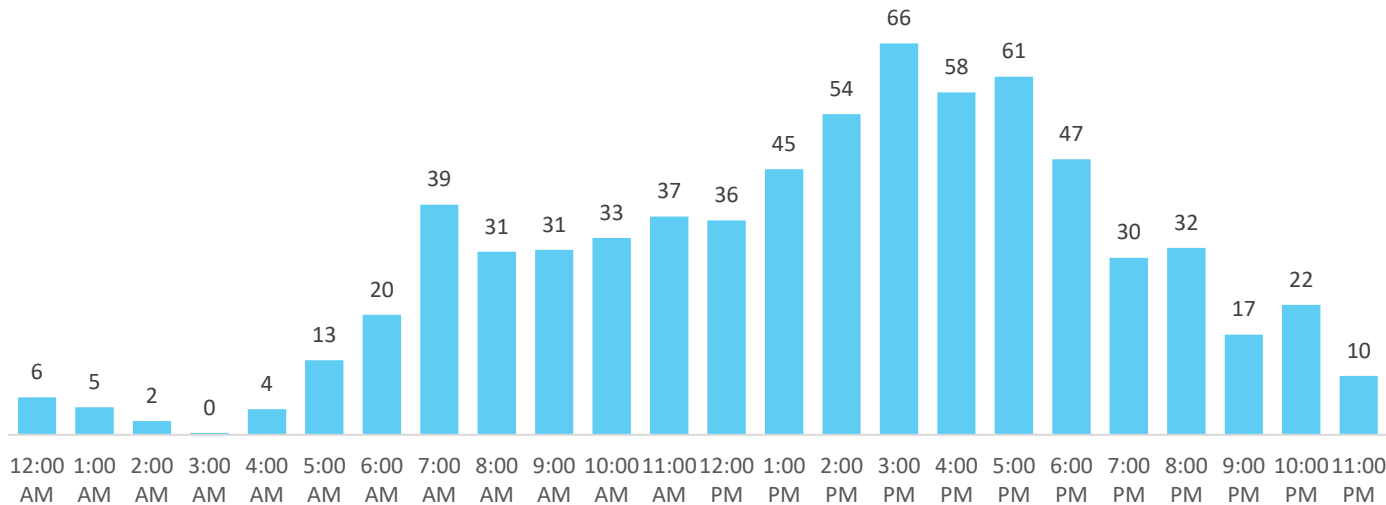
## Day Count within Study



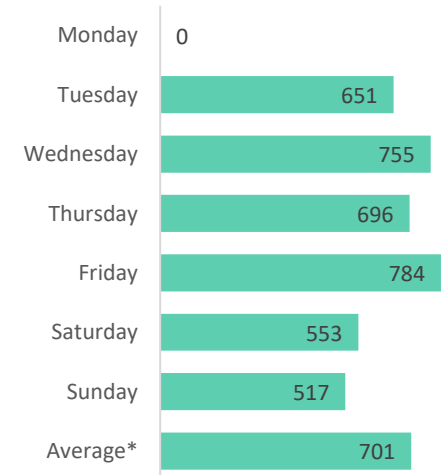
## Peak Hour Volume by Weekday



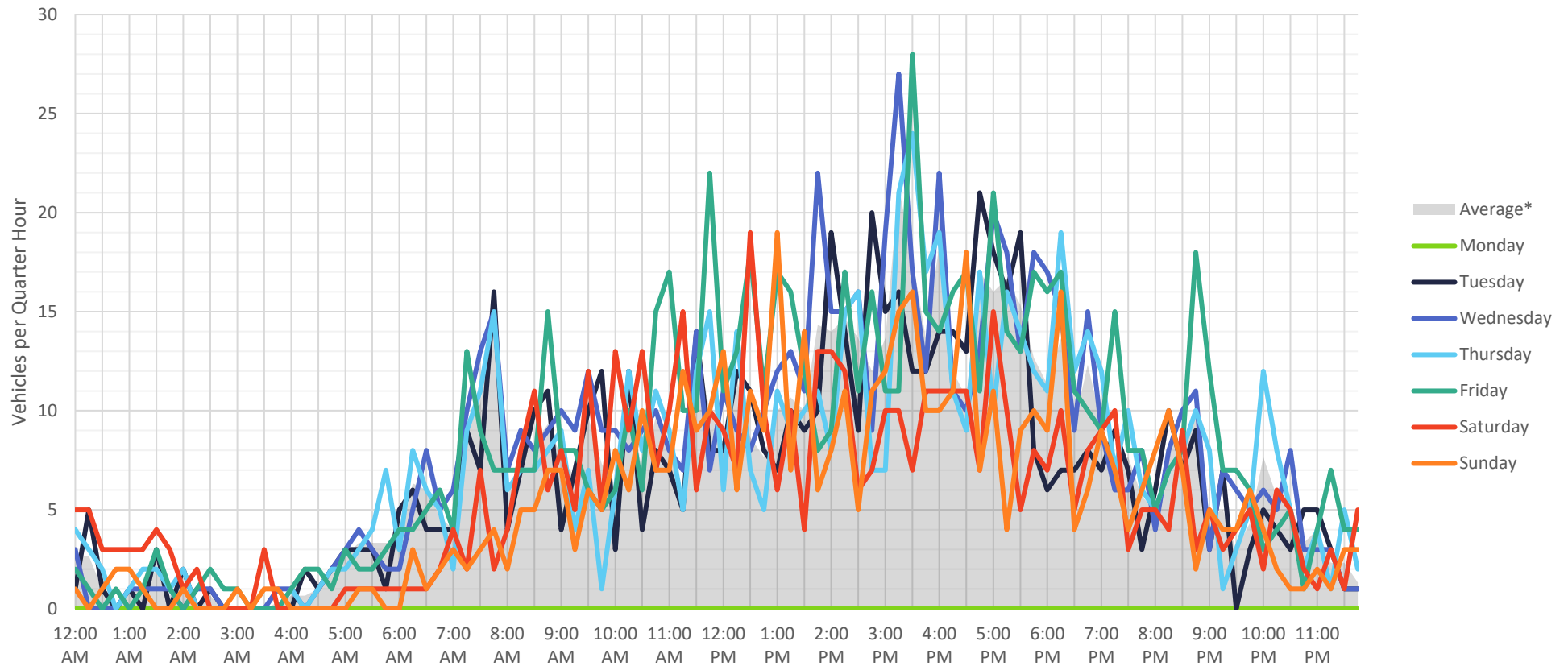
## Hourly Volume\*



## Weekday Volume



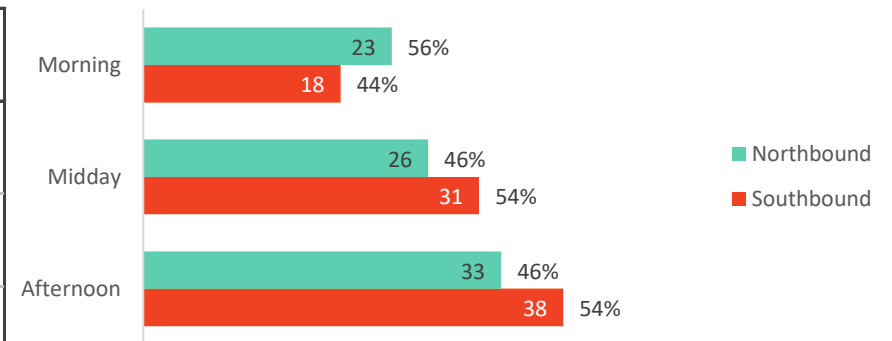
## Quarter Hour (15-Minute) Volume by Weekday



## Peak Hour Statistics\*

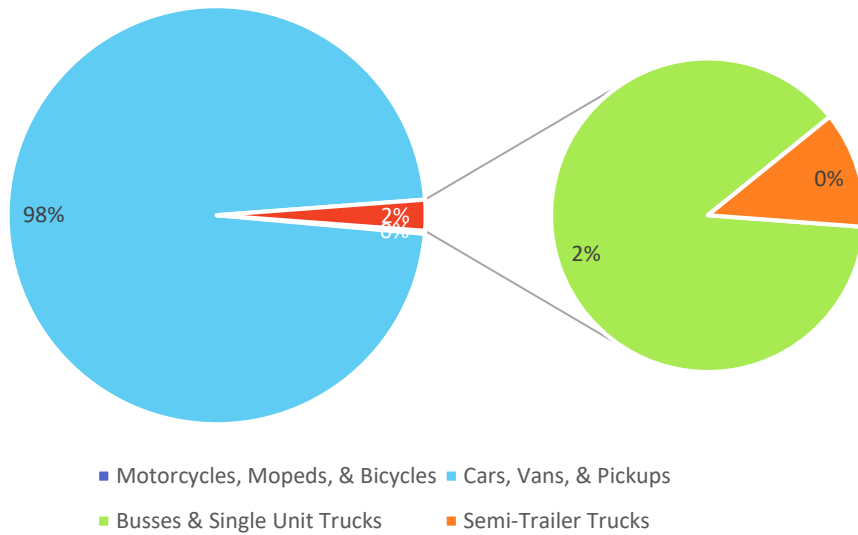
Period of Day	Time Frame		Peak Hour Factor	Total Volume	15-Min Volume	Peak Rate (sec/veh)
Morning (Before 10 AM)	7:15 AM	8:15 AM	0.66	41	15	58.7
Midday (10 AM - 2 PM)	1:45 PM	2:45 PM	0.97	57	15	61.4
Afternoon (After 2 PM)	3:15 PM	4:15 PM	0.83	71	21	42.2

## Peak Hour Volume by Direction\*

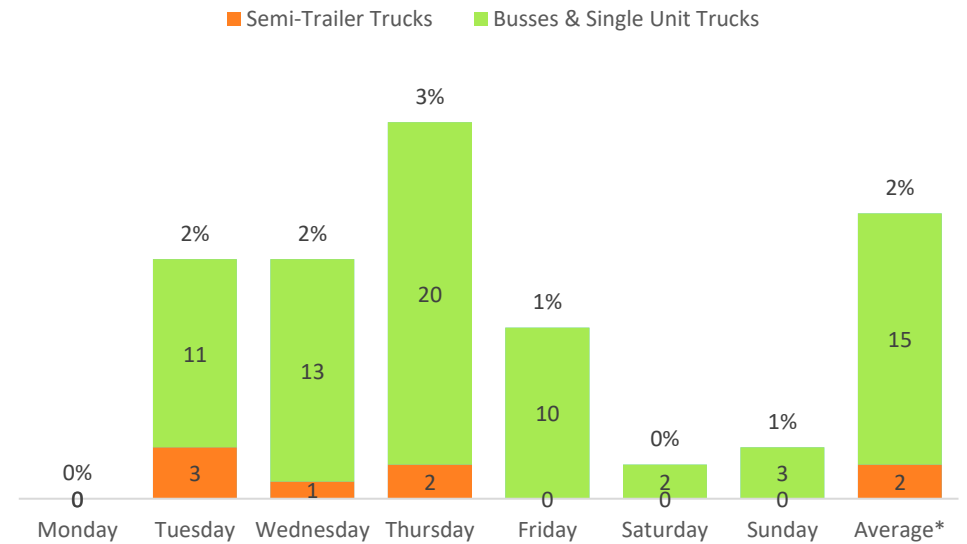




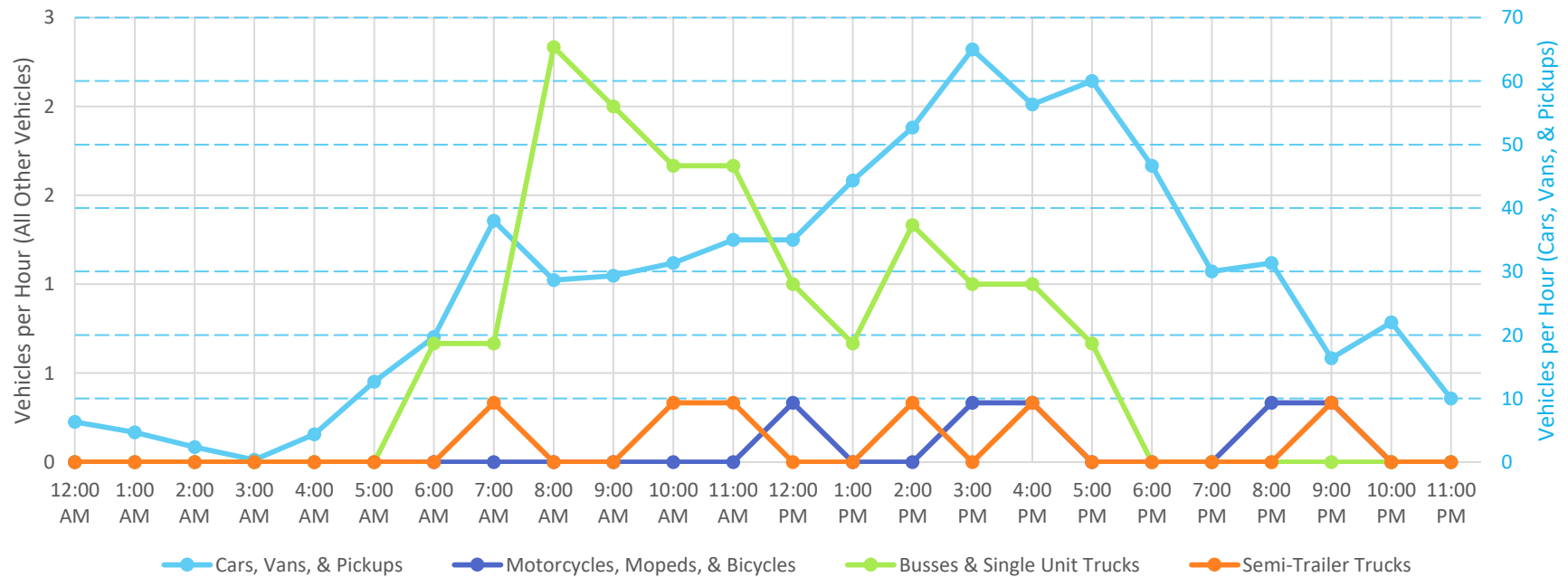
### Vehicle Classification\*



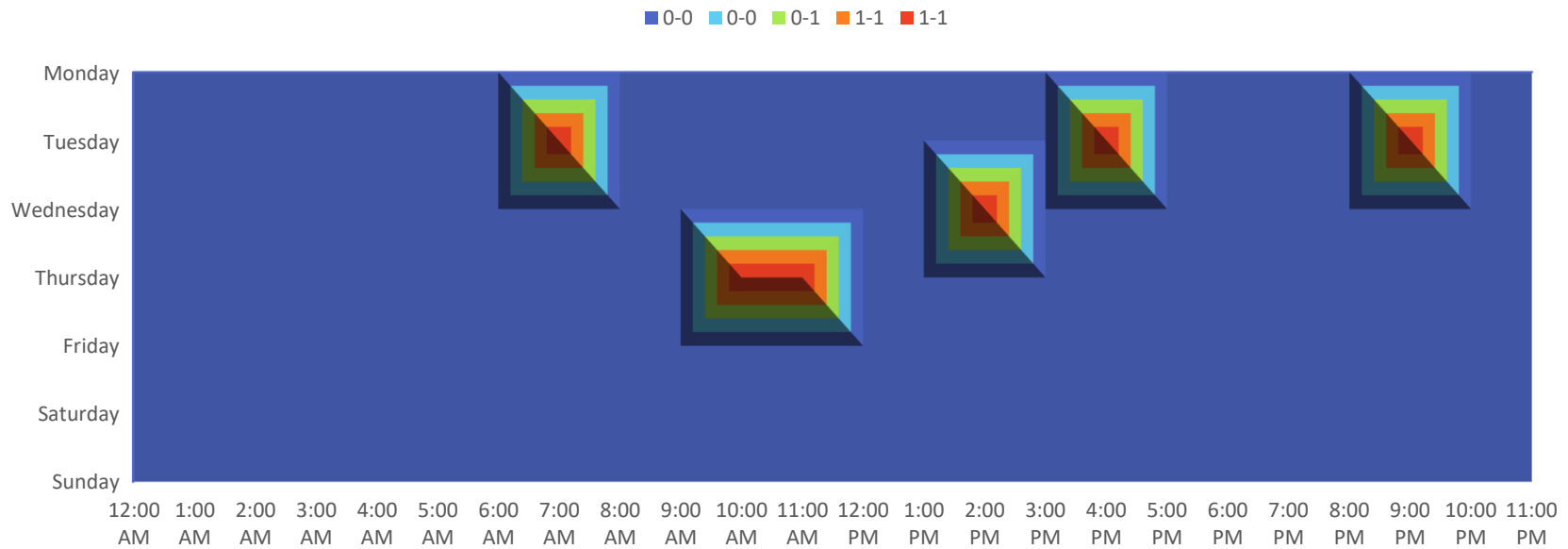
### Weekday Truck Volume



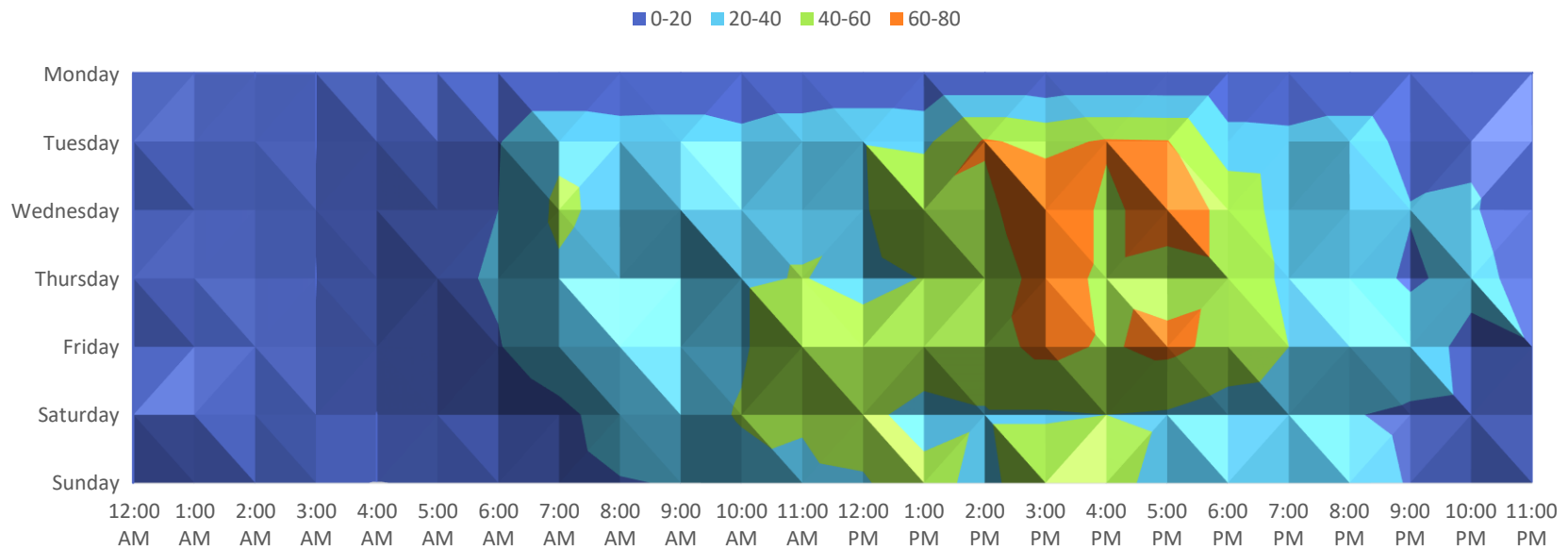
### Hourly Volume by Vehicle Classification\*



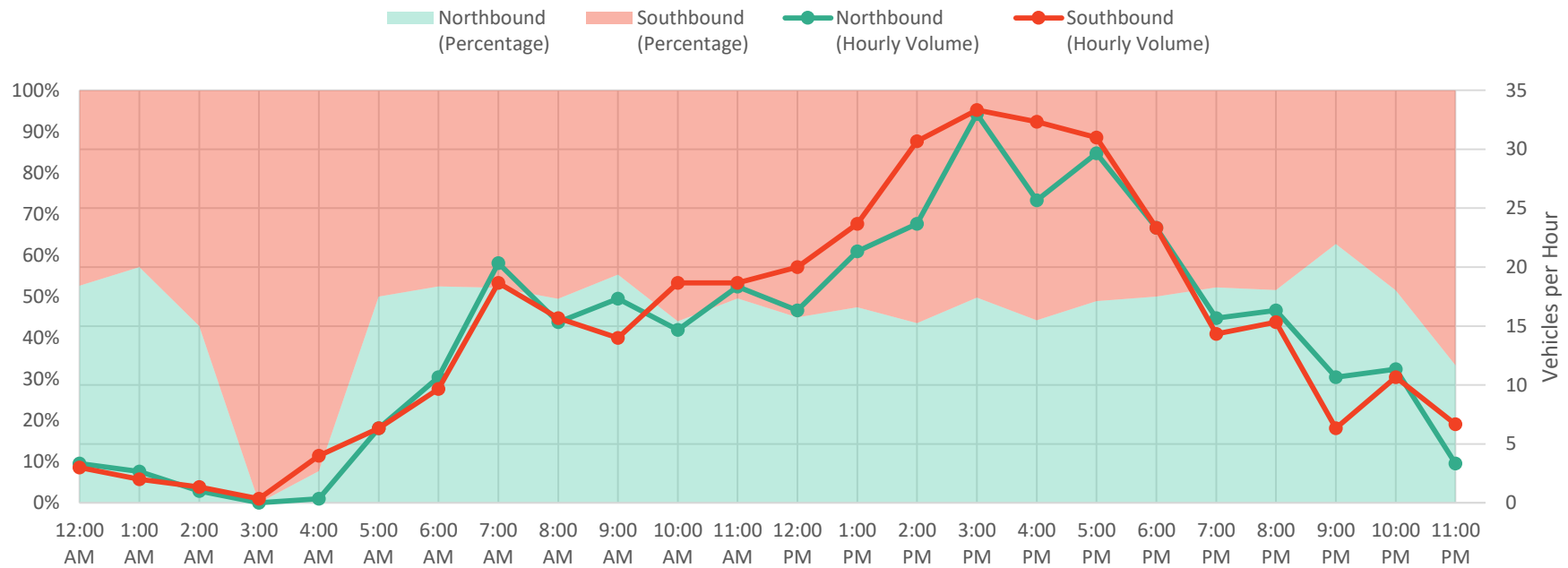
## Semi-Trailer Truck Hourly Volumes by Weekday



