



**OSHKOSH COMMON COUNCIL AGENDA  
COUNCIL CHAMBERS, CITY HALL  
OSHKOSH, WISCONSIN  
October 8, 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** - Valley Christian School
- E. PROCLAMATIONS**
- [104th Anniversary of Rímac \(Peru\) National Volunteer Fire Company No. 21, October 8, 2024](#) (Mayoral Proclamation and Legislative Citation)
  - [White Cane Safety Day, October 15, 2024](#) (Issued)
- F. 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.
- G. 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.)
1. Report of Bills
  2. August 2024 Financial Report

3. Receipt & Filing of Minutes - Library Board, 08.29.24
4. Res 24-533 Disallowance of Claim - John Parker
5. Res 24-534 Approve Annexation Agreement with Christine A. Kromm for Property in the Town of Oshkosh (4434 Island View Drive)
6. Res 24-535 Authorize Application for Bureau of Justice Assistance Fiscal Year 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program
7. Res 24-536 Approve Purchase from TelVue Corporation for Master Control Equipment for Oshkosh Media (\$71,238.63)
8. Res 24-537 Award Bid to Olson Trailer & Body LLC for Two Stainless-Steel Dump Bodies, Hoists and Hydraulics for the Parks Department (\$64,381.00)
9. Res 24-538 Approve Block Party Request - Jacqueline Torres Gladney to Utilize Wright Street for a Neighborhood Block Party, October 29, 2024
10. Res 24-539 Approve Special Class "B" Licenses

**H. ITEMS REMOVED FROM CONSENT AGENDA**

**I. PENDING ORDINANCES**

11. Ord 24-540 Amend Sections 27A-8 and 27A-10 of the Municipal Code to Designate W. 12th Avenue as a Through Street at the Intersection of W. 12th Avenue and Minnesota Street (Transportation Committee Recommends Approval)
12. Ord 24-541 Amend Section 27A-11 of the Municipal Code to Remove a Bus Loading Zone on Hazel Street and a Handicap Parking Area on Melvin Avenue Due to Relocation of the School Facilities in and Around the New Menominee Elementary School Site (Transportation Committee Recommends Approval)
13. Ord 24-542 Amend Section 27A-11 of the Municipal Code to Change No Parking Restriction on Algoma Blvd in Front of University of Wisconsin Oshkosh Albee Hall from No Parking to 60-Minute Parking (Transportation Committee Recommends Approval)
14. Ord 24-543 Amend Section 27A-11 of the Municipal Code Update Parking Regulations on Nebraska Street and 10th Avenue Adjacent to Grace Lutheran Church and School (Transportation Committee Recommends Approval)
15. Ord 24-544 Adopt Parking Lot Maps and Associated Regulations within Appendix 27B of the Municipal Code for the Rec Department, Grand South and 200 West Parking Lots (Transportation Committee Recommends Approval)
16. Ord 24-545 Approve Zone Change from Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD) at 1700 Oregon Street (Plan Commission Recommends Approval)

**J. NEW RESOLUTIONS**

17. Res 24-546 Approve General Development Plan and Specific Implementation Plan for a Mixed Use Building at 1700 Oregon Street (Plan Commission Recommends Approval)

- 18. Res 24-547 Approve Professional Service Agreement with Associated Appraisal Consultants, Inc. for 2025 Commercial Assessment Revaluation (\$285,000)
- 19. Res 24-548 Approve Professional Service Agreement with Associated Appraisal Consultants, Inc. for Three (3) Year Annual Maintenance for Commercial Assessment Services (\$202,500)

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

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

**21. Future Agenda Items, Meetings, and Workshops**

- A. Workshop on Undergrounding Utilities, October 22nd, 5:00 p.m.
- B. Update on City Hall Facilities Study, October 22nd, in-meeting workshop
- C. Presentation from Greater Oshkosh Economic Development Corporation (GO-EDC), October 22nd, in meeting
- D. 2025 Budget Workshops, October 28th & 29th, 8:00 a.m. - 4:30 p.m.

**L. COUNCIL MEMBER ANNOUNCEMENTS & STATEMENTS**

**M. CITY MANAGER ANNOUNCEMENTS & STATEMENTS**

- 22. Trick-or-Treat Hours - October 31, 2024, 5:00 p.m. - 7:00 p.m.
- 23. Outstanding Issues

**N. ADJOURN**



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Julie Calmes, Director of Finance  
**DATE:** October 08, 2024  
**SUBJECT:** Report of Bills

---

**Background**

The items below are being presented for approval by the Oshkosh Common Council. These items have been properly audited and certified by the City Comptroller and are herewith submitted for your allowance in the amount of \$5,437,103.16

Bills paid September 20 and September 27, 2024	\$4,280,877.49
Payroll paid September 27, 2024	\$1,156,225.67

---

**Attachments**

09202024 Check run  
09272024 Check run

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
11603	09/20/2024	AUTOMATED COMFORT CONTROLS INC	736.05
11604	09/20/2024	AECOM INC	4,048.75
11605	09/20/2024	AIRGAS USA LLC	3,295.63
11606	09/20/2024	AURORA HEALTH CARE	388.00
11607	09/20/2024	BRETT ROBERTSON	32.20
11608	09/20/2024	CENTRAL TEMP EQUIPMENT SERVICE	1,051.18
11609	09/20/2024	CHEMTRADE CHEMICALS US LLC	8,420.95
11610	09/20/2024	CINTAS CORPORATION NO 2	859.38
11611	09/20/2024	CONSTELLATION ENERGY SERVICES	922.01
11612	09/20/2024	CONWAY SHIELD	6,895.00
11613	09/20/2024	DORNER INC	732,320.99
11614	09/20/2024	EMMONS BUSINESS INTERIORS	1,146.96
11615	09/20/2024	ENVIROTECH EQUIP CO LLC	1,692.10
11616	09/20/2024	EVAN PETRIE	28.81
11617	09/20/2024	EWALDS HARTFORD FORD LLC	49,887.00
11618	09/20/2024	FIRE APPARATUS & EQUIPMENT INC	228.62
11619	09/20/2024	GANNETT WISCONSIN LOCALIQ	1,883.12
11620	09/20/2024	GODFREY AND KAHN SC	6,086.00
11621	09/20/2024	HOLIDAY WHOLESAL	174.05
11622	09/20/2024	K AND C PEST CONTROL LLC	185.00
11623	09/20/2024	GLOBAL WATER TECHNOLOGY INC	1,142.28
11624	09/20/2024	LEVENHAGEN OIL CORPORATION	17,250.10
11625	09/20/2024	MACCO'S COMMERCIAL INTERIORS	2,088.00
11626	09/20/2024	MACQUEEN EQUIPMENT GROUP	7,367.89
11627	09/20/2024	MARK A ROHLOFF	73.31
11628	09/20/2024	MCC INC	655.38
11629	09/20/2024	MCC INC	1,652.25
11630	09/20/2024	NORTHERN LAKE SERVICE INC	2,413.48
11631	09/20/2024	PLYMOUTH LUBRICANTS	692.14
11632	09/20/2024	POMP'S TIRE SERVICES INC	4,429.04
11633	09/20/2024	P T S CONTRACTORS INC	486,954.59
11634	09/20/2024	QUALITY TRUCK CARE CENTER INC	55.11
11635	09/20/2024	REINDERS INC	707.33
11636	09/20/2024	SERVICEMASTER BLDG MAINTENANCE	330.00
11637	09/20/2024	SHI INTERNATIONAL CORP	849.79
11638	09/20/2024	SHORT ELLIOTT HENDRICKSON INC	39,827.32
11640	09/20/2024	VINTON CONSTRUCTION INC	90,866.21
11641	09/20/2024	WI PUBLIC SERVICE CORP	143,777.37
11642	09/20/2024	WINDOW GENIE OF APPLETON AND OSHKOSH	880.00
11643	09/20/2024	WINNEBAGO COUNTY TREASURER	78,839.58
11644	09/20/2024	AUGUST WINTER & SONS INC	7,031.00
5002828	09/20/2024	THE ICEE COMPANY	5,841.88
5002829	09/20/2024	AARON DROESSLER	416.71
5002830	09/20/2024	ADVOCAP INC	52,832.78
5002831	09/20/2024	ALEXANDER CHEMICAL CORPORATION	41,054.52
5002832	09/20/2024	AMERICAN CONSERVATION & BILLING SOLUTIONS INC	4,161.00

