

AMENDED*
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING

December 30, 2025 @ 5:00 PM
Hauser Room, 211 Walnut Street

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

A G E N D A

1. Approval of Minutes of the Meeting of December 9, 2025 (Attachment)
2. Public Appearances
3. Discussion on the EAlert System
4. Licenses
 - a. Recommend Approval on the Original "Class B" Combination Alcohol Beverage Retail License Application for GLUMPF Events, LLC, d/b/a/ Ballroom at the Reserve, 116 S. Commercial Street, Neenah, Matthew Gloede, Agent (Attachment)
5. **Kimberly Point Shoreline Stabilization/Improvement Project (Attachment)**
6. ECS Subsurface Exploration and Geotechnical Engineering for Lake Edge Embankment Stability Evaluation at Arrowhead Park (Attachment)
7. Stantec Agreement for Implementation of Gas Migration Prevention Action Plan at Arrowhead Park (Attachment)
8. ~~Update from the Environmental Attorney related to Arrowhead Park Project~~ **(Committee of jurisdiction for discussion of this item is Finance and Personnel and City Attorney Rashid is out of the office the week of December 29, 2025)**
9. Discussion on the process for Open Item Request List
10. Public Works General Construction and Department Activity Report (Attachment)
11. Announcements/Future Agenda Items
12. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, December 09, 2025

Present: Chairman Lendrum, Alderman Borchardt, Linski, Pollnow and Weber

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Office Manager Mroczkowski, Scott Becher, Frank Cuthbert, and Bethanie Gengler

Chairman Lendrum called the meeting to order at 5:00 PM

Approval of Minutes of the Regular Meeting of November 25, 2025

Motion by Pollnow, seconded by Weber to approve the minutes of the Regular Meeting of November 25, 2025

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 5/0

Public Appearance

None

Church Street Parking Ramp Structure Condition Survey

Director Kaiser reviewed past construction and repair history of the ramp and then went through the results of the condition survey. He stated that GRAEF broke down the repairs into three conditions. Condition "A" are items that need immediate repair; Condition "B" are repairs that should be addressed in the next 2-3 years; Condition "C" are repairs that are non-critical maintenance items.

Director Kaiser stated that typical condition "A" repairs will consist of repairing cracked and deteriorating corbels, repairing corroded shear wall connections to double tees, repairing delaminated double tee stems, and repairing failed joint sealant and cracked flange connector welds. He stated that the cost estimate for Condition "A" repairs is \$384,000.00. He stated that condition "B" repairs that were noted by the report are minor deck cracks, corroded beam seats, façade connections, broken and corroded safety cables, column splice connections and others. Director Kaiser stated that condition "C" repairs include broken and corroded drain covers, ponding, and delaminated concrete patches.

Director Kaiser stated that these repairs will be included in future Capital Improvement Budgets (CIP). He stated that there is \$50,000 in the 2026 CIP for maintenance repairs that will be used to address some of the repairs and also for the consultant to get the

proper details that are needed in order to make the repairs. He stated that most of the repairs will be done by several different contractors on a time and material basis.

The Committee further discussed how future maintenance will be determined as capital or operational and setting a schedule for the work to be done and budgeting for it in the future.

Preliminary Resolution 2025-19: Sanitary Sewer Lateral and Water Service Construction on Elm Street, Henry Street, Ladaun Boulevard, Reed Street, and Sterling Avenue

Director Kaiser stated that this is the first step in the special assessment process.

Report
Motion by Pollnow, seconded by Borchardt to recommend the Common Council approve Preliminary Resolution 2025-19: Sanitary Sewer Lateral and Water Service Construction on Elm Street, Henry Street, Laudan Boulevard, Reed Street and Sterling Avenue.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Public Works General Construction and Department Activity Report

- 1) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is complete. A final pay request is being prepared.
- 2) Contract 13-24 (S. Commercial St. Turn Lane at Winneconne Ave): Work is complete. A final pay request is being prepared.
- 3) Contract 2-25 (Elm, Douglas Utilities and Street): Work is complete. A final pay request is being prepared.
- 4) Contract 3-25 (Caroline, Hickory Utility and Street Construction): Work is complete. A final pay request is being prepared.
- 5) Contract 4-25 (Misc. Concrete Pavement/Sidewalk Repair): Work is done for the year. Some items will be carried over to 2026.
- 6) Contract 5-25 (Misc. Asphalt Pavement Repair): Work is done for the year. Some items will be carried over to 2026.
- 7) Contract 10-25 (City Hall Window Replacement): The west side is complete. Work has started on the northwest angle and will continue to the north side windows.
- 8) Contract 12-25 (Courtside Fields Pond): The contract was awarded to MCC, Inc. A pre-construction meeting is being scheduled.
- 9) Jewelers Park Drive Bridge: Backfilling is complete and equipment is being removed. Sidewalk repairs will be made in 2026.

10) Storm Water Planning Grant Agreement: We have received a draft of the storm water planning grant agreement from WDNR. Engineer Kummerow and Director Kaiser are reviewing it. Per the Grant and Donation Policy (2025-1), once the agreement particulars are in order, Mayor Lang is authorized to sign it since it was a budgeted project. The grant amount of \$75,900 is to go toward the update of the stormwater management plan.