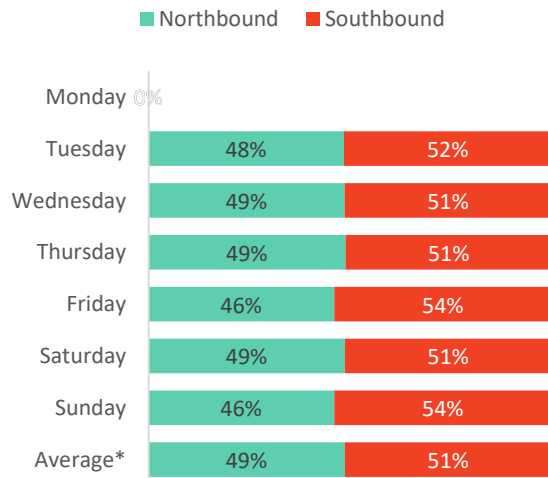
## Hourly Volumes by Weekday



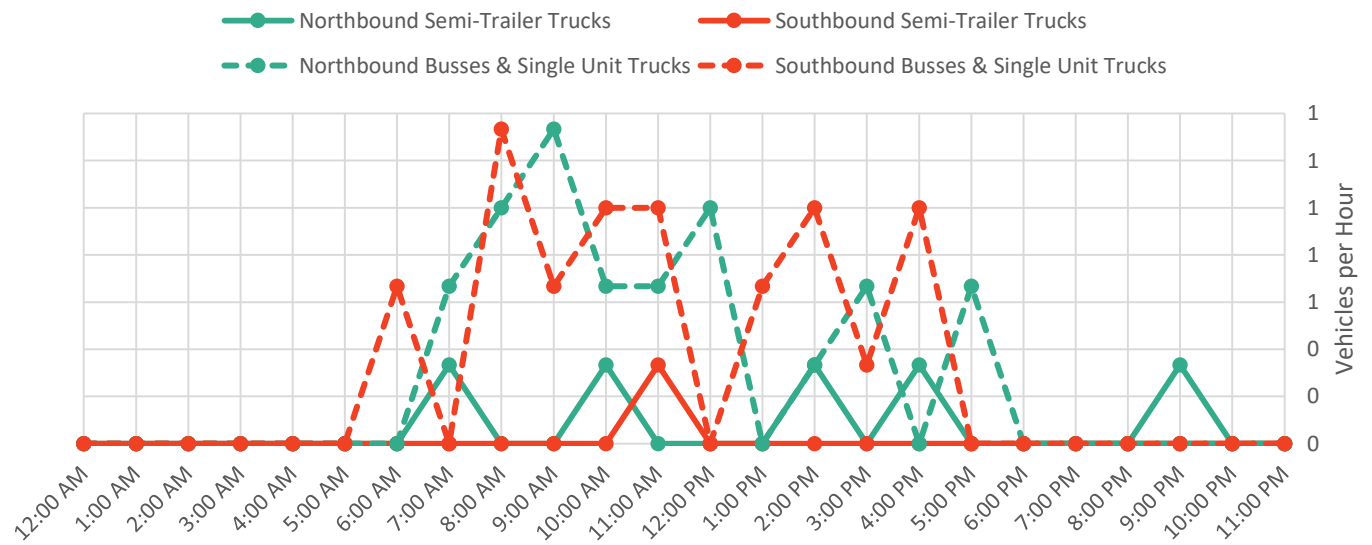
## Hourly Directional Volume\*



## Weekday Volume by Direction



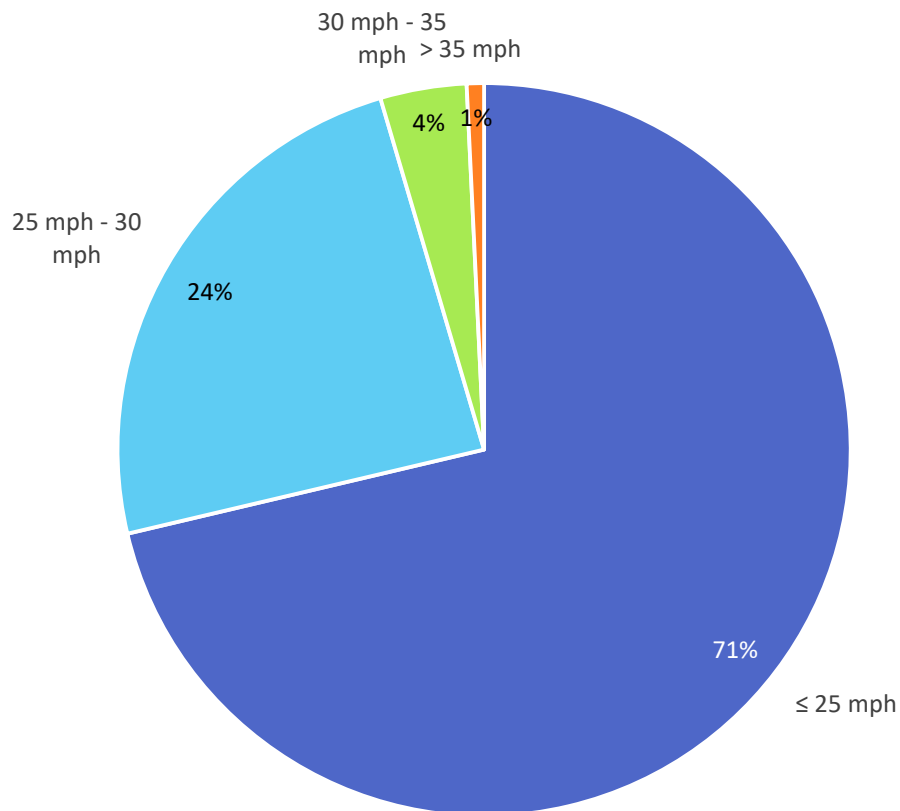
## Hourly Directional Truck Volume\*



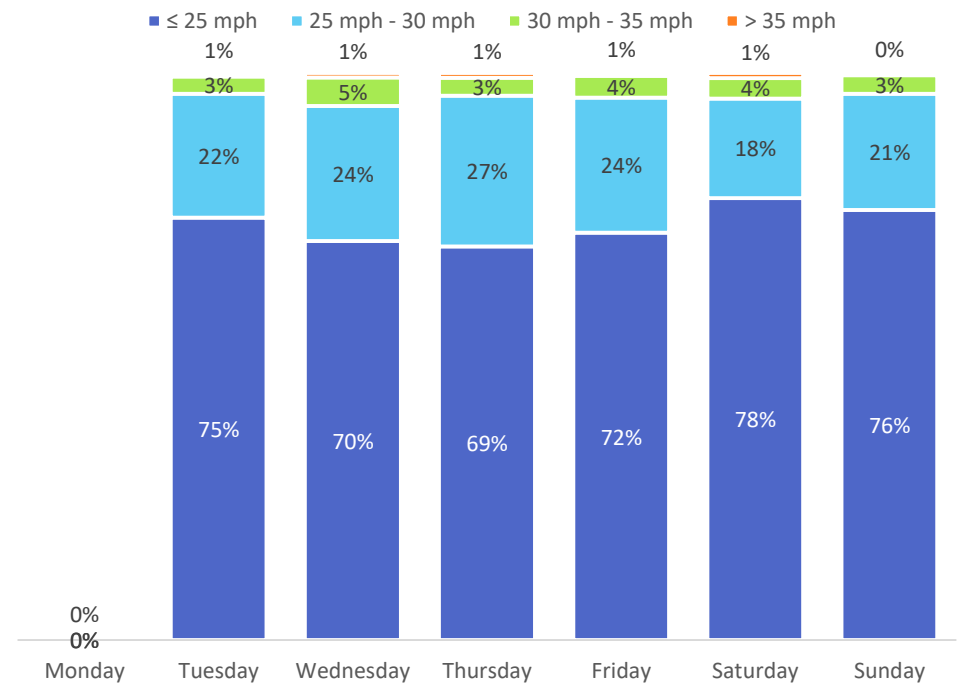
## General Speed Statistics\*

Posted Speed Limit	25 mph	Median Speed	22.8 mph
Average Speed	22.7 mph	85th Percentile Speed	27.1 mph
Standard Deviation	4.7 mph	95th Percentile Speed	29.8 mph
% Above Speed Limit	28.7%	10 mph Pace	18 - 28 mph
% Above 10 + Speed Limit	0.8%	Percent within Pace	75.6%

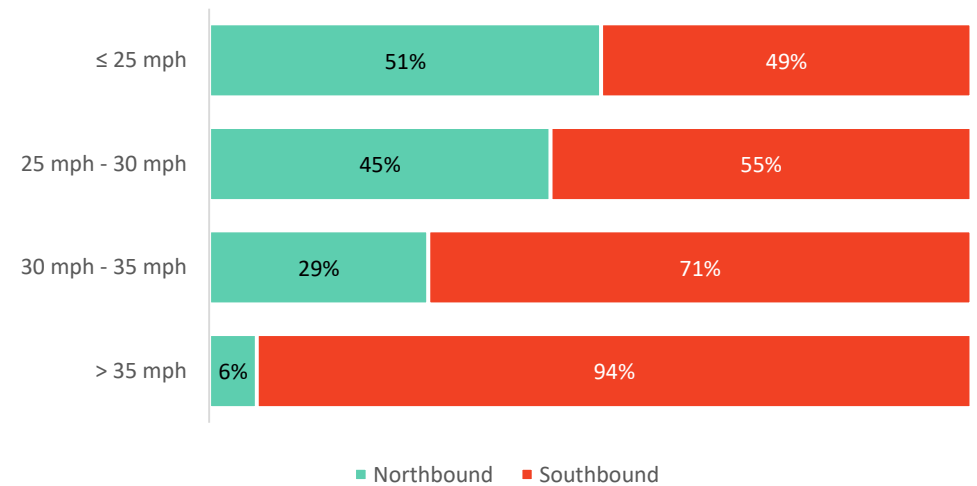
## Speed Distribution\*



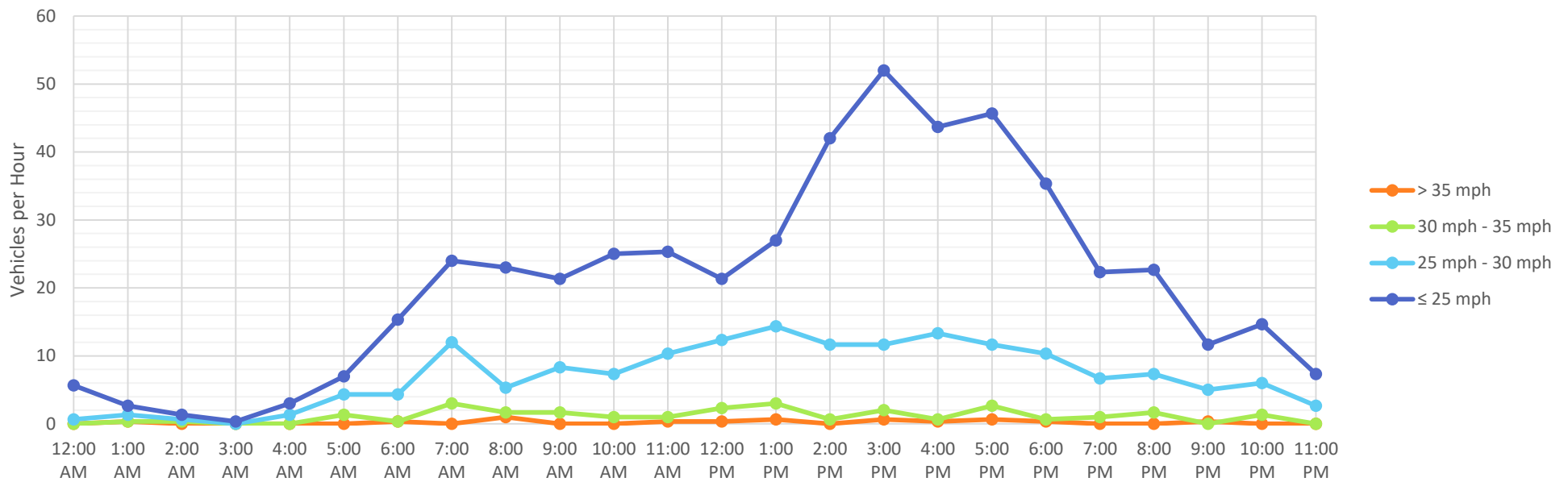
## Speed Distribution by Weekday



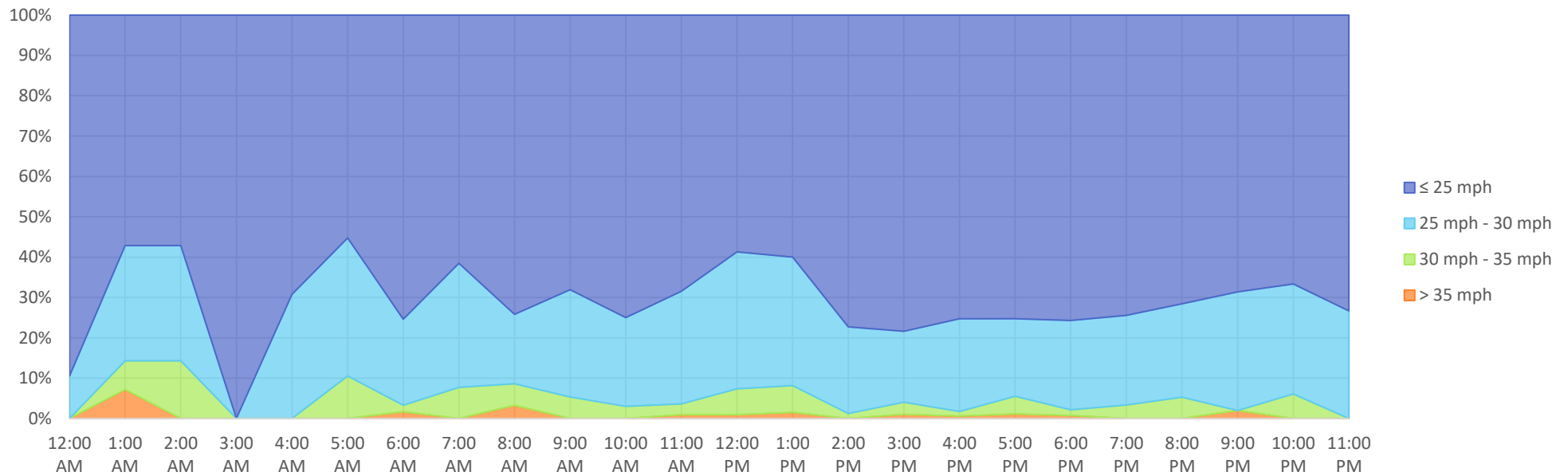
## Speed Distribution by Direction\*



### Speed Distribution by Time of Day\*

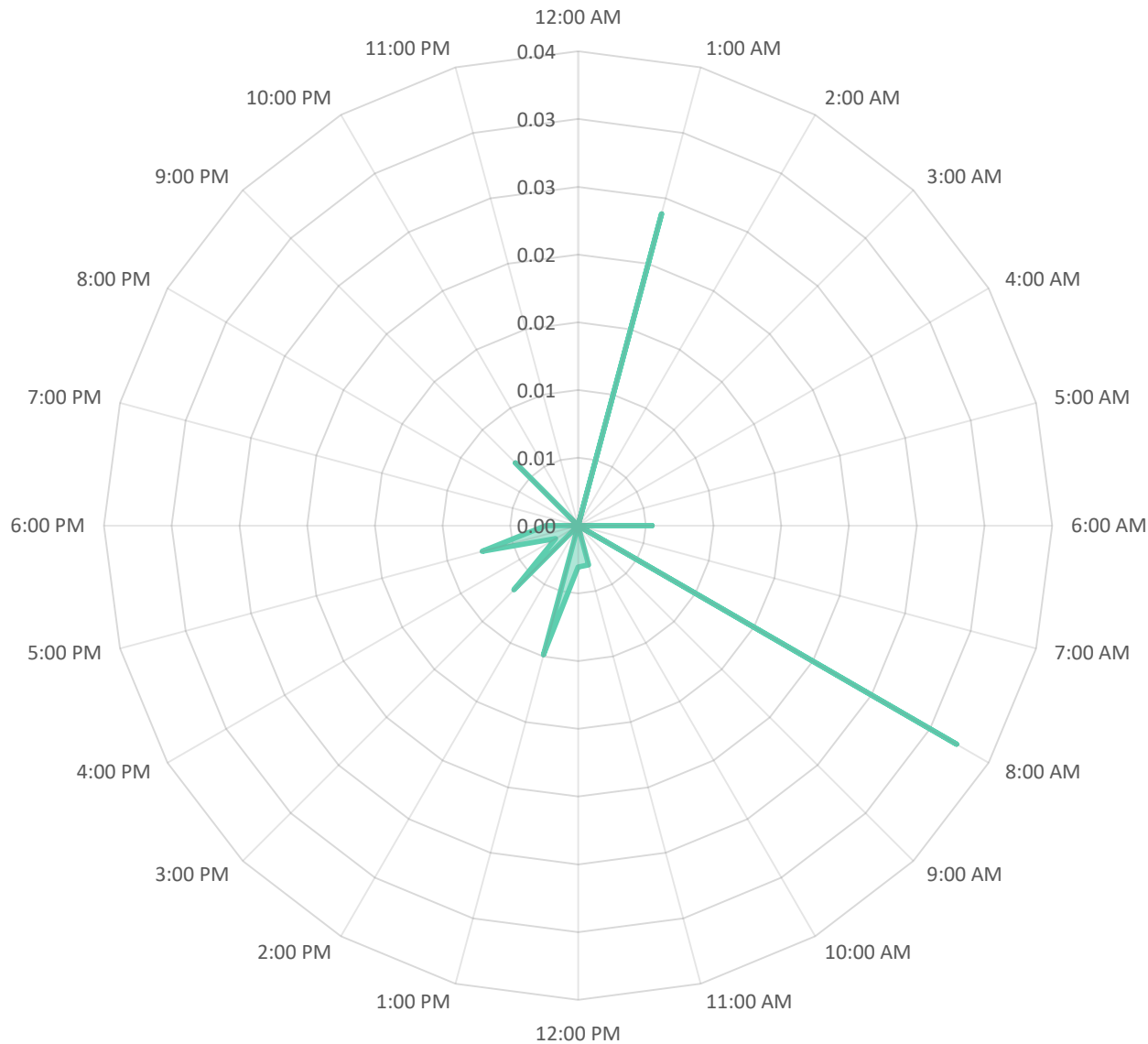


### Speed Distribution by Time of Day\*

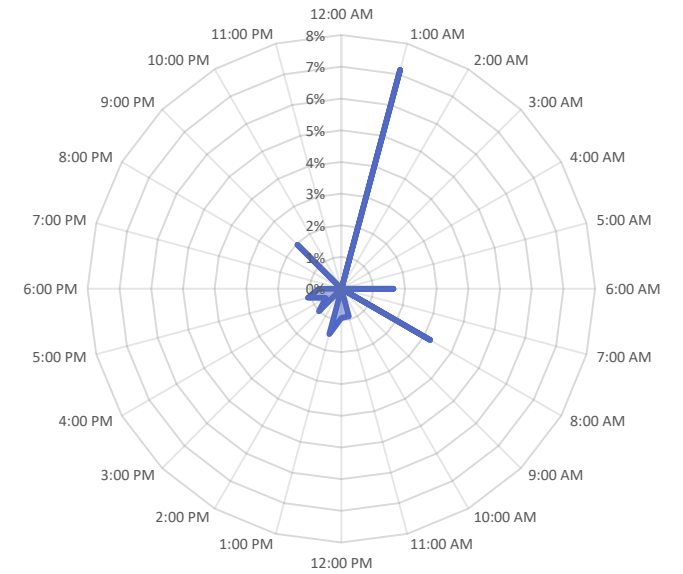


### Speeding Severity Index\*

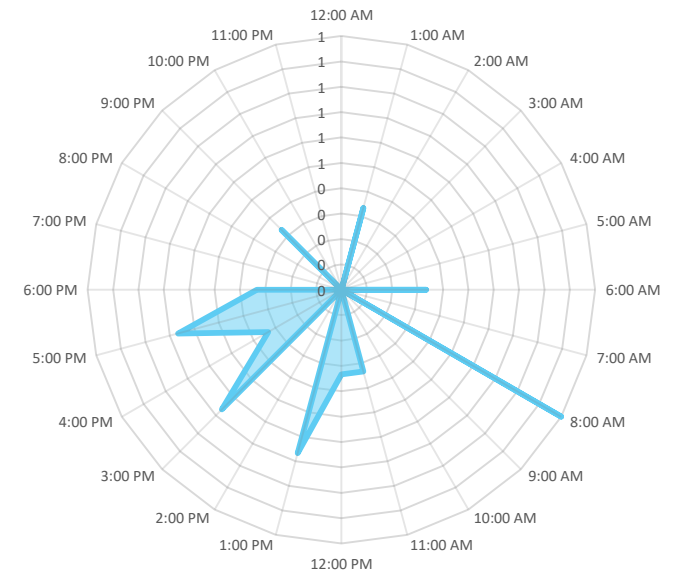
(Speeding Ratio x Quantity; Higher Value = More Speeding Occuring)



### Percent of Speeds > 35 mph\*

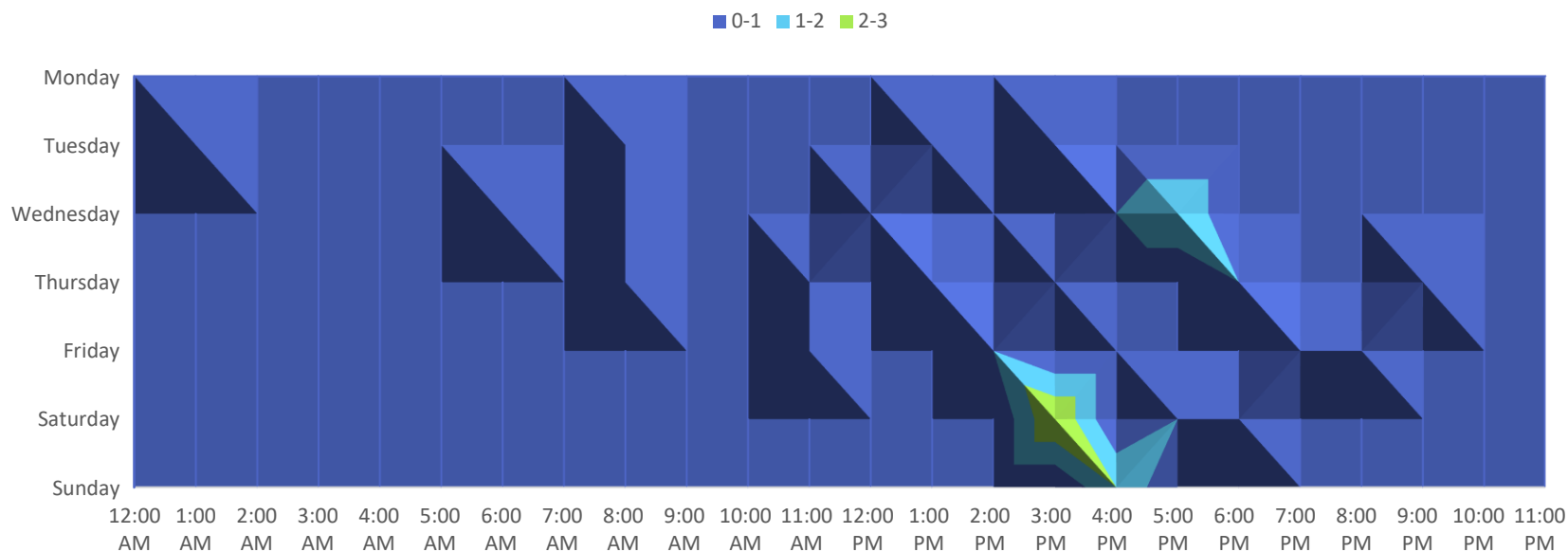


### Quantity of Speeds > 35 mph\*

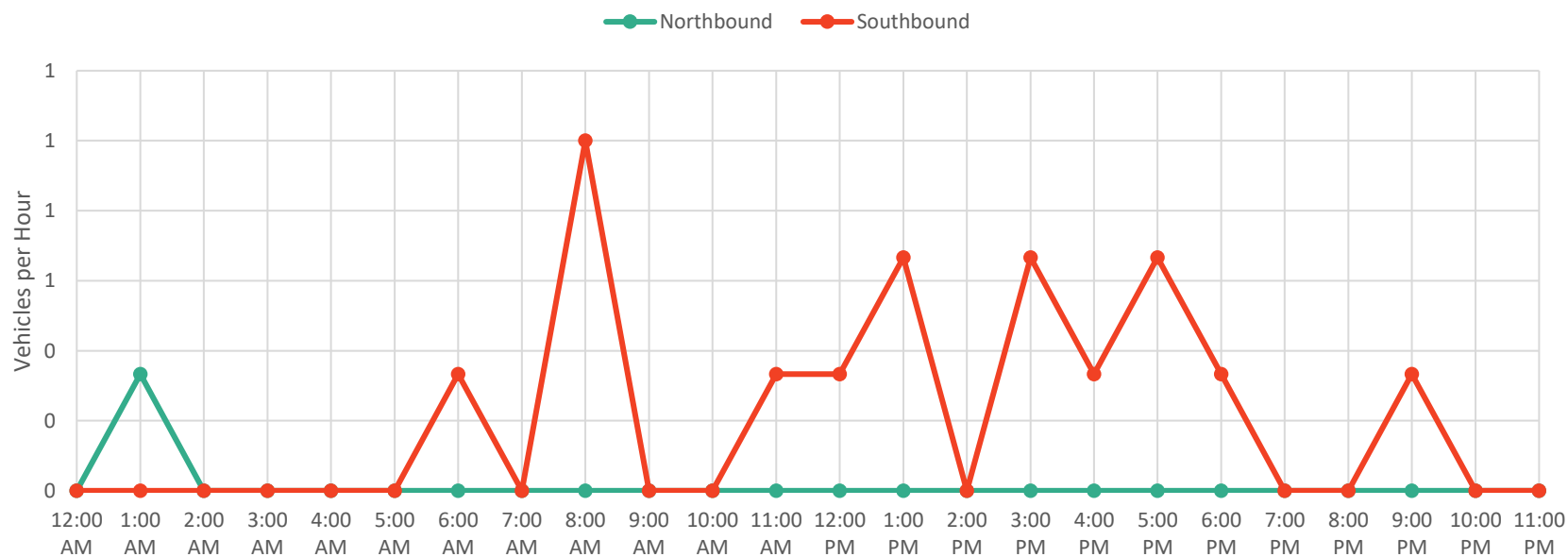




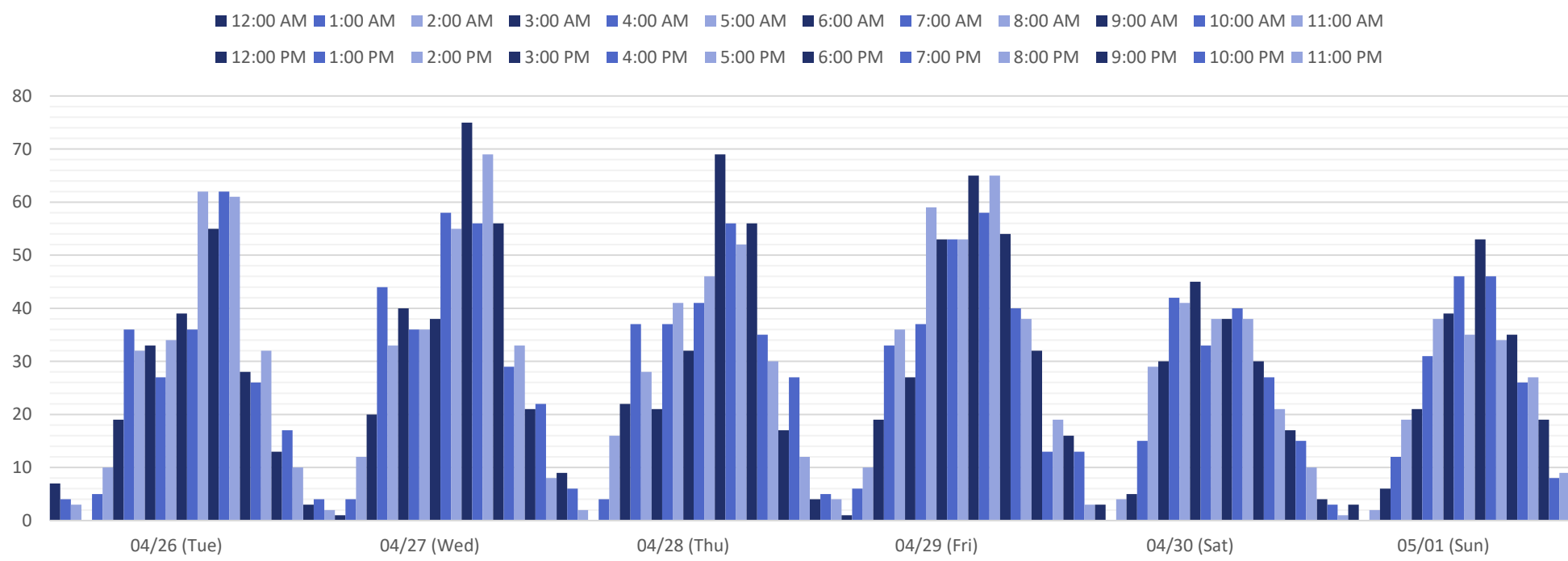
### Vehicles Traveling > 35 mph by Weekday (per Hour)



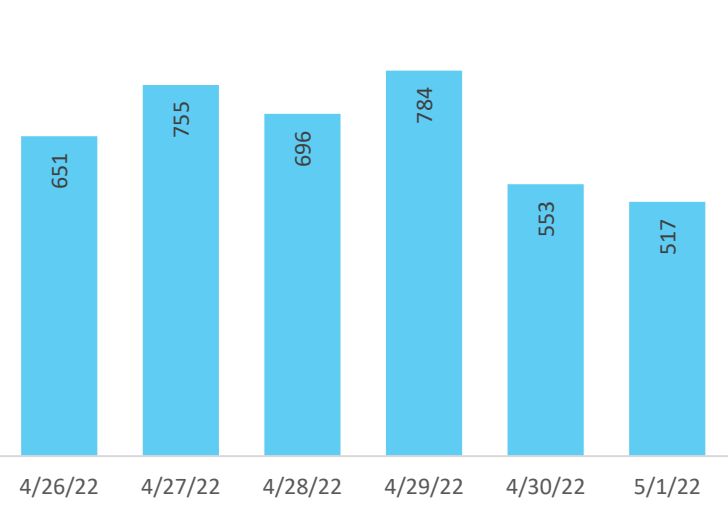
### Vehicles Traveling > 35 mph by Direction (per Hour)\*



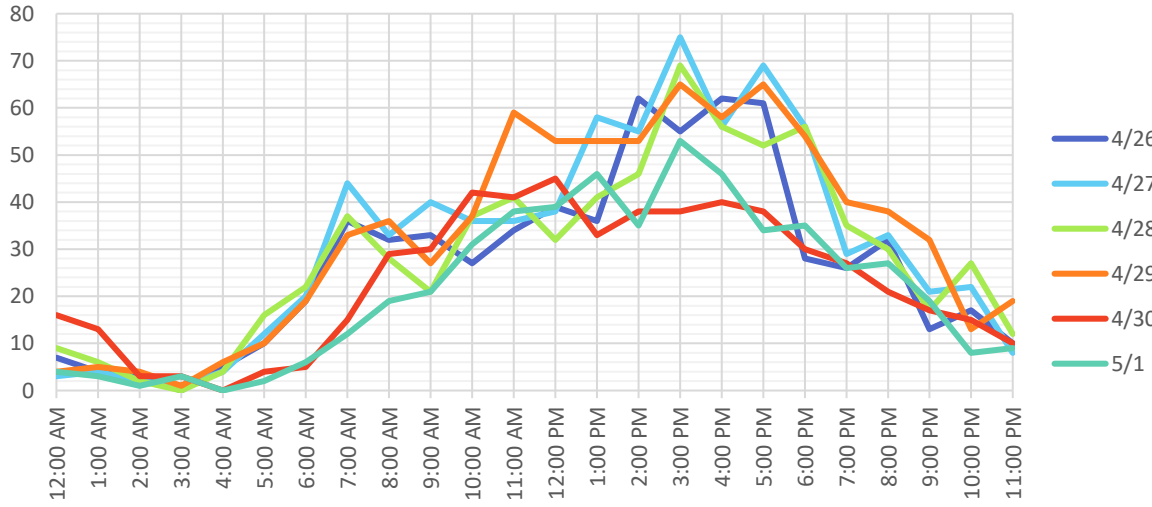
Hourly Volumes (Individual Days)



Daily Volume (Individual Days)



Hourly Volumes (Individual Days)





# Traffic Study Report

## Study Description & Parameters

Street	Isabella Street		
Location	Caroline Street - Sherry Street		
Study Period	04/26/2022 to 05/01/2022 (School in Session)		
Exemptions	None		
Total Vehicles in Count	3,462	Total Days	6
Total Vehicles in Typical Day Count*	1,900	Typical Days*	3

## Notes

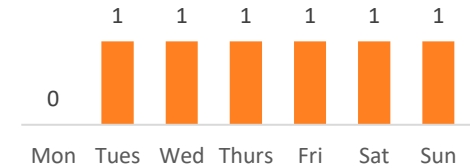
\* Datasets marked with an asterisk comprise data collected only on Tuesdays, Wednesdays, and Thursdays for purposes of best representing a typical weekday.