5002833	09/20/2024 ANDREW LECKER	20.00
5002834	09/20/2024 ANTHEM LUXURY LIVING LLC	69,694.55
5002835	09/20/2024 AT & T	272.03
5002836	09/20/2024 MARIE BAERWALD	45.86
5002837	09/20/2024 CHEMART CO	2,598.20
5002838	09/20/2024 BERGSTROM HONDA NISSAN OF OSHKOSH	42,733.00
5002839	09/20/2024 BOUND TREE MEDICAL LLC	1,279.32
5002840	09/20/2024 BOYS & GIRLS CLUB OF OSHKOSH INC	2,624.00
5002841	09/20/2024 HALLE OR EVAN SOCZKA	40.06
5002842	09/20/2024 CAROW LAND SURVEYING AND ENVIRONMENTAL INC	3,325.00
5002843	09/20/2024 COMPBASE INC	1,800.00
5002844	09/20/2024 CREATIVE SIGN COMPANY INC	14,320.00
5002845	09/20/2024 CRYSTAL BATHKE	33.50
5002846	09/20/2024 DEREK RADEMACHER	25.00
5002847	09/20/2024 DINGS CO DYNAMICS GROUP	3,355.23
5002848	09/20/2024 DREAMS OF JEANNE LLC	25.00
5002849	09/20/2024 DUNCAN SOLUTIONS LLC	7,573.30
5002850	09/20/2024 EHLERS	11,000.00
5002851	09/20/2024 ELEVATE ENERGY	13,375.00
5002852	09/20/2024 CHRISTOPHER FEDIE	80.17
5002853	09/20/2024 FOX VALLEY IRON METAL AND AUTO SALVAGE INC	130.00
5002854	09/20/2024 G REINKE & COMPANY	1,146.25
5002855	09/20/2024 GRAYBAR ELECTRIC CO	10,833.30
5002856	09/20/2024 HECKRODT WETLAND	75.00
5002857	09/20/2024 HENRY SCHEIN INC	173.64
5002858	09/20/2024 HICKEY ROOFING INC	1,050.00
5002859	09/20/2024 EMERGENCY VEHICLES PLUS	808,539.00
5002860	09/20/2024 IDEAL CRANE RENTAL INC	2,255.00
5002861	09/20/2024 JOHN GREGORIUS	34.84
5002862	09/20/2024 MEGAN E JUNK	84.13
5002863	09/20/2024 KNOLL INVESTMENTS LLC	150.72
5002864	09/20/2024 MARK RICHARDS	173.99
5002865	09/20/2024 MATTHEW RENIK	25.00
5002866	09/20/2024 MIDWEST REALTY MANAGEMENT INC	15.88
5002867	09/20/2024 NEIL OR DONNA MOREY	44.91
5002868	09/20/2024 NET TRANSCRIPTS INC	87.05
5002869	09/20/2024 NORTHEAST WI TECHNICAL COLLEGE	750.00
5002870	09/20/2024 CASEY'S MEADOW, LLC	55,976.42
5002871	09/20/2024 CLEARCOM INCORPORATED	30.00
5002872	09/20/2024 CYNTHIA HARNISH	327.25
5002873	09/20/2024 DANIEL POLLNOW	154.38
5002874	09/20/2024 DONALD SCHWEIHS	50.00
5002875	09/20/2024 FRIENDS OF OSHKOSH SENIOR CENTER	310.00
5002876	09/20/2024 JEFFREY ATTOE	1,547.63
5002877	09/20/2024 MARK HAMMOND	284.00
5002878	09/20/2024 MUZA METAL PRODUCTS	15,600.00
5002879	09/20/2024 NIEBLER PROPERTIES INC	167.87

5002880	09/20/2024 SHERYL HEINBIGNER	9,415.25
5002881	09/20/2024 OSHKOSH AREA HUMANE SOCIETY	295.00
5002882	09/20/2024 CITY OF OSHKOSH	3,560.00
5002883	09/20/2024 PACKERLAND GLASS PRODUCTS	1,500.00
5002884	09/20/2024 PERSONNEL EVALUATION INC	50.00
5002885	09/20/2024 RAMBOLL AMERICAS ENGINEERING SOLUTIONS INC	8,556.20
5002886	09/20/2024 REALTY GROUP ONE	64.77
5002887	09/20/2024 REGISTRATION FEE TRUST	169.50
5002888	09/20/2024 SAWYER SCHNETTLER	25.00
5002889	09/20/2024 SCHMITT TITLE LLC	60.00
5002890	09/20/2024 STEVEN J SCHAUZ	41.84
5002891	09/20/2024 STREICHER'S	1,435.00
5002892	09/20/2024 TEAM SNW LLC	471.27
5002893	09/20/2024 TELEFLEX LLC	677.50
5002894	09/20/2024 THE HOME DEPOT PRO	815.73
5002895	09/20/2024 THOMAS KOPCZYK	115.00
5002896	09/20/2024 THOMAS R KARRELS PE SC	23,558.00
5002897	09/20/2024 MARK A THOMPSON	36.64
5002898	09/20/2024 TKK ELECTRONICS LLC	337.32
5002899	09/20/2024 UNITED MAILING SERVICE INC	849.20
5002900	09/20/2024 UNITED PARCEL SERVICE	75.39
5002901	09/20/2024 US BANK TRUST	2,000.00
5002902	09/20/2024 WRIGHT WEBER MANAGEMENT LLC	63.81
5002903	09/20/2024 EUGENE E OR SHANAH ZASTERA	54.95
5002904	09/20/2024 ZILLGES MATERIALS INC	3,300.00
		<u>2,944,233.71</u>