Aldersperson Pollnow asked for the approval timeline for the grant. Director Kaiser stated it should be approved by Christmas.

Aldersperson Pollnow asked what the status is on the traffic signals at Cecil Street and Tullar Road. Director Kaiser stated that the traffic counts that were done in late 2024 were re-evaluated against the traffic signal warrant criteria. He stated that the count did meet the criteria for traffic signals at this intersection.

The Committee further discussed the possible future completion of Pendleton Road being put in and how that would affect this intersection.

Aldersperson Pollnow inquired about the Traffic Engineer position. Director Kaiser stated that he was asked by Human Resources to re-evaluate the need for this position. He will be sitting down with Interim Human Resources Director Barber to discuss the position.

Aldersperson Pollnow asked if the City of Menasha's 2026 budget included money for the Intersection Control Evaluation for the roundabout at Nicolet and Commercial. Director Kaiser stated that it is their budget and approved.

Aldersperson Pollnow asked about the Baldwin Easement. Director Kaiser stated that it is on his list to complete and close out.

Aldersperson Lendrum asked if there are any traffic changes that can be made at the intersection of Henry Street and Winneconne Avenue. She asked if traffic signals could be considered. Director Kaiser stated that with the spacing and location to other traffic signals it would be hard to justify.

Aldersperson Borchardt asked about the connecting bridge with Neenah Paper and what is happening with it. Director Kaiser stated that Benesch did some design work and provided staff with details. He stated that we will be bidding that out in 2026.

Aldersperson Lendrum stated that the solution to the pedestrian crossing at Forest and Commercial Street is working great. She stated that public works staff Eric Hannemann created a walking stick with an orange flag on top that pedestrians can use as they walk across the street to be more visible to vehicles.

Announcements/Future Agenda Items

Open Item Request List

Update from the Environmental Attorney for Arrowhead Park Project

Eler System

Adjournment

Motion by Pollnow, seconded by Weber to adjourn at 6:00 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6100 • Fax 920-886-6109
e-mail cnagel@neenahwi.gov
CHAR NAGEL, WCMC

MEMORANDUM

DATE: December 30, 2025

TO: Mayor Lang, Members of Liquor License Review Subcommittee,
Members of Public Services & Safety Committee, Members of the
Common Council

FROM: Char Nagel, City Clerk

RE: Application for Regular "Class B" Liquor License – GLUMF Events, LLC

The Clerk's Office received a Transferring License Business to Business, an Original Alcohol Beverage Retail License Application for Glumpf Events LLC, d/b/a Ballroom at the Reserve at 116 S. Commercial Street. The current "Class B" Combination Liquor License is issued to Ballroom at The Reserve, LLC. The Reserve is being sold. Part of the sale transaction is the transfer of the liquor license.

A background check has been successfully completed on Glumpf Events, LLC, with no monies owed to the city. All transfer paperwork is in order. Approving the transfer to Glumpf LLC, does not impact the liquor license quota.

Staff recommends approval of the transfer of regular "Class B" Combination Intoxicating Liquor and Fermented Malt Beverage License from Ballroom at The Reserve, LLC, to Glumpf Events, LLC, d/b/a Ballroom at The Reserve, 116 S. Commercial Street.

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
 Class "B" Beer \$ _____
 "Class A" Liquor \$ _____
 "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____
 Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 525
Background Check Fee	\$
Publication Fee	\$ 22
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) GLUMF EVENTS LLC			
2. Business Trade Name or DBA Ballroom at the Reserve			
3. FEIN 41-2770344		4. Wisconsin Seller's Permit Number 456-1032212327-04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization	8. Wisconsin DFI Registration Number G076194
9. Premises Address 116 S Commercial St.			
10. City Neenah		11. State WI	12. Zip Code 54956
13. County Winnebago	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Neenah		15. Aldermanic District 1
16. Premises Phone	17. Premises Email		18. Website ballroomatthereserve.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Alchole will be sold primarily on the third floor, main bar, consumed on the third floor in the main dining room/ballroom. During weddings on the floor in the "bridal suite". Wine and liquor will be stored on the third floor, in a locked cabinet.			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
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5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Gloede	Matthew	Owner/Member	
Stumpf	Zachary	Owner/Member	

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

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

Last Name Gloede	First Name Matthew	M.I. R
Title Owner	Email 	Phone
Signature <i>Matt Gloede</i>	Date 12/12/25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage Appointment of Agent

Agent Type (check one)

- Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

GLUMPF EVENTS LLC

2. Business Trade Name or DBA

THE Ballroom at The Reserve

3. Entity Type (check one)

- Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Gloede

2. First Name

Matthew

3. M.I.

R

4. Email

5. Phone

6. Home Address

W6030 Zach St.