\*\* All weekday statistics indicate averages for each day of week.

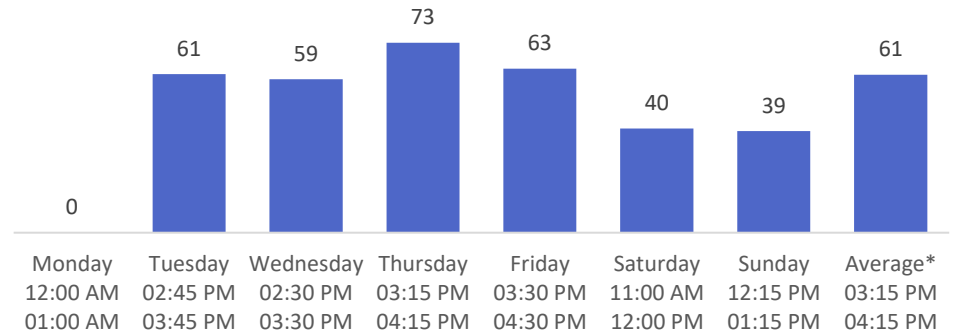
## General Volume Statistics

Average Daily Traffic*	633
Standard Deviation*	31
Weekday Average	648
Total Week Average	577

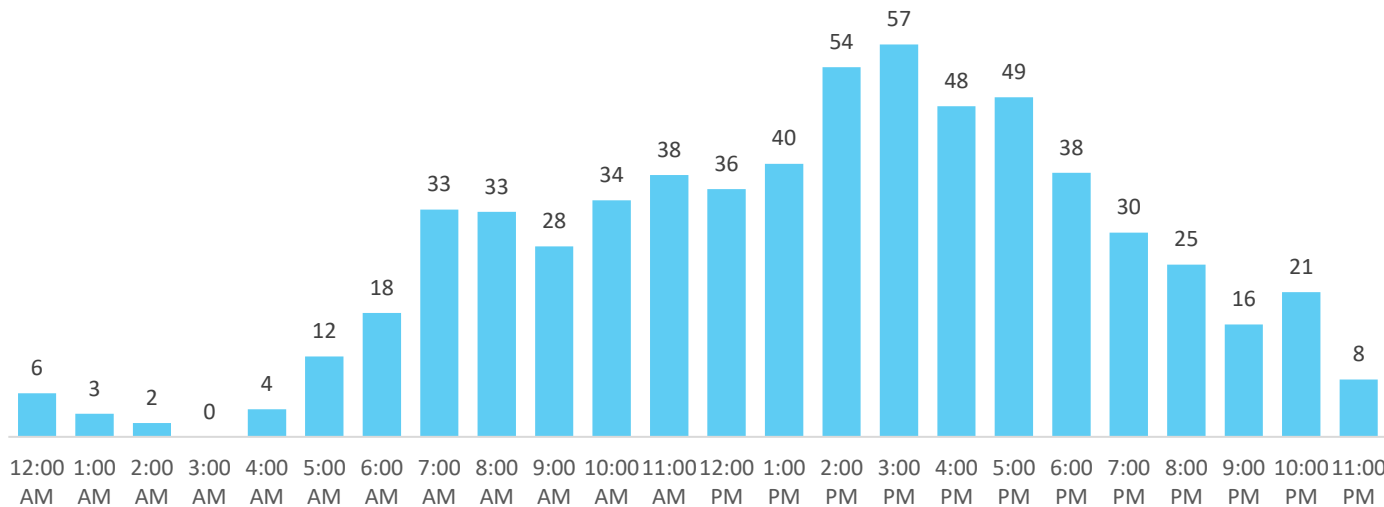
## Day Count within Study



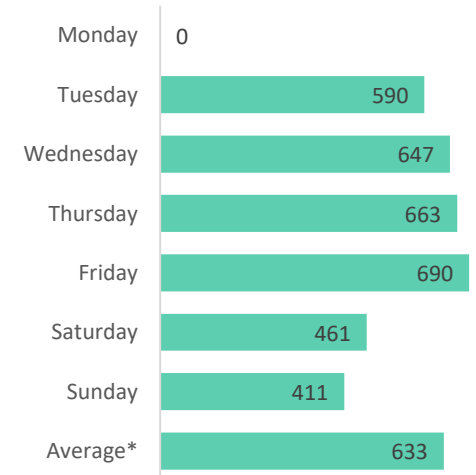
## Peak Hour Volume by Weekday



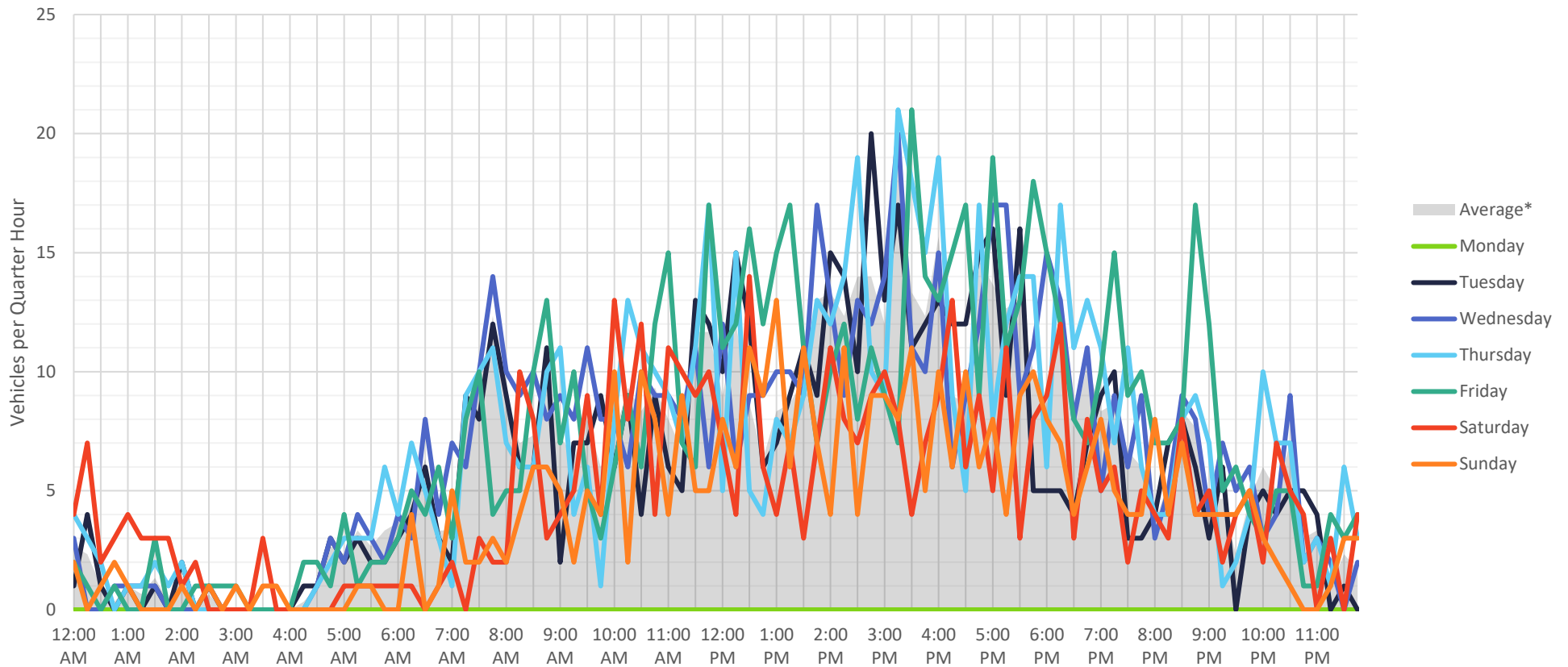
## Hourly Volume\*



## Weekday Volume



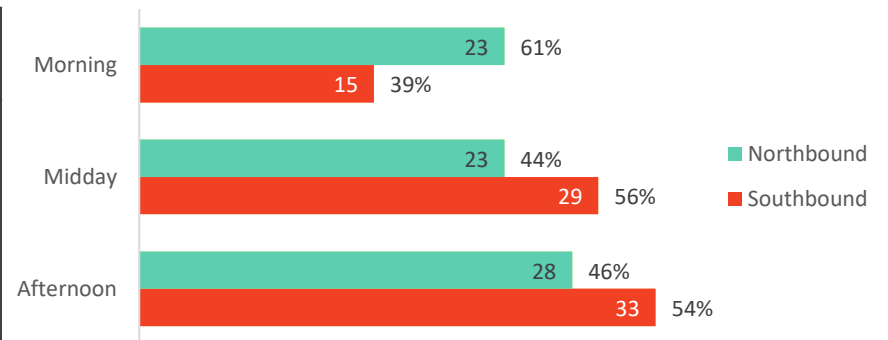
## Quarter Hour (15-Minute) Volume by Weekday



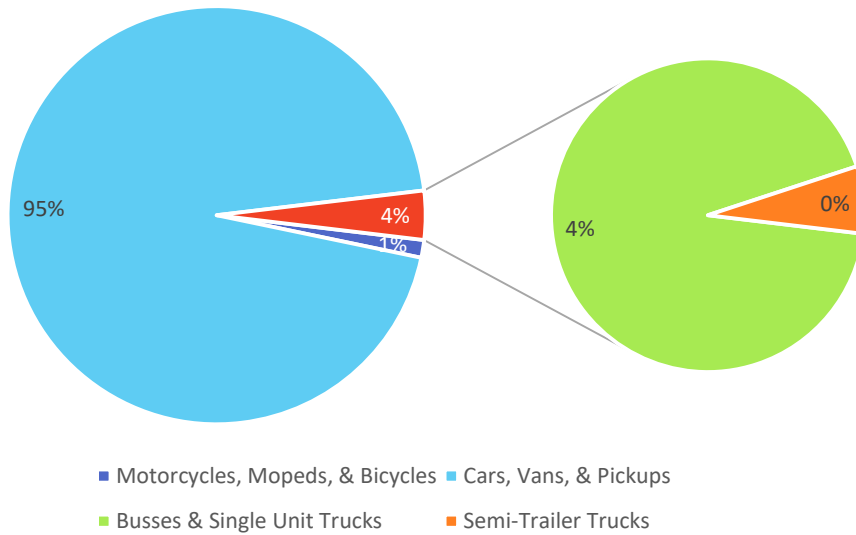
## Peak Hour Statistics\*

Period of Day	Time Frame		Peak Hour Factor	Total Volume	15-Min Volume	Peak Rate (sec/veh)
Morning (Before 10 AM)	7:15 AM	8:15 AM	0.78	38	12	73.0
Midday (10 AM - 2 PM)	1:45 PM	2:45 PM	0.94	53	14	64.3
Afternoon (After 2 PM)	3:15 PM	4:15 PM	0.78	61	19	46.6

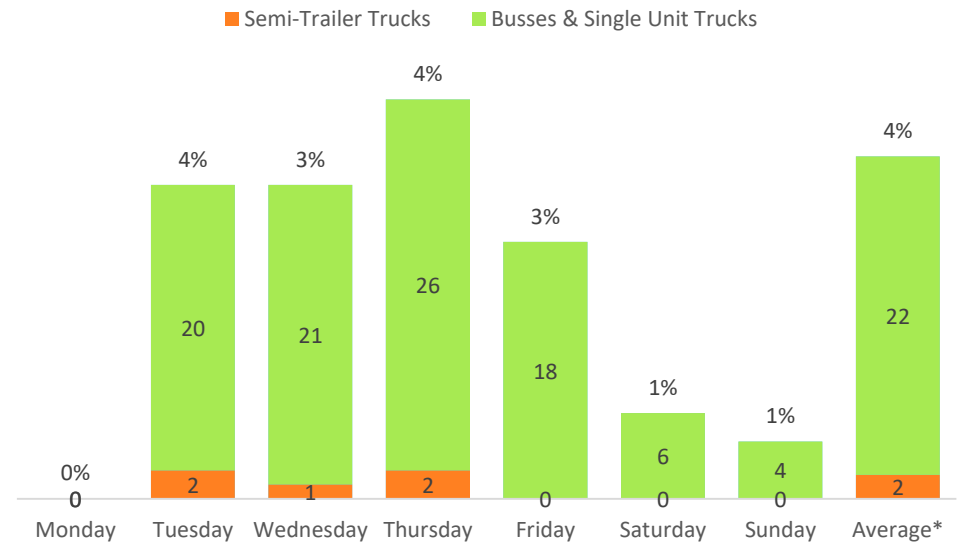
## Peak Hour Volume by Direction\*



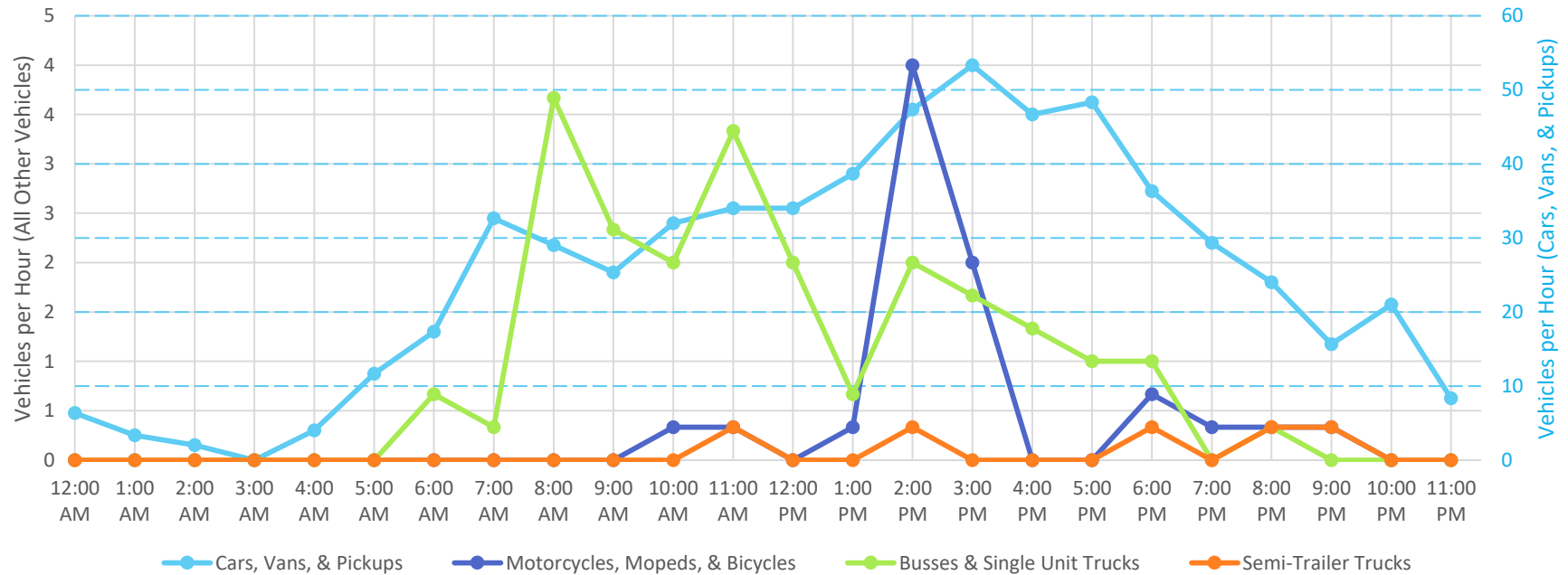
### Vehicle Classification\*



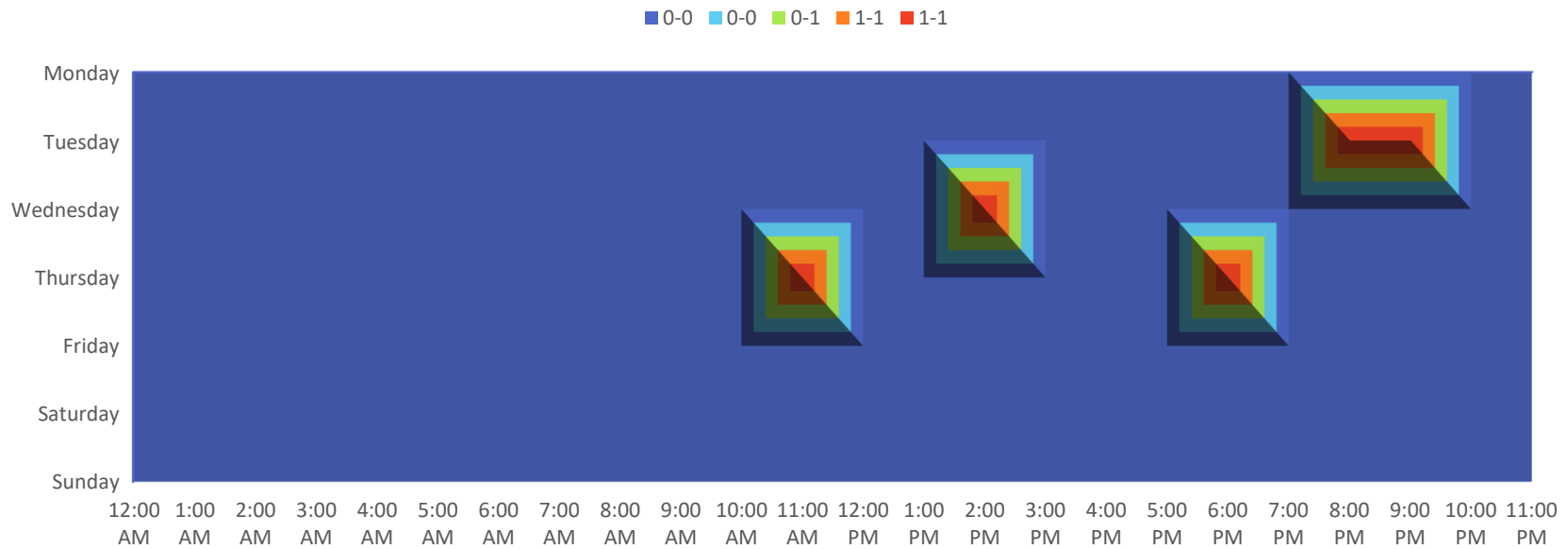
### Weekday Truck Volume



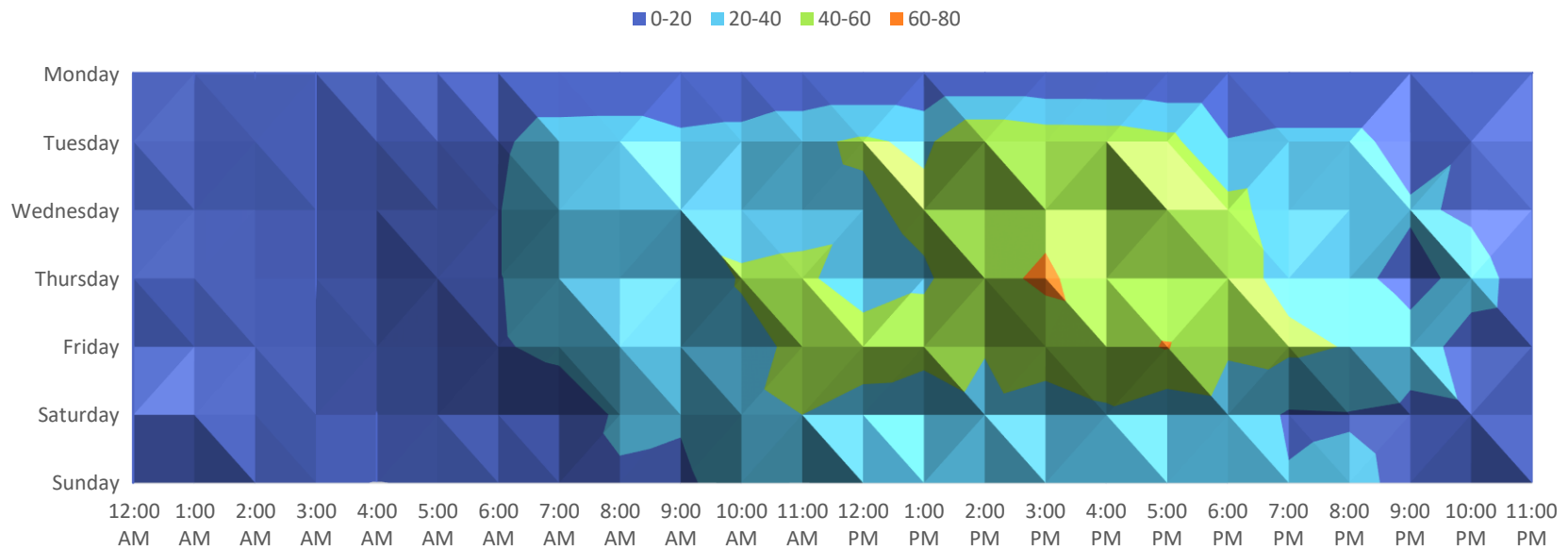
### Hourly Volume by Vehicle Classification\*



