



**OSHKOSH COMMON COUNCIL AGENDA  
COUNCIL CHAMBERS, CITY HALL  
OSHKOSH, WISCONSIN  
July 9, 2024**

If anyone requires reasonable ADA accommodations, please contact the office of the City Manager at [citymgr@oshkoshwi.gov](mailto:citymgr@oshkoshwi.gov), or phone 920-236-5002.

To send written correspondence to the Council, mail it to the City Manager, place it in the City Hall dropbox, or email it to [council@oshkoshwi.gov](mailto:council@oshkoshwi.gov) (prior to the Council meeting).

- A. CALL TO ORDER** (6:00 p.m.)
- B. ROLL CALL**
- C. INVOCATION - VOTING FIRST:** Council Member Esslinger  
[Invocation #3](#)
- D. PLEDGE OF ALLEGIANCE**
- E. INTRODUCTION OF STAFF**
  - 1. Cheryl Sell, Water Distribution Manager
  - 2. Anna Cannizzo, Museum Director
- F. PUBLIC HEARING** (NOTE: *It is anticipated that there will be no formal action taken at this meeting on items marked with an asterisk (\*) unless Council formally waives the rules.*)
  - 3. \*Ord 24-373 Approve Comprehensive Land Use Plan Map Amendment from Community Facility to Light Density Residential for Property Located at 929 Winnebago Avenue (Former Washington Elementary School) (Plan Commission Recommends Approval)
- G. CITIZEN STATEMENTS TO COUNCIL**  
(Citizens are to address the Council only. Statements are limited to five (5) minutes; they must address items that are not listed on the Council meeting agenda, are limited to issues that have an impact on the City of Oshkosh and the Common Council may address at a future meeting, and must not include endorsements of any candidates or other electioneering.) If you require more time please inform the Mayor at the beginning of your presentation.
- H. CONSENT AGENDA ITEMS**

(Consent Agenda items are those items of a routine administrative nature that are voted on by the Council in a single roll call vote. Staff recommends approval of all items. Any member of the public or Common Council may request that an item be removed from the Consent Agenda for discussion.)

4. Report of Bills
5. Receipt & Filing of Minutes - Common Council Meeting, 06.11.24
6. Receipt & Filing of Minutes - Library Board, 05.30.24
7. Res 24-374 Approve Purchase of Three-Year Palo Alto Subscription Renewal from Heartland Business Systems for IT Division (\$117,047.00)
8. Res 24-375 Approve Cooperative Purchases of Various Vehicles from Ewald Hartford Ford for Various Departments (\$295,627.00)
9. Res 24-376 Award Bid to Lincoln Contractors Supply Inc. for Concrete Road Saw for the Streets Division (\$36,080.26)
10. Res 24-377 Approve State/Municipal Agreements with the Wisconsin Department of Transportation for the Reconstruction of Oregon Street from West 6th Avenue to West 8th Avenue and Jackson Street from Marion Road to High Avenue
11. Res 24-378 Approve and Execute Relocation Order for Partial Land Acquisitions of 3098, 3105, and 3123 Jackson Street and 370 West Fernau Avenue
12. Res 24-379 Award Bid for Public Works Contract No. 24-10 to Vinton Construction Company for Parking Lot Construction (\$1,042,864.23)
13. Res 24-380 Approve 2024 Budget Amendment to Industrial Park Land Fund (\$25,000.00)
14. Res 24-381 Grant Privilege in the Street for Groundwater Monitoring Wells South of 110 Pearl Avenue Located in the Pearl Avenue Right-of-Way and West of 50 Pearl Avenue Located in the Market Street Right-of-Way (Plan Commission Recommends Approval)
15. Res 24-382 Approve Specific Implementation Plan Amendment for Monument Sign at 4233 Waupun Road (Plan Commission Recommends Approval)
16. Res 24-383 Grant Underground Electric Easement at 3280 Compass Way (City Transload Facility) to Wisconsin Public Service Corporation (Plan Commission Recommends Approval)
17. Res 24-384 Approve General Development Plan Amendment and Specific Implementation Plan Amendment for a Townhome Development between 1100 West 20th Avenue and 1020 West 20th Avenue (Parcel 130711201) (Plan Commission Recommends Approval)
18. Res 24-385 Appoint 2024-2025 Democratic, Republican & Unaffiliated Election Inspectors for Partisan Primary, August 13, 2024
19. Res 24-386 Approve Agent Change - Dockside Tavern



20. Res 24-387 Approve Agent Change - Sweetwater Performance
21. Res 24-388 Approve Combination "Class B" Beer/Liquor License Surrender and Approve Issuance of Combination "Class B" Beer/Liquor License - Delta Family Restaurant
22. Res 24-389 Approve Original Combination "Class A" Beer/Liquor License for La Patrona Mexican Market (242 Wisconsin St)
23. Res 24-390 Approve Renewal Liquor Licenses
24. Res 24-391 Approve Special Class "B" Licenses

**I. ITEMS REMOVED FROM CONSENT AGENDA**

**J. PENDING ORDINANCES**

25. Ord 24-392 Approve Boschwitz II Annexation from the Town of Oshkosh, West Side of the 2900 Block of Vinland Street (Town Parcels 018005101 and 018005301) (Plan Commission Recommends Approval)
26. Ord 24-393 Approve Boschwitz III Annexation from the Town of Oshkosh, West Side of the 2700-2800 Blocks of Vinland Street (Town Parcels 0180152 and 0180153) (Plan Commission Recommends Approval)
27. Ord 24-394 Create Sections 13-14, and 17-41 and Amend Sections 13-20 and 17-46 of the City of Oshkosh Municipal Code to Prohibit False Reporting of Emergencies

**K. NEW ORDINANCES** (NOTE: It is anticipated that there will be no formal action taken at this meeting on items marked with an asterisk (\*) unless Council formally waives the rules.)

28. \*Ord 24-395 Approve Zone Change from Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for Property Located South of 686 North Main Street -- Parcel 0402300000 (Formerly 668 North Main Street) (Plan Commission Recommends Approval)

**L. PENDING RESOLUTIONS**

29. Res 24-396 Approve the Polling Location, Date, and Times for Early Absentee Voting in the City of Oshkosh for the August 13, 2024, Partisan Primary, and November 5, 2024, General Election

**M. NEW RESOLUTIONS**

30. Res 24-397 Amend the 2024 City of Oshkosh Fee Schedule to Create a Response Fee for the Oshkosh Fire Department
31. Res 24-398 Appropriate ARPA Funds for 2024 Projects in Lieu of Issuing Debt

**N. NEW RESOLUTIONS, CONTINUED, AND COUNCIL DISCUSSION OF ARPA GRANT APPLICATIONS**

32. Res 24-399 Approve Allocation of American Rescue Plan Act (ARPA) Funds to ADVOCAP for \$217,660.00

33. Res 24-400 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Downtown Oshkosh Business Improvement District for \$150,000.00
34. Res 24-401 Approve Allocation of American Rescue Plan Act (ARPA) Funds to COTS, Inc. for \$100,000.00
35. Res 24-402 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Covey, Inc. for \$75,000.00
36. Res 24-403 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Day by Day Shelter for \$105,000.00
37. Res 24-404 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Habitat for Humanity - Oshkosh and the City of Oshkosh for \$300,000.00
38. Res 24-405 Approve Allocation of American Rescue Plan Act (ARPA) Funds to the Hooper Community Center for \$60,000.00
39. Res 24-406 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Jericho Road Ministries for \$48,100.00
40. Res 24-407 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Lakeside Packaging Plus, LLC for \$90,000.00
41. Res 24-408 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Operation DREAM North for \$126,000.00
42. Res 24-409 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Oshkosh Healthy Neighborhoods for \$150,000.00
43. Res 24-410 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Oshkosh Pride, Inc. for \$17,500.00
44. Res 24-411 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Salvation Army of Oshkosh for \$120,174.00
45. Res 24-412 Approve Allocation of American Rescue Plan Act (ARPA) Funds to SEPO for \$300,000.00
46. Res 24-413 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Commonwealth Development Corporation of America / Oshkosh Child Development Center for \$354,900.00
47. Res 24-414 Approve Allocation of American Rescue Plan Act (ARPA) Funds to The Learning Collaborative for \$122,000.00
48. Res 24-415 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Winnebago Area Literacy Council for \$25,708.00

**O. COUNCIL DISCUSSION, DIRECTION TO CITY MANAGER & FUTURE AGENDA ITEMS**

49. ***Discussion and Direction to City Manager***

- A. Discussion of Agenda Process
- B. Ordinance and Fee Regulating Fire Pits (Esslinger)

**50. Future Agenda Items**

- A. Presentation of Truck Route Study, KL Engineering - July 23, 2024 or alternate date
- B. Bowen Street Reconstruction, AECOM - date to be determined

**51. Future Meetings & Workshops**

- A. Undergrounding Utilities, date to be determined
- B. Capital Improvement Plan Workshop, Tuesday, July 30th, 5:00 p.m., Room 404
- C. Oshkosh Common Council Regular Meeting - Wednesday, August 14, 2024

**P. COUNCIL MEMBER ANNOUNCEMENTS & STATEMENTS**

**Q. CITY MANAGER ANNOUNCEMENTS & STATEMENTS**

- 52.** Professional Services Agreement with Neighborly Software for Housing-CDBG Program Grant Administration, Reporting and Compliance Tracking (\$35,300.00)

- 53.** Outstanding Issues

**R. ADJOURN**



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** James Rabe, Director of Public Works  
**DATE:** July 09, 2024  
**SUBJECT:** Cheryl Sell, Water Distribution Manager

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SUBJECT: Introduction of Staff: Anna Cannizzo, Museum Director

DATE: July 09, 2024

There are no attachments or additional information for this item.

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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** \*Ord 24-373 Approve Comprehensive Land Use Plan Map Amendment from Community Facility to Light Density Residential for Property Located at 929 Winnebago Avenue (Former Washington Elementary School) (Plan Commission Recommends Approval)

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### **BACKGROUND**

The City is requesting a comprehensive land use map amendment of the former Washington Elementary School site. The subject area consists of one 2.66-acre parcel with frontage on Winnebago Avenue and School Avenue, east of Bowen Street. The surrounding area consists of single and two-family uses. The subject area is designated for Community Facility land use; the applicant is requesting a change to a Light Density Residential land use designation.

### **ANALYSIS**

The City is in the process of acquiring the subject site and has agreed upon preliminary terms with Habitat for Humanity for workforce homes on the subject site. In order to allow for the construction of single-family homes on the subject site, it will need to be rezoned to a zoning district that allows single-family residential uses and split into residential-sized lots through the platting process. The assigned zoning district of the property must be consistent with the future land use map for the area. Therefore, the City is requesting an amendment of the 2040 Comprehensive Land Use Map from the existing Community Facility designation to Light Density Residential.

### **FISCAL IMPACT**

The subject area is intended to be platted and developed. Future development should lead to an increase in the assessed value of the property.

### **RECOMMENDATION**

The Plan Commission recommended approval of the requested Land Use Map Amendment from Community Facility to Light Density Residential for property located at 929 Winnebago Avenue (Former Washington Elementary School) on June 4, 2024. Please see the attached staff report and meeting minutes for more information.

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### **Attachments**

Ord 24-373  
Land Use Map Amend - Winnebago Ave

**PURPOSE:** APPROVE COMPREHENSIVE LAND USE PLAN AMENDMENT FROM COMMUNITY FACILITY TO LIGHT DENSITY RESIDENTIAL FOR PROPERTY LOCATED AT 929 WINNEBAGO AVENUE (FORMER WASHINGTON ELEMENTARY SCHOOL)

**INITIATED BY:** CITY OF OSHKOSH COMMUNITY DEVELOPMENT

PLAN COMMISSION RECOMMENDATION: Approved

AN ORDINANCE TO AMEND THE COMPREHENSIVE PLAN OF THE CITY OF OSHKOSH, WISCONSIN

The Common Council of the City of Oshkosh does ordain as follows:

**SECTION 1.** City of Oshkosh Community Development, Petitioner, requests an amendment to the Comprehensive Land Use Plan maps changing the land use designation of property located at 929 Winnebago Avenue from Community Facility to Light Density.

**SECTION 2.** The Plan Commission recommended approval of said amendment.

**SECTION 3.** The City has held a public hearing on this Ordinance, in compliance with the requirements of Section 66.1001(4)(d), Wisconsin Statutes.

**SECTION 4.** The Common Council of the City of Oshkosh hereby approves an amendment to the Comprehensive Land Use Plan Use Maps changing the land use designation on the property located at 929 Winnebago Avenue from Community Facility to Light Density Residential.

**SECTION 5.** This Ordinance shall take effect upon passage by a majority vote of the members elect of the Common Council and publication as required by law.

**SECTION 6.** Publication Notice. Please take notice that the City of Oshkosh enacted Ordinance #24-XX APPROVE COMPREHENSIVE LAND USE PLAN AMENDMENT FROM COMMUNITY FACILITY TO LIGHT DENSITY RESIDENTIAL on July 23, 2024. The full text of the Ordinance may be obtained at the Office of the City Clerk, 215 Church Ave. and on the City's website at [www.oshkoshwi.gov](http://www.oshkoshwi.gov). Clerk's phone: (920) 236-5011.

**ITEM: COMPREHENSIVE LAND USE PLAN MAP AMENDMENT FROM COMMUNITY FACILITY TO LIGHT DENSITY RESIDENTIAL FOR PROPERTY LOCATED AT 929 WINNEBAGO AVENUE (FORMER WASHINGTON ELEMENTARY SCHOOL)**

Plan Commission Meeting of June 4, 2024.

**GENERAL INFORMATION**

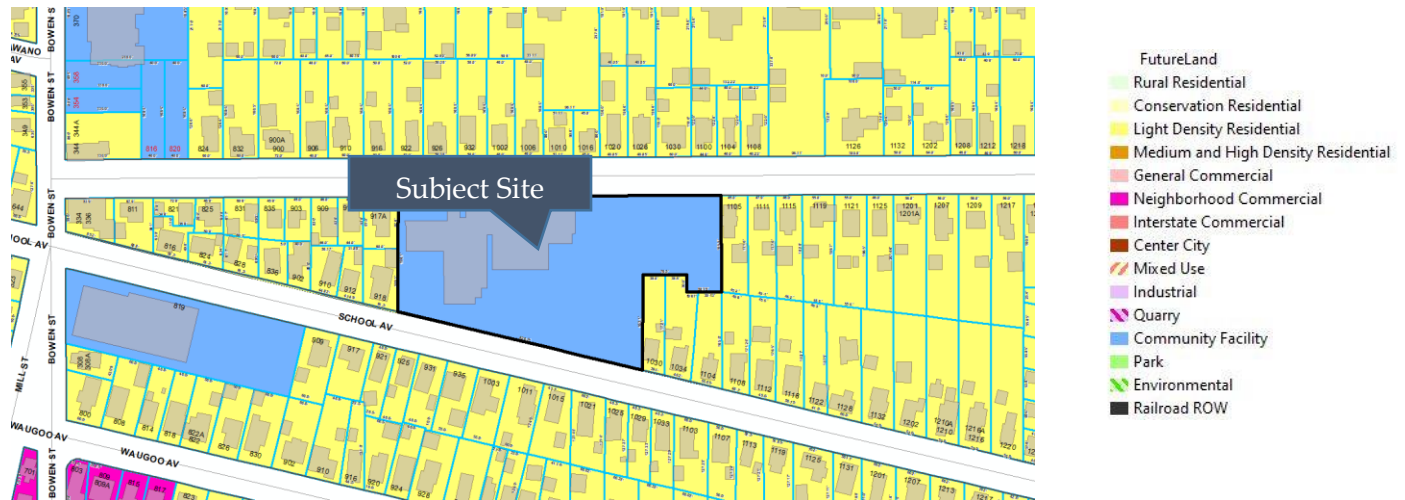
Applicant: City of Oshkosh Community Development  
Property Owner: Oshkosh Area School District

**Actions Requested:**

The applicant is requesting an amendment to the Recommended Land Use Map in the Comprehensive Plan. The subject area is designated for Community Facility land use; the applicant is requesting a change to a Light Density Residential land use designation.

**Property Location and Background Information:**

The petitioner is requesting a comprehensive land use map amendment of the former Washington Elementary School site. The subject area consists of one 2.66-acre parcel with frontage on Winnebago Avenue and School Avenue, east of Bowen Street. The surrounding area consists of single and two family uses.



2040 Comprehensive Land Use Map



**Subject Site**

<i>Existing Land Use</i>	<i>Zoning</i>
Elementary School	I

**Adjacent Land Use and Zoning**

<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Single-family Residential	SR-9
<b>South</b>	Single & Two-family Residential	SR-9
<b>East</b>	Single-family Residential	SR-9
<b>West</b>	Single & Two-family Residential	SR-9

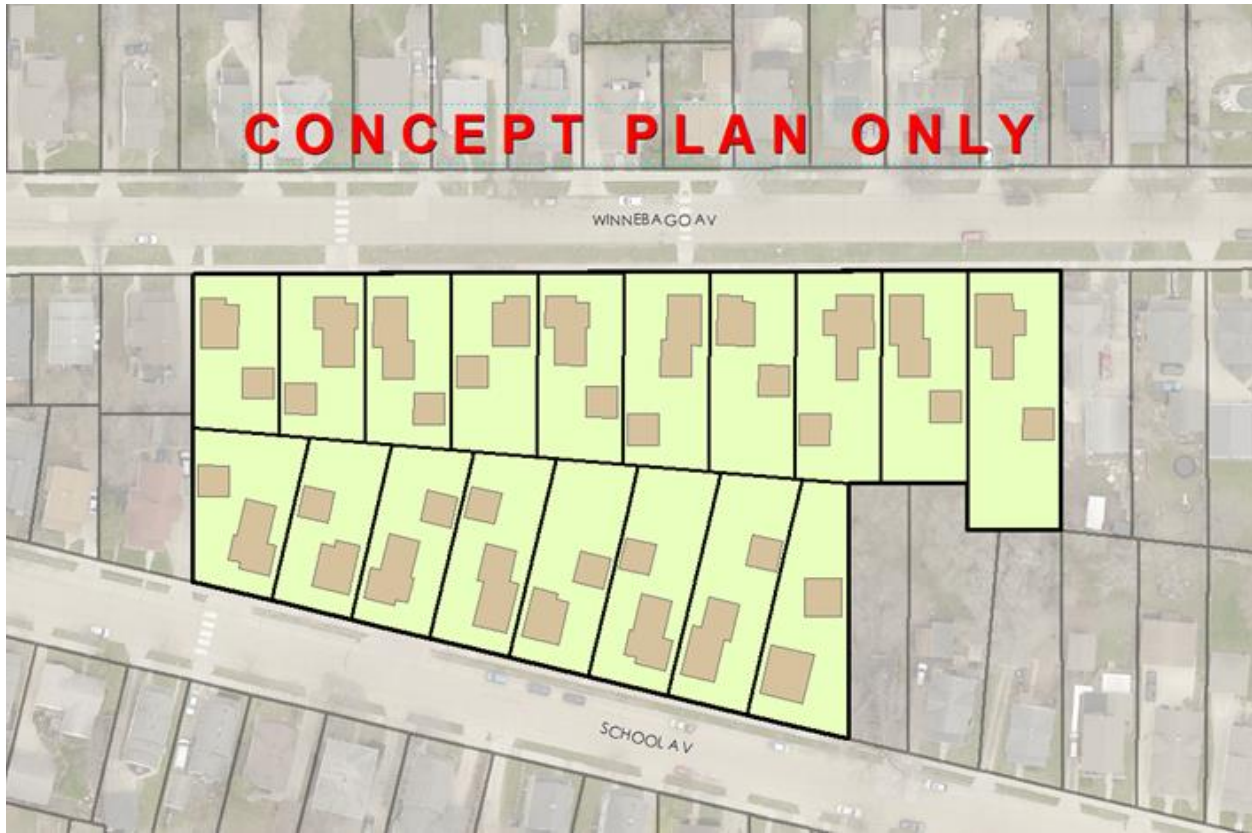
<i>Recognized Neighborhood Organizations</i>
Stevens Park

**Comprehensive Plan**

<i>Land Use Recommendation</i>	<i>Land Use</i>
2040 Comprehensive Land Use Recommendation	Community Facility

**ANALYSIS – COMPREHENSIVE LAND USE MAP AMENDMENT**

The City is in the process of acquiring the subject site and has agreed upon preliminary terms with Habitat for Humanity for workforce homes on the subject site. In order to allow for construction of single-family homes on the subject site, it will need to be rezoned to a zoning district that allows single-family residential uses, and split into residential-sized lots through the platting process. The assigned zoning district of the property must be consistent with the future land use map for the area. Therefore, the City is requesting an amendment of the 2040 Comprehensive Land Use Map from the existing Community Facility designation to Light Density Residential.



Future land use maps are intended to be used as a general reference tool for determining appropriate future land use and growth patterns. When creating the maps, recommended uses were determined on a broader scale rather than a parcel by parcel basis. Staff realizes that sections of the Comprehensive Plan, including mapping portions, need to be updated or revised periodically to accommodate logical requests/changes in future land use.

Staff feels that the proposed Light Density Residential land use designation is appropriate for the site as it allows for single and two-family residential land uses which is consistent with the surrounding single and two-family uses of the established neighborhood (Stevens Park). It is also consistent with the Light Density Residential future land use designation of the surrounding area.

**RECOMMENDATION**

Comprehensive Land Use Map Amendment:

Staff recommends approval of Comprehensive Land Use Plan amendment from Community Facility to Light Density Residential for property located at 929 Winnebago Avenue.

Plan Commission recommends approval of Comprehensive Land Use Plan amendment from Community Facility to Light Density Residential on June 4, 2024. The following is Plan Commission’s discussion on the item.

Mr. Perry stated he will be voting present.

Site Inspections Report: Ms. Propp, Ms. Scheuermann, Mr. Loewenstein, Ms. Davey, Mr. Ulrich, and Mr. Kiefer reported visiting the site.

Staff report accepted as part of the record.

The applicant is requesting an amendment to the Recommended Land Use Map in the Comprehensive Plan. The subject area is designated for Community Facility land use; the applicant is requesting a change to a Light Density Residential land use designation.

Mr. Slusarek presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. The petitioner is requesting a comprehensive land use map amendment of the Washington Elementary School site. The subject area consists of one 2.66-acre parcel with frontage on Winnebago Avenue and School Avenue, east of Bowen Street. The surrounding area consists of single and two family uses.

The City is in the process of acquiring the subject site and has agreed upon preliminary terms with Habitat for Humanity for workforce homes on the subject site. In order to allow for construction of single-family homes on the subject site, it will need to be rezoned to a zoning district that allows single-family residential uses, and split into residential-sized lots through the platting process. The assigned zoning district of the property must be consistent with the future land use map for the area. Therefore, the City is requesting an amendment of the 2040 Comprehensive Land Use Map from the existing Community Facility designation to Light Density Residential.

Staff feels that the proposed Light Density Residential land use designation is appropriate for the site as it allows for single and two-family residential land uses which is consistent with the surrounding single and two-family uses of the established neighborhood (Stevens Park). It is also consistent with the Light Density Residential future land use designation of the surrounding area.

Staff recommends approval of Comprehensive Land Use Plan amendment from Community Facility to Light Density Residential for property located at 929 Winnebago Avenue.

Mr. Perry opened up technical questions to staff.

Mr. Perry opened public comment and asked if the applicant wanted to make any statements.

Betty Schroeder, 1034 School Avenue, would like to keep the fence along her property and the school property.

Mr. Lyons said that when the property is surveyed, it will help to determine the exact location of the fence. The preference for staff is to leave the fence if possible and work with the neighbors outside of what happens with Plan Commission.

Ms. Schroeder asked if there would be consideration in leaving a small park there.

Mr. Lyons said this was discussed during the neighborhood meetings. It is trying to keep the balance of what is in the area, and the costs of making the project work at a workforce affordable level. As the lot number goes down, the price goes up. The goal is to match the style and character of the neighborhood as much as they can. There is not a final plat yet, and will come to Plan Commission at least 3 more times.

Ms. Schroeder said that although it is sad to lose the school, she is glad there are single family homes going in instead of apartments.

Mr. Perry asked if any members of the public wished to speak.

Jane Mikkelsen, 906 Winnebago Avenue, has concerns about green space and leaving recreational space for kids in the neighborhood.

Renee Maki, 1025 School Avenue, said she agrees with her neighbors that a small area should remain a park. She asked if the homes going in will be similarly styled.

Mr. Lyons replied that staff is currently working with a consultant group to design homes that are similar in size and character to the surrounding neighborhood, so they blend in.

Matt Mikkelsen, 906 Winnebago Avenue, vaguely recalls a study that was done a couple years ago stating a lack of park space in the city. We are underdeveloped when it comes to park green space. He suggested having community involvement and doing fundraising to raise money for a park in this area.

Mr. Perry closed public comment.

There was no closing statement from the applicant.

*Motion by Scheuermann to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Kiefer.*

Mr. Perry asked if there was any discussion on the motion.

Ms. Davey wondered if this was a developer that was not the city, and they were building 18 houses, then what would their green space requirement be.

Mr. Lyons stated in this situation they would recommend fee in lieu of, just like the City would have to pay to do it. Given the size of the area, we have frequently found the development cost and maintenance cost of something so small becomes very difficult and challenging.

Ms. Scheuermann wondered if we have ever had a plot of land and a development where they did a true park, not just green space.

Mr. Lyons stated yes, Ripple Avenue Estates, Ripple Avenue Apartments on the southside, Pickardt Estates, and the Farmington development. This area of the Comprehensive Outdoor Recreation Plan (CORP) does not call for additional parkland. The character of the area is largely what Parks and the CORP use when they analyze whether fee in lieu of or parkland dedication is appropriate.

Ms. Scheuermann wondered if the proximity to Menominee Park and Stevens Park makes a difference.

Mr. Lyons stated that is largely why the CORP does not recommend additional parkland in this area.

Ms. Scheuermann remembers about twenty-eight years ago when she built over by Carl Traeger, there was a planned park. Twenty-eight years later they still do not have one.

Mr. Lyons stated Rusch Park should hopefully be built this year. The CORP is being updated this year. As part of that Council approved a fee in lieu of and a park development policy to be reviewed by a consultant.

Mr. Ulrich stated he knows we have fewer parks per capita. He knows a lot of people living on Winnebago and School, and the consensus in the area is overwhelmingly in support of green space here. Even if we allot two lots to it and do not put playground equipment on it. Just trees and greenery for people to run and get a little bit of space would be beneficial. I hope to see something come from the financial analysis that could maybe incorporate that option. He has talked to some of the people doing the design standards for the housing that is being proposed. The designs look really nice. He is optimistic that the styles will be similar to what is there now.

*Motion carried 6-0. Mr. Perry voted Present.*



WINNEBAGO AV

SCHOOL AV

# 929 WINNEBAGO AVE



1 in = 0.02 mi  
1 in = 80 ft

Printing Date: 3/20/2024

Prepared by: City of Oshkosh, WI



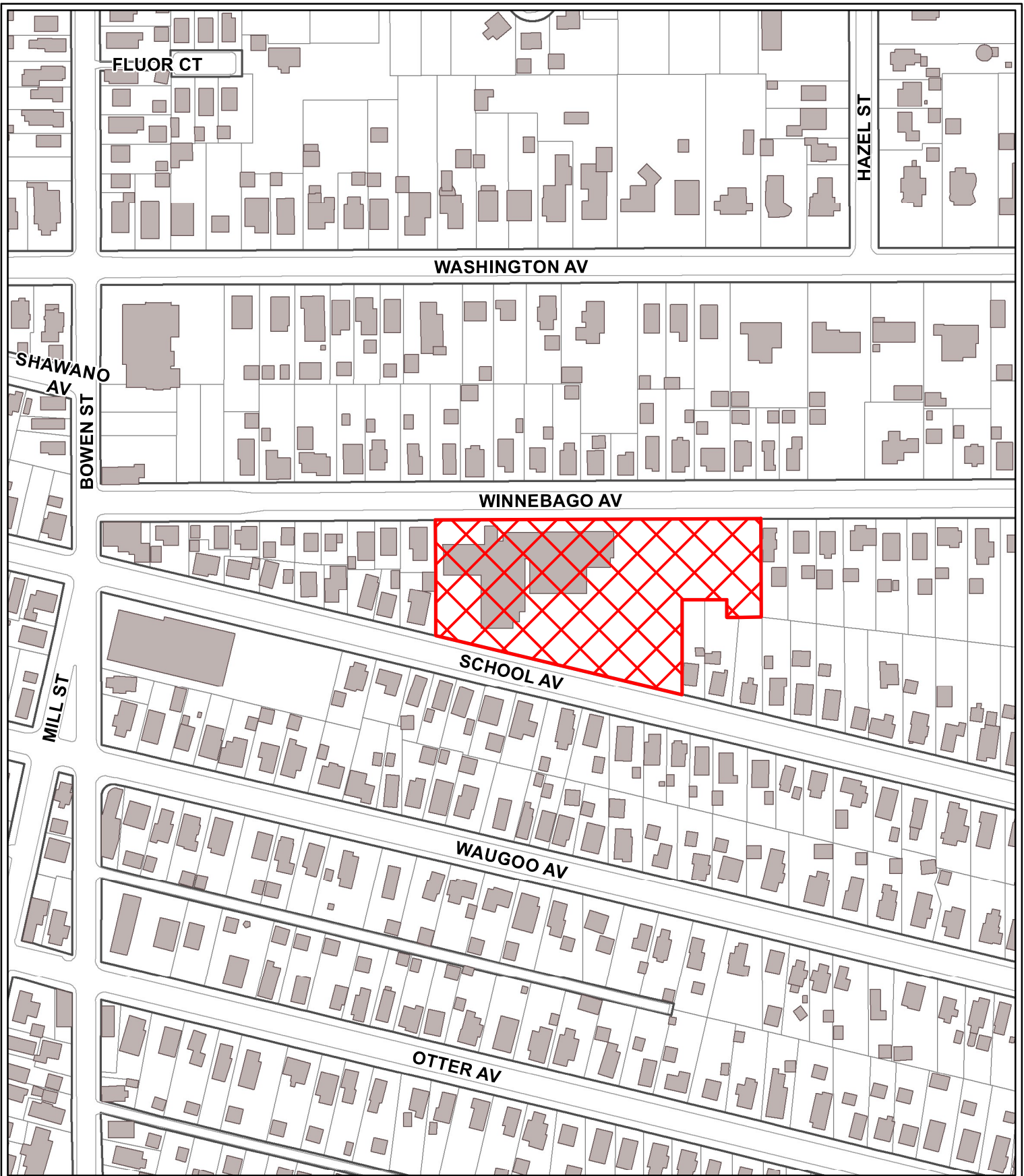
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Owner	Postal Address	City	State	Zip
VUE LEE/MAI LOR	1001 WAUGOO AVE	OSHKOSH	WI	54901-5462
LINDA M DEARTH	1002 WAUGOO AVE	OSHKOSH	WI	54901-5463
SHANE J KNABENBAUER	1002 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
GEOFFREY D/HEATHER L SCHWARTZ	1003 SCHOOL AVE	OSHKOSH	WI	54901-5314
GERALD YORKEY-STAWICKI/ALEXIS STAWICKI	1004 WAUGOO AVE	OSHKOSH	WI	54901-5463
THOMAS W HANSEN/GINGER HECKEL	1005 WASHINGTON AVE	OSHKOSH	WI	54901-5353
MICHAEL A/RANDI L SELNER	1006 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
NICHOLAS P/EMILY E BERNDT	1010 WASHINGTON AVE	OSHKOSH	WI	54901-5354
GERALD F HEISLER/D J FIELDS	1010 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
LISE MAY	1011 SCHOOL AVE	OSHKOSH	WI	54901-5314
ROBERT/MARIAREVE RUCINSKI	1013 WASHINGTON AVE	OSHKOSH	WI	54901-5353
MARK A/JULIE A THUROW	1015 SCHOOL AVE	OSHKOSH	WI	54901-5314
ROGER D/PATRICIA SHAW	1016 WASHINGTON AVE	OSHKOSH	WI	54901-5354
SCOT G/CLAIRE E PENNELL	1016 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
KOLE P KRUEGER	1017 WAUGOO AVE	OSHKOSH	WI	54901-5462
LYLE C MCDONALD	1020 WAUGOO AVE	OSHKOSH	WI	54901-5463
TYLER J HORTON/JILL M KARPINSKY	1020 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
ANNE H STEVENS	1021 WASHINGTON AVE	OSHKOSH	WI	54901-5353
ROBERT B/DENISE M PREHN REV TRUST	1022 WASHINGTON AVE	OSHKOSH	WI	54901-5354
KERRY J HOBART	1024 WAUGOO AVE	OSHKOSH	WI	54901-5463
RENEE K MAKI	1025 SCHOOL AVE	OSHKOSH	WI	54901-5314
MICHAEL J/M A JAWORSKI	1025 WAUGOO AVE	OSHKOSH	WI	54901-5462
BREANNA R SCHNEIDER	1026 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
DAVID M/AMY J SITTER	1027 WASHINGTON AVE	OSHKOSH	WI	54901-5353
SARA A WEIDNER	1029 SCHOOL AVE	OSHKOSH	WI	54901-5314
KEVIN J SMERLING	1030 SCHOOL AVE	OSHKOSH	WI	54901-5315
MARGARET H WACHTEL REV TRUST	1030 WASHINGTON AVE	OSHKOSH	WI	54901-5354
JESSE J GYLDENVAND	1030 WINNEBAGO AVE	OSHKOSH	WI	54901-5329
DAVID A/DOROTHY N ZERBE	1031 WASHINGTON AVE	OSHKOSH	WI	54901-5353
FRANCIS B/NANCY L MURRAY IRREV TRUST	1032 WAUGOO AVE	OSHKOSH	WI	54901-5463
ZACHARY D THOMAS	1033 SCHOOL AVE	OSHKOSH	WI	54901-5314
MARGARET A GRUNDY LIFE ESTATE	1034 SCHOOL AVE	OSHKOSH	WI	54901-5315
KRISTOPHER S SHAFFER	1100 WAUGOO AVE	OSHKOSH	WI	54901-5465
DA NENG VANG	1100 WINNEBAGO AVE	OSHKOSH	WI	54901-5331
KORY SCHRIMPF	1101 WAUGOO AVE	OSHKOSH	WI	54901-5464
KARI A USELMAN	1103 SCHOOL AVE	OSHKOSH	WI	54901-5316
DREW J PIETENPOL	1103 WASHINGTON AVE	OSHKOSH	WI	54901-5355
JACOB T/ERIN E DEWILDE	1104 SCHOOL AVE	OSHKOSH	WI	54901-5317
JASON GOMOLL	1105 WINNEBAGO AVE	OSHKOSH	WI	54901-5330
DAVID J/LORIE J BUNKE	1107 SCHOOL AVE	OSHKOSH	WI	54901-5316
ARLEN L NEUBAUER	1108 SCHOOL AVE	OSHKOSH	WI	54901-5317
WILLIAM D KRAMLICH	1109 WAUGOO AVE	OSHKOSH	WI	54901-5464
EK REAL ESTATE FUND I LLC	111 W 33RD ST FL 12	NEW YORK	NY	10120-1220
CRAIG A WILLIAMS	1110 WAUGOO AVE	OSHKOSH	WI	54901-5465
NATHANIEL J/AMANDA J FRANK	1111 WASHINGTON AVE	OSHKOSH	WI	54901-5355
JASON WERNER	1111 WINNEBAGO AVE	OSHKOSH	WI	54901-5330
JONATHAN D WILSON	1112 SCHOOL AVE	OSHKOSH	WI	54901-5317
SANTO A/CHELSEA S MORALES	1113 SCHOOL AVE	OSHKOSH	WI	54901-5316
ROBERT A/HARRIET H BREEST	1114 WASHINGTON AVE	OSHKOSH	WI	54901-5356
ROGER D FRIKART/KAREN E BARTER	1115 WASHINGTON AVE	OSHKOSH	WI	54901-5355
SYDNEY GRAY	1115 WAUGOO AVE	OSHKOSH	WI	54901-5464
JASON S VANMATRE	1118 SCHOOL AVE	OSHKOSH	WI	54901-5317
BREANNA V PAULSON	1119 SCHOOL AVE	OSHKOSH	WI	54901-5316
WILLIAM/HEATHER L KAMETLER	1119 WAUGOO AVE	OSHKOSH	WI	54901-5464
THAO YANG/NENG XIONG	1119 WINNEBAGO AVE	OSHKOSH	WI	54901-5330
AARON FRANKLIN/MACHAELA JORDEN JACKSON	1121 WAUGOO AVE	OSHKOSH	WI	54901-5464
DENNIS F RIOUX/STACEY A OTTO	1121 WINNEBAGO AVE	OSHKOSH	WI	54901-5330
LUIS B HERNANDEZ	1122 SCHOOL AVE	OSHKOSH	WI	54901-5317

THOMAS J/MOLLY MOORE IRREVOCABLE TRUST	1122 WASHINGTON AVE	OSHKOSH	WI	54901-5356
LYNDA S TROUDT	1122 WAUGOO AVE	OSHKOSH	WI	54901-5465
KENNETH MONROE	1125 SCHOOL AVE	OSHKOSH	WI	54901-5316
DAYANA DUARTE/JAZZRIC OROZCO	1125 WINNEBAGO AVE	OSHKOSH	WI	54901-5330
GAYLE V RIOUX LIVING TRUST	1126 WINNEBAGO AVE	OSHKOSH	WI	54901-5331
SARA C JUNGWIRTH	1128 SCHOOL AVE	OSHKOSH	WI	54901-5317
J PETER/ KAROLA H JUNGBACKER	1128 WASHINGTON AVE	OSHKOSH	WI	54901-5356
ELIZABETH A WILLIAMS	1131 SCHOOL AVE	OSHKOSH	WI	54901-5316
LUIS A POMALES	1132 SCHOOL AVE	OSHKOSH	WI	54901-5317
STEPHANY LEURQUIN	1132 WINNEBAGO AVE	OSHKOSH	WI	54901-5331
WILLIAM/JULIA KNUDSON	1202 SCHOOL AVE	OSHKOSH	WI	54901-5319
TODD S MOXHAM	1202 WINNEBAGO AVE	OSHKOSH	WI	54901-5333
JAMES/YOLANDA MANSKE	1203 WASHINGTON AVE	OSHKOSH	WI	54901-5357
OSCAR R/ILIANA REYES JR	1207 SCHOOL AVE	OSHKOSH	WI	54901-5318
LISA GERSON	1207 WINNEBAGO AVE	OSHKOSH	WI	54901-5332
LANE C KLINE	1208 WINNEBAGO AVE	OSHKOSH	WI	54901-5333
GABRIEL LOIACONO/ANDREA JAKOBS	1209 WASHINGTON AVE	OSHKOSH	WI	54901-5357
DAVID M JONES	1209 WINNEBAGO AVE	OSHKOSH	WI	54901-5332
DENNIS P MCCARTHY	1210 SCHOOL AVE	OSHKOSH	WI	54901-5319
ANGELA MASTERS	1212 WINNEBAGO AVE	OSHKOSH	WI	54901-5333
RONALD B/NANCY L MARKS LIV TRUST	1213 WASHINGTON AVE	OSHKOSH	WI	54901-5357
DAVID D PETERSON	1217 WINNEBAGO AVE	OSHKOSH	WI	54901-5332
DEBRA K CRAM	1220 SCHOOL AVE	OSHKOSH	WI	54901-5319
JOSEPH E PERZENTKA	1353 OTTER AVE	OSHKOSH	WI	54901-5452
ROBERT/KRISTALEE WILCOX	1729 BERNHEIM ST	OSHKOSH	WI	54904-8967
THEO M HOLBA	18201 COLLINS AVE APT 4902	SUNNY ISLES BEACH	FL	33160-5154
KZ HOLDINGS LLC	2080 W 9TH AVE #198	OSHKOSH	WI	54904-8072
SAND BETWEEN LLC	212 CEDAR DR N	MYRTLE BEACH	SC	29575-3853
CHRISTOPHER E/VAN WALKER	231 E LINCOLN AVE	OSHKOSH	WI	54901-4520
PAUL H ENGLER IRREV SUP TRUST C/O MARY NELSON	2605 BAUMGARTNER DR	LA CROSSE	WI	54603-8503
MARK J/JILL M SCHLICHTING	2915 HOMESTEAD DR	OSHKOSH	WI	54904-7412
SALIX INVESTMENTS LLC	3001 WYLDE OAK CT	OSHKOSH	WI	54904-7653
JANE E KLUG	3250 ARNESON AVE	OSHKOSH	WI	54904-1804
CORY A/SYLVA STANG	336 BOWEN ST	OSHKOSH	WI	54901-5156
NICOLET INVESTMENTS LLP	3389 COUNTY ROAD A	OSHKOSH	WI	54901-1414
TRAVIS SCHINKE	344 BOWEN ST	OSHKOSH	WI	54901-5157
TRINITY EV LUTH CHURCH	370 BOWEN ST	OSHKOSH	WI	54901-5157
ALAN L/KAY M STENERSON	3742 FOND DU LAC RD	OSHKOSH	WI	54902-7346
KIMBERLY A TANK	4076 MOON FLOWER LN	POLLOCK PINES	CA	95726-9461
JOSEPH A/JODY A ROBL	4117 ALIDA LN	OSHKOSH	WI	54904-9390
DANIEL J MEISEL	513 W 6TH AVE	OSHKOSH	WI	54902-5915
RICHARD E/KAY EHLKE REV TRUST	5168 I AH MAYTAH RD	OSHKOSH	WI	54901-1313
ROBERTO CASTILLO/TANIA D TAMAYO LEYVA	519 E MAPLE ST	APPLETON	WI	54915-1802
BREEZY HOMES LLC	602 WISCONSIN AVE	N FOND DU LAC	WI	54937-1334
SOLUTIONS RECOVERY INC	621 EVANS ST	OSHKOSH	WI	54901-4605
JAMES R STEINBERG	651 FRANKLIN ST	OSHKOSH	WI	54901-4340
KAOO GROUP LLC	7855 GREEN LINKS DR SE	CALEDONIA	MI	49316-7619
NICOLE HENRY	811 WINNEBAGO AVE	OSHKOSH	WI	54901-5370
DENNIS P PANICH TRUST	813 N SAWYER ST	OSHKOSH	WI	54902-3360
KELLY D MATTHEWS	817 WAUGOO AVE	OSHKOSH	WI	54901-5458
BRANDON, DARRELL & MARY CHAPIN	821 WINNEBAGO AVE	OSHKOSH	WI	54901-5370
JOSEPH S/ROSEMARY D BLANDO	823 WASHINGTON AVE	OSHKOSH	WI	54901-5349
DOLORES A MOORE	823 WAUGOO AVE	OSHKOSH	WI	54901-5458
CRAIG/EMILY SAMPO	824 SCHOOL AVE	OSHKOSH	WI	54901-5311
KENNETH A/ROSE M LEACH JR	824 WINNEBAGO AVE	OSHKOSH	WI	54901-5371
ROBIN R LOSSE	825 WINNEBAGO AVE	OSHKOSH	WI	54901-5370
BRIAN J/CAROL A ANDERSON	826 WAUGOO AVE	OSHKOSH	WI	54901-5459
MARK M/SANDRA J SCHMIDT	828 SCHOOL AVE	OSHKOSH	WI	54901-5311
PHILIP A/NANCY J HEINRICH	830 WAUGOO AVE	OSHKOSH	WI	54901-5459



ELIZABETH BINDER/STUART BAILEY	831 WASHINGTON AVE	OSHKOSH	WI	54901-5349
LIZETH MARTINEZ TOVAR/ALEXIS BANUELOS	831 WAUGOO AVE	OSHKOSH	WI	54901-5458
MICHAEL & CAROLYN FRAHM/JENNIFER BURNETT	831 WINNEBAGO AVE	OSHKOSH	WI	54901-5370
ALEXIS D SOMMER	832 WINNEBAGO AVE	OSHKOSH	WI	54901-5371
EDWARD C/DIANNE J WILCOX	835 WAUGOO AVE	OSHKOSH	WI	54901-5458
ZACHARY P GRABNER	835 WINNEBAGO AVE	OSHKOSH	WI	54901-5370
GAYLE L SCHRADER	836 SCHOOL AVE	OSHKOSH	WI	54901-5311
MATTHEW C RINGENBERG	900 WINNEBAGO AVE	OSHKOSH	WI	54901-5327
SHOSHANA BURKHEAD	901 WASHINGTON AVE	OSHKOSH	WI	54901-5351
ASHLEY ROBINSON	902 WAUGOO AVE	OSHKOSH	WI	54901-5461
AMY WHITCOMB	903 WINNEBAGO AVE	OSHKOSH	WI	54901-5326
DAVID/SARAH STUDZINSKI	905 WASHINGTON AVE	OSHKOSH	WI	54901-5351
DAVID BEARDSLEY TRUST/SUSAN TATUM TRUST	907 WASHINGTON AVE	OSHKOSH	WI	54901-5351
DEBORAH J KIEFER	908 WASHINGTON AVE	OSHKOSH	WI	54901-5352
MR/MRS NAOVANG LOR	909 SCHOOL AVE	OSHKOSH	WI	54901-5312
BARBARA M BATZNER	909 WINNEBAGO AVE	OSHKOSH	WI	54901-5326
ELIZA O/OLIVIA K FARROW	910 WAUGOO AVE	OSHKOSH	WI	54901-5461
ROBERT J HART	910 WINNEBAGO AVE	OSHKOSH	WI	54901-5327
KIT M POLLASKI	911 WAUGOO AVE	OSHKOSH	WI	54901-5460
MAI DER C MUELLER	912 SCHOOL AVE	OSHKOSH	WI	54901-5313
CARRIE J WEGEHAUPT	913 WASHINGTON AVE	OSHKOSH	WI	54901-5351
WILLIAM J/CHARLOTTE E CLARK	914 WASHINGTON AVE	OSHKOSH	WI	54901-5352
PATRICIA A NOURSE	916 WAUGOO AVE	OSHKOSH	WI	54901-5461
SUSAN I LAIN	917 SCHOOL AVE	OSHKOSH	WI	54901-5312
DANIEL J/ANGELA C SMIDL	918 SCHOOL AVE	OSHKOSH	WI	54901-5313
GRANT A/GRETCHEN M WITHERS	918 WASHINGTON AVE	OSHKOSH	WI	54901-5352
JOAQUIN W/TRACY A YARNELL-LIRA	919 WASHINGTON AVE	OSHKOSH	WI	54901-5351
STEVEN J GAUGER	920 WAUGOO AVE	OSHKOSH	WI	54901-5461
MAI YIA M LOR	921 SCHOOL AVE	OSHKOSH	WI	54901-5312
TIFFANY D PEARSON	922 WINNEBAGO AVE	OSHKOSH	WI	54901-5327
THOMAS/JEAN KELLY	924 WASHINGTON AVE	OSHKOSH	WI	54901-5352
THOMAS M UNRATH	924 WAUGOO AVE	OSHKOSH	WI	54901-5461
GAIL L BRIGGS SECOND AMENDED REV TRUST	925 WAUGOO AVE	OSHKOSH	WI	54901-5460
JESSE D LAIN/MOZHGAN RAD	927 WASHINGTON AVE	OSHKOSH	WI	54901-5351
CARRIE A HINTZE	928 WAUGOO AVE	OSHKOSH	WI	54901-5461
DONALD/JENNIFER C WEBER	929 WAUGOO AVE	OSHKOSH	WI	54901-5460
TED M BUEHNER	930 WASHINGTON AVE	OSHKOSH	WI	54901-5352
BETTY L HABER	931 SCHOOL AVE	OSHKOSH	WI	54901-5312
KRISTINE FROHRIB	932 WINNEBAGO AVE	OSHKOSH	WI	54901-5327
SUZANNE C WORWOOD	933 WASHINGTON AVE	OSHKOSH	WI	54901-5351
MARK S NEKOLI	935 SCHOOL AVE	OSHKOSH	WI	54901-5312
BRIAN/REBECCA M FUCHS	947 E COUNTY ROAD Z	OSHKOSH	WI	54902-9199
HAPPY BRAD RENTALS LLC	E8869 MANSKE RD	NEW LONDON	WI	54961-8934
KES PROPERTIES LLC	PO BOX 1414	OSHKOSH	WI	54903-1414
MATTHEW P/JANE P MIKKELSEN	PO BOX 1623	OSHKOSH	WI	54903-1623
DEVON E/SUSAN K JONES	PO BOX 166	OSHKOSH	WI	54903-0166
OSHKOSH RENTAL PROPERTIES LLC	PO BOX 2446	OSHKOSH	WI	54903-2446
OSHKOSH AREA SCHOOL DISTRICT	PO BOX 3048	OSHKOSH	WI	54903-3048
JEFFREY BENTLEY	PO BOX 3865	OSHKOSH	WI	54903-3865
1118 WAUGOO AVENUE LLC	PO BOX 5564	MADISON	WI	53705-0564
K CORNERSTONE HOMES LLC	PO BOX 64	LITTLE CHUTE	WI	54140-0064
CWP LLC	PO BOX 693	OSHKOSH	WI	54903-0693
ERIC J KESSENICH	W7003 COBBLESTONE DR	FOND DU LAC	WI	54937-9182
STEVENS PARK NBHD ASSOC C/O RON & LIL HANSCH	52 EVELINE ST	OSHKOSH	WI	54901-5428
STEVENS PARK NBHD ASSOC C/O RENEE LAUTENSCHLAGER	1215 CARR PL	OSHKOSH	WI	54901-5414
MENOMINEE S NBHD ASSOC C/O CYNTHIA THORPE & DENNIS K	1107 MERRITT AVE	OSHKOSH	WI	54901-5345
RIVER EAST NBHD ASSOC C/O KATHY WEBB	543 OTTER AVE	OSHKOSH	WI	54901-5103
RIVER EAST NBHD ASSOC C/O TAMMY HACKETT	349 BOWEN ST	OSHKOSH	WI	54901-5155
RIVER EAST NBHD ASSOC C/O CARMEN SCOTT	521 OTTER AVE	OSHKOSH	WI	54901-5103



# 929 WINNEBAGO AVE

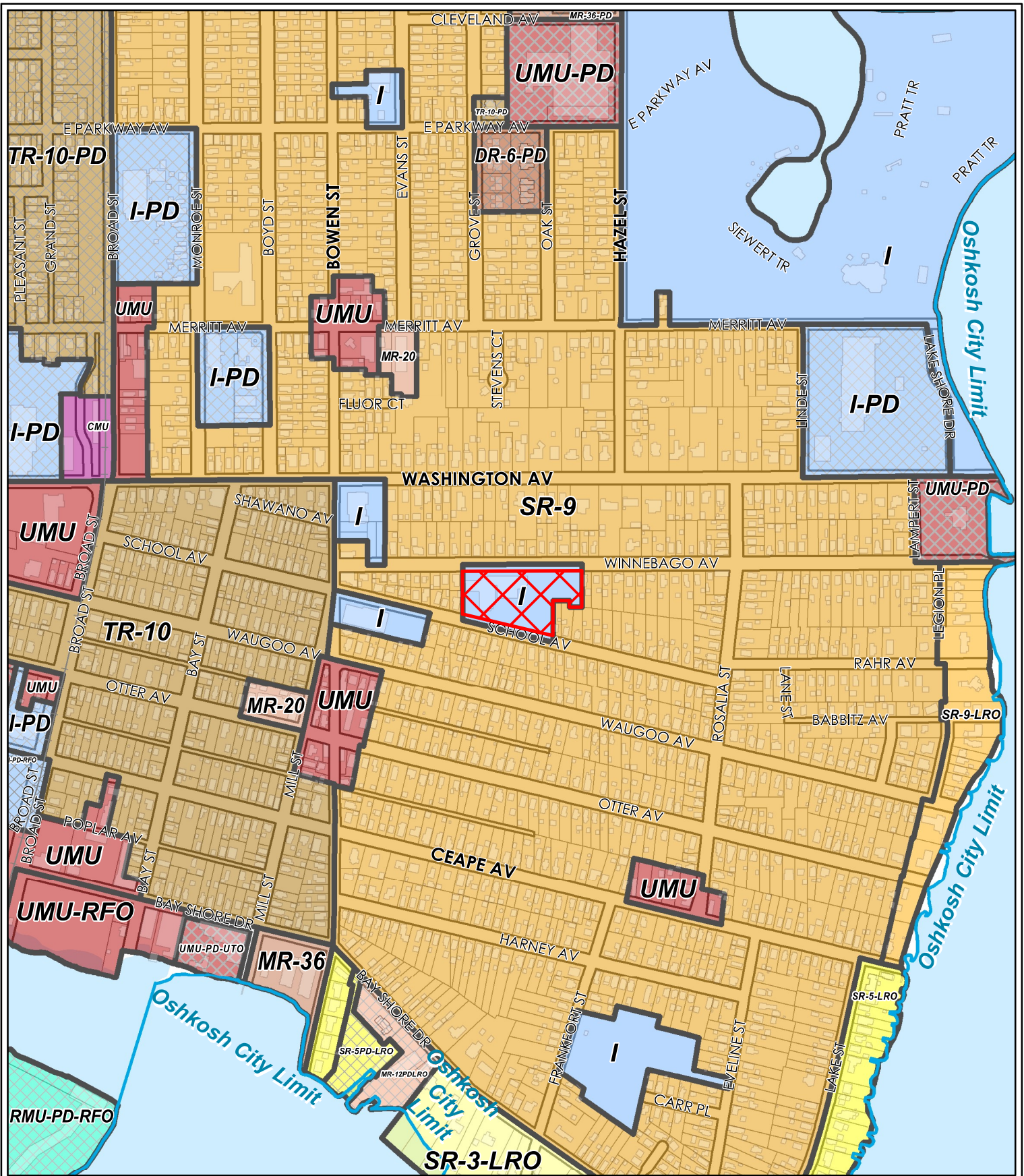
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 1 in = 0.04 mi  
 1 in = 220 ft



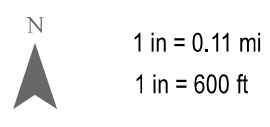
Printing Date: 3/20/2024  
 Prepared by: City of Oshkosh, WI

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# 929 WINNEBAGO AVE

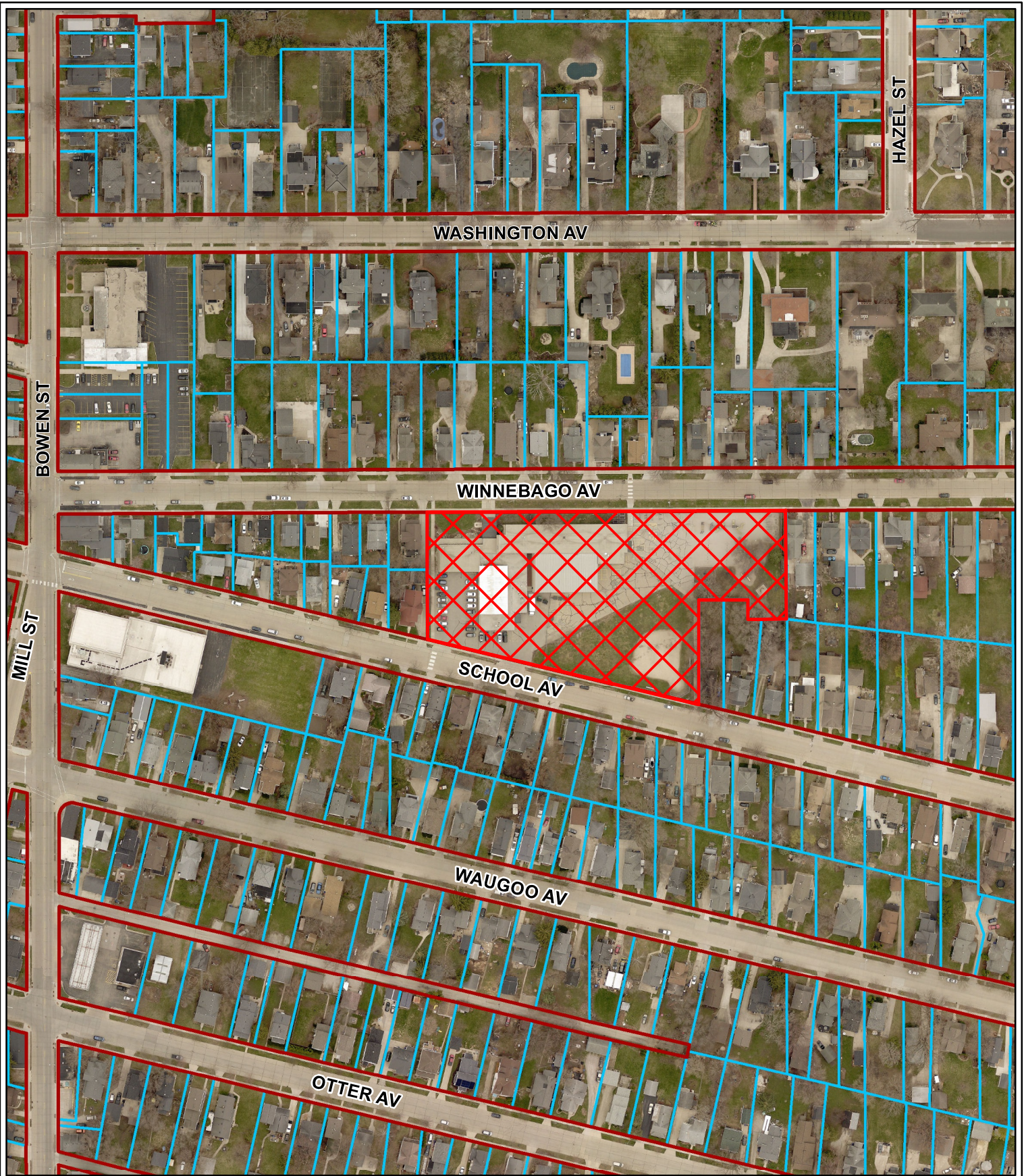


Printing Date: 3/20/2024  
 Prepared by: City of Oshkosh, WI



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# 929 WINNEBAGO AVE



1 in = 0.04 mi  
1 in = 200 ft

Printing Date: 3/20/2024

Prepared by: City of Oshkosh, WI



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SUBJECT: Report of Bills

DATE: July 09, 2024

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### Background

The items below are being presented for approval by the Council. These items have been properly audited and certified to by the City Comptroller and are herewith submitted for your allowance in the amount of \$2,993,079.05.