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
11655	09/27/2024	AECOM INC	1,553.75
11656	09/27/2024	AIRGAS USA LLC	360.20
11657	09/27/2024	BROOKS TRACTOR INC	72.70
11658	09/27/2024	CABLECOM LLC	840.87
11659	09/27/2024	CASEY M CANADY	34.84
11660	09/27/2024	CHEMTRADE CHEMICALS US LLC	8,445.67
11661	09/27/2024	CINTAS CORPORATION NO 2	484.51
11662	09/27/2024	CORE AND MAIN LP	3,637.00
11663	09/27/2024	CURT KLASKE	15.00
11664	09/27/2024	EVOQUA WATER TECHNOLOGIES LLC	4,062.30
11665	09/27/2024	FERGUSON WATERWORKS #1476	364.00
11666	09/27/2024	FIRE APPARATUS & EQUIPMENT INC	3,848.29
11667	09/27/2024	FRANK'S RADIO SERVICE INC	2,322.37
11668	09/27/2024	GFL ENVIRONMENTAL	187.76
11669	09/27/2024	AMERICAN OVERHEAD DOOR COMPANY INC	1,480.00
11670	09/27/2024	HAROLD CARPENTER AND COMPLETE OVERHEAD	4,495.00
11671	09/27/2024	HUNTER SECURITY AND SURVEILLANCE	2,100.24
11672	09/27/2024	CH2M HILL ENGINEERS INC	59,488.50
11673	09/27/2024	JACOBS ENGINEERING GROUP INC	61,394.00
11674	09/27/2024	JEFFERSON FIRE & SAFETY	49,302.10
11675	09/27/2024	J F AHERN CO	300.00
11676	09/27/2024	JOHN ZARATE	54.37
11677	09/27/2024	KERBERROSE S.C.	6,482.65
11678	09/27/2024	LAFORCE INC	10,419.79
11679	09/27/2024	GLOBAL WATER TECHNOLOGY INC	447.24
11680	09/27/2024	LEVENHAGEN OIL CORPORATION	44,145.57
11681	09/27/2024	MACQUEEN EQUIPMENT GROUP	11,512.67
11682	09/27/2024	MARK A ROHLOFF	170.33
11683	09/27/2024	MCC INC	6,168.05
11684	09/27/2024	MONROE TRUCK EQUIPMENT	642.60
11685	09/27/2024	NORTHEAST ASPHALT INC	930.75
11686	09/27/2024	OSHKOSH CONVENTION AND VISITORS BUREAU INC	241,404.43
11687	09/27/2024	PLYMOUTH LUBRICANTS	597.76
11688	09/27/2024	POMP'S TIRE SERVICES INC	157.10
11689	09/27/2024	PROFESSIONAL SVC INDUSTRIES	12,732.97
11690	09/27/2024	P T S CONTRACTORS INC	242,904.47
11691	09/27/2024	ROGAN'S SHOES	449.00
11692	09/27/2024	SERVICEMASTER BLDG MAINTENANCE	3,625.00
11693	09/27/2024	SONSEEKER POOL MASONRY LLC	12,310.00
11694	09/27/2024	SPECIALTY ENGINEERING GROUP LLC	9,000.00
11695	09/27/2024	LYNN PEAVEY COMPANY	298.12
11696	09/27/2024	TYLER TECHNOLOGIES INC	25,524.83
11697	09/27/2024	ON TIME EMBROIDERY INC	956.00
11698	09/27/2024	VENTEK INTERNATIONAL	642.25
11699	09/27/2024	WESTWOOD PROFESSIONAL SERVICES INC	3,475.08
11700	09/27/2024	WI PUBLIC SERVICE CORP	14,201.33



11701	09/27/2024 WINNEBAGO COUNTY TREASURER	300.00
11702	09/27/2024 WINNEBAGO COUNTY TREASURER	508.55
5002905	09/23/2024 ASSURANCE TITLE SERVICES INC	76,550.00
5002906	09/23/2024 ASSURANCE TITLE SERVICES INC	220.79
5002924	09/27/2024 AARDVARK	1,099.67
5002925	09/27/2024 ACCU COM INC	3,050.00
5002926	09/27/2024 ALEXANDER CHEMICAL CORPORATION	16,545.96
5002927	09/27/2024 ART CIY SIGNS LLC	1,719.88
5002928	09/27/2024 ASSOCIATED BANK OF OSHKOSH	575.00
5002929	09/27/2024 AT & T	371.05
5002930	09/27/2024 CARL BOWERS AND SONS CONSTRUCTION COMPANY INC	228,818.52
5002931	09/27/2024 BZA PROPERTIES LLC	45.97
5002932	09/27/2024 CARDINAL CONSTRUCTION CO INC	4,717.13
5002933	09/27/2024 COMMON SCHOOL FUND	80.00
5002934	09/27/2024 DEAN ARTUS	45.45
5002935	09/27/2024 DIRECT TECHNOLOGY GROUP	6,320.00
5002936	09/27/2024 JASON TRACY	117.31
5002937	09/27/2024 ENERGITECH SERVICES LLC	300.00
5002938	09/27/2024 FLAGSHIP INVESTMENTS, LLC	18.58
5002939	09/27/2024 GIZMO OSHKOSH LLC	16,144.33
5002940	09/27/2024 JACOBSON CONTRACTING LLC	3,000.00
5002941	09/27/2024 JASH USA INC	480.00
5002942	09/27/2024 JESSE BARRETTE	16.00
5002943	09/27/2024 KANE COMMUNICATIONS GROUP	25,679.50
5002944	09/27/2024 KIESLER POLICE SUPPLY INC	1,686.30
5002945	09/27/2024 KLINK EQUIPMENT	171.44
5002946	09/27/2024 KLOEHN GRETCHEN	121.44
5002947	09/27/2024 LA CROSSE SEED	1,625.00
5002948	09/27/2024 LAI LTD	240.47
5002949	09/27/2024 OGDENGLAZER LLC	252.00
5002950	09/27/2024 ON THE WING	600.00
5002951	09/27/2024 JAMES BALZA	18.75
5002952	09/27/2024 CITY OF OSHKOSH	10.00
5002953	09/27/2024 OSHKOSH TENT AND AWNING CO INC	2,625.00
5002954	09/27/2024 CITY OF OSHKOSH UTILITIES	63.89
5002955	09/27/2024 PARAGON DEVELOPMENT SYSTEMS INC	5,700.00
5002956	09/27/2024 PROTANIC INC	2,496.00
5002957	09/27/2024 RADDATZ FARM LLC	300.00
5002958	09/27/2024 RIESTERER & SCHNELL INC	5,859.17
5002959	09/27/2024 SARAH DANAHY	325.00
5002960	09/27/2024 SCHMITT TITLE LLC	60.00
5002961	09/27/2024 SCHMITT TITLE LLC	53.87
5002962	09/27/2024 SHANNON CHEMICAL CORPORATION	10,948.28
5002963	09/27/2024 STREICHER'S	385.00
5002964	09/27/2024 TEREX USA LLC	4,990.72
5002965	09/27/2024 THE HOME DEPOT PRO	11.69
5002966	09/27/2024 THOMAS R KARRELS PE SC	6,100.00

5002967	09/27/2024 TTK ELECTRONICS LLC	766.31
5002968	09/27/2024 UNIVERSITY OF WIS - MILWAUKEE	40,387.06
5002969	09/27/2024 UNITED PARCEL SERVICE	139.85
5002970	09/27/2024 US BANK TRUST	500.00
5002971	09/27/2024 US TREASURY	1,432.92
5002972	09/27/2024 WATERMARK47 INC	566.00
5002973	09/27/2024 WHITE CAP LP	6,094.00
5002974	09/27/2024 WRIGHT WEBER MANAGEMENT LLC	58.22
5002975	09/27/2024 ZILLGES MATERIALS INC	1,290.25
		<hr/>
		1,336,643.78
		<hr/> <hr/>



**SUBJECT:** August 2024 Financial Report

**DATE:** October 08, 2024

---

**Attachments**

August 2024 Monthly Financial Reports



October 8, 2024

Honorable Mayor and Members of the Common Council  
City of Oshkosh, Wisconsin

Honorable Mayor and Members of the Common Council,

Attached are the Monthly Financial Reports for City for the month of August 2024.