7. City

Menasha

8. State

WI

9. Zip Code

54952

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? Yes No
3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Gloede	First Name Matthew	M.I. R
Title Owner	Email	Phone
Signature <i>Matt Gloede</i>	Date 12/12/25	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Gloede	First Name Matthew	M.I. R
Signature <i>Matt Gloede</i>	Date 12/12/25	

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) GLUMPF EVENTS LLC	
2. Business Trade Name or DBA The Ballroom at the Reserve	
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information					
1. Last Name Gloede		2. First Name Matthew		3. M.I. R	
4. Relationship to Business (Title) Owner		5. Email		6. Phone	
7. Home Address W6030 Zach St.					
8. City Menasha		9. State WI	10. Zip Code 54952		11. Date of Birth
12. Drivers License/State ID Number			13. Drivers License/State ID State of Issuance		

Part C: Address History					
1. Do you currently live in Wisconsin?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the month and year when you permanently moved to Wisconsin					(MM/YYYY)
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1 W6030 Zach St.		City Menasha		State WI	Zip Code 54952
Previous Address 2		City		State	Zip Code
Previous Address 3		City		State	Zip Code
Previous Address 4		City		State	Zip Code
Previous Address 5		City		State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State WI	County Calumet	State IL	County Cook	State WI	County Winnebago
State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Matt Gloede</i>	Date 12/12/2025
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Alcohol Beverage Individual Questionnaire

Date
12/12/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information			
1. Legal Business Name (individual name if sole proprietor) Glumpf Events LLC			
2. Business Trade Name or DBA The Ballroom at The Reserve			
3. Entity Type (check one)			
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization

Part B: Individual Information					
1. Last Name Stumpf		2. First Name Zachary		3. M.I. N	
4. Relationship to Business (Title) Owner		5. Email		6. Phone	
7. Home Address W6030 Zach St					
8. City Menasha		9. State WI	10. Zip Code 54952		11. Date of Birth
12. Drivers License/State ID Number			13. Drivers License/State ID State of Issuance WI		

Part C: Address History							
1. Do you currently live in Wisconsin?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY)				
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1		City	State	Zip Code			
Previous Address 2		City	State	Zip Code			
Previous Address 3		City	State	Zip Code			
Previous Address 4		City	State	Zip Code			
Previous Address 5		City	State	Zip Code			
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

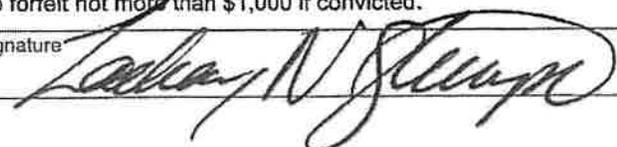
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 12/12/2025
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City Clerk's Office

211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426

Phone: (920) 886-6100 Fax: (920) 886-6109

DANCE HALL LICENSE APPLICATION

To the Common Council
City of Neenah, Wisconsin

The undersigned owner of the premise at The Ballroom at The Reserve, Neenah, Wisconsin, hereby makes application for a license to permit the holding of Public Dances in the hall on said premise, in accordance with the terms and provisions of the Municipal Code for the City of Neenah, Wisconsin.

I certify that I have no delinquent taxes, assessments or other claims in whole or part owed to the City nor any delinquent forfeiture resulting from a violation of any City Ordinance.

[Signature]
Signature

12/12/2025
Date

Name of Establishment: The Ballroom at The Reserve

**Dance Hall Licenses are \$25.00 per year.
License Year Ending June 30, 2025.**



Department of Parks & Recreation

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

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

DATE: December 22, 2025

RE: Kimberly Point Shoreline Stabilization/Improvement Project

Attached you will find a proposal from Edgewater Resources to complete the design, engineering, and permitting tasks for the Kimberly Point Shoreline Stabilization and Restoration Project. Edgewater was hired through a competitive RFP process in 2023 and has served as the City's consultant for the conceptual design process for both Doty and Kimberly Point Parks and the design/engineering for the Doty Park Phase 1 shoreline project. Edgewater has represented the City while working with the WI-DNR and contractors to guide and complete the Doty Park Phase 1 shoreline restoration project.

Staff have reviewed and recommend Edgewater Resources in the amount of \$168,800 (including reimbursable expenses) to complete the design, engineering, and permitting requirements for the Kimberly Point Shoreline Stabilization and Improvement Project utilizing 2026 CIP budgeted funds.

Project Timeline:

- Design, Engineering, and Permitting – 2026
- Construction Documents and Bidding – Late Spring 2027
- Award – Early Summer 2027
- Project to Begin the Monday after the 2027 Fox Cities Marathon

On December 18, the Parks & Recreation Commission reviewed and recommended the agreement with Edgewater Resources to complete the design, engineering, and permitting requirements for the Kimberly Point Shoreline Stabilization and Improvement Project in the amount of \$168,800 (including reimbursable expenses) utilizing 2026 CIP budgeted funds.

Suggested Action: Recommend the agreement with Edgewater Resources to complete the design, engineering, and permitting requirements for the Kimberly Point Shoreline Stabilization and Improvement Project in the amount of \$168,800 (including reimbursable expenses) utilizing 2026 CIP Budgeted Funds.