Bills paid June 21 and June 28, 2024	\$2,993,079.05
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### Attachments

06212024 Check run

06282024 Check run

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
10977	06/21/2024	AECOM INC	24,147.30
10978	06/21/2024	AIRGAS USA LLC	3,370.26
10979	06/21/2024	BELSON CO	921.20
10980	06/21/2024	BROOKS TRACTOR INC	10,018.18
10981	06/21/2024	CHEMTRADE CHEMICALS US LLC	4,218.41
10982	06/21/2024	CINTAS CORPORATION NO 2	623.14
10983	06/21/2024	CONSTELLATION ENERGY SERVICES	1,168.52
10984	06/21/2024	CONVERGENT CLAIMS SERVICES, LLC	594.52
10985	06/21/2024	CORE AND MAIN LP	97,921.65
10986	06/21/2024	DLT SOLUTIONS LLC	17,946.60
10987	06/21/2024	DORNER INC	245,086.03
10988	06/21/2024	EMMONS BUSINESS INTERIORS	573.48
10989	06/21/2024	ENTRANCE TECHNOLOGIES 1, LLC	220.00
10990	06/21/2024	ENVISIONINK PRINTING SOLUTIONS INC	393.00
10991	06/21/2024	FRANK CONTRACTORS LLC	6,488.25
10992	06/21/2024	FRANK'S RADIO SERVICE INC	3,254.81
10993	06/21/2024	GALLAGHER BENEFIT SERVICES INC	6,000.00
10994	06/21/2024	GARROW OIL CORP	41,267.12
10995	06/21/2024	GENERAL COMMUNICATIONS INC	1,086.17
10996	06/21/2024	HOLIDAY WHOLESALE	5,722.10
10997	06/21/2024	INFOVISION SOFTWARE INC	10,700.00
10998	06/21/2024	JACOBS ENGINEERING GROUP INC	131,336.64
10999	06/21/2024	JIM FISCHER INC	122,305.05
11000	06/21/2024	JODI ST CHARLES	125.35
11001	06/21/2024	KEMIRA WATER SOLUTIONS INC	10,201.10
11002	06/21/2024	KL ENGINEERING INC	8,882.50
11003	06/21/2024	L AND S TRUCK CENTER OF APPLETON INC	11,118.63
11004	06/21/2024	LEE BEVERAGE	1,426.18
11005	06/21/2024	MCC INC	41,815.17
11006	06/21/2024	MECHANICAL TECHNOLOGIES INC	2,888.00
11007	06/21/2024	MICHELS ROAD AND STONE, INC	320.13
11008	06/21/2024	MIDWEST EQUIPMENT SPECIALISTS	1,287.34
11009	06/21/2024	MONROE TRUCK EQUIPMENT	229.20
11010	06/21/2024	OSHKOSH CONVENTION AND VISITORS BUREAU INC	160.00
11011	06/21/2024	PICKARTS RADIATOR	556.50
11012	06/21/2024	POMP'S TIRE SERVICES INC	1,297.32
11013	06/21/2024	EHEALTH SCREENINGS	58,116.25
11014	06/21/2024	PROFESSIONAL SVC INDUSTRIES	13,331.36
11015	06/21/2024	PSYCHOLOGIE CLINIQUE SC	1,220.00
11017	06/21/2024	QUALITY TRUCK CARE CENTER INC	371.43
11018	06/21/2024	SECURIAN FINANCIAL GROUP INC	22,368.55
11019	06/21/2024	STRAND ASSOCIATES INC	90,098.07
11020	06/21/2024	TRANSCAT INC	496.90
11021	06/21/2024	WI PUBLIC SERVICE CORP	19,711.26
11022	06/21/2024	WINNEBAGO COUNTY TREASURER	74,361.93
5001906	06/18/2024	NICK DATTILO	900.00

5001907	06/21/2024 PVS TECHNOLOGIES INC	8,132.40
5001908	06/21/2024 ZOLL MEDICAL CORPORATION	48,600.00
5001909	06/21/2024 1 N MAIN LLC	180.00
5001910	06/21/2024 AARON BAER	420.00
5001911	06/21/2024 ALEXANDER CHEMICAL CORPORATION	34,949.52
5001912	06/21/2024 ANDY BALTADANO	149.96
5001913	06/21/2024 APHE WISCONSIN LLC	20.00
5001914	06/21/2024 ASSURANCE TITLE SERVICES INC	10,000.00
5001915	06/21/2024 ASSURANCE TITLE SERVICES INC	10,000.00
5001916	06/21/2024 ASSURANCE TITLE SERVICES INC	10,000.00
5001917	06/21/2024 JOSEPH A BALLA	12.60
5001918	06/21/2024 BEEZ ELECTRIC INC	346.50
5001919	06/21/2024 BIRDSEYE DAIRY INC	1,722.87
5001920	06/21/2024 BRIAN BENDING	56.58
5001921	06/21/2024 BRIAN SCHULDES	26.85
5001922	06/21/2024 CENTRAL TEMP EQUIP SRVC INC	94.00
5001923	06/21/2024 CHEE VANG	10.00
5001924	06/21/2024 CHRISTOPHER GORTE	10.00
5001925	06/21/2024 CRAIG JOHANNES	113.50
5001926	06/21/2024 AQUECS INC	438.28
5001927	06/21/2024 D AND K RENTALS	150.00
5001928	06/21/2024 DANI HOEPER	49.40
5001929	06/21/2024 DAVE NEUBER	85.62
5001930	06/21/2024 DEAN ARTUS	10.00
5001931	06/21/2024 DEAN M SMITH	103.30
5001932	06/21/2024 DORNER COMPANY	4,357.66
5001933	06/21/2024 ENERGITECH SERVICES LLC	550.00
5001934	06/21/2024 ESCAPE RENTALS	1,535.00
5001935	06/21/2024 FIRE DEX GW LLC	3,302.25
5001936	06/21/2024 FOCUS PROPERTIES LLC	243.78
5001937	06/21/2024 FOX VALLEY IRON METAL AND AUTO SALVAGE INC	100.00
5001938	06/21/2024 GANNETT WISCONSIN LOCALIQ	490.00
5001939	06/21/2024 GARTMAN MECHANICAL SERVICES	1,514.59
5001940	06/21/2024 GRANT WILSON	12.10
5001941	06/21/2024 HEATHER BRICKHAM	10.00
5001942	06/21/2024 HENRY SCHEIN INC	2,127.03
5001943	06/21/2024 NICHOLAS HUBERTY	34.45
5001944	06/21/2024 JOE'S POWER CENTER INC	194.99
5001945	06/21/2024 JOSH TURNER	10.00
5001946	06/21/2024 LAURIE LAATSCH	292.12
5001947	06/21/2024 LUBE-TECH RELIABLE PLUS INC	1,150.29
5001948	06/21/2024 MAINUE KHANG	10.00
5001949	06/21/2024 MARIA FLETCHER	20.90
5001950	06/21/2024 MICHAEL E BLANK	78.39
5001951	06/21/2024 MUSEUM STORE PRODUCTS	1,204.87
5001952	06/21/2024 NAVIGATE WELLNESS LLC	120.00
5001953	06/21/2024 NICHOLE BOVEE	220.00

5001954	06/21/2024 NICOLE KRAHN	20.00
5001955	06/21/2024 ACS AUTO LLC	500.00
5001956	06/21/2024 ADVOCAP INC	173.00
5001957	06/21/2024 APRIL CHASE	735.00
5001958	06/21/2024 CHICAGO TITLE CO	35.00
5001959	06/21/2024 CHICAGO TITLE CO	20.90
5001960	06/21/2024 ELLESTAD BRETT	1,150.62
5001961	06/21/2024 FOUR OAKS DESIGN LLC	60.67
5001962	06/21/2024 FRIEDERICHS BROOKE	1,301.56
5001963	06/21/2024 GIFFORD/TIFFANY L CA CHAD	28.60
5001964	06/21/2024 HAROLD/BAMBI S LINT KEVIN L	172.94
5001965	06/21/2024 JENN SCHULTZ	23.00
5001966	06/21/2024 MCLIMANS/NOEL ZIMMER SAMMY J	204.44
5001967	06/21/2024 NEVILLE THOMAS M/KERRI B	635.10
5001968	06/21/2024 NEVILLE THOMAS M/KERRI B	356.69
5001969	06/21/2024 OSHKOSH RE LLC	1,826.80
5001970	06/21/2024 OSHKOSH RE LLC	4,269.92
5001971	06/21/2024 OSHKOSH RE LLC	3,054.51
5001972	06/21/2024 OSHKOSH RE LLC	1,958.12
5001973	06/21/2024 TERRI SELL	115.50
5001974	06/21/2024 CITY OF OSHKOSH	20.00
5001975	06/21/2024 CITY OF OSHKOSH	1,520.00
5001976	06/21/2024 RACE FORWARD	1,000.00
5001977	06/21/2024 REALTORS ASSOCIATION OF NORTHEAST WISCONSIN IN	325.00
5001978	06/21/2024 SCHMITT TITLE LLC	306.31
5001979	06/21/2024 SOFTERWARE INC	4,298.52
5001980	06/21/2024 SYNERCOMM INC	3,888.00
5001981	06/21/2024 THE HOME DEPOT PRO	13.49
5001982	06/21/2024 THE ICEE COMPANY	2,729.11
5001983	06/21/2024 THE TITLE EXCHANGE	530.71
5001984	06/21/2024 TOTAL PROPERTY SOLUTIONS LLC	303.85
5001985	06/21/2024 TREEO'S TREE SERVICE INC	210,710.00
5001986	06/21/2024 TRUGREEN PROCESSING CENTER	704.76
5001987	06/21/2024 UNITED PARCEL SERVICE	29.89
5001988	06/21/2024 VAN DYNE SPORTSMEN'S CLUB INC	1,000.00
5001989	06/21/2024 W A A O	240.00
5001990	06/21/2024 WI DEPT OF TRANSPORTATION	1,446.75
5001991	06/21/2024 XYLEM WATER SOLUTIONS USA INC	137,151.88
		<u>1,622,766.04</u>



CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
11035	06/28/2024	AECOM INC	8,513.75
11036	06/28/2024	AIRGAS USA LLC	2,457.61
11037	06/28/2024	AURORA HEALTH CARE	468.00
11038	06/28/2024	BADGER LABORATORIES INC	3,589.00
11039	06/28/2024	BAYCOM INC	641.25
11040	06/28/2024	BELSON CO	4,722.30
11041	06/28/2024	BEZIO ANIMAL CONTROL	500.00
11042	06/28/2024	BRETT ROBERTSON	113.09
11043	06/28/2024	CARRICO AQUATIC RESOURCES INC	1,132.71
11044	06/28/2024	CENTER FOR INTERNET SECURITY INC	155.62
11045	06/28/2024	CHEMTRADE CHEMICALS US LLC	8,426.11
11046	06/28/2024	CINTAS CORPORATION NO 2	608.78
11047	06/28/2024	CONSTELLATION ENERGY SERVICES	3,601.65
11048	06/28/2024	ENERGY CONTROL AND DESIGN INC	2,527.07
11049	06/28/2024	ENVISIONINK PRINTING SOLUTIONS INC	290.00
11050	06/28/2024	EWALD MOTORS OF OCONOMOWOC LLC	97,254.00
11051	06/28/2024	FERGUSON WATERWORKS #1476	3,558.32
11052	06/28/2024	FRANK'S RADIO SERVICE INC	2,293.48
11053	06/28/2024	GARROW OIL CORP	18,640.41
11054	06/28/2024	GFL ENVIRONMENTAL	189.04
11055	06/28/2024	GUENTHER SUPPLY INC	198.89
11056	06/28/2024	HOLIDAY WHOLESALE	3,017.63
11057	06/28/2024	HUNTER SECURITY AND SURVEILLANCE	18,668.87
11058	06/28/2024	JAMES RABE	200.00
11059	06/28/2024	KEMIRA WATER SOLUTIONS INC	11,213.32
11060	06/28/2024	LEE BEVERAGE	84.32
11061	06/28/2024	MCC INC	2,451.07
11062	06/28/2024	NORTHEAST ASPHALT INC	1,772.69
11063	06/28/2024	OSHKOSH CONVENTION AND VISITORS BUREAU INC	6,678.73
11064	06/28/2024	OSHKOSH DOCK AND LIFT LLC	900.00
11065	06/28/2024	POMP'S TIRE SERVICES INC	532.00
11066	06/28/2024	PSYCHOLOGIE CLINIQUE SC	610.00
11067	06/28/2024	QUALITY TRUCK CARE CENTER INC	24,324.61
11068	06/28/2024	TYLER TECHNOLOGIES INC	10,262.50
11070	06/28/2024	WI PUBLIC SERVICE CORP	15,616.74
11071	06/28/2024	WINNEBAGO COUNTY TREASURER	75.00
11072	06/28/2024	WINNEBAGO COUNTY TREASURER	928.75
11073	06/28/2024	AUGUST WINTER & SONS INC	476,775.00
5002010	06/28/2024	WESTWOOD PROFESSIONAL SERVICES INC	1,122.71
5002011	06/28/2024	1 N MAIN LLC	303.00
5002012	06/28/2024	ACCURATE FULL SERVICE VEHICLE CENTER	13,158.95
5002013	06/28/2024	ALEXANDER CHEMICAL CORPORATION	16,531.20
5002014	06/28/2024	ALYSSA DECKERT	88.44
5002015	06/28/2024	AQUATIC BIOLOGISTS INC	15,255.00
5002016	06/28/2024	ASSURANCE TITLE SERVICES INC	300.00
5002017	06/28/2024	BAY TITLE & ABSTRACT	9.62

5002018	06/28/2024 BEAR VALLEY ENGINEERING INC	1,861.10
5002019	06/28/2024 BIRDSEYE DAIRY INC	2,001.19
5002020	06/28/2024 BOUND TREE MEDICAL LLC	559.89
5002021	06/28/2024 BRIAN GRIESBACH	33.82
5002022	06/28/2024 CHI THAO	89.98
5002023	06/28/2024 CHRISTOPHER GORTE	64.00
5002024	06/28/2024 COMMON SCHOOL FUND	805.78
5002025	06/28/2024 AQUECS INC	109.22
5002026	06/28/2024 DAVID J PRASKA	231.82
5002027	06/28/2024 DINGS CO DYNAMICS GROUP	3,355.23
5002028	06/28/2024 DUNCAN SOLUTIONS LLC	6,430.60
5002029	06/28/2024 EHLERS	500.00
5002030	06/28/2024 EMERGENCY LIGHTING AND ELECTRONICS LLC	1,338.82
5002031	06/28/2024 EQUIPMENT PREVENTIVE MAINTENANCE & MECHANICAL	242.00
5002032	06/28/2024 FIRE ESCAPE ART STUDIO AND GALLERY	1,875.00
5002033	06/28/2024 GALLS LLC	753.38
5002034	06/28/2024 GARTMAN MECHANICAL SERVICES	8,874.00
5002035	06/28/2024 GERLACH INVESTIGATIONS LLC	100.00
5002036	06/28/2024 HEATHER KNIGHT	24.15
5002037	06/28/2024 HENRY SCHEIN INC	1,358.58
5002038	06/28/2024 LARRY HERZBERG	122.26
5002039	06/28/2024 IAN JACOB SEAHOLM	50.00
5002040	06/28/2024 KANE COMMUNICATIONS GROUP	39,965.74
5002041	06/28/2024 KNIGHT BARRY TITLE SERVICES LLC	295,130.00
5002042	06/28/2024 MARK OR STEPHANIE LATTERY	55.16
5002043	06/28/2024 LYNN A LORENSON	224.04
5002044	06/28/2024 NAVIGATE WELLNESS LLC	1,674.14
5002045	06/28/2024 NEENAH-MENASHA FIRE RESCUE	528.03
5002046	06/28/2024 OLSON TRAILER AND BODY LLC	7,080.00
5002047	06/28/2024 CHIA LOR AND YER XIONG LOR	7,200.00
5002048	06/28/2024 DONNIE RATHE	2,417.32
5002049	06/28/2024 James Lehner	26.00
5002050	06/28/2024 SUNROOM DESIGN GROUP	30.00
5002051	06/28/2024 OSHKOSH AREA COMMUNITY FOUNDATION	88,000.00
5002052	06/28/2024 OSHKOSH AREA HUMANE SOCIETY	1,133.00
5002053	06/28/2024 OSHKOSH AREA SCHOOL DISTRICT	5,042.72
5002054	06/28/2024 CITY OF OSHKOSH	93,560.62
5002055	06/28/2024 CITY OF OSHKOSH	124.00
5002056	06/28/2024 CITY OF OSHKOSH	1,167.00
5002057	06/28/2024 OSHKOSH HERALD LLC	353.10
5002058	06/28/2024 CITY OF OSHKOSH UTILITIES	63.89
5002059	06/28/2024 PREMIER CLOSING SERVICES LLC	16.22
5002060	06/28/2024 RADDATZ FARM LLC	540.00
5002061	06/28/2024 ROGUE GRAPHX LLC	423.41
5002062	06/28/2024 RONALD N LAPOINT	84.00
5002063	06/28/2024 SARAH DANAHY	195.00
5002064	06/28/2024 STEVEN M TOMASIK	64.82

5002065	06/28/2024 STREICHER'S	1,418.00
5002066	06/28/2024 TECHNIMOUNT SYSTEM LLC	2,435.00
5002067	06/28/2024 THE HOME DEPOT PRO	553.43
5002068	06/28/2024 THE ICEE COMPANY	2,026.71
5002069	06/28/2024 TOTAL SECURITY AND SAFETY INC	100.00
5002070	06/28/2024 UNITED PARCEL SERVICE	85.33
5002071	06/28/2024 USDA-APHIS-WILDLIFE SERVICES	3,500.00
5002072	06/28/2024 VERIZON WIRELESS	120.03
5002073	06/28/2024 ZILLGES MATERIALS INC	3,434.25
		<u>1,370,313.01</u>



**SUBJECT:** Receipt & Filing of Minutes - Common Council Meeting, 06.11.24

**DATE:** July 09, 2024

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### Attachments

DRAFT Minutes 06.11.24

# DRAFT

## CITY COUNCIL MINUTES

06.11.24

Present: Matt Mugerauer, Mayor; Kris Larson; Joe Stephenson; Paul Esslinger; DJ Nichols;  
Jacob Floam

Absent: Karl Buelow, Deputy Mayor

Staff: Mark Rohloff, City Manager; Lynn Lorensen, City Attorney; Diane Bartlett, City  
Clerk

### **CALL TO ORDER 6:01 PM**

### **ROLL CALL**

**INVOCATION - VOTING FIRST:** Council Member Nichols  
[Invocation #1](#)

**PLEDGE OF ALLEGIANCE:** Martin Luther School

### **PUBLIC HEARING:**

Mayor Mugerauer called the following public hearing.

- Mayor Mugerauer questioned the timing of the approval of the Block Grant, seeing the "planned" year has already started.
- Community Developer Director Nieforth explained that the program year runs from May 1st to April 30th and the department waits to hear from the federal government on what type of allocation will be received, which this year was delayed until mid-May.
- Mayor Mugerauer asked for clarification on how the grant money is allocated.
- Ms. Nieforth further explained the department surveys community partners, non-profits, and public service providers to see their needs, and then aligns the goals in the action plan and the allocations.

**Res 24-301** Approve Submittal of 2024 Community Development Block Grant Annual Action Plan (Plan Commission Recommends Approval)

Motion To Approve DJ Nichols

Second Jacob Floam

AYE: Mayor Matt Mugerauer, Kris Larson, Joe Stephenson, Paul Esslinger, DJ Nichols,  
Jacob Floam

**6 - 0 Passed**

**CITIZEN STATEMENTS TO COUNCIL - None**

### **CONSENT AGENDA ITEMS:**

Council Member Nichols recognized consent item number 11 and the importance of the city applying for resolution 24-307, the Urban Forestry Grant.

Report of Bills

Receipt & Filing of Minutes - Common Council Meetings, 05.14.24 & 05.28.24

Receipt & Filing of Minutes - Library Board, 04.25.24

- Res 24-302** Disallowance of Claim - Munshower & Smith
- Res 24-303** Disallowance of Claim - Robertson
- Res 24-304** Disallowance of Claim - Weigel
- Res 24-305** Reauthorize Continuance of Self-Insurance for Worker's Compensation
- Res 24-306** Approve Conditional Use Permit Amendment for an Adaptive Reuse Land Use at 1675 Oregon Street (Plan Commission Recommends Approval)
- Res 24-307** Approve Specific Implementation Plan Amendment for Monument Sign at 2130 South Washburn Street (Plan Commission Recommends Approval)
- Res 24-308** Authorize 2024 Grant Application -- Wisconsin Department of Natural Resources Inflation Reduction Act (IRA) Urban Forestry Grant
- Res 24-309** Approve Professional Services Proposal from Lee Recreation, LLC for Playground Design and Installation for 44th Parallel Park (\$289,745.00)
- Res 24-310** Approve Cooperative Purchase of Two Ford F-150 Pickup Trucks from Ewald's Hartford Ford for General Services Division (\$81,236.00)
- Res 24-311** Award Bid to Restoration Systems, Inc. for 2024 Repairs and Preservation for the Convention Center Parking Ramp for General Services (\$107,948.00)
- Res 24-312** Approve Purchase of Thermal Imaging Cameras from MacQueen Group for the Oshkosh Fire Department (\$49,966.85)
- Res 24-313** Appropriate ARPA Funds for 2024 Projects in Lieu of Issuing Debt
- Res 24-314** Approve Purchase of Security Cameras from Hunter Security & Surveillance for Public Museum (\$38,682.58)
- Res 24-315** Approve Cooperative Purchase of Aerial Lift Truck from Terex USA, LLC for Transportation Department (\$265,752.78)
- Res 24-316** Approve Block Party - Grace Lutheran Church to Utilize Nebraska Avenue for Their Neighborhood Cleanup, June 30, 2024
- Res 24-317** Approve Special Event - UW Oshkosh New Student & Family Programs to Utilize Market Street for the UW Oshkosh Titan Takeoff Bus Tour, June 24, 25, 26 & 29; July 8, 9, 12, & 31; August 1, 2, 19, 22, & 29, 2024
- Res 24-318** Approve Special Event - Life Promotions to Hold Lifest at the Sunnyview Exposition Center & Winnebago County Community Park, July 11-14, 2024
- Res 24-319** Approve Mobile Home Licenses
- Res 24-320** Approve Secondhand Article Dealer License - ecoATM (inside Pick N Save at 1940 S Koeller St)
- Res 24-322** Approve Combination "Class B" Beer/Liquor License Surrender and Approve Issuance

of Combination "Class B" Beer/Liquor License - Corner Bar & Grill

- Res 24-323** Approve Combination "Class B" Beer/Liquor License Surrender and Approve Issuance of Combination "Class B" Beer/Liquor License - ZaRonis
- Res 24-324** Approve Agent Change - ZaRonis
- Res 24-325** Approve Original Class "A" Beer License for EAA's Red One Market Grocery Location at 2598 Wittman Road
- Res 24-327** Approve Appointment to Extraterritorial Zoning Committee

**APPROVED AGENDA ABOVE**

Motion To Approve Paul Esslinger  
Second Joe Stephenson

AYE: Mayor Matt Mugerauer, Kris Larson, Joe Stephenson, Paul Esslinger, DJ Nichols,  
Jacob Floam

**6 - 0 Passed**

**ITEMS REMOVED FROM CONSENT AGENDA**

- Res 24-321** Approve Renewal Liquor Licenses
- Motion To Approve Paul Esslinger  
Second Jacob Floam
- AYE: Mayor Matt Mugerauer, Joe Stephenson, Paul Esslinger, DJ Nichols, Jacob  
Floam
- 5 - 0 Passed**
- Res 24-326** Approve Special Class "B" Licenses
- Motion To Approve Paul Esslinger  
Second Jacob Floam
- AYE: Mayor Matt Mugerauer, Joe Stephenson, Paul Esslinger, DJ Nichols, Jacob  
Floam
- 5 - 0 Passed**

**PENDING ORDINANCE**

- Ord 24-328** Amend Chapter 2 Article II of the City of Oshkosh Municipal Code Pertaining to Election and Election Officials to Establish a Board of Absentee Ballot Canvassers (Central Count Location for Absentee Ballots)

Caroline Panske 1069 W 9th Ave Oshkosh, WI  
Ms. Panske is in favor of a Central Count Location for Absentee Ballots. She explained that with her 10 years of experience in elections, she understands the absentee process and anticipates the trend of absentee ballot requests to increase.

Sue Panek 2610 W 20th Ave Oshkosh, WI  
Ms. Panek explained there are many guidelines poll workers must follow when they process absentee ballots to ensure an accurate election. With the increasing number of absentee ballots being processed at the polling locations, processing the

absentee ballots takes away from the in-person voting. Creating the Central Count location will increase efficiency, provide relief to the poll workers, and ease the end-of-the-night procedures at the polling locations.

Council member Floam confirmed with the City clerk the following:

- absentee ballots and early absentee in-person ballots are delivered to their corresponding wards and processed at their respective polling location on election day
- when poll workers are processing the absentee ballots there are numerous interruptions resulting in stopping and starting the absentee process
- with the central count location, absentee ballots will stay at City Hall
- the central count location will be accessible to the public just like any polling location
- the ballots will be processed at city hall without any interruptions which makes it a more efficient and secure process

Council Member Stephenson remarked that this is good governance by saving money for the taxpayer and becoming more efficient, he is fully in favor of a central count location.

Council Member Esslinger thanked the City Manager and staff for bringing this process forward. However, he was conflicted with the perception the public may have with the changes being brought forward.

City Clerk Bartlett clarified the process, also adding that poll workers from each party will be processing the ballots together. It will be like any other polling location except the inspectors will not have foot traffic.

Council Member Esslinger thanked the City Clerk for answering all of his questions, and any doubts he had about this process have been removed.

Mayor Mugerauer reiterated that in Wisconsin the processing of absentee ballots has to be done on election day. A Central Count location will support efficiency and security with less foot traffic and handling of absentee ballots. With this moving forward, it is a step in the right direction.

Motion To Approve Paul Esslinger  
Second Jacob Floam

AYE: Mayor Matt Mugerauer, Kris Larson, Joe Stephenson, Paul Esslinger, DJ Nichols,  
Jacob Floam

**6 - 0 Passed**

**Ord 24-329** Approve Zone Change from Suburban Mixed Use District (SMU) to Suburban Mixed Use District with a Planned Development Overlay (SMU-PD) for Properties Located at Jackson Street South of Snell Road (Parcels 91250130000 & 91250130100) (Plan Commission Recommends Approval)

Motion To Approve Paul Esslinger  
Second Jacob Floam

AYE: Mayor Matt Mugerauer, Kris Larson, Joe Stephenson, Paul Esslinger, DJ Nichols,  
Jacob Floam

**6 - 0 Passed**



**NEW ORDINANCES - NO ACTION WAS TAKING ON BELOW ITEMS (1ST READING)**

- \*Ord 24-330** Amend Section 2-24 of the City of Oshkosh Municipal Code Pertaining to the Authority of the City Attorney

**NEW RESOLUTIONS**

- Res 24-331** Approve General Development Plan and Specific Implementation Plan for a Drive-through Restaurant Located at 555 South Washburn Street (Plan Commission Recommends Approval)

Motion To Approve Paul Esslinger  
Second Jacob Floam

AYE: Mayor Matt Mugerauer, Kris Larson, Joe Stephenson, Paul Esslinger, DJ Nichols,  
Jacob Floam

**6 - 0 Passed**

**COUNCIL DISCUSSION, DIRECTION TO CITY MANAGER & FUTURE AGENDA ITEMS**

***Council Discussion and Direction to Staff***

***Council Requests through the City Manager***

Moving forward, City Manager Rohloff would like council members to contact him directly on policy and administrative issues. This process will be efficient as the City Manager may be able to answer specific questions and, if necessary, he can refer to other city staff for details.

***Future Workshops***

Undergrounding Utilities, date to be determined

**COUNCIL MEMBER ANNOUNCEMENTS & STATEMENTS**

All council members agreed that a workshop of sorts would be helpful in getting the ARAP funds allocated before the end of the year.

- City Manager Rohloff would like to keep the agenda light for the June 25th meeting where the council members may have an "in-meeting" workshop. Followed by another meeting to make the final decisions.
- Council Member Stephenson was looking for a tentative date for the final approval of ARAP funds.
- Mr. Rohloff suggested not locking into a specific date but noted that time is of the essence.
- Council Member Esslinger wanted clarification if these would be action items to be voted on.
- City Manager Rohloff replied there would be no voting on these items at the June 25th meeting. He will only be giving council his recommendations.
- Mayor Mugerauer added this meeting would be the time for ARPA applicants and supporters to speak to council.

**CITY MANAGER ANNOUNCEMENTS & STATEMENTS**

Council Member Nichols asked for clarification on the parking policy and asked if the

transportation department was going to prepare something for the code audit.

City Manager Rohloff responded that Mr. Collins is working with the transportation committee to clarify policies and give their recommendations. City Manager Rohloff also reminded council that they are always welcome to attend the committee meetings.

Outstanding Issues

***ADJOURN 7:03 PM***

SUBMITTED BY  
DIANE BARTLETT  
CITY CLERK



**SUBJECT:** Receipt & Filing of Minutes - Library Board, 05.30.24

**DATE:** July 09, 2024

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**Attachments**

Library Board Minutes - 05.30.24

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
May 30, 2024

The May 30, 2024, Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by President, Bill Bracken.

**Present:** Bill Bracken, Kim Brown, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Barry Perlman, David Romond, Tony Kneepkens, Adjunct Board Member and Amber Shemanski.

**Absent:** David Rucker.

**Also Present:** Darryl Eschete, Library Director; Lisa Voss, Assistant Director for Library Development; Ruth Percy, Assistant Director for Public Services, Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Library System Administrative Specialist and Laura McDonald, Marketing Coordinator.

**Public Comments:** None

**Recognition of Departing Board Member**

- David Romond was recognized for 9 years of service on the Oshkosh Public Library Board.

**Consent Agenda Items**

- Minutes of the Regular Meeting held on April 25, 2024
- May 2024 vouchers payable totaling \$299,069.58

Motion to approve the consent agenda as presented.

**Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous

Kim Brown arrived at 4:15 PM.

**New Business**

- Proposed changes to table of organization: Consider amending the Oshkosh Public Library table of organization as presented.

Motion to approve the proposed changes to the Oshkosh Public Library table of organization.

**Motion:** Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

- Proposed changes to the Youth Services Librarian position description: Consider updating the Youth Services Librarian position description related to proposed changes to table of organization.

Motion to approve the “Youth Services Librarian” position as presented.

**Motion:** Lautenschlager; **Second:** Perlman; **Vote:** Unanimous.

- Carryover Designation: Consider approving director’s proposed designation of carryover funds from year-end 2023 for specific purposes in 2024.

Motion to approve the director’s proposed designations of carryover funds from year-end 2023.

**Motion:** Perlman; **Second:** Fojtik; **Vote:** Unanimous.

- Endowment Fund Requests Round 3: Consider John Nichols presented email in support of director's request to use \$15,000 of the Nichols Technology Fund to update the Oshkosh Public Library website.

Motion to use \$15,000 of the Nichols Technology Fund for the updating of the Oshkosh Public Library website.

**Motion:** Mugerauer; **Second:** Brown; **Vote:** Unanimous.

### **Trustee Reports and Comments**

The Oshkosh Public Library board officially welcomed Tony Kneepkens, Adjunct Board Member to the board as a new member replacing David Romond.

### **Adjournment**

Motion to adjourn at 4:50 PM.

**Motion:** Fojtik; **Second:** Mugerauer; **Vote:** Unanimous

Respectfully,

Darryl Eschete, Secretary  
Tracie Schlaak – Recorder



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jon Urben, General Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-374 Approve Purchase of Three-Year Palo Alto Subscription Renewal from Heartland Business Systems for IT Division (\$117,047.00)

**BACKGROUND**

As a result of our 2020 cyber-attack the city implemented Palo Alto next generation firewalls for the city network perimeter security. The city has been very pleased with their effectiveness. In order to maintain current threat protection, they require an annual software subscription for a variety of modules. Renewals must go through the reseller of purchase. The renewal is for a three-year term.

**ANALYSIS**

The agreement is \$39,015.66.00 per year. The City Manager has approved this software subscription renewal. Purchasing has confirmed this purchase qualifies as an exception to our purchasing ordinance under Section 12-11 of the Municipal Code.

**FISCAL IMPACT**

The annual total fiscal impact of this agreement over three years is \$117,047.00. Funds for the 2024 agreement (\$39,015.66) is allocated to the software & preventative maintenance accounts of the various funds listed below. The 2025 and 2026 agreements are contingent upon 2025 and 2026 operating budget approval.

GENERAL FUND	01000110	\$ 27,023.71
RECYCLING	02110480	\$ 63.13
SANITATION	02120470	\$ 63.13
SENIOR SERVICES	02310760	\$ 1,136.38
FIRE - HAZMAT	02350230	\$ 315.66
MUSEUM	02411070	\$ 1,010.11
CEMETERY	02470650	\$ 189.40
MENOMINEE PARK ZOO	02550610-11421	\$ 252.53
BOAT LAUNCH	02550610-11422	\$ 63.13
AMUSEMENT RIDES	02550610-11423	\$ 126.26
ZOO SPECIAL EVENTS	02550610-11428	\$ 63.13
DPW RIGHT OF WAY	02570410	\$ 63.13
POLLOCK POOL	02590610	\$ 315.66
FACILITIES PROJECT COORDINATOR	03170410	\$ 63.13
SPECIAL EVENTS	05031040	\$ 63.13
TRANSIT UTILITY	05111728	\$ 1,136.38
WATER UTILITY SUNDRY/OTHER	05411864-08643	\$ 536.62
WATER DIST MISC EXPENSE	05411866-08665	\$ 467.18
WATER DIST	05411867-08673	\$ 441.92

WATER DIST	05411867-08675	\$ 378.79
WATER DIST	05411867-08676	\$ 1,073.25
WATER UTILITY OFFICE SUPPLIES	05411892-08921	\$ 373.50
SEWER INTERCEPTING	05511920	\$ 56.82
SEWER DISPOSAL PLANT	05511940	\$ 852.28
SEWER GENERAL/ADMIN	05511950	\$ 531.33
SEWER PRETREATMENT	05511955	\$ 31.57
STORMWATER ENG/PLAN	05612030	\$ 346.22
STORMWATER OPS/MAINT	05612050	\$ 589.26
WEIGHTS & MEASURES	05710720	\$ 126.26
INSPECTIONS	05710750	\$ 1,262.64

**RECOMMENDATION**

Section 12-11 of the Municipal Code provides that subject to approval of the City Manager, purchases may be made without following a formal competitive bidding process when the purchase is from only one source of supply or when standardization or compatibility is the overriding consideration. In accordance with Section 12-11 of the Municipal Code and with approval by the City Manager, Purchasing recommends the Common Council approve the 2024-2026 software subscription agreement for \$117,047.00 from Heartland Business Systems, 1700 Stephen Street, Little Chute, WI 54140.

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**Attachments**

Res 24-374

07/09/2024

24-374

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE PURCHASE OF THREE-YEAR PALO ALTO SUBSCRIPTION RENEWAL FROM HEARTLAND BUSINESS SYSTEMS FOR IT DIVISION (\$117,047.00)

**INITIATED BY:** PURCHASING DEPARTMENT

**WHEREAS,** the City of Oshkosh has implemented next generation firewalls for the city internet and network perimeter security through Palo Alto software; and

**WHEREAS,** in order to maintain the current threat protection, an annual software subscription is required for a variety of modules which is available only through Heartland Business Systems; and

**WHEREAS,** the IT Division recommends renewing the Palo Alto software subscription agreement for the City network firewall.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the proper City officials are hereby authorized and directed pursuant to Section 12-11 of the Oshkosh Municipal Code to purchase the Palo Alto software subscription agreement from:

HEARTLAND BUSINESS SYSTEMS  
1700 Stephen St.  
Little Chute, WI 54140

Total: \$117,047.00

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized and directed to enter into an appropriate agreement for the purpose of same. Money for this purpose is hereby appropriated from:

GENERAL FUND	01000110	\$ 27,023.71
RECYCLING	02110480	\$ 63.13
SANITATION	02120470	\$ 63.13
SENIOR SERVICES	02310760	\$ 1,136.38
FIRE - HAZMAT	02350230	\$ 315.66
MUSEUM	02411070	\$ 1,010.11
CEMETERY	02470650	\$ 189.40
MENOMINEE PARK ZOO	02550610-11421	\$ 252.53
BOAT LAUNCH	02550610-11422	\$ 63.13
AMUSEMENT RIDES	02550610-11423	\$ 126.26
ZOO SPECIAL EVENTS	02550610-11428	\$ 63.13
DPW RIGHT OF WAY	02570410	\$ 63.13
POLLOCK POOL	02590610	\$ 315.66
FACILITIES PROJECT COORDINATOR	03170410	\$ 63.13
SPECIAL EVENTS	05031040	\$ 63.13
TRANSIT UTILITY	05111728	\$ 1,136.38
WATER UTILITY SUNDRY/OTHER	05411864-08643	\$ 536.62



WATER DIST MISC EXPENSE	05411866-08665	\$ 467.18
WATER DIST	05411867-08673	\$ 441.92
WATER DIST	05411867-08675	\$ 378.79
WATER DIST	05411867-08676	\$ 1,073.25
WATER UTILITY OFFICE SUPPLIES	05411892-08921	\$ 373.50
SEWER INTERCEPTING	05511920	\$ 56.82
SEWER DISPOSAL PLANT	05511940	\$ 852.28
SEWER GENERAL/ADMIN	05511950	\$ 531.33
SEWER PRETREATMENT	05511955	\$ 31.57
STORMWATER ENG/PLAN	05612030	\$ 346.22
STORMWATER OPS/MAINT	05612050	\$ 589.26
WEIGHTS & MEASURES	05710720	\$ 126.26
INSPECTIONS	05710750	\$ 1,262.64



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jon Urben, General Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-375 Approve Cooperative Purchases of Various Vehicles from Ewald Hartford Ford for Various Departments (\$295,627.00)

**BACKGROUND**

The Common Council allocated funds in the 2024 CIP for the purchase of six new vehicles for various departments as noted in the table below. This memo seeks Council approval of the purchase of these vehicles pursuant to the cooperative purchase exception to our purchasing ordinance.

2024 CIP Allocation, Dept./Div. & Justification for Need	Cooperative Contract Vehicle, Dealer, Cost and Contract Savings	CIP Account Number to be Charged
½ ton 4WD Pickup for Engineering Division - <b>\$47,000</b> for replacing unit #386- 2008 Ford F-150 w 72,573 miles	2024 Ford F-150 XL 4WD SuperCab 6.5' Box, Ewald Automotive Group- <b>\$45,428.00</b> (13.11%- \$6,856.00)	<b>02240420 7210 15431</b> (Motor Vehicles- ARPA LOSS REV/CIP 2024 VEHICLE)
(2) Pickup Trucks for Parks Department- <b>\$107,000</b> for replacing unit #410- 2014 pickup w 38,435 miles and unit #418 2007 pickup w 57,661 miles	(2) 2024 Ford F-150 XL 4WD SuperCab 6.5' Box, Ewald Automotive Group- <b>\$89,656.00</b> (13.16%- \$13,592.00)	<b>02240610 7210 15431</b> (Motor Vehicles- ARPA LOSS REV/CIP 2024 Truck)
1-ton Pickup Truck for Parks Department - <b>\$57,000</b> for replacing unit #416 1-ton pickup truck w 56,553 miles	2024 Ford Super Duty F-350 XL 4WD Reg Cab 8' Box, Ewald Automotive Group- <b>\$49,887.00</b> (10.91%- \$6,111.00)	<b>02240610 7210 15431</b> (Motor Vehicles- ARPA LOSS REV/CIP 2024 Truck)
(2) Mini Dump Trucks for Water Distribution Division- \$200,000 for replacing #819 2012 Ford Dump Truck w 34,016 miles and #817 2011 unit w 24,436 miles.	(2) 2024 Ford Super Duty F-450 4WD Reg Cab Ewald Automotive Group- <b>\$110,656.00</b> (11.71%- \$14,680.00) NOTE: These are the chassis only for these two units- the dump bodies for these units will be bid out for award in the coming weeks.	<b>03221810 7210 66030</b> (Motor Vehicles- CNG TNDM-AXL DMP TK W/STL DMP BDY)

**ANALYSIS**

Purchasing confirmed Ewald Automotive Group holds a State of Wisconsin cooperative contract (#505ENT-M24-VEHICLES-06) for these vehicles. By using the cooperative contracts for these vehicles, the city will save a total of \$41,239.00 off list price and secure these vehicles in 2024 dealer allocations, avoiding additional manufacturer delays.

**FISCAL IMPACT**

The total fiscal impact of all six vehicles via the State of Wisconsin cooperative contract is \$295,627.00.

**RECOMMENDATION**

Section 12-15 of the Municipal Code provides that, subject to approval of the City Manager, cooperative purchases pursuant to a contract with any other local, state or federal governmental unit or agency may

be made without following a competitive bidding or quotation process. In accordance with Section 12-15 of the Municipal Code and with approval by the City Manager, Purchasing recommends the Common Council approve this cooperative purchase of the vehicles noted above from Ewald's Hartford Ford, 2570 E. Sumner Street, Hartford, WI 53027, for \$295,627.00. If there are any questions about this purchase, please contact me or Assistant City Manager/Director of Administrative Services John Fitzpatrick.

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### Attachments

Res 24-375

07/09/2024

24-375

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE COOPERATIVE PURCHASES OF VARIOUS VEHICLES FROM EWALD HARTFORD FORD FOR VARIOUS DEPARTMENTS (\$295,627.00)

**INITIATED BY:** PURCHASING DEPARTMENT

**WHEREAS,** the Common Council allocated funds in the 2024 CIP for the purchase of six new vehicles for various departments; and

**WHEREAS,** by participating through the State of Wisconsin Cooperative Purchase program, staff was able to obtain a more competitive price; and

**WHEREAS,** section 12-15 of the City of Oshkosh Municipal Code provides that purchases may be done without the use of formal sealed quotations or bids pursuant to a contract with any other local, state or federal governmental unit or agency; and

**WHEREAS,** Ewald Automotive Group holds the State of Wisconsin cooperative contract (#505ENT-M24-VEHICLES-06) for Ford Vehicles.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the proper City officials are hereby authorized and directed pursuant to Section 12-15 of the Oshkosh Municipal Code to purchase the vehicles from:

EWALD AUTOMOTIVE GROUP  
2570 E. Sumner Street  
Hartford, WI 53027

- 2024 Ford F-150 XL 4WD SuperCab 6.5' Box for the Engineering Division
- (2) 2024 Ford F-150 XL 4WD SuperCab 6.5' Box for the Parks Department
- 2024 Ford Super Duty F-350 XL 4WD Reg Cab 8' Box for Parks Department
- (2) 2024 Ford Super Duty F-450 4WD Reg Cab for Water Distribution Division

Total:           \$295,627.00

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized and directed to enter into an appropriate agreement for the purpose of same. Money for this purpose is hereby appropriated from:

Acct. Nos.  
02240420 7210 15431   Motor Vehicles- ARPA LOSS REV/CIP 2024 VEHICLE  
02240610 7210 15431   Motor Vehicles- ARPA LOSS REV/CIP 2024 Truck  
03221810 7210 66030   Motor Vehicles- CNG TNDM-AXL DMP TK W/STL DMP BDY



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jon Urben, General Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-376 Award Bid to Lincoln Contractors Supply Inc. for Concrete Road Saw for the Streets Division (\$36,080.26)

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#### **BACKGROUND**

In the 2024 CIP the Common Council allocated \$54,500.00 in ARPA funding for the purchase of a new concrete road saw for the Street Division. This unit is used to saw cut both concrete and asphalt roads for all Street Division projects. This unit is also used to saw cut parking lots, walk paths, and sidewalks throughout the city. The new unit will replace their current saw unit #200 that has reached the end of its service life.

#### **ANALYSIS**

Working with Public Works staff, Purchasing prepared bid specifications for this unit. The bid was posted on DemandStar. Bids were due June 21, 2024. The bid tab is attached. Based on the bid review, it was the consensus of staff that the low bid received met the minimum bid requirements.

#### **FISCAL IMPACT**

The total fiscal impact for this unit is \$36,080.26. The 2024 CIP allocated \$54,500.00 for this unit. This purchase will be charged to A/N# 02240430 7204 15431 (Machinery & Equipment-ARPA- Loss Revenue/CIP-2024).

#### **RECOMMENDATION**

Purchasing recommends the Common Council award this bid to Lincoln Contractors Supply Inc. for \$36,080.26.

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#### **Attachments**

Res 24-376  
Bid Tab Concrete Road Saw 7-9-24

07/09/2024

24-376

RESOLUTION

CARRIED

6-0

**PURPOSE:** AWARD BID TO LINCOLN CONTRACTORS SUPPLY INC. FOR CONCRETE ROAD SAW FOR THE STREETS DIVISION (\$36,080.26)

**INITIATED BY:** PURCHASING DEPARTMENT

**WHEREAS**, the City of Oshkosh has heretofore advertised for bids for the purchase of a new concrete road saw for the street division; and

**WHEREAS**, upon the opening and tabulation of bids, it appears that the following is the most advantageous bid:

LINCOLN CONTRACTORS SUPPLY, INC.  
3480 Jackson Street  
Oshkosh, WI 54901

Total Bid: \$36,080.26

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the said bid is hereby accepted and the proper City officials are hereby authorized and directed to enter into an appropriate agreement for the purpose of the same, all according to plans, specifications, and bid on file. Money for this purpose is hereby appropriated from:

Acct. No. 02240430 7204 15431 Machinery & Equipment-ARPA- Loss Revenue/CIP-2024



**BID TAB**  
**CONCRETE ROAD SAW**  
**CITY OF OSHKOSH STREETS DIVISION**  
**BIDS DUE JUNE 21, 2024**

BIDDER	BID	TERMS ARO
Ace Cutting Equipment 25125 Trans X Rd Novi MI 48375	HUSQVARNA FS5000D \$39,000.00	Net 30 Days 10 Days ARO
Taza Supplies Inc 16940 Vincennes Ave South Holland IL 60473	HUSQVARNA FS7000D \$53,533.00	Net 30 Days 20 Days ARO
Bay Verte Machinery Inc 975 Parkview Rd Green Bay WI 54304	HUSQVARNA FS7000D \$41,350.00	Net 30 Days 30 Days ARO
Lady Liberty Equipment 1746 Butler Pike Grove City PA 16127	HUSQVARNA FS7000D \$39,285.00	Net 30 Days 4 – 6 Weeks ARO
Lincoln Contractors Supply Inc 3480 Jackson Street Oshkosh WI 54901	HUSQVARNA FS5000D \$36,080.26	Net 30 Days 8 Weeks ARO



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** James Rabe, Director of Public Works  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-377 Approve State/Municipal Agreements with the Wisconsin Department of Transportation for the Reconstruction of Oregon Street from West 6th Avenue to West 8th Avenue and Jackson Street from Marion Road to High Avenue

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## **BACKGROUND**

The Wisconsin Department of Transportation (WDOT) allocates federal and state infrastructure money to the Surface Transportation Urban Program (STP-Urban) to provide funding to urban communities for roadway improvement projects. This program requires funding to be utilized on streets that are functionally classified as a Collector or Arterial. This means that "Local" streets are not eligible for funding under this program. Collector and Arterial streets that are also "Connecting Highways" are not eligible for funding under the STP-Urban program. Oregon Street from West 6th Avenue to West 8th Avenue and Jackson Street from Marion Road to High Avenue are proposed to be reconstructed in 2029 using STP-Urban funding.

## **ANALYSIS**

The STP-Urban program specifies which portions of the Project are federally eligible for "participating" funding, and which portions of the Project must be funded locally. Generally speaking, items such as pavement, sidewalks, lighting, and storm sewer are eligible for federal funding; while other utilities are not eligible.

Utilizing STP-Urban funding for street reconstruction projects allows the City to complete more street reconstruction projects with our limited financial resources. This will improve the overall condition of streets within the City of Oshkosh, addressing an age-old concern within the community, and meeting multiple goals within the City's Strategic Plan.

These two (2) street segments were selected for this STP-Urban funding cycle so the construction can be performed in conjunction with the reconstruction of the Jackson/Oregon Street Bridge project. City staff coordinated with WDOT staff prior to submitting these projects for consideration under the STP-Urban project to ensure WDOT staff would be supportive of constructing these projects together. The Jackson Street portion of the Project ends at High Avenue because High Avenue and Jackson Street from High Avenue to the north are part of the Connecting Highway system.

## **FISCAL IMPACT**

The STP-Urban funding available for the Project is \$2,197,585. The total Project cost is currently estimated to be \$5,651,600. The remaining \$3,454,015 will need to be funded by the City. This includes \$300,000 for design and acquisition services, which are not included in the STP-Urban funding. Design services are projected to begin in 2025, acquisition costs in 2027, and construction costs in 2029. Funds are proposed to be budgeted in the 2025, 2027, and 2029 Capital Improvement Programs (Account No. 03210410-6801-04901/Contract Control-Paving-29-01 Jackson/Oregon St Reconstruction, 03210410-6802-04901/Contract Control-Sanitary Sewer-29-01 Jackson/Oregon St Reconstruction, 03210410-6803-04901/Contract Control-Water Main-29-01 Jackson/Oregon St Reconstruction, 03210410-6804-04901/Contract Control-Storm Sewer-29-01 Jackson/Oregon St Reconstruction, 03210410-6806-04901/Contract Control-Sidewalk-29-01 Jackson/Oregon St Reconstruction, 03210410-6809-04901/Contract Control-Traffic-29-01 Jackson/Oregon St Reconstruction, and 03210410-6810-04901/Contract Control-Admin Cost-29-01 Jackson/Oregon St



Reconstruction).

**RECOMMENDATION**

I recommend approval of the State/Municipal Agreements.

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**Attachments**

Res 24-377

29-01 WDOT SMA-Oregon St

29-01 WDOT SMA-Jackson St

07/09/2024

24-377

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE STATE/MUNICIPAL AGREEMENTS WITH THE WISCONSIN DEPARTMENT OF TRANSPORTATION (WDOT) FOR THE RECONSTRUCTION OF OREGON STREET FROM WEST 6TH AVENUE TO WEST 8TH AVENUE AND JACKSON STREET FROM MARION ROAD TO HIGH AVENUE

**INITIATED BY:** DEPARTMENT OF PUBLIC WORKS

**WHEREAS**, the Wisconsin Department of Transportation (WDOT) allocates federal and state infrastructure money to the Surface Transportation Urban Program (STP-Urban) to provide funding to urban communities for roadway improvement projects; and

**WHEREAS**, the reconstruction of Oregon Street from West 6th Avenue to West 8th Avenue and Jackson Street from Marion Road to High Avenue within the City of Oshkosh is an eligible project under this program and may be completed in connection with the reconstruction of the Jackson/Oregon Street Bridge.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the City hereby accepts funding under the Surface Transportation Urban Program (STP-Urban) for the reconstruction of Oregon Street from West 6th Avenue to West 8th Avenue and Jackson Street from Marion Road to High Avenue to be completed in connection with reconstruction of the Jackson/Oregon Street Bridge.

**BE IT FURTHER RESOLVED** that the State/Municipal Financial Agreements between the City of Oshkosh and the Wisconsin Department of Transportation outlining the responsibilities for the City and the State of Wisconsin as they relate to cost sharing for the reconstruction of Oregon Street from West 6th Avenue to West 8th Avenue and Jackson Street from Marion Road to High Avenue are hereby approved and the proper City officials are hereby authorized to execute and deliver the agreements in substantially the same form as attached hereto, any changes in the execution copies being deemed approved by their respective signatures, and said City officials are authorized and directed to take those steps necessary to implement the terms and conditions of the Agreements.



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE- LET URBANIZED  
AREA STP-URBAN PROGRAM  
PROJECT**

**Program Name: STP-Urban  
Population Group: 50K-200K  
Sub-program #: 206  
Cycle: 2024-2029**

Date: **JULY 1, 2024**

RECEIVED

I.D.: **4994-01-40/41**

Roadway Name: **Oregon Street**

JUL - 1 2024

Limits: **8TH AVENUE TO 6TH AVENUE**

DEPT OF PUBLIC WORKS  
OSHKOSH, WISCONSIN

County: **Winnebago**

Roadway Length: **0.1 MILES**

Functional Classification: **Minor Arterial**

Project Sponsor: **City of Oshkosh**

The signatory, **City of Oshkosh**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: **The year of last improvement is 2018. The last major work performed on the roadway was in 1948 when the asphalt was overlaid upon the concrete. The road consists of an urban cross section with two 14-foot lanes of asphaltic pavement over concrete. The pavement has a rating of 6 and is in fair condition. The existing pavement is deteriorating quickly. Storm sewer was installed in 2018. The road has a 8-foot asphaltic shoulder and curb and gutter on both sides of the roadway. There is sidewalk on both sides of the roadway. There are no railroad facilities located within 1,000 feet of the project limits.**

Proposed Improvement - Nature of work: **The proposed improvement is to reconstruct the roadway with an urban cross section consisting of concrete pavement for 0.1 miles. The proposed roadway is to include curb and gutter, spot sidewalk replacement and upgrading curb ramps to FDM standards, storm sewer work, lighting work, pavement marking, and signing. Traffic signals will be installed at the intersection of Oregon Street and 6<sup>th</sup> Avenue. There will be minimal grading with the project. Less than ½ acre of real estate acquisitions as well as temporary interests are anticipated for the project.**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: **Items to be 100% locally funded could include, but may not be limited to, maintenance and repair of haul roads, adjustment of water service boxes, gate valves, and manholes; adjustment of sanitary sewer manholes, placing of new sanitary manhole seals and covers, compensable utility moves and real estate acquisition.**

The Municipality agrees to the following **2024-2029** Urbanized Area project funding conditions:

Project ID **4994-01-40** design costs are non-participating and include plan development, State review, real estate, railroad and utility costs and are 100% the responsibility of the Municipality.

Project ID **4994-01-41** construction costs are funded with up to 80% federal funding up to a funding limit of **\$649,883**. The Municipality agrees to provide the remaining 20% and any funds in excess of the **\$649,883** federal funding limit.

Non-participating construction costs which include, but is not limited to, relocation/adjustments to water and sanitary sewer facilities and maintenance and repair of haul roads are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2029**. Sunset date: **June 30, 2034**.

Sunset Date is determined based on the date a project is scheduled to be authorized. Sunset date is calculated as six years from the beginning of the state fiscal year (SFY) in which a project is initially scheduled.

Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or State funding exceed the estimate of **\$649,883** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

### SUMMARY OF COSTS

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
<b>ID 4994-01-40</b>					
Design	\$ 0	\$ 0	0%*	\$ 0	100% + BAL
State Review	\$ 12,600	\$ 0	0%*	\$ 12,600	100% + BAL
<i>Project total</i>	\$ 12,600	\$ 0		\$ 12,600	
<b>ID 4994-01-41</b>					
Participating Construction	\$ 821,980	\$ 567,250	80%*	\$ 254,730	20% + BAL
Construction Engineering	\$ 100,241	\$ 69,176	80%*	\$ 31,065	20% + BAL
Non-Participating Construction	\$ 766,725	\$ 0	0%	\$ 766,725	100%
State Review	\$ 19,500	\$ 13,457	80%*	\$ 6,043	20% + BAL
<i>Project total</i>	\$ 1,708,446	\$ 649,883		\$ 1,058,563	
<b>Total Est. Cost Distribution</b>	\$ 1,721,046	\$ 649,883		\$ 1,071,163	

\*Design ID **4994-01-40** federal/state funding is limited to \$0

\*Construction ID **4994-01-41** federal/state funding is limited to **\$649,883**

This request is subject to the terms and conditions that follow (pages 3 – 8) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.  
 Signed for and in behalf of: **City of Oshkosh** (please sign in blue ink.)

Name	Title	Date
Signed for and in behalf of the <b>State</b> :		
Name	Title	Date

**GENERAL TERMS AND CONDITIONS:**

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
  - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
  - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
  - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
  - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
  - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
  - h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

**STATE RESPONSIBILITIES AND REQUIREMENTS:**

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2024-2029 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
  - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.

- b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
  - c. Storm sewer mains necessary for the surface water drainage.
  - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
  - f. Signing and pavement marking.
  - g. New installations or alteration of street lighting and traffic signals or devices.
  - h. Landscaping.
  - i. State review services – construction.
5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

**MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:**

7. Work necessary to complete the 2024-2029 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
  - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Real estate for the improvement.
  - f. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
  - g. All work related to underground storage tanks and contaminated soils.
  - h. Street and bridge width in excess of standards, in accordance with the current *WisDOT Facilities Development Manual*.
  - i. Preliminary engineering and design.
  - j. State review services – design.

8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2024-2029 STP improvement must be constructed and in final acceptance within six years from the beginning of the state fiscal year (SFY) in which a project is initially scheduled. Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
15. The Municipality will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
  - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during construction.
  - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - e. Provide complete plans, specifications, and estimates to State upon request.
  - f. Provide relocation orders and real estate plats to State upon request.
  - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
  - h. Provide maintenance and energy for lighting.



- i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

16. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under Municipal Responsibilities and Requirements.

#### **LEGAL RELATIONSHIPS:**

17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages

received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.

19. Contract modification: This State/Municipal Agreement can only modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived or terminated orally.
20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

#### PROJECT FUNDING CONDITIONS

22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
23. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following 2024-2029 Urbanized Area STP-Urban project funding conditions:
  - a. ID 4994-01-40: Design is funded 100% by the Municipality. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 100% by the Municipality.
  - b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.
  - c. Railroad items are funded 100% by the Municipality.
  - d. Utility items are funded 100% by the Municipality.
  - e. ID 4994-01-41: Construction:
    - i. Costs for items such as grading, gravel, asphalt, curb & gutter, sidewalk, traffic control, etc. are funded with 80% federal funding up to a funding limit of **\$649,883**, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the **\$649,883** federal funding limit.

- ii. Non-participating costs for water and sanitary facilities, utilities, maintenance and repair of haul roads and detours are funded 100% by the Municipality. Costs include construction delivery.
- iii. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.

[End of Document]

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JUL - 1 2024

DEPT OF PUBLIC WORKS  
OSHKOSH, WISCONSIN



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE- LET URBANIZED  
AREA STP-URBAN PROGRAM  
PROJECT**

**Program Name: STP-Urban  
Population Group: 50K-200K  
Sub-program #: 206  
Cycle: 2024-2029**

**Date: JULY 1, 2024  
I.D.: 4994-01-42/43  
Roadway Name: Jackson Street  
Limits: MARION ROAD TO HIGH AVENUE  
County: Winnebago  
Roadway Length: 0.2 MILES  
Functional Classification: Minor Arterial  
Project Sponsor: City of Oshkosh**

The signatory, **City of Oshkosh**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: **The year of last improvement is 1963. The road consists of an urban cross section with four 12-foot lanes of concrete pavement. The pavement has a rating of 4 and is in fair condition. The existing pavement is deteriorating and currently requires routine maintenance patching. The roadway has curb and gutter on both sides of the roadway. There is sidewalk on both sides of the roadway. The roadway has system lighting. There are no railroad facilities located within 1,000 feet of the project limits.**

Proposed Improvement - Nature of work: **The proposed improvement is to reconstruct the roadway with an urban cross section consisting of concrete pavement for 0.16 miles. The proposed roadway is to include curb and gutter, spot sidewalk replacement and upgrading curb ramps to FDM standards, storm sewer work, lighting work, pavement marking, and signing. Traffic signals will be installed at the intersections of Jackson Street and Marion Road as well as Jackson Street and Pearl Avenue. There will be minimal grading with the project. Less than 1/2 acre of real estate acquisitions as well as temporary interests are anticipated for the project.**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: **Items to be 100% locally funded could include, but may not be limited to, maintenance and repair of haul roads, adjustment of water service boxes, gate valves, and manholes; adjustment of sanitary sewer manholes, placing of new sanitary manhole seals and covers, compensable utility moves and real estate acquisition.**

The Municipality agrees to the following **2024-2029** Urbanized Area project funding conditions:

Project ID **4994-01-42** design costs are non-participating and include plan development, State review, real estate, railroad and utility costs and are 100% the responsibility of the Municipality.

Project ID **4994-01-43** construction costs are funded with up to 80% federal funding up to a funding limit of **\$1,547,702**. The Municipality agrees to provide the remaining 20% and any funds in excess of the **\$1,547,702** federal funding limit.

Non-participating construction costs which include, but is not limited to, relocation/adjustments to water and sanitary sewer facilities and maintenance and repair of haul roads are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2029**. Sunset date: **June 30, 2034**.

Sunset Date is determined based on the date a project is scheduled to be authorized. Sunset date is calculated as six years from the beginning of the state fiscal year (SFY) in which a project is initially scheduled.

Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or State funding exceed the estimate of **\$1,547,702** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

**SUMMARY OF COSTS**

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
<b>ID 4994-01-42</b>					
Design	\$ 0	\$ 0	0%*	\$ 0	100% + BAL
State Review	\$ 17,300	\$ 0	0%*	\$ 17,300	100% + BAL
<i>Project total</i>	\$ 17,300	\$ 0		\$ 17,300	
<b>ID 4994-01-43</b>					
Participating Construction	\$ 1,958,125	\$ 1,369,552	80%*	\$ 588,573	20% + BAL
Construction Engineering	\$ 228,410	\$ 159,755	80%*	\$ 68,655	20% + BAL
Non-Participating Construction	\$ 1,545,000	\$ 0	0%	\$ 1,545,000	100%
State Review	\$ 26,300	\$ 18,395	80%*	\$ 7,905	20% + BAL
<i>Project total</i>	\$ 3,757,835	\$ 1,547,702		\$ 2,210,133	
<b>Total Est. Cost Distribution</b>	\$ 3,775,135	\$ 1,547,702		\$ 2,227,433	

\*Design ID **4994-01-42** federal/state funding is limited to \$0

\*Construction ID **4994-01-43** federal/state funding is limited to \$1,547,702

This request is subject to the terms and conditions that follow (pages 3 – 8) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality. Signed for and in behalf of: <b>City of Oshkosh</b> (please sign in blue ink.)		
Name	Title	Date
Signed for and in behalf of the <b>State</b> :		
Name	Title	Date

**GENERAL TERMS AND CONDITIONS:**

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
  - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
  - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
  - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
  - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
  - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
  - h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

**STATE RESPONSIBILITIES AND REQUIREMENTS:**

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2024-2029 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:

- a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
  - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
  - c. Storm sewer mains necessary for the surface water drainage.
  - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
  - f. Signing and pavement marking.
  - g. New installations or alteration of street lighting and traffic signals or devices.
  - h. Landscaping.
  - i. State review services – construction.
5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

**MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:**

7. Work necessary to complete the 2024-2029 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
  - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Real estate for the improvement.
  - f. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
  - g. All work related to underground storage tanks and contaminated soils.
  - h. Street and bridge width in excess of standards, in accordance with the current *WisDOT Facilities Development Manual*.
  - i. Preliminary engineering and design.
  - j. State review services – design.

8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2024-2029 STP improvement must be constructed and in final acceptance within six years from the beginning of the state fiscal year (SFY) in which a project is initially scheduled. Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
15. The Municipality will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
  - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during construction.
  - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - e. Provide complete plans, specifications, and estimates to State upon request.
  - f. Provide relocation orders and real estate plats to State upon request.
  - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
  - h. Provide maintenance and energy for lighting.



- i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

16. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
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received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.

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In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following 2024-2029 Urbanized Area STP-Urban project funding conditions:
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  - b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.
  - c. Railroad items are funded 100% by the Municipality.
  - d. Utility items are funded 100% by the Municipality.
  - e. ID ~~4994-01-43~~: Construction:
    - i. Costs for items such as grading, gravel, asphalt, curb & gutter, sidewalk, traffic control, etc. are funded with 80% federal funding up to a funding limit of **\$1,547,702**, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the **\$1,547,702** federal funding limit.

- ii. Non-participating costs for water and sanitary facilities, utilities, maintenance and repair of haul roads and detours are funded 100% by the Municipality. Costs include construction delivery.
- iii. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.

[End of Document]



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Justin Gierach, Engineering Division Manager/City Engineer  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-378 Approve and Execute Relocation Order for Partial Land Acquisitions of 3098, 3105, and 3123 Jackson Street and 370 West Fernau Avenue

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### **BACKGROUND**

The City of Oshkosh Department of Public Works is requesting approval to officially file a relocation order for portions of four (4) properties at the intersection of Jackson Street and West Fernau Avenue. The two (2) properties on the east side of Jackson Street are located in the City, while the two (2) properties on the west side of Jackson Street are located within the Town of Oshkosh. The City officially mapped this extension in 1974 and purchased land for the future right-of-way in 2006. The Department of Public Works has begun to design the street connection and determined additional right-of-way dedication will be needed at all four (4) corners of the intersection to ensure signals can be installed and the crosswalks meet ADA requirements. Construction of the street will commence once funding is approved as part of the City's Capital Improvement Plan.

### **ANALYSIS**

The four (4) proposed land acquisitions vary in shape and size, ranging from 118 square feet at the southeast corner to 713 square feet at the northwest corner. Additional right-of-way was previously dedicated on the east side of Jackson Street by the Wisconsin Department of Transportation in conjunction with the Jackson Street paving project in 1996.

Since the two (2) proposed acquisitions on the west side of Jackson Street are in the Town of Oshkosh, the land will be annexed into the City once the acquisition process is complete. The land that the City previously purchased for the Fernau Avenue connection will be annexed into the City at the same time. Following the annexation, the rights-of-way will be dedicated to the public via certified survey map.

### **FISCAL IMPACT**

There is no fiscal impact to the City at this time. As the Department of Public Works and their real estate consultant move forward with the process, the acquisition will be on a future Council Agenda, which will include the fiscal impact.

### **RECOMMENDATION**

The Common Council, based on the recommendation of the Plan Commission, previously approved the determination of necessity to acquire on April 23, 2024. This action approves the official filing of the relocation order.

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### **Attachments**

Res 24-378  
Res 24-378 Attachment: Legal Description\_REVISED  
Res 24-378 Attachment: Maps

07/09/2024

24-378

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE AND EXECUTE RELOCATION ORDER FOR PARTIAL LAND ACQUISITIONS OF 3098, 3105, AND 3123 JACKSON STREET AND 370 WEST FERNAU AVENUE

**INITIATED BY:** DEPARTMENT OF PUBLIC WORKS

**WHEREAS**, by Resolution 24-236 adopted on April 23, 2024, the Common Council determined the necessity to acquire property located at 3098, 3105, and 3123 Jackson Street and 370 West Fernau Avenue to provide additional right-of-way necessary for the extension of Fernau Avenue to the west of its intersection with Jackson Street and directed staff to proceed with the acquisition process as provided in Wisconsin Statutes section 32.05; and

**WHEREAS**, it is necessary to adopt a Relocation Order under section 32.05(1)(a) of the Wisconsin Statutes to proceed with acquisition of the parcels.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** does hereby adopt this Resolution and its attachments as the relocation order required under section 32.05(1)(a) of the Wisconsin Statutes for purposes of acquiring a fee simple interest in a portion of properties located at 3098, 3105, and 3123 Jackson Street and 370 West Fernau Avenue, as shown on the attached maps and more specifically described in the legal descriptions attached to this Resolution.

**BE IT FURTHER RESOLVED** that the proper city staff and representatives are hereby authorized and directed to execute any and all documents necessary for implementation of this Relocation Order and that the City Clerk is hereby directed to file a certified copy of this Relocation Order with the Winnebago County Clerk within twenty (20) days of its adoption.

**BE IT FURTHER RESOLVED** that the appropriate city staff are hereby authorized and directed to proceed by negotiation or condemnation to acquire fee simple ownership of the parcels shown on the attached maps and described in the attached legal descriptions and to take such actions as necessary to accomplish this purpose, including but not limited to obtaining title reports, appraisals, surveys, environmental assessment reports and other documentation or reports necessary to perform due diligence in accomplishing this acquisition.

Attachments:

Legal Description and Interests to be acquired

Maps showing old and new locations

**Legal Description**

**Owner:** Pine Apartments IV LLC.  
3389 County Road A  
Oshkosh, WI 54901  
Parcel No.: 91519602300

**Address:** 3098 Jackson Street

**Fee Title** in and to the following tract of land in Winnebago County, State of Wisconsin, described as:

That part of the owner's interest in land contained within the following described tract located in part of Lot 1 of Certified Survey Map number 332 recorded in volume 1 on page 332 as document number 515648 at the Winnebago County Register of Deeds being in the Northwest 1/4 of the Southwest 1/4 of Section 1, Township 18 North, Range 16 East, City of Oshkosh more fully described as follows:

Commencing at the West quarter corner of said Section 1;  
Thence, South 00° 23' 31" East, 1062.73 feet along the west line of the Northwest 1/4 of the Southwest 1/4 of said Section 1;  
Thence, North 89° 18' 00" East, 40.53 feet to the easterly right-of-way line of Jackson Street and the point of beginning;

Thence, North 00° 25' 52" West, 21.98 feet along said easterly right-of-way line;  
Thence, North 62° 32' 00" East, 5.61 feet;  
Thence, South 00° 25' 52" East, 24.53 feet;  
Thence, South 89° 34' 08" West, 5.00 feet to the point of beginning.

**Containing 116 square feet, more or less.**

Subject to all easements, restrictions and covenants, recorded and unrecorded.

**Legal Description**

**Owner: Lee J. Kienast  
2131 Lin Way Court  
Oshkosh, WI 54904  
Parcel No.: 0180056**

**Address: 3105 Jackson Street**

**Fee Title** in and to the following tract of land in Winnebago County, State of Wisconsin, described as:

That part of the owner's interest in land contained within the following described tract located in part of Lot 1 of Certified Survey Map number 6203 recorded in volume 1 on page 6203 as document number 1458414 at the Winnebago County Register of Deeds being in the Northeast 1/4 of the Southeast 1/4 of Section 2, Township 18 North, Range 16 East, Town of Oshkosh more fully described as follows:

Commencing at the East quarter corner of said Section 2;  
Thence, South 00° 23' 31" East, 1062.73 feet along the east line of the Northeast 1/4 of the Southeast 1/4 of said Section 2;  
Thence, South 89° 18' 00" West, 39.47 feet to the westerly right-of-way of Jackson Street and the point of beginning;

Thence, South 89° 34' 08" West, 6.67 feet;  
Thence, North 01° 55' 27" West, 6.00 feet;  
Thence, North 33° 13' 55" West, 28.45 feet to the north line of said Lot 1;  
Thence, North 89° 09' 02" East, 22.25 feet along said north line to the westerly right-of-way of Jackson Street;  
Thence, South 00° 25' 52" East, 30.08 feet along said right-of-way line to the point of beginning.

**Containing 390 square feet, more or less.**

Subject to all easements, restrictions and covenants, recorded and unrecorded.

**REVISED**

**Legal Description**

**Owner:           Martin Irrevocable Trust  
                      3123 Jackson Street  
                      Oshkosh, WI 54901  
                      Parcel No.: 0180057**

**Address:         3123 Jackson Street**

**Fee Title** in and to the following tract of land in Winnebago County, State of Wisconsin, described as:

That part of the owner's interest in land contained within the following described tract located in part of Lot 1 of Certified Survey Map number 6091 recorded in volume 1 on page 6091 as document number 1436329 at the Winnebago County Register of Deeds being in the Northeast 1/4 of the Southeast 1/4 of Section 2, Township 18 North, Range 16 East, Town of Oshkosh more fully described as follows:

Commencing at the East quarter corner of said Section 2;  
Thence, South 00° 23' 31" East, 921.76 feet along the east line of the Northeast 1/4 of the Southeast 1/4 of said Section 2;  
Thence, North 89° 49' 50" West, 39.57 feet to the westerly right-of-way line of Jackson Street and the point of beginning;

Thence, South 00° 25' 52" East, 31.50 feet along said westerly right-of-way line to the southeast corner of Lot 1 of CSM 6091;  
Thence, South 89° 09' 02" West, 97.41 feet along the south line of said Lot 1;  
Thence, North 87° 15' 48" East, 68.03 feet;  
Thence, North 33° 37' 08" East, 35.57 feet;  
Thence, North 89° 34' 08" East, 9.52 feet to the point of beginning.