Respectfully submitted,

Julie Calmes,  
Finance Director

JC  
Enc



**GENERAL FUND REVENUES**  
**UNAUDITED BUDGET STATEMENT**  
**FOR THE MONTH ENDED AUGUST 31, 2024**

REVENUE CATEGORY	2023				2024			
	BUDGET	YEAR TO DATE	AUGUST 2023	% BUDGET	BUDGET	YEAR TO DATE	AUGUST 2024	% BUDGET
<b>0100 - GENERAL FUND</b>	<b>(\$52,282,700)</b>	<b>(\$37,193,093)</b>	<b>(\$600,684)</b>	<b>71.14%</b>	<b>(\$56,630,357)</b>	<b>(\$39,100,482)</b>	<b>(\$662,934)</b>	<b>69.05%</b>
41 - PROPERTY TAX REVENUE	(\$23,817,500)	(\$23,955,550)	(\$117,830)	100.58%	(\$24,460,000)	(\$24,420,921)	(\$24,807)	99.84%
4102 - GENERAL PROPERTY TAX-CITY	(\$23,435,500)	(\$23,435,500)	\$0	100.00%	(\$24,020,000)	(\$24,020,000)	\$0	100.00%
4108 - MOBILE HOME FEES	(\$152,000)	(\$138,219)	(\$12,384)	90.93%	(\$190,000)	(\$159,348)	(\$13,912)	83.87%
4118 - PMT-IN LIEU OF TAX-OTHER	(\$100,000)	(\$227,595)	(\$87,258)	227.60%	(\$100,000)	(\$117,606)	\$0	117.61%
4120 - INTEREST-TAXES	(\$130,000)	(\$154,236)	(\$18,188)	118.64%	(\$150,000)	(\$123,967)	(\$10,895)	82.64%
42 - INTERGOV REVENUE	(\$16,842,500)	(\$7,477,148)	(\$6,809)	44.39%	(\$19,200,900)	(\$7,891,249)	(\$5,127)	41.10%
4206 - FEDERAL AID-POLICE	(\$40,000)	(\$25,699)	(\$6,809)	64.25%	(\$40,000)	(\$19,113)	(\$5,127)	47.78%
4210 - STATE AID-SHARED TAXES	(\$9,609,600)	(\$1,441,441)	\$0	15.00%	(\$11,633,400)	(\$1,729,661)	\$1,604,165	14.87%
4226 - STATE AID-POLICE	\$0	\$0	\$0	0.00%	(\$29,200)	\$0	\$0	0.00%
4228 - STATE AID-GEN TRNSPT AID (GTA)	(\$2,989,000)	(\$1,887,457)	\$0	63.15%	(\$2,512,300)	(\$1,884,469)	\$0	75.01%
4229 - STATE AID-CONNECTING HWY	\$0	(\$243,386)	\$0	0.00%	(\$394,400)	(\$346,322)	\$0	87.81%
4232 - STATE AID-PYMT FOR MUNIC SRVS	(\$1,083,300)	(\$1,116,086)	\$0	103.03%	(\$1,118,500)	(\$1,114,289)	\$0	99.62%
4236 - STATE AID-OTHER	(\$298,000)	(\$272,483)	\$0	91.44%	(\$298,000)	(\$263,461)	(\$15,353)	88.41%
4237 - STATE AID-COMPUTER CREDIT	(\$633,600)	(\$633,621)	\$0	100.00%	(\$633,600)	(\$633,621)	\$0	100.00%
4238 - STATE AID-EXPEND RESTRAINT	(\$1,547,700)	(\$1,547,751)	\$0	100.00%	(\$1,588,800)	(\$1,588,812)	(\$1,588,812)	100.00%
4239 - STATE AID-PERSONAL PROPERTY	(\$183,700)	(\$150,742)	\$0	82.06%	(\$183,700)	(\$150,742)	\$0	82.06%
4240 - COUNTY AID-OTHER AID	\$0	(\$6,977)	\$0	0.00%	\$0	(\$18,035)	\$0	0.00%
4251 - OTHER GOVERNMENT AID-AMBULANCE	(\$94,200)	\$0	\$0	0.00%	(\$350,000)	\$0	\$0	0.00%
4252 - OTHER GOVERNMENT AID-CABLE TV	(\$142,700)	(\$142,724)	\$0	100.02%	(\$142,700)	(\$142,724)	\$0	100.02%
4253 - OTHER GOVERNMENT AID-POLICE	(\$218,200)	\$0	\$0	0.00%	(\$273,800)	\$0	\$0	0.00%
4263 - GRANTS - STATE	(\$2,500)	(\$8,782)	\$0	351.26%	(\$2,500)	\$0	\$0	0.00%
43 - LICENSES AND PERMITS	(\$822,000)	(\$627,116)	(\$134,635)	76.29%	(\$817,000)	(\$601,651)	(\$128,068)	73.64%
4312 - TELEVISION FRANCHISE	(\$530,000)	(\$401,312)	(\$123,033)	75.72%	(\$535,000)	(\$355,443)	(\$113,277)	66.44%
4322 - LIQUOR & MALT BEV LICENSES	(\$125,000)	(\$115,141)	(\$2,270)	92.11%	(\$125,000)	(\$125,952)	(\$2,330)	100.76%
4323 - MISC CLERK LICENSE & PERMITS	(\$22,000)	(\$22,945)	(\$110)	104.30%	(\$22,000)	(\$20,839)	\$0	94.72%
4334 - ZONING ORDINANCE	(\$110,000)	(\$65,636)	(\$8,102)	59.67%	(\$110,000)	(\$67,349)	(\$11,307)	61.23%
4335 - ZONING CODE ENFORCEMENT	(\$4,000)	(\$3,000)	(\$600)	75.00%	(\$4,000)	(\$3,115)	(\$500)	77.88%
4358 - CIGARETTE LICENSE	(\$6,000)	(\$6,520)	\$0	108.67%	(\$6,000)	(\$7,483)	(\$83)	124.72%
4388 - OTHER PERMITS	(\$25,000)	(\$12,563)	(\$520)	50.25%	(\$15,000)	(\$12,378)	(\$570)	82.52%
4389 - OTHER INSPECTION SERVICES	\$0	\$0	\$0	0.00%	\$0	(\$9,092)	\$0	0.00%
44 - FINES & FORFEITURES	(\$864,300)	(\$402,587)	(\$29,566)	46.58%	(\$703,600)	(\$407,626)	(\$54,084)	57.93%