Creating Community Through People, Parks & Programs

December 10, 2025

Via Email: MKading@neenahwi.gov

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

Subject: Kimberly Point Park Shoreline Improvements, Design and Engineering Services

Dear Mr. Kading,

Thank you for the continued opportunity to work with you and the City of Neenah Parks & Recreation Department Commission on the shoreline structural and safety improvements in your city parks. The scope of work included in this proposal outlines next steps for Kimberly Point Park, including grant consultation, permitting, final design and engineering, construction documentation, and bidding services. Improvements will be as outlined in the Shoreline Improvement Report completed by Edgewater Resources and dated 9/28/23. The proposal scope for Kimberly Point Park includes engineering services for both Phase 1 and Phase 2 items as outlined in the report, including, Phase 1: fishing promenade replacement and ice breaking structures, and Phase 2: revetment improvements along the remainder of the park shoreline. Excluded from this proposal's scope is Construction Administration services, which would be evaluated once final design and construction documents are complete.

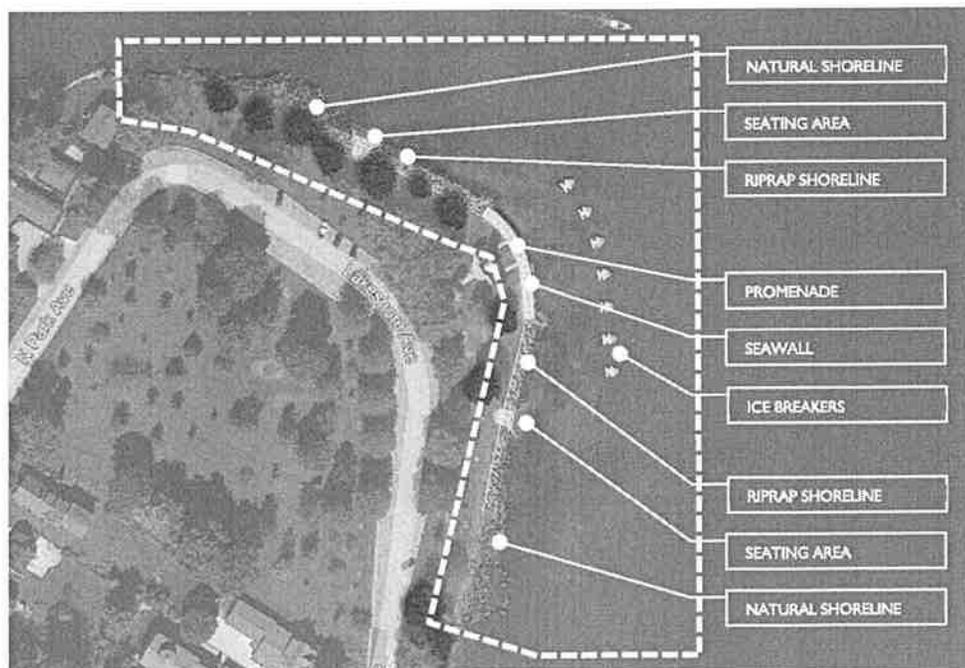


Figure 1: Site Improvements Included in Scope



SCOPE OF SERVICES

TASK 1 – Project Kick-Off Meeting and Site Visit

The Edgewater team will organize an in-person meeting with key members of the City of Neenah staff and Parks & Recreation Department Commission to revisit the guiding principles and priorities for the project. We will review the program and process of plan development and confirm the project schedule with key milestone dates. Following the internal team meeting, key team members will meet with WDNR Waterways permitting staff at the project site. As the project schedule will largely be determined by required permit review periods determined by State and Federal agencies, we recommend the first task after this internal planning session is to schedule a pre-application meeting to discuss the proposed concept-level shoreline improvements with Wisconsin DNR (WDNR) Waterways Division. This initial review will help determine feasibility of permitting for the proposed improvements, and designs will be modified accordingly.

During this site visit, we will review site conditions and historic context of the Lighthouse area and discuss potential design concepts with WDNR and City staff. Following this site visit, the Edgewater team will hold a design charrette to further explore concepts for the ice breaker/fishing promenade and discuss value engineering options. Prior to this kick-off meeting, the Edgewater team will familiarize themselves with the geotechnical report completed by ECS in October, 2025. This review will help project engineers understand the subsurface conditions along the shoreline and especially at the existing fishing promenade, to ensure that proposed design alternatives are constructable and cost-effective.

Deliverables:

- Meeting Minutes from Kick-Off Meeting with City
- Meeting Minutes from WDNR site visit meeting
- Summary of Design Charrette Concepts and Findings

TASK 2 – Grant Research and Application (OPTIONAL)

Grant tasks listed as optional, as grants may be managed internally by City staff.

Task 2.1 Grant Research and Initiation

Search for funding cycle Grant Opportunities through local, State, and federal programs that match the Final Report components. Initial meetings with funding agency representatives will confirm eligibility, application requirements, and timing. Our team will identify the most applicable grant for improvements. Grant review will balance items of priority with grant timelines.



Task 2.2 Grant Applications

The grant application process varies considerably by program and agency. Initial applications often go through a review process with the opportunity to clarify the scope and need of the project or project details that maximize the score or funding amount for the application. Edgewater Resources works collaboratively with funding agencies and sees a very high rate of success as a result. Our team will complete one application for Kimberly Point Park, based on findings from Task 1.1.

Deliverables:

- Meeting Minutes from Grant Administrator Planning Sessions
- One WDNR grant application for improvements at Kimberly Point Park, to be coordinated with support from City staff for required data and application materials.