**Containing 713 square feet, more or less.**



**Legal Description**

**Owner: Fox Valley Storage LLC.  
N1213 Mayflower Drive  
Greenville, WI 54901  
Parcel No.: 91519601804**

**Address: 370 West Fernau Avenue**

**Fee Title** in and to the following tract of land in Winnebago County, State of Wisconsin, described as:

That part of the owner's interest in land contained within the following described tract located in part of the Northwest 1/4 of the Southwest 1/4 of Section 1, Township 18 North, Range 16 East, City of Oshkosh more fully described as follows:

Commencing at the West quarter corner of said Section 1;  
Thence, South 00° 23' 31" East, 921.76 feet along the west line of the Northwest 1/4 of the Southwest 1/4 of said Section 1;  
Thence, South 89° 49' 50" East, 40.44 feet to the easterly right-of-way line of Jackson Street and the point of beginning;

Thence, North 89° 34' 08" East, 8.00 feet;  
Thence, South 00° 25' 51" East, 19.88 feet;  
Thence, South 47° 28' 02" East, 13.66 feet to the northerly right-of-way line of W. Fernau Avenue;  
Thence, North 64° 20' 17" West, 20.04 feet to the easterly right-of-way line of Jackson Street;  
Thence, North 00° 25' 52" West, 20.38 feet along said easterly right-of-way line to the point of beginning.

**Containing 201 square feet, more or less.**

Subject to all easements, restrictions and covenants, recorded and unrecorded.

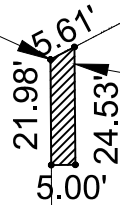
**JACKSON STREET**

**W. FERNAU AVENUE**

**LAND ACQUISITION**  
3098 Jackson Street

11  
+

P.O.B.



PROPOSED LAND ACQUISITION

SOUTHERLY LINE OF W. FERNAU AVENUE

PARCEL 91519602300  
3098 JACKSON STREET

EASTERLY LINE OF JACKSON STREET

NW 1/4  
OF SW 1/4  
SEC. 1,  
T18N R16E

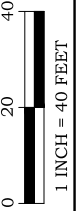


CITY OF OSHKOSH  
ENGINEERING DIVISION

FILE NAME:  
W Fernau Sidewalk Land Acquisition

DRAWN:  
3-5-2024

GRAPHIC SCALE: (IN FEET)



**JACKSON STREET**

**W. FERNAU AVENUE**

**LAND ACQUISITION**  
3105 Jackson Street

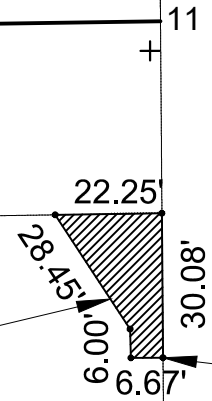
SOUTHERLY LINE OF PROPOSED W. FERNAU AVENUE EXTENSION

NE 1/4 OF SE 1/4 SEC. 2, T18N R16E

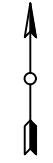
PROPOSED LAND ACQUISITION

PARCEL 0180056  
3105 JACKSON STREET

WESTERLY LINE OF JACKSON STREET



P.O.B.

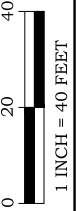


CITY OF OSHKOSH  
ENGINEERING DIVISION

FILE NAME:  
W Fernau Sidewalk Land Acquisition

DRAWN:  
3-5-2024

GRAPHIC SCALE: (IN FEET)



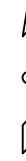
PARCEL 0180057  
3123 JACKSON  
STREET

NE 1/4 OF  
SE 1/4  
SEC. 2,  
T18N R16E

PROPOSED LAND  
ACQUISITION

WESTERLY LINE OF  
JACKSON STREET

P.O.B.



**JACKSON  
STREET**

**LAND ACQUISITION**  
3123 Jackson Street

**W. FERNAU  
AVENUE**

68.03'  
97.41'

35.57'  
9.52'

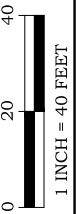
31.50'

NORTHERLY LINE OF  
PROPOSED W.  
FERNAU AVENUE  
EXTENSION

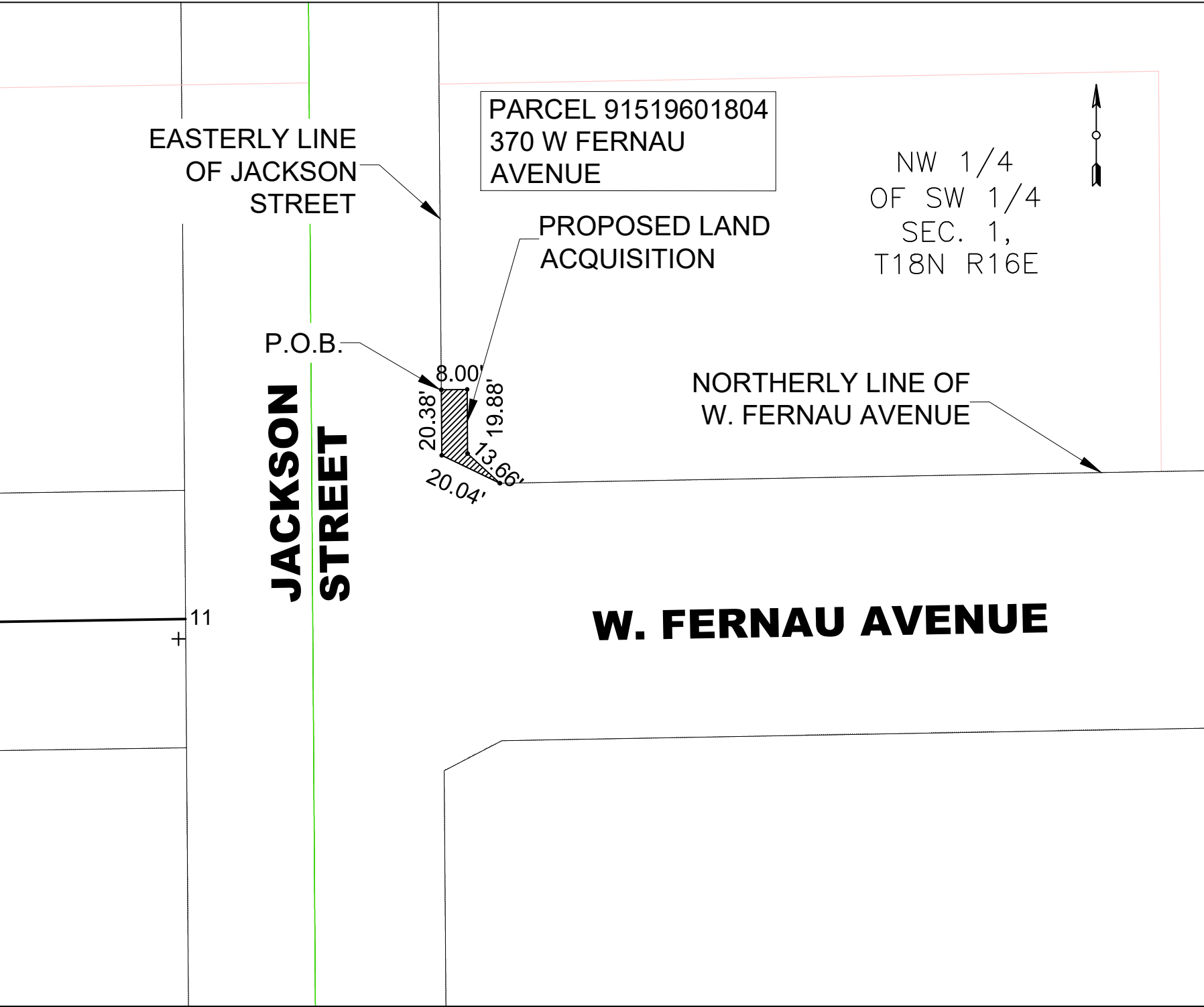
11  
+

CITY OF OSHKOSH  
ENGINEERING DIVISION

FILE NAME: DRAWN:  
W Fernau Sidewalk Land Acquisition 3-5-2024



GRAPHIC  
SCALE: (IN FEET)  
1 INCH = 40 FEET



PARCEL 91519601804  
 370 W FERNAU AVENUE

NW 1/4  
 OF SW 1/4  
 SEC. 1,  
 T18N R16E

PROPOSED LAND ACQUISITION

NORTHERLY LINE OF W. FERNAU AVENUE

EASTERLY LINE OF JACKSON STREET

P.O.B.

**JACKSON STREET**

**W. FERNAU AVENUE**

**LAND ACQUISITION**  
 370 W. Fernau Avenue

CITY OF OSHKOSH  
 ENGINEERING DIVISION

FILE NAME: W Fernau Sidewalk Land Acquisition  
 DRAWN: 3-5-2024

GRAPHIC SCALE: (IN FEET)  
 0 20 40  
 1 INCH = 40 FEET



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Justin Gierach, Engineering Division Manager/City Engineer  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-379 Award Bid for Public Works Contract No. 24-10 to Vinton Construction Company for Parking Lot Construction (\$1,042,864.23)

**BACKGROUND**

The purpose of this Project is to mill and overlay the parking lot at the Fire Station No. 15 Parking Lot (101 Court Street), reconstruct the asphalt at the 19 East Irving Parking Lot (19 East Irving Avenue), reconstruct the concrete at the Oshkosh Police Department Sally Port (215 Church Street), reconstruct the concrete at the Spanbauer Field Parking Lot (713 South Sawyer Street), construct the new Pioneer Riverwalk Parking Lot (0 East 9th Avenue), and construction of Permeable Articulating Concrete Block storm water management areas of the 400 East Parking Lot (443 Jefferson Street).

**ANALYSIS**

Engineering staff reviewed two (2) bids. The low Bid was received from Vinton Construction Company of Two Rivers, Wisconsin.

**FISCAL IMPACT**

(CIP) and TIF #20 (Account No. 03230130-7214-63111/Facility Maintenance Division-Buildings & Building Imprvmts-PD 3rd Ave Storage Fac Improvmt, 03231717-7216-63001/Parking Lot Improvements-Land Improvement-Parking Lot Improvements, 03230230-7216-63121/Fire -- Parking Lot Improvements, and 05341040-7216-67004/TIF #20 -- South Shore Redev-Land Improvement-South Sore/Sawdust Dist Redev Site).

Following is a summary of the available funds and the estimated total construction cost, including ancillary costs such as engineering fees, landfill tipping fees, construction materials testing fees, and other construction-related expenses.

CIP Section	CIP Funds Budgeted	Estimated Total Construction Cost
Property Improvements - 19 East Irving Parking Lot	\$175,000	\$166,094
Property Improvements - Parking Lot Reconstruction	\$650,000	\$629,032
TIF #20 - Pioneer Riverwalk Parking Lot	\$380,000	\$371,154
Fire Station No. 15 Parking Lot	\$105,000	\$100,165
<b>Totals</b>	<b>\$1,310,000</b>	<b>\$1,266,445</b>

**RECOMMENDATION**

I recommend award to the low bidder, Vinton Construction Company in the amount of \$1,042,864.23.

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### Attachments

Res 24-379  
24-10 bid tab

07/09/2024

24-379

RESOLUTION

CARRIED

6-0

**PURPOSE:** AWARD BID FOR PUBLIC WORKS CONTRACT NO. 24-10 TO VINTON CONSTRUCTION COMPANY FOR PARKING LOT CONSTRUCTION (\$1,042,864.23)

**INITIATED BY:** DEPARTMENT OF PUBLIC WORKS

**WHEREAS**, the City of Oshkosh has heretofore advertised for bids for parking lot construction and miscellaneous paving for various public facilities; and

**WHEREAS**, upon the opening and tabulation of bids, it appears that the following is the most advantageous bid:

VINTON CONSTRUCTION COMPANY  
1322 33rd Street  
Two Rivers, WI 54241

Total Bid: \$1,042,864.23

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the said bid is hereby accepted and the proper City officials are hereby authorized and directed to enter into an appropriate agreement for the purpose of same, all according to plans, specifications, and bid on file. Money for this purpose is hereby appropriated from:

Acct. Nos.

03230130-7214-63111 Facility Maintenance Division-Buildings & Building Imprvmnts-PD 3rd Ave Storage Fac Improvmnt,

032301717-7216-63001 Parking Lot Improvements-Land Improvement-Parking Lot Improvements

03230230-7216-63121 Fire – Parking Lot Improvements

05341040-7216-67004 TIF #20 – South Shore Redev-Land Improvement-South Sore/Sawdust Dist Redev Site



<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
<b>Owner: Oshkosh WI, City of</b>								
<b>Solicitor: Oshkosh WI, City of</b>								
<b>Bid Opening: 07/01/2024 11:00 AM CDT</b>								
				<b>Vinton Construction Company</b>				<b>Michels Road &amp; Stone, Inc.</b>
				1322 33rd Street				
				Two Rivers, WI 54241				
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
<b>Section 1</b>						<b>\$1,042,864.23</b>		<b>\$1,252,131.73</b>
	A-1050	Mobilization; complete as specified	Lump Sum	1.00	\$142,500.00	\$142,500.00	\$149,081.00	\$149,081.00
	A-1102	Removing railroad ties; complete as specified	Tons	1.00	\$1,500.00	\$1,500.00	\$50.00	\$50.00
	A-1103	Removing building foundations; complete as specified	Linear Feet	10.00	\$93.00	\$930.00	\$100.00	\$1,000.00
	A-1120	Removing concrete and asphalt sidewalk and driveway; complete as specified	Square Feet	580.00	\$2.97	\$1,722.60	\$1.70	\$986.00
	A-1200	Unclassified excavation; complete as specified	Cubic Yards	1,030.00	\$39.42	\$40,602.60	\$20.50	\$21,115.00
	A-1210	Borrow excavation; complete as specified	Cubic Yards	830.00	\$16.94	\$14,060.20	\$18.20	\$15,106.00
	A-1220	Excavation special (paving); complete as specified	Tons	420.00	\$29.88	\$12,549.60	\$21.00	\$8,820.00
	A-1301	7" concrete pavement; with 5" CABG and grading; complete as specified	Square Yards	2,700.00	\$69.25	\$186,975.00	\$86.88	\$234,576.00
	A-1309	7" concrete pavement HES removal and replacement; including sawing; pavement ties; dowel bars; bond breaker; integral curb and fine grading; turf restoration; and traffic control; complete as specified	Square Yards	870.00	\$94.87	\$82,536.90	\$122.07	\$106,200.90
	A-1334	Concrete pavement gaps; complete as specified	Each	1.00	\$0.01	\$0.01	\$1,500.00	\$1,500.00
	A-1340	Crushed aggregate base course; complete as specified	Tons	200.00	\$16.50	\$3,300.00	\$24.00	\$4,800.00

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
<b>Owner: Oshkosh WI, City of</b>								
<b>Solicitor: Oshkosh WI, City of</b>								
<b>Bid Opening: 07/01/2024 11:00 AM CDT</b>								
				<b>Vinton Construction Company</b>				<b>Michels Road &amp; Stone, Inc.</b>
				1322 33rd Street				
				Two Rivers, WI 54241				
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	A-1360	Adjust manholes and inlets; complete as specified	Each	13.00	\$550.00	\$7,150.00	\$560.00	\$7,280.00
	A-1370	Turf restoration; complete as specified	Square Yards	1,700.00	\$9.80	\$16,660.00	\$13.40	\$22,780.00
	A-1380	Cold weather covering (concrete pavement) - single visquine; complete as specified	Square Yards	520.00	\$0.01	\$5.20	\$2.00	\$1,040.00
	A-1382	Cold weather covering (concrete pavement) - double visquine; complete as specified	Square Yards	520.00	\$0.01	\$5.20	\$3.50	\$1,820.00
	A-1390	Up-charge for late season cold weather concrete pavement; complete as specified	Cubic Yards	102.00	\$0.01	\$1.02	\$10.00	\$1,020.00
	A-1410	12" radius curb with 6" CABC and grading; complete as specified	Linear Feet	1,440.00	\$15.00	\$21,600.00	\$48.96	\$70,502.40
	A-1440	30" curb and gutter; 7"; with 5" CABC and grading; complete as specified	Linear Feet	1,140.00	\$35.00	\$39,900.00	\$67.31	\$76,733.40
	A-1448	30" concrete curb and gutter removal and replacement; including sawing; pavement ties; dowel bars; bond breaker; integral curb and fine grading; turf restoration; and traffic control; complete as specified	Linear Feet	202.00	\$75.00	\$15,150.00	\$90.64	\$18,309.28
	A-1500	4" concrete sidewalk with 3" CABC and grading; complete as specified	Square Feet	690.00	\$10.50	\$7,245.00	\$21.19	\$14,621.10

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
Owner: Oshkosh WI, City of								
Solicitor: Oshkosh WI, City of								
Bid Opening: 07/01/2024 11:00 AM CDT								
				<b>Vinton Construction Company</b>				<b>Michels Road &amp; Stone, Inc.</b>
				1322 33rd Street				
				Two Rivers, WI 54241				
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	A-1510	6" concrete sidewalk/ driveway/ramp with 3" CABC and grading; complete as specified	Square Feet	760.00	\$10.50	\$7,980.00	\$28.74	\$21,842.40
	A-1540	Curb ramp detectable warning field (natural/non-painted); complete as specified	Square Feet	30.00	\$35.00	\$1,050.00	\$55.13	\$1,653.90
	A-1560	Drilled No. 4 sidewalk tie bars - deformed; epoxy- coated; complete as specified	Each	8.00	\$10.00	\$80.00	\$25.00	\$200.00
	A-1580	Cold weather covering (sidewalk) - single visquine; complete as specified	Square Feet	205.00	\$1.00	\$205.00	\$0.50	\$102.50
	A-1582	Cold weather covering (sidewalk) - double visquine; complete as specified	Square Feet	205.00	\$2.00	\$410.00	\$1.00	\$205.00
	A-1590	Up-charge for late season cold weather concrete sidewalk; complete as specified	Cubic Yards	30.00	\$0.01	\$0.30	\$10.00	\$300.00
	A-1650	Locate existing property monuments; complete as specified	Each	7.00	\$250.00	\$1,750.00	\$250.00	\$1,750.00
	A-1652	Replace existing property monuments; complete as specified	Each	7.00	\$50.00	\$350.00	\$50.00	\$350.00
	A-1700	Sawing existing pavement; complete as specified	Linear Feet	1,100.00	\$3.00	\$3,300.00	\$1.75	\$1,925.00
	A-1720	Profile saw cut concrete curb; complete as specified	Linear Feet	38.00	\$50.00	\$1,900.00	\$20.00	\$760.00
	A-1801	Base aggregate dense; 1- 1/4"; complete as specified	Tons	330.00	\$16.50	\$5,445.00	\$20.00	\$6,600.00

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
Owner: Oshkosh WI, City of								
Solicitor: Oshkosh WI, City of								
Bid Opening: 07/01/2024 11:00 AM CDT								
					<b>Vinton Construction Company</b>		<b>Michels Road &amp; Stone, Inc.</b>	
					1322 33rd Street			
					Two Rivers, WI 54241			
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	A-1802	Base aggregate dense; 3"; complete as specified	Tons	250.00	\$16.50	\$4,125.00	\$20.00	\$5,000.00
	A-1900	Tack coat; complete as specified	Gallons	164.00	\$2.53	\$414.92	\$2.50	\$410.00
	A-1901	HMA Pavement LT; complete as specified	Tons	380.00	\$109.50	\$41,610.00	\$108.40	\$41,192.00
	A-1903	HMA cold weather paving up-charge; complete as specified	Tons	55.00	\$28.38	\$1,560.90	\$28.10	\$1,545.50
	A-1906	4" asphaltic pavement LT with 10" CABG and grading; complete as specified	Square Yards	64.00	\$56.46	\$3,613.44	\$74.90	\$4,793.60
	A-1950	Asphaltic pavement milling; complete as specified	Square Yards	1,700.00	\$5.20	\$8,840.00	\$5.15	\$8,755.00
	A-1960-1	Prepare foundation for asphaltic paving (19 East Irving Parking Lot); complete as specified	Lump Sum	1.00	\$4,000.00	\$4,000.00	\$3,660.00	\$3,660.00
	A-1960-2	Prepare foundation for asphaltic paving (Fire Station No. 15 Parking Lot); complete as specified	Lump Sum	1.00	\$2,500.00	\$2,500.00	\$2,420.00	\$2,420.00
	A-1974	Pavement markings; epoxy; 4" (white); complete as specified	Linear Feet	3,300.00	\$6.50	\$21,450.00	\$6.50	\$21,450.00
	A-1984	Pavement markings; symbol; epoxy (white); complete as specified	Each	8.00	\$125.00	\$1,000.00	\$125.00	\$1,000.00
	A-1985	Temporary pavement markings; paint; 4" (white); complete as specified	Linear Feet	490.00	\$1.00	\$490.00	\$1.00	\$490.00
	A-2000	Furnish and install 6" storm sewer; complete as specified	Linear Feet	150.00	\$93.00	\$13,950.00	\$53.60	\$8,040.00

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
<b>Owner: Oshkosh WI, City of</b>								
<b>Solicitor: Oshkosh WI, City of</b>								
<b>Bid Opening: 07/01/2024 11:00 AM CDT</b>								
				<b>Vinton Construction Company</b>				<b>Michels Road &amp; Stone, Inc.</b>
				1322 33rd Street				
				Two Rivers, WI 54241				
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	A-2001	Furnish and install 8" storm sewer; complete as specified	Linear Feet	150.00	\$99.00	\$14,850.00	\$63.50	\$9,525.00
	A-2002	Furnish and install 10" storm sewer; complete as specified	Linear Feet	30.00	\$115.00	\$3,450.00	\$64.50	\$1,935.00
	A-2003	Furnish and install 12" storm sewer; complete as specified	Linear Feet	100.00	\$117.00	\$11,700.00	\$107.40	\$10,740.00
	A-2006	Furnish and install 15" storm sewer; complete as specified	Linear Feet	10.00	\$119.00	\$1,190.00	\$147.30	\$1,473.00
	A-2192	Furnish and install 2' trench drain; complete as specified	Linear Feet	20.00	\$0.01	\$0.20	\$932.00	\$18,640.00
	A-2200	Furnish and install standard storm sewer manhole (2' diameter); complete as specified	Vertical Feet	2.50	\$1,195.00	\$2,987.50	\$840.00	\$2,100.00
	A-2201	Furnish and install standard storm sewer manhole (4' diameter); complete as specified	Vertical Feet	3.50	\$1,238.00	\$4,333.00	\$1,115.00	\$3,902.50
	A-2216	Furnish and install standard storm sewer inlet manhole (7' diameter); complete as specified	Vertical Feet	4.00	\$3,225.00	\$12,900.00	\$2,130.00	\$8,520.00
	A-2235	Furnish and install Type 1 inlet (with 18" sump); complete as specified	Each	4.00	\$3,904.00	\$15,616.00	\$3,444.00	\$13,776.00
	A-2237	Furnish and install Type 3 inlet (with 18" sump); complete as specified	Each	5.00	\$3,857.00	\$19,285.00	\$3,617.00	\$18,085.00
	A-2508	Furnish; install; maintain; and remove Type D modified inlet protection; complete as specified	Each	20.00	\$75.00	\$1,500.00	\$150.00	\$3,000.00

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
<b>Owner: Oshkosh WI, City of</b>								
<b>Solicitor: Oshkosh WI, City of</b>								
<b>Bid Opening: 07/01/2024 11:00 AM CDT</b>								
					<b>Vinton Construction Company</b>		<b>Michels Road &amp; Stone, Inc.</b>	
					1322 33rd Street			
					Two Rivers, WI 54241			
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	A-2510	Sediment removal - Type D modified inlet protection; complete as specified	Each	20.00	\$20.00	\$400.00	\$25.00	\$500.00
	A-2512	Furnish; install; maintain; and remove stone tracking pad; complete as specified	Each	5.00	\$0.01	\$0.05	\$100.00	\$500.00
	A-2514	Furnish; install; maintain; and remove silt fence; complete as specified	Linear Feet	650.00	\$1.78	\$1,157.00	\$2.50	\$1,625.00
	A-2516	Furnish; install; maintain; and remove stone bag; complete as specified	Each	25.00	\$11.00	\$275.00	\$20.00	\$500.00
	A-2518	Furnish; install; maintain; and remove 12" diameter sediment logs; complete as specified	Linear Feet	20.00	\$6.25	\$125.00	\$10.00	\$200.00
	A-2524	Furnish; install; maintain; and remove dewatering tank system; complete as specified	Each	2.00	\$0.01	\$0.02	\$100.00	\$200.00
	A-2626	Furnish and install trees; complete as specified	Each	32.00	\$525.00	\$16,800.00	\$750.00	\$24,000.00
	A-2628	Furnish and install shrubs; complete as specified	Each	104.00	\$59.00	\$6,136.00	\$95.00	\$9,880.00
	A-2804	Remove 30" and smaller storm sewer; complete as specified	Linear Feet	140.00	\$13.00	\$1,820.00	\$28.00	\$3,920.00
	A-2850	Connect to existing storm sewer main; complete as specified	Each	5.00	\$775.00	\$3,875.00	\$1,118.00	\$5,590.00
	A-2854	Connect lateral to existing storm sewer main; complete as specified	Each	1.00	\$775.00	\$775.00	\$931.00	\$931.00

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
<b>Owner: Oshkosh WI, City of</b>								
<b>Solicitor: Oshkosh WI, City of</b>								
<b>Bid Opening: 07/01/2024 11:00 AM CDT</b>								
				<b>Vinton Construction Company</b>				<b>Michels Road &amp; Stone, Inc.</b>
				1322 33rd Street				
				Two Rivers, WI 54241				
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	A-2856	Connect to existing storm sewer manhole; complete as specified	Each	2.00	\$1,300.00	\$2,600.00	\$1,230.00	\$2,460.00
	A-2914	Storm sewer utility line opening (ULO); complete as specified	Each	5.00	\$700.00	\$3,500.00	\$965.00	\$4,825.00
	A-2950	Excavation special (storm); complete as specified	Tons	150.00	\$34.00	\$5,100.00	\$36.60	\$5,490.00
	A-4608	Furnish and install water valve vault; complete as specified	Each	1.00	\$12,690.00	\$12,690.00	\$15,570.00	\$15,570.00
	B-1050	Mobilization; complete as specified	Lump Sum	1.00	\$20,000.00	\$20,000.00	\$32,811.00	\$32,811.00
	B-1100	Removing pavement; complete as specified	Square Yards	266.00	\$10.00	\$2,660.00	\$16.00	\$4,256.00
	B-1421	18" curb and gutter; plain; 7"; with 5" CABC and grading; complete as specified	Linear Feet	62.00	\$65.00	\$4,030.00	\$114.08	\$7,072.96
	B-1510	6" concrete sidewalk/driveway/ramp with 3" CABC and grading; complete as specified	Square Feet	108.00	\$15.00	\$1,620.00	\$59.43	\$6,418.44
	B-1700	Sawing existing pavement; complete as specified	Linear Feet	429.00	\$3.00	\$1,287.00	\$1.75	\$750.75
	B-1900	Tack coat; complete as specified	Gallons	12.00	\$2.53	\$30.36	\$2.50	\$30.00
	B-1906	4" asphaltic pavement LT with 10" CABC and grading; complete as specified	Square Yards	169.00	\$56.46	\$9,541.74	\$78.00	\$13,182.00
	B-1975	Pavement markings; epoxy; 4" (yellow); complete as specified	Linear Feet	407.00	\$6.50	\$2,645.50	\$6.50	\$2,645.50

<b>Contract 24-10 - Parking Lot Construction (#9163183)</b>								
<b>Owner: Oshkosh WI, City of</b>								
<b>Solicitor: Oshkosh WI, City of</b>								
<b>Bid Opening: 07/01/2024 11:00 AM CDT</b>								
				<b>Vinton Construction Company</b>				<b>Michels Road &amp; Stone, Inc.</b>
				1322 33rd Street				
				Two Rivers, WI 54241				
Section Title	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
	B-1984	Pavement markings; symbol; epoxy (yellow); handicapped; complete as specified	Each	2.00	\$125.00	\$250.00	\$125.00	\$250.00
	B-2270	Reconstruct existing catch basins; complete as specified	Each	2.00	\$1,950.00	\$3,900.00	\$1,200.00	\$2,400.00
	B-2418	Cleanouts; complete as specified	Each	2.00	\$1,700.00	\$3,400.00	\$1,214.00	\$2,428.00
	B-2508	Furnish; install; maintain; and remove Type D modified inlet protection; complete as specified	Each	4.00	\$75.00	\$300.00	\$150.00	\$600.00
	B-2510	Sediment removal - Type D modified inlet protection; complete as specified	Each	4.00	\$20.00	\$80.00	\$25.00	\$100.00
	B-2625	Furnish and install shredded bark mulch; complete as specified	Square Yards	77.00	\$9.00	\$693.00	\$29.50	\$2,271.50
	B-2646	Furnish and install light rip-rap with filter fabric; complete as specified	Square Yards	6.00	\$200.00	\$1,200.00	\$100.00	\$600.00
	B-2658	Install permeable articulating concrete block (PACB); complete as specified	Square Yards	321.00	\$235.00	\$75,435.00	\$215.00	\$69,015.00
	B-2659	Geotextile fabric; complete as specified	Square Yards	540.00	\$7.50	\$4,050.00	\$8.50	\$4,590.00
	B-2661	3/4" clear stone; complete as specified	Tons	527.00	\$37.50	\$19,762.50	\$32.00	\$16,864.00
	B-2663	Heavy biaxial geogrid; complete as specified	Square Yards	321.00	\$3.00	\$963.00	\$3.00	\$963.00
	B-2665	Geosynthetic liner; complete as specified	Square Yards	342.00	\$46.00	\$15,732.00	\$45.00	\$15,390.00
	B-2950	Excavation special (storm); complete as specified	Tons	347.00	\$34.01	\$11,801.47	\$28.30	\$9,820.10
<b>Bid Total:</b>						<b>\$1,042,864.23</b>		<b>\$1,252,131.73</b>





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kelly Nieforth, Director of Community Development  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-380 Approve 2024 Budget Amendment to Industrial Park Land Fund (\$25,000.00)

---

#### **BACKGROUND**

Council approved the 2024 Industrial Park Land Fund budget based on previous years' expenditures. The Industrial Park Land Fund funds the maintenance within the industrial parks in the city, including the repair of a railroad spur in the North Industrial Park that the city owns and maintains.

#### **ANALYSIS**

Previously, funds had been allocated periodically to fund the repairs and maintenance of the railroad spur, but a preemptive inspection has shown that there are repairs and maintenance needed for 2024. The fund balance has ample funds to support the maintenance and repair of the railroad spur, but an amendment is required to transfer those funds to the correct 2024 budget account.

#### **FISCAL IMPACT**

There is a fund balance in the account to support the repair and maintenance required.

#### **RECOMMENDATION**

The Council approves a budget amendment for \$25,000 to fund maintenance and repair of the railroad spur in the North Industrial Park.

---

#### **Attachments**

Res 24-380  
Budget Amendment Invoice

7/9/2024

24-380

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE 2024 BUDGET AMENDMENT TO INDUSTRIAL PARK LAND FUND (\$25,000)

**INITIATED BY:** COMMUNITY DEVELOPMENT

**WHEREAS**, the Common Council has adopted the 2024 Operating Budget for the Industrial Park Land Fund; and

**WHEREAS**, the Industrial Park Land Fund has had additional expenditures in 2024 than originally anticipated.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the 2024 Operating Budget, is hereby amended in the amount of \$25,000 allocated from the Industrial Park Land's fund balance to the following Accounts:

\$25,000 to Account Number 05151040-6401-03952



June 19, 2024

James Rabe  
Director of Public Works  
City of Oshkosh

**Subject: Track Maintenance**  
**Project Location: Moser Street, Oshkosh**  
**RailWorks Tracks Systems, LLC. Bid No. 505-24-467**

Dear Mr. Rabe:

Please review the following proposal based on RailWorks Track inspection. Track gauge is wide in the curve again due to rail and tie conditions. Scope of work as follows:

**Amcor Switch to Moser Street Crossing:**

1. Replace 10 outside curve worn 9020 rails with #1 relay 9020 rails.
  - a. 1 rail at 39' and 9 at 33' starting at the new comps off the Amcor switch.
  - b. Replace 25 defective ties in the curve in conjunction with the rail changes.
  - c. Gauging track to 56-1/2" filling all rail bearing spike holes.

**TOTAL AMOUNT: \$ 24,000.00**

As usual the city will dispose of all scrap ties.

**Clarifications:**

- RailWorks standard liability insurance is included.
- Pricing contingent on mutually agreed construction schedule and exclusive track occupancy for the work.
- Payment terms are net 30.

If you have any questions, contact us.

Yours Truly,

*Freddie Van Boxel*

Freddie VanBoxel  
Area Manager



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-381 Grant Privilege in the Street for Groundwater Monitoring Wells South of 110 Pearl Avenue Located in the Pearl Avenue Right-of-Way and West of 50 Pearl Avenue Located in the Market Street Right-of-Way (Plan Commission Recommends Approval)

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## **BACKGROUND**

The applicant is applying for privilege in the street to allow for the installation and monitoring of two groundwater monitoring wells located in the Pearl Avenue and Market Street right-of-ways.

## **ANALYSIS**

Gunderson Cleaners Inc. has contracted with EnviroForensics to oversee the installation of two 2-inch monitoring wells, the first located within the north sidewalk area of Pearl Avenue (well MW-118) and the second within the east sidewalk area of Market Street (well MW-119). The purpose of the monitoring wells is to expand the monitoring network of groundwater contamination emanating from 118 High Avenue, which operated as a site for a dry cleaning business from the 1920s until the mid-1980s. According to the submitted site plan, the proposed location of well MW-118 is within the north sidewalk of Pearl Avenue, approximately 25 feet northwest of the northwest sidewalk corner of Pearl Avenue and Market Street. The proposed location of well MW-119 is within the east sidewalk of Market Street, approximately 4 feet southwest of the southeast sidewalk corner of High Avenue and Market Street. The final drill locations may be slightly modified to avoid any underground utilities that may be present.

The duration of monitoring groundwater from these wells will remain in service for the foreseeable future. The applicant will coordinate with the Department of Public Works to ensure no conflicts with City utilities. The Department of Public Works has reviewed the request and has no concerns with the proposed installation that cannot be addressed with the standard privilege in the street conditions.

## **RECOMMENDATION**

The Plan Commission recommended granting Privilege in the Street for Groundwater Monitoring Wells located in the Pearl Avenue and Market Street right-of-ways on July 2, 2024 with conditions. Please see the attached staff report and meeting minutes for more information.

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## **Attachments**

Res 24-381  
Privilege in the Street - High Ave and Market St

7/9/2024

24-381

RESOLUTION

CARRIED

6-0

**PURPOSE:** GRANT PRIVILEGE IN THE STREET FOR GROUNDWATER MONITORING WELLS SOUTH OF 110 PEARL AVENUE LOCATED IN THE PEARL AVENUE RIGHT-OF-WAY AND WEST OF 50 PEARL AVENUE LOCATED IN THE MARKET STREET RIGHT-OF-WAY

**INITIATED BY:** ENVIROFORENSICS

PLAN COMMISSION RECOMMENDATION: Approved

**WHEREAS**, Section 66.0425, Wis. Stats., provides for the granting of a privilege in a right-of-way; and

**WHEREAS**, the Plan Commission has approved of this request with conditions.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the proper City officials are hereby authorized and directed to grant EnviroForensics and its contractors, a privilege in street for a groundwater monitoring wells located in the Pearl Avenue right-of-way and west of 50 Pearl Avenue located in the Market Street right-of-way, per the attached, with the following conditions:

1. The applicant shall follow all of the current editions of the Standard Specifications for City of Oshkosh, Wisconsin for construction, along with all Municipal Code requirements.
2. The applicant shall work with the Department of Public Works regarding the precise location of the monitoring well within the public right-of-way. The Department of Public Works shall approve the precise location, but the approval shall not be unreasonably denied.
3. When the monitoring well is abandoned, it shall be removed no less than thirty-six (36) inches below the surface, and then abandoned according to the requirements of the Wisconsin Department of Natural Resources, or the U.S. Environmental Protection Agency, or other applicable regulatory bodies.
4. The applicant shall provide to the City, in writing, notice of the structure's abandonment.
5. Applicant shall provide copies of information and materials related to the monitoring well on City property that are also submitted to the Wisconsin Department of Natural Resources and/or the U.S. Environmental Protection Agency.
6. Applicant is responsible for costs, expenses, and damages to the extent they are related to applicant's activities pursuant to the privilege in the street. Any problem that may arise as a result of the installation of the monitoring well be the responsibility of the applicant to correct in coordination with the Department of Public Works.
7. All appropriate permits, including but not limited to right-of-way permits, are obtained prior to the start of the monitoring well placement.
8. The applicant expresses the potential for additional contingency monitoring wells based on findings of the initial monitoring well. If additional monitoring wells are required, proposed well location(s) shall be submitted to the Department of Public Works for review prior to placement of said monitoring well(s). Additional wells shall be located within the project area indicated on the submitted site plan.
9. The applicant/owner secures and submits to the City Clerk a separate insurance policy which names the City of Oshkosh, and its officers, Council members, agents, employees and authorized volunteers as additional insureds with a minimum commercial general liability coverage of \$200,000 per occurrence and \$500,000 in general aggregate.
10. It is the responsibility of the applicant/owner to file in a timely manner a new insurance certificate with the City Clerk upon expiration of an existing certificate. Failure to do so may result in the revocation of the privilege in street within ten (10) days of notice.
11. The applicant shall enter into a privilege in the street agreement that will formalize the agreement between the City and the applicant. The agreement shall include these conditions, and City staff is

also authorized to include additional conditions that are in the best interests of the City.

12. The facility is part of and documented with Digger's Hotline system.

13. The applicant shall take into consideration the City's use of the right-of-way and as a result plan its actions to provide the least amount of disruption that is reasonably possible.

**ITEM: GRANT PRIVILEGE IN THE STREET FOR GROUNDWATER MONITORING WELLS SOUTH OF 110 PEARL AVENUE LOCATED IN THE PEARL AVENUE RIGHT-OF-WAY AND WEST OF 50 PEARL AVENUE LOCATED IN THE MARKET STREET RIGHT-OF-WAY**

Plan Commission Meeting of July 2, 2024.

**GENERAL INFORMATION**

**Applicant:** EnviroForensics

**Owner:** City of Oshkosh

**Action Requested:**

On behalf of Mr. Gary Gunderson of Gunderson Cleaners Inc, EnviroForensics is applying for privilege in the street to allow for the installation and monitoring of two groundwater monitoring wells located in the Pearl Avenue and Market Street right-of-way.

**Applicable Ordinance Provisions:**

N/A but any location of a non-city or public utility use in City right-of-way requires the issuance of a privilege in the street permit.

**Property Location and Type/Analysis:**

Gunderson Cleaners Inc. has contracted with EnviroForensics to oversee the installation of two 2-inch monitoring wells, the first located within the north sidewalk area of Pearl Avenue (well MW-118) and the second within the east sidewalk area of Market Street (well MW-119). The purpose of the monitoring wells is to expand the monitoring network of ground water contamination emanating from 118 High Avenue, which operated as a site for a dry cleaning business from the 1920's until the mid-1980's. According to the submitted site plan, the proposed location of well MW-118 is within the north sidewalk of Pearl Avenue, approximately 25 feet northwest of the northwest sidewalk corner of Pearl Avenue and Market Street. The proposed location of well MW-119 is within the east sidewalk of Market Street, approximately 4 feet southwest of the southeast sidewalk corner of High Avenue and Market Street. The final drill locations may be slightly modified to avoid any underground utilities that may be present.

The monitoring wells will consist of 2-inch diameter polyvinyl chloride (PVC) and have well screens that are ten feet long with 0.010-inch factory cut slots. The filter pack, filter pack seal, and annular space seals will be constructed according to the standards presented in Wisconsin Administrative Code, Chapter NR 141. Expandable locking caps and locks will be placed on each well. Traffic-rated flush mount well boxes set in concrete will be installed to protect the wells. The duration of monitoring groundwater from these wells will remain in service for the foreseeable future. The applicant will coordinate with the Department of Public Works to ensure no conflicts with City utilities. The Department of Public Works has reviewed the request and

has no concerns with the proposed installation that cannot be addressed with the standard privilege in the street conditions.

### **RECOMMENDATION/CONDITIONS**

Staff recommends approval of the request for privilege-in-the-street with the following conditions:

1. The applicant shall follow all of the current editions of the Standard Specifications for City of Oshkosh, Wisconsin for construction, along with all Municipal Code requirements.
2. The applicant shall work with the Department of Public Works regarding the precise location of the monitoring well within the public right-of-way. The Department of Public Works shall approve the precise location, but the approval shall not be unreasonably denied.
3. When the monitoring well is abandoned, it shall be removed no less than thirty-six (36) inches below the surface, and then abandoned according to the requirements of the Wisconsin Department of Natural Resources, or the U.S. Environmental Protection Agency, or other applicable regulatory bodies.
4. The applicant shall provide to the City, in writing, notice of the structures abandonment.
5. Applicant shall provide copies of information and materials related to the monitoring well on City property that are also submitted to the Wisconsin Department of Natural Resources and/or the U.S. Environmental Protection Agency.
6. Applicant is responsible for costs, expenses, and damages to the extent they are related to applicant's activities pursuant to the privilege in the street. Any problem that may arise as a result of the installation of the monitoring well be the responsibility of the applicant to correct in coordination with the Department of Public Works.
7. All appropriate permits, including but not limited to right-of-way permits, are obtained prior to the start of the monitoring well placement.
8. The applicant expresses the potential for additional contingency monitoring wells based on findings of the initial monitoring well. If additional monitoring wells are required, proposed well location(s) shall be submitted to the Department of Public Works for review prior to placement of said monitoring well(s). Additional wells shall be located within the project area indicated on the submitted site plan.
9. The applicant/owner secures and submits to the City Clerk a separate insurance policy which names the City of Oshkosh, and its officers, Council members, agents, employees and authorized volunteers as additional insureds with a minimum commercial general liability coverage of \$200,000 per occurrence and \$500,000 in general aggregate.
10. It is the responsibility of the applicant/owner to file in a timely manner a new insurance certificate with the City Clerk upon expiration of an existing certificate. Failure to do so may result in the revocation of the privilege in street within ten (10) days of notice.
11. The applicant shall enter into a privilege in the street agreement that will formalize the agreement between the City and the applicant. The agreement shall include these conditions, and City staff is also authorized to include additional conditions that are in the best interests of the City.
12. The facility is part of and documented with Digger's Hotline system.
13. The applicant shall take into consideration the City's use of the right-of-way and as a result plan its actions to provide the least amount of disruption that is reasonably possible.



Plan Commission recommends granting Privilege in the Street for Groundwater Monitoring Wells located in the Pearl Avenue and Market Street right-of-way with the conditions on July 2, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: No Commissioner reported visiting the site.

Staff report accepted as part of the record.

The applicant is requesting privilege in the street to allow for installation and monitoring of two groundwater monitoring wells in City right-of-way.

Mr. Nielsen presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. Gunderson Cleaners Inc. has contracted with EnviroForensics to oversee the installation of two 2-inch monitoring wells; the first being located within the north sidewalk area of Pearl Avenue (well MW-118), and the second within the east sidewalk area of Market Street (well MW-119). The purpose of the monitoring wells is to expand the monitoring network of ground water contamination emanating from the 118 High Avenue property, which operated a laundry business from the 1920's until the mid-1980's. According to the submitted site plan, the proposed location of well MW-118 is within the north sidewalk of Pearl Avenue, approximately 25 feet northwest of the northwest sidewalk corner of Pearl Avenue and Market Street. The proposed location of well MW-119 is within the east sidewalk of Market Street, approximately 4 feet southwest of the southeast sidewalk corner of High Avenue and Market Street. The final drill locations may be slightly modified to avoid any underground utilities that may be present. Staff recommends approval of the privilege in the street with the conditions listed in the staff report.

Mr. Perry opened up technical questions to staff.

Mr. Perry opened the public hearing and asked if any members of the public wished to speak.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

*Motion by Ulrich to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Davey.*

Mr. Perry asked if there was any discussion on the motion.

*Motion carried 9-0.*



Submit to:  
City of Oshkosh, Dept. of Community Development  
215 Church Ave., P.O. Box 1130  
Oshkosh, Wisconsin 54901  
Room 204  
Planning @ci.oshkosh.wi.us

Submitted by:  
Nicolette Morris  
Project Manager, EnviroForensics  
825 North Capitol Avenue  
Indianapolis, Indiana 46204  
[nmorris@enviroforensics.com](mailto:nmorris@enviroforensics.com)  
317-556-1984

Subject:  
Monitoring Well Installation Work Scope  
Gunderson Cleaners Inc  
118 High Avenue, Oshkosh, Wisconsin  
BRRTS #: 02-71-467002, FID #: 471011970

Background:  
The Site operated as a laundry service since the 1920s, and dry cleaning operations were performed by Mr. Gary Gunderson from approximately the 1940s through the mid-1980s; both perchloroethylene (PCE) and Stoddard solvents were used for dry cleaning purposes. On June 24, 2003, DNR was notified of contamination discovered on the Site during a Phase II Environmental Site Assessment, and a responsible party letter was issued to Mr. Gary Gunderson on July 14, 2003. Since that time, site investigation and a remedial action, including multiple excavations, have occurred at the site.

Work Scope:  
The delineation of groundwater contamination is currently incomplete. WDNR has required the installation of down-gradient monitoring wells to be placed in the City owned right-of-way on the east side of Market Street near the intersection of High Avenue, and in the City owned right-of-way along the north side of Pearl Avenue near the intersection of Market Street. The northern location is identified on the attached map as MW-119 and is proposed to be installed within the sidewalk. The southern location is identified on the map as MW-118 and is proposed to be installed within the grass to the north of the sidewalk.

The monitoring wells will consist of 2-inch diameter polyvinyl chloride (PVC) and have well screens that are ten feet long with 0.010-inch factory cut slots. The filter pack, filter pack seal, and annular space seals will be constructed according to the standards presented in Wisconsin Administrative Code, Chapter NR 141. Expandable locking caps and locks will be placed on each well. Traffic-rated flush-mount well boxes set in concrete will be installed to protect the wells.

The installed monitoring wells will not affect surrounding property usage, which include a park, bus terminal, parking lot, bank, and doctor's office.

Former Gunderson Cleaners  
118 High Avenue, Oshkosh, WI  
BRRTS# 02-71-467002

#### STATUS UPDATE

Thank you for your consideration of our Right-of-way permits. We have been working with WDNR to advance the investigation of the former Gunderson Cleaners site forward. This memo is being provided to give the City an update on this progress. A summary of the history of site activities is included as an attachment to this memo (**Attachment A**). In November of 2022 an Environmental Monitoring and Assessment Status Report was submitted to the WDNR. This report presented the findings from vapor intrusion assessments in neighboring buildings:

- Thompson Studio      114 High Ave.
- Opera House            100-106 High Ave
- Sparr Building         103 High Ave.

In addition, this report documented the findings of groundwater sampling conducted in Nov. of 2021 and in May of 2022. Figures showing vapor, indoor air and groundwater analytical results are included in **Attachment B**. This report concluded that the vapor intrusion risk to potentially affected structures has been assessed in accordance with WDNR guidance. The assessment results indicate low risk and no need for mitigation. No further assessment of vapor impacts or risk was warranted.

The report also presented the limits of groundwater impacts and presented evidence to differentiate the plume from the Gunderson Cleaners from the plume(s) from the 135 High Street Property. The report went on to conclude that:

- The site investigation is complete.
- The remedial excavation activities completed in 2012 removed the majority of the contamination.
- The most likely exposure pathway is vapor intrusion, which has been investigated and ruled out by sampling data.
- Remedial action to treat contamination in the High Avenue right-of-way is not realistic from a logistical or cost-benefit perspective.

The WDNR reviewed this document and in response issued a Response to Technical Assistance Request letter (March 2, 2023). In this letter the WDNR requested additional information and an investigation. In particular, the WDNR requested:

- Document that shallow soil near the site does not pose an exposure risk.
- Provide additional groundwater monitoring wells to provide further information on the horizontal and vertical boundaries of the groundwater plume.
- Investigate sewer corridor to make sure they are not acting as a preferential pathway for contaminants
- Sample well network for emerging contaminants.

In response, Enviroforensics has been working with the WDNR to supply them with additional site information and to prepare a Site Investigation Work Plan. The final work plan was submitted to the WDNR on December 2023 and was approved by the WDNR on January 30, 2024.

## ATTACHMENT A

### INVESTIGATION/REMEDIATION HISTORY

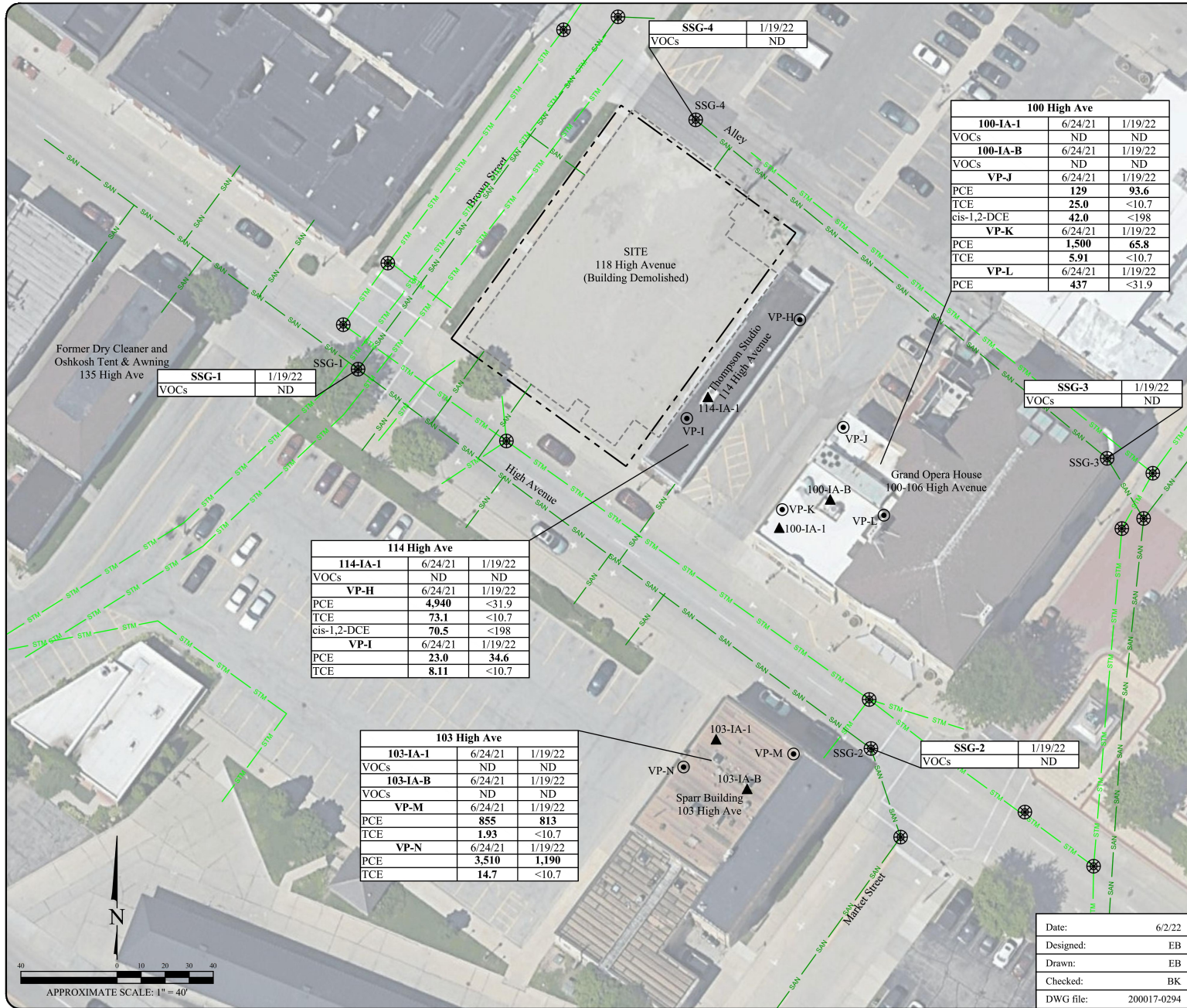
A chronological summary of contamination discovery, investigation, and remedial action is detailed below, based on information available in the WDNR project file.

2000	Two (2) soil borings were advanced along the edge of the sidewalk southwest of the Site by the Wisconsin Department Transportation (WDOT) as part of High Avenue reconstruction. Gasoline range organics (GRO), diesel range organics (DRO), and xylenes were detected in one (1) sample collected from 6-8 feet below ground surface (bgs) at concentrations above residential soil cleanup standards established at the time.
2001	Three (3) test pits were dug along the north side of High Avenue for evaluation of contamination during replacement of utilities. PID screening indicated volatile vapors in soil. The report also indicated a clay plug/dam was installed within the backfill of the sanitary sewer main in High Avenue just downstream of the lateral to 114 High Avenue (Thompson Studio). The plug was intended to prevent contaminant migration within the permeable backfill material.
2003	Subsurface contamination associated with dry cleaning solvents used at the Site was first detected in a limited Phase II Environmental Site Assessment.
July 2003	The WDNR was notified of the release and issued a responsible party (RP) letter on July 14, 2003.
April 2004	Additional site investigation activities were performed consisting of seven (7) soil borings and seven (7) soil samples. PCE and Stoddard solvent-related compounds were detected in soil samples. The samples were also analyzed for polycyclic aromatic hydrocarbons (PAHs) but none were detected.
September 2004	Additional site investigation activities were performed consisting of 11 soil borings; and the installation of seven (7) water table monitoring wells, one (1) piezometer, and two (2) temporary wells inside the building. A sample collected from a 6-8 feet bgs in a boring north of the former dry cleaning machine location contained PCE and trichloroethene (TCE) at concentrations of 1,520 mg/kg and 152 mg/kg, respectively, indicating a release source area. Elevated concentrations of VOCs were also detected in groundwater under the building, and to the south (across High Avenue) and southeast (on the south side of the Thompson Studio building).
April 2006	Eight (8) soil borings, four (4) monitoring wells, and one (1) piezometer were installed to further define the extent of impacts to the north and south, including on the opposite side of High Avenue. The sanitary sewer main in High Avenue is suspected to be a main migration corridor for PCE released from an identified, off-site source located at 135 High Avenue.
August – October 2007	Grab samples of water from sumps in the former site building and the Grand theater building (100 High Avenue) were collected; two (2) monitoring well nests were installed to further define the extent of impacts in groundwater to the south and east of the Site; and sub-slab vapor samples were collected from seven (7) locations within the site building.
July 2008	Vapor intrusion assessments were conducted at the Grand, Thompson Studio, and Sparr building (103 High Avenue). The concentration of PCE in one of the Grand theater sub-slab vapor samples exceeded the current vapor risk screening level (VRSL).
February 2009	The Site Investigation Report was issued.

September 2009	Ten (10) additional soil borings were advanced, including six (6) in High Avenue and two (2) in Brown Street to evaluate subsurface impacts along preferential pathways. Based on the magnitude of PCE detected south of High Avenue, the impacts appeared to be associated with the off-site source at 135 High Avenue. Additionally, a vapor mitigation system was installed in the Thompson Studio building, consisting of a fan connected to the existing drainage system and sump. There was no vacuum response in the two permanent vapor monitoring points with the fan operating, indicating little to no pressure field extension beneath the slab.
March 2010	An Amendment to the Site Investigation Report was issued.
June – July 2011	Soil, soil gas, and grab water samples were collected from 11 locations in High Avenue and Market Street southeast of the site. An air sample was collected from the Thompson Studio building and two (2) sumps in the Grand were sampled for vapor (headspace).
June 2012	A Supplemental Investigation Results and Proposed Remedial Action report was issued.
August 2012	Soil borings were completed inside the building to define limits of hazardous waste for disposal purposes.
October 2012	The building was demolished in preparation for remediation.
October-November 2012	Remediation occurred, consisting of excavation and off-site disposal. The hot-spot soils were mixed in place with potassium permanganate to reduce concentrations in order to avoid hazardous waste disposal. A UST was discovered in the source area along with additional unknown sanitary laterals that appeared to be source(s) of release. Two 1,000 gallon USTs were also discovered near the northeast corner of the Site and removed. These appeared to have been process tanks related to cleaning, containing PCE and/or Stoddard solvent.
November 2012 – January 2017	More soil borings were completed in the right-of-way, and post-remediation groundwater monitoring events were performed.
November 2017	Sub-slab vapor sampling was performed in the Thompson Studio, Grand theater, and Sparr buildings.
June 2021	A groundwater monitoring event was performed, and vapor intrusion monitoring was completed at Thompson Studio, Grand theater, and Sparr buildings.
November 2021	A groundwater monitoring event was conducted.
January 2022	Vapor intrusion monitoring was completed at Thompson Studio, Grand theater, and Sparr buildings.
May 2022	A groundwater monitoring event was conducted, and potential vapor migration in sanitary sewer mains north and south of the Site was assessed.
Nov. 2022	Report submitted to the WDNR presenting 2021 and 2022 monitoring results
March 2023	WDNR Technical Assistance Letter requesting additional investigation
Dec. 2023	Submittal of WDNR requested Site Investigation Work Plan
Jan. 2024	WDNR Approval of Site Investigation Work Plan

**ATTACHMENT B**  
**FIGURES**





### Legend

- Property boundary
- Former building
- SAN Underground sanitary utility line
- STM Underground storm utility line
- Manhole
- VP-H Sub-slab vapor sample port
- SSG-1 Sewer vapor sample location
- ▲ 114-IA-1 Indoor air sample

100 High Ave		
<b>100-IA-1</b>	6/24/21	1/19/22
VOCs	ND	ND
<b>100-IA-B</b>	6/24/21	1/19/22
VOCs	ND	ND
<b>VP-J</b>	6/24/21	1/19/22
PCE	<b>129</b>	<b>93.6</b>
TCE	<b>25.0</b>	<10.7
cis-1,2-DCE	<b>42.0</b>	<198
<b>VP-K</b>	6/24/21	1/19/22
PCE	<b>1,500</b>	<b>65.8</b>
TCE	<b>5.91</b>	<10.7
<b>VP-L</b>	6/24/21	1/19/22
PCE	<b>437</b>	<31.9

Analyte	Indoor Air	Sub-slab vapor
	Small Commercial Vapor Action Level	Small Commercial Vapor Risk Screening Level
PCE	<b>180</b>	<b>5,800</b>
TCE	<b>8.8</b>	<b>290</b>
cis-1,2-DCE	NE	NE

Note:

- Bolded and shaded values exceed Small Commercial Vapor Risk Screening Levels
- All results reported in micrograms per cubic meter ( $\mu\text{g}/\text{m}^3$ )
- NE = Not established
- Vapor Action and Risk Screening Levels are calculated according to WDNR Publication RR-800 and subsequent vapor intrusion guidance documents
- PCE = Tetrachloroethene
- TCE = Trichloroethene
- cis-1,2-DCE = cis-1,2-Dichloroethene
- VOCs = Volatile Organic Compounds
- ND = Not detected

### VAPOR INTRUSION ASSESSMENT RESULTS SUMMARY

Former Gunderson Cleaners  
118 High Avenue  
Oshkosh, Wisconsin

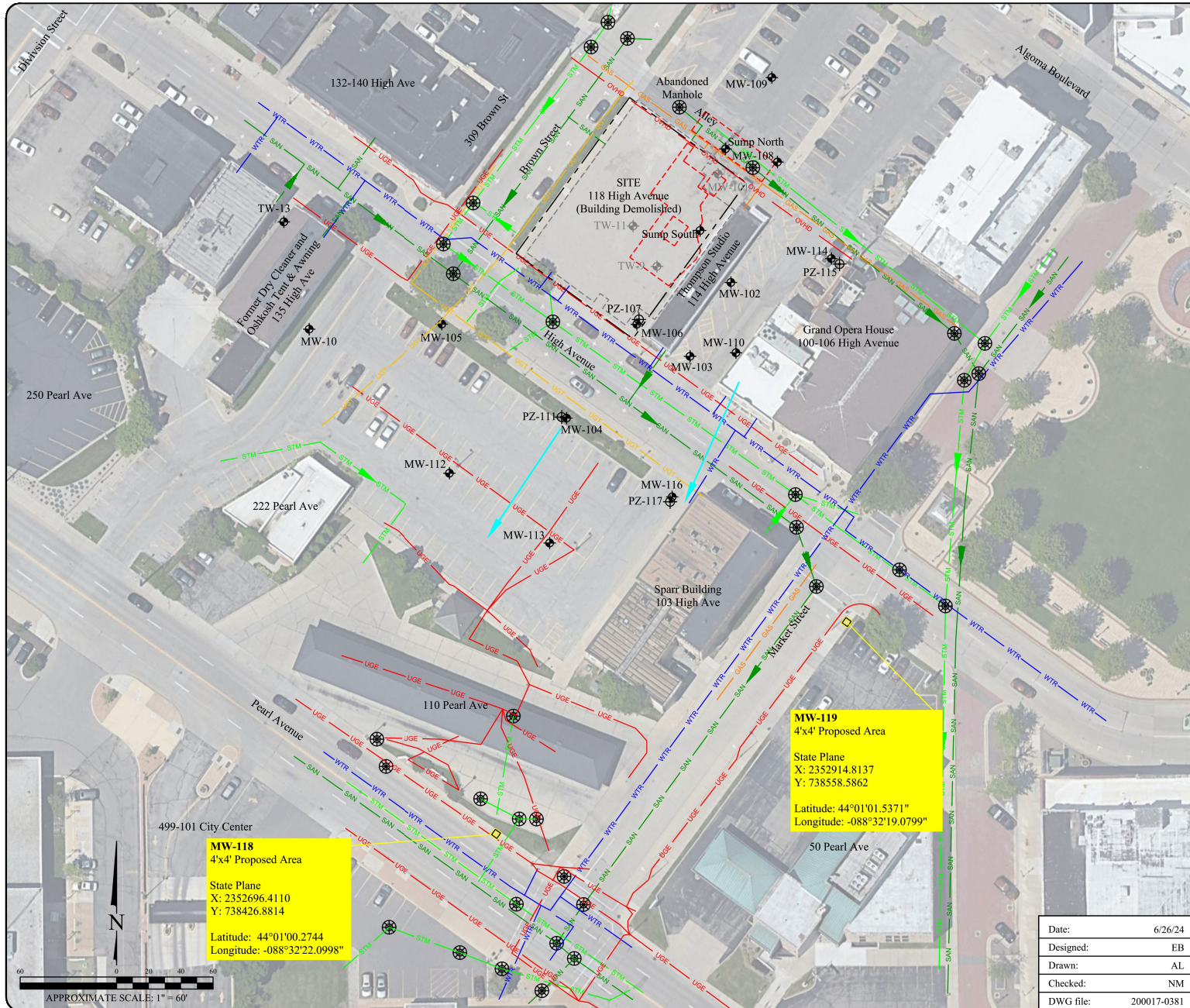
Date:	6/2/22
Designed:	EB
Drawn:	EB
Checked:	BK
DWG file:	200017-0294

	Figure
825 North Capitol Avenue • Indianapolis, IN 46204 EnviroForensics.com	2
	Project
	200017









### Legend

- Property boundary
- Former building
- GAS - Underground gas utility line
- WTR - Underground water utility line
- SAN - Underground sanitary utility line (Flow)
- UGT - Fiber optics line
- STM - Underground storm utility line (Flow)
- OVHD - Over head electrical utility line
- UGE - Underground electrical utility line
- Approximate Excavation areas (By Others)
- Manhole
- MW-10 - Monitoring well
- TW-10 - Temporary monitoring well
- PZ-107 - Piezometer
- MW-101 - Former monitoring well
- Approximate groundwater flow direction
- Proposed monitoring well

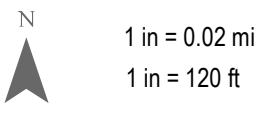
Each proposed monitoring well location encompasses an approximately 4'x4' area which will allow for a small variation in placement of finished well cap.