## Semi-Trailer Truck Hourly Volumes by Weekday

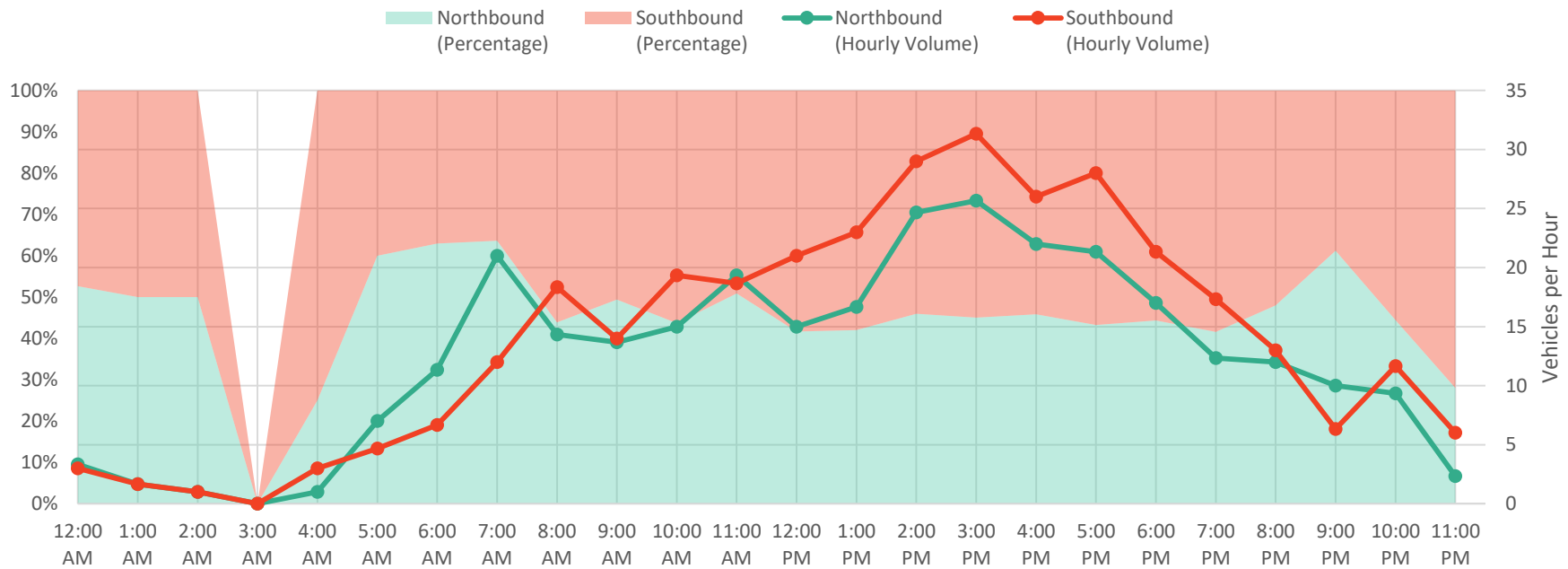


## Hourly Volumes by Weekday

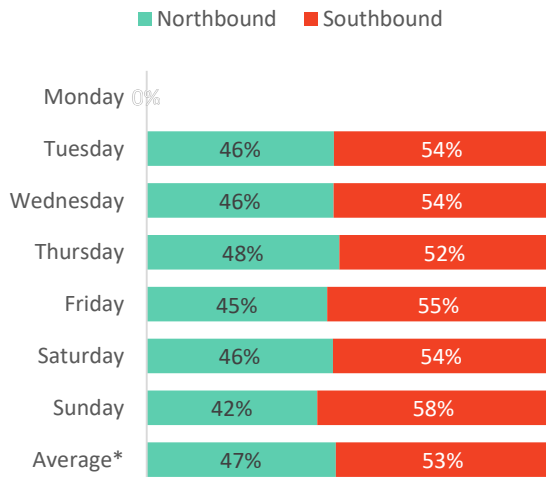




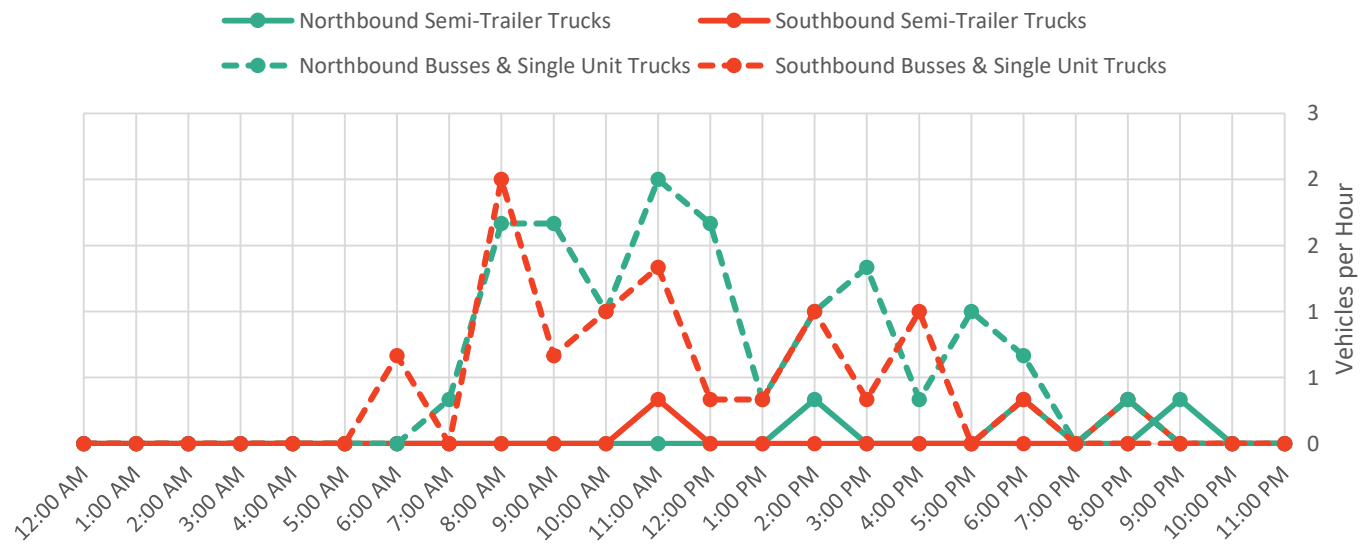
## Hourly Directional Volume\*



## Weekday Volume by Direction



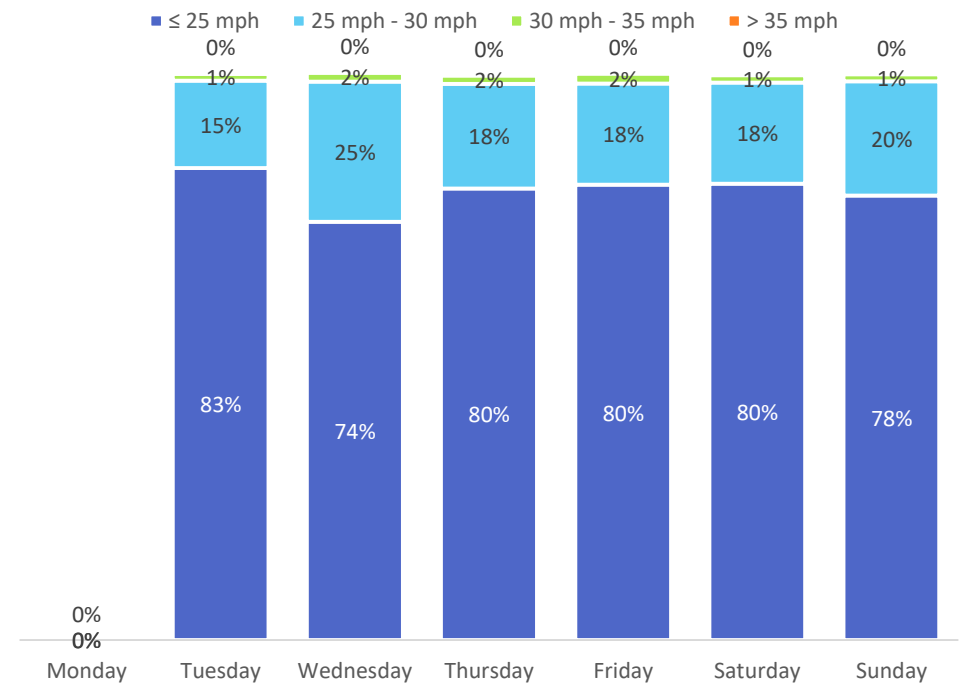
## Hourly Directional Truck Volume\*



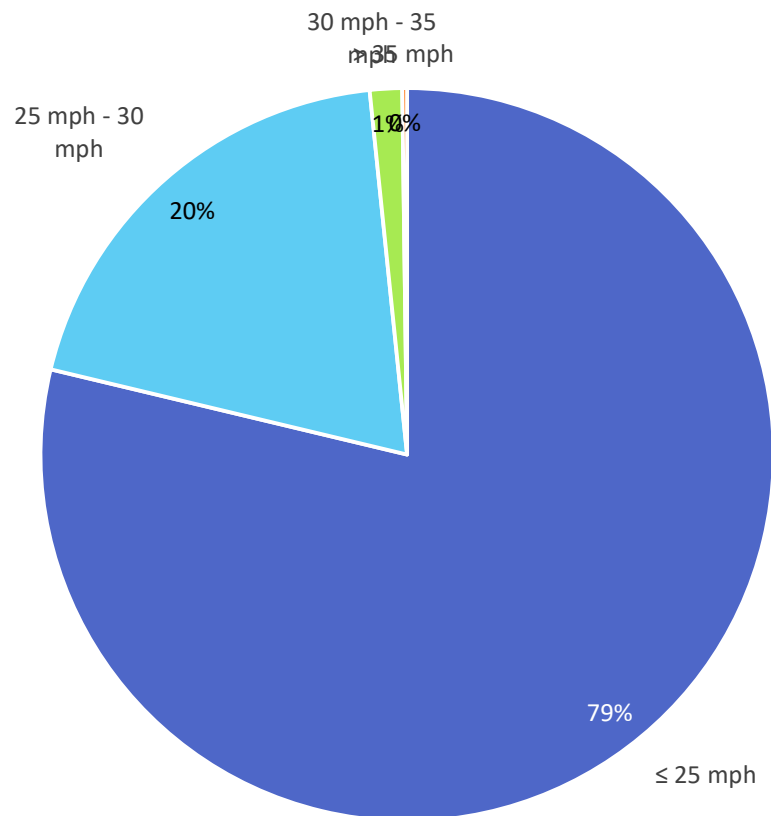
## General Speed Statistics\*

Posted Speed Limit	25 mph	Median Speed	22.1 mph
Average Speed	21.9 mph	85th Percentile Speed	25.7 mph
Standard Deviation	4.2 mph	95th Percentile Speed	28 mph
% Above Speed Limit	21.3%	10 mph Pace	17 - 27 mph
% Above 10 + Speed Limit	0.2%	Percent within Pace	81.8%

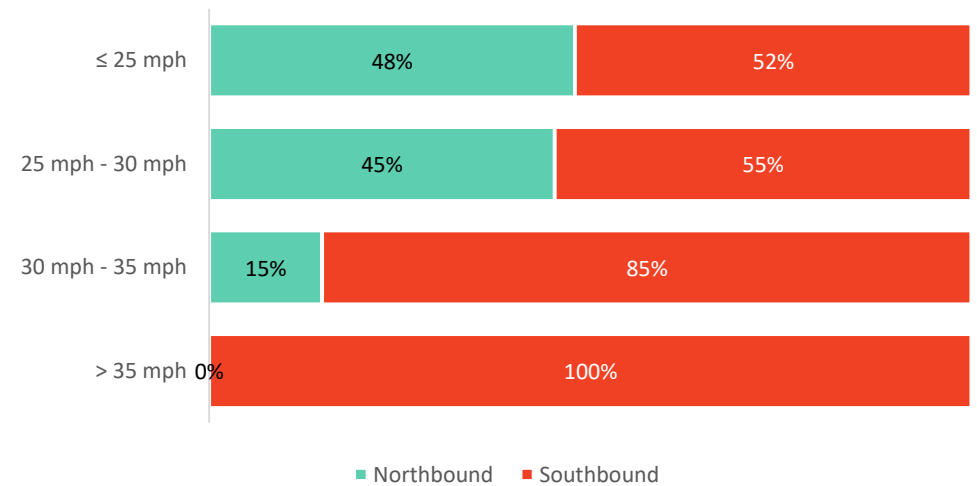
## Speed Distribution by Weekday



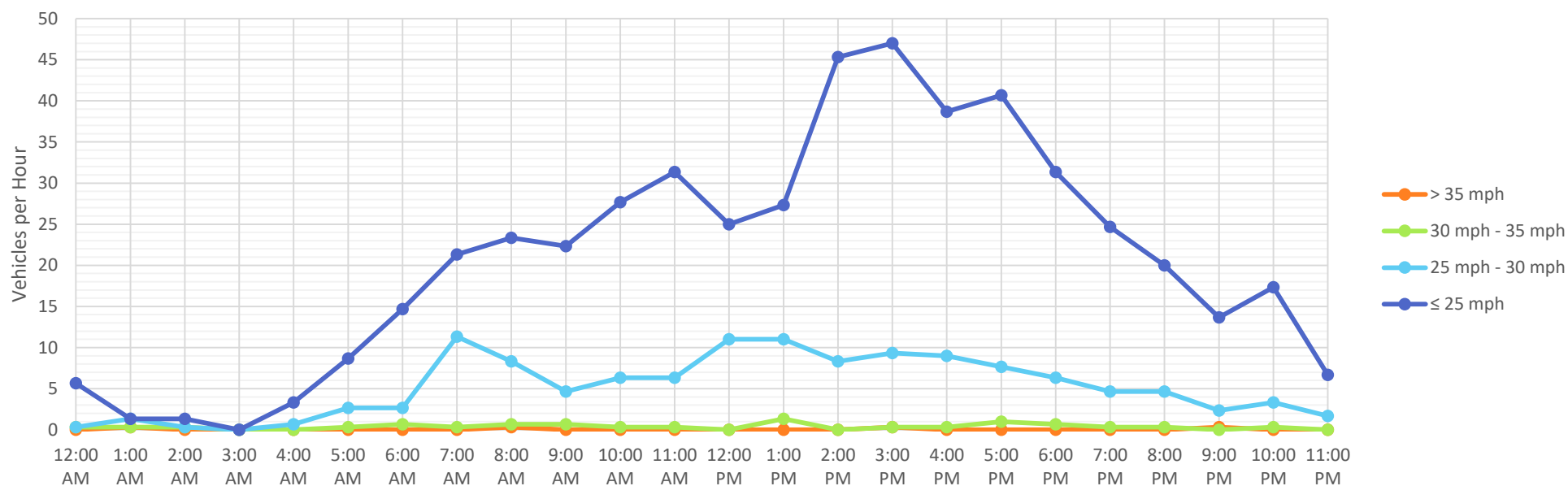
## Speed Distribution\*



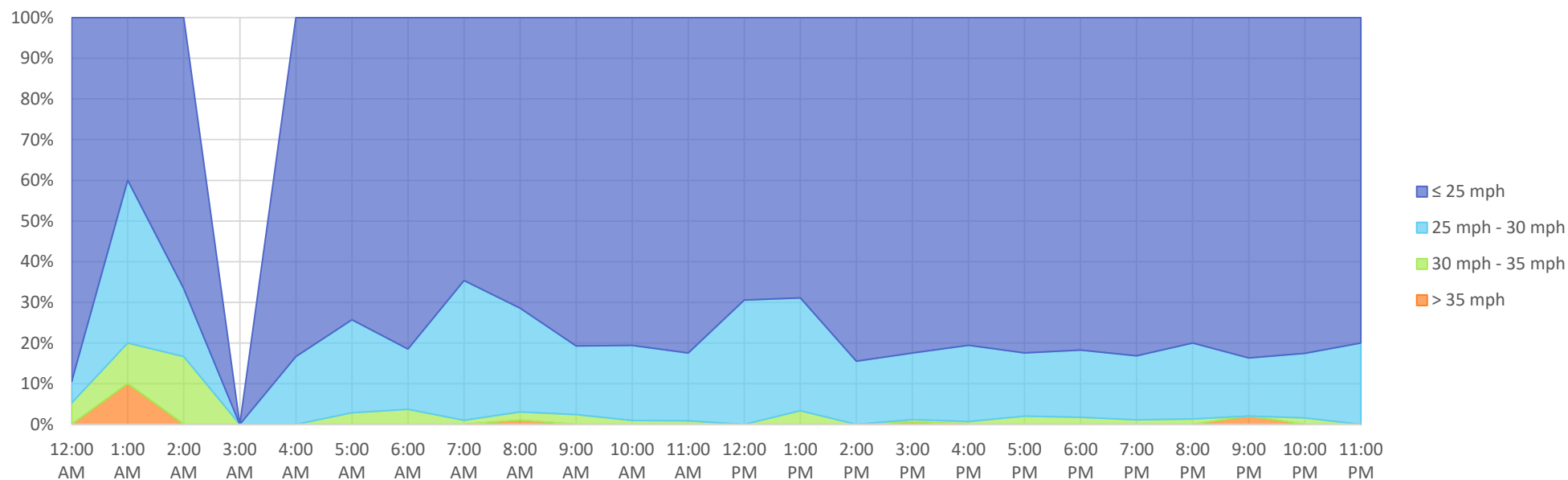
## Speed Distribution by Direction\*



### Speed Distribution by Time of Day\*

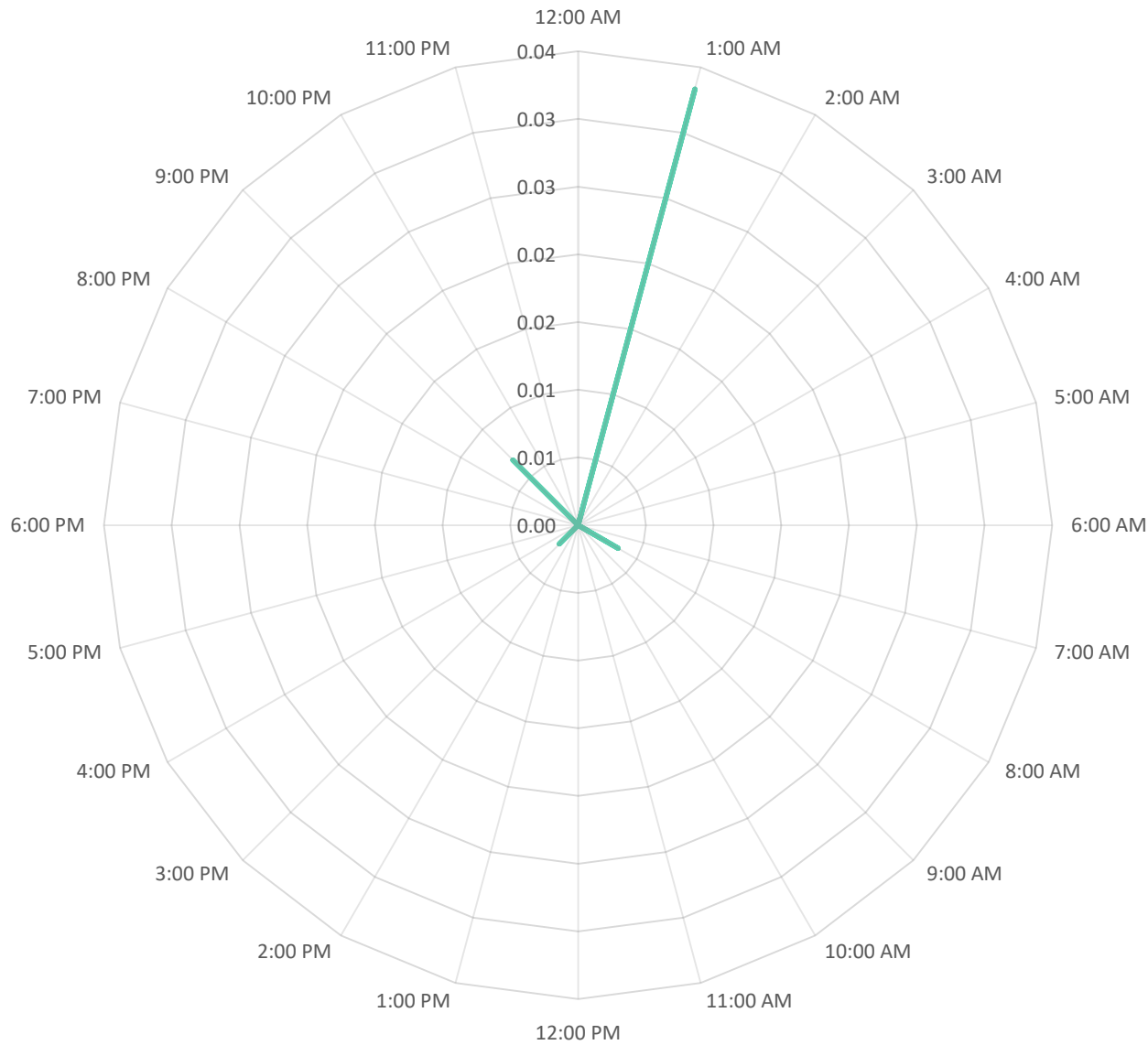


### Speed Distribution by Time of Day\*

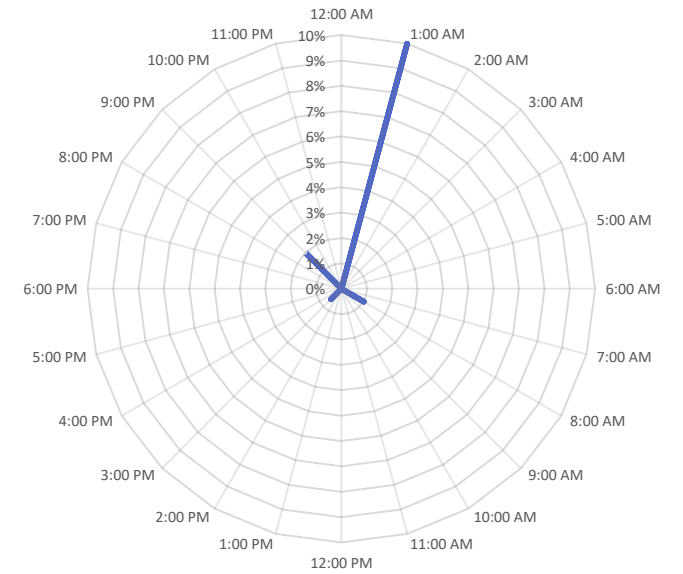


### Speeding Severity Index\*

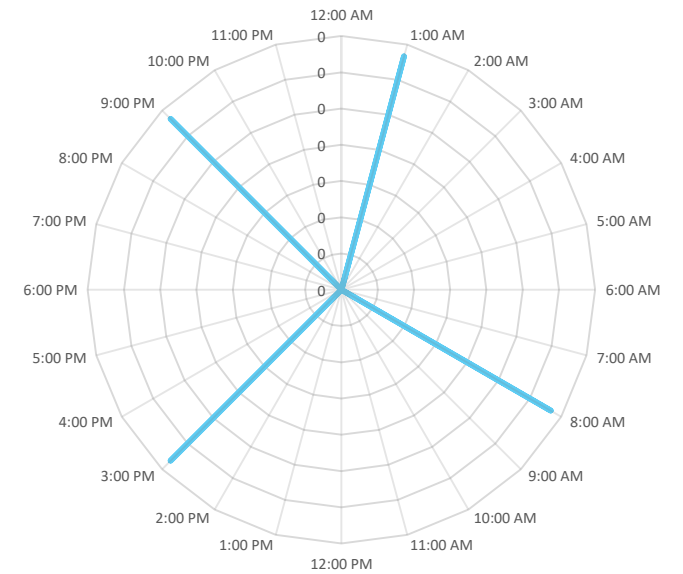
(Speeding Ratio x Quantity; Higher Value = More Speeding Occuring)