4402 - PARKING VIOLATIONS	(\$408,000)	(\$230,720)	(\$16,620)	56.55%	(\$348,600)	(\$248,136)	(\$38,004)	71.18%
4406 - CITY FINES FROM COURT	(\$456,300)	(\$171,867)	(\$12,946)	37.67%	(\$355,000)	(\$159,490)	(\$16,079)	44.93%
45 - CHARGES FOR SERVICES	(\$4,310,900)	(\$2,276,320)	(\$114,775)	52.80%	(\$4,541,800)	(\$2,358,406)	(\$38,243)	51.93%
4518 - ASSESSOR FEES	(\$140,000)	(\$74,497)	(\$9,510)	53.21%	(\$140,000)	(\$115,538)	(\$10,591)	82.53%
4519 - PROPERTY SEARCH FEES	(\$45,000)	(\$26,995)	(\$5,330)	59.99%	(\$50,000)	(\$28,095)	(\$4,920)	56.19%
4520 - OTHER GENERAL FEES	(\$57,000)	(\$13,699)	(\$175)	24.03%	(\$57,000)	(\$16,560)	(\$451)	29.05%
4521 - PD SPEC EVENT REVENUE	(\$185,700)	(\$46,154)	(\$8,011)	24.85%	(\$224,000)	(\$38,637)	(\$210)	17.25%
4522 - PD NON-SPEC EVENT REVENUE	(\$21,900)	(\$10,401)	\$0	47.49%	(\$36,500)	(\$14,818)	\$0	40.60%
4523 - FD SPEC EVENT REVENUE	(\$124,000)	(\$17,780)	(\$6,544)	14.34%	(\$184,000)	(\$9,501)	(\$2,803)	5.16%
4524 - FD NON-SPEC EVENT REVENUE	(\$40,000)	(\$13,281)	\$0	33.20%	(\$40,000)	(\$19,014)	\$0	47.54%
4525 - STREET SPEC EVENT REVENUE	(\$9,700)	(\$3,701)	(\$1,385)	38.16%	(\$8,000)	(\$3,456)	(\$504)	43.20%
4527 - PARKS SPEC EVENT REVENUE	(\$200)	\$0	\$0	0.00%	(\$200)	\$0	\$0	0.00%
4529 - SIGNS SPEC EVENT REVENUE	(\$1,100)	\$0	\$0	0.00%	(\$1,100)	\$0	\$0	0.00%
4532 - POLICE DEPARTMENT FEES	(\$2,500)	(\$4,408)	(\$1,027)	176.32%	(\$5,000)	(\$4,615)	\$0	92.31%
4534 - FIRE DEPARTMENT FEES	(\$35,000)	(\$12,191)	(\$411)	34.83%	(\$35,000)	(\$18,153)	(\$1,027)	51.87%
4538 - AMBULANCE SERVICE	(\$3,575,000)	(\$1,957,530)	(\$70,186)	54.76%	(\$3,600,000)	(\$1,991,113)	(\$411)	55.31%
4540 - HAZARDOUS RESPONSE CHARGES	\$0	(\$650)	\$0	0.00%	\$0	(\$2,972)	(\$70,186)	0.00%
4551 - FUEL REVENUE	\$0	\$0	(\$7,002)	0.00%	\$0	\$0	\$0	0.00%
4560 - WEED CUTTING	(\$15,000)	(\$5,289)	(\$1,378)	35.26%	(\$16,000)	(\$9,501)	\$0	59.38%
4561 - SNOW REMOVAL	(\$40,000)	(\$60,256)	\$0	150.64%	(\$80,000)	(\$20,957)	(\$1,378)	26.20%
4572 - PARK FACILITY RENTALS	(\$35,000)	(\$29,489)	(\$3,817)	84.25%	(\$75,000)	(\$65,476)	\$0	87.30%
4983 - SPEC EVENT EQUIP DISCOUNT	\$16,200	\$0	\$0	0.00%	\$10,000	\$0	(\$3,817)	0.00%
48 - INTERNAL SERV CHRGE	(\$2,814,900)	(\$113,234)	(\$8,725)	4.02%	(\$2,829,257)	(\$154,636)	\$0	5.47%
4555 - ENG FEES CHG TO CONSTR FUNDS	(\$2,050,000)	\$0	\$0	0.00%	(\$2,100,000)	(\$93,561)	(\$8,725)	4.46%
4811 - SERVICE CHARGE-COMMUNITY DEVEL	(\$634,400)	(\$24,257)	\$0	3.82%	(\$598,757)	\$0	\$0	0.00%
4815 - SERVICE CHARGE-CENTRAL GARAGE	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4816 - SERVICE CHARGE-INTERDEPARTMNTL	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4822 - SERVICE CHARGE - IT	(\$130,500)	(\$69,800)	(\$8,725)	53.49%	(\$130,500)	(\$61,075)	\$0	46.80%
4834 - EQUIPMENT RENTAL-RECYCLING	\$0	(\$19,177)	\$0	0.00%	\$0	\$0	\$0	0.00%
49 - MISC REVENUES	(\$963,000)	(\$2,288,718)	(\$187,272)	237.67%	(\$2,510,200)	(\$3,248,652)	(\$408,133)	129.42%
4901 - INTEREST	\$0	\$0	\$0	0.00%	(\$120,700)	\$0	\$0	0.00%
4907 - INTEREST - ACCOUNTS RECEIVABLE	(\$3,000)	(\$1,273)	(\$365)	42.42%	(\$3,000)	(\$623)	(\$121)	20.77%
4908 - INTEREST-OTHER INVESTMENTS	(\$300,000)	(\$1,927,273)	(\$187,382)	642.42%	(\$1,750,000)	(\$3,174,872)	(\$398,078)	181.42%
4910 - INTEREST-INSTALLMENT S/A	(\$475,000)	(\$335,526)	(\$1,892)	70.64%	(\$400,000)	(\$5,094)	(\$1,277)	1.27%
4916 - CAPITAL GAINS ON INVESTMENTS	\$0	\$3,850	\$4,020	0.00%	\$0	(\$6,616)	(\$2,938)	0.00%
4952 - GIFTS & DONATIONS	(\$8,000)	(\$500)	\$0	6.25%	(\$75,000)	(\$2,848)	(\$393)	3.80%
4972 - MISCELLANEOUS REVENUE	(\$177,000)	(\$27,998)	(\$1,653)	15.82%	(\$161,500)	(\$58,599)	(\$5,325)	36.28%
52 - OTHER FINANCING	(\$1,822,600)	\$0	\$0	0.00%	(\$1,542,600)	\$0	\$0	0.00%