PROPOSED MONITORING WELL LOCATIONS	
Former Gunderson Cleaners 118 High Avenue Oshkosh, Wisconsin	
Date:	6/26/24
Designed:	EB
Drawn:	AL
Checked:	NM
DWG file:	200017-0381
	Figure 2
825 North Capitol Avenue • Indianapolis, IN 46204 EnviroForensics.com	Project 200017



# BASE MAP

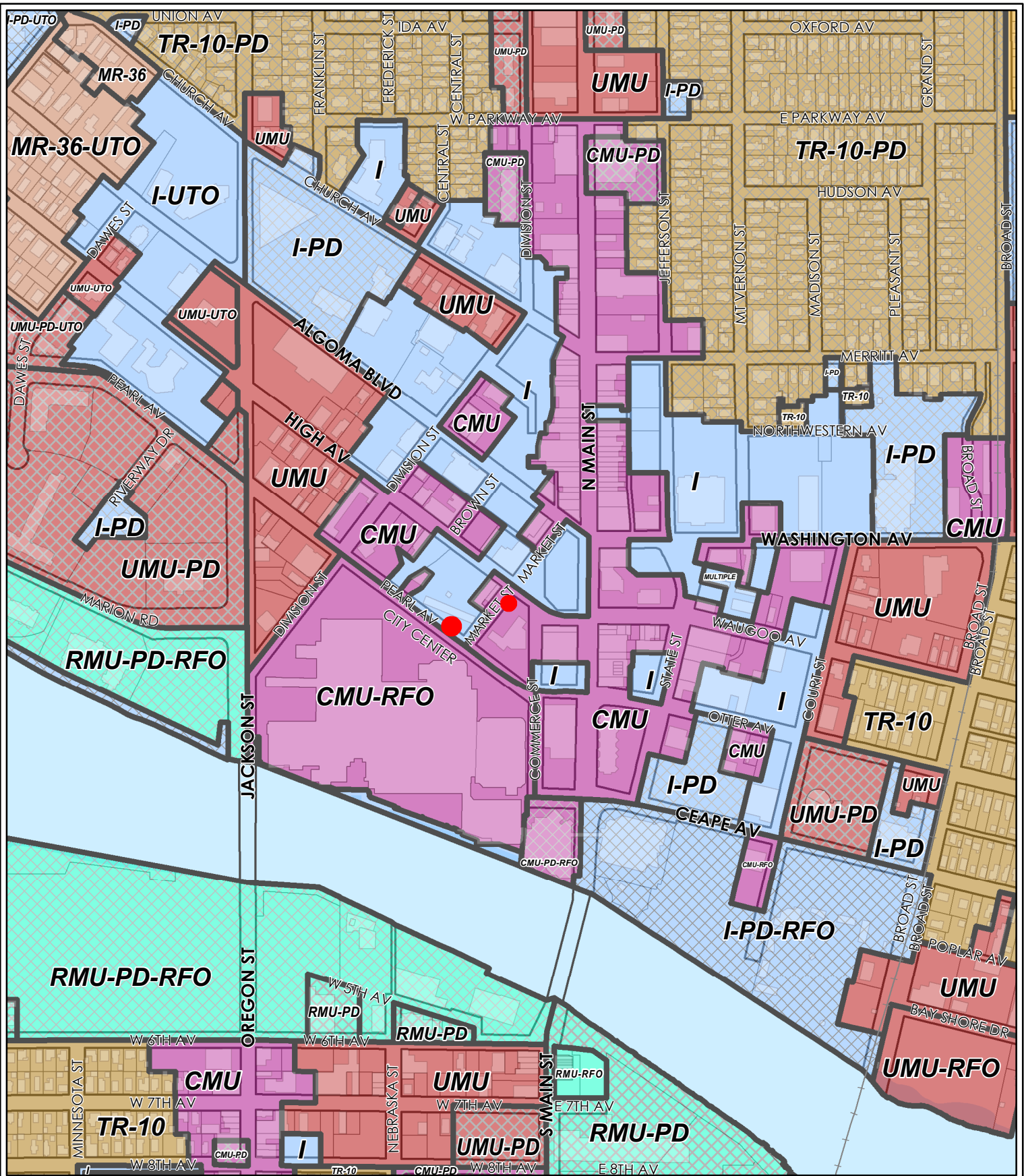
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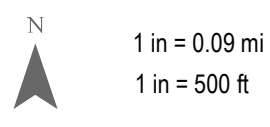
Printing Date: 6/26/2024  
 Prepared by: City of Oshkosh, WI







# ZONING MAP

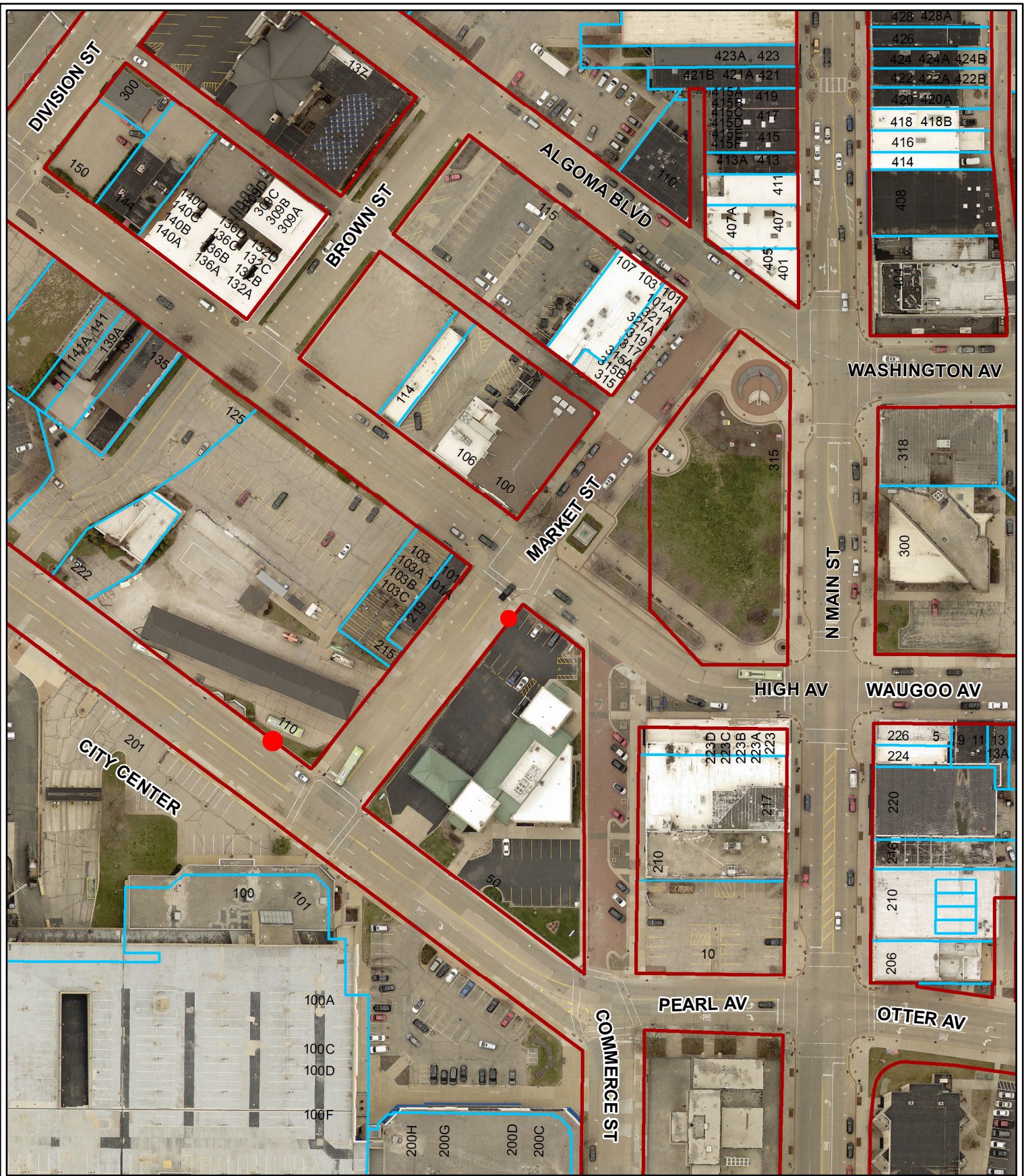


Printing Date: 6/26/2024  
Prepared by: City of Oshkosh, WI



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# AERIAL MAP

N  
 1 in = 0.02 mi  
 1 in = 120 ft

Printing Date: 6/26/2024  
 Prepared by: City of Oshkosh, WI



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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-382 Approve Specific Implementation Plan Amendment for Monument Sign at 4233 Waupun Road (Plan Commission Recommends Approval)

---

### **BACKGROUND**

The subject site consists of a 2.2-acre development site within a property located on the west side of Waupun Road, east of Interstate Highway 41. The property is zoned Institutional District with a Planned Development Overlay (I-PD) and contains an Educational Training Facility for Construction Management students at Fox Valley Technical College (FVTC). The surrounding area consists predominantly of agricultural uses, along with some institutional and residential uses. The 2040 Comprehensive Plan recommends Community Facility use for the subject property.

On March 14, 2023, Common Council approved a General Development Plan and Specific Implementation Plan for an educational training facility on the subject property. The applicant is requesting an amendment to the existing SIP for a new monument sign.

### **ANALYSIS**

The applicant is proposing a new 5' 5" tall, 27 sq. ft. monument sign along Waupun Road, with an 8' setback from the front property line. A base standard modification (BSM) is required for reduced setback as a 30' setback is required for the Institutional District. According to the applicant, the reduced setback is needed as the 30' setback would place the sign behind the existing fence and the existing vegetation to the north and south of the driveway, making it difficult to see the sign.

### **FISCAL IMPACT**

The applicant is anticipating spending approximately \$6,000 on the new sign.

### **RECOMMENDATION**

The Plan Commission recommended approval of the Specific Implementation Plan Amendment for a monument sign located at 4233 Waupun Road with findings and conditions on July 2, 2024. Please see the attached staff report and meeting minutes for more information.

---

### **Attachments**

Res 24-382  
SIP Amendment - 4233 Waupun Road

7/9/2024

24-382

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE SPECIFIC IMPLEMENTATION PLAN AMENDMENT FOR MONUMENT SIGN AT 4233 WAUPUN ROAD

**INITIATED BY:** FOX VALLEY TECHNICAL COLLEGE

PLAN COMMISSION RECOMMENDATION: Approved

**WHEREAS**, the Plan Commission finds that the Specific Implementation Plan Amendment for a monument sign at 4233 Waupun Road, is consistent with the criteria established in Section 30-387 of the Oshkosh Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that a Specific Implementation Plan Amendment for a monument sign at 4233 Waupun Road per the attached, is hereby approved, with the following findings:

1. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.
2. The proposed Planned Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.

The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.

**BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh** that the following are conditions of approval for a Specific Implementation Plan Amendment for a monument sign at 4233 Waupun Road:

1. Base Standard Modification from the required 30' sign front setback to 8' for the proposed monument sign.
2. A minimum of 50 landscaping points shall be planted around all sides of the monument sign and approved by the Department of Community Development.
3. Except as specifically modified by this Specific Implementation Plan Amendment, the terms and conditions of the original Specific Implementation Plan approval dated March 14, 2023 (Resolution 23-109) remain in full force and effect.

**ITEM: SPECIFIC IMPLEMENTATION PLAN AMENDMENT FOR MONUMENT SIGN LOCATED AT 4233 WAUPUN ROAD**

Plan Commission Meeting of July 2, 2024.

**GENERAL INFORMATION**

**Applicant/Owner:** Fox Valley Technical College

**Action(s) Requested:**

The petitioner requests approval of a Specific Implementation Plan (SIP) amendment for a monument sign at 4233 Waupun Road.

**Applicable Ordinance Provisions:**

Planned Development standards are found in Section 30-387 of the Zoning Ordinance.

**Background Information Property Location and Type:**

The subject site consists of a 2.2-acre development site within a property located on the west side of Waupun Street, east of State Highway 41. The property is zoned Institutional District with a Planned Development Overlay (I-PD) and contains an Educational Training Facility for Construction Management students at Fox Valley Technical College (FVTC). The surrounding area consists predominantly of agricultural uses along with some institutional and residential uses. The 2040 Comprehensive Plan recommends Community Facility use for the subject property.

On March 14, 2023, Common Council approved a General Development Plan and Specific Implementation Plan for an educational training facility to the subject property. The applicant is requesting amendment to the existing SIP for a new monument sign.

**Subject Site**

<i>Existing Land Use</i>	<i>Zoning</i>
Institutional	Institutional - PD

**Adjacent Land Use and Zoning**

<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Vacant	Urban Industrial -PD
<b>South</b>	Residential	Town of Nekimi
<b>East</b>	Vacant	Town of Nekimi
<b>West</b>	Vacant	Institutional - PD

<i>Comprehensive Plan Land Use Recommendation</i>	<i>Land Use</i>
2040 Land Use Recommendation	Community Facility

**ANALYSIS**



## Use

Plans were previously approved to develop a 5,000 sq. ft. storage building, 32' x 32' mock building, moveable storage container, moveable job trailer, dumpster and wash out station, parking lot, and an appropriate storm water management pond. The site will be used as the FVTC Educational Training Facility for Construction Management. No changes are being proposed to the existing use of the site.

## Site Design

No changes are being proposed to the existing site design.

## Lighting

A photometric lighting plan has not been submitted with this request.

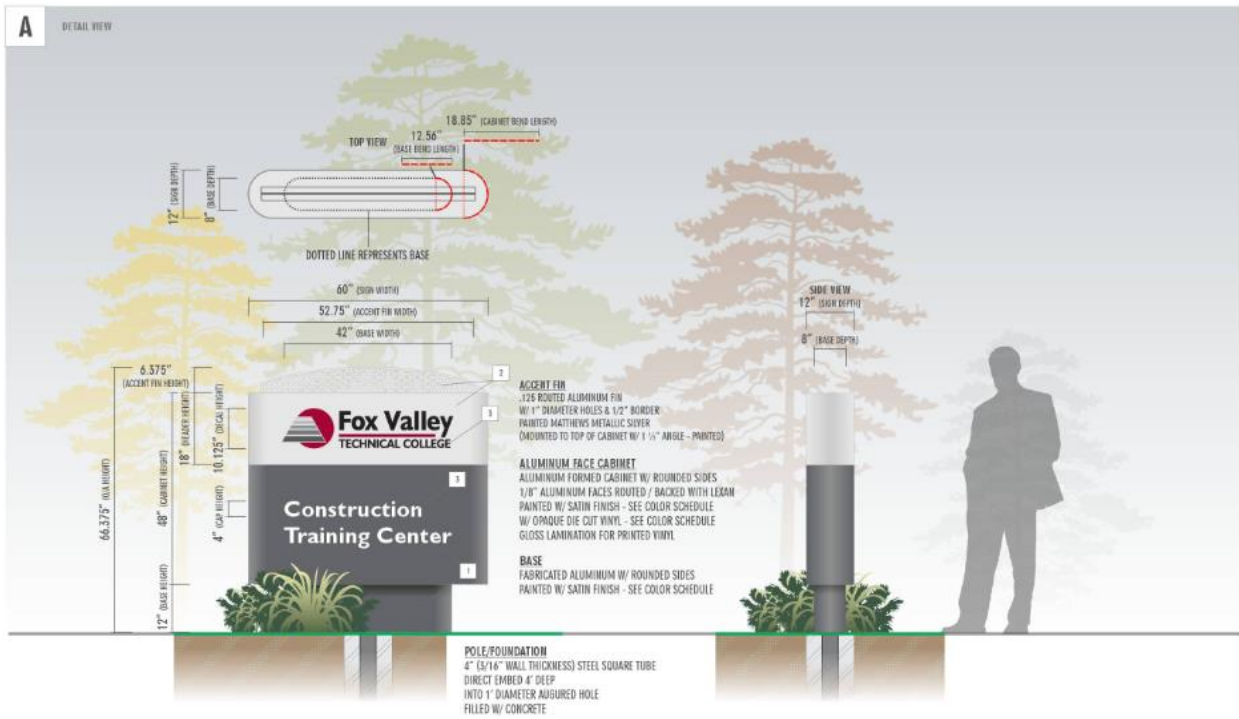
## Signage

The applicant is proposing a new 5' 5" tall, 27 sq. ft. monument sign along Waupun Road, with an 8' setback from the front property line. A base standard modification (BSM) is required for reduced setback as a 30' setback is required for the Institutional District. According to the applicant, the reduced setback is needed as the 30' setback would place the sign behind the existing fence and the existing vegetation to the north and south of the driveway, making it difficult to see the sign.



Submitted site plan

Staff is supportive of the requested BSM for reduced setback as it will allow for adequate visibility of the sign, and remain well under the maximum monument sign height of 15' and maximum square footage for lots greater than 2 acres (200 sq. ft.) for the Institutional District.



Sign plan



View from Waupun Road

### **Landscaping**

A landscaping plan has not been provided. Prior approvals of ground signage with reduced setbacks on other sites have included a condition requiring landscaping around the sign to be approved by the Department of Community Development. Staff is recommending that a condition be applied for planting a minimum of 50 landscaping points around all sides of the proposed ground sign to offset the BSM for reduced setback.

### **Design Standards**

No changes are being proposed to the existing building.

### **FINDINGS/RECOMMENDATION/CONDITIONS**

In its review and recommendation to the Common Council on an application for a Planned Development district, staff recommends the Plan Commission make the following findings based on the criteria established by Chapter 30-387 (C)(6):

- (a) The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.
- (d) The proposed Planned Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.

Staff recommends approval of the Specific Implementation Plan amendment as proposed with the findings listed above and the following conditions:

1. Base Standard Modification from the required 30' sign front setback to 8' for the proposed monument sign.
2. A minimum of 50 landscaping points shall be planted around all sides of the monument sign and approved by the Department of Community Development.
3. Except as specifically modified by this Specific Implementation Plan Amendment, the terms and conditions of the original Specific Implementation Plan approval dated March 14, 2023 (Resolution 23-109) remain in full force and effect.

Plan Commission recommends approval of the requested Specific Implementation Plan amendment with the findings and conditions at 4233 Waupun Road on July 2, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: Mr. Loewenstein and Council Member Nichols reported visiting the site.

Staff report accepted as part of the record.

The applicant is requesting approval of a Specific Implementation Plan (SIP) amendment for a monument sign at 4233 Waupun Road.

Ms. Dziengeleski presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. The subject site consists of a 2.2-acre development site within a property located on the west side of Waupun Road, east of State Highway 41. The property is zoned Institutional District with a Planned Development Overlay (I-PD) and contains an Educational Training Facility for Construction Management students at Fox Valley Technical College (FVTC). The surrounding area consists predominantly of agricultural uses along with some institutional and residential uses. The 2040 Comprehensive Plan recommends Community Facility use for the subject property.

On March 14, 2023, Common Council approved a General Development Plan and Specific Implementation Plan for an educational training facility on the subject property. The applicant is requesting amendment to the existing SIP for a new monument sign. Staff recommends approval of the SIP amendment with the findings and conditions listed in the staff report.

Mr. Perry opened up technical questions to staff.

Mr. Perry opened the public hearing and asked if the applicant wanted to make any statements.

Mr. Perry asked if other members of the public wished to speak.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

*Motion by Davey to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Lowenstein.*

Mr. Perry asked if there was any discussion on the motion.

*Motion carried 9-0.*



City of Oshkosh  
**Planned Development Application**  
**For General Development Plan or Specific Implementation Plan**

**\*\*PLEASE TYPE OR PRINT USING BLACK INK\*\***

**APPLICANT INFORMATION**

Petitioner: Fox Valley Technical College Date: 5/6/24  
Petitioner's Address: 1825 N. Bluemound Drive City: Appleton State: WI Zip: 54912  
Telephone #: (920) 735-2490 Email: lucas.carrigg3404@fvtc.edu preference:  Phone  Email  
Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
Petitioner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER INFORMATION**

Owner(s): Fox Valley Technical College Date: \_\_\_\_\_  
Owner(s) Address: 1825 N. Bluemound Drive City: Appleton State: WI Zip: 54912  
Telephone #: (920) 735-2490 Email: lucas.carrigg3404@fvtc.edu preference:  Phone  Email  
Ownership Status (Please Check):  Individual  Trust  Partnership  Corporation

**Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TYPE OF REQUEST:**

- General Development Plan (GDP)
- General Development Plan (GDP) Amendment
- Specific Implementation Plan (SIP)
- Specific Implementation Plan (SIP) Amendment

**SITE INFORMATION**

Address/Location of Proposed Project: 4233 Waupun Road  
Proposed Project Type: Education(FVTC Construction Training Center)  
Estimated Cost: \$6,000  
Current Use of Property: Education Zoning: PD  
Land Uses Surrounding Your Site: North: UI/PD (Alro Steel)  
South: Agriculture/Farm  
East: Agriculture/Farm  
West: PD(Fox Valley Tech Advanced Manufacturing & Technology Center)

- **It is recommended that the applicant meet with Planning Services staff prior to submittal to discuss the proposal.**
- **Application fees are due at time of submittal. Make check payable to City of Oshkosh.**
- **Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE**

For more information please visit the City's website at <https://www.ci.oshkosh.wi.us/CommunityDevelopment/>



**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

**(Submit only digital files. If file size exceeds 10 mb, please send through a file transfer. Please note at the discretion of Community Development staff may request a hard copy)**

*The following information must be provided in order for the application to be considered complete and able to be scheduled for Plan Commission Review. Please use the checklist below to determine the required information to be submitted at the time of application. If all information below cannot be provided at the time of application, please request a waiver in writing to the Division's Director or designee.*

- ❑ **A General Development Plan (GDP) submittal, per Section 30-387(C)(4), shall include the following items (Submit only digital files. Please note at the discretion of Community Development staff may request a hard copy):**
  - ❑ General location map of the subject site depicting:
    - All lands for which the Planned Development is proposed and other lands within 100 feet of the boundaries of the subject property.
    - Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
    - A graphic scale and north arrow.
  - ❑ Generalized site plan showing the pattern or proposed land uses, including:
    - General size, shape, and arrangement of lots and specific use areas.
    - Basic street pattern and pattern of internal drives.
    - General site grading plan showing preliminary road grades.
    - Basic storm drainage pattern, including proposed on-site stormwater detention.
    - General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
  - ❑ Statistical data, including:
    - Minimum lot sizes in the development.
    - Approximate areas of all lots.
    - Density/intensity of various parts of the development.
    - Building coverage.
    - Landscaping surface area ratio of all land uses.
    - Expected staging.
  - ❑ Conceptual landscaping plan.
  - ✅ General signage plan.
  - ❑ General outline of property owners association, covenants, easements, and deed restrictions.
  - ❑ A written description of the proposed Planned Development, including:
    - General project themes and images.
    - The general mix of dwelling unit types and/or land uses.
    - Approximate residential densities and nonresidential intensities.
    - General treatment of natural features.
    - General relationship to nearby properties and public streets.
    - General relationship of the project to the Comprehensive Plan or other area plans.
    - Proposed exceptions from the requirements of the Zoning Ordinance and enhancements that will be provided to compensate for them.
  - ❑ Traffic Impact Analysis (TIA), if deemed necessary by the Director of Planning Services, or designee.
- ❑ **A Specific Implementation Plan (SIP) submittal, per Section 30-387(C)(5), shall include the following items. Note that the area included in an SIP may be only a portion of the area included in a previously approved GDP (Submit only digital files. Please note at the discretion of Community Development staff may request a hard copy):**
  - ❑ An existing conditions map of the subject site depicting the following:
    - All lands for which the Planned Development is proposed and other lands within 100 feet of the boundaries of the subject site.
    - Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
    - Existing utilities and recorded easements.
    - All lot dimensions of the subject site.
    - A graphic scale and a north arrow.
  - ❑ An SIP map of the proposed site showing at least the following:
    - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled
    - All required and proposed building setback and offset lines
    - Impervious surface ratio (percentage)

- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls
  - Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
  - Location and dimension of all on-site parking (and off-site parking provisions if they are to be utilized), including a summary of the number of parking stalls provided per the requirements of Section 30-175 City of Oshkosh Zoning Ordinance
  - Location and dimension of all loading and service areas on the subject property
  - Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
  - Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators
- ❑ Proposed grading plan.
  - ❑ Specific landscaping plan for the subject site, specifying the location, species, and installation size of plantings. The landscaping plans shall include a table summarizing all proposed species and required and provided landscaping points for all applicable landscaping components (building foundation, paved areas, street frontages, yards, bufferyards).
  - ❑ Architectural plans for any nonresidential buildings, multi-family structures, or building clusters, other than conventional single-family or two-family homes on individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings. The architectural plans shall include a percentage breakdown of exterior materials applied to each building façade.
  - ❑ Conceptual Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
  - ❑ Signage plan for the project, including all project identification signs, concepts for public fixtures and signs, and group development signage themes that may or may not vary from City standards or common practices.
  - ❑ Any other necessary information as determined during pre-submittal meeting with City staff.
  - ❑ Specific written description of the proposed SIP including:
    - Specific project themes and images.
    - Specific mix of dwelling unit types and/or land uses.
    - Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
    - Specific treatment of natural features, including parkland.
    - Specific relationship to nearby properties and public streets.
    - Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by Plan Commission.
    - A statement of rationale as to why PD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PD project.
    - A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions/base standard modifications would occur and enhancements that will be provided to compensate for them.
    - Phasing schedule, if more than one development phase is intended.
  - ❑ Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
  - ❑ A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

Planning Staff may waive certain requirements if deemed not applicable to the project review.

**I hereby certify that to the best of my knowledge all required application materials are included with this application. I am aware that failure to submit the required completed application materials may result in denial or delay of the application request.**

Applicant's Signature (required): Lucas Carrigg

Date: 05/15/2024



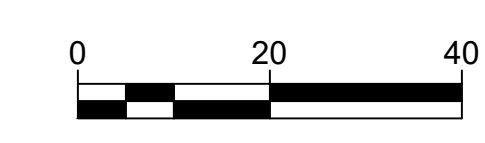
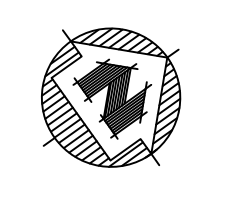
At the Fox Valley Technical College Construction Training Center at 4233 Waupun Road, we are proposing a monument sign near the entrance driveway. To comply with the City of Oshkosh Zoning Ordinance, Section 30-Article X-Signage, we are proposing a monument sign that conforms to the size, height, and characteristic requirements.

The sign we plan to install is 67" high and 60" wide. The existing site fence is currently 16' off the property line. Our proposed location of the monument sign would be in front of this fence which does not comply with setback requirements for an Institutional Zoning District.

Fox Valley Technical College is requesting a base standard modification (variance) from the setback requirement of 30'. To place our sign closer to the property line. See attached plans for requested location. Please consider these reasons:

- 1) A 30' setback would place the sign behind the existing fence.
- 2) The existing vegetation south and north of the driveway makes it more difficult to see the sign.
- 3) The proposed sign location provides better visibility from Waupun Rd.
- 4) The sign design complies with Figures 30-290a through 30-294 in Chapter 30 Article X. See attached sign drawing from Appleton Sign Company.
- 5) If the sign is to be placed behind the fence, it would need to be taller to be visible over the 4' high fence.
- 6) FVTC is proposing to provide landscaping/shrubbery around the sign that is consistent with typical installations of this type.





PARCEL AREA:  
 36.85 ACRES

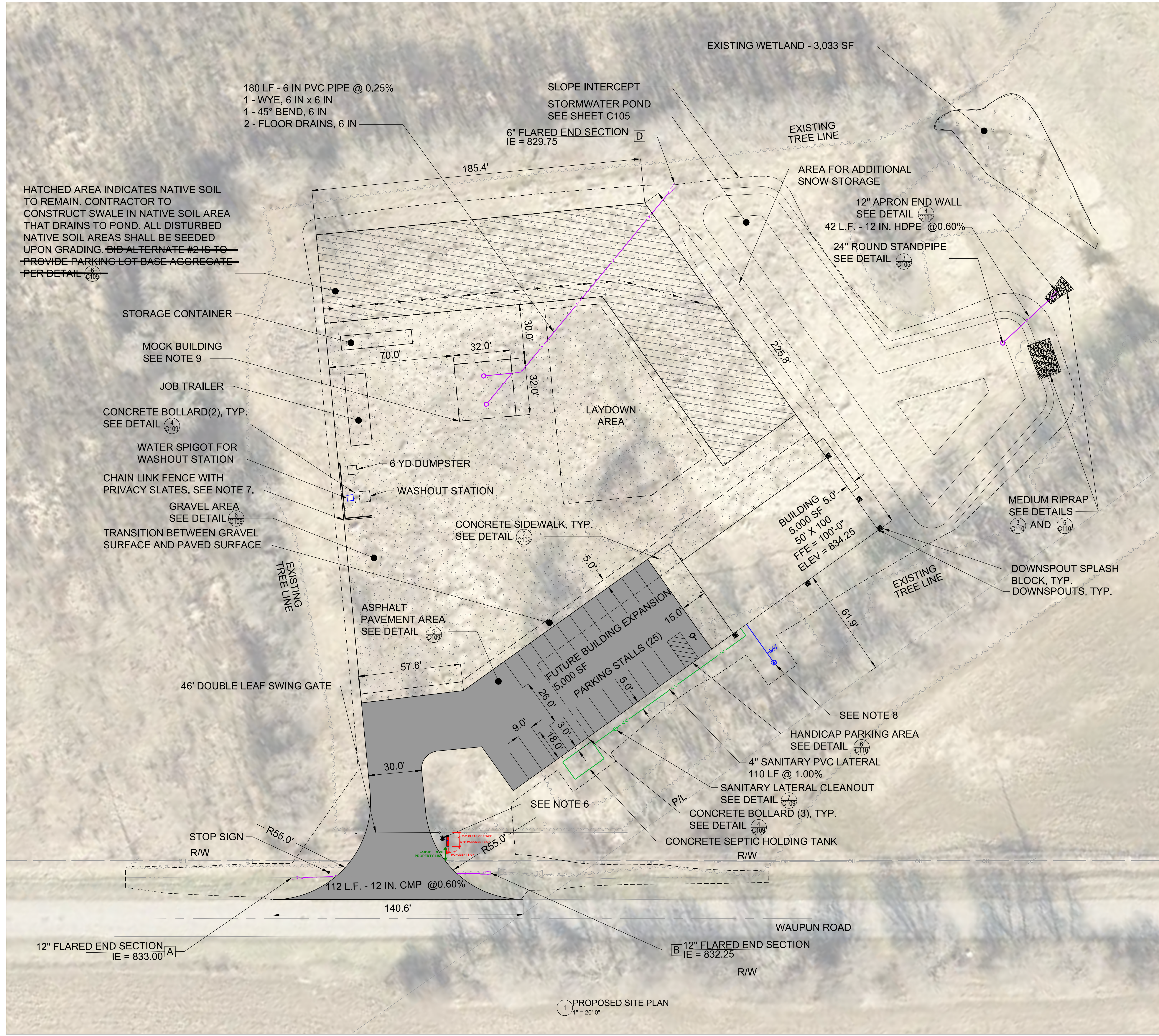
DISTURBED AREA  
 2.1 ACRES

EXISTING IMPERVIOUS AREA:  
 0 SQ. FT.

PROPOSED IMPERVIOUS AREA:  
 73,026 SQ. FT.

PROPOSED IMPERVIOUS PERCENTAGES:  
 DISTURBED AREA = 67%  
 PARCEL AREA = 5%

- NOTES:
1. ALL EROSION CONTROL MEASURE SHALL BE IMPLEMENTED AND CONSTRUCTED IN ACCORDANCE WITH WISCONSIN DNR TECHNICAL STANDARDS
  2. ALL WORK PERFORMED WITHIN THE RIGHT-OF-WAY OR ANY EASEMENTS CONFORMS TO CITY OF OSHKOSH SPECIFICATIONS
  3. ELECTRICAL SERVICE TO BE COORDINATED AND PROVIDED BY LOCAL UTILITY
  4. GAS SERVICE TO BE COORDINATED AND PROVIDED BY LOCAL UTILITY
  5. 4" YELLOW PAVEMENT STRIPING SHALL BE INSTALLED TO MARK THE PARKING STALLS IN THE ASPHALT PAVED PARKING AREA.
  6. DUAL POST OR MONUMENT SIGN BY FVTC. SIZE AND DESIGN PER OSHKOSH ZONING ORDINANCES CHAPTER 30 - ARTICLE X. FINAL DESIGN WILL BE SUBMITTED BY FVTC FOR REVIEW AS A SEPARATE PROJECT
  7. PRIVACY SLATES COLOR TO MATCH METAL BUILDING EXTERIOR WALL PANELS.
  8. APPROXIMATE WELL LOCATION, CONTRACTOR TO DETERMINE EXACT LOCATION DURING CONSTRUCTION. CONTRACTOR TO INSTALL 2" WATER SERVICE INTO BUILDING AND TRANSITION TO 1.5" AS SHOWN ON PLUMBING DRAWINGS. ALL UNDERGROUND WATER PIPING FROM THE WELL TO THE BUILDING SHALL BE 2". INSTALL 2" TEE, 2" CURB STOP AND KUPFERLE ECLIPSE 2 HYDRANT (OR EQUAL) FOR WINTERIZATION AND WELL FLUSHING.
  9. BID ALTERNATE #8 IS TO PROVIDE CONCRETE FOOTINGS AND FOUNDATION FOR MOCK BUILDING. BID ALTERNATE #9 IS TO PROVIDE STEEL FOR MOCK BUILDING.



1 PROPOSED SITE PLAN  
 1" = 20'-0"



SIP AMENDMENT  
4233 WAUPUN RD  
PC: 7-2-2024

CASTLE ROCK LAND  
CO/BLUE MOON HLDGS LLC  
PO BOX 3808  
OSHKOSH WI 54903-3808

LG DEVELOPMENT CORP  
3100 E HIGH ST  
JACKSON MI 49203-3467

CASTLE ROCK LAND  
SHARON INVEST & HOLDING  
3807 STATE ROAD 21 A  
OSHKOSH WI 54904-9323

GRS LLC  
3807 STATE ROAD 21 A  
OSHKOSH WI 54904-9323

FOX VALLEY TECH COLLEGE  
PO BOX 2277  
APPLETON WI 54912-2277

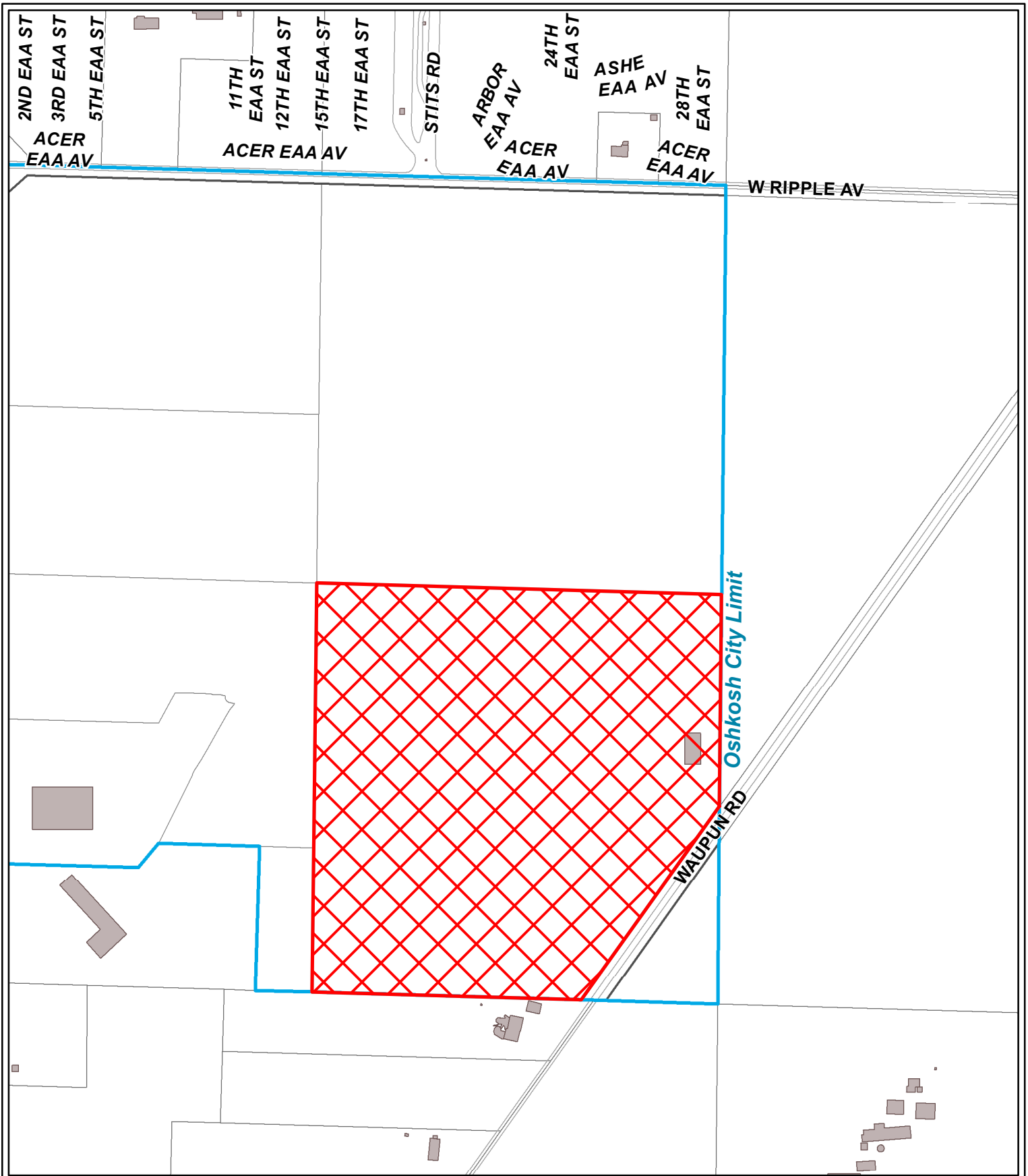
TOWN OF NEKIMI  
3790 PICKETT RD  
OSHKOSH WI 54904-6208

EAA  
PO BOX 3086  
OSHKOSH WI 54903-3086

GEORGE LEICHTFUSS  
4310 WAUPUN RD  
OSHKOSH WI 54902-9061

BLUE GREEN INVESTMENTS LLC  
2255 CLAIRVILLE RD  
OSHKOSH WI 54904-9082

PATRICK & B D RUEDINGER  
4315 WAUPUN RD  
OSHKOSH WI 54902-9062



4233 WAUPUN RD



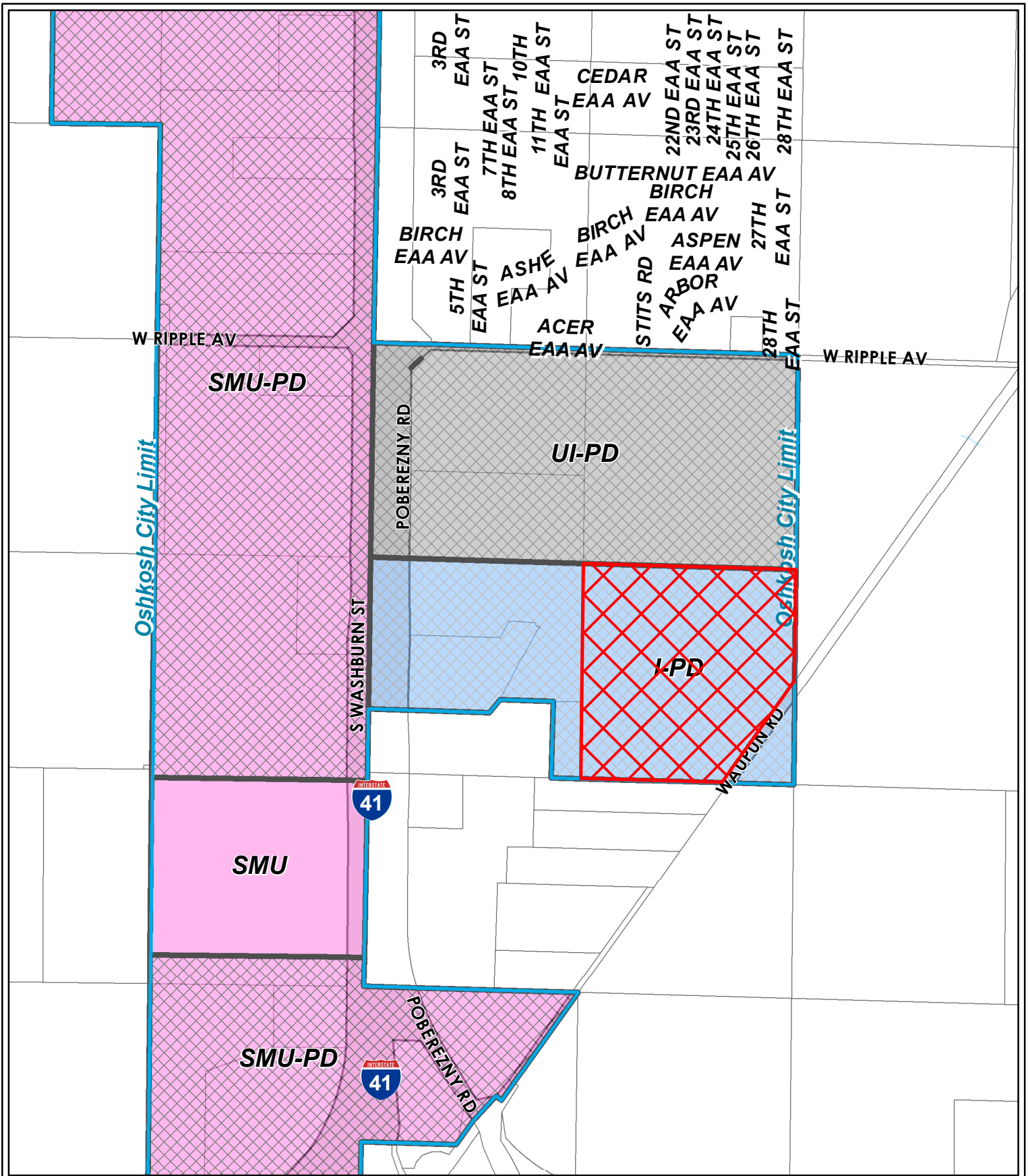
1 in = 0.08 mi  
1 in = 420 ft

Printing Date: 5/23/2024

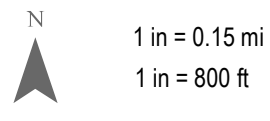
Prepared by: City of Oshkosh, WI



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**4233 WAUPUN RD**

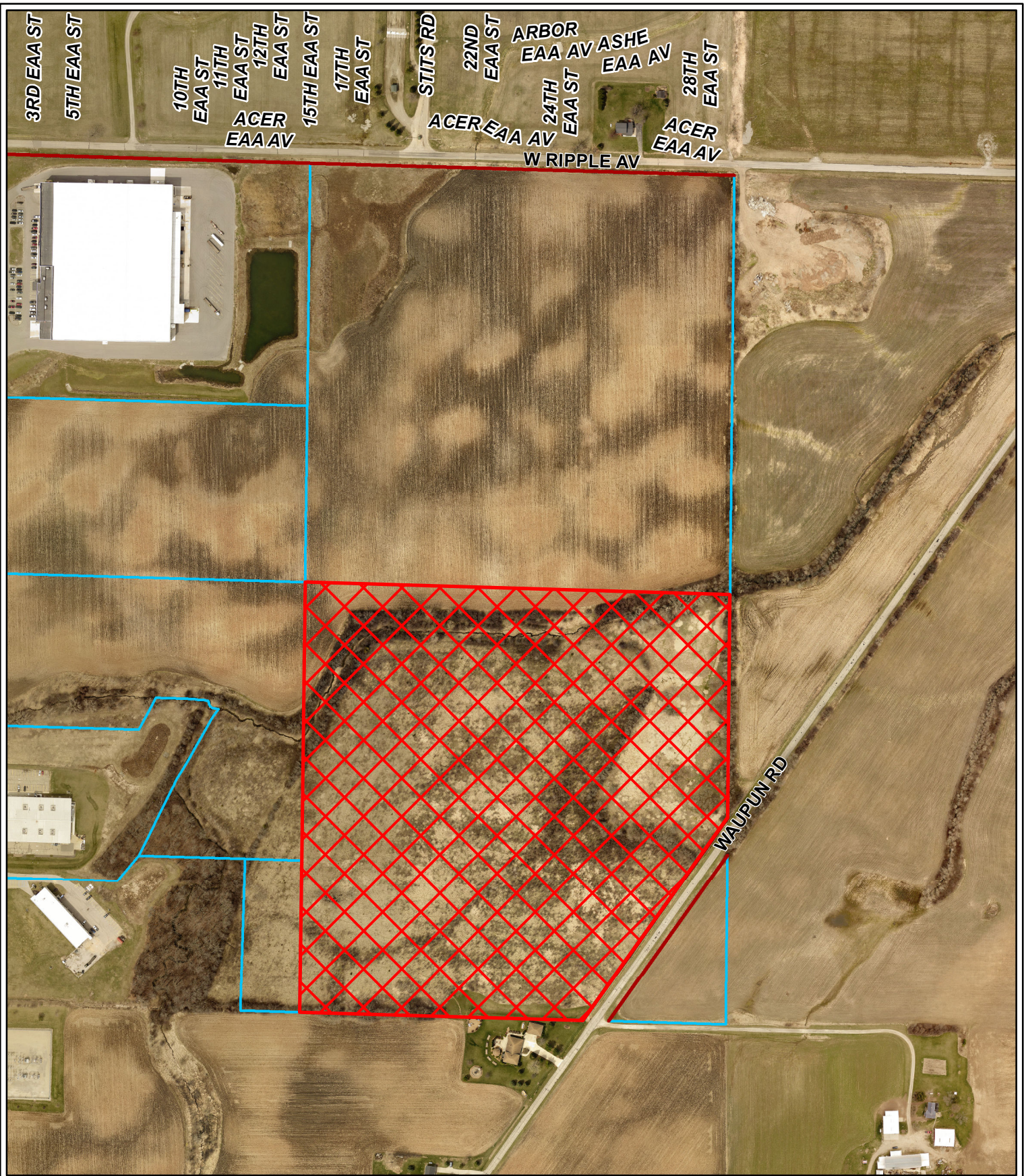


Printing Date: 5/23/2024  
 Prepared by: City of Oshkosh, WI

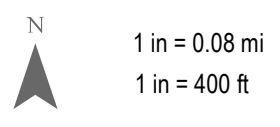


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4233 WAUPUN RD



Printing Date: 5/23/2024  
Prepared by: City of Oshkosh, WI



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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-383 Grant Underground Electric Easement at 3280 Compass Way (City Transload Facility) to Wisconsin Public Service Corporation (Plan Commission Recommends Approval)

---

### **BACKGROUND**

The subject property is a City-owned parcel located on the east side of Compass Way within the Southwest Industrial Park and is the location of the City's transload facility. The surrounding area is predominantly agricultural in use and is prepped for future industrial uses as recommended by the City's Comprehensive Plan.

WPS is requesting this easement to install electrical service to the transload terminal. This will connect from WPS's facilities to the west within a separate easement area granted by the City in 2014.

### **ANALYSIS**

The proposed easement is located along the north side of the City's property. The easement will commence from an existing private utility easement to the west. The easement is proposed to be 12 feet wide by approximately 160 feet long and 1,920 square feet (0.44 acres) in area.

The wording in the easement document will allow WPS to access the property, install underground electric lines and related infrastructure, and maintain or replace its facilities as needed. The easement is subject to the conditions and restrictions listed in the easement agreement.

The City Attorney's Office is coordinating with the Department of Community Development and WPS and has prepared a draft of the easement documents. The signed easement agreement will be recorded at the Winnebago County Register of Deeds upon approval by the Common Council.

### **RECOMMENDATION**

The Plan Commission recommended approval of the requested easement at 3280 Compass Way (City Transload Facility) on July 2, 2024. Please see the attached staff report and meeting minutes for more information.

---

### **Attachments**

Res 24-383  
Grant Easement - 3280 Compass Way

7/9/2024

24-383

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE UNDERGROUND ELECTRIC EASEMENT AT 3280 COMPASS WAY (CITY TRANSLOAD FACILITY) TO WISCONSIN PUBLIC SERVICE CORPORATION

**INITIATED BY:** CITY OF OSHKOSH

**BE IT RESOLVED by the Common Council of the City of Oshkosh** that the City hereby grants an underground electric easement to Wisconsin Public Service Corporation at 3280 Compass Way, and the proper City officials are authorized and directed to execute any and all documents necessary for purposes of same.

**ITEM: GRANT UNDERGROUND ELECTRIC EASEMENT AT 3280 COMPASS WAY (CITY TRANSLOAD FACILITY) TO WISCONSIN PUBLIC SERVICE CORPORATION**

Plan Commission Meeting of July 2, 2024.

**GENERAL INFORMATION**

**Applicant/Owner:** City of Oshkosh

**Actions Requested:**

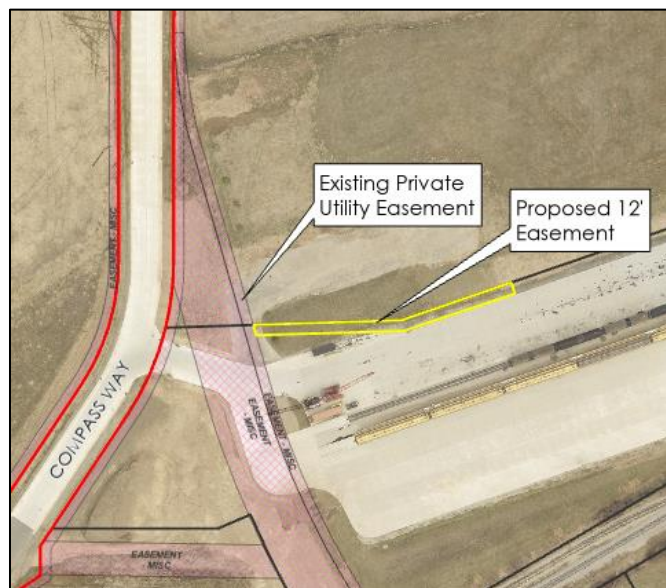
The City of Oshkosh requests to grant an underground electric easement to Wisconsin Public Service Corporation on City-owned land at 3280 Compass Way.

**Applicable Ordinance Provisions:** N/A

**Property Location and Background Information:**

The subject property is a City-owned parcel located on the east side of Compass Way within the Southwest Industrial Park and is the location of the City's transload facility. The surrounding area is predominantly agricultural in use and is prepped for future industrial uses as recommended by the City's Comprehensive Plan.

WPS is requesting this easement to install electrical service to the transload terminal. This will connect from WPS's facilities to the west within a separate easement area granted by the City in 2014.



**ANALYSIS**

The proposed easement is located along the north side of the City's property. The easement will commence from an existing private utility easement to the west. The easement is proposed to be 12 feet wide by approximately 160 feet long and 1,920 square feet (0.44 acres) in area.

Wording in the easement document will allow WPS to access the property, install underground electric lines and related infrastructure, and maintain or replace its facilities as needed. The easement is subject to conditions and restrictions listed in the easement agreement.

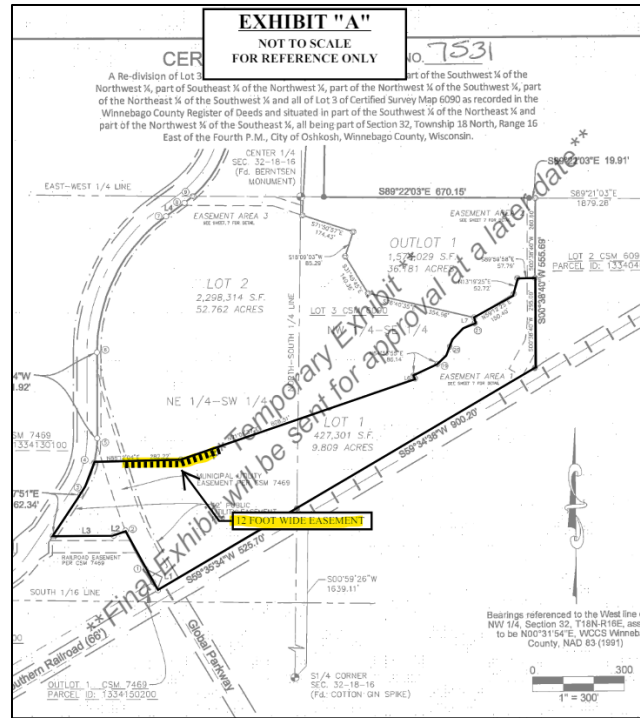


The City Attorney's Office is coordinating with the Department of Community Development and WPS, and has prepared a draft of the easement documents. The signed easement agreement will be recorded at the Winnebago County Register of Deeds upon approval by the Common Council.

**RECOMMENDATION/CONDITIONS**

Staff recommends approval of the granting of the proposed electric easement at 3280 Compass Way to Wisconsin Public Service Corporation as requested.

Plan Commission recommends approval of approval of the granting of the proposed electric easement at 3280 Compass Way to Wisconsin Public Service Corporation on July 2, 2024. The following is Plan Commission's discussion on the item.



Site Inspections Report: No Commissioner reported visiting the site.

Staff report accepted as part of the record.

The City of Oshkosh requests to grant an underground electric easement to Wisconsin Public Service Corporation (WPS) on City-owned land at 3280 Compass Way.

Mr. Nau presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. The subject property is a City-owned parcel located on the east side of Compass Way within the Southwest Industrial Park and is the location of the City's transload facility. The surrounding area is predominantly agricultural in use and is prepped for future industrial uses as recommended by the City's Comprehensive Plan.

WPS is requesting this easement to install electrical service to the transload terminal. This will connect from WPS's facilities to the west within a separate easement area granted by the City in 2014.

The proposed easement is located along the north side of the City's property. The easement will commence from an existing private utility easement to the west. The easement is proposed to be 12 feet wide by approximately 160 feet long and 1,920 square feet (0.44 acres) in area.

Wording in the easement document will allow WPS to access the property, install underground electric lines and related infrastructure, and maintain or replace its facilities as needed. The easement is subject to conditions and restrictions listed in the easement agreement.

The City Attorney's Office is coordinating with the Department of Community Development and WPS, and has prepared a draft of the easement documents. The signed easement agreement will be recorded at the Winnebago County Register of Deeds upon approval by the Common Council.

Mr. Perry opened up technical questions to staff.

Mr. Perry opened public comment and asked if the applicant wanted to make any statements.

Mr. Perry asked if any members of the public wished to speak.

Mr. Perry closed public comment.

There was no closing statement from the applicant.

*Motion by Davey to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Kiefer.*

Mr. Perry asked if there was any discussion on the motion.

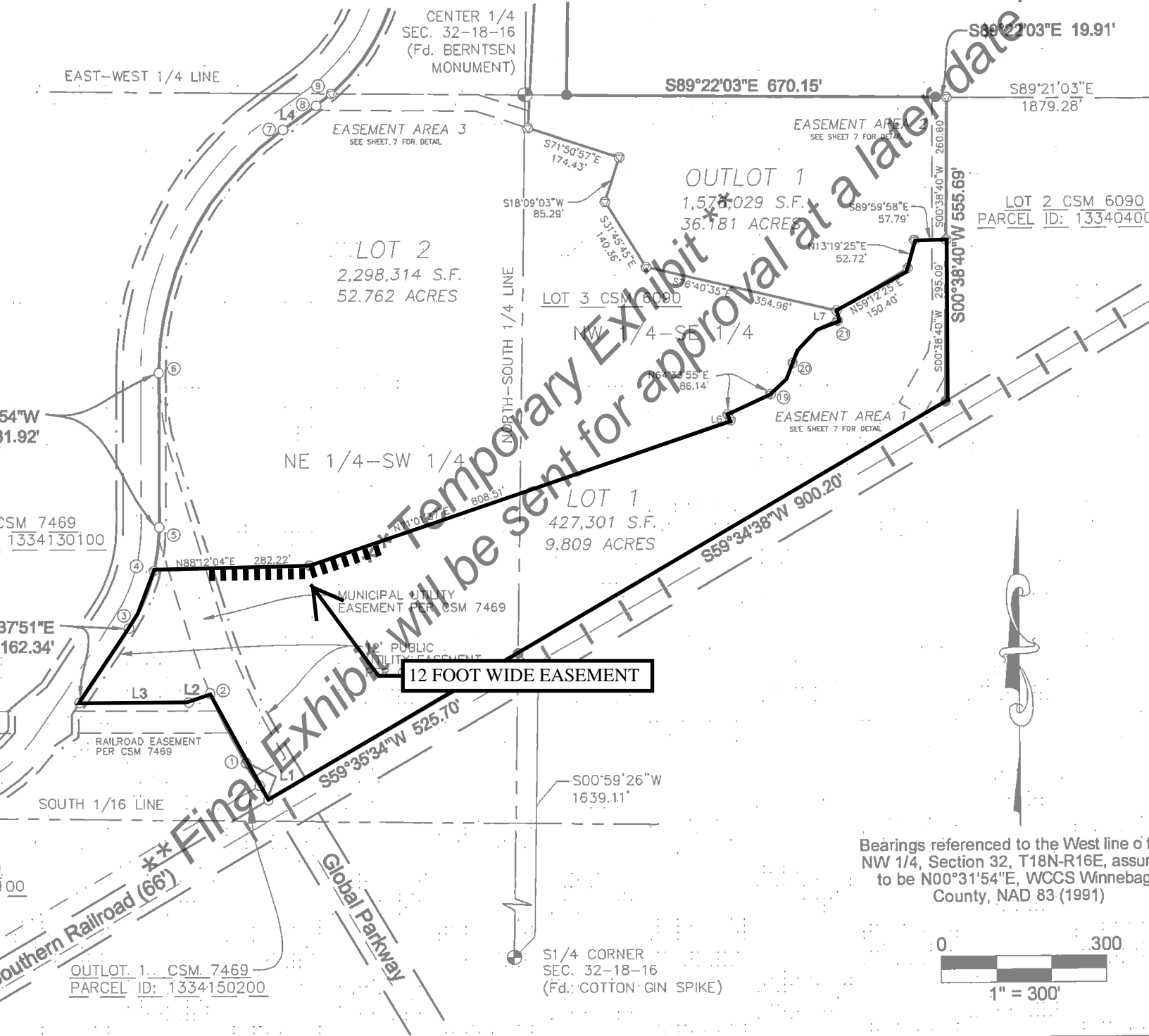
*Motion carried 9-0.*

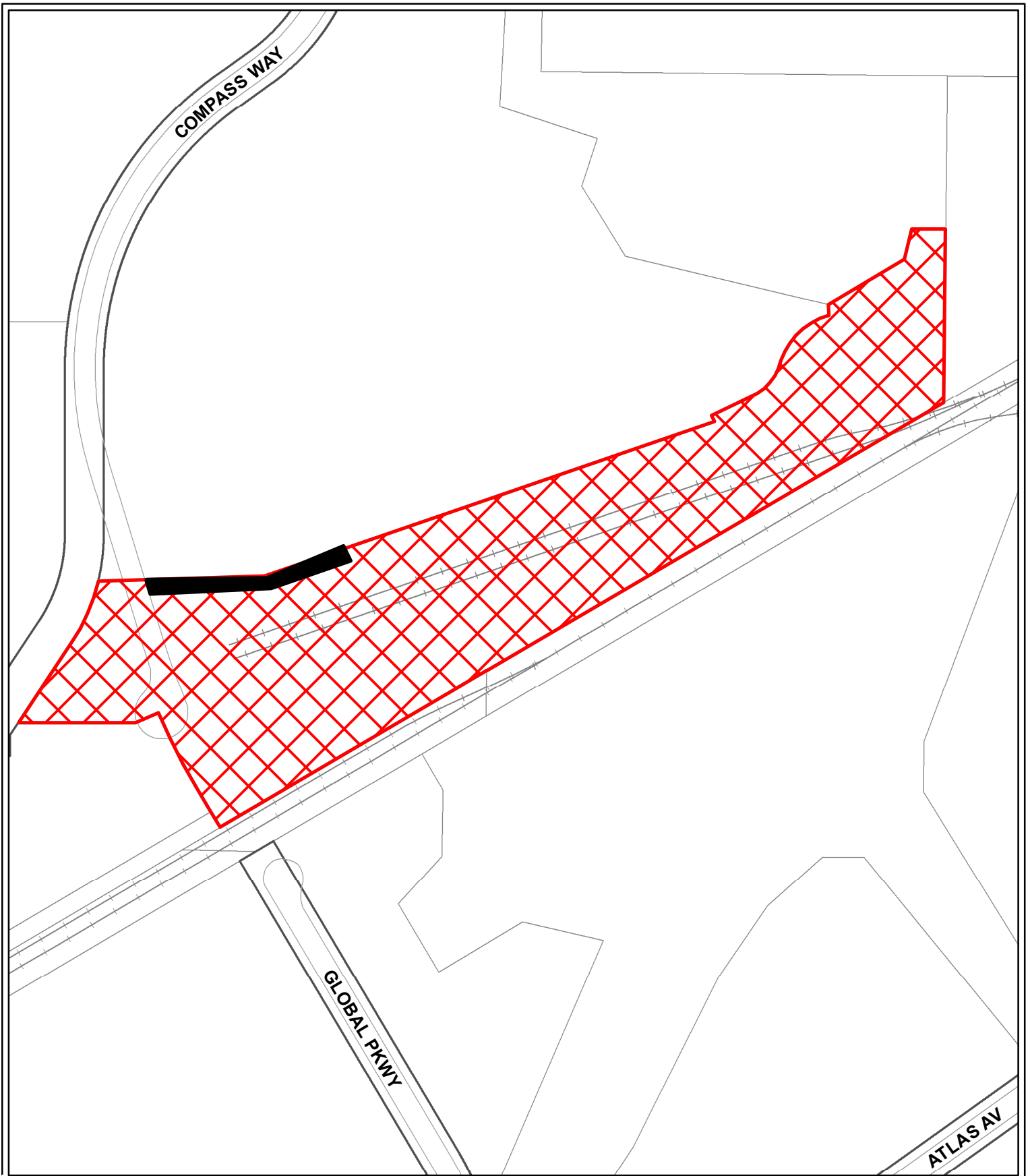
# EXHIBIT "A"

NOT TO SCALE  
FOR REFERENCE ONLY

NO. 7531

A Re-division of Lot 3 part of the Southwest 1/4 of the Northwest 1/4, part of Southeast 1/4 of the Northwest 1/4, part of the Northwest 1/4 of the Southwest 1/4, part of the Northeast 1/4 of the Southwest 1/4 and all of Lot 3 of Certified Survey Map 6090 as recorded in the Winnebago County Register of Deeds and situated in part of the Southwest 1/4 of the Northeast 1/4 and part of the Northwest 1/4 of the Southeast 1/4, all being part of Section 32, Township 18 North, Range 16 East of the Fourth P.M., City of Oshkosh, Winnebago County, Wisconsin.