TASK 3 – Site Survey Coordination

Task 3.1 Landside Survey

Edgewater will coordinate this task with a local engineering/surveying firm as a subconsultant. Survey shall include existing features within project boundary, vegetation, surface utilities, and topography. The site inspection will not include any subsurface investigation. Edgewater will work with the surveyor to establish construction benchmarks and incorporate survey files into CAD layouts.

Deliverables:

- Final landside survey in both AutoCAD and pdf format

Task 3.2 Bathymetric Survey

Similarly to landside survey, Edgewater will coordinate all work through local subcontractor. A bathymetric survey of the waters immediately adjacent to the project site will be conducted. This work will be conducted from land and will extend only to depths adjacent to existing shoreline.

Data will be collected in reference to Wisconsin State Plane Coordinates horizontally and the International Great Lakes Datum (IGLD'85) vertically. Shallow depths of less than one foot and dense vegetation may restrict data quality close to shore. The bathymetric survey data will be merged with the existing topographic survey deliverables described in task 3.1, along with any supplemental available bathymetric survey data. As necessary, the bathymetric survey results will be rectified with the existing information to give a rational description of the submerged lands at the present time.

Deliverables:

- Final bathymetric survey in both AutoCAD and pdf format
-



TASK 4 – 30% Preliminary Engineering

Using the survey data gathered and available geotechnical data, our team will then complete Construction Documents to 30% level for internal review with City team. The design elements to be developed will explore the range of options available to control ice shove and ride up while working within a constrained footprint. Necessary ice growth and loading calculations will be prepared to supplement the standard design shore protection design. Depending on the concepts developed, some physical modeling of the ice behavior may be needed to confirm the design efficacy as well as demonstrate the need and satisfy the regulators for the special design. If such is required, that effort would be an addition to the present scope and will be approved separately by the City. Efforts will be made to include design elements that best align with potential grant funding.

Documents will be used to coordinate with permitting agencies for preliminary review and comment. Based on permitting process for Doty Park, we would plan to review 30% level plans via Teams online meeting with WDNR Waterways and USACE if required. (Note: It is anticipated that permit drawings will not be accepted by agencies until the engineering is to a 90% level). A pre-application meeting will be coordinated with WDNR via online Teams (or similar) to review design recommendations and required permits. The team will present a matrix of design alternatives considered and gain Agency feedback.

Deliverables:

- Preliminary Engineering Check-In Review with City of Neenah Parks & Recreation Department Staff/Commission
- Optional model testing of ice performance
- 30% Construction Drawings including layout, grading and drainage, planting, and construction details
- 30% level review with State and Federal Agencies
- Updated Cost Estimate

TASK 5 – 90% Engineering for Permitting, Approvals

Using all project data gathered to date, our team will then complete Construction Documents to 90% level for internal review with the City of Neenah Parks & Recreation Department Staff/Commission. Included in package will be design narrative as required by permitting agencies, specification table of contents and updated construction cost estimate. Documents will be used to secure any required permits. Once drawings are to a 90% level, all required Waterways permit documents will be completed and submitted, along with any local permits as required.



Deliverables:

- Meeting Minutes from Pre-Application Meeting
- 90% Design Check-In Review with the City of Neenah Parks & Recreation Department Staff/Commission
- 90% Construction Drawings including layout, grading and drainage, planting, and construction details
- Specification Table of Contents
- Updated Cost Estimate
- Permit documents as required by State and Federal Agencies

Permitting Assumptions and Exclusions:

The base fees outlined in this proposal include an allowance for permit fees due to state and federal agencies. While the permit fees will depend upon the proposed project elements, we recommend budgeting for a permit fee of \$2,000. This scope of work anticipates a minimal amount of public objection or concern to process the permits and does not include the cost of any special technical studies or testing which may be needed or required by the agencies. These special studies may include, but are not limited to:

- Floodway/floodplain studies/erosion studies
- Water quality certification needs
- Threatened and endangered species studies
- Wetland delineation/mitigation
- Shoreline fill/mitigation
- Ice model testing
- Historic/archeological studies
- Boundary/ Retracement Survey and Title work
- Sediment sampling or environmental testing
- Additional geotechnical borings, testing and investigations
- Other, as required by the agencies or special interest groups

TASK 6 – Final Design and Engineering/Bid Documents

In this task, we incorporate any revisions from the 90% review package and produce a complete Bid Document package, stamped by Engineers and Landscape Architects licensed in the State of Wisconsin. Drawings and specifications will be provided as required to bid the project for construction.

Deliverables:

- Bid Documents including Drawings and complete Specifications
 - Updated Cost Estimate
-



TASK 7 – Bidding

We will work with the City to issue the package for bidding, including bid review and recommendation. Our bidding process will focus on both local and regional contractors to identify the most beneficial project team for the City of Neenah.

Deliverables:

- Bid Advertisement
 - Pre-bid Meeting and Contractor Communication, Bid Review and Recommendation
-



FEE

We propose to complete the scope of work outlined above at our standard hourly rates and will not exceed the budgets outlined below without prior written authorization, excluding reimbursable expenses for any travel, permit application fees, subconsultants, special studies, or printing. An expense budget is suggested below.