**GENERAL FUND REVENUES  
UNAUDITED BUDGET STATEMENT  
FOR THE MONTH ENDED AUGUST 31, 2024**

REVENUE CATEGORY	2023				2024			
	BUDGET	YEAR TO DATE	AUGUST 2023	% BUDGET	BUDGET	YEAR TO DATE	AUGUST 2024	% BUDGET
4112 - PMT-IN LIEU OF TAX-UTILITY	(\$1,542,600)	\$0	\$0	0.00%	(\$1,542,600)	\$0	\$0	0.00%
5299 - TSF FROM OTHER FUNDS	(\$280,000)	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53 - SALE-CAPITAL ASSETS	(\$25,000)	(\$52,420)	(\$1,073)	209.68%	(\$25,000)	(\$17,341)	(\$4,472)	69.36%
5300 - SALE OF CAPITAL ASSETS	(\$25,000)	(\$52,420)	(\$1,073)	209.68%	(\$25,000)	(\$17,341)	(\$4,472)	69.36%



**GENERAL FUND EXPENDITURES  
UNAUDITED BUDGET STATEMENT  
FOR THE MONTH ENDED AUGUST 31, 2024**

EXPENDITURES BY DEPARTMENTS	2023				2024			
	2023 BUDGET	YEAR TO DATE	AUGUST 2023	% BUDGET	2024 BUDGET	YEAR TO DATE	AUGUST 2024	% BUDGET
<b>0100 - GENERAL FUND</b>	<b>\$54,718,318</b>	<b>\$34,123,999</b>	<b>\$3,870,773</b>	<b>62.36%</b>	<b>\$56,985,701</b>	<b>\$34,670,694</b>	<b>\$5,762,567</b>	<b>60.84%</b>
<b>01 - GENERAL GOVERNMENT</b>								
01000010 - CITY COUNCIL	\$67,400	\$38,427	\$3,022	57.01%	\$65,702	\$42,500	\$4,679	64.69%
01000020 - CITY MANAGER	\$343,400	\$182,389	\$22,044	53.11%	\$334,194	\$197,222	\$33,889	59.01%
01000030 - CITY ATTORNEY	\$515,900	\$309,661	\$38,165	60.02%	\$550,498	\$340,206	\$56,424	61.80%
01000040 - HUMAN RESOURCES	\$803,700	\$488,695	\$59,198	60.81%	\$902,490	\$598,944	\$95,571	66.37%
01000050 - CITY CLERK	\$274,650	\$190,059	\$20,560	69.20%	\$358,802	\$201,515	\$28,548	56.16%
01000060 - ELECTIONS	\$122,700	\$76,155	\$929	62.07%	\$209,686	\$94,356	\$19,453	45.00%
01000071 - FINANCE ADMINISTRATION	\$878,100	\$554,408	\$78,567	63.14%	\$985,438	\$603,636	\$93,871	61.26%
01000072 - TAXES & INTEREST	\$60,000	\$96,072	\$8,946	160.12%	\$70,000	\$58,147	\$5,103	83.07%
01000090 - PURCHASING	\$303,100	\$195,713	\$24,901	64.57%	\$332,394	\$209,923	\$34,329	63.15%
01000110 - INFORMATION TECH DIV	\$1,676,100	\$1,225,361	\$130,421	73.11%	\$1,841,515	\$1,349,718	\$174,463	73.29%
01000120 - INSURANCE	\$1,109,400	\$915,790	\$7,779	82.55%	\$1,132,989	\$1,002,928	\$66,406	88.52%
01000130 - FACILITY MAINTENANCE	\$900,494	\$602,417	\$81,574	66.90%	\$1,456,367	\$798,712	\$126,793	54.84%
01000150 - OSHKOSH MEDIA	\$309,100	\$206,845	\$25,056	66.92%	\$328,655	\$224,411	\$37,650	68.28%
<b>02 - PUBLIC SAFETY</b>								
01000211 - POLICE	\$15,972,289	\$9,257,257	\$1,238,004	57.96%	\$17,541,867	\$10,817,496	\$1,945,197	61.67%
01000214 - ANIMAL CARE	\$102,400	\$102,398	\$0	100.00%	\$105,000	\$104,958	\$0	99.96%
01000217 - AUXILIARY POLICE	\$6,800	\$2,749	\$884	40.42%	\$6,300	\$1,579	\$38	25.06%
01000218 - CROSSING GUARDS	\$108,300	\$50,106	\$0	46.27%	\$112,612	\$50,294	\$0	44.66%
01000230 - FIRE DEPARTMENT	\$15,040,000	\$9,776,737	\$1,340,577	65.00%	\$16,765,811	\$10,299,375	\$1,903,849	61.43%
01000240 - AMBULANCE	\$375,000	\$0	\$0	0.00%	\$396,775	\$21,775	\$0	5.49%
01000250 - HYDRANT RENTAL	\$650,000	\$433,333	\$54,167	66.67%	\$650,000	\$433,333	\$54,167	66.67%
01000290 - POLICE & FIRE COMMISSION	\$28,200	\$19,749	\$1,630	70.03%	\$50,200	\$26,171	\$1,708	52.13%
<b>03 - PUBLIC WORKS</b>								
01000410 - PW ADMINISTRATION	\$236,900	\$144,321	\$18,009	60.92%	\$263,726	\$172,188	\$28,742	65.29%
01000420 - ENGINEERING	\$1,466,767	\$781,525	\$109,799	53.28%	\$1,394,472	\$810,530	\$152,574	58.12%
01000430 - STREETS	\$2,728,967	\$1,746,851	\$70,572	64.01%	\$3,184,061	\$1,583,813	\$183,252	49.74%
01000450 - CENTRAL GARAGE	\$438,200	\$330,806	\$56,117	75.49%	\$659,953	\$287,745	\$62,131	43.60%
<b>04 - TRANSPORTATION</b>								
01000801 - ELECTRICAL	\$675,500	\$422,264	\$54,286	62.51%	\$773,456	\$431,236	\$66,338	55.75%
01000810 - SIGN	\$235,100	\$155,365	\$21,201	66.08%	\$273,850	\$162,359	\$27,899	59.29%
<b>06 - CULTURE &amp; RECREATION</b>								
01000610 - PARKS	\$2,210,265	\$1,396,446	\$180,975	63.18%	\$2,813,144	\$1,665,806	\$286,799	59.22%
01000620 - FORESTRY	\$489,600	\$311,716	\$38,438	63.67%	\$647,007	\$365,972	\$56,909	56.56%
<b>07 - CONSERVATION &amp; DEVELOPMENT</b>								
01000080 - CITY ASSESSOR	\$772,100	\$323,719	\$36,470	41.93%	\$757,505	\$406,098	\$54,422	53.61%
01000730 - ECONOMIC DEVELOPMENT	\$692,526	\$405,518	\$63,707	58.56%	\$742,059	\$449,738	\$50,621	60.61%
01000740 - PLANNING	\$781,312	\$434,154	\$59,291	55.57%	\$856,819	\$485,689	\$87,642	56.69%
<b>08 - UNCLASSIFIED</b>								
01000911 - PATRIOTIC CELEBRATION	\$24,100	\$28,015	\$19,686	116.24%	\$24,100	\$23,884	(\$1,116)	99.11%
01000914 - UNCLASSIFIED	\$4,319,950	\$2,918,979	\$5,799	67.57%	\$398,255	\$348,436	\$24,217	87.49%
<b>Grand Total</b>	<b>\$54,718,318</b>	<b>\$34,123,999</b>	<b>\$3,870,773</b>	<b>62.36%</b>	<b>\$56,985,701</b>	<b>\$34,670,694</b>	<b>\$5,762,567</b>	<b>60.84%</b>