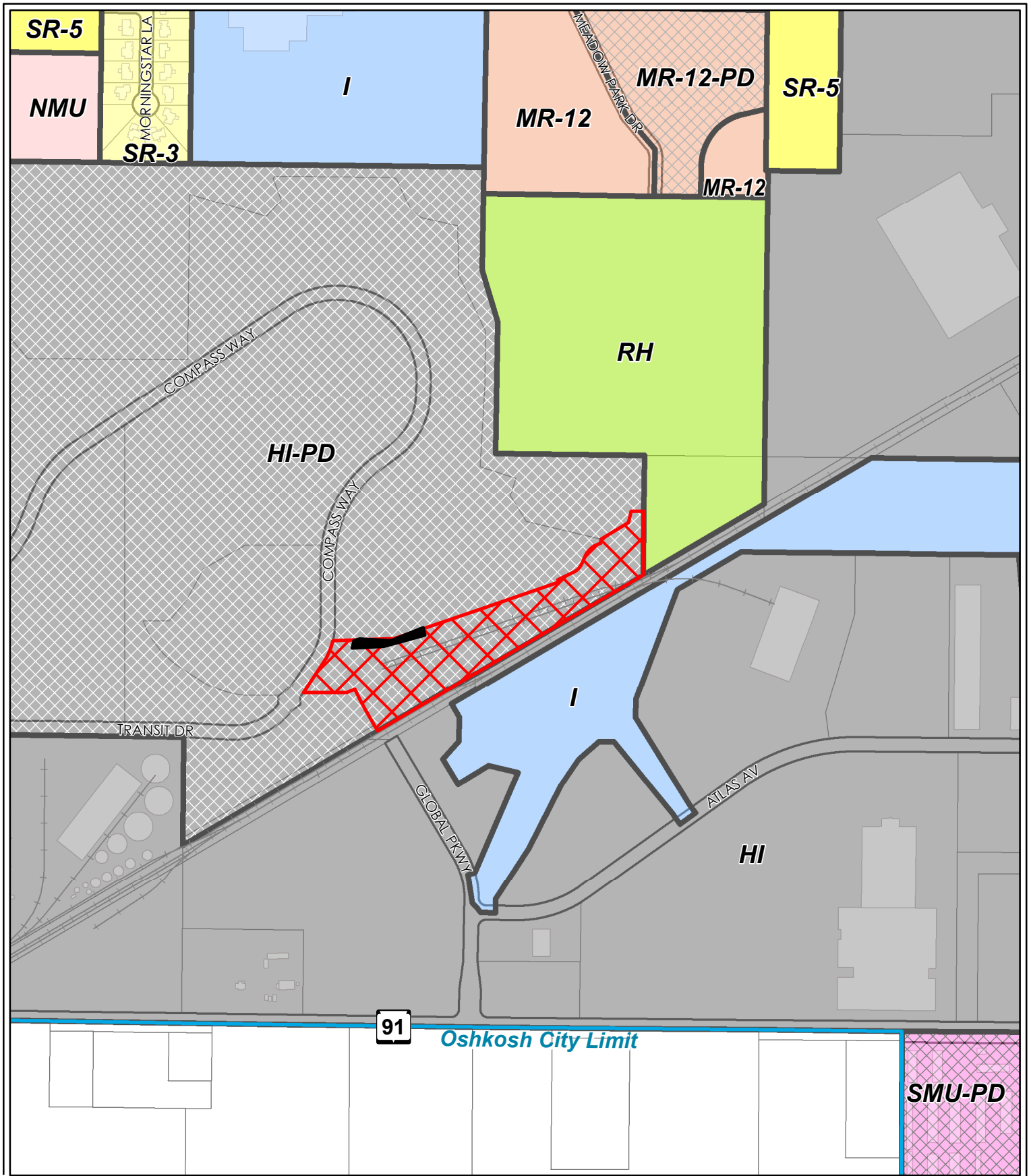


1 in = 0.04 mi  
1 in = 220 ft

Printing Date: 5/20/2024

Prepared by: City of Oshkosh, WI





91

Oshkosh City Limit

SMU-PD



1 in = 0.11 mi  
1 in = 600 ft

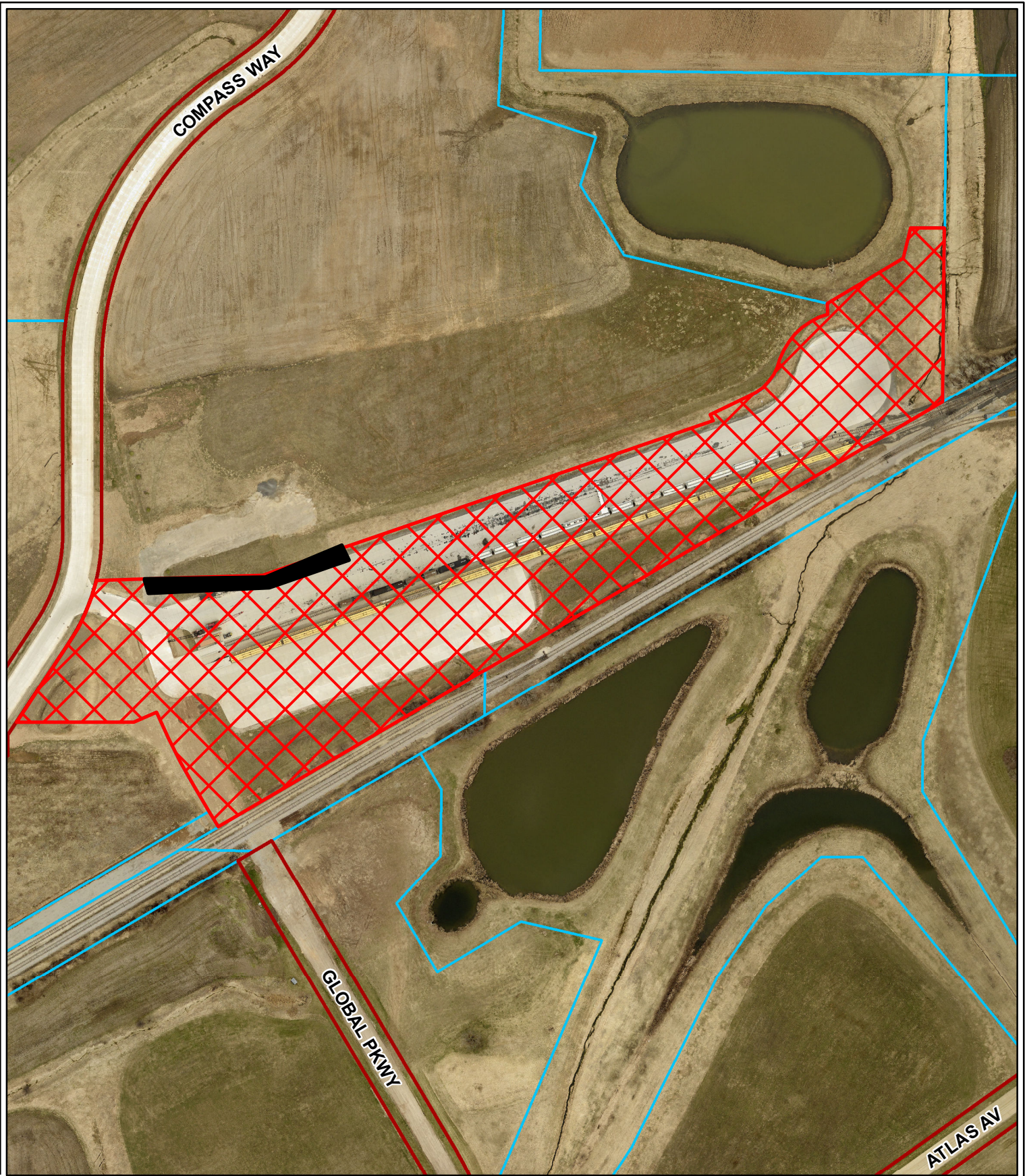
Printing Date: 5/20/2024

Prepared by: City of Oshkosh, WI



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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-384 Approve General Development Plan Amendment and Specific Implementation Plan Amendment for a Townhome Development between 1100 West 20th Avenue and 1020 West 20th Avenue (Parcel 130711201) (Plan Commission Recommends Approval)

---

## **BACKGROUND**

The subject site consists of a 1.52-acre vacant lot on the north side of West 20th Avenue, west of Knapp Street. The site is zoned Neighborhood Mixed Use District with Planned Development Overlay (NMU-PD). The surrounding area consists of residential uses to the north, east, and west along with commercial uses along West 20th Avenue and airport related uses on the south side of West 20th Avenue. A Planned Development was approved for the site in 2005 which included a total of 19 condominium units.

## **ANALYSIS**

The applicant is proposing an attached single-family condominium complex, which will include three townhouse style buildings with a total of 18 units. The proposed 18 units result in a density of 11.8 units per acre, exceeding the intended maximum density of 10 units per acre for single-family homes in the NMU district. Staff is supportive of a base standard modification (BSM) to allow the increased density, as the proposed development will have a slight reduction in density from the previously approved Planned Development.

As proposed, two of the townhome buildings will have 5 units, and one of the buildings will have 8 units. The NMU district allows townhomes of 3-4 units per building. A BSM is required to allow these buildings, as 5-8 unit townhouses are not permitted in the NMU district. Staff is supportive of this BSM request as the proposed buildings are consistent with neighboring condo buildings to the west, which include 5-8 unit buildings. The proposed townhome sizes are scaled appropriately to the surrounding area as compared to the previously approved Planned Development which had all 19 units within one building.

As proposed, two of the townhome buildings will have 5 units, and one of the buildings will have 8 units. The NMU district allows townhomes of 3-4 units per building. A BSM is required to allow these buildings, as 5-8 unit townhouses are not permitted in the NMU district. Staff is supportive of this BSM request as the proposed buildings are consistent with neighboring condo buildings to the west, which include 5-8 unit buildings. The proposed townhome sizes are scaled appropriately to the surrounding area as compared to the previously approved Planned Development which had all 19 units within one building.

## **BOARD/COMMISSION INFORMATION**

The July 2, 2024 Plan Commission meeting involved discussion related to existing trees along the north property line and traffic concerns. During the hearing, two individuals spoke regarding the request. The comments included a request to preserve existing trees along the north property line on private property as it relates to placement of a fence and access to an existing transformer. The applicant stated he will work with the neighbor regarding fencing placement and the development should not affect access to the existing transformer. The attached minutes provide further information related to their comments.

## **FISCAL IMPACT**

Approval of this may result in an increase in the assessed property value for the site. The applicant is anticipating spending approximately \$4.5 million on the proposed project.

## RECOMMENDATION

The Plan Commission recommended approval of the requested General Development Plan Amendment and Specific Implementation Plan Amendment for a Townhome Development between 1100 West 20th Avenue and 1020 West 20th Avenue (parcel 1307110201) with findings and conditions on July 2, 2024. Please see the attached staff report and meeting minutes for more information.

---

## Attachments

Res 24-384

GDP Amendment & SIP 0 W 20th Ave



7/9/2024

24-384

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE GENERAL DEVELOPMENT PLAN AMENDMENT AND SPECIFIC IMPLEMENTATION PLAN AMENDMENT FOR A TOWNHOME DEVELOPMENT BETWEEN 110 WEST 20<sup>TH</sup> AVENUE AND 1020 WEST 20<sup>TH</sup> AVENUE (PARCEL 1307110201)

**INITIATED BY:** AMERICAN ARCHITECTURAL GROUP, INC.

PLAN COMMISSION RECOMMENDATION: Approved

**WHEREAS**, the Plan Commission finds that the General Development Plan Amendment and Specific Implementation Plan Amendment for a townhome development between 110 West 20<sup>th</sup> Avenue and 1020 West 20<sup>th</sup> Avenue, Parcel 1307110201, is consistent with the criteria established in Section 30-387 of the Oshkosh Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that a General Development Plan Amendment and Specific Implementation Plan Amendment for a townhome development between 110 West 20th Avenue and 1020 West 20th Avenue, Parcel 1307110201, per the attached, is hereby approved, with the following findings:

1. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.
2. The proposed Planned Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
3. The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of different land uses and development densities/intensities.
6. The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.
7. The proposed Planned Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.

The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this Chapter.

**BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh** that the following are conditions of approval for a General Development Plan Amendment and Specific Implementation Plan Amendment for a townhome development between 110 West 20th Avenue and 1020 West 20th Avenue, Parcel 1307110201:

1. Base Standard Modification (BSM) to allow 5-8 unit townhouses.
2. BSM for increased impervious surface ratio to 61.52%.
3. BSM to allow increased lot density to 3,675 sq. ft. per dwelling unit.
4. BSM to allow a multi-family use with 0 bicycle parking spaces.

5. BSM to allow a multi-family use without a pedestrian and bicycle access.
6. BSM to allow reduced outdoor recreation space to 250 sq. ft.
7. BSM to allow reduced street frontage landscaping to 0 points.
8. Final landscaping and lighting plans shall be reviewed and approved by the Department of Community Development.

**ITEM: GENERAL DEVELOPMENT PLAN AMENDMENT & SPECIFIC IMPLEMENTATION PLAN AMENDMENT FOR A TOWNHOME DEVELOPMENT BETWEEN 1100 WEST 20<sup>TH</sup> AVENUE & 1020 WEST 20<sup>TH</sup> AVENUE (PARCEL 1307110201)**

Plan Commission Meeting of July 2, 2024.

**GENERAL INFORMATION**

**Applicant:** American Architectural Group, Inc.

**Property Owner:** Intrepid Investments, LLC

**Action(s) Requested:**

The applicant requests approval of a General Development Plan Amendment and Specific Implementation Plan Amendment for a townhome development between 1100 West 20<sup>th</sup> Avenue and 1020 West 20<sup>th</sup> Avenue, parcel 1307110201.

**Applicable Ordinance Provisions:**

Planned Development standards are found in Section 30-387 of the Zoning Ordinance.

**Property Location and Background Information:**

The subject site consists of a 1.52-acre vacant lot on the north side of West 20<sup>th</sup> Avenue, west of Knapp Street. The site is zoned Neighborhood Mixed Use District with Planned Development Overlay (NMU-PD). The surrounding area consists of residential uses to the north, east, and west along with commercial uses along West 20<sup>th</sup> Avenue and airport related uses on the south side of West 20<sup>th</sup> Avenue. The 2040 Comprehensive Land Use Plan recommends Neighborhood Commercial use for the subject area.

On August 9, 2005, Common Council approved a Planned Development for a condominium complex consisting of a 2-story structure containing 19 dwelling units. However, the approved development was never constructed.

**Subject Site**

<i>Existing Land Use</i>	<i>Zoning</i>
Vacant	NMU-PD

<i>Recognized Neighborhood Organizations</i>
N/A

## Adjacent Land Use and Zoning

<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Single-family residential	SR-5
<b>South</b>	Airport & Commercial	I
<b>East</b>	Multi-family residential	NMU
<b>West</b>	Multi-family residential	NMU

<i>Comprehensive Plan Land Use Recommendation</i>	<i>Land Use</i>
2040 Comprehensive Land Use Recommendation	Neighborhood Commercial

## ANALYSIS

### Use

The applicant is proposing an attached single family condominium complex, which will include three townhouse style buildings with a total of 18 units. The proposed 18 units results in a density of 11.8 units per acre, exceeding the intended maximum density of 10 units per acre for single family homes in the NMU district. Staff is supportive of a base standard modification (BSM) to allow the increased density as the proposed development will have a slight reduction in density from the previously approved Planned Development, which had 19 units.

As proposed, two of the townhome buildings will have 5 units and one of the buildings will have 8 units. The NMU district allows townhomes of 3-4 units per building. A BSM is required to allow these buildings as 5-8 unit townhouses are not permitted in the NMU district. Staff is supportive of this BSM request as the proposed buildings are consistent with neighboring condo buildings to the west, which include 5-8 unit buildings. The proposed townhome sizes are scaled appropriately to the surrounding area as compared to the previously approved Planned Development which had all 19 units within one building.

A neighborhood meeting was held on June 10, 2024. Neighbors in attendance were generally supportive of the proposed development. Comments at the meeting included concerns regarding storm water management, preservation of trees on a neighboring property, and request for fencing along the east property line. The applicant has agreed to provide fencing along the east property line to match proposed fencing along the north property line.

### Site Design/Access

The proposed site will utilize an existing shared access drive off of West 20<sup>th</sup> Avenue. The applicant is providing 18 garage parking spaces and 36 driveway spaces to meet parking requirements. Proposed setbacks are compliant with NMU district requirements.

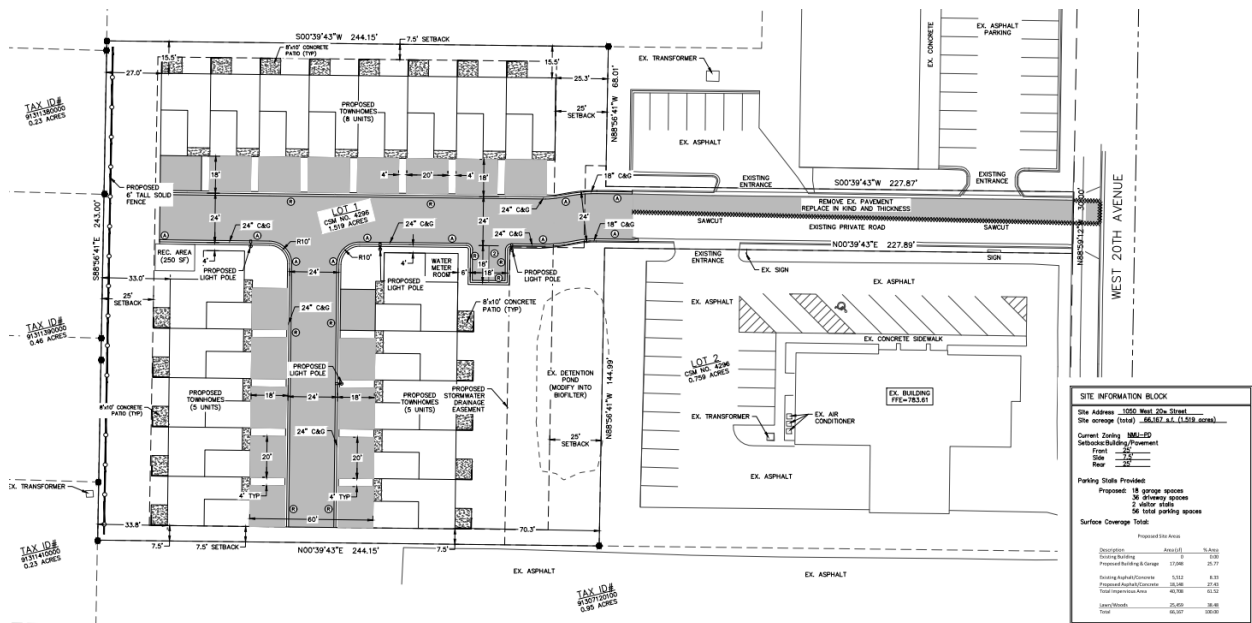
	<u>Required</u>	<u>Provided</u>
Parking Spaces	Minimum: 18	56
Impervious Surface	Maximum: 50% of lot	61.52% of lot

Density	Maximum: 9.2 Dwelling Units	18 Dwelling Units
---------	-----------------------------	-------------------

	<u>Minimum</u>	<u>Provided</u>
Side Setback (south)	7.5 ft.	25 ft.
Side Setback (east)	7.5 ft.	7.5 ft.
Side Setback (west)	7.5 ft.	7.5 ft.
Rear Setback (north)	25 ft.	25 ft.

The applicant is requesting a BSM to allow increased impervious surface ratio to 61.52% of the lot, where code allows a maximum of 50% of the lot in the NMU district. The previously approved plan for the site had an impervious surface ratio of 55%. Staff is supportive of the relatively minor increase in impervious surface as it is necessary to accommodate footprints of three small townhouse buildings, as compared to the previously approved one larger multi-family building site. This serves to provide buildings that are scaled more consistently with neighboring residential properties.

The applicant is also requesting a BSM to allow the site to have 3,675 sq. ft. per dwelling unit, where code requires 7,200 sq. ft. per dwelling unit. Based on the square footage of the site, the applicant is allowed a maximum of 9.2 units and are proposing 18 units. As previously noted, staff is supportive of the proposed density as it is a reduction from the previously approved plan.



Refuse enclosures are not included on the site as the applicant has stated that all units will have their own garbage and recycling dispensers. The applicant is requesting a BSM to waive the bicycle parking requirement of 5% of vehicle parking spaces (6). They are also requesting to waive the requirement for a pedestrian/bicycle access to the site. Staff is supportive of both of these BSM requests as each unit will have a garage and two driveway parking spaces to



accommodate bicycle parking. The existing shared driveway access to the site leaves minimal space for an adjacent onsite pedestrian/bicycle access.

Code requires recreation area for multi-family developments at a minimum of 200 sq. ft. plus 25 sq. ft. per bedroom, for a total of 1,400 sq. ft. of recreation area. The applicant is requesting a BSM to allow reduction of recreation area as only 250 sq. ft. of designated recreation area (swing set, sand box, picnic table) is being provided. The applicant notes that each unit will have their own 80 sq. ft. concrete patio (1,440 sq. ft. total) and there will also be miscellaneous grass areas for recreation. Staff is supportive of the BSM request as the patio areas and open greenspace will serve to meet outdoor recreational needs for the site.

### Signage

The applicant is not proposing signage for the site.

### Landscaping



POINTS CALCULATION		
<b>BUILDING A FOUNDATION</b>		
POINTS REQUIRED: 348 LF/100 LF X 40 POINTS =	140	POINTS REQUIRED
POINTS SUPPLIED:	152.4	POINTS SUPPLIED
<b>BUILDING B FOUNDATION</b>		
POINTS REQUIRED: 348 LF/100 LF X 40 POINTS =	140	POINTS REQUIRED
POINTS SUPPLIED:	152.4	POINTS SUPPLIED
<b>BUILDING C FOUNDATION</b>		
POINTS REQUIRED: 464 LF/100 LF X 40 POINTS =	186	POINTS REQUIRED
POINTS SUPPLIED:	192.6	POINTS SUPPLIED
<b>PAVED AREAS</b>		
POINTS REQUIRED: 16,768 SF/10,000 SF X 50 POINTS =	84	POINTS REQUIRED
POINTS SUPPLIED:	253	POINTS SUPPLIED
TREE POINTS SUPPLIED:	150	POINTS
SHRUB POINTS SUPPLIED:	43	POINTS
<b>YARDS</b>		
POINTS REQUIRED: 17,840 SF/1000 SF X 20 POINTS =	357	POINTS REQUIRED
POINTS SUPPLIED:	420	POINTS SUPPLIED
TOTAL POINTS REQUIRED:	907	POINTS
TOTAL POINTS SUPPLIED:	1,170.4	POINTS

### Building Foundation

The building foundation landscaping point requirement of 40 landscaping points per 100 linear feet of building foundation is being met for each of the buildings.

### Paved Area

The paved area requirement of 50 landscaping points per 10 parking stalls or 10,000 sq. ft. of paved area is being met. The code further specifies 30% of all points will be devoted to tall trees and 40% will be devoted to shrubs. Both of these requirements are being met. The plan is also meeting the requirement that a deciduous tree be planted at all parking row ends.

### Street Frontage

Code requires 100 landscaping points per 100 feet of right-of-way. The existing shared driveway encompasses most of the front property line width, leaving minimal area for street frontage plantings. Staff is recommending a BSM to waive the street frontage landscaping requirement.

### Yards

Code requires 20 landscaping points per 1,000 sq. ft. of gross floor area. The provided yard landscaping points exceed this requirement.

### Bufferyards

A 0.2 opacity bufferyard is required along the neighboring Single Family Residential -5 (SR-5) zoned properties to the north of the site. The applicant is providing a 25' wide bufferyard along the north property line along with a 6' solid fence to meet the bufferyard requirement. Although there is no bufferyard requirement along the east property line as it is abutting an NMU zoned property, the applicant is providing 6' solid fencing along the east property line per request from the neighboring property owners.

## Storm Water Management/Utilities

The Department of Public Works has reviewed the plans and noted that final submitted plans are required to be in full compliance with the requirements of the City of Oshkosh Municipal Code Chapter 14 for storm water management.

## Site Lighting

The applicant submitted a photometric plan for the site. The lighting levels meet the .4 foot-candle minimum requirement for parking and drive areas, while not exceeding the maximum of .5 foot-candles of light trespass at the property lines.

The proposed 15' light poles are under the maximum light fixture mounting height of 23' (including 3' base) for the NMU district and will have full cut-off fixtures per lighting code requirements. The fixtures must be shielded so that the lighting elements are not visible from neighboring residential properties. This will be verified during Site Plan Review.

## Building Facades

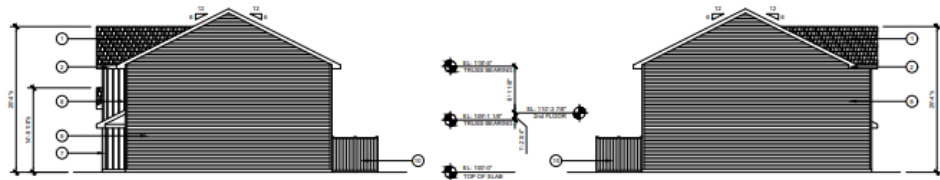


5-unit Townhouse building elevations



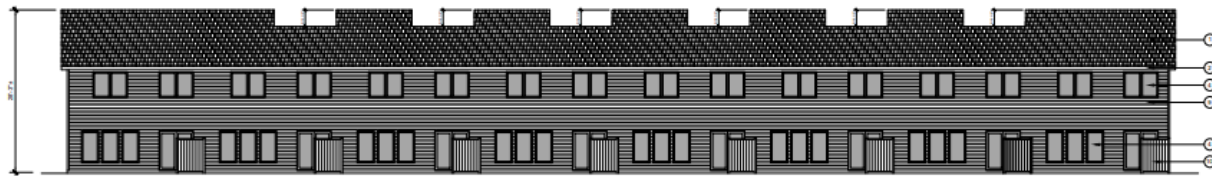
FRONT ELEVATION

- EXTERIOR MATERIALS:**
1. SHINGLES (COLOR: DARK GRAY)
  2. 1/2\"/>



SIDE ELEVATION

SIDE ELEVATION



REAR ELEVATION

### 8-unit Townhouse building elevations

The proposed townhomes are two-story buildings with the exterior consisting primarily of vinyl and vinyl board and batten siding. The inclusion of dormers, varying roof heights, and variation of window placement provide building articulation. The proposed elevations are meeting multi-family residential design standards.

### Overall Site

The applicant is requesting BSMs for increased density and impervious surfaces, reduction of recreation area, and waiving bicycle parking, pedestrian access, and street frontage landscaping requirements. Staff is supportive of these BSMs as it will result in a more compatible development with surrounding properties than the previously approved development. To offset the requested BSMs, the applicant has provided 129% of the required landscaping points as well as additional 6' solid fencing along the east property line. Staff is comfortable that the applicant has adequately offset the requested BSMs.

### FINDINGS/RECOMMENDATION/CONDITIONS

In its review and recommendation to the Common Council on an application for a Planned Development district, staff recommends the Plan Commission consider findings based on the criteria established by Chapter 30-387 (C)(6):

- (a) The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.
- (b) The proposed Planned Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
- (c) The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
- (d) Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.
- (e) The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of different land uses and development densities/intensities.
- (g) The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.
- (h) The proposed Planned Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.
- (i) The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this Chapter.

Staff recommends approval of the General Development Plan Amendment and Specific Implementation Plan Amendment with the findings listed above and the proposed following conditions:

1. Base Standard Modification (BSM) to allow 5-8 unit townhouses.
2. BSM for increased impervious surface ratio to 61.52%.
3. BSM to allow increased lot density to 3,675 sq. ft. per dwelling unit.
4. BSM to allow a multi-family use with 0 bicycle parking spaces.
5. BSM to allow a multi-family use without a pedestrian and bicycle access.
6. BSM to allow reduced outdoor recreation space to 250 sq. ft.
7. BSM to allow reduced street frontage landscaping to 0 points.
8. Final landscaping and lighting plans shall be reviewed and approved by the Department of Community Development.

Plan Commission recommends approval of the requested General Development Plan Amendment and Specific Implementation Plan Amendment with the findings and conditions for a townhome development between 1100 West 20<sup>th</sup> Avenue and 1020 West 20<sup>th</sup> Avenue, parcel 1307110201, on July 2, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: Mr. Perry, Ms. Propp, Mr. Ulrich, Council Member Nichols, Mr. Lowenstein and Ms. Scheuermann reported visiting the site.



Staff report accepted as part of the record.

The applicant requests approval of a General Development Plan Amendment and Specific Implementation Plan Amendment for a multi-family development at 0 West 20th Avenue, parcel 1307110201.

Mr. Slusarek presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. The subject site consists of a 1.52-acre vacant lot on the north side of West 20th Avenue, west of Knapp Street. The site is zoned Neighborhood Mixed Use District with Planned Development Overlay (NMU-PD). The surrounding area consists of residential uses to the north, east, and west along with commercial uses along West 20th Avenue and airport related uses on the south side of West 20th Avenue. The 2040 Comprehensive Land Use Plan recommends Neighborhood Commercial use for the subject area.

On August 9, 2005, Common Council approved a Planned Development for a condominium complex consisting of a 2-story structure containing 19 dwelling units. However, the approved development was never constructed. Staff recommends approval of the GDP and SIP amendment with the findings and conditions listed in the staff report.

Mr. Perry opened up technical questions to staff.

Mr. Lowenstein asked if the regulations from the 2005 approval have changed.

Mr. Slusarek said that the regulations have changed, but overall, it was a different development. The approval from 2005 was a single building with 19 units, and this request is three smaller buildings.

Council Member Nichols asked if this developer is the same developer from 2005.

Mr. Slusarek said it is a new developer.

Mr. Ulrich asked if there is a concern of the flow of traffic since there is only one lane coming in and out of 20<sup>th</sup> Avenue.

Mr. Slusarek said that there haven't been additional concerns versus what was previously approved, and this is an allowable land use in the zoning district.

Ms. Scheuermann asked if the makeup of the units were different, if the outdoor recreational space would be different.

Mr. Slusarek said that they looked at how much area was available, and with the patios, that gave them enough space being comparable with what code would require for overall recreation space. They are condo units and each unit has it's own patio space.

Mr. Perry opened public comment and asked if the applicant wanted to make any statements.

Mr. Perry asked if any members of the public wished to speak.

Randy Schmiedel; 230 Ohio St, and Scott Kintopf; 3350 S River Rd, West Bend, WI, made themselves available for questions.

Brian Frank; 1095 W 19<sup>th</sup> Ave, had concerns of what would happen to his trees that border on the east side of the development since they plan on putting up a fence.

Ross Kussman; 1115 W 19<sup>th</sup> Ave, said he has a transformer in the back corner of his lot. He wants to know if he will still be able to access it once construction takes place.

Mr. Slusarek said both questions will be deferred to the applicant.

Mr. Perry closed public comment.

Mr. Schmiedel said that there was a neighborhood meeting in June, and they met with a lot of neighbors and talked about the concerns they had. He said they will have to take a look at the site to see how far Mr. Frank's tree protrude onto their property. There may be an opportunity to bring the fence back to protect the trees, they don't want to get rid of perfectly healthy trees.

Ms. Davey asked if the trees would be sufficient without the fence.

Mr. Schmiedel said it's possible, but he won't know until he visits the site and takes a look at the trees. He's not sure what the city would require if the trees aren't on their property.

Mr. Slusarek said that if the trees are on Mr. Schmiedel's property, they will count towards the bufferyard.

Mr. Schmiedel said he also sees no reason why Mr. Kussman shouldn't have access to the transformer on his lot.

Ms. Davey stated that she's not comfortable with the amount of increased hardscape due to the two spaces per unit for parking. This combined with no pedestrian or bike access, it seems like too much and not good for the environment. However, thank you for mitigating it with landscaping.

*Motion by Davey to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Scheuermann.*

Mr. Perry asked if there was any discussion on the motion.

Ms. Propp said this development is the definition of infill. She stated she had a hard time finding it while driving down 20<sup>th</sup> Ave. She said it is a tight fit for the number of units. She will support it and hope it works out well.

Mr. Lowenstein asked more about the driveway for the development. He said it doesn't seem safe or accessible. He asked how the city sees that access to a busy road.

Mr. Slusarek said there is an existing planned development that could be built today with 19 units. The density has been reviewed as part of the original approval. Both plans were reviewed by the Director of Transportation as part of the site plan review and no concerns were noted.

Mr. Kiefer asked if it is a standard road width.

Mr. Slusarek said it is about 25-30'.

Mr. Ulrich said that he believes the people who live there will go through the parking lot to the east and using either entrance as both an entrance and an exit if it gets to be too busy.

*Motion carried 9-0.*



City of Oshkosh  
**Planned Development Application**  
**For General Development Plan or Specific Implementation Plan**

**\*\*PLEASE TYPE OR PRINT USING BLACK INK\*\***

**APPLICANT INFORMATION**

Petitioner: American Architectural Group, Inc. - Scott Kintopf Date: 05/20/2024

Petitioner's Address: 3350 S. River Road City: West Bend State: WI Zip: 53095

Telephone #: ( 262 ) 334-3811 Email: scott@teamaag.net Contact preference:  Phone  Email

Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer

Petitioner's Signature (required): Scott Kintopf Date: 05/20/2024

**OWNER INFORMATION**

Owner(s): Intrepid Investments, LLC - Randy Schmiedel Date: 05/20/2024

Owner(s) Address: 230 Ohio Street - Suite 200 City: Oshkosh State: WI Zip: 54902

Telephone #: ( 920 ) 230-3802 Email: rschmiedel@discovery-properties.com Contact preference:  Phone  Email

Ownership Status (Please Check):  Individual  Trust  Partnership  Corporation

**Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: Randy Schmiedel Date: 05/20/2024

**TYPE OF REQUEST:**

- General Development Plan (GDP)  General Development Plan (GDP) Amendment  
 Specific Implementation Plan (SIP)  Specific Implementation Plan (SIP) Amendment

**SITE INFORMATION**

Address/Location of Proposed Project: 1050 West 20th Avenue

Proposed Project Type: Condominiums

Estimated Cost: 4.5 million

Current Use of Property: Vacant Land Zoning: NMU-PD

Land Uses Surrounding Your Site: North: Residential - SR-5

South: Commercial - NMU-PD

East: Residential - NMU

West: Residential - NMU

- It is recommended that the applicant meet with Planning Services staff prior to submittal to discuss the proposal.
- Application fees are due at time of submittal. Make check payable to City of Oshkosh.
- Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE

For more information please visit the City's website at <https://www.ci.oshkosh.wi.us/CommunityDevelopment/>

**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

**(Submit only digital files. If file size exceeds 10 mb, please send through a file transfer. Please note at the discretion of Community Development staff may request a hard copy)**

*The following information must be provided in order for the application to be considered complete and able to be scheduled for Plan Commission Review. Please use the checklist below to determine the required information to be submitted at the time of application. If all information below cannot be provided at the time of application, please request a waiver in writing to the Division's Director or designee.*

- **A General Development Plan (GDP) submittal, per Section 30-387(C)(4), shall include the following items (Submit only digital files. Please note at the discretion of Community Development staff may request a hard copy):**
  - General location map of the subject site depicting:
    - All lands for which the Planned Development is proposed and other lands within 100 feet of the boundaries of the subject property.
    - Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
    - A graphic scale and north arrow.
  - Generalized site plan showing the pattern or proposed land uses, including:
    - General size, shape, and arrangement of lots and specific use areas.
    - Basic street pattern and pattern of internal drives.
    - General site grading plan showing preliminary road grades.
    - Basic storm drainage pattern, including proposed on-site stormwater detention.
    - General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
  - Statistical data, including:
    - Minimum lot sizes in the development.
    - Approximate areas of all lots.
    - Density/intensity of various parts of the development.
    - Building coverage.
    - Landscaping surface area ratio of all land uses.
    - Expected staging.
  - Conceptual landscaping plan.
  - General signage plan.
  - General outline of property owners association, covenants, easements, and deed restrictions.
  - A written description of the proposed Planned Development, including:
    - General project themes and images.
    - The general mix of dwelling unit types and/or land uses.
    - Approximate residential densities and nonresidential intensities.
    - General treatment of natural features.
    - General relationship to nearby properties and public streets.
    - General relationship of the project to the Comprehensive Plan or other area plans.
    - Proposed exceptions from the requirements of the Zoning Ordinance and enhancements that will be provided to compensate for them.
  - Traffic Impact Analysis (TIA), if deemed necessary by the Director of Planning Services, or designee.
  
- **A Specific Implementation Plan (SIP) submittal, per Section 30-387(C)(5), shall include the following items. Note that the area included in an SIP may be only a portion of the area included in a previously approved GDP (Submit only digital files. Please note at the discretion of Community Development staff may request a hard copy):**
  - An existing conditions map of the subject site depicting the following:
    - All lands for which the Planned Development is proposed and other lands within 100 feet of the boundaries of the subject site.
    - Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
    - Existing utilities and recorded easements.
    - All lot dimensions of the subject site.
    - A graphic scale and a north arrow.
  - An SIP map of the proposed site showing at least the following:
    - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled
    - All required and proposed building setback and offset lines
    - Impervious surface ratio (percentage)



- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls
  - Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
  - Location and dimension of all on-site parking (and off-site parking provisions if they are to be utilized), including a summary of the number of parking stalls provided per the requirements of Section 30-175 City of Oshkosh Zoning Ordinance
  - Location and dimension of all loading and service areas on the subject property
  - Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
  - Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators
- ❑ Proposed grading plan.
  - ❑ Specific landscaping plan for the subject site, specifying the location, species, and installation size of plantings. The landscaping plans shall include a table summarizing all proposed species and required and provided landscaping points for all applicable landscaping components (building foundation, paved areas, street frontages, yards, bufferyards).
  - ❑ Architectural plans for any nonresidential buildings, multi-family structures, or building clusters, other than conventional single-family or two-family homes on individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings. The architectural plans shall include a percentage breakdown of exterior materials applied to each building façade.
  - ❑ Conceptual Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
  - ❑ Signage plan for the project, including all project identification signs, concepts for public fixtures and signs, and group development signage themes that may or may not vary from City standards or common practices.
  - ❑ Any other necessary information as determined during pre-submittal meeting with City staff.
  - ❑ Specific written description of the proposed SIP including:
    - Specific project themes and images.
    - Specific mix of dwelling unit types and/or land uses.
    - Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
    - Specific treatment of natural features, including parkland.
    - Specific relationship to nearby properties and public streets.
    - Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by Plan Commission.
    - A statement of rationale as to why PD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PD project.
    - A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions/base standard modifications would occur and enhancements that will be provided to compensate for them.
    - Phasing schedule, if more than one development phase is intended.
  - ❑ Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
  - ❑ A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

Planning Staff may waive certain requirements if deemed not applicable to the project review.

**I hereby certify that to the best of my knowledge all required application materials are included with this application. I am aware that failure to submit the required completed application materials may result in denial or delay of the application request.**

Applicant's Signature (required): Scott Kintopf

Date: 05/20/2024

## Project Narrative

This new development will be approximately 18-unit townhouse style homes with 3 separate buildings. Each unit will comprise of 2 bedrooms, 2 bathrooms or 3-bedroom 2.5 bath townhomes with separate entrance to each unit and its own private garage. This neighborhood currently is a mixed-use neighborhood with commercial properties, apartments, condos, and single-family homes to the north of this property. So, we feel this newer style home will fit very well into this area.

This development will fill a missing niche in the market and will also be a set of restrictive covenants for this property that each owner will have to comply with!

*Randy Schmiedel*  
**Principal**



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— MANAGEMENT & DEVELOPMENT —  
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230 Ohio Street, Suite 200  
Oshkosh, WI 54902  
Ph: 920-230-3802  
Fax: 920-426-4606  
[www.discovery-properties.com](http://www.discovery-properties.com)

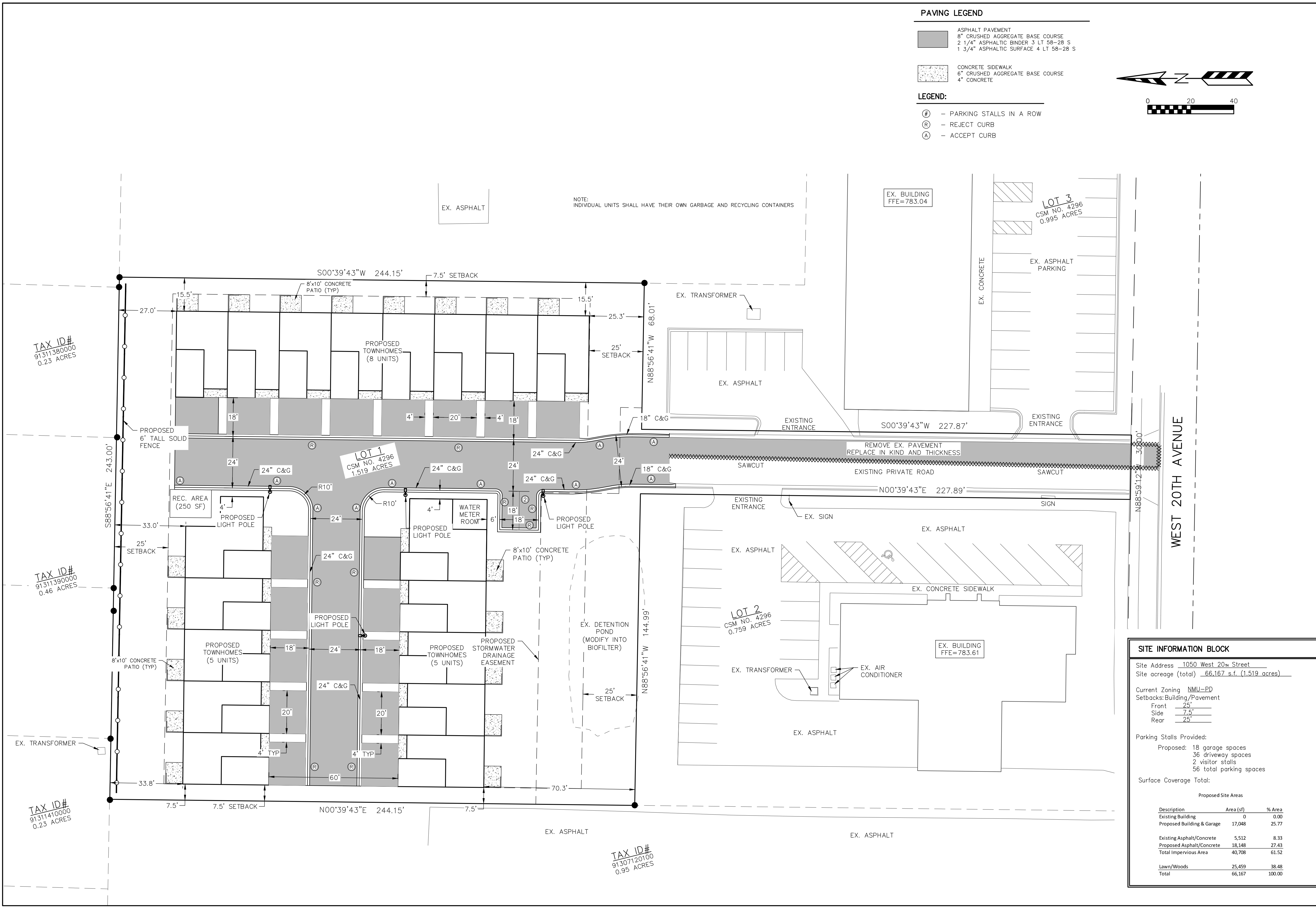
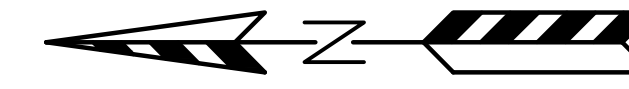
**PAVING LEGEND**

ASPHALT PAVEMENT  
 8" CRUSHED AGGREGATE BASE COURSE  
 2 1/4" ASPHALTIC BINDER 3 LT 58-28 S  
 1 3/4" ASPHALTIC SURFACE 4 LT 58-28 S

CONCRETE SIDEWALK  
 6" CRUSHED AGGREGATE BASE COURSE  
 4" CONCRETE

**LEGEND:**

- (P) - PARKING STALLS IN A ROW
- (R) - REJECT CURB
- (A) - ACCEPT CURB



**SITE INFORMATION BLOCK**

Site Address 1050 West 20th Street  
 Site acreage (total) 66,167 s.f. (1.519 acres)

Current Zoning NMU-PD  
 Setbacks: Building/Pavement  
 Front 25'  
 Side 7.5'  
 Rear 25'

Parking Stalls Provided:  
 Proposed: 18 garage spaces  
 36 driveway spaces  
 2 visitor stalls  
 56 total parking spaces

Surface Coverage Total:

Proposed Site Areas		
Description	Area (sf)	% Area
Existing Building	0	0.00
Proposed Building & Garage	17,048	25.77
Existing Asphalt/Concrete	5,512	8.33
Proposed Asphalt/Concrete	18,148	27.43
Total Impervious Area	40,708	61.52
Lawn/Woods	25,459	38.48
Total	66,167	100.00

REVISIONS:

NO.	DATE	DESCRIPTION

**PSE**  
 PARISH SURVEY & ENGINEERING  
 122 Wisconsin Street, West Bend, WI 53095  
 262.346.7800  
 www.parishse.com

PROJECT TITLE:  
**OSHKOSH CONDOMINIUMS  
 1050 WEST 20TH AVENUE  
 OSHKOSH, WI 54902**

PLAN TITLE:  
**PROPOSED  
 SITE PLAN**

DRAWN BY:  
**JDR**

DESIGNED BY:  
**JDR**

CHECKED BY:  
**KJP**

PLAN DATE:  
**06/07/2024**

PROJECT NO:  
 \AM-113-24\

**SUBMITTAL**

SHEET NO:  
**C1.02**

GDP & SIP AMENDMENTS  
0 W 20TH AVE,  
PARCEL 1307110201  
PC: 07-09-2024

OSH POSTL EMP CREDIT UNION  
1012 W 20TH AVE  
OSHKOSH WI 54902-6618

S RENTAL LLC  
1010 W 20TH AVE  
OSHKOSH WI 54902-6618

JAMES PETR  
6013 W BLUEMOUND RD  
MILWAUKEE WI 53213-4180

ALPHA DELTA I LLC  
PO BOX 620770  
MIDDLETON WI 53562-0770

LARRY & AUDREY KORTH  
1917 KNAPP ST  
OSHKOSH WI 54902-6612

STEPHANIE/MICHAEL BROWN  
1919 KNAPP ST  
OSHKOSH WI 54902-6612

ROBERT E TIGERT ETAL  
3805 FISK AVE  
OSHKOSH WI 54904-9017

GREGORY R GUNTHER  
1923 KNAPP ST  
OSHKOSH WI 54902-6612

MICHAEL D/JANET L SOHM  
1925 KNAPP ST  
OSHKOSH WI 54902-6612

DANIEL J/DAWN J STADLER  
1927 KNAPP ST  
OSHKOSH WI 54902-6612

CARL F/BARBARA J SALZER JR  
1929 KNAPP ST  
OSHKOSH WI 54902-6612

ANDY/CHRISANN ANDERSON  
1931 KNAPP ST  
OSHKOSH WI 54902-6612

CAROLE A PATTEN  
1933 KNAPP ST  
OSHKOSH WI 54902-6612

BARBARA S BANDELOW  
1935 KNAPP ST  
OSHKOSH WI 54902-6612

ERNEST/MARGUERITE MAINS  
1937 KNAPP ST  
OSHKOSH WI 54902-6612

EHNERT/KLINGBEIL/  
CURTIS/KOPLITZ  
1939 KNAPP ST  
OSHKOSH WI 54902-6612

JAMES/MARY DELIKAT REV TRU  
1941 KNAPP ST  
OSHKOSH WI 54902-6612

PAMELA G BARTOW  
1943 KNAPP ST  
OSHKOSH WI 54902-6612

ROBERT L/SHIRLEY J JACQUES  
1945 KNAPP ST  
OSHKOSH WI 54902-6612

CATHY F NIMMER  
GERALD F JOHNSON  
1947 KNAPP ST  
OSHKOSH WI 54902-6612

OSH HOUSING AUTHORITY  
PO BOX 397  
OSHKOSH WI 54903-0397

PLANEVIEW APARTMENTS LLC  
3762 CANDLISH HARBOR LN  
OSHKOSH WI 54902-7305

OSH56 LLC/OSH56 C LLC & J  
333 BISHOPS WAY STE 160  
BROOKFIELD WI 53005-6233

RONALD N VAILLANT TRUST  
1035 W 19TH AVE  
OSHKOSH WI 54902-6603

DIANA MARTIN  
1045 W 19TH AVE  
OSHKOSH WI 54902-6603

RYAN C BIRSCHBACH  
1055 W 19TH AVE  
OSHKOSH WI 54902-6603

JEROME J SCHMELZ  
1065 W 19TH AVE  
OSHKOSH WI 54902-6603

BRIAN S/AMY E FRANK  
1095 W 19TH AVE  
OSHKOSH WI 54902-6603

MELISSA S RUDOLPH  
1115 W 19TH AVE  
OSHKOSH WI 54902-6605

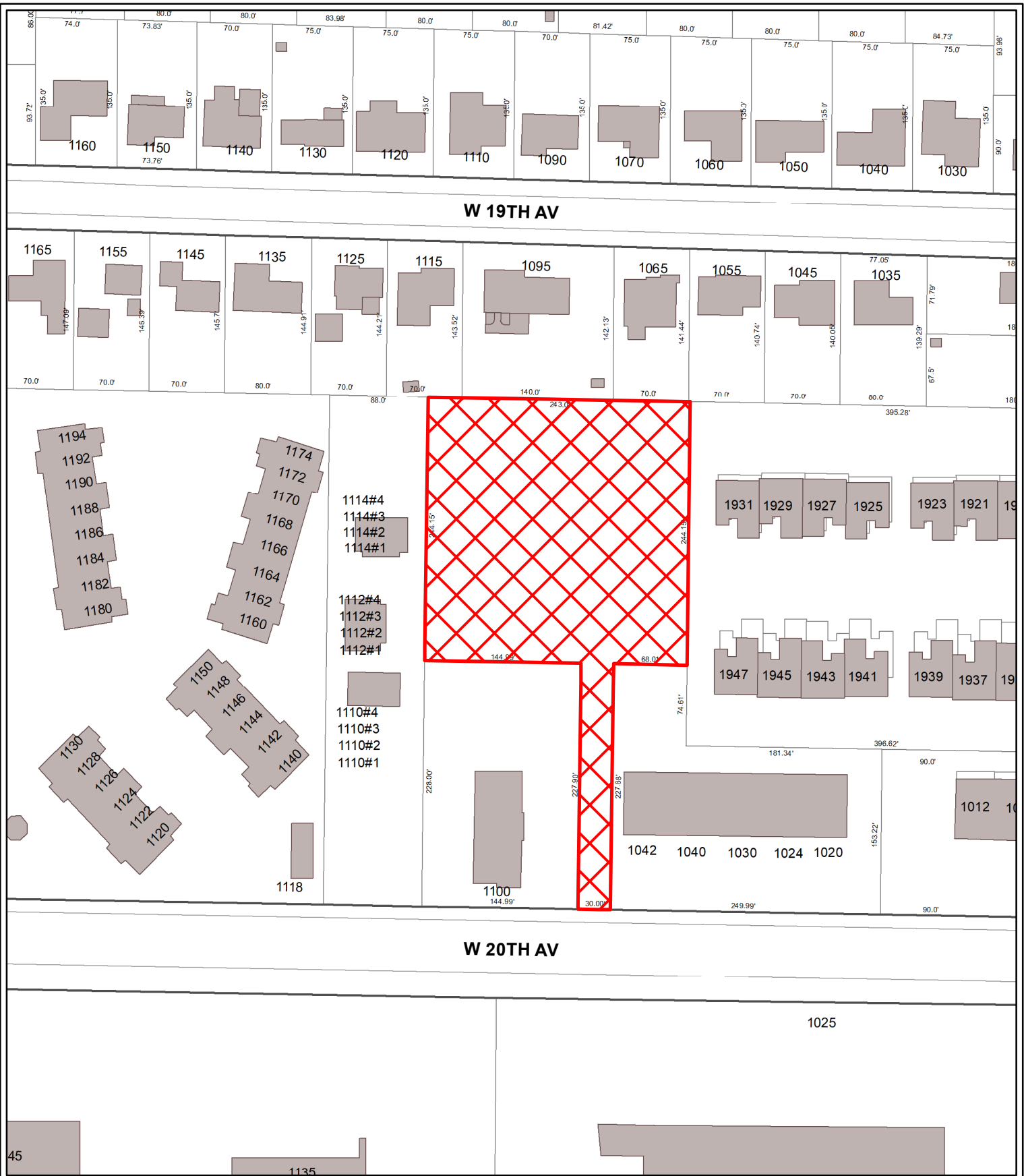
BAUKEN S/TRACY L NOACK  
1125 W 19TH AVE  
OSHKOSH WI 54902-6605

BRUCE J/DEBRA A DUMANN  
1135 W 19TH AVE  
OSHKOSH WI 54902-6605

U S POSTAL SERVICE  
1025 W 20TH AVE  
OSHKOSH WI 54902-6698

WINNEBAGO COUNTY AIRPORT  
PO BOX 2808  
OSHKOSH WI 54903-2808





**PARCEL 1307110201**

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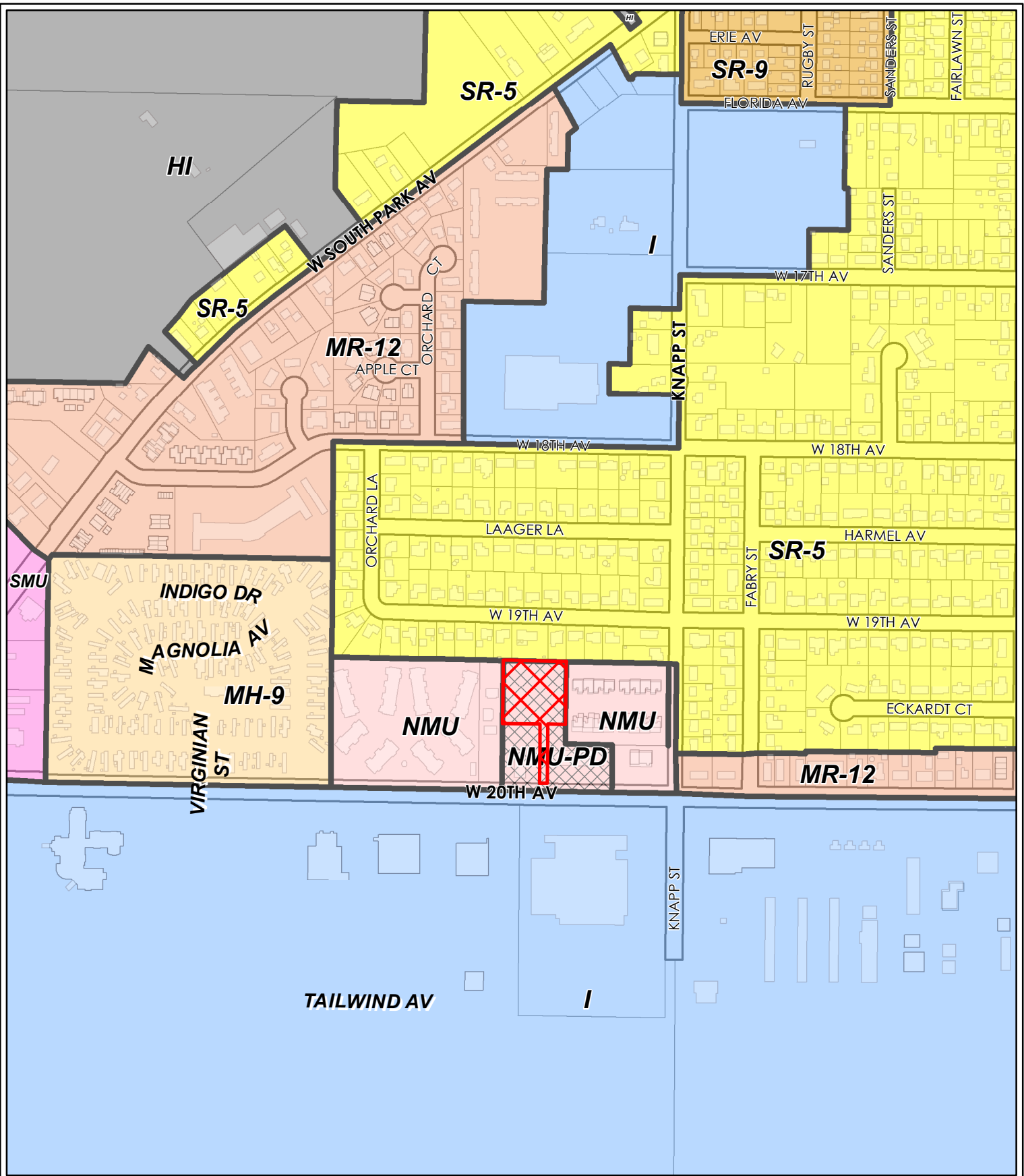


1 in = 0.02 mi  
1 in = 120 ft

Printing Date: 5/21/2024

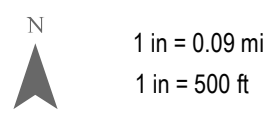
Prepared by: City of Oshkosh, WI





**PARCEL 1307110201**

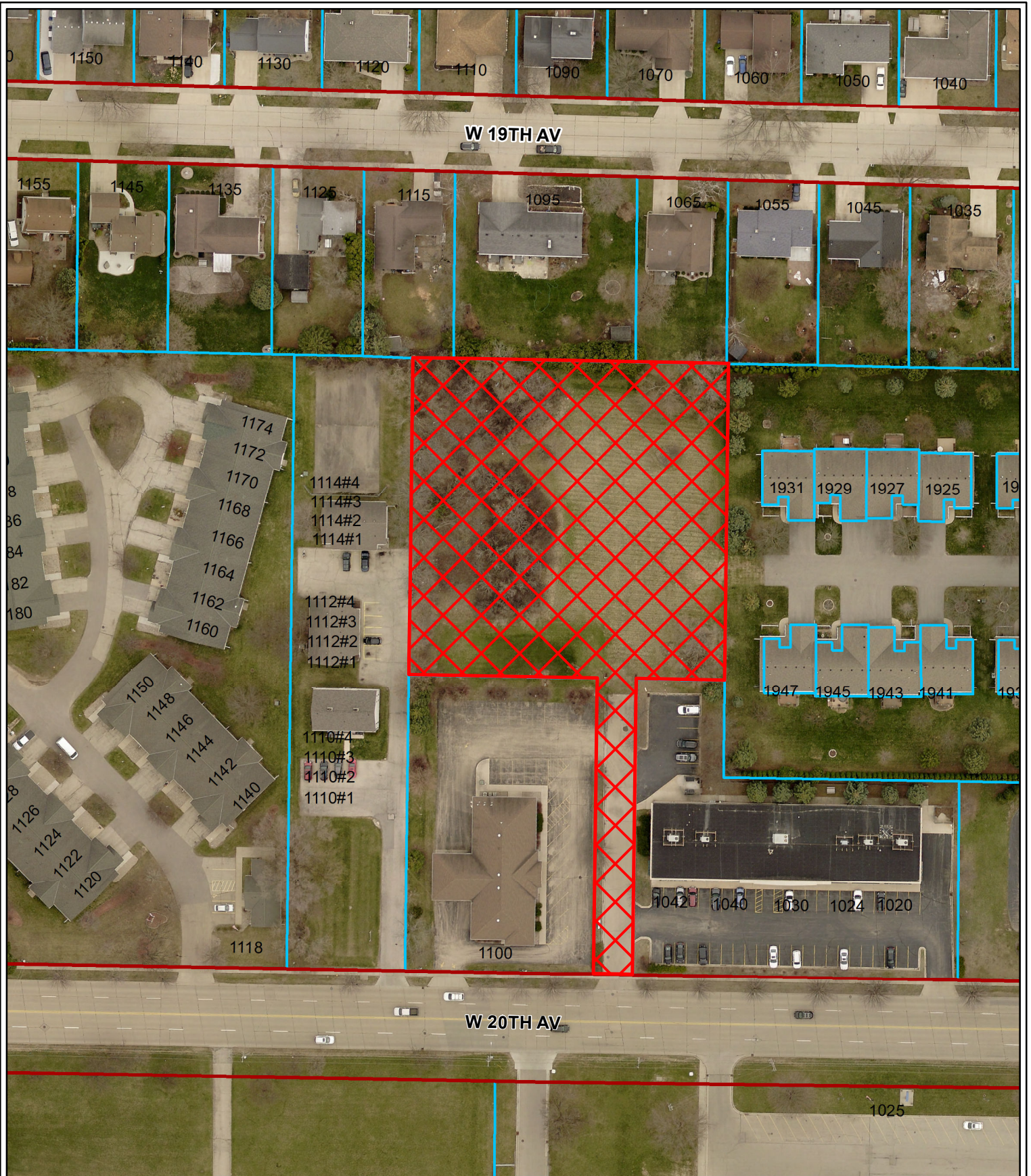
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Printing Date: 5/21/2024  
 Prepared by: City of Oshkosh, WI







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1 in = 0.02 mi  
1 in = 100 ft

Printing Date: 5/21/2024

Prepared by: City of Oshkosh, WI







**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Diane Bartlett, City Clerk  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-385 Appoint 2024-2025 Democratic, Republican & Unaffiliated Election Inspectors for Partisan Primary, August 13, 2024

---

### Attachments

Res 24-385  
2024 Poll Workers\_REVISED

07/09/2024

24-385

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPOINT DEMOCRATIC, REPUBLICAN & UNAFFILIATED ELECTION INSPECTORS

**INITIATED BY:** MAYOR MATT MUGERAUER

**WHEREAS**, the attached lists of Democratic and Republican Election Inspectors for the City of Oshkosh have been submitted by the respective Democratic Party and Republican Party and said lists are in order;

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the individuals on the attached lists are hereby appointed as Democrat and Republican Election Inspectors for the City of Oshkosh Voting Wards 1 through 24 for all elections in calendar year 2024-2025 pursuant to Section 7.30(4) of the Wisconsin Statutes.