Task 1 – Project Kick-off Meeting	\$ 10,400	
Task 2 – Grant Research and Application (Optional)	\$ 24,500	hourly task, NTE
Task 3 – Site Survey Coordination	\$ 3,500	
Task 4 – 30% Preliminary Engineering	\$ 35,200	
Task 5 – 90% Engineering to Permit Approval	\$ 56,400	
Task 6 – Final Bid Documents	\$ 18,000	
Task 7 – Bidding	\$ 17,400	
Task 8 – Construction Admin (future)	\$ -	TBD
Reimbursable Expenses	\$ 3,400	

TOTAL \$168,800

Subconsultants/Allowances:

Survey Allowance, Landside and Bathymetric	\$ 12,000
Electrical Engineer Allowance (if needed)	\$ 8,000
Permit Fees, Allowance	\$ 2,000
Archaeological Review	\$ 3,500

SCHEDULE

We are ready to commence work upon approval. We would schedule a meeting on site with permitting agencies at a time to be coordinated with City schedules and with appropriate weather conditions. We anticipate bidding documents to be complete within 18-20 weeks, contingent on permit approvals and review periods. This schedule would have a Contractor mobilizing on site in 2027, contingent on 1.) available project funding and grant cycles, 2.) weather allowing demolition completion and, 3.) Contractor availability.





Your signature below and return of one signed copy of this letter will authorize us to proceed. If you have any questions, please contact the undersigned directly. We appreciate the opportunity to support you and are committed to delivering you a valued product.

Very Truly Yours,

Jack Cox, PE, D.PE, D.CE, D.NE
Principal & Engineer of Record
jcox@edgewaterresources.com
(608) 556-5377

Suzanne Fromson, PLA
Project Manager
sfromson@edgewaterresources.com
(269) 408-6387

ACCEPTED BY:

Name / Title

Date

GENERAL TERMS AND CONDITIONS

1. The General Terms and Conditions outlined below are part of the attached letter agreement and are hereby incorporated by reference. If EDGEWATER RESOURCES does not receive a response to the letter agreement within ninety (90) days, the fees and conditions for the design services will be subject to change. Please read these General Terms and Conditions carefully. Your acceptance of this agreement constitutes your acceptance of the foregoing terms and conditions.
2. The standard of care for all professional services performed or furnished by EDGEWATER RESOURCES under this agreement will be the skill and care used by landscape architects, architects, engineers, and surveyors practicing under similar circumstances at the same time and in the same locality. EDGEWATER RESOURCES makes no warranties, either express or implied, under this agreement or otherwise, in connection with EDGEWATER RESOURCES' services.
3. The Client shall provide EDGEWATER RESOURCES with a development program and site information regarding the requirements and objectives for the Project. Additionally, EDGEWATER RESOURCES shall be entitled to rely upon the accuracy and completeness of any information, reports and/or site surveys/base information supplied by the Client or by others authorized by Client.
4. If EDGEWATER RESOURCES' services under this letter agreement do not include services during the construction phase of the project, then Client assumes all responsibility for the application and interpretation of EDGEWATER RESOURCES' drawings, specifications and other instruments of service; the observation and evaluation of Contractor's work and the performance of any other necessary construction phase landscape architectural or professional services; and Client waives any claims against EDGEWATER RESOURCES that may be connected in any way thereto.
5. Unless otherwise stated in the attached letter agreement, the Client shall pay all out-of-pocket expenses, in addition to professional fees. Out-of-pocket expenses are defined as actual expenditures made by EDGEWATER RESOURCES, their employees, and/or professional consultants in the interest of the project and include, but are not limited to the following expenses:
 - a. Air Travel, including departure taxes (Business Class for flights scheduled for three [3] hours or greater) and related airline/agency fees
 - b. Hotel accommodations
 - c. Meals
 - d. Ground transportation, i.e., rental cars and taxis, private charter, public conveyance, and watercraft
 - e. Postage, freight, overnight express mail and courier services
 - f. Blueprinting, photocopying, reproductions and printing
 - g. Photographic supplies and processing
 - h. Study model materials
 - i. Special renderings, models, photographs and custom presentations, when authorized by Client

The above listed items will be billed at the actual cost. For specialty consultant services, as well as laboratory testing and analysis, Client will be charged an additional 10% fee by Edgewater.

6. All documents prepared or furnished by EDGEWATER RESOURCES pursuant to this agreement are instruments of EDGEWATER RESOURCES' professional service. Upon payment in full for these professional services, EDGEWATER RESOURCES shall grant joint ownership of such documents. Reuse, reproduction, modification of such documents by Client, without EDGEWATER RESOURCES' written permission, shall be at Client's sole risk and Client agrees to indemnify and hold EDGEWATER RESOURCES harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse by Client or others acting through Client.
7. If special drawing modifications are requested when transferring electronic media, i.e., CAD format, special blocks, drawings, setting up special layering for files, etc., the associated time with the requested modifications will be billed at cost plus 10%. Prior to the preparation of transfer media, both parties will agree upon the special modifications.