PRELIMINARY BUDGET STATEMENT  
SPECIAL REVENUE TIF FUNDS  
FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0201 - SENIOR SERVICES REVOLVING FUND</b>					(\$173,222)	(\$195,149)
	Revenue	(\$6,967)	(\$45,696)	(\$64,000)		
	Expense	\$2,687	\$23,769	\$63,017		
<b>0202 - CDBG REVOLVING LOAN FUND</b>					(\$222,261)	(\$353,060)
	Revenue	(\$35,691)	(\$233,801)	(\$250,000)		
	Expense	\$12,850	\$103,003	\$249,999		
<b>0209 - BUSINESS IMPROVEMENT DISTRICT</b>					(\$115,324)	(\$188,512)
	Revenue	(\$2,781)	(\$176,434)	(\$222,110)		
	Expense	\$9,497	\$103,246	\$255,000		
<b>0211 - RECYCLING</b>					(\$2,929,299)	(\$3,534,833)
	Revenue	(\$7,357)	(\$1,115,351)	(\$1,138,000)		
	Expense	\$70,218	\$509,817	\$1,113,722		
<b>0212 - GARBAGE COLLECTION &amp; DISPOSAL</b>					\$45,794	(\$585,987)
	Revenue	(\$8,504)	(\$1,779,676)	(\$1,805,000)		
	Expense	\$176,940	\$1,147,894	\$1,800,291		
<b>0215 - POLICE SPECIAL FUNDS</b>					(\$298,048)	(\$439,373)
	Revenue	(\$30,042)	(\$263,327)	(\$141,431)		
	Expense	\$5,606	\$122,003	\$277,970		
<b>0223 - STREET LIGHTING FUND</b>					(\$223,220)	(\$665,455)
	Revenue	\$0	(\$1,060,300)	(\$1,060,300)		
	Expense	\$82,500	\$618,065	\$1,090,876		
<b>0224 - SPECIAL EVENTS</b>					(\$667,978)	\$5,996,847
	Revenue	(\$83,704)	(\$568,077)	\$0		
	Expense	\$989,192	\$7,232,902	\$12,816,586		
<b>0227 - MUSEUM MEMBERSHIP FUND</b>					(\$642,614)	(\$648,096)
	Revenue	(\$4,644)	(\$56,445)	(\$79,000)		
	Expense	\$4,630	\$50,964	\$237,723		
<b>0231 - SENIOR SERVICES</b>					(\$34,681)	(\$167,721)
	Revenue	(\$11,829)	(\$580,384)	(\$687,100)		
	Expense	\$62,745	\$447,345	\$752,400		
<b>0235 - FIRE SPECIAL REVENUE</b>					(\$408,607)	(\$519,138)
	Revenue	(\$11,269)	(\$189,069)	(\$133,289)		
	Expense	\$2,390	\$78,538	\$275,448		
<b>0239 - LIBRARY</b>					(\$228,658)	(\$1,408,463)
	Revenue	(\$3,387)	(\$3,812,768)	(\$4,080,036)		
	Expense	\$391,351	\$2,632,962	\$4,079,973		
<b>0241 - MUSEUM</b>					(\$97,648)	(\$344,694)
	Revenue	(\$2,834)	(\$1,050,054)	(\$1,382,904)		
	Expense	\$121,329	\$803,008	\$1,278,387		





PRELIMINARY BUDGET STATEMENT  
SPECIAL REVENUE TIF FUNDS  
FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0242 - MUSEUM COLLECTIONS</b>					(\$676,030)	(\$700,277)
	Revenue	(\$5,074)	(\$33,294)	(\$3,000)		
	Expense	\$0	\$9,047	\$56,900		
<b>0247 - CEMETERY</b>					(\$324,220)	(\$380,937)
	Revenue	(\$10,221)	(\$370,745)	(\$523,420)		
	Expense	\$48,666	\$314,029	\$522,676		
<b>0249 - COMMUNITY DEVEL SPECIAL FUNDS</b>					(\$162,571)	(\$169,898)
	Revenue	\$0	(\$7,327)	\$0		
	Expense	\$0	\$0	\$10,589		
<b>0255 - PARKS REVENUE FACILITIES</b>					(\$686,862)	(\$664,831)
	Revenue	(\$27,788)	(\$204,131)	(\$381,500)		
	Expense	\$40,781	\$226,162	\$381,456		
<b>0256 - LEACH AMPHITHEATER</b>					(\$96,803)	(\$90,514)
	Revenue	(\$2,642)	(\$56,798)	(\$103,500)		
	Expense	\$15,346	\$63,087	\$101,471		
<b>0257 - PUBLIC WORKS SPECIAL FUND</b>					\$41,331	\$74,253
	Revenue	(\$4,495)	(\$50,605)	(\$630,000)		
	Expense	\$13,267	\$83,527	\$627,711		
<b>0259 - POLLOCK WATER PARK</b>					(\$78,600)	\$56,673
	Revenue	(\$54,893)	(\$337,189)	(\$892,400)		
	Expense	\$70,338	\$472,462	\$1,381,395		
<b>0271 - RENTAL INSPECTIONS</b>					(\$42,317)	(\$79,217)
	Revenue	\$0	(\$36,900)	\$0		
	Expense	\$0	\$0	\$0		
<b>0301 - NEIGHBORHOOD IMPROV LOAN PRGRM</b>					(\$275,692)	(\$275,692)
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$0	\$218,100		
<b>0302 - HEALTHY NEIGHBORHOOD INITIATIVE</b>					(\$2,699,099)	(\$2,493,427)
	Revenue	(\$4,200)	(\$115,524)	(\$60,000)		
	Expense	\$143,411	\$321,196	\$698,689		
<b>0303 - COMMUNITY DEVL P BLOCK GRANT</b>					(\$4,121,400)	(\$4,121,400)
	Revenue	(\$50,977)	(\$790,291)	(\$807,095)		
	Expense	\$50,977	\$790,291	\$3,736,228		
<b>0304 - LOCAL GO EDC REV LOAN PROGRAM</b>					\$0	\$0
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$0	\$450,000		
<b>0307 - SENIOR CENTER</b>					\$0	(\$2)
	Revenue	(\$2)	(\$2)	\$0		
	Expense	\$0	\$0	\$3,000		



PRELIMINARY BUDGET STATEMENT  
SPECIAL REVENUE TIF FUNDS  
FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0501 - GRAND OPERA HOUSE FUND</b>					(\$34,942)	(\$4,653)
	Revenue	(\$1)	(\$1)	(\$36,900)		
	Expense	\$1,711	\$30,291	\$30,292		
<b>0502 - TIF #25 CITY CENTR HOTEL</b>					\$137,937	(\$152,112)
	Revenue	\$0	(\$290,849)	(\$287,000)		
	Expense	\$0	\$800	\$150		
<b>0504 - TIF #26 AVIATION BUS PRK</b>					\$0	\$150
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$150	\$200		
<b>0506 - PARKING RAMP FUND</b>					(\$546,308)	(\$546,749)
	Revenue	(\$8,952)	(\$26,054)	(\$110,000)		
	Expense	\$2,619	\$25,613	\$368,762		
<b>0508 - TIF #27 N MAIN IND PARK</b>					\$907,293	\$469,789
	Revenue	\$0	(\$437,655)	(\$247,000)		
	Expense	\$0	\$150	\$23,200		
<b>0510 - TIF #28 - BEACH BUILDING REDEV</b>					(\$34,942)	(\$93,150)
	Revenue	\$0	(\$58,358)	(\$57,000)		
	Expense	\$0	\$150	\$50,200		
<b>0512 - TIF #29 MORGAN DISTRICT</b>					(\$30,475)	(\$48,162)
	Revenue	\$0	(\$17,867)	(\$15,000)		
	Expense	\$0	\$180	\$150		
<b>0514 - TIF #30 WASHINGTON BUILDING</b>					(\$52,516)	(\$110,079)
	Revenue	\$0	(\$57,714)	(\$55,000)		
	Expense	\$0	\$150	\$45,200		
<b>0516 - TIF #31 BUCKSTAFF REDEVE</b>					(\$48,224)	(\$664,824)
	Revenue	\$0	(\$620,500)	(\$555,200)		
	Expense	\$1,950	\$3,900	\$523,600		
<b>0518 - TIF #32 GRANARY REDEVELOPMENT</b>					(\$5,237)	(\$20,495)
	Revenue	\$0	(\$15,408)	(\$15,200)		
	Expense	\$0	\$150	\$15,200		
<b>0519 - TIF #33 LAMICO REDEVELOPMENT</b>					(\$282,021)	(\$604,526)
	Revenue	\$0	(\$322,655)	(\$292,400)		
	Expense	\$0	\$150	\$230,200		
<b>0520 - TIF #24 OSHKOSH CORP E-COAT</b>					(\$6,208)	(\$246,224)
	Revenue	\$0	(\$240,166)	(\$260,000)		
	Expense	\$0	\$150	\$80,200		
<b>0522 - TIF #14 MERCY MEDICAL CENTER</b>					(\$1,039,261)	(\$1,648,549)
	Revenue	\$0	(\$603,194)	(\$585,115)		
	Expense	\$0	(\$6,094)	\$691,150		