<i>District</i>	<i>Last</i>	<i>First</i>
13	<i>Alvarenga</i>	<i>Heather</i>
4	<i>Arthur</i>	<i>Robert</i>
2/3	<i>Bakken</i>	<i>Mary Ellen</i>
7	<i>Bankerwagner</i>	<i>Linda</i>
9	<i>Barlow</i>	<i>Sharon</i>
8	<i>Batzner</i>	<i>Barbara</i>
2/3	<i>Bennett</i>	<i>Diane</i>
6	<i>Berge</i>	<i>Doug</i>
<i>Pending Training</i>	<i>Berge</i>	<i>Douglas</i>
1	<i>Borlee</i>	<i>Joann</i>
8	<i>Brandt</i>	<i>Darlene</i>
<i>Pending Training</i>	<i>Bromels</i>	<i>Catherine</i>
4	<i>Brooks</i>	<i>Roberta</i>
<i>Pending Training</i>	<i>Bruex</i>	<i>Don</i>
<i>Pending Training</i>	<i>Bruex</i>	<i>Sally</i>
7	<i>Burroughs</i>	<i>Susan</i>
8	<i>Butch</i>	<i>Deb</i>
8	<i>Carbaugh</i>	<i>Jim</i>
8	<i>Carroll</i>	<i>Barbara</i>
11	<i>Cartwright</i>	<i>Danny</i>
11	<i>Cleveland</i>	<i>Alan</i>
<i>Pending Training</i>	<i>Coleman</i>	<i>Salley</i>
<i>Pending Training</i>	<i>Cook</i>	<i>Vernon</i>
11	<i>Coppage</i>	<i>Laura</i>
6	<i>Cross</i>	<i>Jane</i>
13	<i>Daniels</i>	<i>Carrie</i>
<i>Pending Training</i>	<i>Degroot</i>	<i>William</i>
15	<i>Dekeyser</i>	<i>Molly</i>
11	<i>Demler</i>	<i>Gayle</i>
5	<i>Dieser</i>	<i>Jane</i>
11	<i>Diker</i>	<i>Matthew</i>
14	<i>Donnelly</i>	<i>Kathleen</i>
<i>Pending Training</i>	<i>Duncan</i>	<i>Mary</i>
<i>Pending Training</i>	<i>Duncan</i>	<i>Steven</i>
12	<i>Ebert</i>	<i>Nancy</i>
9	<i>Ellefson</i>	<i>David</i>
9	<i>Ellefson</i>	<i>Paul</i>
4	<i>Farley</i>	<i>Sally</i>
7	<i>Feld</i>	<i>Paulette</i>
9	<i>Fredrick</i>	<i>Steven</i>
5	<i>Frohn</i>	<i>Joyce</i>

5	Gannon	Molly
2/3	Gerritsen	Paula
Pending Training	Gleissner	Paul
7	Goetsch	Lisa
Pending Training	Goggins	Jane
12	Goupell	Duane
12	Goupell	Viv
10	Graf	Alice
11	Griffin	Ron
12	Gust	Steven
1	Haag	Carol
15	Halron	Michael
8	Harnish	Cynthia
Pending Training	Heinz	Devin
13	Herzog	Barb
14	Hill	Angela
1	Hipple	Peter
10	Holt	Carol
1	Holtmeier	Carole
Pending Training	Janas	Michael
14	Jannesz	Mark
13	Jeffrey	Dean
1	Jirovetz	Patricia
5	Johnson	Jeffery
2/3	Kamp	Barbara
4	Karls	Peggy
5	Karow	Sylvia
9	Kietz	Kathy
14	Kinderman	Bette
7	Koch	Mary
Pending Training	Kowalkowski	Dudtin
9	Kraemer	Debra
7	Kragenbrink	Terrie
6	Krause	Philip
Pending Training	Kwaterski	Jean
12	Lareau	Alan
7	Larue	Arthur
10	Lindblom	Victor
11	Loos	Arthur
11	Loos	Ragnhild (Roni)
Pending Training	Lund	Brenda
13	Macho	John

13	<i>Macho</i>	<i>Timothy</i>
6	<i>Maki</i>	<i>Ferne</i>
6	<i>Mccarthy</i>	<i>Maureen</i>
4	<i>Meyer</i>	<i>John</i>
4	<i>Meyer</i>	<i>Susan</i>
14	<i>Mikkelsen</i>	<i>Jane</i>
12	<i>Monday</i>	<i>Linda</i>
<i>Pending Training</i>	<i>Monroe</i>	<i>Claudia</i>
5	<i>Morelli</i>	<i>Mary</i>
13	<i>Mueller</i>	<i>Richard</i>
11	<i>Mugerauer</i>	<i>Tom</i>
5	<i>Naden</i>	<i>Harry</i>
<i>Pending Training</i>	<i>Narel</i>	<i>Jean</i>
2/3	<i>O'connor</i>	<i>Patrick</i>
<i>Pending Training</i>	<i>Ohlsson</i>	<i>Renny</i>
1	<i>Page-Mausser</i>	<i>Linda</i>
13	<i>Panek</i>	<i>Susan</i>
5	<i>Panfil</i>	<i>Tammy</i>
<i>Pending Training</i>	<i>Park</i>	<i>Shawn</i>
15	<i>Pentz-Long</i>	<i>Connie</i>
2/3	<i>Perlewitz</i>	<i>Debra</i>
2/3	<i>Petersen</i>	<i>Heather</i>
6	<i>Potempa</i>	<i>Edward</i>
10	<i>Prue</i>	<i>Darrel</i>
10	<i>Prue</i>	<i>Karen</i>
7	<i>Reichenberger</i>	<i>Jill</i>
4	<i>Reiter</i>	<i>Karen</i>
1	<i>Robenolt</i>	<i>Patricia</i>
<i>Pending Training</i>	<i>Rock</i>	<i>Patricia</i>
15	<i>Roeske</i>	<i>Sharon</i>
14	<i>Russell</i>	<i>Karen</i>
2/3	<i>Saari</i>	<i>Kathy</i>
8	<i>Sales</i>	<i>Mary</i>
5	<i>Salzer</i>	<i>Jetta</i>
<i>Pending Training</i>	<i>Scharpf</i>	<i>Sam</i>
<i>Pending Training</i>	<i>Schedel</i>	<i>Susan</i>
2/3	<i>Schettl</i>	<i>Cheryl</i>
2&3	<i>Schettl</i>	<i>Don</i>
<i>Pending Training</i>	<i>Schettl</i>	<i>Donald</i>
10	<i>Schmidt</i>	<i>Laura</i>
6	<i>Schmitz</i>	<i>Barbara</i>

4	<i>Schrottky</i>	<i>Linda</i>
7	<i>Schultz</i>	<i>Carole</i>
15	<i>Shew</i>	<i>Barbara</i>
<i>Pending Training</i>	<i>Snow</i>	<i>Jaymie</i>
15	<i>Stadtmueller</i>	<i>Judith</i>
12	<i>Stroh</i>	<i>Nancy</i>
1	<i>Sturma</i>	<i>Randy</i>
2/3	<i>Taylor-Treder</i>	<i>Frances</i>
10	<i>Terbest</i>	<i>Kelly</i>
<i>Pending Training</i>	<i>Tondryk</i>	<i>Jeanne</i>
7	<i>Tooke</i>	<i>Matthew</i>
2/3	<i>Treder</i>	<i>Paul</i>
9	<i>Van Aacken</i>	<i>Mary</i>
6	<i>Verwiel</i>	<i>John</i>
6	<i>Verwiel</i>	<i>Mary</i>
10	<i>Weich</i>	<i>Diann</i>
1	<i>Weinhold</i>	<i>Kathleen</i>
<i>Pending Training</i>	<i>Weitenbeck</i>	<i>Anthony</i>
15	<i>Widzinski</i>	<i>Thomas</i>
9	<i>Wilde</i>	<i>Nancy</i>
7	<i>Williams</i>	<i>Russell</i>
14	<i>Witt</i>	<i>Jesse</i>
<i>Pending Training</i>	<i>Yost</i>	<i>Pamela</i>
15	<i>Younger</i>	<i>George</i>
<i>Pending Training</i>	<i>Zink-Robenolt</i>	<i>Patricia</i>



TO: Honorable Mayor and Members of the Common Council  
FROM: Becca Andraschko, Deputy Clerk  
DATE: July 09, 2024  
SUBJECT: Res 24-386 Approve Agent Change - Dockside Tavern

---

### Attachments

Res 24-386



07/09/2024

24-386

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE AGENT CHANGE FOR COMBINATION "CLASS B" BEER/LIQUOR LICENSE

**INITIATED BY:** CITY CLERK

**WHEREAS**, an application and all required documentation for a license has been submitted, fees deposited, and all reviews and inspections required by city ordinance have been completed; and

**WHEREAS**, the Chief of Police and Fire Chief, or their respective designees, and a representative of the Winnebago County Health Department have recommended that the following licenses be granted or conditionally granted as noted in their report to the City Clerk; and

**WHEREAS**, any licensee whose license is granted subject to conditions has been notified of those conditions and has had the opportunity to appear before the Council and be heard in relation to any of those conditions.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the following licenses be granted subject to satisfaction of such conditions as identified by the Chief of Police and Fire Chief, or their respective designees, or by a representative of the Winnebago County Health Department; subject to the payment of taxes and other charges as specified in section 4-5(B) of the City of Oshkosh Municipal Code; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

**AGENT CHANGE COMBINATION "CLASS B" BEER/LIQUOR LICENSE**

(July 10, 2024 - June 30, 2025)

Dockside Tavern (Boat Yard Bar & Grill, LLC)

425 Nebraska St, Oshkosh, WI 54901

Agent: Sean Lutgen



TO: Honorable Mayor and Members of the Common Council  
FROM: Becca Andraschko, Deputy Clerk  
DATE: July 09, 2024  
SUBJECT: Res 24-387 Approve Agent Change - Sweetwater Performance

---

### Attachments

Res 24-387

07/09/2024

24-387

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE AGENT CHANGE FOR CLASS "A" BEER LICENSE

**INITIATED BY:** CITY CLERK

**WHEREAS**, an application and all required documentation for a license has been submitted, fees deposited, and all reviews and inspections required by city ordinance have been completed; and

**WHEREAS**, the Chief of Police and Fire Chief, or their respective designees, and a representative of the Winnebago County Health Department have recommended that the following licenses be granted or conditionally granted as noted in their report to the City Clerk; and

**WHEREAS**, any licensee whose license is granted subject to conditions has been notified of those conditions and has had the opportunity to appear before the Council and be heard in relation to any of those conditions.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the following licenses be granted subject to satisfaction of such conditions as identified by the Chief of Police and Fire Chief, or their respective designees, or by a representative of the Winnebago County Health Department; subject to the payment of taxes and other charges as specified in section 4-5(B) of the City of Oshkosh Municipal Code; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

**AGENT CHANGE CLASS "A" BEER LICENSE**

(July 10, 2024 - June 30, 2025)

Sweetwater Performance (Sweetwater Performance Center, LLC)

501 S Main St, Oshkosh, WI 54902

Agent: Sean Lutgen



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Becca Andraschko, Deputy Clerk  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-388 Approve Combination "Class B" Beer/Liquor License Surrender and Approve Issuance of Combination "Class B" Beer/Liquor License - Delta Family Restaurant

---

### Attachments

Res 24-388

07/09/2024

24-388

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE COMBINATION "CLASS B" BEER/LIQUOR LICENSE SURRENDER AND APPROVE ISSUANCE OF COMBINATION "CLASS B" BEER/LIQUOR LICENSE

**INITIATED BY:** CITY CLERK

**WHEREAS**, an application and all required documentation for a license has been submitted, fees deposited, and all reviews and inspections required by city ordinance have been completed; and

**WHEREAS**, the Chief of Police, or their respective designees, have conducted the necessary investigation of the following licenses as noted in their report to the City Clerk; and

**WHEREAS**, any licensee whose license is granted subject to conditions has been notified of those conditions and has had the opportunity to appear before the Council and be heard in relation to any of those conditions.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the following licenses be granted subject to satisfaction of such conditions as identified by the Chief of Police and Fire Chief, or their respective designees, or by a representative of the Winnebago County Health Department; subject to the payment of taxes and other charges as specified in section 4-5(B) of the City of Oshkosh Municipal Code; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

**COMBINATION "CLASS B" BEER/LIQUOR LICENSE SURRENDER**

**CURRENT LICENSE HOLDER:**

Delta Restaurant (Delta Restaurant of Oshkosh Inc).....515 N Sawyer St

**NEW APPLICANT/SURRENDERED TO:**

Delta Family Restaurant (Lalita Enterprises LLC).....515 N Sawyer St

**COMBINATION "CLASS B" BEER/LIQUOR LICENSE  
(JULY 10, 2024 - JUNE 30, 2025)**

**NAME, ADDRESS, AND LOCATION OF PREMISES:**

Delta Family Restaurant (Lalita Enterprises LLC).....515 N Sawyer St  
Agent: Lalita Khanal, 602 W Bent Ave, Oshkosh, WI 54901





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Becca Andraschko, Deputy Clerk  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-389 Approve Original Combination "Class A" Beer/Liquor License for La Patrona Mexican Market (242 Wisconsin St)

---

### Attachments

Res 24-389

07/09/2024

24-389

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ORIGINAL COMBINATION "CLASS A" BEER/LIQUOR LICENSE - LA PATRONA MEXICAN MARKET

**INITIATED BY:** CITY CLERK

**WHEREAS**, an application and all required documentation for a license has been submitted, fees deposited, and all reviews and inspections required by city ordinance have been completed; and

**WHEREAS**, the Chief of Police, or their respective designees, have conducted the necessary investigation of the following licenses as noted in their report to the City Clerk; and

**WHEREAS**, any licensee whose license is granted subject to conditions has been notified of those conditions and has had the opportunity to appear before the Council and be heard in relation to any of those conditions.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the following licenses be granted subject to satisfaction of such conditions as identified by the Chief of Police and Fire Chief, or their respective designees, or by a representative of the Winnebago County Health Department; subject to the payment of taxes and other charges as specified in section 4-5(B) of the City of Oshkosh Municipal Code; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

**COMBINATION "CLASS A" BEER/LIQUOR LICENSE  
(JULY 9, 2024 - JUNE 30, 2025)**

**NAME, ADDRESS, AND LOCATION OF PREMISES**

La Patrona Mexican Market (La Patrona Mexican Market LLC).....242 Wisconsin St  
Agent: Christian Sandoval, 2625 Wisconsin St, Oshkosh, WI 54901



TO: Honorable Mayor and Members of the Common Council  
FROM: Becca Andraschko, Deputy Clerk  
DATE: July 09, 2024  
SUBJECT: Res 24-390 Approve Renewal Liquor Licenses

---

### Attachments

Res 24-390

07/09/2024

24-390

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE RENEWAL LIQUOR LICENSES

**INITIATED BY:** CITY CLERK

**WHEREAS**, an application and all required documentation for a license has been submitted, fees deposited, and all reviews and inspections required by city ordinance have been completed; and

**WHEREAS**, the Chief of Police, or their respective designees, have conducted the necessary investigation of the following licenses as noted in their report to the City Clerk; and

**WHEREAS**, any licensee whose license is granted subject to conditions has been notified of those conditions and has had the opportunity to appear before the Council and be heard in relation to any of those conditions.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the following licenses be granted subject to satisfaction of such conditions as identified by the Chief of Police and Fire Chief, or their respective designees, or by a representative of the Winnebago County Health Department; subject to the payment of taxes and other charges as specified in section 4-5(B) of the City of Oshkosh Municipal Code; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

**COMBINATION "CLASS B" FERMENTED MALT / LIQUOR LICENSE  
(JULY 10, 2024 through JUNE 30, 2025)**

**NAME, ADDRESS, AND LOCATION OF PREMISES**

A Crossroads Chance (A Crossroads Chance LLC) - 800 Oregon St  
Agent: Nicole Holz, 106 E Huron St #B, Berlin, WI 54923

Oshkosh Arena (Fox Valley Pro Basketball Inc) - 1212 S Main St  
Agent: Paul Swanson, 5172 Island View Dr, Oshkosh, WI 54901



TO: Honorable Mayor and Members of the Common Council  
FROM: Becca Andraschko, Deputy Clerk  
DATE: July 09, 2024  
SUBJECT: Res 24-391 Approve Special Class "B" Licenses

---

### Attachments

Res 24-391



07/09/2024

24-391

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE SPECIAL CLASS "B" LICENSES

**INITIATED BY:** CITY CLERK

**WHEREAS**, an application and all required documentation for a license has been submitted, fees deposited, and all reviews required by city ordinance have been completed; and

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the following licenses be granted subject to satisfaction of such conditions; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

**SPECIAL CLASS "B" LICENSES**

**ORGANIZATION, EVENT NAME, DATE, TIME, LOCATION, AND PERSON IN CHARGE:**

**Trinity Lutheran School and Church**

Event Name: **Waterfest**

July 18, 2024 from 4:00pm to 11:00pm

Location: Leach Amphitheater, 303 Ceape Ave, Oshkosh, WI 54901

Person in Charge: Joe Reinl

**Oshkosh Child Development Center**

Event Name: **OCDC**

July 13, 2024 from 7:00pm to 11:59pm

Location: 705 Oregon St, Oshkosh, WI 54902

Person in Charge: Doug Post



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Ord 24-392 Approve Boschwitz II Annexation from the Town of Oshkosh, West Side of the 2900 Block of Vinland Street (Town Parcels 018005101 and 018005301) (Plan Commission Recommends Approval)

---

## **BACKGROUND**

The city is requesting approval of an annexation of two lots (unplatted land, Parcels 018005101 and 018005301) totaling approximately 31.284 acres located on the west side of Vinland Street, approximately ¼ mile south of West Fernau Avenue, and immediately north of the Canadian and Northwestern rail spur lines. The land is undeveloped and is approximately 575 feet wide by 2,580 feet deep.

The subject site is predominantly vacant and being farmed. The property has a Town of Oshkosh Light Industrial District (M-1) and Winnebago County I-1 Light Industrial District with shoreland zoning designation. The surrounding area has a wide range of uses, including industrial to the north, the rail spur and undeveloped lands to the south, and industrial to the east and west. The property will be annexed with a temporary and permanent zoning of Heavy Industrial District (HI), which is consistent with the Comprehensive Plan's Industrial land use recommendation.

## **ANALYSIS**

In 2003, the City consulted with Foth & Van Dyke to prepare the Northwest Industrial Park Expansion Area Site Master Plan. This plan was created to analyze the general area and conceptualize future land uses and infrastructure needs to expand the park. In 2009, the City purchased approximately 83 acres of the former Boschwitz Farm property for future park expansion based on the recommendations in the Plan. Its location, south of and adjacent to the existing park with the existing rail access, made this a logical area for expansion. There were no immediate needs or prospects for development on the land, so it remained in the Town of Oshkosh. There has been some recent interest in the development of this area, which has prompted this annexation request.

The Comprehensive Plan designates this area appropriate for Industrial land uses which is consistent with the proposed Heavy Industrial District zoning designation.

## **FISCAL IMPACT**

The subject area is owned by the City of Oshkosh and is intended to be sold for development. Future development should lead to an increase in the assessed value of the property.

## **RECOMMENDATION**

The Plan Commission recommended approval of the annexation, as requested, on June 4, 2024. Please see the attached staff report and meeting minutes for more information.

---

## **Attachments**

Ord 24-392  
Exhibit A for Ord 24-392  
Boschwitz II Annexation

7/9/2024  
SECOND READING

24-392

ORDINANCE

6/25/2024  
FIRST READING

24-366

ORDINANCE

CARRIED

6-0

**PURPOSE:** APPROVE BOSCHWITZ II ANNEXATION FROM THE TOWN OF OSHKOSH, WEST SIDE OF THE 2900 BLOCK OF VINLAND STREET (TOWN PARCELS 018005101 AND 018005301)

**INITIATED BY:** CITY OF OSHKOSH

PLAN COMMISSION RECOMMENDATION: Approved

A GENERAL ORDINANCE OF THE CITY ANNEXING CERTAIN TERRITORY TO THE CITY OF OSHKOSH AND SPECIFICALLY TO THE 12<sup>TH</sup> WARD OF SAID CITY.

The Common Council of the City of Oshkosh do ordain as follows:

**WHEREAS**, an annexation petition duly circulated has heretofore been signed by the owners of all the real property within such territory and all of the electors residing in said territory; and

**WHEREAS**, Section 66.0217(2) of the Wisconsin Statutes allows for a petition to be filed without a notice of intention to circulate in an annexation by unanimous approval; and

**WHEREAS**, said annexation petition together with a description of the territory to be annexed and a scale map showing the boundaries of such territory and its relation to the municipalities involved, having been filed with the City Clerks of the City of Oshkosh and the Town of Oshkosh; and

**WHEREAS**, a copy of said annexation petition together with a description of the territory to be annexed and a scale map having been mailed to the affected municipal and school district clerks and the State of Wisconsin Department of Administration within five (5) days of the filing of said petition; and

**WHEREAS**, not more than one hundred twenty (120) days have lapsed since the filing of the annexation petition; and

**WHEREAS**, the State of Wisconsin Department of Administration has issued its opinion that the annexation is in the public interest; and

**WHEREAS**, the petitioners have requested that the annexation ordinance temporarily designate the classification of the annexed area for zoning purposes; and

**WHEREAS**, the Plan Commission of the City of Oshkosh is recommending that said property be temporarily and permanently zoned as follows: Heavy Industrial District (HI)

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Oshkosh as follows:

**SECTION 1.** The following described territory, pursuant to a duly circulated and filed annexation petition for direct annexation, is hereby annexed to and made part of the City of Oshkosh, a municipal corporation located in Winnebago County, more specifically to the 12th Ward of said City and subject to Wisconsin Statutes and the amendments as described in the attached "Exhibit A".

**SECTION 2.** Sections 1-28 and 1-29 of the Oshkosh Municipal Code pertaining to Boundaries and Benchmarks are hereby amended so as to reflect the provisions of this Ordinance and the proper City officials are hereby authorized and directed to make such changes.

**SECTION 3.** The proper City officials are hereby authorized and directed to comply with the following requirements of Section 66.0217(9) of the Wisconsin Statutes and the City Clerk shall give written notice to the appropriate Town Clerk of the acceptance of the annexation petition and the adoption of this Ordinance.

**SECTION 4.** Said property hereinabove described is hereby temporarily and permanently zoned as follows: Heavy Industrial District (HI)

**SECTION 5.** This Ordinance shall be in full force and effect from and after its passage and publication.

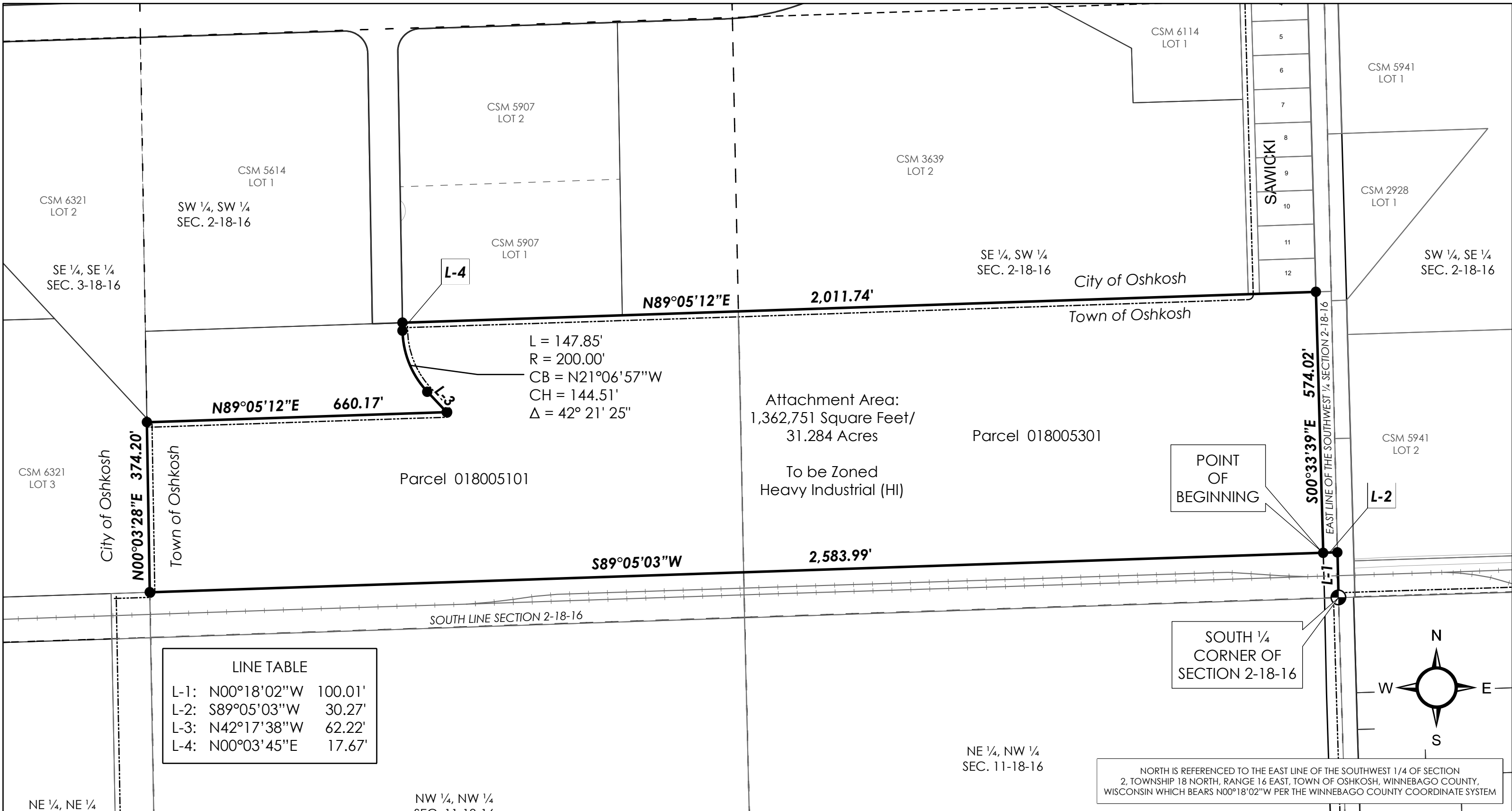
**SECTION 6.** Publication Notice. Please take notice that the City of Oshkosh enacted Ordinance #24-392 APPROVE BOSCHWITZ II ANNEXATION FROM THE TOWN OF OSHKOSH, WEST SIDE OF THE 2900 BLOCK OF VINLAND STREET (TOWN PARCELS 018005101 AND 018005301) on July 9, 2024. The Ordinance annexed property to the City of Oshkosh. The full text of the Ordinance may be obtained at the Office of the City Clerk, 215 Church Avenue, and on the City's website: [www.oshkoshwi.gov](http://www.oshkoshwi.gov). City Clerk's phone: (920) 236-5011.

**"EXHIBIT A"**

**BOSCHWITZ II ANNEXATION FROM THE TOWN OF OSHKOSH**

BEING THAT PART OF THE SOUTHEAST  $\frac{1}{4}$  OF THE SOUTHWEST  $\frac{1}{4}$  AND THE SOUTHWEST  $\frac{1}{4}$  OF THE SOUTHWEST  $\frac{1}{4}$  OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING FROM THE SOUTH QUARTER CORNER OF SAID SECTION 2; THENCE N00°18'02"W, 100.01 FEET ALONG THE EAST LINE OF THE SOUTHWEST  $\frac{1}{4}$  OF SAID SECTION 2; THENCE S89°05'03"W, 30.27 FEET TO A POINT ON THE WEST LINE OF VINLAND STREET AND THE POINT OF BEGINNING; THENCE CONTINUING S89°05'03"W, 2,583.99 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 2; THENCE N00°03'28"E, 374.20 FEET ALONG SAID WEST LINE; THENCE N89°05'12"E, 660.17 FEET; THENCE N42°17'38"W, 62.22 FEET TO THE BEGINNING OF A 200.00-FOOT RADIUS CURVE CONCAVE TO THE NORTHEAST; THENCE 147.85 FEET ALONG SAID CURVE WHOSE CHORD BEARS N21°06'57"W, 144.51 FEET; THENCE N00°03'45"E, 17.67 FEET TO THE SOUTHWEST CORNER OF CERTIFIED SURVEY MAP NUMBER 5907, RECORDED AS DOCUMENT NUMBER 1401836, WINNEBAGO COUNTY REGISTER OF DEEDS; THENCE N89°05'12"E, 2,011.74 FEET ALONG THE SOUTH LINE AND EXTENDED SOUTH LINE OF SAID CERTIFIED SURVEY MAP TO A POINT ON THE WEST LINE OF VINLAND STREET; THENCE S00°33'39"E, 574.02 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING. SAID AREA CONTAINS 1,362,751 SQUARE FEET OR 31.284 ACRES, MORE OR LESS.


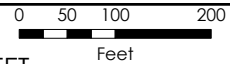




L = 147.85'  
 R = 200.00'  
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LINE TABLE		
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L-4:	N00°03'45"E	17.67'

NORTH IS REFERENCED TO THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN WHICH BEARS N00°18'02"W PER THE WINNEBAGO COUNTY COORDINATE SYSTEM

 City of Oshkosh	CITY OF OSHKOSH PLANNING SERVICES DIVISION	<b>BOSCHWITZ II ANNEXATION          FROM THE TOWN OF OSHKOSH</b>
	GRAPHIC SCALE:  SCALE: 1" = 200 FEET	
	DATE DRAWN: MAY 7, 2024	

**ITEM: PUBLIC HEARING: BOSCHWITZ II ANNEXATION FROM THE TOWN OF OSHKOSH, WEST SIDE OF THE 2900 BLOCK OF VINLAND STREET (TOWN PARCELS 018005101 AND 018005301)**

Plan Commission Meeting of June 4, 2024.

**GENERAL INFORMATION**

**Petitioners/Property Owners:** City of Oshkosh

**Action(s) Requested:**

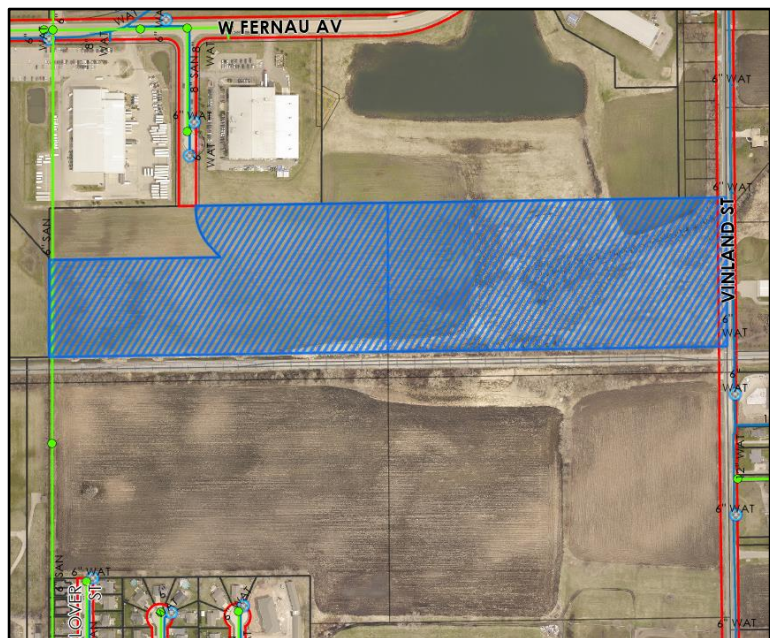
The City is requesting direct annexation (by unanimous approval) of approximately 31.284 acres of land located at the west side of the 2900 Block of Vinland Street in the Town of Oshkosh.

**Applicable Ordinance Provisions:**

Procedures concerning annexations are located within Section 30-360 of the City of Oshkosh Zoning Ordinance as well as within Section 66.0217 of the Wisconsin State Statutes.

**Property Location and Background Information:**

The city is requesting approval of an annexation of two lots (unplatted land, Parcels 018005101 & 018005301) totaling approximately 31.284 acres located on the west side of Vinland Street approximately ¼ mile south of West Fernau Avenue and immediately north of the Canadian and Northwestern rail spur line. The land is undeveloped and is approximately 575 feet wide by 2,580 feet deep.



Proposed Annexation Area

The subject site is predominantly vacant and being farmed. The property has a Town of Oshkosh Light Industrial District (M-1) and Winnebago County I-1 Light Industrial District with Shoreland Zoning. The surrounding area has a wide range of uses including industrial to the north, the rail spur and undeveloped lands to the south, and industrial to the east and west. The property will be annexed with temporary and permanent zonings of Heavy Industrial District (HI), which is consistent with the Comprehensive Plan's Industrial land use recommendation.

## Subject Site

<i>Existing Land Use</i>	<i>Zoning</i>
Vacant/Agricultural	Light Industrial District (M-1) (Town of Oshkosh) and I-1 Light Industrial District with Shoreland Zoning (Winnebago County)

## Adjacent Land Use and Zoning

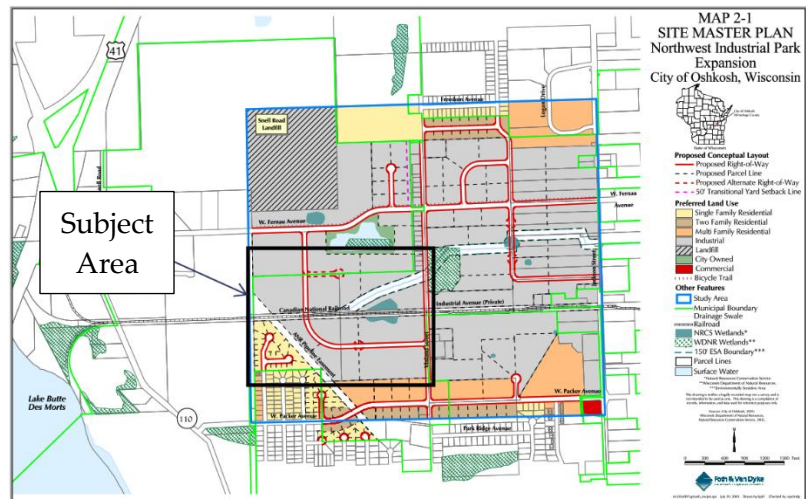
<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Industrial	Heavy Industrial (HI) (City)
		Light Industrial District (M-1) (Town of Oshkosh) and I-1 Light Industrial District with Shoreland Zoning (Winnebago County)
<b>South</b>	Railroad Spur/Vacant	Light Industrial District (M-1) (Town of Oshkosh)
<b>East</b>	Industrial	Light Industrial District (M-1) (Town of Oshkosh)
<b>West</b>	Industrial	Heavy Industrial (HI) (City)

## Comprehensive Plan

<i>Land Use Recommendation</i>	<i>Land Use</i>
Comprehensive Plan 2040 Recommendation	Industrial

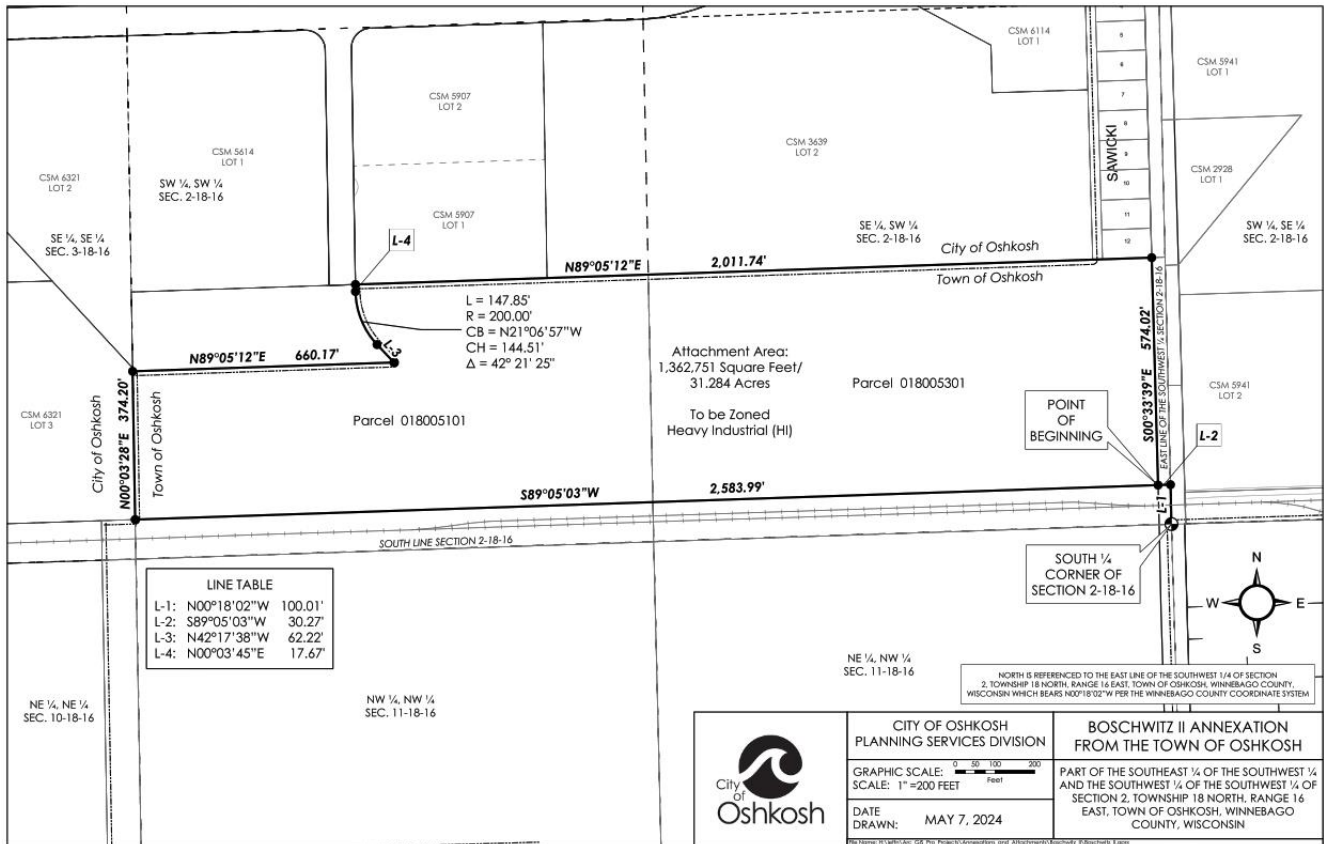
## ANALYSIS

In 2003, the City consulted with Foth & Van Dyke to prepare the *Northwest Industrial Park Expansion Area Site Master Plan*. This plan was created to analyze the general area and conceptualize future land uses and infrastructure needs to expand the park. In 2009, the City purchased approximately 83 acres of the former Boschwitz Farm property for park expansion based on the recommendations in the Plan. Its location south of and adjacent to the existing park with the existing rail access made this a logical area for expansion. There was no immediate need or prospects for development on the land so it remained in the Town of Oshkosh. There has been some recent interest in development of this land which has prompted this annexation request.



Land Use Plan from *Northwest Industrial Park Expansion Area Site Master Plan*

The Comprehensive Plan designates this area appropriate for Industrial land uses which is consistent with the proposed Heavy Industrial District zoning designation.



The Department of Public Works has reviewed the request and reported that City water main is available along Vinland Street. Sanitary sewer is not located on Vinland Street; however, it is available via a main flowing east which ends at the east right-of-way line of Vinland Street making extensions possible. The Oshkosh Fire and Police Departments have reviewed the annexation request and do not have any concerns with providing services to this property.

### RECOMMENDATION/CONDITIONS

Staff recommends approval of the Boschwitz II Annexation with temporary and permanent zonings of Heavy Industrial District (HI) as requested.

Plan Commission recommends approval of the Boschwitz II Annexation with temporary and permanent zonings of Heavy Industrial District (HI) on June 4, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: Ms. Scheuermann reported visiting the site.

Staff report accepted as part of the record.

The City is requesting direct annexation (by unanimous approval) of approximately 31.284 acres of land located at the west side of the 2900 Block of Vinland Street in the Town of Oshkosh.

Mr. Nau presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. The city is requesting approval of an annexation of two lots (unplatted land, Parcels 018005101 & 018005301) totaling approximately 31.284 acres located on the



west side of Vinland Street approximately ¼ mile south of West Fernau Avenue and immediately north of the Canadian and Northwestern rail spur line. The land is undeveloped and is approximately 575 feet wide by 2,580 feet deep. The subject site is predominantly vacant and being farmed. The property has a Town of Oshkosh Light Industrial District (M-1) and Winnebago County I-1 Light Industrial District with Shoreland Zoning. The surrounding area has a wide range of uses including industrial to the north, the rail spur and undeveloped lands to the south, and industrial to the east and west. The property will be annexed with temporary and permanent zonings of Heavy Industrial District (HI), which is consistent with the Comprehensive Plan's Industrial land use recommendation.

In 2003, the City consulted with Foth & Van Dyke to prepare the *Northwest Industrial Park Expansion Area Site Master Plan*. This plan was created to analyze the general area and conceptualize future land uses and infrastructure needs to expand the park. In 2009, the City purchased approximately 83 acres of the former Boschwitz Farm property for park expansion. There were no immediate needs or prospects for development on the land so it remained in the Town of Oshkosh. There has been some recent interest in development of this land which has prompted this annexation request.

The Department of Public Works has reviewed the request and reported that City water main is available along Vinland Street. Sanitary sewer is not located on Vinland Street; however, it is available via a main flowing east which ends at the east right-of-way line of Vinland Street making extensions possible. The Oshkosh Fire and Police Departments have reviewed the annexation request and do not have any concerns with providing services to this property.

Staff recommends approval of the Boschwitz II Annexation with temporary and permanent zonings of Heavy Industrial District (HI) as requested.

Mr. Perry opened up technical questions to staff.

Ms. Scheuermann wondered what the pros and cons of doing the annexation at the time of purchase versus now. I know there was no interest then and there is some interest now. If you purchase your intent is to do something at some point.

Mr. Lyons stated it was purchased at a time when the property was available. There was not a need to expand the park at that time, that is why it did not move forward to be annexed into the City. The land was available, so the City took the opportunity to purchase it. Annexations occur when they become necessary.

Ms. Davey wanted clarification regarding one of the PowerPoint maps, and what the black and green loop is.

Mr. Nau stated that is the County Shoreland Zoning Overlay. There is a creek, that the DNR considers navigable, so there is a 300-foot buffer around there which has to be considered before developing. The County has jurisdiction over that area, otherwise the rest of the land is Town of Oshkosh zoning.

Mr. Perry opened the public hearing and asked if any members of the public wished to speak.

Amanda Miller of 2798 Hamilton Street, at the very end of the cul-de-sac that this area is a part of, has

a lot of questions. What is the road access that you plan for the industrial site. We want to know, from a family standpoint, how much traffic is going through the area. What is the noise allowance. Are you allowing second and third shift for a high industrial area. I have 20 to 30 feet of property behind my house, and then we have this beautiful farm, animals, and things like that. What I am picturing right now is that whoever buys the property is going to put a chain-link fence and a parking lot behind my home, that is within a softball throwing distance of my backdoor. I bought my house in 2019. I would never have bought the home if I knew a heavy industrial would be behind it. We just got tax reassessed. My property went up seventy-two percent, over a hundred thousand dollar increase from 2019 when I bought it. At a minimum you are decreasing that by another fifty thousand. Do we get reassessed, because my home value is not what you guys just reassessed it to. What are the requirements for the borders. Is there a requirement of an easement, how far off the property line do they need to be. A visual of what the quality of materials used, whether or not there is a blockage of a certain distance that they need to see. I do not have enough technical information about what could be going into this area and requirements on whoever purchases it. As a landowner in this area, I am highly concerned.

Mr. Perry thanked her for her comments, and stated that her comments are for the next agenda item, not this one.

Ralph Guenther, of 2787 Minerva Street, also abuts the property. It is proposed to be heavy industrial which is very bothersome. We are in a residential area, and have lived in our home for seventeen years. We have a beautiful field in back of us. We see wild animals, deer and turkeys, almost daily. The cranes come to visit. I have checked with the DNR and they said they have not heard anything about this proposal to turn this into heavy industrial. I ask for your consideration on this, let the heavy industrial go by the tracks and then give us a big buffer zone. Turn it into a park or something, the animals can play, and we will enjoy it. The residential people in the neighborhood will enjoy life much better. We appreciate your consideration.

Mr. Perry reminded everyone this agenda item is for the property north of the railroad tracks, and the next agenda item is for property south of the railroad tracks.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

*Motion by Propp to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Scheuermann.*

Mr. Perry asked if there was any discussion on the motion.

Ms. Scheuermann wanted clarification on how long ago the designation was made for this area.

Mr. Nau stated since at least the 1993 Comp Plan.

Mr. Lyons stated the zoning district is industrial manufacturing in the County right now. Industrial is the long-term plan for this area north of the tracks.

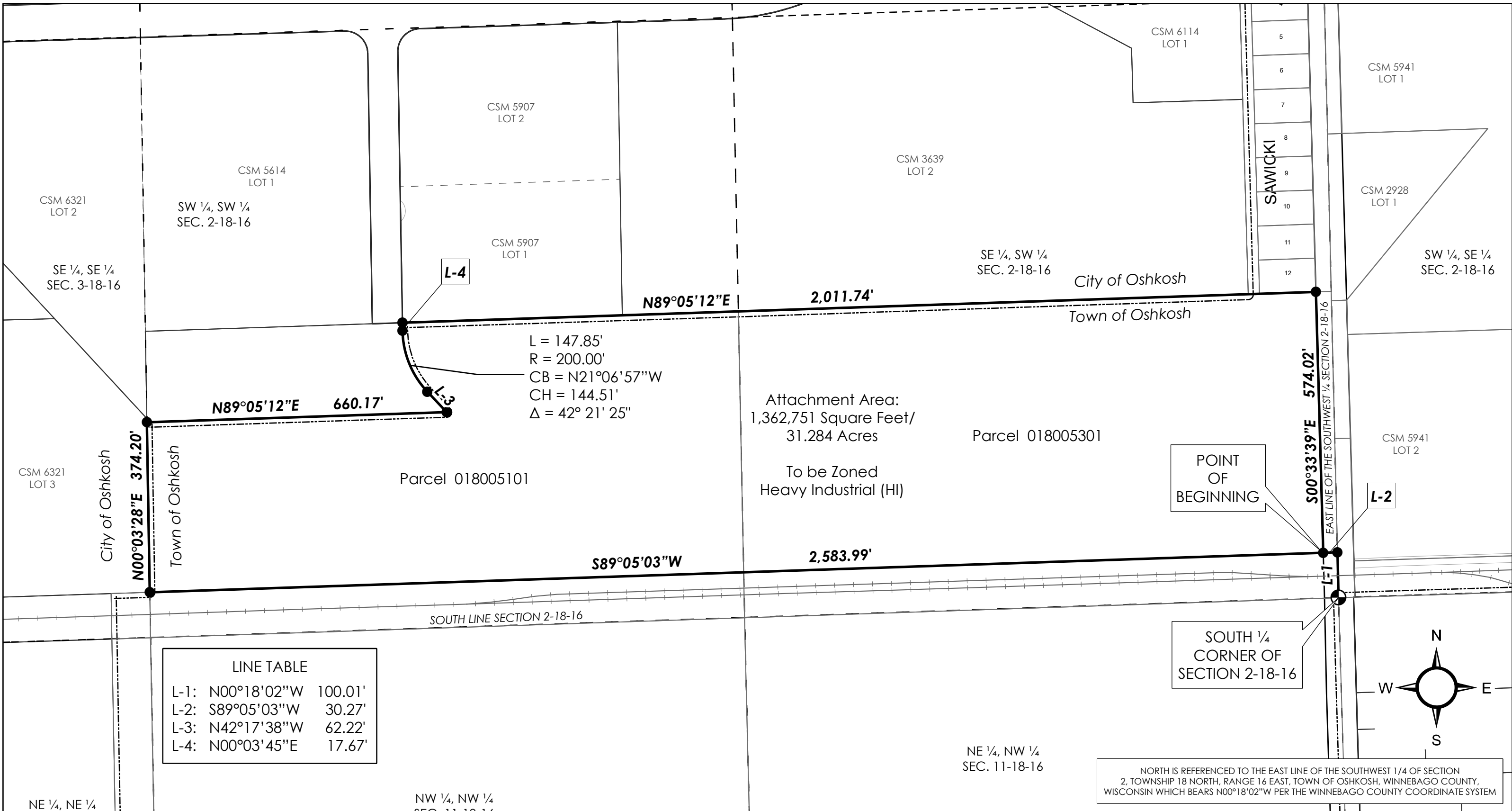


*Motion carried 7-0.*

**"EXHIBIT A"**

**BOSCHWITZ II ANNEXATION FROM THE TOWN OF OSHKOSH**

BEING THAT PART OF THE SOUTHEAST  $\frac{1}{4}$  OF THE SOUTHWEST  $\frac{1}{4}$  AND THE SOUTHWEST  $\frac{1}{4}$  OF THE SOUTHWEST  $\frac{1}{4}$  OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING FROM THE SOUTH QUARTER CORNER OF SAID SECTION 2; THENCE N00°18'02"W, 100.01 FEET ALONG THE EAST LINE OF THE SOUTHWEST  $\frac{1}{4}$  OF SAID SECTION 2; THENCE S89°05'03"W, 30.27 FEET TO A POINT ON THE WEST LINE OF VINLAND STREET AND THE POINT OF BEGINNING; THENCE CONTINUING S89°05'03"W, 2,583.99 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 2; THENCE N00°03'28"E, 374.20 FEET ALONG SAID WEST LINE; THENCE N89°05'12"E, 660.17 FEET; THENCE N42°17'38"W, 62.22 FEET TO THE BEGINNING OF A 200.00-FOOT RADIUS CURVE CONCAVE TO THE NORTHEAST; THENCE 147.85 FEET ALONG SAID CURVE WHOSE CHORD BEARS N21°06'57"W, 144.51 FEET; THENCE N00°03'45"E, 17.67 FEET TO THE SOUTHWEST CORNER OF CERTIFIED SURVEY MAP NUMBER 5907, RECORDED AS DOCUMENT NUMBER 1401836, WINNEBAGO COUNTY REGISTER OF DEEDS; THENCE N89°05'12"E, 2,011.74 FEET ALONG THE SOUTH LINE AND EXTENDED SOUTH LINE OF SAID CERTIFIED SURVEY MAP TO A POINT ON THE WEST LINE OF VINLAND STREET; THENCE S00°33'39"E, 574.02 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING. SAID AREA CONTAINS 1,362,751 SQUARE FEET OR 31.284 ACRES, MORE OR LESS.



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	<b>CITY OF OSHKOSH PLANNING SERVICES DIVISION</b>	<b>BOSCHWITZ II ANNEXATION FROM THE TOWN OF OSHKOSH</b>
	GRAPHIC SCALE: SCALE: 1" = 200 FEET	
	DATE DRAWN: <b>MAY 7, 2024</b>	

ANNEXATION  
2900 BLOCK OF VINLAND ST  
PC: 06-04-2024

GENERAL NUMBER ONE LLC  
PO BOX 4167  
OLATHE KS 66063-4167

LAKE VIEW MEMORIAL PARK  
PO BOX 130548  
HOUSTON TX 77219-0548

2750 VINLAND LLC  
601 OREGON ST A  
OSHKOSH WI 54902-5979

FERRY CROSSING NBHD ASSOC  
C/O ROB KASPER  
2355 PARKSIDE DR  
OSHKOSH WI 54901-1776

POWERGRID SOLUTIONS LLC  
3100 W 7TH ST STE 500  
FORT WORTH TX 76107-8701

CLARITY CARE INC  
424 WASHINGTON AVE  
OSHKOSH WI 54901-5044

RONALD J HOLMES  
2800 VINLAND ST  
OSHKOSH WI 54901-1528

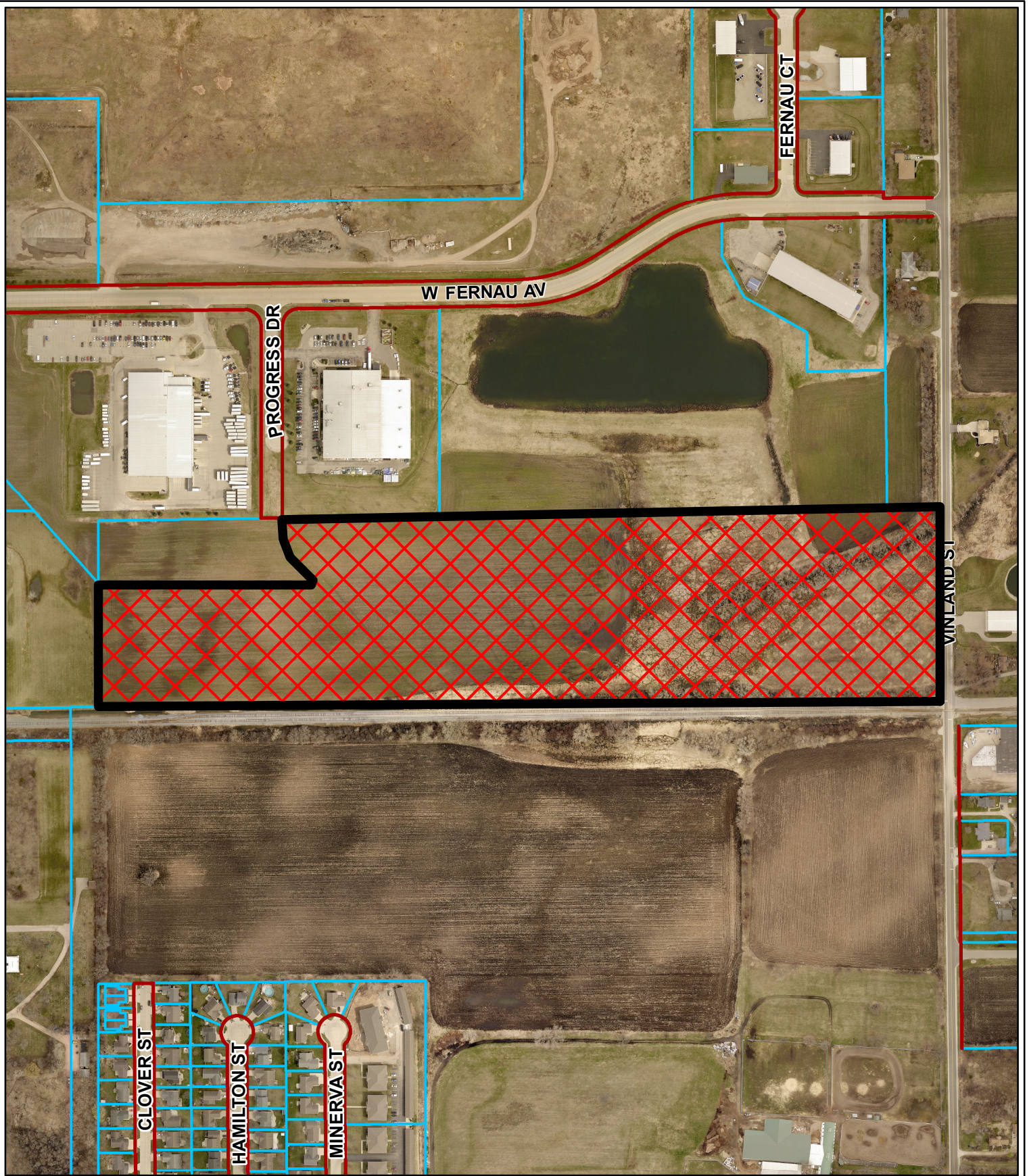
FERRY CROSSING NBHD ASSOC  
C/O SCOTT & VICKY VANASTEN  
2260 CRANE ST  
OSHKOSH WI 54901-1765

JORDAN & STEVEN SCHUG  
3020 VINLAND ST  
OSHKOSH WI 54901-1111

OSHKOSH STORAGE CO INC  
1110 INDUSTRIAL AVE  
OSHKOSH WI 54901-1104

MVT LLC  
2247 RYF RD  
OSHKOSH WI 54904-9585





**TOWN OF OSHKOSH PARCELS**  
**018005101 & 018005301**



1 in = 0.08 mi

1 in = 400 ft

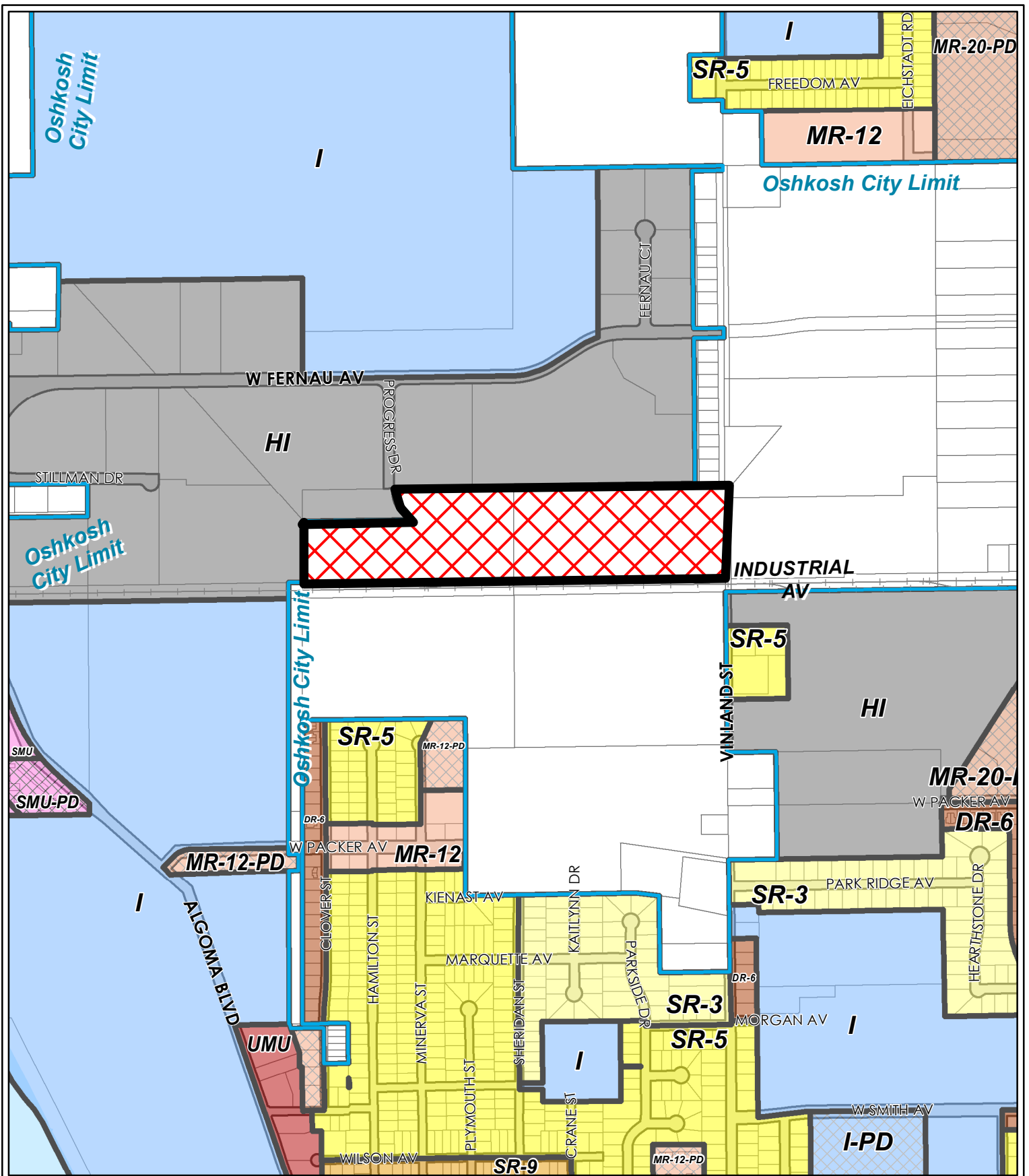
Printing Date: 5/14/2024

Prepared by: City of Oshkosh, WI



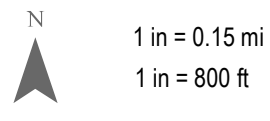
City of Oshkosh maps and data are intended to be used for general identification purposes only, and the City of Oshkosh assumes no liability for the accuracy of the information. Those using the information are responsible for verifying accuracy. For full disclaimer please go to [www.ci.oshkosh.wi.us/GISdisclaimer](http://www.ci.oshkosh.wi.us/GISdisclaimer)





**TOWN OF OSHKOSH PARCELS**  
**018005101 & 018005301**

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Printing Date: 5/14/2024  
 Prepared by: City of Oshkosh, WI







**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Ord 24-393 Approve Boschwitz III Annexation from the Town of Oshkosh, West Side of the 2700-2800 Blocks of Vinland Street (Town Parcels 0180152 and 0180153) (Plan Commission Recommends Approval)

---

## **BACKGROUND**

The City is requesting approval of an annexation of two lots (unplatted land, Parcels 0180152 and 0180153) totaling approximately 51.696 acres located on the west side of Vinland Street, approximately ¼ mile south of West Fernau Avenue, and immediately south of the Canadian and Northwestern rail spur lines. The land is undeveloped and is approximately 950 feet wide by 2,580 feet deep.

The subject site is predominantly vacant and being farmed. The property has a Town of Oshkosh Light Industrial District (M-1) and Winnebago County I-1 Light Industrial District with shoreland zoning designation. The surrounding area has a wide range of uses, including the rail spur and undeveloped lands to the north, mixed residential uses and a hobby farm to the south, industrial and single-family uses to the east, and a cemetery to the west. The property will be annexed with a temporary and permanent zoning of Heavy Industrial District (HI), which is consistent with the Comprehensive Plan's Industrial land use recommendation.

## **ANALYSIS**

In 2003, the City consulted with Foth & Van Dyke to prepare the Northwest Industrial Park Expansion Area Site Master Plan. This plan was created to analyze the general area and conceptualize future land uses and infrastructure needs to expand the park. In 2009, the City purchased approximately 83 acres of the former Boschwitz Farm property for future park expansion based on the recommendations in the Plan. Its location, south of and adjacent to the existing park with the existing rail access, made this a logical area for expansion. There were no immediate needs or prospects for development on the land, so it remained in the Town of Oshkosh. There has been some recent interest in the development of this area, which has prompted this annexation request.

The Comprehensive Plan designates this area appropriate for Industrial land uses which is consistent with the proposed Heavy Industrial District zoning designation.

## **BOARD/COMMISSION INFORMATION**

The June 4, 2024 Plan Commission meeting involved discussion related to the proposed annexation. During the hearing, individuals spoke regarding the request. The comments included discussion on the effect on the adjoining residential area, access to the area, and buffering requirements. Further discussion was had regarding the plan for possible residential development in the southwest corner of the subject area, the impacts of the gas pipeline, and the timing of the annexation request. The attached minutes provide further information related to the comments.

## **FISCAL IMPACT**

The subject area is owned by the City of Oshkosh and is intended to be sold for development. Future development should lead to an increase in the assessed value of the property.

## **RECOMMENDATION**

The Plan Commission recommended approval of the annexation, as requested, on June 4, 2024. Please see the attached staff report and meeting minutes for more information.

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### Attachments

Ord 24-393

Exhibit A for Ord 24-393

Boschwitz III Annexation

7/9/2024  
SECOND READING

24-393

ORDINANCE

6/25/2024  
FIRST READING

24-367

ORDINANCE

CARRIED

6-0

**PURPOSE:** APPROVE BOSCHWITZ III ANNEXATION FROM THE TOWN OF OSHKOSH, WEST SIDE OF THE 2700-2800 BLOCKS OF VINLAND STREET (TOWN PARCELS 0180152 AND 0180153)

**INITIATED BY:** CITY OF OSHKOSH

PLAN COMMISSION RECOMMENDATION: Approved

A GENERAL ORDINANCE OF THE CITY ANNEXING CERTAIN TERRITORY TO THE CITY OF OSHKOSH.

The Common Council of the City of Oshkosh do ordain as follows:

**WHEREAS**, an annexation petition duly circulated has heretofore been signed by the owners of all the real property within such territory and all of the electors residing in said territory; and

**WHEREAS**, Section 66.0217(2) of the Wisconsin Statutes allows for a petition to be filed without a notice of intention to circulate in an annexation by unanimous approval; and

**WHEREAS**, said annexation petition together with a description of the territory to be annexed and a scale map showing the boundaries of such territory and its relation to the municipalities involved, having been filed with the City Clerk of the City of Oshkosh and the Town of Oshkosh; and

**WHEREAS**, a copy of said annexation petition together with a description of the territory to be annexed and a scale map having been mailed to the affected municipal and school district clerks and the State of Wisconsin Department of Administration within five (5) days of the filing of said petition; and

**WHEREAS**, not more than one hundred twenty (120) days have lapsed since the filing of the annexation petition; and

**WHEREAS**, the State of Wisconsin Department of Administration has issued its opinion that the annexation is in the public interest; and

**WHEREAS**, the petitioners have requested that the annexation ordinance temporarily designate the classification of the annexed area for zoning purposes; and

**WHEREAS**, the Plan Commission of the City of Oshkosh is recommending that said property be temporarily and permanently zoned as follows: Heavy Industrial District (HI)

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**SECTION 1.** The following described territory, pursuant to a duly circulated and filed annexation petition for direct annexation is hereby annexed to and made part of the City of Oshkosh, a municipal corporation located in Winnebago County, more specifically to the 12th Ward of said City and subject to Wisconsin Statutes and the amendments as described in the attached "Exhibit A".

**SECTION 2.** Sections 1-28 and 1-29 of the Oshkosh Municipal Code pertaining to Boundaries and Benchmarks are hereby amended so as to reflect the provisions of this Ordinance and the proper City officials are hereby authorized and directed to make such changes.

**SECTION 3.** The proper City officials are hereby authorized and directed to comply with the following requirements of Section 66.0217(9) of the Wisconsin Statutes and the City Clerk shall give written notice to the appropriate Town Clerk of the acceptance of the annexation petition and the adoption of this Ordinance.

**SECTION 4.** Said property hereinabove described is hereby temporarily and permanently zoned as follows:  
Heavy Industrial District (HI)

**SECTION 5.** This Ordinance shall be in full force and effect from and after its passage and publication.

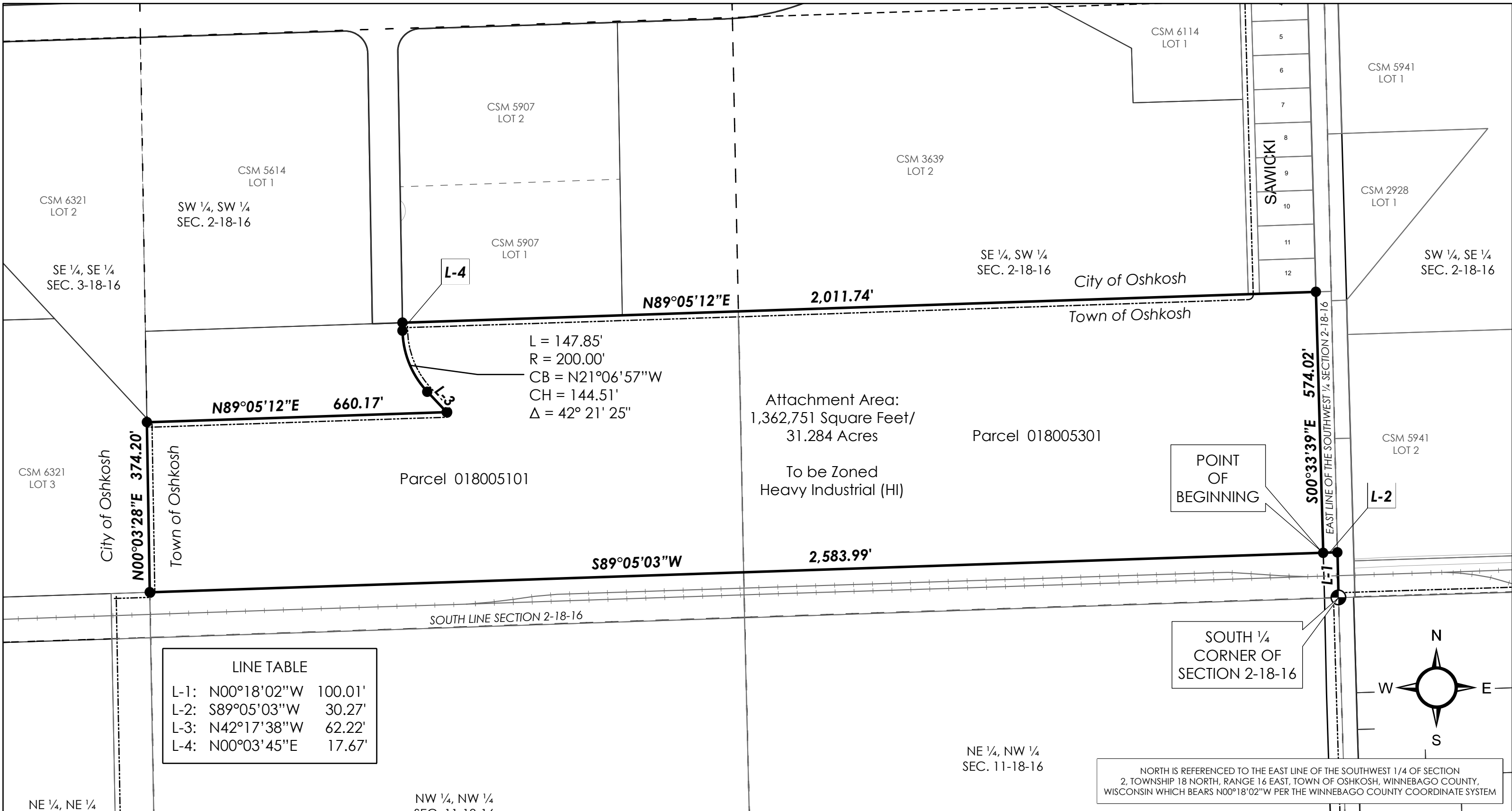
**SECTION 6.** Publication Notice. Please take notice that the City of Oshkosh enacted Ordinance #24-393 APPROVE BOSCHWITZ III ANNEXATION FROM THE TOWN OF OSHKOSH, WEST SIDE OF THE 2700-2800 BLOCKS OF VINLAND STREET (TOWN PARCELS 0180152 AND 0180153) on July 9, 2024. The Ordinance annexed property to the City of Oshkosh. The full text of the Ordinance may be obtained at the Office of the City Clerk, 215 Church Avenue, and on the City's website: [www.oshkoshwi.gov](http://www.oshkoshwi.gov). Clerk's phone: (920) 236-5011.