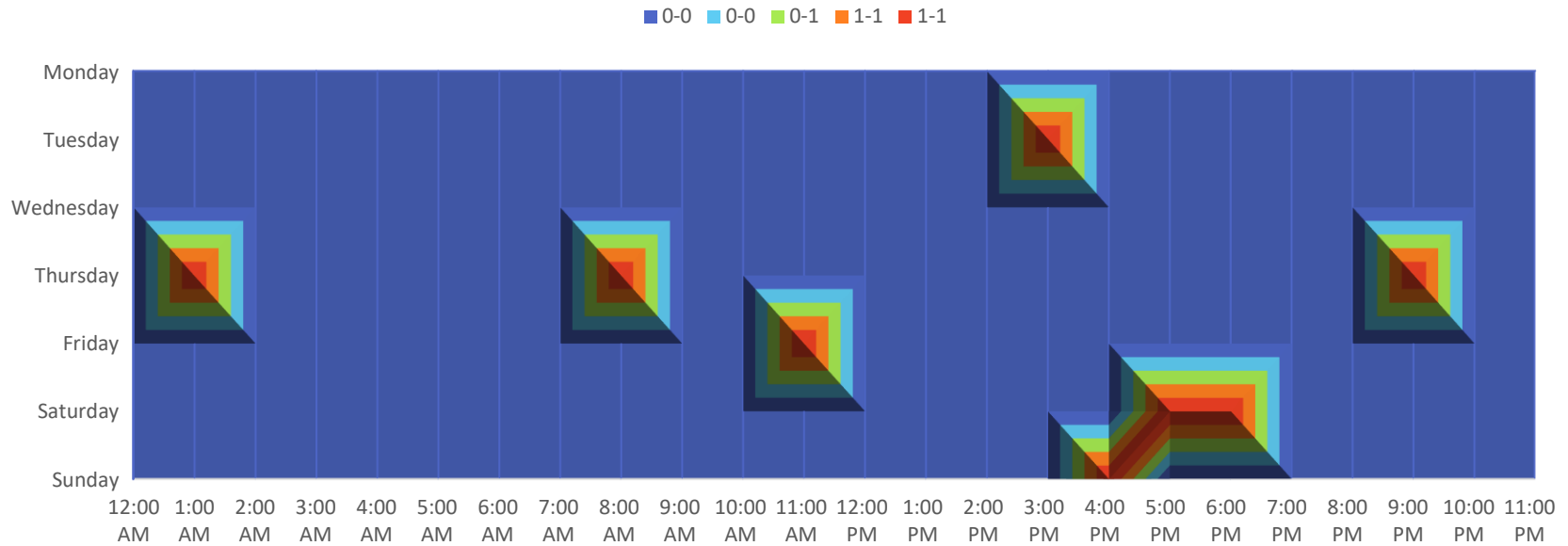
### Percent of Speeds > 35 mph\*



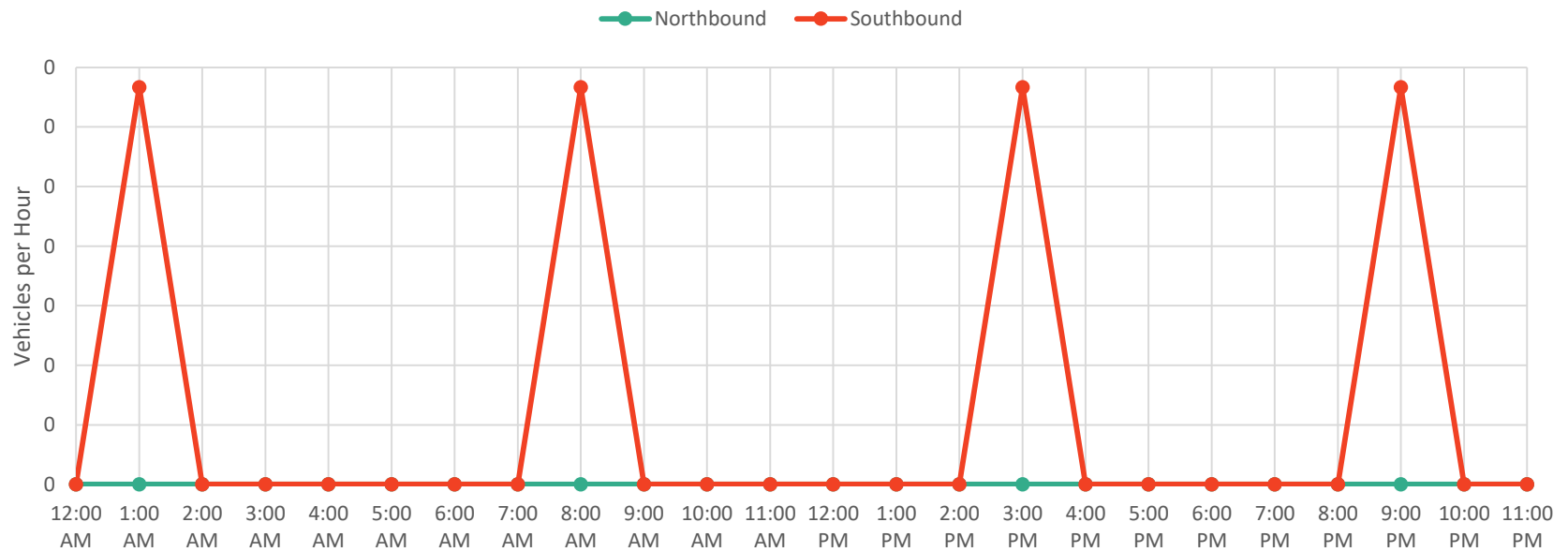
### Quantity of Speeds > 35 mph\*



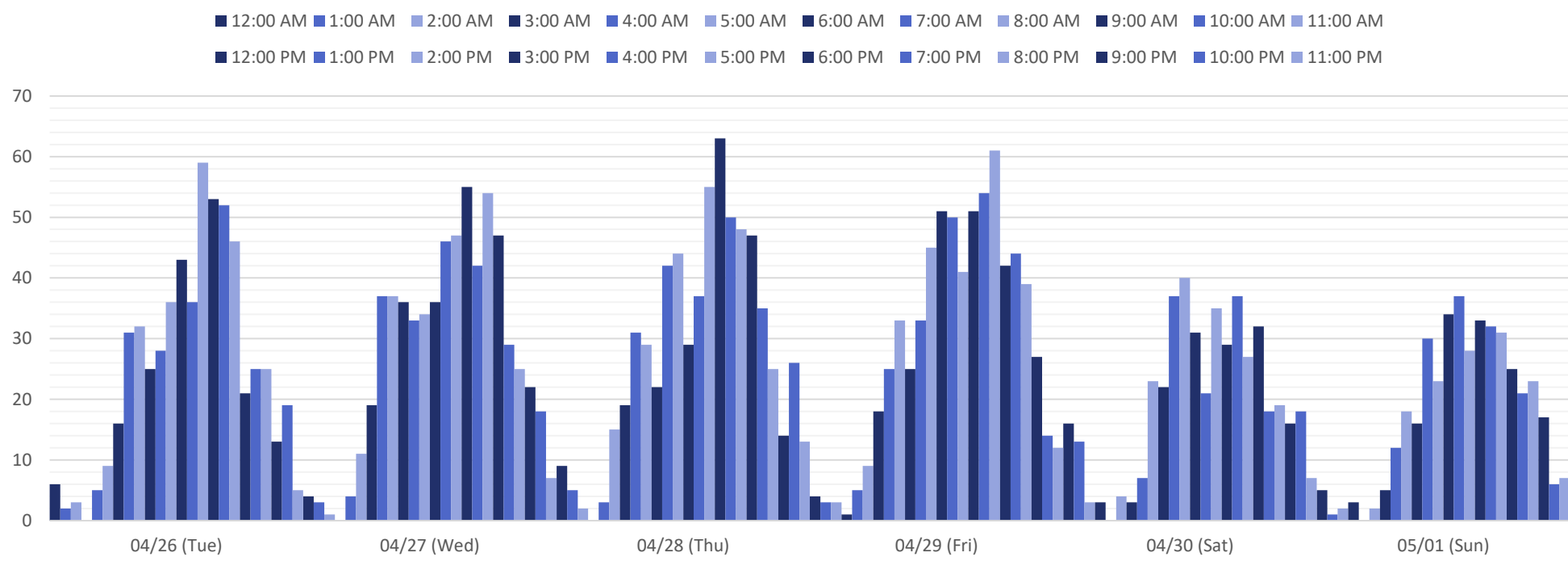
### Vehicles Traveling > 35 mph by Weekday (per Hour)



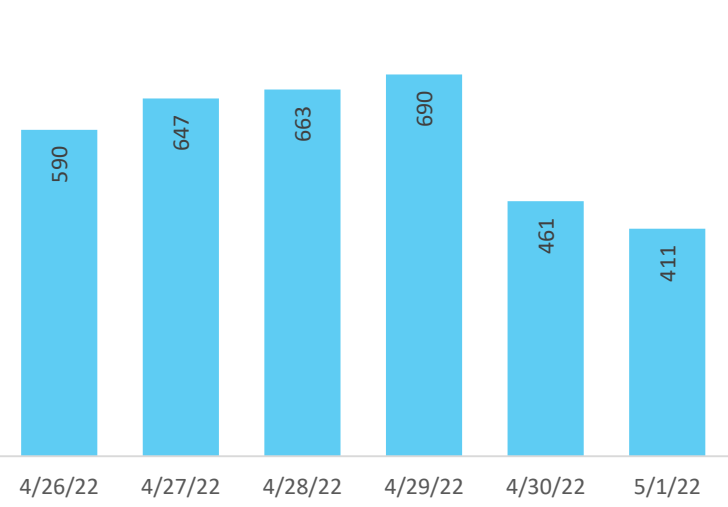
### Vehicles Traveling > 35 mph by Direction (per Hour)\*



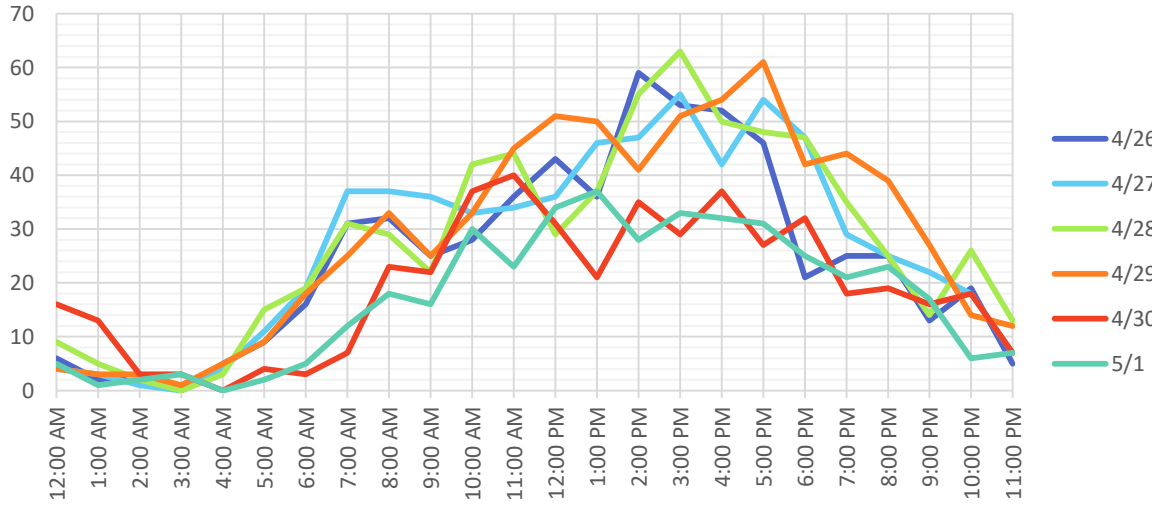
Hourly Volumes (Individual Days)



Daily Volume (Individual Days)



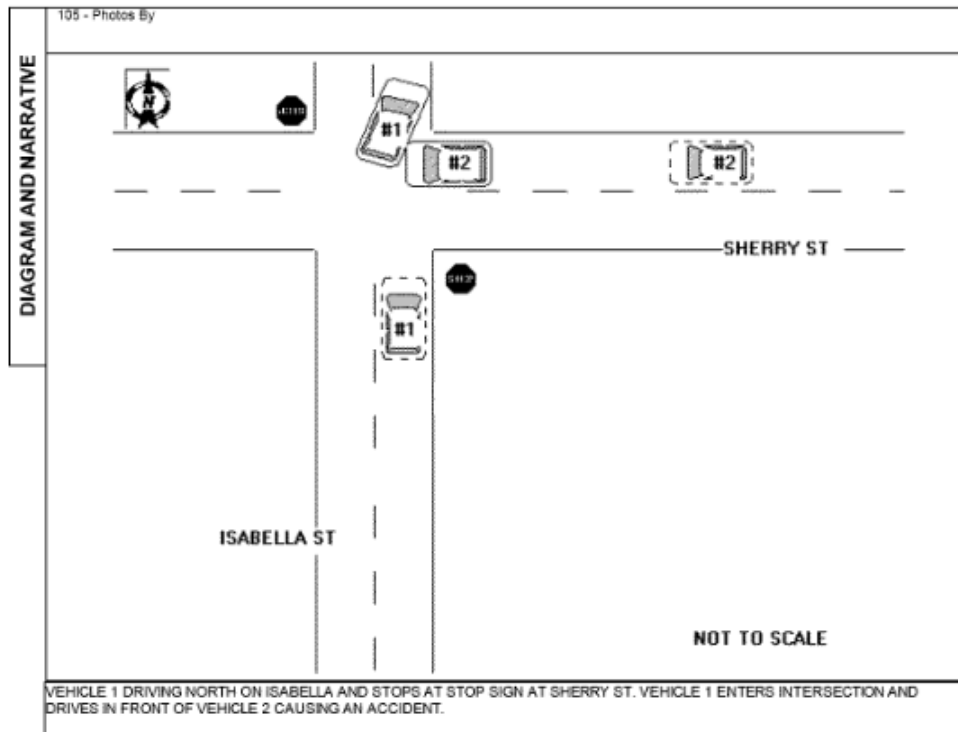
Hourly Volumes (Individual Days)



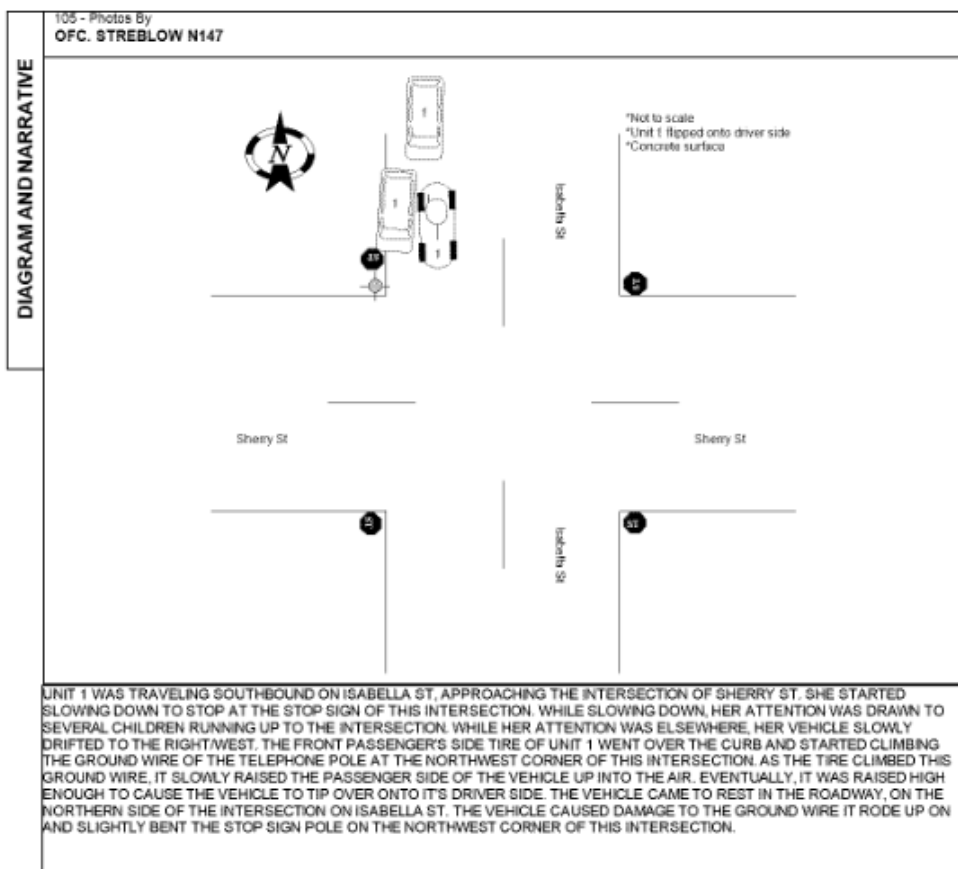


## Attachment D: Crash Diagrams

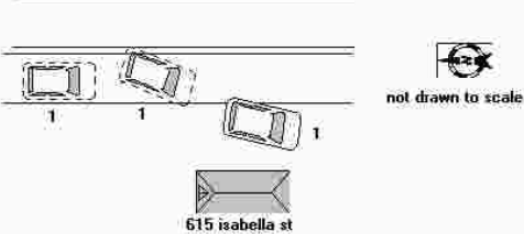
# Isabella/Sherry – 2/29/2016



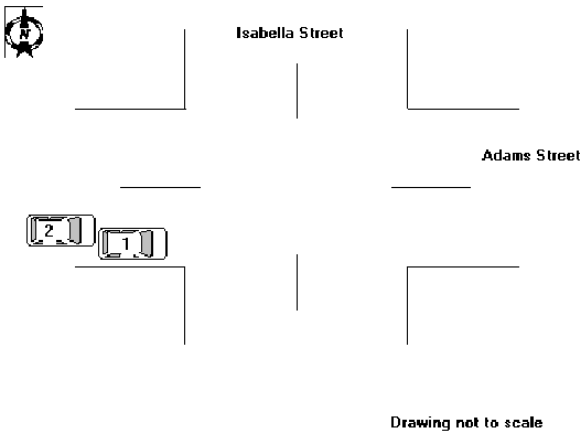
# Isabella/Sherry – 6/20/2016




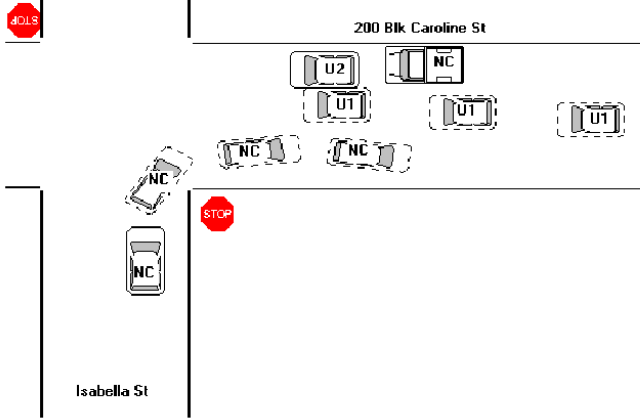
## Isabella/Adams – 11/15/2017

<p>Diagram</p> 	<p>Reconstruction By</p> <p>Photos By <b>TROCHINSKI</b></p> <p>Additional Information <b>Photos</b></p>
<p>Narrative: I, a sworn law enforcement officer, agree that I have not added any CJIS data in this report. UNIT 1 WAS TRAVELING NORTH ON ISABELLA ST WHEN HE LOST CONTROL OF HIS VEHICLE, HIT THE CURB IN FRONT OF 615 ISABELLA ST AND WENT UP INTO THE YARD. UNIT 1 LEFT BEHIND HIS FRONT BUMPER AND OTHER PARTS TO HIS CAR AND LEFT TIRE MARKS IN THE YARD.</p>	

## Isabella/Adams – 5/1/2018

<p>Diagram</p> 	<p>Reconstruction By</p> <p>Photos By</p> <p>Additional Information <b>NONE</b></p>
<p><input checked="" type="checkbox"/> I, a sworn law enforcement officer, agree that I have not added any CJIS data in this report. UNIT #1 HAD STOPPED AT THE INTERSECTION. UNIT #2 HAD STOPPED BEHIND UNIT #1. UNIT #1 WAS LOOKING AT A "FOR RENT" SIGN IN THE YARD AND BEGAN TO BACK UP TO GET A BETTER LOOK AND STRUCK UNIT #2.</p>	

Isabella/Caroline – 6/5/2018

<p>Diagram</p>	<p>Reconstruction By</p>
<div data-bbox="397 310 583 371"> <p>*Not too scale U1=squad car NC- Non-Contact Vehicle</p> </div> <div data-bbox="790 310 834 363">  </div> <div data-bbox="844 302 1068 380"> <p>Photos By SGT GOETZ N114</p> </div> <div data-bbox="844 380 1068 884"> <p>Additional Information PHOTOS</p> </div> <div data-bbox="198 390 834 806">  </div>	
<p><input checked="" type="checkbox"/> I, a sworn law enforcement officer, agree that I have not added any CJIS data in this report.</p> <p>U2 WAS LEGALLY PARKED AND UNOCCUPIED ON THE NORTH SIDE OF CAROLINE ST. U1 WAS TRAVELING W/B ON CAROLINE ST. THE OPERATOR OF U1 OBSERVED A NON-CONTACT VEHICLE TURNING E/B, RIGHT, ONTO CAROLINE ST. FROM ISABELLA ST. SINCE IT WAS A NARROW RD. THE OPERATOR OF U1 MOVED TO HIS RIGHT TO MAKE ROOM FOR THE NON-CONTACT VEHICLE. THE PASSENGER SIDE MIRROR OF U1 STRUCK THE DRIVER'S SIDE MIRROR OF U2.</p>	

## Isabella/Monroe – 7/5/2018

<p>Diagram</p>	<p>Reconstruction By</p> <hr/> <p>Photos By DEICH N118</p> <hr/> <p>Additional Information PHOTOS</p>
<p><input checked="" type="checkbox"/> I, a sworn law enforcement officer, agree that I have not added any CJIS data in this report.</p> <p>ON THE ABOVE DATE AND TIME, UNIT 2 WAS LEGALLY PARKED ON STREET IN FRONT OF 610 ISABELLA ST. UNIT 1 WAS TRAVELING SOUTH BOUND ON ISABELLA ST. UNIT 1 CROSSED CENTER OF ROAD, AND STRUCK UNIT 2. UNIT 1 BACKED UP, AND PROCEED ONTO CURB. UNIT 1 DROVE THROUGH GRASS AREA AND SIDEWALK. UNIT 1 STUCK TREE LOCATED IN LAWN OF 622 ISABELLA ST. UNIT 1 BACKED UP BEFORE CONTINUING ACROSS ISABELLA ST, AND ONTO CURB ON WEST SIDE OF ISABELLA ST. UNIT 1 PROCEEDED SOUTH BOUND ON ISABELLA ST, AND THEN WESTBOUND ON WINNECONNE AV. OFFICERS LOCATED UNIT 1 IN PARKING LOT OF 1225 DOCTORS DR. WITNESSES STATED UNIT 1, ALSO, STRUCK UTILITY POLE PRIOR TO STICKING TREE. HOWEVER, THERE WAS NO EVIDENCE TO SUPPORT IF THAT HAD HAPPENED.</p>	



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## M E M O R A N D U M

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**TO:** Mayor Lang and Members of the Common Council  
**FROM:** James Merten, Traffic Engineer  
**DATE:** August 24, 2022  
**RE:** Proposed Intersection Control Changes on Henry Street

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This memo pertains to the segment of Henry Street north of Winneconne Avenue, between the dead end and Sherry Street. Affected intersections are at Caroline Street, Adams Street, and Monroe Street.

The intersection control in this neighborhood was originally laid out in a typical residential grid-style approach, such that there was a stop/yield condition at every other intersection. However since then, Henry Street no longer connects to Winneconne Avenue and all of the railroad crossing on adjacent streets have been closed. With these connections severed, the nearest access to/from the neighborhood is Isabella Street. Figure 1 below shows the current intersection control and street network.

Since the majority of households would benefit if the intersection right-of-way was allocated to the east-west corridors, staff proposes to orient the intersection control at each of the Henry Street intersections accordingly, as shown in Figure 2. Given the light traffic volume in the area and the criteria prescribed in the city's intersection control policy, staff proposes a yield condition at these intersections instead of stop. This would result in the following changes:

- Henry/Caroline: Remove stop signs on Caroline; Erect yield signs on Henry
- Henry/Adams: Replace stop signs on Henry with yield signs
- Henry/Monroe: Remove stop signs on Monroe; Erect yield signs on Henry

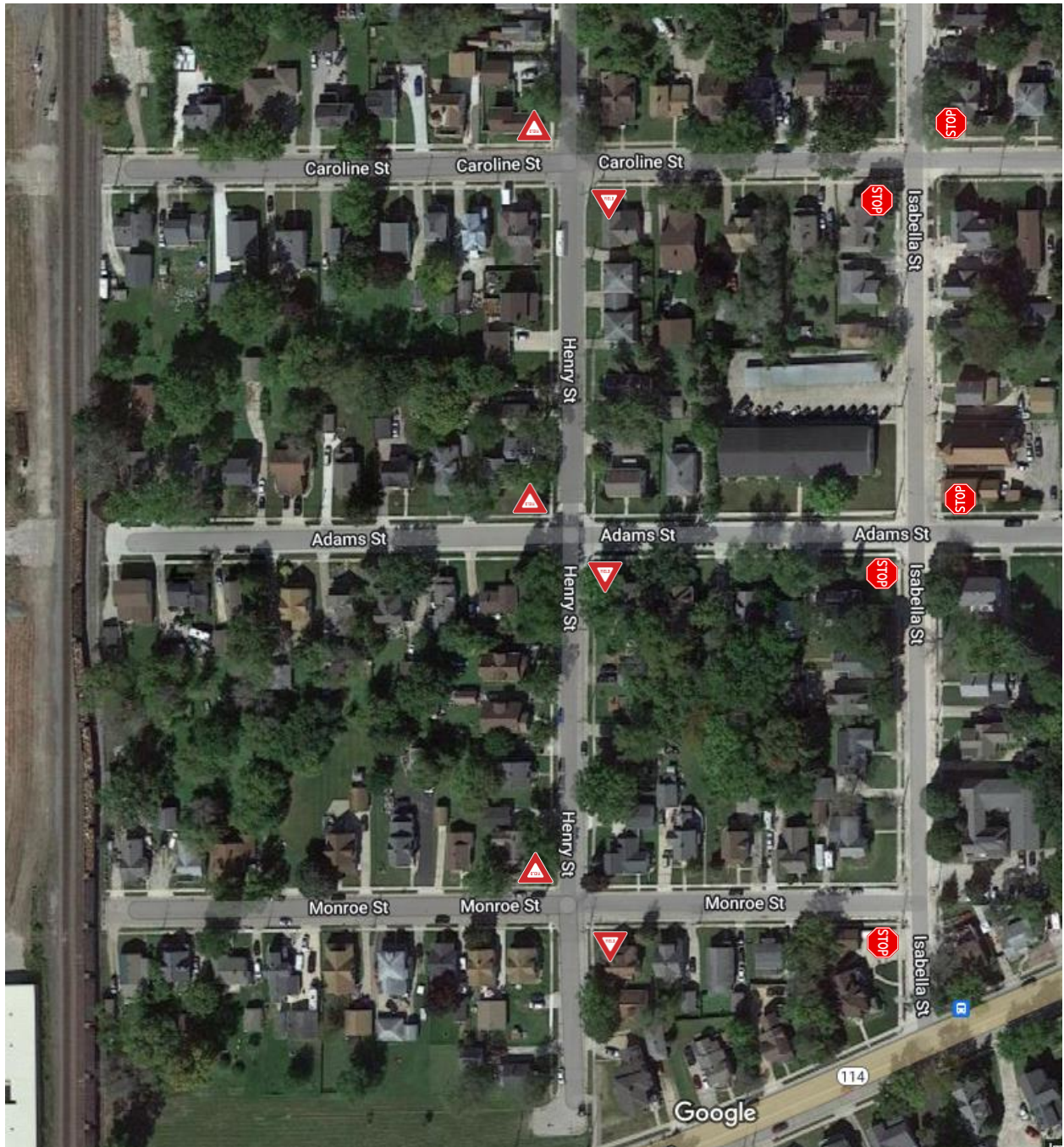
Staff recommends to remove the stop signs and erect yield signs for north-south traffic on Henry Street at the Caroline Street, Adams Street, and Monroe Street intersections. This action does require codification by ordinance at a future date.

Figure 1: Existing Intersection Control & Household Quantity per Block





Figure 2: Proposed Intersection Control







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

---

## M E M O R A N D U M

---

**DATE:** August 26, 2022  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Ordinance 2022-\_\_: ERU Determination for Condominium Parcels

---

As a follow-up to the Committee discussion on March 29, 2022, regarding the storm water ERU determination for condominiums, attached is proposed Ordinance 2022-\_\_. As I mentioned at that time, we have had several inquiries recently about the equivalent runoff unit (ERU) determination for condominium parcels. As the code currently stands, condominiums are charged 1 ERU regardless of their location. The question was raised by a couple of owners of twindominium units who questioned why there was a charge of 1 ERU for each of side-by-side twindominium units while an adjacent standard duplex property is charged 1 ERU for the entire parcel. A staff review of the question also raised the issue of ERU charges for condominiums that are part of a multi-family style development. Those units are also charged 1 ERU.