CLIENT'S INITIALS _____

8. Client acknowledges that the information and data delivered to Client in machine editable copies of the documents, such as CAD files, may vary from that contained on paper copies of the documents and/or read-only digital media files, such as PDF files. Variances may be due to the use of different software, hardware, or output devices by Client or others from those used by EDGEWATER RESOURCES for original preparation and printing of the documents. The provided hard copies and/or read-only digital media shall govern in the event of any inconsistency or discrepancy between the two.

Client acknowledges that the conversion of machine editable documents from the system or format employed by EDGEWATER RESOURCES to that of Client or others cannot be accomplished without the introduction of inexactitude, abnormalities, and errors. In the event documents provided to Client in machine-readable form are so converted, Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify EDGEWATER RESOURCES and EDGEWATER RESOURCES' professional associates and consultants from and against all arising claims, liabilities, losses, and expenses including attorney fees.

9. All fees and reimbursable expenses will be invoiced monthly and shall be payable in net U.S. Dollars drawn upon a U.S. Bank unless otherwise stated in this letter agreement. The Client understands and acknowledges that these fees are net of any non-U.S. taxes and/or tariffs. If a retainer is received by EDGEWATER RESOURCES, it will be applied to the final payment due unless otherwise stated in this letter agreement.
10. In the event the Client should use a foreign bank as its payment bank, the Client shall wire the funds in U.S. Dollars, net of any transaction fees AND LOCAL TAXES (LOCAL TO THE PROJECT), to EDGEWATER RESOURCES' local bank using the following information:

Wiring instructions:

Account Name/Address: Edgewater Resources, LLC
518 Broad Street, Suite 200
St. Joseph, MI 49085
269-932-4502

ABA Bank Routing Number: 071212128

Bank Account Number: 10223717

BIC / Swift Code: SRCEUS31

Bank Name/Address: 1st Source Bank
100 N Michigan Street
South Bend, IN 46601
269-983-3721

11. All invoices are payable upon receipt. In the event payment is not received within thirty (30) days of invoice date, the past due balance may be assessed an interest penalty of one and one-half percent (1 ½%) per month.

In the event EDGEWATER RESOURCES does not receive payment within sixty (60) days, EDGEWATER RESOURCES may stop work on the project until payment is received. Stoppage of work by EDGEWATER RESOURCES due to non-payment of invoices beyond sixty (60) days will not be deemed as a default under the terms of this letter agreement. An additional fee may be required to stop and restart work due to nonpayment.

12. In the event that the project is suspended for more than forty-five (45) days, through no fault of EDGEWATER RESOURCES, EDGEWATER RESOURCES shall be entitled to payment for services on a percentage of completion basis for all completed work.
13. The Client agrees that this letter agreement shall be interpreted according to the laws of the state where the contracting EDGEWATER RESOURCES office is located and agrees to reimburse EDGEWATER RESOURCES for reasonable attorney's fees, court costs, and all expenses including without limitation, all such fees, costs, and expenses incidental to arbitration, appeals, and post-judgment proceedings that it may expend in enforcing this letter agreement. In the event of any such dispute, Client agrees that the court venue will be located in Berrien County, Michigan, or the court venue local to the EDGEWATER RESOURCES office performing the work.
14. Signature of the attached letter agreement will signify the Client's acceptance of all the Terms and Conditions outlined herein. Accordingly, the Client warrants that the necessary funds are available to pay EDGEWATER RESOURCES for the services and expenses outlined in this letter agreement and that these funds are not encumbered nor contingent upon subsequent approvals, permits or financing commitments.
15. The Client may terminate this Agreement without cause with ten days written notice and may terminate with cause upon seven days written notice by certified mail, facsimile, or private courier. The Client may direct EDGEWATER RESOURCES to immediately stop work in the event of a termination with cause.

EDGEWATER RESOURCES shall give the Client ten days written notice of EDGEWATER RESOURCES' intention to terminate or suspend provision of services. This notice shall specify EDGEWATER RESOURCES' reason(s) for the intended termination or suspension and shall state with specificity the means by which the Client may cure the asserted grievance. If the Client, through no fault of EDGEWATER RESOURCES, fails to cure the asserted grievance within seven days thereafter, this Agreement may be immediately terminated by EDGEWATER RESOURCES.

In the event of termination, EDGEWATER RESOURCES shall be compensated for all services fully and satisfactorily performed until such termination date, together with Reimbursable Expenses incurred.

16. This letter agreement will be valid for the duration of the project.
17. In no case shall EDGEWATER RESOURCES' liability exceed the amount of the fees for this agreement.

CLIENT'S INITIALS _____



MEMORANDUM

TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Kelly Nieforth, Director of Community Development and Assessment
DATE: December 22, 2025
RE: ECS Subsurface Exploration and Geotechnical Engineering for Lake Edge Embankment Stability Evaluation at Arrowhead Park

The City has requested services from ECS Midwest, LLC to perform subsurface exploration and geotechnical engineering along the lake edge embankment in Little Lake Butte des Morts at Arrowhead Park to evaluate the stability of the dike.