**"EXHIBIT A"**

**BOSCHWITZ III ANNEXATION FROM THE TOWN OF OSHKOSH**

BEING THAT PART OF THE NORTHEAST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  AND THE NORTHWEST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  OF SECTION 11, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING FROM THE NORTH QUARTER CORNER OF SAID SECTION 11; THENCE S89°05'03"W, 33.00 FEET ALONG THE NORTH LINE OF SAID SECTION 11 TO A POINT ON THE WEST LINE OF VINLAND STREET AND ALSO THE POINT OF BEGINNING; THENCE S00°39'17"E, 944.11 FEET ALONG SAID WEST LINE; THENCE S89°08'22"W, 1,586.31 FEET TO A POINT ON THE EAST LINE OF CERTIFIED SURVEY MAP (CSM) NUMBER 5167, RECORDED AS DOCUMENT NUMBER 1217329, WINNEBAGO COUNTY REGISTER OF DEEDS; THENCE N00°00'51"E, 184.02 FEET ALONG THE EAST LINE OF SAID CSM TO THE NORTHEAST CORNER OF SAID CSM; THENCE S89°24'10"W, 1,006.23 FEET ALONG THE NORTH LINE OF SAID CSM, THE NORTH LINE OF THE SECOND ADDITION TO RUSCH AND KIENAST PLAT, RECORDED AS DOCUMENT 674836, WINNEBAGO COUNTY REGISTER OF DEEDS AND THE NORTH LINE OF CLOVER STREET TWINDOMINIUM, RECORDED AS DOCUMENT 1189595, WINNEBAGO COUNTY REGISTER OF DEEDS, TO THE NORTHWEST CORNER OF SAID TWINDOMINIUM, ALSO BEING A POINT ON THE WEST LINE OF SAID SECTION 11; THENCE N00°00'22"W, 753.08 FEET ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF SAID SECTION 11; THENCE N89°05'03"E, 2,581.89 FEET ALONG THE NORTH LINE OF SAID SECTION 11 TO THE POINT OF BEGINNING. SAID AREA CONTAINS 2,251,883 SQUARE FEET OR 51.696 ACRES, MORE OR LESS.



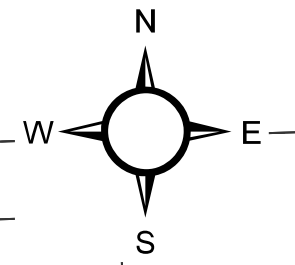


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 CB = N21°06'57"W  
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 Δ = 42° 21' 25"

LINE TABLE		
L-1:	N00°18'02"W	100.01'
L-2:	S89°05'03"W	30.27'
L-3:	N42°17'38"W	62.22'
L-4:	N00°03'45"E	17.67'

POINT OF BEGINNING

SOUTH 1/4 CORNER OF SECTION 2-18-16



NORTH IS REFERENCED TO THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN WHICH BEARS N00°18'02"W PER THE WINNEBAGO COUNTY COORDINATE SYSTEM



CITY OF OSHKOSH  
PLANNING SERVICES DIVISION

GRAPHIC SCALE:   
SCALE: 1" = 200 FEET

DATE DRAWN: MAY 7, 2024

BOSCHWITZ II ANNEXATION  
FROM THE TOWN OF OSHKOSH

PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN

**ITEM: PUBLIC HEARING: BOSCHWITZ III ANNEXATION FROM THE TOWN OF OSHKOSH, WEST SIDE OF THE 2700-2800 BLOCKS OF VINLAND STREET (TOWN PARCELS 0180152 AND 0180153)**

Plan Commission Meeting of June 4, 2024.

**GENERAL INFORMATION**

**Petitioners/Property Owners:** City of Oshkosh

**Action(s) Requested:**

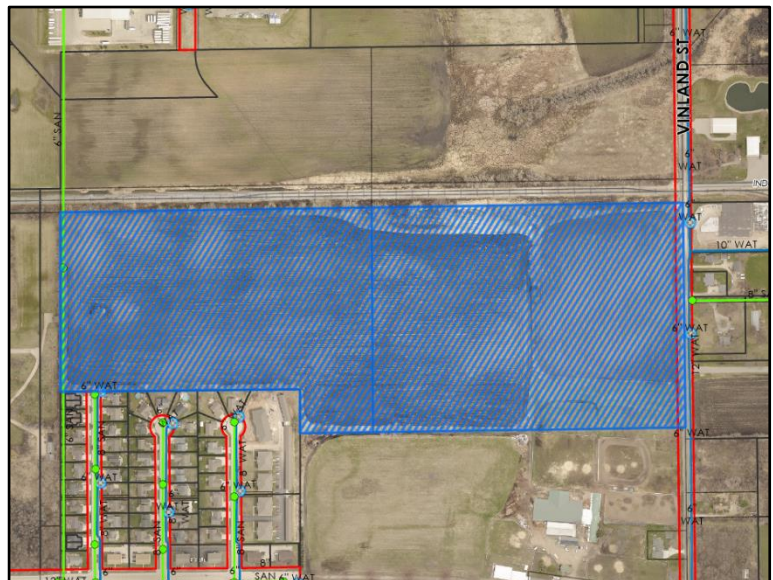
The City is requesting direct annexation (by unanimous approval) of approximately 51.696 acres of land located at the west side of the 2700-2800 Blocks of Vinland Street in the Town of Oshkosh.

**Applicable Ordinance Provisions:**

Procedures concerning annexations are located within Section 30-360 of the City of Oshkosh Zoning Ordinance as well as within Section 66.0217 of the Wisconsin State Statutes.

**Property Location and Background Information:**

The city is requesting approval of an annexation of two lots (unplatted land, Parcels 0180153 & 0180152) totaling approximately 51.696 acres located on the west side of Vinland Street approximately ¼ mile south of West Fernau Avenue and immediately south of the Canadian and Northwestern rail spur line. The land is undeveloped and is approximately 950 feet wide by 2,580 feet deep.



Proposed Annexation Area

The subject site is predominantly vacant and being farmed. The property has a Town of Oshkosh Light Industrial District (M-1) and Winnebago County I-1 Light Industrial District with Shoreland Zoning. The surrounding area has a wide range of uses including the rail spur and undeveloped lands to the north, mixed residential uses and hobby farm to the south, industrial and single family uses to the east, and a cemetery to the west. The property will be annexed with temporary and permanent zonings of Heavy Industrial District (HI), which is consistent with the Comprehensive Plan's Industrial land use recommendation.

## Subject Site

Existing Land Use	Zoning
Vacant/Agricultural	Light Industrial District (M-1) (Town of Oshkosh) and I-1 Light Industrial District with Shoreland Zoning (Winnebago County)

## Adjacent Land Use and Zoning

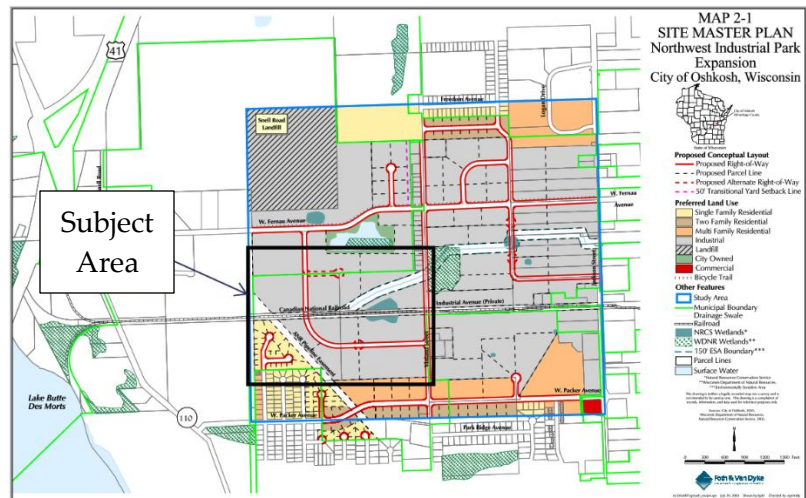
Existing Uses	Zoning
North Railroad Spur/Vacant	Light Industrial District (M-1) (Town of Oshkosh) and I-1 Light Industrial District with Shoreland Zoning (Winnebago County)
South Residential & Hobby Farm	Multi-Family Residential - 12 Planned Development Overlay (MR-12_PD), Single Family Residential – 5 (SR-5) & Duplex Residential – 6 (DR-6) (City) Institutional & Recreational Park District (P-1) (Town of Oshkosh)
East Residential & Industrial	Heavy Industrial (HI) & Single Family Residential – 5 (SR-5) (City)
West Cemetery	Institutional & Recreational Park District (P-1) (Town of Oshkosh)

## Comprehensive Plan

Land Use Recommendation	Land Use
Comprehensive Plan 2040 Recommendation	Industrial

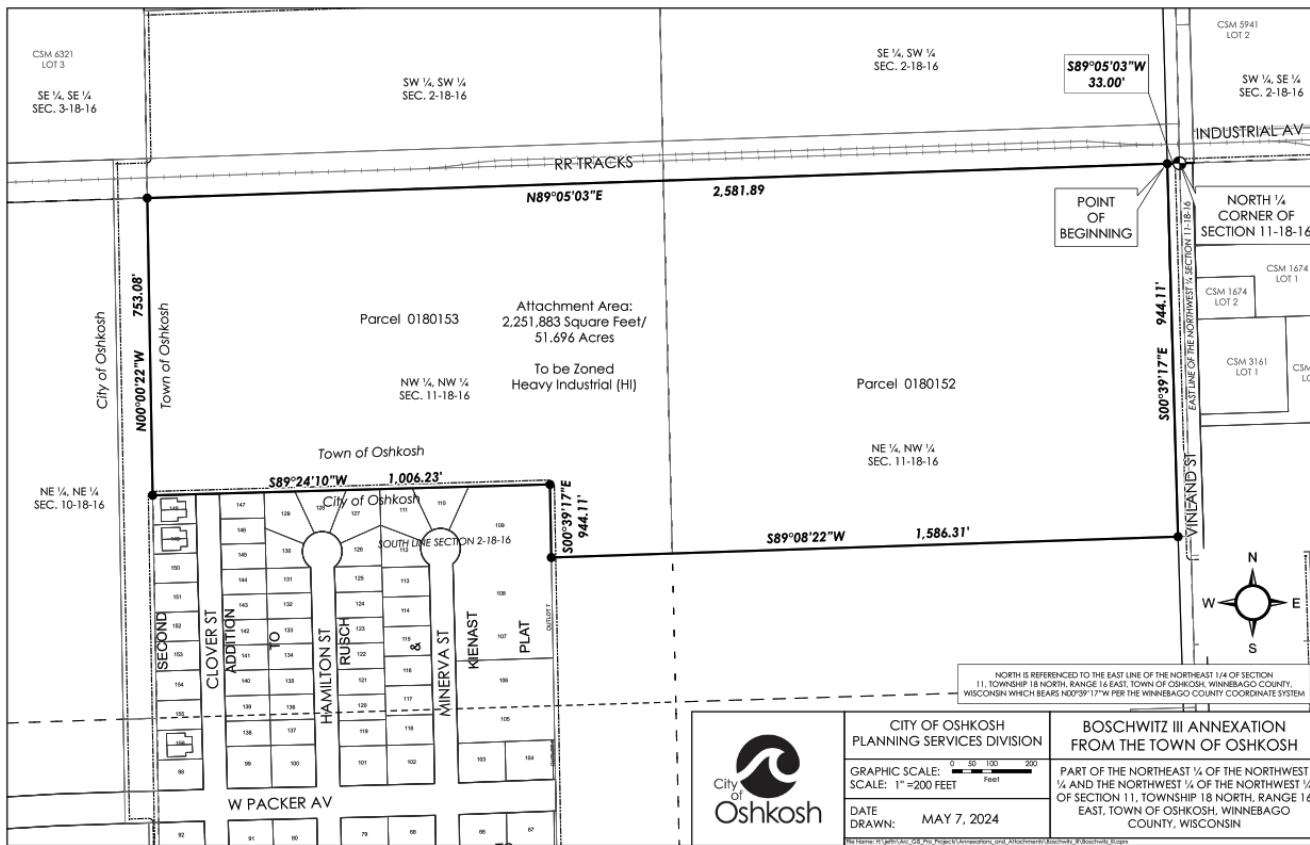
## ANALYSIS

In 2003, the City consulted with Foth & Van Dyke to prepare the *Northwest Industrial Park Expansion Area Site Master Plan*. This plan was created to analyze the general area and conceptualize future land uses and infrastructure needs to expand the park. In 2009, the City purchased approximately 83 acres of the former Boschwitz Farm property for park expansion based on the recommendations in the Plan. Its location south of and adjacent to the existing park with the existing rail access made this a logical area for expansion. There was no immediate need or prospects for development on the land so it remained in the Town of Oshkosh. There has been some recent interest in development of this land which has prompted this annexation request.



Land Use Plan from *Northwest Industrial Park Expansion Area Site Master Plan*

The Comprehensive Plan designates this area appropriate for Industrial land uses which is consistent with the proposed Heavy Industrial District zoning designation.



The Department of Public Works has reviewed the request and reported that City water main is available along Vinland Street. Sanitary sewer is not located on Vinland Street; however, it is available via a main flowing east which ends at the east right-of-way line of Vinland Street making extensions possible. The Oshkosh Fire and Police Departments have reviewed the annexation request and do not have any concerns with providing services to this property.

**RECOMMENDATION/CONDITIONS**

Staff recommends approval of the Boschwitz III Annexation with temporary and permanent zonings of Heavy Industrial District (HI) as requested.

Plan Commission recommends approval of the Boschwitz III Annexation with temporary and permanent zonings of Heavy Industrial District (HI) on June 4, 2024. The following is Plan Commission’s discussion on the item.

Site Inspections Report: No one reported visiting the site.

Staff report accepted as part of the record.

The City is requesting direct annexation (by unanimous approval) of approximately 51.696 acres of land located at the west side of the 2700-2800 Blocks of Vinland Street in the Town of Oshkosh.

Mr. Nau presented the items and reviewed the site and surrounding area as well as the land use and

zoning classifications in this area. The city is requesting approval of an annexation of two lots (unplatted land, Parcels 0180153 & 0180152) totaling approximately 51.696 acres located on the west side of Vinland Street approximately ¼ mile south of West Fernau Avenue and immediately south of the Canadian and Northwestern rail spur line. The land is undeveloped and is approximately 950 feet wide by 2,580 feet deep.

The subject site is predominantly vacant and being farmed. The property has a Town of Oshkosh Light Industrial District (M-1) and Winnebago County I-1 Light Industrial District with Shoreland Zoning.

In 2003, the City consulted with Foth & Van Dyke to prepare the *Northwest Industrial Park Expansion Area Site Master Plan*. This plan was created to analyze the general area and conceptualize future land uses and infrastructure needs to expand the park. In 2009, the City purchased approximately 83 acres of the former Boschwitz Farm property for park expansion based on the recommendations in the Plan. Its location south of and adjacent to the existing park with the existing rail access made this a logical area for expansion. There was no immediate need or prospects for development on the land so it remained in the Town of Oshkosh. There has been some recent interest in development of this land which has prompted this annexation request.

We did not do the prior annexation request (Item III) and this one together, because annexations per State Statute have to be contiguous. The railroad will remain in the Town of Oshkosh as a connection to a Town property located on Clover Street. The railroad will remain in the Town until such time as the property on Clover Street annexes into the City.

Staff recommends approval of the Boschwitz III Annexation with temporary and permanent zonings of Heavy Industrial District (HI) as requested.

Mr. Lyons stated right now HI zoning is being assigned because we have to assign zoning on full parcels, we cannot split zoning when properties are being annexed. There is an ANR pipeline that runs through this area that you cannot build over. The southwest side of the pipeline is identified as residential in the initial concept for bringing this into the City. We cannot split the zoning for this property until we have industrial development started. Buffering will be required between residential and industrial.

Ms. Scheuermann wondered what assurances there are for the neighbors to know that the southwest area will be residential not heavy industrial.

Mr. Lyons stated the City owns the property, and would follow through on those plans. It is extremely unlikely that anything can cross the pipeline, because they are strict regulations. The proposal is for annexation now, there are no development plans at this time. If someone tries to develop, there will be a neighborhood meeting, and it would come before Plan Commission and Council. We recognized early that having industrial and residential back up to each other is not a great idea. We would want significant landscaping and buffering. All of those things to protect the neighbors. We would never allow industrial access to Clover Street. We do not want industrial through residential; we need separation.

Mr. Perry opened up technical questions to staff.



Mr. Ulrich wondered if the neighbors might be allowed to purchase property behind their homes to create a buffer of their own.

Mr. Lyons stated yes that would be something they could discuss if neighbors are interested.

Mr. Perry opened the public hearing and asked if any members of the public wished to speak.

*Amanda Miller's comments, 2798 Hamilton Street, from Item III: What is the road access that you plan for the industrial site. We want to know, from a family standpoint, how much traffic is going through the area. What is the noise allowance. Are you allowing second and third shift for a high industrial area. I have 20 to 30 feet of property behind my house, and then we have this beautiful farm, animals, and things like that. What I am picturing right now is that whoever buys the property is going to put a chain-link fence and a parking lot behind my home, that is within a softball throwing distance of my backdoor. I bought my house in 2019. I would never have bought the home if I knew a heavy industrial would be behind it. We just got tax reassessed. My property went up seventy-two percent, over a hundred thousand dollar increase from 2019 when I bought it. At a minimum you are decreasing that by another fifty thousand. Do we get reassessed, because my home value is not what you guys just reassessed it to. What are the requirements for the borders. Is there a requirement of an easement, how far off the property line do they need to be. A visual of what the quality of materials used, whether or not there is a blockage of a certain distance that they need to see. I do not have enough technical information about what could be going into this area and requirements on whoever purchases it. As a landowner in this area, I am highly concerned.*

Ms. Miller stated that most of her prior questions have been answered. She has some new questions now. Is anyone interested in building near her property currently.

Mr. Lyons stated there is no interest at this time.

Ms. Miller wanted to know dimensions of the ANR pipeline.

Mr. Nau stated there is a seventy-five-foot easement that runs through there.

Ms. Miller stated she is calmer as long as the area behind her home is used as a subdivision or nothing.

*Ralph Guenther's comments, 2787 Minerva Street, from Item III: It is proposed to be heavy industrial which is very bothersome. We are in a residential area, and have lived in our home for seventeen years. We have a beautiful field in back of us. We see wild animals, deer and turkeys, almost daily. The cranes come to visit. I have checked with the DNR and they said they have not heard anything about this proposal to turn this into heavy industrial. I ask for your consideration on this, let the heavy industrial go by the tracks and then give us a big buffer zone. Turn it into a park or something, the animals can play, and we will enjoy it. The residential people in the neighborhood will enjoy life much better. We appreciate your consideration.*

Mr. Guenther stated a number of years ago the City came and did a survey on that property and designated areas for a retention pond. Is that something being considered.

Mr. Lyons stated that was not for retention ponds, it was a wetland delineation to see what was wetlands and what was buildable. If someone looks to develop the area, they will need to meet storm water management, and may have to put in ponds at that time.



Andy Wilson, 3432 Sheppard Drive, had questions. It seems like there are multiple issues here. First is if the City should annex it. The City owns it so it is probably natural they would want to do that. The next is what the zoning should be. It sounds like it is currently light industrial going to heavy industrial. Could you explain the distinction between the two.

Mr. Lyons stated heavy industrial is a more intense industrial use than what light industrial would be.

Mr. Wilson wondered if the lots could be split now, and one designated heavy industrial and the other as a lighter use or residential.

Mr. Lyons stated the Comprehensive Plan for that area calls for industrial so we could not assign a residential district to it. When you do a zone change per State Statute you have to match your underlining Comp Plan. There is a process that will take place when it is appropriate to start splitting the property to get it into that residential district.

Mr. Wilson wondered if there is a lesser industrial classification.

Mr. Lyons stated there is urban industrial but it would not be appropriate for this area.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

*Motion by Davey to adopt the findings and recommendation as stated in the staff report.*

*Seconded by Scheuermann.*

Mr. Perry asked if there was any discussion on the motion.

Mr. Kiefer stated this is the very first step, annexing this into the City. There will be many more steps before anything will be built here.

Mr. Lyons stated before any development would take place, the neighbors would receive a meeting notice, just like for today.

Mr. Ulrich stated he is leery of the he-said she-said kind of assurances. I trust Mr. Lyons and I understand how the process works. I believe there will not be building over the pipeline, and that the most profitable future is going to be residential to the west of that diagonal line. It is our responsibility to follow the Comprehensive Plan which is why I will be voting in favor of this. I trust the process. It would be nice to see something more in writing, in addition to just the motion to adopt the recommendations. I understand the concerns of those who spoke.

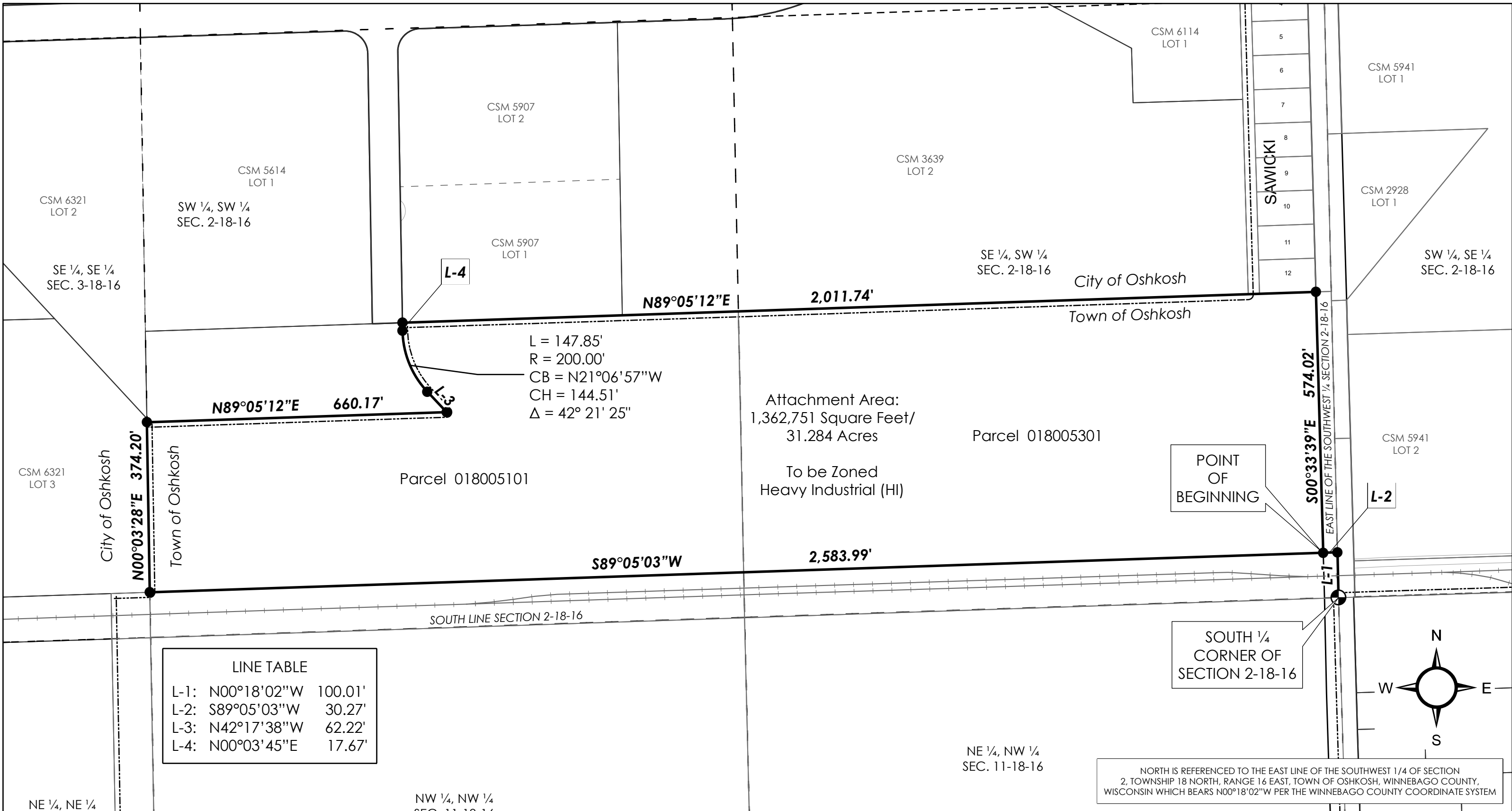
Mr. Perry stated this pipeline comes up three to four times a year, in various parts of the City. We are very limited on what can be put anywhere near it. It almost makes a good portion of this property very unusable for anything even in the heavy industrial scale, so we will have to see what comes up in the future. I imagine this property will come to us three or four times before it is finally developed because of all the things needed to get it to go. I will support this as well.

*Motion carried 7-0.*

**"EXHIBIT A"**

**BOSCHWITZ III ANNEXATION FROM THE TOWN OF OSHKOSH**

BEING THAT PART OF THE NORTHEAST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  AND THE NORTHWEST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  OF SECTION 11, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING FROM THE NORTH QUARTER CORNER OF SAID SECTION 11; THENCE S89°05'03"W, 33.00 FEET ALONG THE NORTH LINE OF SAID SECTION 11 TO A POINT ON THE WEST LINE OF VINLAND STREET AND ALSO THE POINT OF BEGINNING; THENCE S00°39'17"E, 944.11 FEET ALONG SAID WEST LINE; THENCE S89°08'22"W, 1,586.31 FEET TO A POINT ON THE EAST LINE OF CERTIFIED SURVEY MAP (CSM) NUMBER 5167, RECORDED AS DOCUMENT NUMBER 1217329, WINNEBAGO COUNTY REGISTER OF DEEDS; THENCE N00°00'51"E, 184.02 FEET ALONG THE EAST LINE OF SAID CSM TO THE NORTHEAST CORNER OF SAID CSM; THENCE S89°24'10"W, 1,006.23 FEET ALONG THE NORTH LINE OF SAID CSM, THE NORTH LINE OF THE SECOND ADDITION TO RUSCH AND KIENAST PLAT, RECORDED AS DOCUMENT 674836, WINNEBAGO COUNTY REGISTER OF DEEDS AND THE NORTH LINE OF CLOVER STREET TWINDOMINIUM, RECORDED AS DOCUMENT 1189595, WINNEBAGO COUNTY REGISTER OF DEEDS, TO THE NORTHWEST CORNER OF SAID TWINDOMINIUM, ALSO BEING A POINT ON THE WEST LINE OF SAID SECTION 11; THENCE N00°00'22"W, 753.08 FEET ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF SAID SECTION 11; THENCE N89°05'03"E, 2,581.89 FEET ALONG THE NORTH LINE OF SAID SECTION 11 TO THE POINT OF BEGINNING. SAID AREA CONTAINS 2,251,883 SQUARE FEET OR 51.696 ACRES, MORE OR LESS.

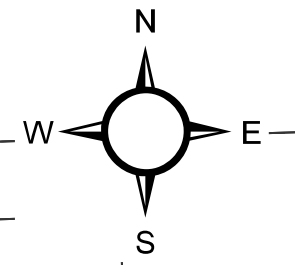


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POINT OF BEGINNING

SOUTH 1/4 CORNER OF SECTION 2-18-16



NORTH IS REFERENCED TO THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN WHICH BEARS N00°18'02"W PER THE WINNEBAGO COUNTY COORDINATE SYSTEM



CITY OF OSHKOSH  
PLANNING SERVICES DIVISION

GRAPHIC SCALE:   
SCALE: 1" = 200 FEET

DATE DRAWN: MAY 7, 2024

BOSCHWITZ II ANNEXATION  
FROM THE TOWN OF OSHKOSH

PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN

ANNEXATION  
2900 BLOCK OF VINLAND ST  
PC: 06-04-2024

GENERAL NUMBER ONE LLC  
PO BOX 4167  
OLATHE KS 66063-4167

LAKE VIEW MEMORIAL PARK  
PO BOX 130548  
HOUSTON TX 77219-0548

2750 VINLAND LLC  
601 OREGON ST A  
OSHKOSH WI 54902-5979

FERRY CROSSING NBHD ASSOC  
C/O ROB KASPER  
2355 PARKSIDE DR  
OSHKOSH WI 54901-1776

POWERGRID SOLUTIONS LLC  
3100 W 7TH ST STE 500  
FORT WORTH TX 76107-8701

CLARITY CARE INC  
424 WASHINGTON AVE  
OSHKOSH WI 54901-5044

RONALD J HOLMES  
2800 VINLAND ST  
OSHKOSH WI 54901-1528

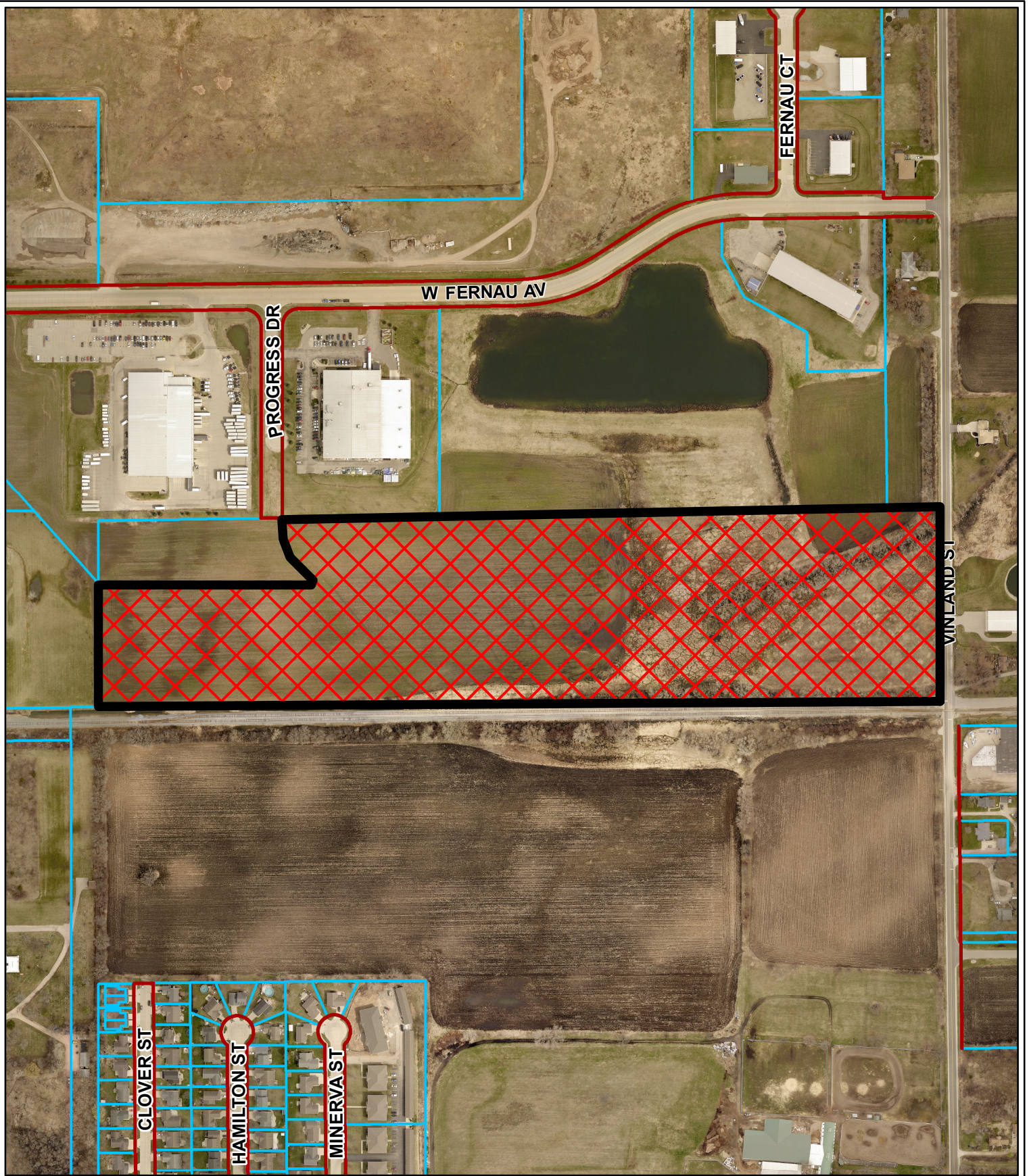
FERRY CROSSING NBHD ASSOC  
C/O SCOTT & VICKY VANASTEN  
2260 CRANE ST  
OSHKOSH WI 54901-1765

JORDAN & STEVEN SCHUG  
3020 VINLAND ST  
OSHKOSH WI 54901-1111

OSHKOSH STORAGE CO INC  
1110 INDUSTRIAL AVE  
OSHKOSH WI 54901-1104

MVT LLC  
2247 RYF RD  
OSHKOSH WI 54904-9585





**TOWN OF OSHKOSH PARCELS**  
**018005101 & 018005301**



1 in = 0.08 mi

1 in = 400 ft

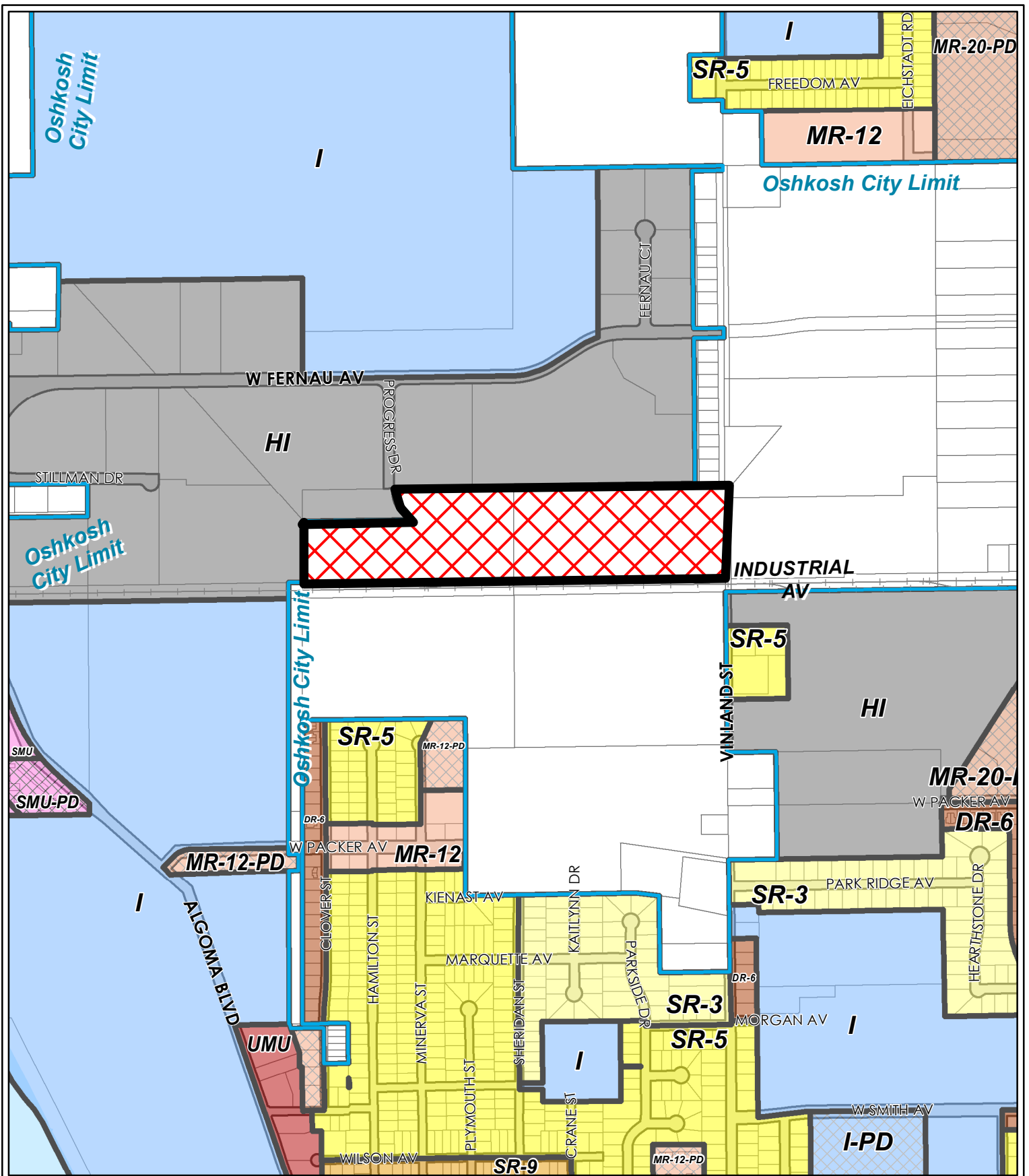
Printing Date: 5/14/2024

Prepared by: City of Oshkosh, WI



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**TOWN OF OSHKOSH PARCELS**  
**018005101 & 018005301**



1 in = 0.15 mi  
 1 in = 800 ft

Printing Date: 5/14/2024

Prepared by: City of Oshkosh, WI



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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mike Stanley, Fire Chief  
**DATE:** July 09, 2024  
**SUBJECT:** Ord 24-394 Create Sections 13-14, and 17-41 and Amend Sections 13-20 and 17-46 of the City of Oshkosh Municipal Code to Prohibit False Reporting of Emergencies

---

### **BACKGROUND**

The Oshkosh Fire and Police Departments have been experiencing an increase in the abuse of the 911 system through false reporting. "Super users" are taxing the response system by calling 911 for police, fire, and EMS responses whose nature are misrepresented and not a true emergency. This revision would create an enforceable ordinance to address individuals who intentionally contact 911 to report an emergency knowing that the situation they reported does not exist.

### **ANALYSIS**

This recommendation was developed in consultation with the City Attorney's office.

While abuse of 911 is in violation of the law and can be the subject of a state charge, the proposed ordinance would allow issuance of a municipal citation for violations which provide only a monetary forfeiture for violation. Ordinance violations are typically less complex and proceed to court more quickly. They are also prosecuted through the City Attorney's office which may allow us additional flexibility to work with the persons in coordination with the city prosecutor.

Adoption of the ordinance will provide another option for potential abuse of 911 including false claims. In addition, OFD and OPD have been experiencing an increase in "super users" who are utilizing the 911 system inappropriately to provide home health care, pet care, or to complete routine household tasks. As an example, the fire department alone has responded to one individual 104 times in 18 months. The person was not transported 79% and routinely calls stating that they are having a medical emergency and then when OPD and OFD arrive they demand services like changing batteries in their remote control. The creation and amendment of the ordinances would create a mechanism to deter system abuse and to assist in the modification of this type of inappropriate behavior which takes responders away from legitimate calls for service.

### **FISCAL IMPACT**

A forfeiture of not less than \$100.00 nor more than \$500.00, together with the costs of prosecution will be made by any person convicted of violating the ordinance on false reporting of emergencies.

### **RECOMMENDATION**

The recommendation would be that the Common Council approve this revision to the ordinance to deter "super users" from abusing the 911 system by falsely reporting emergencies. This action will be of direct benefit to the department, the City of Oshkosh, and those we serve.

---

### **Attachments**

Ord 24-394  
Chapter 17 and Chapter 13\_Clean  
Chapter 17 and Chapter 13\_Redline

7/9/2024  
SECOND READING

24-394

ORDINANCE

6/25/2024  
FIRST READING

24-368

ORDINANCE

CARRIED

5-1 PRESENT

**PURPOSE:** CREATE SECTIONS 13-14 AND 17-41 AND AMEND SECTIONS 13-20 AND 17-46 OF THE CITY OF OSHKOSH MUNICIPAL CODE TO PROHIBIT FALSE REPORTING OF EMERGENCIES

**INITIATED BY:** CITY ADMINISTRATION

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH CREATING SECTIONS 13-14 AND 17-41 AND AMENDING SECTIONS 13-20 AND 17-46 OF THE CITY OF OSHKOSH MUNICIPAL CODE TO PROHIBIT FALSE REPORTING OF EMERGENCIES

**WHEREAS**, the City of Oshkosh Fire Department ("OFD") and Police Department ("OPD") have been experiencing an increase in false reporting of emergencies by "super users" who are utilizing the 911 system to address household tasks or other non-emergency issues; and

**WHEREAS**, the false reporting of an emergency is a violation of Wisconsin law and subject to prosecution by the State; and

**WHEREAS**, the City of Oshkosh does not have a local ordinance prohibiting the false reporting of an emergency; and

**WHEREAS**, the adoption of an ordinance prohibiting the false reporting of an emergency will provide an additional tool that OFD and OPD can utilize to deter system abuse and help ensure that the City's first responders are being utilized for legitimate emergency response calls.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Oshkosh as follows:

**SECTION 1.** That Section 13-14 of the City of Oshkosh Municipal Code is created with a title of "False Reporting of Emergency" and shall read as shown on the attachment to this Ordinance.

**SECTION 2.** That Section 17-41 of the City of Oshkosh Municipal Code is created with a title of "False Reporting of Emergency" and shall read as shown on the attachment to this Ordinance.

**SECTION 3.** That Section 13-20 of the City of Oshkosh Municipal Code is amended to read as shown on the attachment to this Ordinance.

**SECTION 4.** That Section 17-46 of the City of Oshkosh Municipal Code is amended to read as shown on the attachment to this Ordinance.

**SECTION 5.** This ordinance shall be in full force and effect from and after its passage and publication.

**SECTION 6.** Publication Notice. Please take notice that the City of Oshkosh enacted ordinance #24-394 CREATE SECTIONS 13-14 AND 17-41 AND AMEND 13-20 AND 17-46 OF THE CITY OF OSHKOSH MUNICIPAL CODE TO PROHIBIT FALSE REPORTING OF EMERGENCIES on July 9, 2024. This ordinance prohibits intentionally calling emergency service responders, including 911, the Oshkosh Fire Department, and the Oshkosh Police Department, to report a false emergency. A violation is subject to a penalty of not less than \$100 and not

more than \$500, together with the costs of prosecution.

The full text of the ordinance may be obtained at the Office of the City Clerk, 215 Church Avenue and through the City's website at [www.oshkoshwi.gov](http://www.oshkoshwi.gov). Clerk's phone: 920/236-5011.

## SECTION 13-14 FALSE REPORTING OF EMERGENCY

No person shall intentionally contact "911," the Oshkosh Fire Department, or the Oshkosh Police Department to report an emergency knowing that the fact situation which he or she reports does not exist.

## SECTION 13-20 PENALTIES

...

- (B) Notwithstanding the foregoing, any person convicted of violating Section 13-14 shall forfeit not less than One Hundred Dollars (\$100.00) and not more than Five Hundred Dollars (\$500.00), together with the costs of prosecution, and in default of payment thereof by imprisonment in the County Jail for a period not to exceed sixty (60 days).

## SECTION 17-41 FALSE REPORTING OF EMERGENCY

No person shall intentionally contact "911," the Oshkosh Fire Department, or the Oshkosh Police Department to report an emergency knowing that the fact situation which he or she reports does not exist.

## SECTION 17-46 PENALTIES - ADULT

- (C) A forfeiture of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), together with the costs of prosecution, and in default of payment thereof by suspension of operator's license for a period not exceeding 60 months or imprisonment for not exceeding ninety (90) days for a violation of any of the following:

Section 17-3, 17-1 adopting §941.2965 Wis. Stats., 17-41



SECTION 13-14 FALSE REPORTING OF EMERGENCY

No person shall intentionally contact "911," the Oshkosh Fire Department, or the Oshkosh Police Department to report an emergency knowing that the fact situation which he or she reports does not exist.

SECTION 13-20 PENALTIES

...

(B) Notwithstanding the foregoing, any person convicted of violating Section 13-14 shall forfeit not less than One Hundred Dollars (\$100.00) and not more than Five Hundred Dollars (\$500.00), together with the costs of prosecution, and in default of payment thereof by imprisonment in the County Jail for a period not to exceed sixty (60 days).

SECTION 17-41 FALSE REPORTING OF EMERGENCY

No person shall intentionally contact "911," the Oshkosh Fire Department, or the Oshkosh Police Department to report an emergency knowing that the fact situation which he or she reports does not exist.

SECTION 17-46 PENALTIES - ADULT

(C) A forfeiture of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), together with the costs of prosecution, and in default of payment thereof by suspension of operator's license for a period not exceeding 60 months or imprisonment for not exceeding ninety (90) days for a violation of any of the following:

Section 17-3, 17-1 adopting §941.2965 Wis. Stats., 17-41



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** \*Ord 24-395 Approve Zone Change from Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for Property Located South of 686 North Main Street – Parcel 0402300000 (Formerly 668 North Main Street) (Plan Commission Recommends Approval)

---

## **BACKGROUND**

The subject area included in the zone change request consists of a 3,600-square-foot vacant property located on the east side of North Main Street, south of East Irving Avenue. The site previously had a commercial building that was razed in 2021. The surrounding area consists primarily of a mix of commercial, mixed-use, and vacant properties. The 2040 Comprehensive Plan recommends Center City land use for the subject property and the adjoining parcels. The property is owned by the City of Oshkosh Redevelopment Authority.

## **ANALYSIS**

On November 14, 2023, Common Council approved a zone change for 11 neighboring properties along North Main Street and Jefferson Street to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). This rezone was intended to accommodate conceptual plans for a mixed-use development on the subject parcels (The Corridor). This request will correct an oversight, as this property was intended to be included with the rezone of the neighboring properties. The proposed UMU-PD zoning designation is consistent with the 2040 Comprehensive Land Use Plan recommendation (Center City).

## **RECOMMENDATION**

The Plan Commission recommended approval of the requested zone change for the property located south of 686 North Main Street, parcel 0402300000, on July 2, 2024. Please see the attached staff report and meeting minutes for more information.

---

## **Attachments**

Ord 24-395  
Rezone - 668 N Main St

**PURPOSE:** APPROVE ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (UMU-PD) FOR PROPERTY LOCATED SOUTH OF 686 NORTH MAIN STREET – PARCEL 0402300000 (FORMERLY 668 NORTH MAIN STREET)

**INITIATED BY:** CITY OF OSHKOSH

PLAN COMMISSION RECOMMENDATION: Approved

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 30-381 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO ZONING DISTRICTS.

The Common Council of the City of Oshkosh does ordain as follows:

**SECTION 1.** That Section 30-381 of the Oshkosh Municipal Code pertaining to Zoning Districts and the map therein described is hereby amended by changing the district character of the property formerly known as 668 North Main Street, Parcel 0402300000, from Urban Mixed Use (UMU) to Urban Mixed Use with a Planned Development Overlay (UMU-PD).

ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLY (UMU-PD) FOR PROPERTY LOCATED FORMERLY 668 NORTH MAIN STREET, PARCEL 0402300000.

THE NORTH THIRTY (30) FEET OF THE WEST ½ OF LOT SIX (6) OF BLOCK SEVENTY-TWO (72), IN THE FOURTH WARD, CITY OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, PER LEACH'S MAP OF 1894.

**SECTION 2.** This Ordinance shall be in full force and effect from and after its passage and publication.

**SECTION 3.** Publication Notice. Please take notice that the City of Oshkosh enacted Ordinance #24-XXX approve zone change from Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for the PROPERTY LOCATED FORMERLY AT 668 NORTH MAIN STREET, PARCEL 0402300000 on July 23, 2024. This ordinance changes the zoning of the properties located formerly at 668 North Main Street, Parcel 0402300000, from Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The full text of the Ordinance may be obtained at the Office of the City Clerk, 215 Church Avenue and on the City's website at [www.oshkoshwi.gov](http://www.oshkoshwi.gov). Clerk's phone: (920) 236-5011.

**ITEM: PUBLIC HEARING: ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (UMU-PD) FOR PROPERTY LOCATED SOUTH OF 686 NORTH MAIN STREET - PARCEL 0402300000 (FORMERLY 668 NORTH MAIN STREET)**

Plan Commission Meeting of July 2, 2024.

**GENERAL INFORMATION**

**Applicant:** City of Oshkosh

**Owner:** City of Oshkosh Redevelopment Authority

**Actions Requested:**

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for the property located south of 686 North Main Street, parcel 0402300000 (formerly 668 North Main Street).

**Applicable Ordinance Provisions:**

Zoning map amendment standards are found in Section 30-381 of the Zoning Ordinance.

**Background Information, Property Location and Type:**

The subject area included in the zone change request consists of a 3,600 sq. ft. vacant property located on the east side of North Main Street, south of East Irving Avenue. The site previously had a commercial building that was razed in 2021. The surrounding area consists primarily of a mix of commercial, mixed use and vacant properties. The 2040 Comprehensive Plan recommends Center City land use for the subject property and the adjoining parcels.

**Subject Site**

<i>Existing Land Use</i>	<i>Zoning</i>
Vacant	UMU

**Adjacent Land Use and Zoning**

<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Commercial	UMU
<b>South</b>	Mixed Commercial/Residential	UMU
<b>East</b>	Vacant	UMU-PD
<b>West</b>	Commercial	UMU

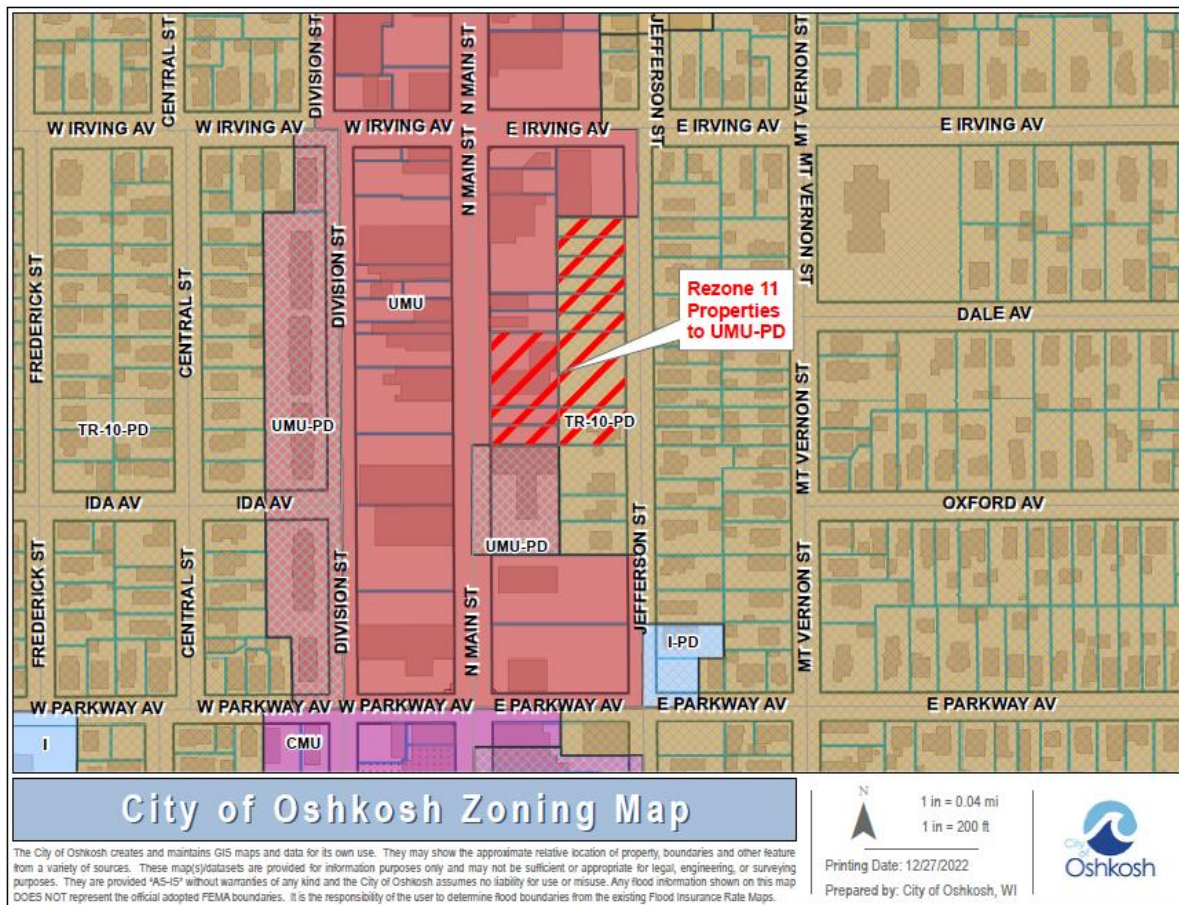
<i>Recognized Neighborhood Organizations</i>
Downtown

## Comprehensive Plan

<i>Comprehensive Plan Land Use Recommendation</i>	<i>Land Use</i>
2040 Land Use Recommendation	Center City

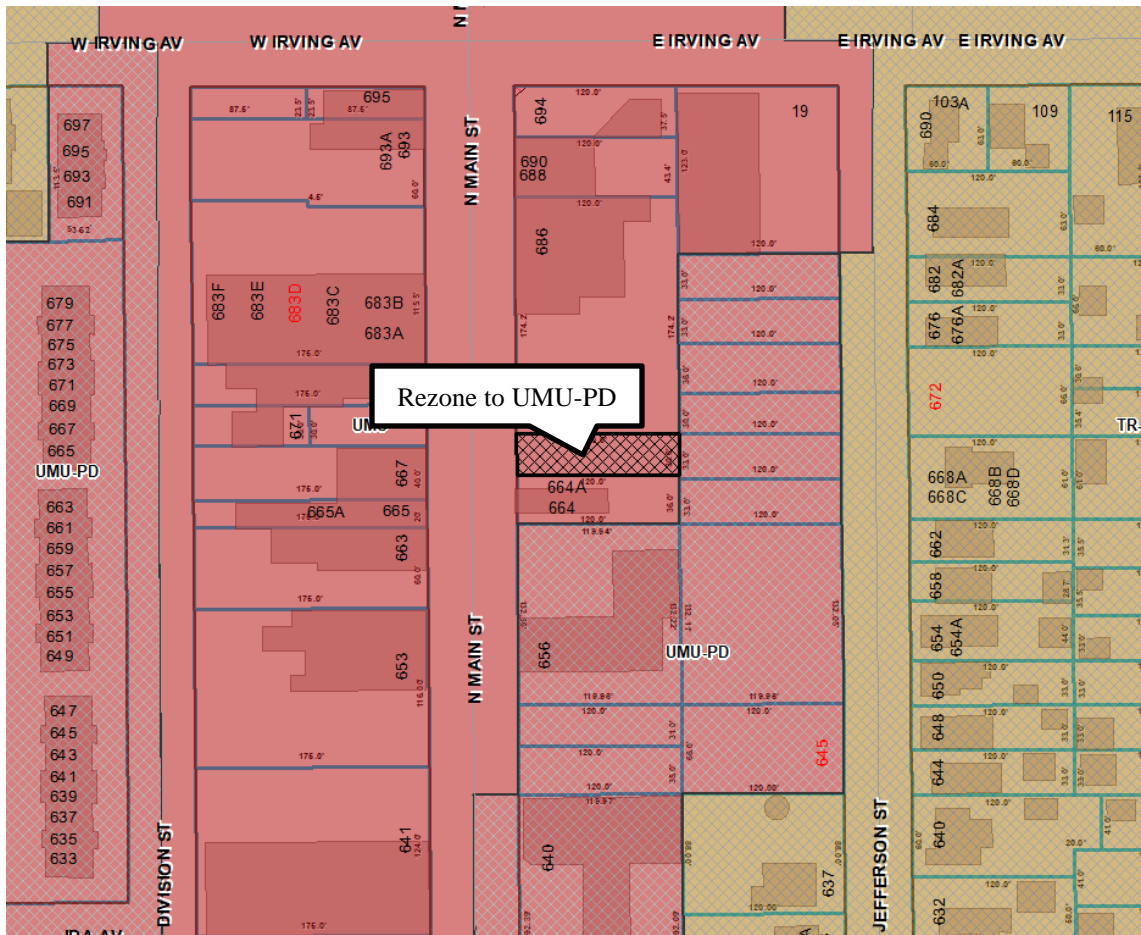
### ANALYSIS

On November 14, 2023, Common Council approved a zone change for 11 neighboring properties along North Main Street and Jefferson Street to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). This rezone was intended to accommodate conceptual plans for a mixed-use development on the subject parcels (The Corridor). After further discussions with the prospective developer, it was determined that the subject site of this rezone request should have been included in the rezone request of the neighboring properties. The subject site is needed for driveway access to the proposed future mixed-use development.



November 14, 2023 Rezoning of neighboring properties.





Proposed rezone.

Staff is supportive of the proposed zone change to include a Planned Development Overlay as it will serve to accommodate future development needs for the site. This request is consistent with the previously approved zone change of 11 neighboring parcels and will correct an oversight as this property was intended to be included with the rezone of the neighboring properties. The proposed UMU-PD zoning designation is also consistent with the 2040 Comprehensive Land Use Plan recommendation (Center City).

**FINDINGS/RECOMMENDATION/CONDITIONS**

In its review and recommendation to the Common Council on an application for a Zoning Map amendment, staff recommends the Plan Commission make the following findings based on the criteria established by Chapter 30-381 (D)(2):

- (a) Advances the purposes of this Chapter as outlined in Section 30-03 and the applicable rules of Wisconsin Department of Administration and the Federal Emergency Management Agency.
- (b) Is in harmony with the Comprehensive Plan.
- (c) Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.



(d) Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:

- (ii) Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.

Staff recommends approval of the zone change with the findings listed above.

Plan Commission recommends approval of the requested zone change with the findings for the property located south of 686 North Main Street, parcel 0402300000 (formerly 668 North Main Street) on July 2, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: Ms. Scheuermann, Mr. Lowenstein, Mr. Ulrich, Council Member Nichols, Ms. Davey, Mr. Bowen and Mr. Perry all reported visiting the site.

Staff report accepted as part of the record.

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for the property located at 0 North Main Street (Parcel 0402300000).

Mr. Slusarek presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. The subject area included in the zone change request consists of a 3,600 sq. ft. vacant property located on the east side of North Main Street, south of East Irving Avenue. The site previously had a commercial building that was razed in 2021. The surrounding area consists primarily of a mix of commercial, mixed use and vacant properties. The 2040 Comprehensive Plan recommends Center City land use for the subject property and the adjoining parcels.

Mr. Perry opened up technical questions to staff.

Council Member Nichols asked if the applicant will have to resubmit their WHEDA application due to this parcel not being included in the initial rezone.

Ms. Nieforth said that the applicant will not need to resubmit their application. They were approved for the tax credits, and this was just an oversight. This planned development overlay is able to give the applicant flexibility.

Mr. Perry opened the public hearing and asked if any members of the public wished to speak.

April Chase; 686 N Main St, asked if a fence will be put up since the fence she had was torn down during the demolition of the building.

Mr. Slusarek said that the fence will be addressed as part of the planned development when the applicant comes back through Plan Commission with their plans for the general development

plan and specific implementation plan. At this time, it is just a zone change to get common zoning.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

*Motion by Kiefer to adopt the findings and recommendation as stated in the staff report.*

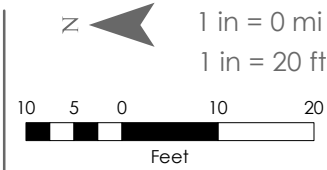
*Seconded by Davey.*

Mr. Perry asked if there was any discussion on the motion.

*Motion carried 9-0.*



PARCEL 0402300000



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Printing Date: 6/6/2024

Prepared by: City of Oshkosh, WI

**ZONE CHANGE**  
**0 N MAIN ST, PARCEL 0402300000**  
**PC: 7-2-2024**

MARLA J TONN  
664 N MAIN ST A  
OSHKOSH WI 54901-4443

ALEE CHASE INVESTMENTS LLC  
515 N MAIN ST #A  
OSHKOSH WI 54901-4908

NATHAN M HENNAGER  
663 N MAIN ST  
OSHKOSH WI 54901-4431

NORTHERN ASPEN LLC  
105 E RIVER DR  
OMRO WI 54963-1019

FINK INK LTD  
1275 W SMITH AVE  
OSHKOSH WI 54901-1895

ROHAN MEIER & MORGAN LLC  
671 N MAIN ST  
OSHKOSH WI 54901-4431

ROGER BECKER  
675 N MAIN ST  
OSHKOSH WI 54901-4431

STEVEN F OROURKE  
683 N MAIN ST STE C  
OSHKOSH WI 54901-4472

DOWNTOWN NBHD ASSOC  
C/O JESSIE MEIDL  
903 W 7TH AVE  
OSHKOSH WI 54902-5854



**PARCEL 0402300000**

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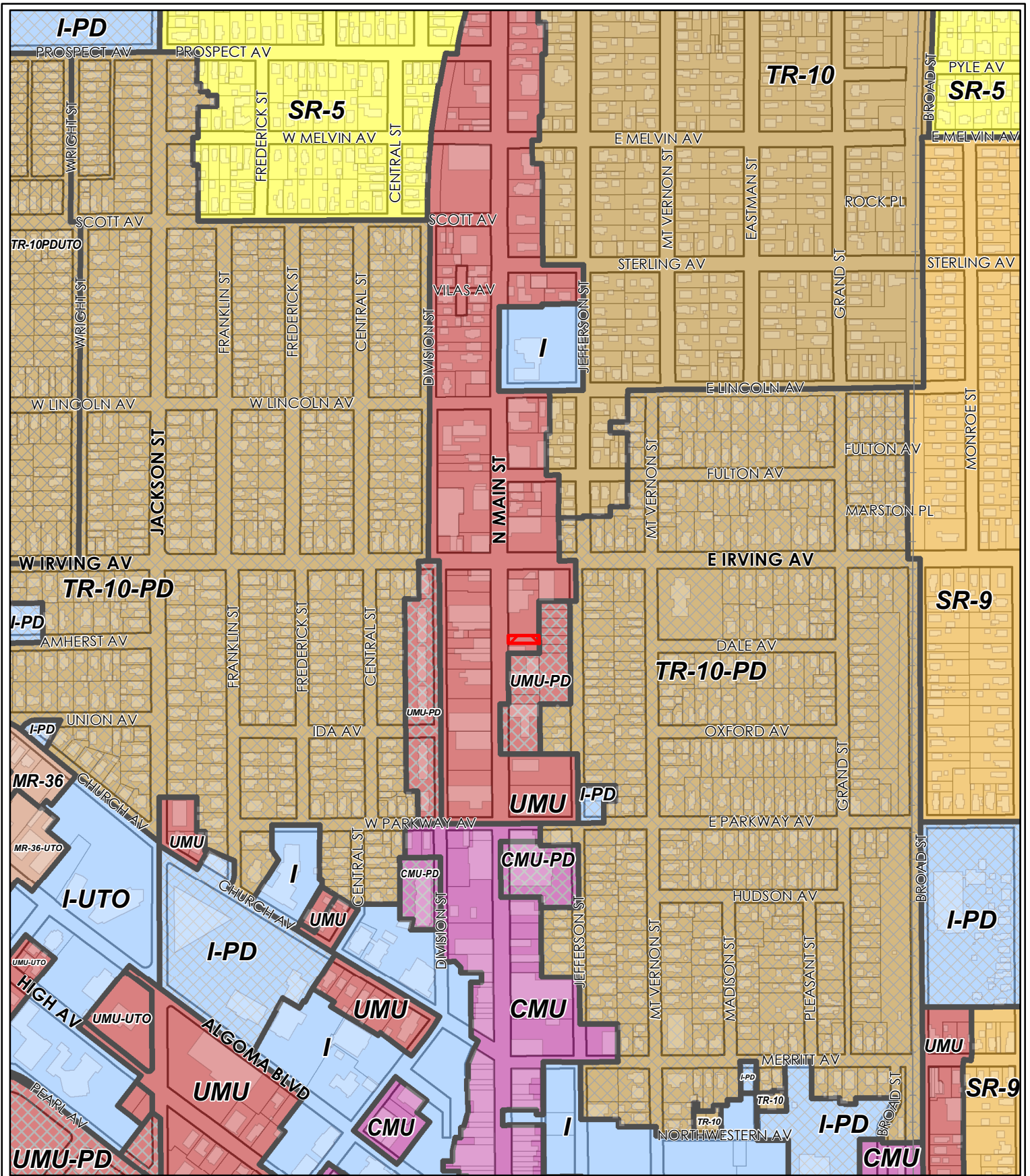
1 in = 0.02 mi  
1 in = 120 ft

Printing Date: 6/4/2024

Prepared by: City of Oshkosh, WI







**PARCEL 0402300000**

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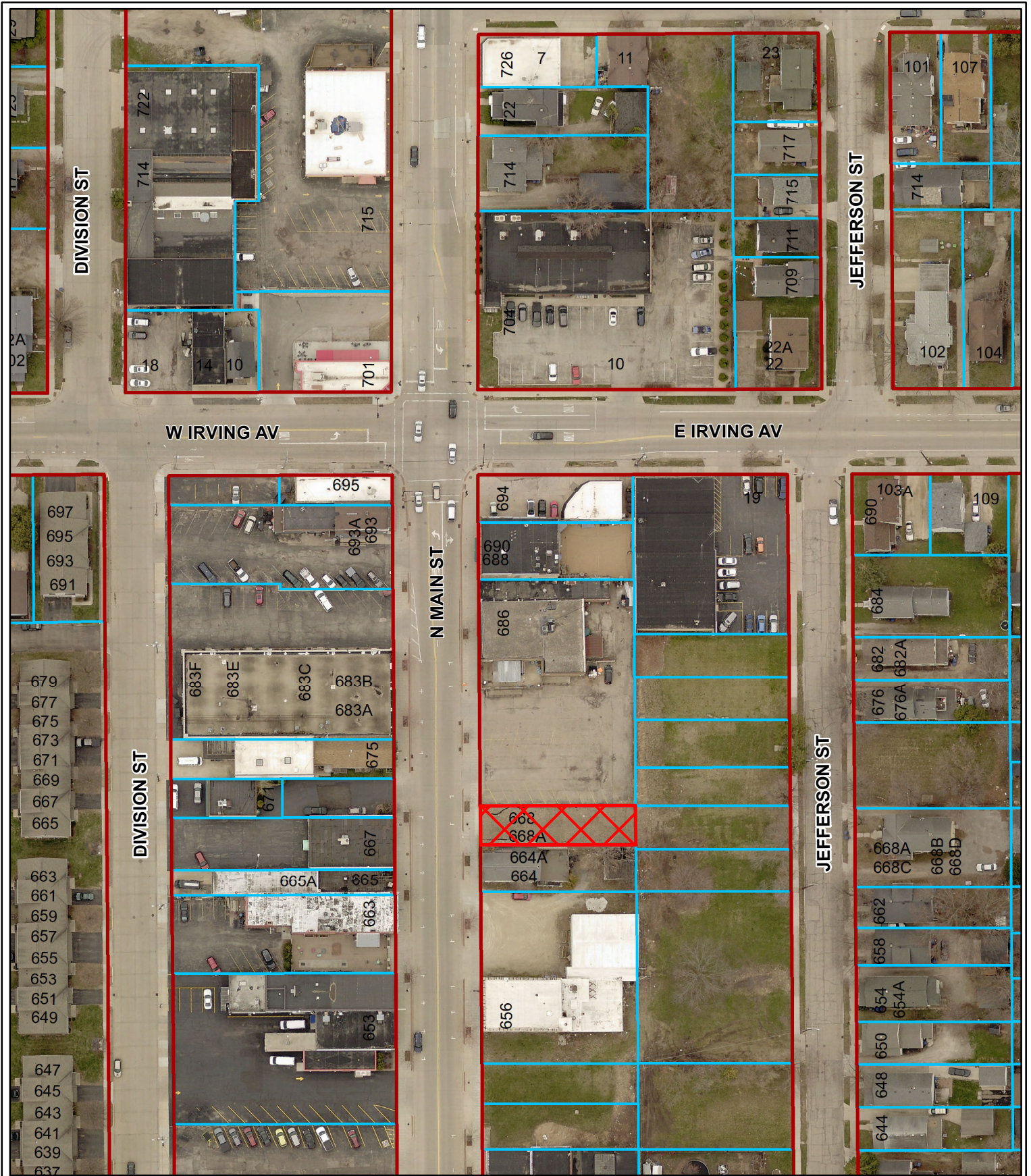
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1 in = 500 ft

Printing Date: 6/4/2024

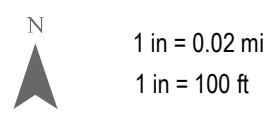
Prepared by: City of Oshkosh, WI







PARCEL 0402300000



Printing Date: 6/4/2024  
 Prepared by: City of Oshkosh, WI



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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Diane Bartlett, City Clerk  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-396 Approve the Polling Location, Date, and Times for Early Absentee Voting in the City of Oshkosh for the August 13, 2024, Partisan Primary, and November 5, 2024, General Election

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## **BACKGROUND**

The early voting process is intended to make it easier for voters to access the polls. Early voting allows those who have other commitments, are traveling, or work shifts that make it difficult to get to the polls on election day a way of casting their ballots in advance. While in-person absentee voting is not required by state statute, the city of Oshkosh has provided in-person absentee voting to make it easier for people to exercise their right to vote.