A number of community ordinances were reviewed to see how other communities treat condominiums. Many treat condominiums in the equivalent land use category. The proposed ordinance makes that change to Neenah code. It is set out in a format similar to Appleton's municipal code. It establishes condominium charges as follows:

- Single family condominiums are treated the same as single family houses, with a 1 ERU charge.
- Twindominiums are treated the same as the sides of a duplex, with each getting a 0.5 ERU charge. This may be a future area of analysis since a number of communities charge 0.6 or 0.7 ERUs for each side of a duplex to account for the generally large size of a duplex relative to a single family home.
- Condominiums within multi-family style developments are treated as an apartment complex would be treated based on the total ERUs on the master parcel. Each unit within the complex would pay their portion of the total site ERUs.

The appropriate motion would be to recommend that Council approve Ordinance 2022-\_\_ amending Section 17-126 of the Municipal Code related to storm water customer classes and ERU determinations.



AN ORDINANCE: By the Public Services and Safety  
Committee  
Re: Amending Article IV – Stormwater Management  
Services

ORDINANCE NO. \_\_\_\_\_

Introduced: \_\_\_\_\_

Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

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

**Section 1.** Section 17-126 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

- **Sec. 17-126. - Customer classification.**

- (1) For purposes of imposing the stormwater charges, all lots and parcels within the City are classified into the following customer classes and assigned billing units as listed:

Classification	ERUs imposed
Single Family	1
Manufactured Home	1
Detached Individual Condominiums	1
Duplex	.5/unit
Duplex Condominiums	.5/unit
Multifamily Condominiums	Site ERUs as calculated below divided by the number of living units. ERUs are Total impervious area of the property divided by the square footage of one ERU. The factor shall be rounded down to the nearest one-half. $\text{ERU rate} \times \frac{\text{Impervious Area}}{\text{Area of 1 ERU}}$

Multifamily rental	Total impervious area of the property divided by the square footage of one ERU. The factor shall be rounded down to the nearest one-half. $\frac{\text{ERU rate} \times \text{Impervious Area}}{\text{Area of 1 ERU}}$
Non-Residential and Other Developed Property	Total impervious area of the property divided by the square footage of one ERU. The factor shall be rounded down to the nearest one-half. $\frac{\text{ERU rate} \times \text{Impervious Area}}{\text{Area of 1 ERU}}$
Undeveloped	One (1) ERU multiplied by a factor established by resolution.

~~(a) Residential—Single-Family, Manufactured Home, and Condominium.~~

~~(b) Residential—Duplex.~~

~~(c) Other developed.~~

~~(d) Undeveloped.~~

(2) Each property shall be assigned a classification as defined herein.

(3) The average square footage of impervious area of ERU is established to be equivalent to 3,138 square feet.

~~(4) The charge imposed for Single-Family, Manufactured Home and Condominium property units shall be the rate for one ERU.~~

~~(5) The charges imposed for duplex residential properties shall be the rate for one-half of one ERU for each individual dwelling unit existing on the property ( $\frac{1}{2}$  ERU rate multiplied by the number of dwelling units).~~

~~(6) The charges imposed for other developed properties as defined herein shall be the rate for one ERU, multiplied by the numerical factor obtained by dividing the total impervious area of the property by the square footage of one ERU. The factor shall be rounded down to the nearest one-half, i.e.,~~

$$\frac{\text{ERU rate} \times \text{Impervious Area}}{\text{Area of 1 ERU}}$$

(7) Reserved.

~~(8) The charges imposed for undeveloped properties as defined herein shall be the rate for one ERU multiplied by a factor established by resolution and then divided by the square footage for one ERU established by resolution.~~

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

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

Motion: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Jane B. Lang, Mayor

Attest:

\_\_\_\_\_  
Charlotte K. Nagel, City Clerk

**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, August 29, 2022 – 6:00 p.m.**  
**Council Chambers, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Boyette (6:30 pm), Skyrms, Steiner and Stevenson; Mayor Lang, Director of Finance Easker, City Attorney Rashid.

**Others Present:** Director of Community Development Haese, Deputy Director of Finance Kahl, Director of Public Works Kaiser, Director of Human Resources Kehl, Director of Water Mach, Planner Kasimor, Carlson Dettmann representative Patrick Glynn.

**Absent/Excused:**

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Skyrms/Steiner to approve the minutes from the July 11, 2022 Regular Meeting. All voting aye.

**Discussion of 2021 Audit and Related Reports**

Committee and staff reviewed the audited 2021 Annual Comprehensive Financial Report and Reporting and Insights from 2021 Audit report as prepared by audit firm Baker Tilly. The reports were presented at the July 20 Common Council meeting and referred to the committee for further review and action. Items discussed from the Reporting and Insights report included the status of the Information Technology Controls comment as well as the ongoing Municipal Court deficit.

**Motion/Second/Carried Stevenson/Skyrms accepting the audited 2021 Annual Comprehensive Financial Report and Reporting and Insights from 2021 Audit report and placing them on file. All voting aye.**

**UTech Group Consulting Proposal**

Committee reviewed memo from Mayor Lang requesting consideration of her proposal to contract with the UTech Group located in De Pere to engage in a process to solidify the City's organizational culture and implement deliberate changes to that end. In the memo, Mayor Lang said that there is clear value in identifying and promoting a strong and positive organizational culture, and that the development of a strong and aligned workplace culture increases morale, promotes innovation, and fosters commitment to the organization. She feels that the tightness of our current labor market make it all the more important to focus on providing City employees with a positive work environment and the opportunity to create a fulfilling and meaningful work experience.

To fund the contract, Mayor Lang proposes to use the funds that were saved in the first four months of her tenure as mayor by the position of mayor's assistant having gone unfilled to partially fund this project. She said those savings combined with additional unused funding from the community contribution component of the mayor's budget

REPORT

amount to approximately \$18,750 in 2022. The cost of the UTech Group's work will be \$19,300 for Phase One which will be conducted in 2022 and \$16,850 for Phase Two which will be conducted in 2023 and on an ongoing manner. Mayor Lang proposes that ARPA dollars be used to fund the balance of the project that is not covered by the \$18,750 in savings from the Mayor's operating budget. Aligned with of the organizational culture evaluation and implementation process, her proposal also includes an additional \$2,800 to O'Connor Connective for the cost to redesign and refresh the City's logo design, bringing the total proposal cost to \$38,950.

Committee and staff discussed various aspects of the proposal. Chairman Erickson questioned why the proposal shouldn't wait for the 2023 budget year. She also felt it might be more appropriate to request proposals for the work. Mayor Lang said that the Utech Group is both a nearby entity and uniquely experienced in the type of work described and also felt that delaying the work until 2023 is counter-productive given the immediacy of the need to attract and retain a high-quality workforce in the current labor market. Aldermen Skyrms and Steiner expressed support for the concept as proposed. Alderman Stevenson also expressed support for the concept as proposed and suggested that the committee simply recommend approval of a 2022 budget amendment for the entire \$38,950 amount with the funding sources as proposed.

REPORT

**Motion/Second/Carried Stevenson/Skyrms to recommend to the Common Council the approval of a 2022 Operating Budget amendment to contract with the Utech Group to conduct a City of Neenah organizational culture evaluation and implementation process at a cost of \$36,150 and to contract with O'Conner Connective to redesign and refresh the City's logo design at a cost of \$2,800, for a total cost of \$38,950, with the cost of both contracts to be funded by \$18,750 in savings from unfilled positions in the 2022 Mayor's operating budget and \$20,200 in existing ARPA funds. All voting aye.**

**Salary Plan Review Update from Carlson**

Committee and staff listened to a presentation by Patrick Glynn from the consulting Carlson Dettmann on the preliminary results of the employee wage and benefit study that was conducted in the first half of 2022. Upon completion of the presentation, committee and staff questioned and discussed various items related to the study and presentation. Director Kehl indicated that the presentation was for discussion purposes only and that there are a number of next steps in the process before a final 2023 wage and benefit implementation plan will be presented for approval to the committee and council.

**Fiscal Matters: Jun Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the Jun 2022 vouchers as presented.** All voting aye.

**Fiscal Matters: Ju1 Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the Jul 2022 vouchers as presented.** All voting aye.

**Fiscal Matters: Second Quarter Financial Statements: Motion/Second/Carried Boyette/Skyrms to approve the Second Quarter Financial Statements as presented.** All voting aye.

**Motion/Second/Carried Boyette/Steiner to adjourn the meeting at 8:07 p.m.** All voting aye.

Respectfully submitted,

Michael K. Easker, CPA  
Director of Finance





*Office of the Mayor*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6104 • Fax: 920-886-6109  
e-mail: jlang@ci.neenah.wi.us  
JANE B. LANG  
MAYOR

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## M E M O R A N D U M

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**DATE:** August 23, 2022  
**TO:** Chairman Erickson and members of the Finance and Personnel Committee  
**FROM:** Mayor Jane Lang  
**RE:** Consultant work by UTech Group and O'Connor Connective

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I am writing to inform you of my intention of contracting with the UTech Group to engage in a process to solidify our organizational culture and implement deliberate changes to that end. There is clear value in identifying and promoting a strong and positive organizational culture. The development of a strong and aligned workplace culture increases morale, promotes innovation, and fosters commitment to the organization. The tightness of our current labor market make it all the more important to focus on providing our employees with a positive work environment and the opportunity to create a fulfilling and meaningful work experience.

The process with the UTech Group is conducted in phases with Phase One being focused on input, discussion, and the identification of leaders within the organization to form a culture team. After multiple conversations and surveys, the goal will be to solidify the City of Neenah's core values and culture. Working with our culture team we will move forward in Phase Two to equip the team to operationalize the values and culture we've identified.

Organizations of all types are facing increasing pressure to attract and retain employees and to provide employees with a positive and meaningful experience at work. This process with UTech will help the City of Neenah as we seek to address some of these issues. The impact of the worldwide pandemic cannot be understated when it comes to the changes we've seen in the workforce and the workplace. Applying the expertise of the UTech Group will position us to address some of the complex problems that have arisen as a result of the pandemic and changing economic/labor market conditions, and to that end, I feel it's appropriate to apply some of our ARPA funds for the implementation of the process.

The investment we will make with this process through the contractual agreement with UTech Group will be well worth the cost. I propose that we use the funds that were saved in the first four months of my tenure as mayor by the position of mayor's assistant having gone unfilled to partially fund this project. Those savings combined with additional unused funding from the community contribution component of the mayor's budget amount to approximately \$18,750 in 2022. The cost of the UTech Group's work will be \$19,300 for Phase One which will be conducted in 2022 and \$16,850 for Phase Two which will be conducted in 2023 and on an ongoing manner. I propose that ARPA dollars be used to fund the balance of the project that is not covered by the \$18,750 in savings from my budget.

The initial work by the UTech Group will help us to then move forward with a branding/image process with the marketing firm, O'Connor Connective. One component of that branding

**CITY OF NEENAH**  
**Office of the Mayor**

August 25, 2022 – Page 2

process that we have already contracted for is the redesign of our logo for next year's sesquicentennial celebration. We have not contracted any additional work with them, but may consider it in the future. The cost of the logo redesign/refresh is approximately \$2,800. The total cost then for the UTech Group culture identification process, implementation process, and the O'Connor Connective logo work is \$38,950. Again, my plan is for this expenditure to be funded through this year's savings in the mayor's office budget and the community contribution line item in the mayor's budget (totaling \$18,750) and the remainder to be covered by the use of ARPA dollars (\$17,400). Thank you for your consideration of this request.

## NMFR Joint Finance & Personnel Committee Meeting Minutes

August 23, 2022 – 5:30 p.m.

City of Menasha – Room #132

Present: Ald. Grade, Stevenson, Borchardt, Sevenich, Eisenach and Boyette

Also Present: Chief Kloehn, Director Sassman and MA Ellis

Public: No members of the public were present.

Ald. Borchardt called the meeting to order at 5:30 p.m.

Public Forum: No members of the public were present.

Minutes: The Committee reviewed the June 28, 2022 meeting minutes. **MSC Sevenich/Stevenson to approve the June 28, 2022 meeting minutes, all voting aye.**

Engine 32 Update: The Committee reviewed the memo regarding the issues with Engine 32's engine cylinders. Chief Kloehn reviewed the issues and how much money we have spent to make repairs to this vehicle this year. It's a front line engine and we do need to get this fixed. Our reserve engine is currently in service until this one is fixed and at this time we have no other reserve engine if another truck has issues and needs to be taken out of service. He has been doing research and asking other departments, who have other vendors, how their vehicles are. His information is that it doesn't matter who the manufacture is that they are all having the same issues. Ald. Borchardt asked if we are using the engines too much and that's why we have the issues. Chief Koehn explained after talking to the vendor we are not using it enough. The new apparatus is required to have DEF usage by the government regulations. The temperature is not getting high enough for a long enough time to have the regen kick in for the motor, which is causing issues with the motor. We are now changing our procedure where every week we will running the trucks on the highway to get the trucks up a high enough temperature to get the regen to kick in.

Ald. Stevenson asked why Pierce is not designing and buying the engines that are made with gas versus diesel due to them knowing how these vehicles are used. The engine issues are a Cummins issue versus a Pierce issue as they are buying the motor from other vendors. He also asked what our Truck Committee thinks. Chief Kloehn said the Truck Committee is meeting with the owner of Red Power Diesel to get his feedback on possibly changing the specs of the truck to try to prevent this issue from coming up. Ald. Boyette said she understands the issue but was wondering if we used diesel engines because of the power that is needed to run these engines. She asked if she knows of a manufacturer who makes a fire truck with a gasoline engine. Chief Kloehn said there may be a vendor out there but the engines are diesel to the ability to handle powering a vehicle with the weight it has. Ald. Boyette said she feels the quote is a reasonable price.

Ald. Sevenich asked about the time frame for repairs once we approve this. Chief Kloehn noted the corrosion repairs have been done and it's currently sitting at the shop with various parts out of the engine until the repairs are done. The vendor is waiting for the parts and it's anticipated it should be fixed by Labor Day. Ald. Grade asked about the repair warranty and asked if we can get the warranty extended since we will not put 100,000 miles on the vehicle after it's fixed. Chief Kloehn will ask about this.

The Committee all agreed the repairs needed to be made as soon as parts could be obtained. Funding of the repairs were discussed. Director Sassman noted this would come out of the department's operating budget for maintenance of motor vehicles and the line would be over budget. **MSC Sevenich/Stevenson recommends the City of Neenah and the City of Menasha Common Council's approval of spending \$35,195.35 to repair Engine 32 and authorized the department to move forward with the repairs and not wait until both Councils approve these funds, all voting aye.**

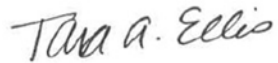
Report

2023 Cost Distribution Formula: The Committee reviewed the memo on the 2023 cost distribution formula. Ald. Eisenach asked how the formula is done. Director Sassman explained how this is put together and that the data from 2021 is used for the 2023 budget. Every year there is a slight change for what each City pays but in the end it's always close to a 60/40 split. Ald. Grade asked how this was developed. Ald. Stevenson said it was originally a 5-part factor and it was changed to a 4-part formula as there was no good way of obtaining accurate square footage of buildings. This Committee is responsible for looking at this and making sure it's fair for both Cities. **MSC Stevenson/Stevenson to recommend the City of Neenah and City of Menasha Common Councils approve NMFR's 2023 cost distribution formula with the City of Neenah's weighted share at 60.34% and the City of Menasha's weighted share at 39.66%, all voting aye.**

Report

**MSC Boyette/Stevenson to adjourn at 6:00 p.m., all voting aye.**

Respectfully Submitted,



Tara Ellis

Management Assistant



## **Memorandum**

---

**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Deputy Chief Krueger

**DATE:** August 22, 2022

**RE:** Engine 32 Repair

After our agenda, and my memo were sent, I was made aware by Quality Truck there is a bigger issue with Engine 32. After they begin obtaining parts and looking even more at the engine, it was found the engine cylinders need to be re-sleeved beyond replacement of the cylinder heads. This additional cost will bring the total repair to \$35,195.35

In January, it was approved to carry forward \$16,900 for the corrosion repairs for Engine 32. After they started the repairs they found more items that had to be fixed during this process and the total bill for the corrosion repairs was \$23,000.

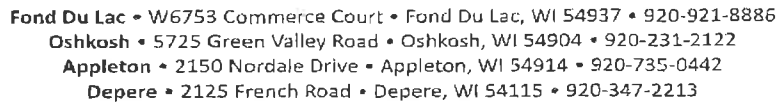
In addition, we have spent \$11,300 from January through July on other repairs for this vehicle. They have included normal wear and tear items (i.e. brakes, headlights, etc.) to a major repair of troubleshooting the regen system and making other engine repairs.

We are moving forward with the repairs and after this repair we will have spent \$58,195.35 this engine is scheduled to be replaced in 2024. We will be asking for permission with approved CIP funds in 2022 to replace this in 2024 as it is currently a two year lead time.

If you have any questions, please feel free to call me at 886-6202.

Thank you.

SK/te



# REPAIR ESTIMATE

CUSTOMER: NEENAH MENASHA FIRE RESCUE		CONTACT: JEFF/ JOE		PHONE: 886-6200	
ADDRESS:			EMAIL:		FAX:
UNIT #:	E32	LIC #:	VIN: 4P1CV01A18A008398		
YEAR:	2008	MAKE:	PEIRCE	MODEL:	
ZACH TRATZ			DATE:	8/19/22	VALID TO: 9/19/22

ROD AND MAIN BEARINGS. SHIM NEW LINER KITS TO SPEC.

**DISCLAIMER OF WARRANTIES:** ANY WARRANTIES ON THE PRODUCT SOLD HEREBY ARE THOSE MADE BY THE MANUFACTURER. THE SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND QUALITY TRUCK CARE CENTER INC. NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PRODUCTS. WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT OF 1938, AS AMENDED AND OF REGULATIONS AND ORDERS OF THE ADMINISTRATOR OR WAGE AND HOUR DIVISION ISSUED UNDER SECTION 14 THEREOF. A FINANCE CHARGE OF ONE AND ONE-HALF PERCENT (1 1/2%) PER MONTH IS APPLIED TO ALL ACCOUNTS 30 DAYS PAST DUE. THIS EQUALS AN ANNUAL PERCENTAGE RATE OF EIGHTEEN PERCENT (18%).

1 of 2



## **Memorandum**

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**TO:** NMFR Joint Finance & Personnel Committee Members

**FROM:** Chief Kevin Kloehn

**DATE:** August 17, 2022

**RE:** NMFR's 2023 Budget Contribution Formula

I've attached the proposed cost distribution formula for our 2023 budget that was prepared by both Cities Finance Directors.

Per our merger agreement, this must be approved for the upcoming budget year. An appropriate motion would be to recommend the City of Neenah and City of Menasha Common Councils approve NMFR's 2023 cost distribution formula with the City of Neenah's weighted share at 60.34% and City of Menasha's weighted share at 39.66%.

Thank you for your consideration. If you have any questions, please feel free to call me at 886-6203.

KK/te

Enclosure



**Neenah-Menasha Fire Rescue  
Cost Distribution Formula For Budget Year 2023  
Factors as of 12/31/21**

Item No.	Formula Item	Total	Proportionate Share	25% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	* Population-Neenah	27,525	60.81%	0.25	0.1520	
	* Population-Menasha	17,741	39.19%	0.25		0.0980
	<b>Population as of 1/1/21</b>	<b>45,266</b>	<b>100.00%</b>			
2.	* Equalized Value (w/TIF)-Neenah	2,549,115,400	65.50%	0.25	0.1637	
	* Equalized Value (w/TIF)-Menasha	1,342,759,558	34.50%	0.25		0.0863
	<b>Equalized Value as of 1/1/21</b>	<b>3,891,874,958</b>	<b>100.00%</b>			
3.	* Service Calls-Neenah	1,748	59.05%	0.25	0.1476	
	* Service Calls-Menasha	1,212	40.95%	0.25		0.1024
	<b>Service Calls during 2021</b>	<b>2,960</b>	<b>100.00%</b>			
4.	* Square Miles-Neenah	9.880	56.01%	0.25	0.1401	
	* Square Miles-Menasha	7.760	43.99%	0.25		0.1099
	<b>Square Miles as of 12/31/21</b>	<b>17.640</b>	<b>100.00%</b>			
<b>Total Weighted Factors</b>					<b>0.6034</b>	<b>0.3966</b>
<b>Total Proposed Cost Distribution Formula - 2021 Factor for 2023 Budget</b>					<b>60.34%</b>	<b>39.66%</b>
Previous Year Cost Distribution Formula					60.65%	39.35%
<b>Increase (decrease) from previous year</b>					<b>-0.31%</b>	<b>0.31%</b>



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## M E M O R A N D U M

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**DATE:** August 30, 2022  
**TO:** Mayor Lang and Members of the Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Lot Consolidation – 601 S. Commercial Street

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Galloway Company has submitted a Certified Survey Map (CSM) to consolidate 18 separate parcels (all owned by Galloway Company) and three vacated streets (Jackson Street, McKinley Street and Austin Avenue) into the larger Galloway Company parcel located at 601 S. Commercial Street.

The proposed lot is approximately 13.6 acres in size. The purpose of the lot consolidation is to facilitate future building expansion projects, improve site efficiency and internal traffic/truck circulation. The land within the CSM is currently zoned C-1, General Commercial District, I-2, General Industrial District, and R-2, Two-Family Residence District. In addition to this CSM, the applicant has also submitted a request to rezone the R2 District and C1 District land to the I2 District. The City's Zoning Code prohibits multiple zoning districts on one parcel.

While reviewing a CSM and the creation of a new lot(s), Plan Commission shall review the new lot(s) dimensions and size to the minimum standards of the Subdivision Ordinance. In this case, the I2 District does not include a minimum lot size. In addition to reviewing lot dimensions, all lots in the City shall have adequate street frontage and accessibility. The proposed lot includes frontage along S. Commercial Street, Tyler Street, and Henry Street.

Finally, the CSM includes water main along the vacated Jackson Street and McKinley Street. The water main continues to be public and therefore the CSM shall include an easement over the water main to ensure maintenance can continue.

### **Recommendation**

**An appropriate action at this time is for the Plan Commission recommend Common Council approve the 1 lot CSM consolidating parcels along S. Commercial Street, Henry Street and Tyler Street into 601 S. Commercial Street and that the public water main easements be accepted.**



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

August 24, 2022

TROY BEYER  
GALLOWAY COMPANY  
601 S COMMERCIAL STREET  
NEENAH, WI 54956

**RE: CSM #7-22 - 601 S Commercial St - Lot Consolidation Certified Survey Map Review ( ) Status Conditional**

Dear TROY BEYER:

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

Sincerely,

Brad Schmidt  
Deputy Director of Community Development and Assessment  
bschmidt@ci.neenah.wi.us  
920-886-6126

## Plan Review Comments

**Inspections - Building Commercial - Kyle Pederson - 920-886-6131**  
[kpederson@ci.neenah.wi.us](mailto:kpederson@ci.neenah.wi.us)

Approved

**Review Comments:**

**Planning - Brad Schmidt -**  
[bschmidt@ci.neenah.wi.us](mailto:bschmidt@ci.neenah.wi.us)

Approved

**Review Comments:**

CSM is conditioned on the approval of the rezoning of all parcels to the I2 District and the vacation of Jackson St, Austin Ave and McKinley St.

The water main along Jackson Street and McKinley Street should be included in an easement as they will remain public water main.

**Assessor - Kathy Engelbreth - 920-886-6117**  
[kengelbreth@ci.neenah.wi.us](mailto:kengelbreth@ci.neenah.wi.us)

Approved

**Review Comments:**

**Engineering - Heath Kummerow - 920-886-6245**  
[hkummerow@ci.neenah.wi.us](mailto:hkummerow@ci.neenah.wi.us)

Conditional

**Review Comments:**

Sanitary sewer mains, manholes and laterals on consolidated lot only serve consolidated lot and should be vacated with road right of way. This includes all pipes connected to the main entering MH SA9-107 at Jackson Street from the east; and all pipes connected to the main entering MH SA9-105 at McKinley Street from the east.

Storm sewer mains, manholes, catch basins and catch basin leads on consolidated lot only serve consolidated lot and should be vacated with the road right of way. Storm system components entering from the east to MH ST9-202 at Jackson Street, and entering from the east into MH ST9-231 located just east of the Henry Street right of way at McKinley Street should be vacated. MH ST9-231 will be located on the newly consolidated lot and will require an easement along with the storm main exiting the manhole to the west and the catch basin lead entering the manhole from the northwest.

Vacated McKinley Street next to parking lot owned by HDB Holdings will need to be acquired by Galloway Co.

**Water Utility - Anthony Mach - 920-886-6180**  
[amach@ci.neenah.wi.us](mailto:amach@ci.neenah.wi.us)

Approved

**Review Comments:**

All unused water services located within the vacated streets shall be abandoned at the corp. Future plans for the use of the area will dictate whether the water mains will remain Utility-owned or revert to private ownership.

**Public Works - Gerry Kaiser -**  
[gkaiser@ci.neenah.wi.us](mailto:gkaiser@ci.neenah.wi.us)

Approved

**Review Comments:**

PW has no concerns with the proposed CSM.