The Wisconsin Department of Natural Resources (WDNR) is requiring the City to perform soil borings along the dike at Arrowhead Park to determine the structural integrity of the dike during the anticipated construction of Arrowhead Park improvements and the final loading of the improvements. The WDNR would like to confirm that the dike is still functioning as intended when it was constructed in the 1950's.

It is important to note that there have not been any documented stability issues identified along the dike since it was constructed in 1951. This includes when various site improvements such as the papermill wastewater treatment plant, parking lot, and the Fox Valley Energy Plant (formally Minergy) were located on Arrowhead Park during different times for over a period of sixty (60) years.

ECS will complete the following tasks:

- Field exploration will include marking the proposed twenty-two (22) boring locations, locating existing utilities on site, and drilling the borings.
- Laboratory testing will include testing the boring samples for a variety of attributes which will determine the stability of the dike.
- A report will be submitted to the city at the completion of the testing and geotechnical engineering analysis which will present the findings and recommendations.

ECS has determined that the services requested by the City will cost \$53,168. The tasks are anticipated to be completed by the end of February.

Recommendations

Appropriate action is to recommend Council approve the agreement with ECS to perform subsurface exploration and geotechnical engineering for the lake edge embankment stability evaluation at Arrowhead Park in the amount of \$53,168. Funding for the Agreement to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvements Budget.



MEMORANDUM

TO: Chairman Lendrum and Public Services and Safety Committee Members

FROM: Kelly Nieforth, Director of Community Development and Assessment

DATE: December 19, 2025

RE: Stantec Agreement for Implementation of Gas Migration Prevention Action Plan at Arrowhead Park

The City has requested services from Stantec Consulting Services Inc. to assist the City with tasks required to implement the city's Gas Migration Prevention Action Plan at Arrowhead Park.

The Prevention Plan was created in 2025 in response to the Wisconsin Department of Natural Resources (WDNR) requirement to develop a plan to monitor the former landfill (now Arrowhead Park) to ensure that gas could be properly migrated if there was any detected on the site. The Prevention Plan is required to be implemented for the site regardless if development occurs on the Park property or not.

The WDNR has authority under state statutes to require an owner of a landfill to install, sample, and document environmental monitoring devices at an existing or former landfill licensed within Wisconsin. The basis for requiring the City to create a plan is to ensure that the fill being brought on site for the environmental cap, and the surrounding development, do not impact the existing landfill and inadvertently cause methane, if present, to migrate.

The Neenah-Menasha Fire Rescue has been proactively testing for methane near receptors by the buildings near Arrowhead Park and all the readings have been 0ppm which indicates that there has not been methane migration off-site.

This Prevention Plan will implement the following activities that Stantec will oversee and conduct:

- Install three (3) dual-purpose vents south of Arrowhead Park on city property to vent any potential passive gas from the subsurface and will also be fitted with sampling ports to allow monitoring following the installation. Sampling of the vents will be conducted monthly for a period of three (3) months after installation and then on a quarterly basis.
- Stantec will conduct Surface Emissions Monitoring (SEM) throughout the entirety of the Park to ensure that ambient conditions do not exist. SEM is proposed to occur quarterly. Locations where methane may be detected (at 500 ppm or more) will be surveyed and monitored on a more frequent basis and may have subsequent actions based on the level of emissions.
- Stantec will complete a construction documentation report to be submitted to the WDNR for review after the gas vents are installed. Stantec will complete and submit a second report at the conclusion of one (1) year of quarterly vent sampling and SEM. These reports are required as part of the Prevention Plan.

Stantec has determined that the services identified above will cost \$32,350.

Recommendations

Appropriate action is to recommend Council approve the Agreement with Stantec for Implementation of Gas Migration Prevention Action Plan at Arrowhead Park in the amount of \$32,350. Funding for the Agreement to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvements Budget.



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

M E M O R A N D U M

DATE: December 26, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Work is complete. A final pay request is being prepared.
- 2) Contract 4-25 (Misc Concrete Pavement/Sidewalk Repair): Work is done for the year. Some items will be carried over to 2026.
- 3) Contract 5-25 (Misc Asphalt Pavement Repair): Work is done for the year. Some items will be carried over to 2026.
- 4) Contract 10-25 (City Hall Window Replacement): The north and west sides are complete. Work on the east side is ongoing. The fiber connection between city hall and Fire 32 needs to be relocated for work to be done on the southwest stairwell. The current connection comes from the server room, wraps around the stairwell's west window bank, and passes over Columbian Avenue to Fire 32. After evaluation, it was determined that this fiber would not survive temporary relocation given its age. Director Schroeder, working with MCE, has developed a plan to relocate this connection underground. Elexco will do this work the first week of January. The cost is \$17,490. Director Schroeder intends to use capital project funds to cover the cost.
- 5) Contract 12-25 (Courtside Fields Pond): The contract was awarded to MCC, Inc. A pre-construction meeting was held on December 22. Work will start in early January.
- 6) Superintendent Radke has received word on the status of equipment for several of the newly purchased trucks for which we have taken chassis delivery. Two of the pieces are scheduled for equipment completion in the second quarter of 2026 and two are scheduled for completion in the second quarter of 2027. If this remains the norm for equipment purchases, we may need to re-evaluate how we proceed with budgeting and approval for larger Public Works capital equipment purchases.