Council has approved 19 E Irving as the designated early absentee voting location, making voting early more convenient. This location has increased voter accessibility and reduced congestion at city hall. This has also allowed city hall staff to conduct their daily tasks without interruption.

The subject of offering extended times and dates for early voting is a common discussion among cities and municipal clerks. The city of Oshkosh has traditionally followed our regional partners. We have been asked about our scheduled times by groups with many political perspectives. Some suggest we do more than the minimum; others believe we should only do the minimum. The Clerk's office has tried to balance the requirements of State statutes, and the availability of staff. Experience has shown that we achieve a greater turnout by promoting voting by mail.

## **ANALYSIS**

Staff contacted neighboring municipalities, and found the following information from peer municipalities offering early absentee voting hours:

Appleton / Clerk's office (hours for this election not yet set)

- Evening hours: Yes (usually one or two evenings until 6 pm, depending on the election)
- Weekend hours: No (weekend hours for general elections only)

Eau Claire / Eau Claire website

- Evening Hours: No
- Weekend Hours: No
- Hours: 8:00 am - 5 at City Hall; 9 am -- 4 pm at a drive-through absentee voting site

Fond du Lac / Fond du Lac website

- Evening Hours: Yes (one day until 5:00 pm, one until 5:30 pm)
- Weekend Hours: No
- Hours: 8:00 am - 4:30 pm most days

#### Green Bay / Green Bay website

- Evening Hours Yes / This election: 8:00 am -- 5:00 pm, with one day until 9:00 pm
- Weekend Hours: Yes / This election Saturday 8:00 am-noon
- General election:8:00 am -- 5:00 pm with two days until 9:00 pm; Sunday 9:00 am-noon

#### Janesville / Janesville website (hours for this election not yet set)

- Evening Hours: No
- Weekend Hours: No
- Hours: 7:30 am - 4:30 pm on weekdays; 5:00 pm on the last Friday for early voting

#### Kenosha / Kenosha website

- Evening Hours: Yes (two evenings until 7:00 pm)
- Weekend Hours: No
- Hours: 8:00 am - 4:30 pm on weekdays; 5:00 pm on the last Friday or early voting

#### La Crosse / La Crosse website (hours for this election not yet set)

- Evening Hours: Yes
- Weekend Hours: Yes
- Last election, times varied by location
- See website for specifics (5 locations for early voting, including City Hall)

#### Menasha / Menasha website

- Evening Hours: No
- Weekend Hours: No
- Hours: 8:00 am -- 4:00 pm, all days.

#### Neenah / Neenah website (hours for this election not yet set)

- Evening Hours: No
- Weekend Hours: No
- The hours for the last election were 7:30 am - 4:30 pm, with the first Friday ending at 4 and the second Friday ending at 5:00 pm.

#### Racine / Racine website (hours for this election not yet set)

- Evening Hours: No
- Weekend Hours: Yes (9:00 am -- 12:00 pm, two Saturdays; two locations)
- In the last election, times varied by location
- City Hall was 8:00 am - 4:30 pm, and all other locations were generally 10:00 am -- 4:00 pm (8:00 am additional locations, typically offered one day each; two locations were by appointment only)

#### Sheboygan / Sheboygan website

- Evening Hours: Yes (one day until 6:30 pm)
- Weekend Hours: No
- Hours: Monday -Thursday 7:30 am - 4:30 pm; Friday 7:30 am - 11:00 am

It should be noted that the City of Oshkosh has not offered weekend hours for early absentee voting for any election other than the November General Election. The data below shows the number of individuals that utilized Saturday hours for the 2016, 2018, 2020, and 2022 general elections.

Federal Election Year	Early Voting Dates at City Hall	Saturday Early Voting Date	Election Date	Number of Voters Seen on Saturday
2016 (presidential)	10/25-11/6	5-Nov	8-Nov	7
2018	10/23-11/4	27-Oct	6-Nov	125*
2020 (presidential)	10/20-11/1	31-Oct	3-Nov	2
2022	10/25-11/6	5-Nov	8-Nov	1

\* October 27, 2018, Winnebago County Democratic Party Early Voting & Pancake Breakfast, and Early Voting and Canvassing with Tammy Baldwin events.

**FISCAL IMPACT**

Extended hours for early absentee voting will have payroll/budget implications. The estimated cost for an additional 4 hours is \$405.05 at a minimum. Each additional hour is approximately \$101.27. If necessary (depending on the turnout and absentee voter volume), other staff may need to be hired to help, typically at a rate of \$9.50 per hour.

Subsequently, the new early absentee voting location is a city-owned site, as there is no additional cost to utilize this location.

**CONSIDERATION**

While notification of early absentee voting hours for the upcoming primary have been sent with absentee ballot requests, the clerk’s office is including the following voting hours for council consideration:

**AUGUST 13, 2024 PARTISAN PRIMARY**

Tuesday, July 30, 2024, through Friday, August 2, 2024, 8:00 am - 4:30 pm  
 Monday, August 5, 2024, through Thursday, August 8, 2024, 8:00 am-4:30 pm  
 Friday, August 9, 2024, 8:00 am -- 5:00 pm

**NOVEMBER 5, 2024 GENERAL ELECTION:**

Tuesday, October 22, 2024, 11:00 am -- 7:00 pm  
 Wednesday, October 23 through Friday, October 25, 2024, 8:00 am - 4:30 pm  
 Saturday, October 26, 2024, 8:00 am - 12:30 pm  
 Monday, October 28, 2024, 11:00 am -- 7:00 pm  
 Tuesday, October 29 through Thursday, October 31, 2024, 8:00 am - 4:30 pm  
 Friday, November 1, 2024, 8:00 am - 5 pm

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**Attachments**

07/09/2024

24-396

RESOLUTION

CARRIED

6-0 AS AMENDED

**PURPOSE:** APPROVE THE POLLING LOCATION, DATE, AND TIMES FOR EARLY ABSENTEE VOTING IN THE CITY OF OSHKOSH FOR THE AUGUST 13, 2024, PARTISAN PRIMARY, AND NOVEMBER 5, 2024, GENERAL ELECTION

**INITIATED BY:** CITY CLERK

**WHEREAS**, the governing body of a municipality may elect to designate a site to replace the office of the municipal clerk as the location from which electors of the municipality may request and vote absentee ballots and to which voted absentee ballots shall be returned by electors for any election under Wis. Stat. §6.855(1); and

**WHEREAS**, the City Clerk's office has identified an alternate city-owned site that meets all statutory requirements and requests that the Council designate that site for early voting for the August 13, 2024, Partisan Primary, and November 5, 2024, General Election, and establish the dates and times for such early/absentee voting.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that 19 E. Irving, Oshkosh, WI, 54901 is hereby designated pursuant to section 6.855 of the Wisconsin Statutes as the location for early voting where electors of the municipality may request and vote absentee ballots and to which voted absentee ballots shall be returned by electors for the August 13, 2024, Partisan Primary, and the November 5, 2024, General Election, during the dates and times listed below:

**AUGUST 13, 2024 PARTISAN PRIMARY**

Tuesday, July 30, 2024, through Friday, August 2, 2024, 8:00 am-4:30 pm  
Monday, August 5, 2024, through Thursday, August 8, 2024, 8:00 am-4:30 pm  
Friday, August 9, 2024, 8:00 am-5 pm

**NOVEMBER 5, 2024, GENERAL ELECTION:**

Tuesday, October 22, 2024, ~~11:00~~ **8:30** am – 7:00 pm  
Wednesday, October 23 through Friday, October 25, 2024, 8:00 am - 4:30 pm  
Saturday, October 26, 2024, 8:00 am - 12:30 pm **Public Test to follow**  
Monday, October 28, 2024, ~~11:00~~ **8:30** am – 7:00 pm  
Tuesday, October 29 through Thursday, October 31, 2024, 8:00 am - 4:30 pm  
Friday, November 1, 2024, 8:00 am - 5 pm





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mike Stanley, Fire Chief  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-397 Amend the 2024 City of Oshkosh Fee Schedule to Create a Response Fee for the Oshkosh Fire Department

---

### **BACKGROUND**

The Oshkosh Fire Department bills for services for Emergency Medical Services (EMS) based on different threshold levels of care and transport services. Currently, there is no fee in place to address incidents where no medical care is provided, but other ancillary services are requested. This amendment would create a fee to charge for responses that are not an emergency and related to providing ancillary services.

### **ANALYSIS**

This fee comes as a recommendation from EMSMC, who is the provider of ambulance billing services for the Fire Department. The department has been experiencing an increase in "super users" who are utilizing the 911 system inappropriately to provide home health care, pet care, or to complete routine household tasks. As an example, the Fire Department alone has responded to one individual 104 times in 18 months. The person was not transported 79% of the time, resulting in no fee being assessed. This fee would recoup costs for these responses not currently covered under the billing system, which was traditionally based on calls requiring patient transport. As with falls which may not ultimately require transport, these calls require response and take time for assessment and any actions that may be taken at the scene. Staff reviewed historical data pertaining to OFD's responses and recommends that a fee be considered after the third response to a person in a calendar year. Staff believes that three is a reasonable number based on the prior history of responses and creates a fair line between not discouraging calls for legitimate service and recouping costs for persons who are requiring greater than usual services. The Department anticipates that, similar to the response with frequent falls, in some cases there may be an opportunity for further intervention to prevent future calls.

### **FISCAL IMPACT**

The response fee would be enacted after the third call for service in a calendar year and would be charged for subsequent calls. The fee amount would be \$150.00, which is the same amount as the fee for repetitive responses to patients who have fallen. Revenue from this fee would be placed in account number 0235-0230-4972-20576, EMS Response Fee.

### **RECOMMENDATION**

The recommendation would be that the Common Council approve this amendment to create the response fee to deter "super users" from abusing the 911 system. This action will be of direct benefit to the department, the City of Oshkosh, and those we serve.

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### **Attachments**

Res 24-397

07/09/2024

24-397

RESOLUTION

CARRIED

6-0

**PURPOSE:** AMEND THE 2024 CITY OF OSHKOSH FEE SCHEDULE TO CREATE A RESPONSE FEE FOR THE OSHKOSH FIRE DEPARTMENT

**INITIATED BY:** OSHKOSH FIRE DEPARTMENT

**WHEREAS**, the City charges fees for various services which are included in a fee schedule adopted by Council; and

**WHEREAS**, staff recommends an update to the City Fee Schedule to include a response fee for Fire Department Responses in excess of 3 per year per person, that do not result in transport, lift assistance or treatment on scene.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the City of Oshkosh Fee Schedule is hereby amended to include a response fee for Fire Department Responses in excess of 3 per year per person, that do not result in transport, lift assistance or treatment on scene in the amount of One Hundred Fifty and no/100 dollars (\$150.00).

**BE IT FURTHER RESOLVED** that the appropriate city staff are hereby authorized and directed to include the Response Fee in the City of Oshkosh Fee Schedule and to take such actions as necessary to work the City's ambulance billing provider to implement the fee.

**BE IT FURTHER RESOLVED** that such fee shall take effect immediately for services on and after passage of this resolution.



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Julie Calmes, Finance Director  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-398 Appropriate ARPA Funds for 2024 Projects in Lieu of Issuing Debt

---

#### **BACKGROUND**

Attached is a resolution to appropriate additional ARPA Funds for the Museum security system and a facilities condition assessment and space needs study.

With the 2022 CIP, there was \$20,000 of ARPA funds appropriated for the Museum security system. At the June 11, 2024, Council meeting, an additional \$23,000 of ARPA funds were appropriated for this project. The additional adjustment needed of \$2,950 is because the vendor quote was for the ExacqVision Professional licenses. However, the city has changed our surveillance system platform to ExacqVision Enterprise licenses. This is causing the slight increase of \$2,950.

The last city-wide facilities condition assessment was done in 2021. The last City Hall Space Needs Assessment was done in 2018. To provide updated information for future facility CIP planning, City staff are recommending completing an update to both plans in the coming year. The cost to have these plans updated is \$23,060.

The attached resolution would appropriate an additional \$26,010 of ARPA funds, leaving a balance of \$27,303 not yet appropriated.

#### **FISCAL IMPACT**

The requested appropriation at this time totals \$26,010. Based on the ARPA Award of \$20,514,484 and Resolution No. 21-498, which directed 75% of ARPA expenditures for City Infrastructure, the remaining ARPA balance for City Infrastructure projects after this appropriation would be \$27,303. The remaining funds will be appropriated before December 31, 2024. ARPA projects must be appropriated/encumbered by December 31, 2024 and all invoices must be paid by December 31, 2026.

Please contact me if you have any additional questions.

#### **RECOMMENDATION**

Staff recommends that Council approve the attached Resolution.

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#### **Attachments**

Res 24-398  
Revised ARPA List 2024

07/09/2024

24-398

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROPRIATE ARPA FUNDS FOR 2024 PROJECTS IN LIEU OF ISSUING DEBT

**INITIATED BY:** CITY ADMINISTRATION

**WHEREAS,** The City of Oshkosh was awarded \$20,514,484 in ARPA (American Rescue Plan Act of 2021) Funds; and

**WHEREAS,** on May 20, 2021 the City received and deposited 50% of the award in the amount of \$10,257,242 into a Special Revenue Fund, Fund Number 0224, ARPA Special Revenue; and

**WHEREAS,** on June 7, 2022 the City received and deposited the remaining 50% of the award in the amount of \$10,257,242 into a Special Revenue Fund, Fund Number 0224, ARPA Special Revenue; and

**WHEREAS,** the City Council adopted Resolution Number 21-498, "Creating Parameters for Usage of American Rescue Plan (ARPA) Funds"; and

**WHEREAS,** Resolution 21-498 states that 75% of the ARPA Funds should be utilized for City infrastructure projects; and

**WHEREAS,** Resolution 21-583 appropriated \$4,023,050; and  
Resolution 22-478 appropriated \$4,097,600; and  
Resolution 23-573 appropriated \$5,133,200; and

**WHEREAS,** Resolution 24-46 appropriated \$595,000; and  
Resolution 24-79 appropriated \$830,000; and  
Resolution 24-119 appropriated \$388,000; and

**WHEREAS,** Resolution 24-235 appropriated \$242,700; and  
Resolution 24-313 appropriated \$23,000.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** funding from ARPA funds received by the City of Oshkosh be appropriated by funding \$26,010 for the Museum security system and a facilities condition assessment/space needs study.

Beginning Balance

\$13,848,850

\$7,265,213

2024 Projects

<b>Resolutions 23-573 and 24-46</b>			
Fire Dept Generators (2 plus additional)	\$	775,000	
Pratt Trail Archeological Study	\$	400,000	
Data Center Switch Replacement	\$	94,900	
Fire Dept Station Renovations	\$	55,000	
Fire Dept Hose	\$	18,000	
Fire Dept Mattresses	\$	21,100	
Senior Center Siding & Doors	\$	200,000	
44th Parallel Ply Equip & Surfacing	\$	300,000	
Fire Dept Cardiac Monitors & AEDs	\$	1,092,500	
Tough Books	\$	67,600	
Thermal cameras	\$	70,000	
Zoo Bear Exhibit	\$	400,000	
Grand Building Renovation design	\$	473,000	
Design Fire Training Center	\$	450,000	
Asphalt Pavement Prevention Prog	\$	250,000	
Museum Sawyer House Windows	\$	175,000	
Police CCOV Equipment	\$	100,000	
Police take home vehicles	\$	286,000	
Police Evidence Center	\$	55,000	
Fire Replace Air Bags	\$	20,000	
Fire Security Cameras	\$	67,000	
Fire Pressure Washers	\$	8,100	
Public Works Facility Efficiency Enhancements	\$	50,000	
Quarry Park Landfill Mitigation	\$	50,000	
Reduce 2024 Levy			
ADA Improvement	\$	100,000	
Concrete Repairs	\$	150,000	
<b>Subtotal</b>		\$ 5,728,200	\$ 1,537,013

<b>Resolution 24-79</b>			
Cem 409 Van	\$	94,000	
Cem 516 Mower	\$	20,000	
Cem 539 Mower	\$	20,000	
Eng 386 1/2 ton	\$	47,000	
Fac Van	\$	85,000	
Fire Other Veh	\$	74,000	
South Main Acq			
Parks F150	\$	52,000	
Parks 1 Ton Dump	\$	90,000	
Parks F350	\$	57,000	
Parks 418 F150	\$	55,000	
Parks 454 Mower	\$	75,000	
Parks Shop Sweeper	\$	-	
Street Mower	\$	13,500	
Street Road Saw	\$	54,500	
Street Crack Filler	\$	83,000	
Street Trailers	\$	10,000	
		\$ 830,000	\$ 707,013

<b>Resolution 24-119</b>			
Fire Radios	\$	43,000	
Police Body Armor/FTO Equipment	\$	40,000	
Roundabout Landscaping	\$	150,000	
Police Evidence Room revised cost	\$	25,000	
Library Noise	\$	70,000	
Library Public Furnishings	\$	25,000	
Library signage	\$	5,000	
Transit /Truck Route Study	\$	30,000	\$ 388,000 \$ 319,013

<b>Resolution 24-235</b>			
Transit Card Readers	\$	80,000	
Fire Dept Air Compressors	\$	21,000	
IT List Serve	\$	16,700	
Museum Boiler	\$	125,000	
		\$ 242,700	\$ 76,313

<b>Resolution 24-313</b>			
Additional for Museum Security System	\$	23,000	
		\$ 23,000	\$ 53,313

<b>Additional 2024 Requests</b>			
Additional for Museum Security System	\$	2,950	
Facilities Condition Assessment/Space Needs Study	\$	23,060	
		\$ 26,010	\$ 27,303





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-399 Approve Allocation of American Rescue Plan Act (ARPA) Funds to ADVOCAP for \$217,660.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS

The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-

raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-399

Exhibit A for Res 24-399\_ADVOCAP

Summary of Recommended and Proposed Projects



7/9/2024

24-399

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO ADVOCAP, INC. IN THE AMOUNT OF \$217,660.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
ADVOCAP Childcare Incubator	\$ 500,000	\$ 217,660
	\$ 500,000	\$ 217,660

## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
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<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-400 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Downtown Oshkosh Business Improvement District for \$150,000.00

---

## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
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Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

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The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

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### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-

raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-400

Exhibit A for 24-400\_BID

Summary of Recommended and Proposed Projects

7/9/2024

24-400

RESOLUTION

CARRIED

5-1 PRESENT

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO THE DOWNTOWN OSHKOSH BUSINESS IMPROVEMENT DISTRICT IN THE AMOUNT OF \$150,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Business Improvement District (BID) Operations	\$ 300,000	\$ 150,000
	\$ 300,000	\$ 150,000



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-401 Approve Allocation of American Rescue Plan Act (ARPA) Funds to COTS, Inc. for \$100,000.00

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- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
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address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

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SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

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This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

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Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

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raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-401

Exhibit A for Res 24-401\_COTS

Summary of Recommended and Proposed Projects

7/9/2024

24-401

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO COTS, INC. IN THE AMOUNT OF \$100,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
COTS Transitional Housing Project	\$ 200,000	\$ <b>100,000</b>
	\$ 200,000	\$ <b>100,000</b>

## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-402 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Covey, Inc. for \$75,000.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS



The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

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raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-402

Exhibit A for Res 24-402\_Covey

Summary of Recommended and Proposed Projects

7/9/2024

24-402

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO COVEY, INC. IN THE AMOUNT OF \$75,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Covey Facility Improvements	\$ 75,000	\$ 75,000
	\$ 75,000	\$ 75,000



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-403 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Day by Day Shelter for \$105,000.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS

The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-403

Exhibit A for Res 24-403\_Day by Day

Summary of Recommended and Proposed Projects

7/9/2024

24-403

RESOLUTION

CARRIED

5-1 PRESENT

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO DAY BY DAY SHELTER IN THE AMOUNT OF \$105,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Day by Day Moving Cost Assistance	\$ 250,000	\$ 105,000
	\$ 250,000	\$ 105,000

## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
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<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-404 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Habitat for Humanity - Oshkosh and the City of Oshkosh for \$300,000.00

---

## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
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Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

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The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

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Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

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#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

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\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

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COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-

raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-404

Exhibit A for Res 24-404\_Habitat

Summary of Recommended and Proposed Projects

7/9/2024

24-404

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO HABITAT FOR HUMANITY - OSHKOSH AND THE CITY OF OSHKOSH IN THE AMOUNT OF \$300,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Habitat for Humanity and City of Oshkosh Workforce Housing Project	\$ 300,000	\$ <b>300,000</b>
	\$ 300,000	\$ <b>300,000</b>



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

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**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-405 Approve Allocation of American Rescue Plan Act (ARPA) Funds to the Hooper Community Center for \$60,000.00

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ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

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SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

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Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

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Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

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Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

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Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

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Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

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Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

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Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-405

Exhibit A for Res 24-405\_Hooper

Summary of Recommended and Proposed Projects

7/9/2024

24-405

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO HOOPER COMMUNITY CENTER IN THE AMOUNT OF \$60,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Hooper Community Center Building Improvements	\$ 60,000	\$ <b>60,000</b>
	\$ 60,000	\$ <b>60,000</b>

## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-406 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Jericho Road Ministries for \$48,100.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS



The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

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**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-406

Exhibit A for Res 24-406\_Jericho Road

Summary of Recommended and Proposed Projects

7/9/2024

24-406

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO JERICO ROAD MINISTRIES IN THE AMOUNT OF \$48,100.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Jericho Road Ministries Pantry Equipment Upgrade	\$ 48,100	\$ <b>48,100</b>
	\$ 48,100	\$ <b>48,100</b>



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

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<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-407 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Lakeside Packaging Plus, LLC for \$90,000.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS

The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-407

Exhibit A for Res 24-407\_Lakeside Packaging Plus

Summary of Recommended and Proposed Projects

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO LAKESIDE PACKAGING PLUS, LLC IN THE AMOUNT OF \$90,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

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	\$ 90,000	\$ <b>90,000</b>

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<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-408 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Operation DREAM North for \$126,000.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
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Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS



The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

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\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

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COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

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#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-

raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-408

Exhibit A for Res 24-408\_Operation DREAM North

Summary of Recommended and Proposed Projects

7/9/2024

24-408

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO OPERATION DREAM NORTH IN THE AMOUNT OF \$126,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Operation DREAM North Operating Funds for Youth Development	\$ 275,888	\$ <b>126,000</b>
	\$ 275,888	\$ <b>126,000</b>



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-409 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Oshkosh Healthy Neighborhoods for \$150,000.00

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SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

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Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-409

Exhibit A for Res 24-409\_Oshkosh Healthy Neighborhoods  
Summary of Recommended and Proposed Projects

7/9/2024

24-409

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO OSHKOSH HEALTHY NEIGHBORHOODS IN THE AMOUNT OF \$150,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
Oshkosh Healthy Neighborhoods Operations	\$ 300,000	\$ <b>150,000</b>
	\$ 300,000	\$ <b>150,000</b>

## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-410 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Oshkosh Pride, Inc. for \$17,500.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS



The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

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raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

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**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-410

Exhibit A for Res 24-410\_Oshkosh Pride

Summary of Recommended and Proposed Projects

7/9/2024

24-410

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO OSHKOSH PRIDE, INC. IN THE AMOUNT OF \$17,500.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

SUGGESTED USE:	REQUESTED AMOUNT	RECOMMENDED AMOUNT
Oshkosh Pride, Inc. Funding Equipment for Oshkosh Pride Event	\$ 97,184	\$ 17,500
	\$ 97,184	\$ 17,500



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
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<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
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<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-411 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Salvation Army of Oshkosh for \$120,174.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS

The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-411

Exhibit A for Res 24-411\_Salvation Army

Summary of Recommended and Proposed Projects

7/9/2024

24-411

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO SALVATION ARMY OF OSHKOSH IN THE AMOUNT OF \$120,174.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

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**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

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Salvation Army Vehicles	\$ 120,174	\$ <b>120,174</b>
	\$ 120,174	\$ <b>120,174</b>

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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-412 Approve Allocation of American Rescue Plan Act (ARPA) Funds to SEPO for \$300,000.00

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## BACKGROUND

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2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

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SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-

raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-412

Exhibit A for Res 24-412\_SEPO

Summary of Recommended and Proposed Projects

7/9/2024

24-412

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO SEPO IN THE AMOUNT OF \$300,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
SEPO Operating Funds for Youth Development	\$ 350,000	\$ <b>300,000</b>
	\$ 350,000	\$ <b>300,000</b>



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-413 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Commonwealth Development Corporation of America / Oshkosh Child Development Center for \$354,900.00

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Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

---

**Attachments**

Res 24-413

Exhibit A for Res 24-413\_Commonwealth Development  
Summary of Recommended and Proposed Projects

7/9/2024

24-413

RESOLUTION

CARRIED

5-1 PRESENT

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO COMMONWEALTH DEVELOPMENT CORPORATION OF AMERICA / OSHKOSH CHILD DEVELOPMENT CENTER IN THE AMOUNT OF \$354,900.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

SUGGESTED USE:	REQUESTED AMOUNT	RECOMMENDED AMOUNT
The Corridor (Commonwealth Development) Multi-Shift Childcare Center	\$ 361,150	\$ <b>354,900</b>
	\$ 361,150	\$ <b>354,900</b>

## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
<a href="#">Hooper Community Center</a>	\$ 60,000	\$ -	\$ 60,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Applicant requested the funds for building improvements to benefit the 8 non-profit tenants it serves.
<a href="#">Jericho Road Ministries</a>	\$ 48,100	\$ 48,100	\$ 48,100	Priorities Approved by Council Addressed: <b>DEI/under represented populations, Homelessness</b> Upgrading pantry equipment to benefit those in need.
<a href="#">Lakeside Packaging Plus</a>	\$ 90,000	\$ 90,000	\$ 90,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Constructing a diverse abilities recreation area at the Oshkosh Location.
<a href="#">Operation Dream North</a>	\$ 275,888	\$ 126,000	\$ 126,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Funds for youth development with \$30k max ARPA funds for Occupancy w/ proposed funding match by November 1, 2024.
<a href="#">Oshkosh Area School District</a>	\$ 77,500	\$ 77,500	\$ -	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Van and programming to help refugees. OASD obtaining 70% project match by November 1, 2024.
<a href="#">Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ -	Priorities Approved by Council Addressed: <b>Housing</b> Workforce housing to provide approximately 20 single family homes for individuals within 80-120% of the area's median income.
<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
<a href="#">Salvation Army</a>	\$ 120,174	\$ 120,174	\$ 120,174	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Funds to purchase vehicles and have the 50% match towards the full project cost.

## ARPA Grant Applications under Consideration for Funding

<a href="#">SEPO</a>	\$ 350,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/ proposed \$40k funding match by November 1, 2024.
<a href="#">The Corridor (Commonwealth Devel.)</a>	\$ 361,150	\$ 354,900	\$ 354,900	Priorities Approved by Council Addressed: <b>Housing, Childcare</b> Construction of a multi-shift daycare (1st and 2nd shift) as part of the mixed-income housing development. ARPA funds will be used for capital costs for the daycare only.
<a href="#">The Learning Collaborative</a>	\$ 182,000	\$ 122,000	\$ 122,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Supporting youth development with a \$30k max ARPA funds for Occupancy w/proposed \$95k Match by November 1, 2024.
<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-414 Approve Allocation of American Rescue Plan Act (ARPA) Funds to The Learning Collaborative for \$122,000.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS



The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

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This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

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[Oshkosh Healthy Neighborhoods](#), \$150,000

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raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-414

Exhibit A for Res 24-414\_Learning Collaborative

Summary of Recommended and Proposed Projects

7/9/2024

24-414

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO THE LEARNING COLLABORATIVE IN THE AMOUNT OF \$122,000.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

**WHEREAS**, based on a review of the applications received using the criteria identified above, and following direction provided by Council at their June 25, 2024 workshop, the Common Council is prepared to allocate the remaining ARPA funds for various projects.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the entity/project identified on "Exhibit A" is hereby approved for funding in the amount shown through ARPA funds allocated to the city of Oshkosh; and

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized to take those necessary steps to implement said allocations by preparing and executing the appropriate agreements to ensure that the allocation is made consistent with the subject application. Funds for this purpose are hereby appropriated from the subject account: 0224-0010-6417-15212, ARPA City Council 3rd Party Payments; and

**BE IT FURTHER RESOLVED** that grant funds approved by Council in this Resolution that fail to meet the fund match requirements of the individual grant or are otherwise not used and/or require reallocation shall be allocated to an infrastructure project that would otherwise be funded with debt or fund balance dollars, as deemed appropriate by the city's Finance Director.

# Exhibit A

## Proposed Allocation of American Rescue Plan Act (ARPA) Funds

<b>SUGGESTED USE:</b>	<b>REQUESTED AMOUNT</b>	<b>RECOMMENDED AMOUNT</b>
The Learning Collaborative Operating Funds for Youth Development	\$ 182,000	\$ <b>122,000</b>
	\$ 182,000	\$ <b>122,000</b>



## ARPA Grant Applications under Consideration for Funding

Organization:	Original Request Amount	Recommended Amount	Preliminary Council Direction on 6/25	Reasons to Recommend
<a href="#">ADVOCAP</a>	\$ 500,000	\$ 217,660	\$ 217,660	Priorities Approved by Council Addressed: <b>Childcare</b> Program designed for start-up childcare businesses within a shared space provided by ADVOCAP.
<a href="#">Business Improvement District (BID)</a>	\$ 300,000	\$ -	\$ 150,000	Meets Strategic Plan goal for Economic Development Purpose is to help fund second staff person until non-profit entity can fund this position.
<a href="#">COTS</a>	\$ 200,000	\$ 100,000	\$ 100,000	Priorities Approved by Council Addressed: <b>Homelessness</b> (already received APRA for building purchase) Funding half of the project cost to get 10 more units to help with transitional housing services.
<a href="#">Covey, Inc.</a>	\$ 75,000	\$ 75,000	\$ 75,000	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Project will offer respite care and safe space with facility improvements.
<a href="#">Day by Day</a>	\$ 250,000	\$ 105,000	\$ 105,000	Priorities Approved by Council Addressed: <b>Homelessness, DEI/under represented populations</b> Project will fund first and last month's/rent required deposit. Exclusively for funds to move residents out of shelter; one-time expenses.
<a href="#">Habitat for Humanity and Oshkosh Community Development</a>	\$ 300,000	\$ 300,000	\$ 300,000	Priorities Approved by Council Addressed: <b>Housing</b> Single-family residential redevelopment on former Washington Elementary School site with 18 low income and workforce housing homes. Half of single family homes will be for individuals at < 80% median income and other half of single family homes will be within 80-120% of median income.
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<a href="#">Oshkosh Healthy Neighborhoods</a>	\$ 300,000	-	\$ 150,000	Meets Strategic Plan goals regarding Healthy Neighborhoods Purpose is to provide funds for operational costs due to Healthy Neighborhood funds no longer being available.
<a href="#">Oshkosh Pride, Inc.</a>	\$ 97,184	\$ -	\$ 17,500	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Looking to fund equipment for Oshkosh Pride event.
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<a href="#">Winnebago Area Literacy Council (1 of 2)</a>	\$ 25,708	\$ 25,708	\$ 25,708	Priorities Approved by Council Addressed: <b>DEI/under represented populations</b> Resources to assist residents. Capital costs only.
<b>TOTAL</b>	<b>\$ 3,912,704</b>	<b>\$ 2,362,042</b>	<b>\$ 2,362,042</b>	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Res 24-415 Approve Allocation of American Rescue Plan Act (ARPA) Funds to Winnebago Area Literacy Council for \$25,708.00

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## BACKGROUND

On September 28, 2021, Council adopted Resolution 21-498, providing direction to staff on the allocation of funds made available through the American Rescue Plan Act (ARPA). The resolution specified that 75% of ARPA funds be used on City infrastructure projects, with the remaining 25% used for non-infrastructure projects or direct assistance purposes. The 25% allocation amounts to \$5,128,621. To date, \$2,766,578.79 has been disbursed or approved, leaving \$2,362,042.21 for allocation. Earlier this year, Council directed me to begin another round of solicitations for use of ARPA funds. This solicitation yielded 51 proposals totaling over \$12 million in requests.

As with the prior round of solicitations, staff identified short-term and long-term goals that should be pursued in ARPA funding decisions. The short-term goals that staff identified are as follows:

- Help those with immediate needs
- Help those directly impacted by COVID-19
- Compliance with federal ARPA regulations
- Politically acceptable to the Council and community
- Ability to leverage ARPA funds with other revenue sources
- Duplication of effort avoidance with other agencies as well as duplication of ARPA funding avoidance
- Long-term goal/plan congruence with the following:
  - Strategic plan goals
  - Long-term visible impacts
  - Long-term benefits to individuals and community
  - Long-term relief for those repaying ARPA funds in the future

Staff evaluated the 51 applications through this lens, and while the exercise assisted in determining the quality of the applications from a grant standpoint, the exercise did not place weight on any specific priorities for the use of funds. Therefore, at the May 14th meeting, I asked for direction from Council on prioritizing areas of need. Council agreed on the following priorities:

1. Housing, particularly affordable housing
2. Homelessness, both acute and preventative
3. Child care capacity
4. DEI/under-represented populations

Council also directed staff to seek input from the DEI Committee on any equity concerns they may have. The DEI committee provided input that further assisted staff in developing its recommendations. Based on this additional input, staff made recommendations to Council that were discussed during their June 25 workshop. Following public input and Council discussion, Council provided direction on changes to staff's initial recommendations, which are summarized in the attached spreadsheet.

## ANALYSIS

The proposed grants based on Council's direction are summarized below. Along with each of these grant requests, staff will develop conditions of approval specific to their grant requests. Examples of conditions may include deadlines to raise matching funds, evidence of expenditures, or other conditions that are appropriate for the specific application.

In some cases, a grant is being recommended for operating funds. While operating funds were initially discouraged from City ARPA funding, some applications are for initiatives to enable these groups to establish or re-establish themselves. Agencies receiving operating fund grants will need to develop a path forward to become self-sufficient.

### **Housing (1 grant, totaling \$300,000.00)**

#### [Habitat for Humanity and City of Oshkosh Workforce Housing](#), \$300,000.00

Habitat for Humanity has partnered with the City of Oshkosh to acquire the Washington School property and convert it into workforce housing and housing that Habitat for Humanity will make available to individuals with income at less than 80% of area median income. This project is consistent with the City's goals of affordable housing and increasing our housing stock. The \$300,000 in grant funds will be used to provide new utility services to the 19 individual sites that will be developed. That cost would typically be assumed by the developer or property owner.

### **Homelessness (3 grants, totaling \$325,174.00)**

#### [Salvation Army](#), \$120,174.00

The Salvation Army serves our homeless population during the day by offering daytime meals and temporary shelter to these individuals. The Salvation Army was also impacted by Covid and saw its donations drop while its demand for services increased. The \$120,174 request is to fund half of the replacement of Salvation Army vehicles that they used to serve their many target clients. The Salvation Army has raised the matching funds to fund the other half of these vehicles. These are all vehicles that are in their fleet and are well past their useful life. This grant will enable the Salvation Army to continue providing these much-needed services to our community.

#### [Day by Day Shelter](#), \$105,000.00

\$105,000 is proposed to fund a program to assist their guests in security deposits and other essential expenses associated with transitioning these individuals to permanent housing on their own. The assistance to these individuals is approximately \$3,500 each. This will enable Day by Day to assist approximately 30 individuals. This will free up additional beds to assist 30 more individuals experiencing homelessness. Day by Day Shelter initially requested \$250,000 in ARPA funds. The other request in their grant is for shelter support services, which we cannot fund at this time.

#### [COTS](#), \$100,000.00

COTS has previously been funded \$250,000 as part of the partnership with the Community Foundation to acquire the former Father Carr's on Koeller Road. This new request is to seek direct assistance from the City to fund costs to convert an additional 20 units for transitional housing. Although COTS benefited from the prior round of ARPA requests, it was for the acquisition of the property itself. They were not in a position to request these additional funds at the time of the first round of ARPA requests. Staff considers this supplemental request to be appropriate. Now that COTS is more established in the community, they have sought an additional \$200,000 for this phase of their project. Due to funding limitations, staff can only recommend \$100,000 at this time, but this will fund approximately the conversion of 10 of the 20 housing units proposed. This will help improve the stock of transitional housing units available in our community.

### **Childcare Capacity (2 recommendations, totaling \$572,560.00)**

#### [The Corridor](#), \$354,900.00

The Corridor project is a proposal from Commonwealth Development for a combination of residential development with a childcare center attached. The development will target low-income residents for some of the residential units. The proposed childcare center will have the added benefit of offering second-shift childcare, which is virtually nonexistent in Oshkosh at this time. The proposed funds will

address the construction and finishing costs of the childcare center, green improvements, and some costs associated with affordable housing. Approximately \$6,250 was also proposed in the grant request to fund childcare consulting services. Those costs have been excluded so that the grant is exclusively for capital construction costs.

#### [ADVOCAP](#), \$217,660.00

ADVOCAP is proposing a unique concept that will enable potential childcare providers a location to start their business with minimal overhead costs. ADVOCAP has to identify the location that would house approximately 4 to 5 separate childcare center incubator sites until such time as the childcare business can establish itself and relocate to a more permanent and possibly larger facility. This project has already been identified for federal funding through Senator Baldwin's office. The grant request for ADVOCAP was for \$500,000, but this was one of the last projects to be funded out of our program. Only \$217,660 was remaining to fund this program. One of staff's hesitations in funding this program is that the total funding is not identified at this time. The City would need to place a requirement that the matching funds need to be raised by November 1, 2024, so that we know that this project is proceeding. Otherwise, staff would recommend not funding this and returning it for another use by the City. It should also be noted that ADVOCAP was funded approximately \$127,000 in the first round of ARPA funding. This was for an entirely different program that provided services to individuals needing rental assistance from a state program. These two projects are significantly different from one another, and both projects address different needs in the community, so staff is comfortable providing this additional grant to ADVOCAP.

#### **DEI/Under-Represented Groups (8 grants, totaling \$804,308.00)**

#### [SEPO](#), \$300,000.00

SEPO is a local non-profit dedicated to providing services to Black, Brown, African, Immigrant, and Refugee Communities, many of whom were negatively impacted by COVID-19. SEPO is requesting funds to begin work on providing services to individuals needing mentoring and literacy services, particularly for refugee communities that receive no support from the federal government beyond their first 90 days. Staff is recommending funding the SEPO request at \$300,000, which is less than their initial request of \$350,000. As we looked at information provided by applicants regarding rental of potential space, staff felt that it would be appropriate to cap occupancy costs at \$30,000. This is one of the few recommendations for operating costs. However, it should be noted that SEPO has experienced a significant increase in demand for its services following the pandemic. We think it can be reasonably assumed the increase in demand of their services is directly related to the impacts caused by COVID-19, and is therefore justified.

#### [Operation Dream North](#), \$126,000.00

Operation DREAM North is an extension of Operation DREAM in Milwaukee, an initiative started by the applicant, Rodney Bourrage. Operation DREAM North proposes to provide services to at-risk African American youth in Oshkosh. A key feature of the program is a Saturday program for students in k-12th grade, that will operate out of the Boys & Girls Club. The other program is a work program for students in 6th-12th grade needing job exposure and mentorship. Although the group had requested \$275,000, the available funds will only make \$126,000 available for this program to get started in the fall of 2024. Mr. Bourrage understands that he will need to do fundraising, and believes that the City funds will enable him to launch his fundraising efforts. We will require matching funds of \$30,000 for this program to be matched by November 1, 2024.

#### [The Learning Collaborative](#), \$122,000.00

The Learning Collaborative proposes a structured literacy program, focusing on younger children. The program will target Black and low-income students whose scores for literacy proficiency in the Oshkosh Area School District are lower than average. There will also be a focus on students with dyslexia, so it covers other disadvantaged groups that were deemed a priority by the DEI committee. Similar to the SEPO group, the cost of occupancy is capped at \$30,000. This is another group receiving operating costs, but due to the target audience and their impact from COVID-19, this is deemed to be an appropriate target audience.

#### [Lakeside Packaging Plus](#), \$90,000.00

Lakeside Packaging Plus is requesting \$90,000 for an outdoor recreation area to be used by their clients.

This area will be wheelchair accessible, add walkways and raised garden beds, a pavilion, native plants, and more entries to this area. Currently, the clients of Lakeside Packaging Plus use the parking lot for recreation. This initiative will enable their clients to enjoy recreation services in a safer and more inclusive setting. Lakeside Packaging Plus will fund the remainder of this \$181,000 project with other funds that they will generate.

[Winnebago Area Literacy Council](#), \$25,708.00

The Winnebago Area Literacy Council (WALC) was negatively impacted by COVID-19. They are beginning to restore services that they have previously provided. The Winnebago Area Literacy Council serves both individuals in need of functional literacy services, and English language services for the Refugee population. This is one of two applications that WALC applied for. This application proposes to use the funds for educational materials and workbooks to get themselves re-established. Although it is considered operating funds, this will enable them to restore services that ended during the pandemic.

[Jericho Road Lutheran Food Pantry](#), \$48,100.00

Jericho Road is one of several food pantries in the Oshkosh area. Their services have been in high demand since the pandemic, and they are in need of replacement refrigeration equipment and an electric-powered lift truck. Given the fact that the request is for 100% capital, and they serve such a large portion of clients for our local food pantry, this request is reasonable.

[Covey](#), \$75,000.00

Covey is requesting \$75,000 towards a \$115,000 project to fund improvements to their Respite House. The proposed funds will be used to assist with roof, window, patio door, and hot water heater replacement to improve the energy efficiency of their facility. This will provide significant cost savings for them in future years, enabling them to better serve their target population (developmentally disabled people) which was negatively impacted by the pandemic.

[Hope Fridge -- Oshkosh Pride](#), \$17,500

Oshkosh Pride is an annual celebration of the LGBTQ+ community, held at the Leach Amphitheater. The event features performers, local resource tables, vendor booths, games, an affirming and accepting environment, and community building activities. The group's primary goal is to support the LGBTQ+ community and help combat isolation and loneliness within that community and prevent the rate of suicide that can occur as a result of those feelings. The group had requested \$97,184 to purchase equipment to support the logistics of their event, including walkie-talkies; upgrades to their sound and lighting system; reusable water bottles for attendees; and private security costs for their event. Council directed staff to fund a portion of this grant request with available remaining funds.

**Other Projects Identified As Priorities by Council (3 grants totaling 360,000)**

[Business Improvement District \(BID\)](#), \$150,000

The Downtown Oshkosh BID had requested \$300,000 in ARPA funds to grow and expand the organization to further serve the community. These funds will be used as seed money over the course of three years (2024-2026) to create a nonprofit organization and add another staff member. The BID will use the three years to create a nonprofit organization and will establish multiple funding sources to maintain staff and operations. After the three-year grant, it is expected that the proposed position and additional programs will be funded by the newly created non-profit and/or other program revenue. Council directed staff to fund a portion of this grant request with available remaining funds.

[Oshkosh Healthy Neighborhoods](#), \$150,000

Oshkosh Healthy Neighborhoods currently receives City funds from the Healthy Neighborhood Initiative Fund to cover most of its operating funds. Those funds are limited and are currently being used to fund the housing improvement programs that have grown in popularity. After staff informed GO-HNI that the Healthy Neighborhood funds would no longer be available, they submitted a request for ARPA funds to continue their work. The grant funds would be used to assist GO-HNI in continuing their support to Neighborhood Associations; support their "Good Neighbor" curb appeal grants; Community Building and Engagement Programs; and Welcome Bags for neighborhood associations to distribute to new residents. GO-HNI will use ARPA funds to maintain these programs until such time that they can build their fund-



raising capacity. Council directed staff to fund a portion of this grant request with available remaining funds.

[Hooper Community Center](#), \$60,000

Hooper Community Center ("Hooper") is a locally based non-profit entity that exists to provide affordable space to non-profit entities serving the Oshkosh Area. Hooper currently houses 8 non-profits in their building. Hooper is in the midst of a fund-raising effort to invest \$240,000 into this 140-year-old building, including parking lot improvements, outdoor security features, and interior improvements such as painting, lighting, flooring, and windows. Many of these improvements will improve the energy efficiency of the building. Hooper already has half of these funds available and is seeking ARPA funds to cover 25% of the proposed improvement costs, with the remaining 25% to be raised through a capital campaign.

**RECOMMENDATION**

Staff recommends that Council approve the attached resolutions that accompany each request.

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**Attachments**

Res 24-415

Exhibit A for Res 24-415\_Winnebago Area Literacy  
Summary of Recommended and Proposed Projects

7/9/2024

24-415

RESOLUTION

CARRIED

4-2 Present

**PURPOSE:** APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO WINNEBAGO AREA LITERACY COUNCIL IN THE AMOUNT OF \$25,708.00

**INITIATED BY:** CITY MANAGER

**WHEREAS**, the city of Oshkosh ("City") was allocated approximately \$20.5 million in Federal funds under the American Rescue Plan Act (ARPA) for various eligible purposes including, among other things, public infrastructure projects, as well as support to entities negatively impacted by the COVID-19 pandemic; and

**WHEREAS**, on September 28, 2021, the Common Council for the City of Oshkosh adopted Resolution 21-498, creating parameters for usage of American Rescue Plan Act (ARPA) funds; and

**WHEREAS**, Resolution 21-498 specified that funds spent on non-City programming or direct assistance should be about 25 percent of all ARPA expenditures, which represents approximately \$5.1 million of the total ARPA allocation; and

**WHEREAS**, after an initial round of awards and disbursements in the amount of \$2,766,578.79, Council directed staff to solicit additional proposals for the allocation of the remaining \$2,362,042.21 in ARPA funds; and

**WHEREAS**, after a public informational campaign and solicitation for proposals, City staff reviewed 51 applications for ARPA funds, taking into consideration ARPA allocation guidelines adopted by the Federal Government, goals identified in the city's Strategic Plan, goals established by the Common Council for the City Manager, emerging needs identified through the city's most recent strategic planning process, and priorities identified by Council during a discussion at their May 14, 2024 Council meeting; and

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	\$ 25,708	\$ 25,708

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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Rohloff, City Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Discussion of Agenda Process

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### Attachments

07.25.23 Memo re Agenda Deadlines  
Agenda Timing by Municipality  
Plan Commission Submittal Dates





TO: Honorable Mayor and Members of the Common Council

FROM: Mark A Rohloff, City Manager

A handwritten signature in black ink, appearing to read "Mark A Rohloff", is written over the printed name.

DATE: July 25, 2023

RE: **COUNCIL AGENDA – Adding / Retracting Items and Deadlines**

Every so often, it is important that I share with Council and staff the process to place items on a Council agenda. I know that items and issues come up and the need to place an item on the agenda is important. With that said, the City Manager's and City Clerk's offices are under deadlines to have the agenda published, along with their other duties. For these reasons, I am reminding staff and Council of the schedule we follow so that any items placed on the agenda may be reviewed by staff and me prior to being placed on the final Council agenda. When these deadlines are not met, they impact other areas of our work, increasing the likelihood of errors in both the agenda and other responsibilities. As a matter of courtesy, I would respectfully request that the Council and staff be aware of these deadlines so that we may prepare and publish the agenda in a timely fashion.

Please be aware of the following deadlines, as they are important in order for us to have a full and complete agenda for the Council's review:

**Tuesday, 3:00 PM**

- Any agenda item that staff or Council would like to have in the agenda should be forwarded to the Clerk and Deputy Clerk with an explanation of the topic on the agenda

**Wednesday, 9:30 AM**

- Staff Department Heads review the agenda with the City Manager and identify what the final agenda packet will consist of for Council's review

**Wednesday, 4:00 PM**

- All wording of agenda items is finalized. (**This is the latest time to add or remove items on the agenda**)

**Thursday, 12:00 PM**

- All departmental reports, memos, and analyses are due to the City Manager's office for review

**Thursday, 1:30 PM**

- OCMS begins taping CMR. No changes to the agenda after this time in order to preserve the integrity of the agenda topics discussed on CMR

**Thursday, 4:30 PM**

- All agenda-related materials are due in the City Clerk's office.

**Friday, 10:00 AM**

- All agenda items from the City Manager's office are forwarded to the City Clerk's office for final preparation and posting to the City's website.

**Friday, 4:00 PM**

- Agendas are distributed and published on city's website

I appreciate your cooperation in helping us adhere to these deadlines so that we may provide a full and complete agenda to the Council and the public. If you have any questions regarding the schedule, please contact me.

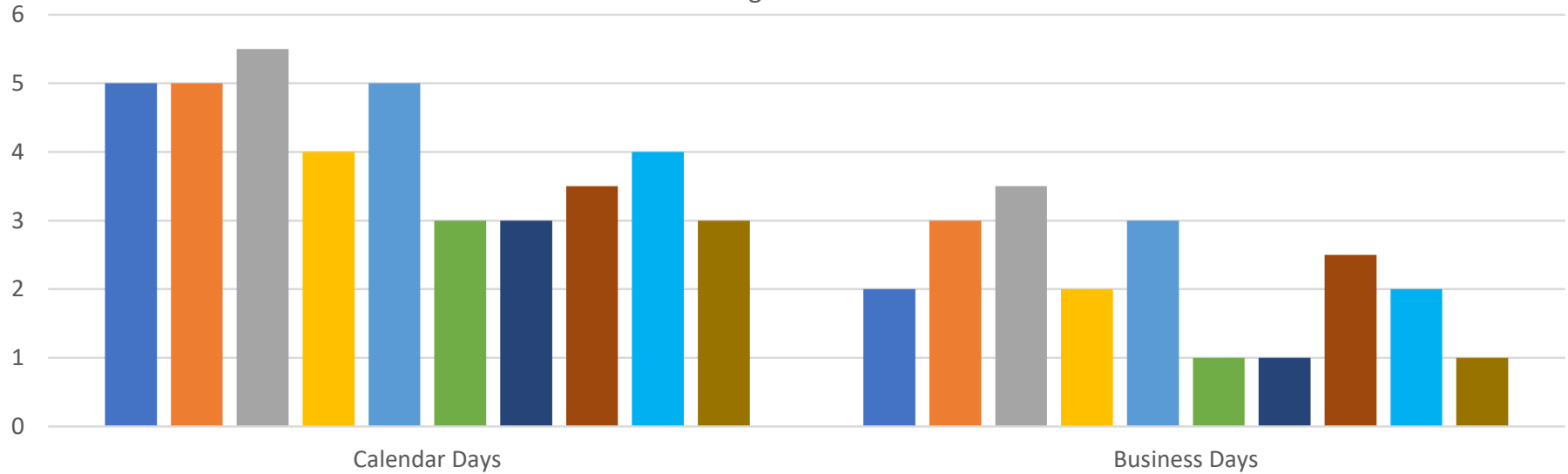
CC: Department Heads  
Andy Radig, OCMS

City	Council Meeting Day	Packet Delivered	Days Between*	Business Days Between*	Draft Available?	Notes:
Appleton	Wednesday	Friday	5	2	No	Clerk stated that items from the first Plan Commission (PC) meeting of a month generally don't make it to Council until the following month (items from PC's June 12th meeting won't be to Council until their July 3rd or 17th meeting, depending on the item). Clerk also said all committee meeting minutes available in draft form within 1-2 business days following the meeting so that Council et al can review what's coming to Council well ahead of the agenda packet. Finally, all committees use the same agenda preparation software (Granicus), which the Clerk indicated was a huge time saver for them.
Eau Claire	Tuesday	Thursday	5	3	Yes	Clerk stated that agenda items are due to her office 8 business days prior to the next meeting (2 business days after the last meeting). Draft cover of agenda is provided to Council on the Monday prior to the meeting week (6 business days prior), but it changes a lot up until Thursday's packet completion. PC has to anticipate their items, as the draft Council agenda is to councilors before PC even meets. PC meets on Mondays, so there are 8 days between PC and Council meetings. They do hold a public hearing and discussion session on the Monday prior to the meeting.
Fond du Lac	Wednesday	Thursday or Friday	5 or 6	3 or 4	No	Plan Commission only meets once a month.
Green Bay	Tuesday	Friday	4	2	No	
Janesville	Monday	Wednesday	5	3	No	Ordinances, resolutions, and agreements due to Attorney's office 9 business days prior to meeting (2 after last meeting). 8 business days prior to meeting (3 after last meeting), City Manager (CM) meets with Council President to discuss pending agenda items, and then they are distributed to staff for review. Agenda items and materials due in CM's office 6 business days prior to meeting for review. Packet delivered to Council, staff, media, public 3-4 business days prior to meeting. 2-3 business days prior to meeting, CM meets with councilors to discuss upcoming items. PC meets on alternate Mondays, but items are held over for the second Council meeting following PC.
Kenosha	Monday	Friday	3	1	No	
La Crosse	Thursday (1x per month)	-	-	-	-	Did not reach out, as their process would be completely different with only one meeting per month.
Menasha	Monday	Friday	3	1	Yes	Drafts provided to Council on Thursday at 3:30-4 through Microsoft OneDrive share link. (Note: This is later than the timing of our final packet.) Final packet delivered by noon on Friday. After posting final packet, they email Council with any changes from the draft packet, along with links to the affected items.
Neenah	Wednesday	Friday or Monday	2 or 5	2 or 3	No	Plan Commission meets on Tuesdays, 8 days prior to Council meeting, which gives them an extra day to prepare those items for council consideration.
Oshkosh	Tuesday	Friday	4	2	No	Items from Plan Commission (held on Tuesday on opposite weeks from Council meetings) are generally included in the following week's Council packet, not held over for a future meeting. In 2023, one week was added to the submission timeline for Plan Commission items due to the fact that the Oshkosh Northwestern changed their deadlines for publication.
Racine	Tuesday	Friday	4	2	No	Committee items are available for review by council et al in same agenda preparation system.
Sheboygan	Monday	Friday	3	1	No	

\*Assumes packet is delivered at end of business; delivery day not included in count. Count DOES include meeting day.

## Days between Packet Delivery and Council Meeting

■ Appleton ■ Eau Claire ■ Fond du Lac\* ■ Green Bay ■ Janesville ■ Kenosha ■ Menasha ■ Neenah\* ■ Oshkosh ■ Sheboygan  
\*Average





**REVISED**  
**CITY OF OSHKOSH**  
**SUBMITTAL DATES FOR 2024**  
**PLAN COMMISSION/COMMON COUNCIL REVIEW**

<b>DEADLINE NOON, MONDAY</b>	<b>PLAN COMMISSION MEETING DATES 4:00 1ST &amp; 3RD TUES.</b>	<b>COMMON COUNCIL MEETING DATES 6:00 2ND &amp; 4TH TUES.</b>
November 20, 2023	January 2, 2024	January 9, 2024
December 4, 2023	January 16, 2024	January 23, 2024
***December 22, 2023	February 6, 2024	February 13, 2024
January 8, 2024	February 20, 2024	February 27, 2024
January 22, 2024	March 5, 2024	March 12, 2024
February 5, 2024	March 19, 2024	March 26, 2024
February 19, 2024	April 2, 2024	April 9, 2024
March 4, 2024	April 16, 2024	April 23, 2024
March 25, 2024	May 7, 2024	May 14, 2024
April 8, 2024	May 21, 2024	May 28, 2024
April 22, 2024	June 4, 2024	June 11, 2024
May 6, 2024	June 18, 2024	June 25, 2024
May 20, 2024	July 2, 2024	July 9, 2024
June 3, 2024	July 16, 2024	July 23, 2024
June 24, 2024	August 6, 2024	****August 14, 2024
July 8, 2024	August 20, 2024	August 27, 2024
July 22, 2024	September 3, 2024	September 10, 2024



**REVISED**  
**CITY OF OSHKOSH**  
**SUBMITTAL DATES FOR 2024**  
**PLAN COMMISSION/COMMON COUNCIL REVIEW**

DEADLINE NOON, MONDAY	PLAN COMMISSION MEETING DATES 4:00 1ST & 3RD TUES.	COMMON COUNCIL MEETING DATES 6:00 2ND & 4TH TUES.
August 5, 2024	September 17, 2024	September 24, 2024
August 19, 2024	October 1, 2024	October 8, 2024
***August 30, 2024	October 15, 2024	October 22, 2024
September 23, 2024	<b>November 5, 2024 (No Meeting)</b>	November 12, 2024
October 7, 2024	November 19, 2024	November 26, 2024
October 21, 2024	December 3, 2024	December 10, 2024
November 4, 2024	<b>December 17, 2024 (No Meeting)</b>	<b>December 24, 2024 (Holiday – No Meeting)</b>

All applications should be submitted to the Planning Services Division, located on the second floor of Oshkosh City Hall, room 204, 215 Church Avenue – 920-236-5059. **Applications received after the noon deadline will be processed with the next scheduled filing date.**

- It is highly recommended that all applicants meet with a department planner prior to filing an application for Plan Commission review. Incomplete applications may result in a delay for review.
- A complete reproducible site plan drawn to scale, **maximum size 11 x 17**, including but not limited to: all structures, parking, landscaping, lot lines and streets with distances to each, must be submitted with the application.
- All Common Council dates are tentative as some requests will require publication in the newspaper and will not be able to be placed on the next Council Agenda after the Plan Commission meeting.

\*\*\* Deadline is noon on Friday

\*\*\*\*Wednesday, due to election on Tuesday





**SUBJECT:** Ordinance and Fee Regulating Fire Pits (Esslinger)

**DATE:** July 09, 2024

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**SUBJECT:** Presentation of Truck Route Study, KL Engineering - July 23, 2024 or alternate date

**DATE:** July 09, 2024

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**SUBJECT:** Bowen Street Reconstruction, AECOM - date to be determined

**DATE:** July 09, 2024

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**SUBJECT:**           Undergrounding Utilities, date to be determined

**DATE:**             July 09, 2024

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**SUBJECT:** Capital Improvement Plan Workshop, Tuesday, July 30th, 5:00 p.m., Room 404

**DATE:** July 09, 2024

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**SUBJECT:** Oshkosh Common Council Regular Meeting - Wednesday, August 14, 2024

**DATE:** July 09, 2024

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### **Background**

Due to the Partisan Primary being held on Tuesday, August 13, 2024, the regular meeting of the Oshkosh Common Council will be moved, in accordance with Oshkosh Municipal Code Section 2-10(B)(1), to Wednesday, August 14, 2024. Meeting time will remain 6:00 p.m., and location will remain in Council Chambers in City Hall (215 Church Ave, 4th Floor, Room 406).

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**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Mark Lyons, Planning Services Manager  
**DATE:** July 09, 2024  
**SUBJECT:** Professional Services Agreement with Neighborly Software for Housing-CDBG Program Grant Administration, Reporting and Compliance Tracking (\$35,300.00)

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**BACKGROUND**

Beginning in 2023, the Department of Community Development began looking for ways to improve our grant administration processes for our housing and CDBG programs. The goal is to improve our tracking to ensure we maintain compliance with state and federal requirements. As a result, the Department of Community Development evaluated multiple software solutions, including demonstrations of how different software programs could meet our needs. At the end of the evaluation process, it was determined that Neighborly would best meet our needs. Neighborly software was specifically designed to assist communities with meeting the administration and reporting requirements for HUD programs (CDBG) and will work to track the city's HNI housing programs as well.

The cost includes both initial implementation setup fees (\$24,500) and annual user fees (\$10,800). The cost associated with the implementation and annual user fees will be covered by the administrative budget portion of our grant programs.

Please contact me if you have any questions or concerns regarding this professional services agreement.

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SUBJECT: Outstanding Issues

DATE: July 09, 2024

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Attachments

Outstanding Issues 07.09.24

City of Oshkosh Status of Outstanding Issues

Date of Initial Request	Affected Department(s) (If Applicable)	Title of Directive	Current Status	Next Status Report/Update	Other Notes
6/9/2020	City Manager	Community Conversations to address racism	City Manager continuing discussions with various community groups. Council approved city sponsorship of Juneteenth event on June 8th.	9/30/2024	
1/10/2023	City Manager	Engage other governmental and non-profit entities in the region to reduce and prevent homelessness	Staff participating in groups organized by Community Foundation to review short term and long term issues.	9/30/2024	
1/10/2023	City Manager	Infuse Sustainability and DEI concepts into City policies and day-to-day operations	Training on sustainability principles planned for staff. Staff to begin work with Sustainability Advisory Board (SAB) to update Sustainability Plan.	9/30/2024	
1/9/2024	City Manager	Continue participating in state wide initiatives to improve Oshkosh's shortfall in state-local funding, including fully funding Municipal Services Program (MSP).	Continuation of this goal will focus on MSP program in 2024	12/31/2024	Initiative will carry into State's 2026 budget cycle, which will begin following November elections.
5/10/2022	City Manager	American Rescue Plan Act (ARPA) funding for non-infrastructure purposes.	Final action planned for July 9th.	7/9/2024	
1/10/2023	DPW/Legal	Sanitary District Negotiations	Mediation held on June 27th. Second mediation session to be scheduled soon.	7/23/2024	
4/16/2024	DPW & Community Development	Undergrounding Utilities	Staff met with other utilities on June 25th	7/9/2024	Staff incorporating input from other utilities.
5/14/2024	Transportation	Parking Restrictions Review	Council referred to Transportation Committee. Report planned to be discussed at August Committee meeting with recommendations to Council for review and discussion on August 27th.	8/27/2024	Transportation Director Collins provided an update to Council on the scope of parking concerns being considered.