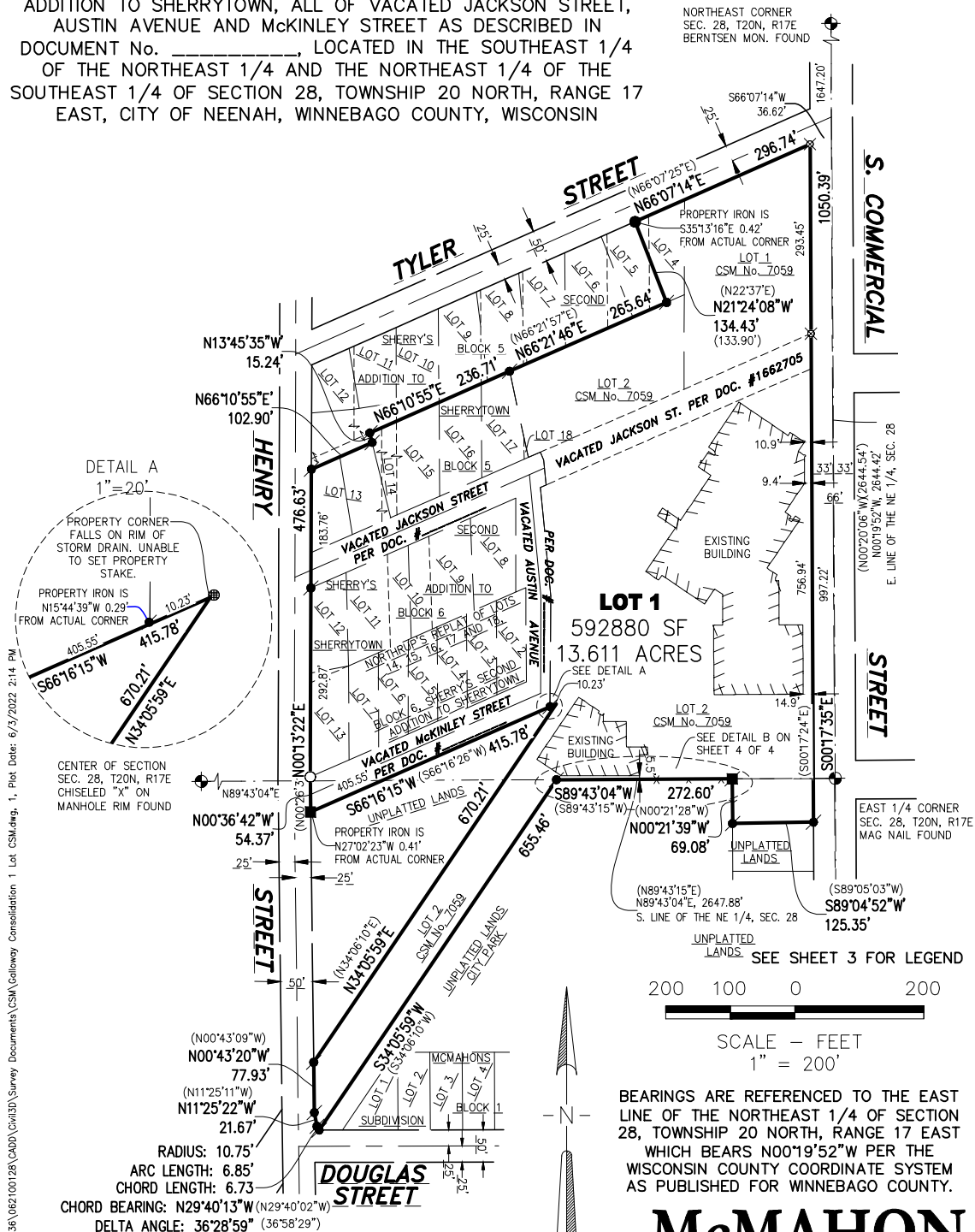
**Community Development - Chris Haese -**  
[chaese@ci.neenah.wi.us](mailto:chaese@ci.neenah.wi.us)

Approved

**Review Comments:**

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CERTIFIED SURVEY MAP NO. \_\_\_\_\_ SHEET 1 OF 4  
 ALL OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP No. RECORDED  
 AS 7059 AS DOCUMENT No. 1707039 AND PART OF LOTS 4, 5,  
 13, 17 & 18 AND ALL OF LOTS 14, 15 & 16, BLOCK 5, SHERRY'S  
 SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 8, 9, 10, 11, 12  
 & 13, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN,  
 ALL OF LOTS 2, 3, 4, 5, 6 & 7 OF NORTHRUP'S REPLAT OF  
 LOTS 14, 15, 16, 17 AND 18, BLOCK 6, SHERRY'S SECOND  
 ADDITION TO SHERRYTOWN, ALL OF VACATED JACKSON STREET,  
 AUSTIN AVENUE AND MCKINLEY STREET AS DESCRIBED IN  
 DOCUMENT No. \_\_\_\_\_, LOCATED IN THE SOUTHEAST 1/4  
 OF THE NORTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE  
 SOUTHEAST 1/4 OF SECTION 28, TOWNSHIP 20 NORTH, RANGE 17  
 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN



FOR: -GALLOWAY COMPANY  
 -ATTN: TROY BEYER  
 -601 S. COMMERCIAL STREET  
 -NEENAH, WI 54957

DRAFTED BY: Marty J. Abing

**McMAHON**  
 ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.  
 1445 McMAHON DRIVE NEENAH, WI 54956  
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
 PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

SHEET 2 OF 4

ALL OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP No. 7059 RECORDED AS DOCUMENT No. 1707039 AND PART OF LOTS 4, 5, 13, 17 & 18 AND ALL OF LOTS 14, 15 & 16, BLOCK 5, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 8, 9, 10, 11, 12 & 13, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 2, 3, 4, 5, 6 & 7 OF NORTHRUP'S REPLAT OF LOTS 14, 15, 16, 17 AND 18, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF VACATED JACKSON STREET, AUSTIN AVENUE AND MCKINLEY STREET AS DESCRIBED IN DOCUMENT No. \_\_\_\_\_, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Douglas E. Woelz, Wisconsin Professional Land Surveyor S-2327, certify that I have surveyed, divided and mapped all of Lots 1 and 2 of Certified Survey Map No. 7059 recorded as Document No. 1707039 and part of Lots 4, 5, 13, 17 & 18 and all of Lots 14, 15 & 16, Block 5, Sherry's Second Addition to Sherrytown, all of Lots 8, 9, 10, 11, 12 & 13, Block 6, Sherry's Second Addition to Sherrytown, all of Lots 2, 3, 4, 5, 6 & 7 of Northrup's Replat of Lots 14, 15, 16, 17 and 18, Block 6, Sherry's Second Addition to Sherrytown, all of vacated Jackson Street, Austin Avenue and McKinley Street as described in Document No. \_\_\_\_\_, located in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin containing 592,880 square feet (13.611 acres) of land more or less and more particularly described as follows:

Commencing at the East 1/4 corner of said Section 28; Thence N00°19'52"W, 997.22 feet along the East line of the Northeast 1/4 of said Section 28 to the Easterly extension of the Southerly right-of-way line of Tyler Street; Thence S66°07'14"W, 36.62 feet along said extended Southerly right-of-way line to the Northeast corner of Lot 1 of said Certified Survey Map No. 7059 and the Point of Beginning; Thence S00°17'35"E, 1050.39 feet along the East line of Lots 1 and 2 of said Certified Survey Map No. 7059 to the Southeast corner of said Lot 2; Thence S89°04'52"W, 125.35 feet along the South line of said Lot 2; Thence N00°21'39"W, 69.08 feet along the South line of said Lot 2; Thence S89°43'04"W, 272.60 feet along the South line of said Lot 2; Thence S34°05'59"W, 655.46 feet along the Southeasterly line of said Lot 2 to the North right-of-way line of Douglas Street and the start of a 10.75 foot radius curve to the right; Thence 6.85 feet along said curve being the West line of said Lot 2 of Certified Survey Map No. 7059 and the East right-of-way line of Henry Street having a chord distance of 6.73 feet which bears N29°40'13"W; Thence N11°25'22"W, 21.67 feet along the West line of said Lot 2 of Certified Survey Map No. 7059 being the East right-of-way line of Henry Street; Thence N00°43'20"W, 77.93 feet along the West line of said Lot 2 of Certified Survey Map No. 7059 being the East right-of-way line of Henry Street; Thence N34°05'59"E, 670.21 feet along the Northwesterly line of said Lot 2; Thence S66°16'15"W, 10.23 feet along the South line of said Lot 2 of Certified Survey Map No. 7059 to the Southerly line of vacated McKinley Street; Thence continuing S66°16'15"W, 405.55 feet along said Southerly line to the East right-of-way line of Henry Street; Thence N00°36'42"W, 54.37 feet along said East right-of-way line; Thence N00°13'22"E, 476.63 feet along said East right-of-way line to the Southerly line of Lands described in Document No. 1756854; Thence N66°10'55"E, 102.90 feet along said Southerly line to the Westerly line of Lands described in Document No. 1827042; Thence N13°45'35"W, 15.24 feet along said Westerly line to the Northwest corner thereof; Thence N66°10'55"E, 236.71 feet along the Northerly line of Lots 14, 15, 16 & 17, Block 5 of Sherry's Second Addition to Sherrytown to the Northwest corner of said Lot 2 of Certified Survey Map No. 7059; Thence N66°21'46"E, 265.64 feet along the North line of said Lot 2 of Certified Survey Map No. 7059 to the Southwest corner of lands described in Document No. 1833128; Thence N21°24'08"W, 134.43 feet along the Westerly line of said described lands to the Southerly right-of-way line of Tyler Street; Thence N66°07'14"E, 296.74 feet along the Southerly right-of-way line of Tyler Street to the Point of Beginning.

That I have made this survey by the direction of the Owners of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statutes and the City of Neenah Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Douglas E. Woelz, WI Professional Land Surveyor S-2327



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

SHEET 3 OF 4

ALL OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP No. 7059 RECORDED AS DOCUMENT No. 1707039 AND PART OF LOTS 4, 5, 13, 17 & 18 AND ALL OF LOTS 14, 15 & 16, BLOCK 5, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 8, 9, 10, 11, 12 & 13, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 2, 3, 4, 5, 6 & 7 OF NORTHRUP'S REPLAT OF LOTS 14, 15, 16, 17 AND 18, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF VACATED JACKSON STREET, AUSTIN AVENUE AND MCKINLEY STREET AS DESCRIBED IN DOCUMENT No. \_\_\_\_\_, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

NOTES

TAX PARCEL No.	OWNER OF RECORD	DEED DOCUMENT No.
80200440000	GALLOWAY COMPANY	1833128
80200660000	GALLOWAY COMPANY	1518237
80200780000	GALLOWAY COMPANY	1658873
80200540000	GALLOWAY COMPANY	1873016
80200550000	GALLOWAY COMPANY	1746884
80200570000	GALLOWAY COMPANY	1827042
80200580000	GALLOWAY COMPANY	1873016
80200590000	GALLOWAY COMPANY	1781453
80200730000	GALLOWAY COMPANY	1781453
80200740000	GALLOWAY COMPANY	1809258
80200750000	GALLOWAY COMPANY	1746016
80200760000	GALLOWAY COMPANY	1743152
80200770000	GALLOWAY COMPANY	1746018
80201240000	GALLOWAY COMPANY	1746017
80201230000	GALLOWAY COMPANY	1806823
80201220000	GALLOWAY COMPANY	1781453
80201210000	GALLOWAY COMPANY	1746021
80201200000	GALLOWAY COMPANY	1749251
80201190000	GALLOWAY COMPANY	1745622

CERTIFICATE OF CITY DIRECTOR OF FINANCE:

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of: \_\_\_\_\_ affecting the lands.

\_\_\_\_\_  
City Director of Finance      Date  
Mike Easker

CITY OF NEENAH APPROVAL

This Certified Survey Map was approved by the City of Neenah on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
City Clerk      Date  
Charlotte Nagel

\_\_\_\_\_  
City Mayor      Date  
Jane B. Lang

LEGEND

- - 3/4" x 24" ROUND IRON REBAR  
WEIGHING 1.5 lbs./lineal ft. SET
- - 3/4" ROUND STEEL REBAR FOUND
- - 1" IRON PIN FOUND
- ⊗ - CUT CROSS FOUND
- - MAG NAIL FOUND
- ⊙ - CERTIFIED LAND CORNER  
WINNEBAGO COUNTY
- ( ) - RECORDED BEARING AND/OR DISTANCE
- SF - SQUARE FEET

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

SHEET 4 OF 4

ALL OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP No. 7059 RECORDED AS DOCUMENT No. 1707039 AND PART OF LOTS 4, 5, 13, 17 & 18 AND ALL OF LOTS 14, 15 & 16, BLOCK 5, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 8, 9, 10, 11, 12 & 13, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF LOTS 2, 3, 4, 5, 6 & 7 OF NORTHRUP'S REPLAT OF LOTS 14, 15, 16, 17 AND 18, BLOCK 6, SHERRY'S SECOND ADDITION TO SHERRYTOWN, ALL OF VACATED JACKSON STREET, AUSTIN AVENUE AND MCKINLEY STREET AS DESCRIBED IN DOCUMENT No. \_\_\_\_\_, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Galloway Company, a Wisconsin Corporation, As Owner(s), I/We hereby certify that I/we caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. I/We also certify that this Certified Survey Map is required by s. 236.34 of the Wisconsin Statutes to be submitted to the following for approval.

City of Neenah

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

State of Wisconsin)  
\_\_\_\_\_)ss  
\_\_\_\_\_County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My commission expires \_\_\_\_\_

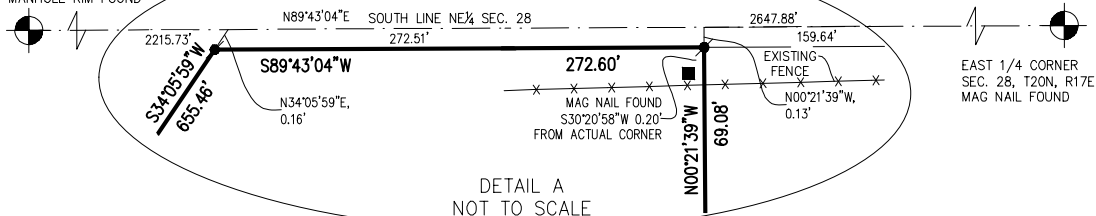
CERTIFICATE OF COUNTY TREASURER:

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of: \_\_\_\_\_ affecting the lands.

\_\_\_\_\_  
County Treasurer  
Mary E. Kruger

\_\_\_\_\_  
Date

CENTER OF SECTION  
SEC. 28, T20N, R17E  
CHISELED "X" ON  
MANHOLE RIM FOUND



**Minutes of the Board of Public Works Meeting**  
**Thursday, September 1, 2022, 11:00 a.m.**

**MEMBERS PRESENT:** Mayor Lang, City Attorney Rashid, Director of Community Development Haese, Director of Public Works Kaiser, and Alderpersons Lendrum and Hillstrom.

**ALSO PRESENT:** Director of Neenah Water Utility Mach, Deputy Director of Finance Kahl, and Public Works Office Manager Mroczkowski.

**CALL TO ORDER:** Mayor Lang called the meeting to order at 11:00 p.m.

- I. Approval of the minutes of the August 11, 2022 meeting. (Minutes can be found on the City web site)

**MSC Haese/Hillstrom to approve the meeting minutes as written, all voting aye.**

- II. Appearances.  
None.

- III. Unfinished Business.  
None.

- IV. New Business.

A. Public Works

1. Award Contract 11A-22, Water Service Replacement on Reddin Avenue and Zemlock Avenue.

Report

**MSC Haese/Lendrum to recommend Council approve the Award of Contract 11A-22, Water Service Replacement on Reddin Avenue and Zemlock Avenue to Donald Hietpas & Sons, Inc., in the amount of \$469,949.70, contingent upon Wisconsin Department of Natural Resources approval. All voting aye.**

Discussion: None.

2. Award Contract 11B-22, Water Service Replacement on Hunt Avenue, Madison Street and Nicolet Boulevard.

Report

**MSC Lendrum/Haese to recommend Council approve the Award of Contract 11B-22, Water Service Replacement on Hunt Avenue, Madison Street and Nicolet Boulevard to Carl Bowers & Sons Construction Co., Inc., in an amount of \$525,150.00, contingent upon Wisconsin Department of Natural Resources approval. All voting aye.**

Discussion: Director Haese asked about the budget for these two contracts.

Director Mach stated that the goal is to keep the costs under \$1 Million in order to provide the appropriate reimbursement to the property owners. Director Mach stated that currently the reimbursement threshold is set at \$4,000. He stated that we may be asking for that to be increased based on the bids that came in. He stated that the bid results will be sent to the DNR for approval.

Director Kaiser stated that because of the pricing on the bids, some property owners may see a special assessment.

Info Only

3. Pay Request No. 4, Contract 7-21, Harrison Street Stormwater Pond, to MCC, Inc., Little Chute, in the amount of \$322,224.23.  
**MSC Kaiser/Hillstrom to approve pay request No. 4, Contract 7-21, as presented. All voting aye.**

Discussion: Director Kaiser stated this pay request is all for the retaining wall.

B. Parks & Recreation

Report

1. Award Arrowhead Park Phase 1B – Pier Project to Lunda Construction Company, Black River Falls, WI, in the amount of \$619,541.40 utilizing National Resource Damage Assessment Funding \$200,000, David/Rita Nelson Family Grant Fund \$325,000 and 2021 CIP Funding of \$94,541.40.  
**MSC Hillstrom/Kaiser to recommend Council approve Award of Arrowhead Park Phase 1B – Pier Project to Lunda Construction Company, Black River Falls, WI, in the amount of \$619,541.40 utilizing National Resource Damage Assessment Funding \$200,000, David/Rita Nelson Family Grant Fund \$325,000 and 2021 CIP Funding of \$94,541.40. All voting aye**

Discussion: Director Haese stated that he has concerns with the location of the pier. He stated that he would like to see the pier offset on the right of the redevelopment area.

Report

2. Award Arrowhead Park Phase 1B – Prairie/Path Construction Project to Vinton Construction Company, Two Rivers, WI, in the amount of \$795,106.58 utilizing 2021 CIP Funding.  
**MSC Hillstrom/Haese to recommend Council approve Award of Arrowhead Park Phase 1B – Prairie/Path Construction Project to Vinton Construction Company, Two Rivers, WI, in the amount of \$795,106.58 utilizing 2021 CIP Funding of \$94,541.40**

Discussion: Mayor Lang stated that she has concerns with the prairie concept at this site. She stated that maintenance on the prairie will be labor intensive.

3. Any announcements/questions for the Board.
  - a. None.

4. Adjournment.

**MSC Lendrum/Hillstrom to adjourn, all voting aye. Meeting adjourned at 11:20 a.m.**

Respectfully Submitted,



Lisa Mroczkowski  
Public Works Office Manager

				Don Hietpas and Sons Inc.		Alfson Excavating LLC		korff plumbing LLC		Carl Bowers & Sons Const Co. Inc.		Mid City Corporation	
Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
201	Furnish & Install Service from ROW to House by Pulling	Lin. Ft.	3650	\$10.00	\$36,500.00	\$1.00	\$3,650.00	\$25.00	\$91,250.00	\$62.00	\$226,300.00	\$205.00	\$748,250.00
202	Furnish & Install Service from ROW to House by Directional Boring	Lin. Ft.	100	\$40.00	\$4,000.00	\$1.00	\$100.00	\$25.00	\$2,500.00	\$62.00	\$6,200.00	\$100.00	\$10,000.00
203	Furnish and Install 1.25-Inch Service from ROW to House by Excavation	Lin. Ft.	50	\$60.00	\$3,000.00	\$1.00	\$50.00	\$25.00	\$1,250.00	\$62.00	\$3,100.00	\$125.00	\$6,250.00
204	Furnish and Install 1.25-Inch Service from PE Water Service from Main to ROW	Lin. Ft.	50	\$75.00	\$3,750.00	\$110.00	\$5,500.00	\$125.00	\$6,250.00	\$62.00	\$3,100.00	\$175.00	\$8,750.00
205	Furnish and Install 1.25-Inch Service Brass Set	Each	1	\$650.00	\$650.00	\$1,500.00	\$1,500.00	\$125.00	\$125.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
206	Furnish and Install Cathodic Protection to Water Service	Each	84	\$125.00	\$10,500.00	\$100.00	\$8,400.00	\$75.00	\$6,300.00	\$500.00	\$42,000.00	\$85.00	\$7,140.00
207	Water Service Connection to Structure Including Concrete Repair and Regrounding	Each	84	\$3,500.00	\$294,000.00	\$5,200.00	\$436,800.00	\$3,750.00	\$315,000.00	\$1,800.00	\$151,200.00	\$1,500.00	\$126,000.00
208	Water Service Extra Hole (Curb Stop Connection)	Each	12	\$0.00	\$0.00	\$500.00	\$6,000.00	\$150.00	\$1,800.00	\$1,000.00	\$12,000.00	\$1,000.00	\$12,000.00
209	Remove Footing	Vert. Ft.	12	\$400.00	\$4,800.00	\$100.00	\$1,200.00	\$100.00	\$1,200.00	\$100.00	\$1,200.00	\$500.00	\$6,000.00
210	Furnish and Install 30-Inch Concrete Curb and Gutter (Repair)	Lin. Ft.	0.00E+00	\$165.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00
211	Furnish and Install 4-Inch Concrete Sidewalk Repair	Sq. Ft.	4600	\$16.41	\$75,486.00	\$1.00	\$4,600.00	\$8.50	\$39,100.00	\$11.00	\$50,600.00	\$6.00	\$27,600.00
212	Furnish and Install 6-Inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	250	\$18.45	\$4,612.50	\$1.00	\$250.00	\$8.50	\$2,125.00	\$12.00	\$3,000.00	\$10.00	\$2,500.00
213	Furnish and Install HMA Pavement	Sq. Ft.	300	\$40.00	\$12,000.00	\$1.00	\$300.00	\$7.50	\$2,250.00	\$11.00	\$3,300.00	\$10.00	\$3,000.00
214	Furnish and Install Drilled Tie Bars	Each	120	\$26.26	\$3,151.20	\$1.00	\$120.00	\$6.00	\$720.00	\$10.00	\$1,200.00	\$6.00	\$720.00
221	Terracing, Seed, Mulch, Fertilizing	Sq. Yd.	1000	\$12.00	\$12,000.00	\$1.00	\$1,000.00	\$12.00	\$12,000.00	\$10.00	\$10,000.00	\$10.00	\$10,000.00
222	Furnish, Install & Maintain Traffic Control	Lump Sum	1	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$12,000.00	\$12,000.00	\$12,100.00	\$12,100.00	\$6,000.00	\$6,000.00
223	Furnish, Install & Maintain Inlet Protection	Each	24	\$125.00	\$3,000.00	\$50.00	\$1,200.00	\$100.00	\$2,400.00	\$100.00	\$2,400.00	\$100.00	\$2,400.00
					\$469,949.70		\$471,170.00		\$496,270.00		\$528,700.00		\$977,610.00

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

Contractor Name: MCC, Inc.		Contract No. 7-21	
Address P.O. Box 1137		Contract Amount \$1,661,108.73	
City Little Chute WI 54140			
Name of Project	Harrison Street Stormwater Pond		
Location of Project	Harrison Street		
Pay Request No. 4	For Period	April 30, 2022 through August 30, 2022	

**CONTRACT SUMMARY**

Original Contract Amount	\$1,661,108.73
Net Amount of Change Order through Change Order No. 1	\$0.00
Adjusted Contract Amount	<u>\$1,661,108.73</u>

**WORK PERFORMED TO DATE**

Work Performed to Date	\$1,152,006.57
Less Retainage of 5%. If different indicate here _____	\$57,600.33
Net Amount Earned to Date	\$1,094,406.24
Less Previous Payments	\$772,182.01

**BALANCE DUE THIS PAYMENT**

**\$322,224.23**

**CONTRACT BREAKOUT**

		Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
<b>Detention Ponds</b>	049-5250-742-0236	\$1,184,130.00	\$1,184,130.00	\$322,224.23	\$481,060.32
<b>Detention Ponds</b>	049-5250-743-0236	\$643,937.00	\$476,978.73	\$0.00	\$0.00
		<u>\$1,828,067.00</u>	<u>\$1,661,108.73</u>	<u>\$322,224.23</u>	<u>\$481,060.32</u>

**CERTIFICATION OF CONTRACTOR:**

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

Certified by Engineer _____	Date: <u>8-30-2022</u>
Certified by Public Works _____	Date: <u>8-30-2022</u>
Certified by Water Utility _____	Date: _____
Certified by Contractor _____	Date: _____
Approved BPW _____	Date: _____
Approved Common Council (Final Payments Only) _____	Date: _____



Contract 7-21  
Harrison Street Stormwater Pond

	DESCRIPTION	Original Contract				Pay Estimate No. 3						Pay Estimate No. 4					
		Quantity	Unit of Measure	Unit Price	Total	Quantity Completed This Pay Estimate	\$ Completed This Pay Estimate	0.05 Retainage	Due This Estimate	Previously Paid	Due to Contractor	Quantity Completed This Pay Estimate	\$ Completed This Pay Estimate	0.05 Retainage	Due This Estimate	Previously Paid	Due to Contractor
300	Furnish and Install Tracking Pad	Each	1	\$811.07	\$811.07	1.00	\$811.07	\$40.55	\$770.52	\$0.00	\$811.07	0.00	\$0.00	\$0.00	\$0.00	\$770.52	\$811.07
301	Furnish & install inlet protection	Each	10	\$109.56	\$1,095.60	0.00	\$0.00	\$0.00	\$0.00	\$624.49	\$657.36	0.00	\$0.00	\$0.00	\$0.00	\$624.49	\$657.36
302	Furnish & install silt fence	Lin. Ft.	310	\$2.50	\$775.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
303	Clear & grub trees and brush	Lump Sum	1	\$3,500.00	\$3,500.00	0.00	\$0.00	\$0.00	\$0.00	\$3,325.00	\$3,500.00	0.00	\$0.00	\$0.00	\$0.00	\$3,325.00	\$3,500.00
304	Strip & stockpile topsoil (Estimated 6,170 sq. yds.)	Lump Sum	1	\$4,676.81	\$4,676.81	0.00	\$0.00	\$0.00	\$0.00	\$4,442.97	\$4,676.81	0.00	\$0.00	\$0.00	\$0.00	\$4,442.97	\$4,676.81
305	Remove concrete sidewalk, trailer pad & post anchors	Sq. Yds.	576	\$2.69	\$1,549.44	0.00	\$0.00	\$0.00	\$0.00	\$1,471.97	\$1,549.44	0.00	\$0.00	\$0.00	\$0.00	\$1,471.97	\$1,549.44
306	Remove concrete curb & gutter	Lin. Ft.	1307	\$0.90	\$1,176.30	0.00	\$0.00	\$0.00	\$0.00	\$1,117.49	\$1,176.30	0.00	\$0.00	\$0.00	\$0.00	\$1,117.49	\$1,176.30
307	Saw & remove asphalt pavement	Sq. Yds.	540	\$3.61	\$1,949.40	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
308	Furnish and Install 12 inch Storm Main	Lin. Ft.	250	\$59.16	\$14,790.00	0.00	\$0.00	\$0.00	\$0.00	\$13,657.09	\$14,375.88	0.00	\$0.00	\$0.00	\$0.00	\$13,657.09	\$14,375.88
309	Furnish and Install 24 inch Storm Main	Lin. Ft.	103	\$94.86	\$9,770.58	0.00	\$0.00	\$0.00	\$0.00	\$6,308.19	\$6,640.20	0.00	\$0.00	\$0.00	\$0.00	\$6,308.19	\$6,640.20
310	Furnish and Install 36 inch Storm Main	Lin. Ft.	152	\$122.40	\$18,604.80	0.00	\$0.00	\$0.00	\$0.00	\$16,162.92	\$17,013.60	0.00	\$0.00	\$0.00	\$0.00	\$16,162.92	\$17,013.60
311	Furnish and Install 42 inch Storm Main	Lin. Ft.	76	\$150.96	\$11,472.96	0.00	\$0.00	\$0.00	\$0.00	\$9,321.78	\$9,812.40	0.00	\$0.00	\$0.00	\$0.00	\$9,321.78	\$9,812.40
312	Furnish and Install 48 inch Storm Main	Lin. Ft.	297	\$168.30	\$49,985.10	0.00	\$0.00	\$0.00	\$0.00	\$44,288.15	\$46,619.10	0.00	\$0.00	\$0.00	\$0.00	\$44,288.15	\$46,619.10
313	Furnish and Install 72 inch diameter manhole	Each	2	\$6,987.00	\$13,974.00	0.00	\$0.00	\$0.00	\$0.00	\$13,275.30	\$13,974.00	0.00	\$0.00	\$0.00	\$0.00	\$13,275.30	\$13,974.00
314	Furnish and Install 96 inch diameter manhole	Each	1	\$13,821.00	\$13,821.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
315	Furnish and Install Outlet Structure 1 including V-notch Weir	Each	1	\$10,174.50	\$10,174.50	0.00	\$0.00	\$0.00	\$0.00	\$9,665.78	\$10,174.50	0.00	\$0.00	\$0.00	\$0.00	\$9,665.78	\$10,174.50
316	Furnish and Install Steel Plate Outlet Controls in Outlet Structure 2	Each	1	\$7,114.50	\$7,114.50	0.00	\$0.00	\$0.00	\$0.00	\$6,758.78	\$7,114.50	0.00	\$0.00	\$0.00	\$0.00	\$6,758.78	\$7,114.50
317	Furnish and Install Manhole Opening and Manhole Frame in Outlet 2	Lump Sum	1	\$5,916.00	\$5,916.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
318	Furnish and Install 5'x9' Concrete Box Manhole w/ Aluminum Access Hatch	Lump Sum	1	\$17,850.00	\$17,850.00	0.00	\$0.00	\$0.00	\$0.00	\$16,957.50	\$17,850.00	0.00	\$0.00	\$0.00	\$0.00	\$16,957.50	\$17,850.00
319	Furnish and Install 36 inch Concrete Apron End Wall w/ trash guard	Each	2	\$2,601.00	\$5,202.00	0.00	\$0.00	\$0.00	\$0.00	\$4,941.90	\$5,202.00	0.00	\$0.00	\$0.00	\$0.00	\$4,941.90	\$5,202.00
320	Furnish and Install 42 inch Concrete Apron End Wall w/ trash guard	Each	1	\$3,060.00	\$3,060.00	0.00	\$0.00	\$0.00	\$0.00	\$2,907.00	\$3,060.00	0.00	\$0.00	\$0.00	\$0.00	\$2,907.00	\$3,060.00
321	Furnish and Install 60 inch Concrete Apron End Wall w/ trash guard	Each	1	\$6,222.00	\$6,222.00	0.00	\$0.00	\$0.00	\$0.00	\$5,910.90	\$6,222.00	0.00	\$0.00	\$0.00	\$0.00	\$5,910.90	\$6,222.00
322	"Furnish and Install 48"" vertical trash guard & attach to wall"	Each	1	\$3,289.50	\$3,289.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
323	Furnish and Install all materials to raise 12 inch watermain over storm	Lump Sum	1	\$8,364.00	\$8,364.00	0.00	\$0.00	\$0.00	\$0.00	\$7,945.80	\$8,364.00	0.00	\$0.00	\$0.00	\$0.00	\$7,945.80	\$8,364.00
324	Excavate & Haul Petroleum Impacted Soil from Area 1 to Landfill	Tons	2400	\$14.00	\$33,600.00	0.00	\$0.00	\$0.00	\$0.00	\$41,269.90	\$43,442.00	0.00	\$0.00	\$0.00	\$0.00	\$41,269.90	\$43,442.00
325	Excavate & Haul Low Hazardous Soil from Area 2 to Arrowhead Park	Cu. Yds.	4800	\$8.00	\$38,400.00	11,800.00	\$94,400.00	\$4,720.00	\$89,680.00	\$36,480.00	\$132,800.00	0.00	\$0.00	\$0.00	\$0.00	\$126,160.00	\$132,800.00

Contract 7-21  
Harrison Street Stormwater Pond

	DESCRIPTION	Original Contract				Pay Estimate No. 3						Pay Estimate No. 4					
		Quantity	Unit of Measure	Unit Price	Total	Quantity Completed This Pay Estimate	S Completed This Pay Estimate	0.05 Retainage	Due This Estimate	Previously Paid	Due to Contractor	Quantity Completed This Pay Estimate	S Completed This Pay Estimate	0.05 Retainage	Due This Estimate	Previously Paid	Due to Contractor
326	Excavate, Grade & Shape Pond (Cut 46,800 cu.yds. ; Fill 1320 cu.yds.)	Cu. Yds.	46800	\$6.25	\$292,500.00	0.00	\$0.00	\$0.00	\$0.00	\$207,812.50	\$218,750.00	0.00	\$0.00	\$0.00	\$0.00	\$207,812.50	\$218,750.00
327	Furnish & salvage topsoil and grade (Estimated 1800 cu. yds.)	Lump Sum	1	\$15,361.63	\$15,361.63	0.50	\$7,680.82	\$384.04	\$7,296.77	\$0.00	\$7,680.82	0.00	\$0.00	\$0.00	\$0.00	\$7,296.77	\$7,680.82
328	Furnish & Install medium rip-rap (Estimated 300 sq. yds.)	Tons	300	\$32.57	\$9,771.00	300.00	\$9,771.00	\$488.55	\$9,282.45	\$0.00	\$9,771.00	0.00	\$0.00	\$0.00	\$0.00	\$9,282.45	\$9,771.00
329	Furnish & Install 3 inch clear crushed stone	Tons	50	\$26.75	\$1,337.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
330	Furnish and install Temp Seed (winter wheat/annual rye) & Mulch	Sq. Yds.	9680	\$0.83	\$8,034.40	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
331	Lawn Seed, Mulch & Fertilize (Estimated 4430 sq. yds.)	Lump Sum	1	\$8,014.28	\$8,014.28	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500	Furnish large ledgerstone for waterfall and landscaping	Tons	700	\$276.83	\$193,781.00	700.00	\$193,781.00	\$9,689.05	\$184,091.95	\$0.00	\$193,781.00	0.00	\$0.00	\$0.00	\$0.00	\$184,091.95	\$193,781.00
501	Install ledgerstone waterfall	Lump Sum	1	\$97,337.14	\$97,337.14	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502	Furnish & install pump with removal rails and cords	Each	2	\$18,697.11	\$37,394.22	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
503	Furnish & install pump control panel in enclosure	Each	1	\$2,768.57	\$2,768.57	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
504	Furnish & install piping for waterfall	Lump Sum	1	\$13,842.86	\$13,842.86	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
505	Furnish & install Mississippi pebble/river rock with geotextile fabric	Tons	100	\$132.60	\$13,260.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
506	Furnish & install large stone boulders	Tons	150	\$102.00	\$15,300.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
507	Furnish & install modular block wall	Sq. Ft.	4400	\$74.46	\$327,624.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4,400.00	\$327,624.00	\$16,381.20	\$311,242.80	\$0.00	\$327,624.00
508	Furnish & install stain on block wall	Lump Sum	1	\$19,854.79	\$19,854.79	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.50	\$9,927.40	\$496.37	\$9,431.03	\$0.00	\$9,927.40
509	Furnish & install rail & guard on block wall	Lin. Ft.	620	\$94.01	\$58,286.20	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	Furnish & install chain link fence	Lin. Ft.	550	\$66.03	\$36,316.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511	Furnish & install granite chip aggregate	Tons	30	\$132.60	\$3,978.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
512	Salvage gravel, install & prepare sidewalk gravel base	Sq. Yds.	1050	\$15.95	\$16,747.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
513	Furnish & install 5 inch concrete sidewalk & patio	Sq. Ft.	9500	\$5.23	\$49,685.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
514	Furnish & install concrete steps	Lin. Ft.	210	\$66.30	\$13,923.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
515	Salvage gravel, install & prepare 12 inch gravel base	Sq. Yds.	500	\$16.69	\$8,345.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
516	Furnish & install HMA Pavement	Tons	85	\$195.00	\$16,575.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
517	Prairie site prep with glyphoate application	Each	3	\$1,632.00	\$4,896.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1.00	\$1,632.00	\$81.60	\$1,550.40	\$0.00	\$1,632.00
518	Furnish & install prairie seed	Lump Sum	1	\$9,384.00	\$9,384.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Contract 7-21  
Harrison Street Stormwater Pond

		Original Contract				Pay Estimate No. 3						Pay Estimate No. 4					
						Quantity Completed This Pay Estimate	\$ Completed This Pay Estimate	0.05 Retainage	Due This Estimate	Previously Paid	Due to Contractor	Quantity Completed This Pay Estimate	\$ Completed This Pay Estimate	0.05 Retainage	Due This Estimate	Previously Paid	Due to Contractor
		Quantity	Unit of Measure	Unit Price	Total												
	DESCRIPTION																
519	Furnish & install erosion control blanket	Sq. Yds.	9600	\$1.53	\$14,688.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
520	Furnish & install Techny Arborvitae	Each	33	\$96.90	\$3,197.70	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
521	Furnish & install Black Hills Spruce	Each	15	\$198.90	\$2,983.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
522	Furnish & install Witchita Blue Juniper	Each	4	\$122.40	\$489.60	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
523	Furnish & install White Oak	Each	4	\$346.80	\$1,387.20	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
524	Furnish & install Bur Oak	Each	4	\$346.80	\$1,387.20	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
525	Furnish & install White Pine	Each	7	\$285.60	\$1,999.20	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
526	Furnish & install Norway Pine	Each	3	\$293.76	\$881.28	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
527	Furnish & install Scotch Pine	Each	2	\$293.76	\$587.52	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
528	Furnish & install Whitespire Birch	Each	2	\$295.80	\$591.60	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
529	Furnish & install River Birch	Each	3	\$295.80	\$887.40	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
530	Furnish & install White Cedar	Each	4	\$225.42	\$901.68	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
531	Furnish & install Shagbark Hickory	Each	2	\$381.48	\$762.96	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532	Furnish & install Hackberry	Each	1	\$364.14	\$364.14	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
533	Furnish & install North Star Cherry	Each	3	\$127.50	\$382.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
534	Furnish & install Wowza! Dwarf Cherry	Each	4	\$127.50	\$510.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Furnish & install Pagoda Dogwood	Each	6	\$127.50	\$765.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
600	Furnish & Install Floating Dock Gangway	LS	1	\$35,000.00	\$35,000.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$26,414.94	\$27,805.20
332	Furnish & Install Concrete Pipe	Ln Ft	133	\$239.70	\$31,880.10	0.00	\$0.00	\$0.00	\$0.00	\$26,414.94	\$27,805.20	0.00	\$0.00	\$0.00	\$0.00	\$26,414.94	\$27,805.20
	TOTALS				\$1,661,108.73		\$306,443.89	\$15,322.19	\$291,121.69	\$481,060.33	\$812,823.18		\$339,183.40	\$16,959.17	\$322,224.23	\$772,182.02	\$1,152,006.57



## Department of Parks & Recreation

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**TO:** Mayor Lang and Members of the Board of Public Works

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

**DATE:** August 22, 2022

**RE:** Arrowhead Park Phase 1B - Pier Construction Bid Award

Construction specifications were advertised and bids opened for the Arrowhead Park Phase 1B - Pier Project on Thursday, August 11. Three qualified bids were received and opened. A bid summary and recommendation letter from SEH recommending awarding the lowest qualified bid to Lunda Construction Company, Black River Falls, WI in the amount of \$619,541.40 utilizing funding from:

National Resource Damage Assessment (NRDA) Grant	\$200,000
David / Rita Nelson Family Grant Fund	\$325,000
And 2021 CIP	\$94,541.40

The scope of work includes installation of a 150' 14' wide gangway and 832' square foot landing area with an attached quiet water launch. The project is schedule for construction from November 2022- May 2023.

The Parks and Recreation Commission has reviewed and recommends awarding the lowest qualified bid to Lunda Construction Company, Black River Falls, WI in the amount of \$619,541.40 utilizing National Resource Damage Assessment Funding \$200,000, David / Rita Nelson Family Grant Fund \$325,000 and 2021 CIP Funding \$94,541.40.

**Recommended Action:** Awarding the lowest qualified bid to Lunda Construction Company, Black River Falls, WI in the amount of \$619,541.40 utilizing National Resource Damage Assessment Funding \$200,000, David / Rita Nelson Family Grant Fund \$325,000 and 2021 CIP Funding \$94,541.40.

### Phase 1B Financial Summary:

#### Funding

NRDA	\$200,000
Nelson Family Fund	\$325,000
2021 CIP	\$1,070,000
<b>Total</b>	<b>\$1,595,000</b>

#### Projected Expenses

Pier	\$619,541.40
Prairie/Path	\$795,106.58
Construction Admin	\$61,500
<b>Total</b>	<b>\$1,476,147.98</b>

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*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



Building a Better World  
for All of Us®

August 12, 2022

RE: Arrowhead Park Pier  
Neenah, WI  
SEH No. NEENA 159067 14.00

Michael Kading  
Director of Parks  
City of Neenah  
211 Walnut Street  
Neenah, WI 54956

Dear Michael:

On August 11, 2022, unit price bids were received for the Arrowhead Park Pier project. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Three bids were received for the project. The bids ranged from \$619,541.40 to \$807,377.39. The low bid was submitted by Lunda Construction Company, Black River Falls, WI. Based on our experience and review, it is our opinion that Lunda Construction Company has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project in the low bid amount of \$619,541.40.

SEH retains electronic copies of bids and bonds of all bidders. The bid and bond of the low bidder will be incorporated into the contract documents after all applicable documentation has been signed by the Contractor and Client and provided to SEH.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

Jeff Saxby, PE  
Project Manager  
(Lic. MI, WI)

paj

Enclosure

X:\K01\NEENA\159067\6-bid-const\Bidding Documents - Pier

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

920.380.2800 | 888.413.4214 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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Neenah, WI - Arrowhead Park Pier (NEENA 159067) (#8265091)  
 Owner: Neenah WI, City of  
 Solicitor: SEH - Appleton  
 08/11/2022 01:00 PM CDT

Item No.	Description	Unit	Est. Quantity	LUNDA CONSTRUCTION		Janke General Contractors		Pheifer Brothers Const.		Engineers Est	
				Unit Price	Unit Bid Price	Unit Price	Unit Bid Price	Unit Price	Unit Bid Price	Unit Price	Unit Bid Price
1	Cast-In-Place Concrete	CY	19.2	\$1,892.00	\$36,326.40	\$2,000.00	\$38,400.00	\$1,300.00	\$24,960.00	\$650.00	\$12,480.00
2	Epoxy Coated Reinforcement	LBS	1890	\$5.00	\$9,450.00	\$3.00	\$5,670.00	\$3.80	\$7,182.00	\$1.50	\$2,835.00
3	Ornamental Railing	LF	208	\$195.00	\$40,560.00	\$217.00	\$45,136.00	\$140.00	\$29,120.00	\$35.00	\$7,280.00
4	Timber Pier	LF	186	\$707.00	\$131,502.00	\$846.00	\$157,356.00	\$790.00	\$146,940.00	\$650.00	\$120,900.00
5	Helical Piling 10 feet Long	SF	40	\$3,372.00	\$134,880.00	\$8,000.00	\$320,000.00	\$3,700.00	\$148,000.00	\$3,500.00	\$140,000.00
6	Helical Pile Load Test	EACH	1	\$12,195.00	\$12,195.00	\$1.00	\$1.00	\$11,700.00	\$11,700.00	\$5,000.00	\$5,000.00
7	Additional Helical Piling Length	LF	1000	\$106.00	\$106,000.00	\$4.40	\$4,400.00	\$160.00	\$160,000.00	\$65.00	\$65,000.00
8	Prefabricated Deck	SF	2726	\$20.00	\$54,520.00	\$36.00	\$98,136.00	\$21.00	\$57,246.00	\$22.25	\$60,653.50
9	Sign	EACH	1	\$31,000.00	\$31,000.00	\$66,500.00	\$66,500.00	\$43,700.00	\$43,700.00	\$25,000.00	\$25,000.00
10	Gangway	EACH	1	\$15,742.00	\$15,742.00	\$15,000.00	\$15,000.00	\$150,729.39	\$150,729.39	\$7,500.00	\$7,500.00
11	Kayak Launch	EACH	1	\$47,366.00	\$47,366.00	\$15,500.00	\$15,500.00	\$27,800.00	\$27,800.00	\$48,500.00	\$48,500.00
TOTAL BID PRICE					\$619,541.40		\$766,099.00		\$807,377.39		\$495,148.50



## Department of Parks & Recreation

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**TO:** Mayor Lang and Members of the Board of Public Works

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

**DATE:** August 22, 2022

**RE:** Arrowhead Park Phase 1B – Prairie/Path Construction Bid Award

Construction specifications were advertised and bids opened for the Arrowhead Park Phase 1B – Prairie/Path Project on Thursday, August 11. Three qualified bids were received and opened. A bid summary and recommendation letter from SEH recommending awarding the lowest qualified bid to Vinton Construction Company, Two Rivers, WI in the amount of \$795,106.58 utilizing funding from the 2021 Capital Improvement Plan.

The scope of works includes final grading, installation of stone paths, rock out-croppings, stormwater management, trees and temporary seeding. Work is expected to begin this fall and be completed by April 2023. Note that final prairie seeding will occur in 2023.

The Parks and Recreation Commission has reviewed and recommends awarding the lowest qualified bid to Vinton Construction Company, Two Rivers, WI in the amount of \$795,106.58 utilizing 2021 CIP Funding.

**Recommended Action:** Awarding the lowest qualified bid to Vinton Construction Company, Two Rivers, WI in the amount of \$795,106.58 utilizing 2021 CIP Funding.

**Phase 1B Financial Summary:**

Funding

NRDA	\$200,000
Nelson Family Fund	\$325,000
2021 CIP	\$1,070,000
<b>Total</b>	<b>\$1,595,000</b>

Projected Expenses

Pier	\$619,541.40
Prairie/Path	\$795,106.58
Construction Admin	\$61,500
<b>Total</b>	<b>\$1,476,147.98</b>

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*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





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for All of Us™

August 12, 2022

RE: Arrowhead Park Prairie Restoration and  
Trail  
Neenah, WI  
SEH No. NEENA 159067 14.00

Michael Kading  
Director of Parks  
City of Neenah  
211 Walnut Street  
Neenah, WI 54956

Dear Michael:

On August 11, 2022, unit price bids were received for the Arrowhead Park Prairie Restoration and Trail project. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Three bids were received for the project. The bids ranged from \$795,106.58 to \$1,192,924.95. The low bid was submitted by Vinton Construction Company, Two Rivers, WI. Based on our experience and review, it is our opinion that Vinton Construction Company has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project in the low bid amount of \$795,106.58.

SEH retains electronic copies of bids and bonds of all bidders. The bid and bond of the low bidder will be incorporated into the contract documents after all applicable documentation has been signed by the Contractor and Client and provided to SEH.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

Jeff Saxby, PE  
Project Manager  
(Lic. MI, WI)

paj

Enclosure

X:\KQ\WNEENA\159067\6-bid-const\Bidding Documents - Prairie Restoration and Trail

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

920.380.2800 | 888.413.4214 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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Neenah, WI - Arrowhead Park Prairie Restoration and Trail (#8265093)  
 Owner: Neenah WI, City of  
 Solicitor: SEH - Appleton  
 08/11/2022 01:30 PM CDT

Item No.	Description	Unit	Est. Quantity	Vinton Construction Company				Advance Construction Inc.				Highway Landscapers, Inc.				Engineers Est			
				Unit Price	Unit Bid Price			Unit Price	Unit Bid Price			Unit Price	Unit Bid Price			Unit Price	Unit Bid Price		
1	Crushed Granite Path Top Course, KAFKA or	CY	265	\$365.00	\$96,725.00			\$525.00	\$139,125.00			\$200.00	\$53,000.00			\$70.00	\$18,550.00		
2	Approved Equal	CY	530	\$45.00	\$23,850.00			\$42.00	\$22,260.00			\$38.50	\$20,405.00			\$26.00	\$13,780.00		
3	1-1/4-inch Base Aggregate Dense	TON	75	\$170.00	\$12,750.00			\$231.00	\$17,325.00			\$235.00	\$17,625.00			\$180.00	\$13,500.00		
4	HMA Top Course	CY	61	\$70.00	\$4,270.00			\$45.00	\$2,745.00			\$60.00	\$3,660.00			\$33.00	\$2,013.00		
5	3/4-inch Base Aggregate Dense	LF	312	\$74.00	\$23,088.00			\$130.00	\$40,560.00			\$83.00	\$25,896.00			\$75.00	\$23,400.00		
6	15-inch RCP Storm Sewer Pipe	EA	4	\$1,295.00	\$5,180.00			\$1,040.00	\$4,160.00			\$1,650.00	\$6,600.00			\$900.00	\$3,600.00		
7	15-inch RCP Apron Endwall	EA	1	\$800.00	\$800.00			\$850.00	\$850.00			\$1,200.00	\$1,200.00			\$700.00	\$700.00		
8	Beehive Inlet Grate	EA	1	\$3,410.00	\$3,410.00			\$3,390.00	\$3,390.00			\$3,300.00	\$3,300.00			\$2,500.00	\$2,500.00		
9	48-inch Catch Basin	EA	1	\$600.00	\$600.00			\$1,500.00	\$1,500.00			\$1,500.00	\$1,500.00			\$1,300.00	\$1,300.00		
10	Connect to Existing	EA	1	\$1,200.00	\$1,200.00			\$2,310.00	\$2,310.00			\$1,500.00	\$1,500.00			\$1,600.00	\$1,600.00		
11	Reconstruct Inlet	EA	1	\$83.32	\$1,249.80			\$125.00	\$1,875.00			\$100.00	\$1,500.00			\$125.00	\$1,875.00		
12	Riprap, Medium	CY	15	\$2,500.00	\$2,500.00			\$2,000.00	\$2,000.00			\$1,500.00	\$1,500.00			\$1,020.00	\$1,020.00		
13	Tracking Pad	EA	1	\$2.50	\$3,987.50			\$2.50	\$3,625.00			\$2.25	\$3,262.50			\$2.50	\$3,625.00		
14	Silt Fence	LF	1450	\$300.00	\$15,000.00			\$176.00	\$8,800.00			\$600.00	\$30,000.00			\$14.00	\$700.00		
15	Landscape Boulders	EA	50	\$24.50	\$36,309.00			\$30.00	\$44,460.00			\$35.00	\$51,870.00			\$16.50	\$24,453.00		
16	Adventure Trail Paving Stones	SF	1482	\$24.50	\$36,309.00			\$35.00	\$34,300.00			\$35.00	\$34,300.00			\$18.00	\$17,640.00		
17	Flagstone Pavers	SF	980	\$24.50	\$24,010.00			\$240.00	\$57,600.00			\$7.00	\$1,680.00			\$8.00	\$1,920.00		
18	Paving Edge Restraints	LF	240	\$16.00	\$3,840.00			\$140.00	\$10,920.00			\$1,250.00	\$97,500.00			\$200.00	\$15,600.00		
19	Outcrop Stone at Stadium Seats	EA	78	\$395.00	\$30,810.00			\$140.00	\$2,100.00			\$1,500.00	\$22,500.00			\$200.00	\$3,000.00		
20	Outcrop Stone at Small Gathering Area	EA	15	\$395.00	\$5,925.00			\$400.00	\$4,800.00			\$500.00	\$6,000.00			\$125.00	\$1,500.00		
21	Stream Bed Cobble Stones	CY	12	\$400.00	\$4,800.00														
22	Topsoil (4-inch over all seeded areas, 18-inch in planting beds)	CY	9038	\$16.96	\$153,284.48			\$30.00	\$271,140.00			\$40.00	\$361,520.00			\$30.00	\$271,140.00		
23	Fine Grading	ACRE	13.2	\$3,600.00	\$47,520.00			\$3,000.00	\$39,600.00			\$1,000.00	\$13,200.00			\$8,712.00	\$114,998.40		
24	No Mow Lawn Seed	SF	55051	\$0.35	\$19,267.85			\$0.20	\$11,010.20			\$0.15	\$8,257.65			\$0.13	\$7,156.63		
25	Earthwork - Cut (Excavation Common)	CY	10104	\$13.41	\$135,494.64			\$10.00	\$101,040.00			\$13.00	\$131,352.00			\$14.00	\$141,456.00		
26	Earthwork - Fill (Borrow)	CY	9771	\$0.01	\$97.71			\$8.00	\$78,168.00			\$18.00	\$175,878.00			\$16.50	\$161,221.50		
27	Cover Crop	SF	718380	\$0.07	\$50,286.60			\$0.08	\$57,470.40			\$0.06	\$43,102.80			\$0.05	\$35,919.00		
28	Tree	EA	45	\$1,200.00	\$54,000.00			\$1,014.00	\$45,630.00			\$1,200.00	\$54,000.00			\$450.00	\$20,250.00		
29	Shrub	EA	36	\$375.00	\$13,500.00			\$90.00	\$3,240.00			\$75.00	\$2,700.00			\$75.00	\$2,700.00		
30	Ornamental Grasses and Perennials	EA	647	\$33.00	\$21,351.00			\$21.00	\$13,587.00			\$28.00	\$18,116.00			\$20.00	\$12,940.00		
TOTAL BID PRICE				\$795,106.58				\$1,025,590.60				\$1,192,924.95				\$920,057.53			