PRELIMINARY BUDGET STATEMENT  
SPECIAL REVENUE TIF FUNDS  
FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0524 - TIF #15 PARK PLAZA COMMERCE ST</b>					(\$3,085,646)	(\$3,351,837)
	Revenue	\$0	(\$266,342)	(\$260,000)		
	Expense	\$0	\$150	\$130,200		
<b>0526 - TIF #16 100 BLOCK REDEVELOPMNT</b>					(\$639,430)	(\$792,107)
	Revenue	\$0	(\$152,827)	(\$150,600)		
	Expense	\$0	\$150	\$85,200		
<b>0528 - TIF #19 NW INDUSTRIAL EXPANSN</b>					(\$903,429)	(\$1,195,021)
	Revenue	\$0	(\$291,742)	(\$301,000)		
	Expense	\$0	\$150	\$150		
<b>0529 - TIF #08 S AVIATION</b>					(\$28,964)	(\$28,746)
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$218	\$5,435		
<b>0530 - TIF #17 CITY CENTER REDEVELOP</b>					(\$573,740)	(\$824,579)
	Revenue	\$0	(\$374,963)	(\$368,000)		
	Expense	\$0	\$124,125	\$347,200		
<b>0532 - TIF #18 SOUTH WEST INDUSTRIAL</b>					\$126,138	(\$453,495)
	Revenue	\$0	(\$580,384)	(\$579,300)		
	Expense	\$0	\$750	\$41,400		
<b>0533 - TIF #10 MAIN &amp; WASH</b>					\$26,550	\$61,046
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$34,496	\$0		
<b>0534 - TIF #20 SOUTH SHORE REDEVELOP</b>					(\$2,761,099)	(\$2,738,938)
	Revenue	\$0	(\$1,049)	\$0		
	Expense	\$0	\$23,210	\$4,556,135		
<b>0535 - TIF #11 OSH OFFICE CENTR</b>					(\$62,915)	(\$22,690)
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$40,225	\$0		
<b>0536 - TIF #21 FOX RIVER CORR</b>					(\$540,501)	(\$948,747)
	Revenue	\$0	(\$524,381)	(\$505,000)		
	Expense	\$0	\$116,134	\$816,200		
<b>0537 - TIF #12 DIVISION ST</b>					(\$807,748)	(\$963,187)
	Revenue	\$0	(\$155,590)	(\$151,600)		
	Expense	\$0	\$150	\$150,260		
<b>0539 - TIF #13 MARION RD/PEARL</b>					\$587,190	\$231,051
	Revenue	\$0	(\$358,503)	(\$359,100)		
	Expense	\$8	\$2,364	\$81,500		
<b>0540 - TIF #23 SW IND PARK EXP</b>					\$2,696,042	\$3,091,279
	Revenue	\$0	(\$23,401)	(\$23,401)		
	Expense	\$0	\$418,637	\$418,637		



PRELIMINARY BUDGET STATEMENT  
SPECIAL REVENUE TIF FUNDS  
FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0580 - TIF #34 OSHKOSH CORP HEADQTRS</b>					\$52,821	(\$1,098,122)
	Revenue	\$0	(\$1,151,093)	(\$1,200,000)		
	Expense	\$0	\$150	\$1,200,200		
<b>0581 - TIF #35 OSHKOSH AVE CORRIDOR</b>					(\$1,540,309)	(\$2,305,023)
	Revenue	\$0	(\$764,865)	(\$650,000)		
	Expense	\$0	\$150	\$18,267		
<b>0582 - TIF #36 MERGE REDEVELOPMENT</b>					(\$15,730)	(\$360,967)
	Revenue	\$0	(\$345,387)	(\$322,200)		
	Expense	\$0	\$150	\$300,200		
<b>0583 - TIF #37 AVIATION PLAZA</b>					(\$28,933)	(\$279,756)
	Revenue	\$0	(\$250,973)	(\$235,000)		
	Expense	\$0	\$150	\$215,200		
<b>0584 - TIF #38 PIONEER REDEVELOPMENT</b>					(\$638)	(\$15,265)
	Revenue	\$0	(\$14,777)	(\$11,000)		
	Expense	\$0	\$150	\$200		
<b>0585 - TIF #39 CABRINI SCHOOL REDEV</b>					(\$39,367)	(\$79,164)
	Revenue	\$0	(\$39,946)	(\$25,000)		
	Expense	\$0	\$150	\$24,200		
<b>0586 - TIF #40 MILES KIMBALL REDEVEL</b>					\$13,216	(\$10,246)
	Revenue	\$0	(\$23,612)	(\$6,000)		
	Expense	\$0	\$150	\$4,700		
<b>0587 - TIF #41 SMITH SCHOOL REDEVELOP</b>					\$10,929	\$1,004
	Revenue	\$0	(\$10,074)	\$0		
	Expense	\$0	\$150	\$11,200		
<b>0588 - TIF #42 MORGAN CROSSING II</b>					\$2,975	\$2,701
	Revenue	\$0	(\$424)	\$0		
	Expense	\$0	\$150	\$200		
<b>0589 - TID #43 MILL ON MAIN</b>					\$62,219	\$62,388
	Revenue	\$0	(\$11)	\$0		
	Expense	\$0	\$180	\$400,150		
		\$1,967,966	(\$3,772,167)	\$21,212,844	(\$20,380,412)	(\$24,152,578)



PRELIMINARY BUDGET STATEMENT  
 CAPITAL PROJECTS AND DEBT FUNDS  
 FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0311 - SIDEWALK CONSTRUCTION FUND</b>					\$3,348,127	\$3,348,127
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$0	\$0		
<b>0315 - STREET IMPROVEMENT FUND</b>					(\$8,353,109)	(\$8,353,109)
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$0	\$0		
<b>0317 - SPECIAL ASSESSMENT IMPROVEMENT</b>					(\$16,056,207)	(\$17,401,815)
	Revenue	(\$505,506)	(\$1,968,441)	(\$3,630,300)		
	Expense	\$23,276	\$622,833	\$1,521,986		
<b>0321 - CONTRACT CONTROL FUND</b>					(\$2,853,962)	\$12,833,251
	Revenue	\$0	(\$889,073)	\$0		
	Expense	\$3,570,470	\$16,576,287	\$74,209,306		
<b>0322 - ENTERPRISE CAPITAL FUND</b>					(\$139,483)	\$5,336,640
	Revenue	\$0	\$0	(\$663,000)		
	Expense	\$2,524,767	\$5,476,123	\$105,282,939		
<b>0323 - EQUIPMENT FUND</b>					(\$15,691,525)	(\$12,351,469)
	Revenue	\$0	(\$1,205,500)	(\$1,205,500)		
	Expense	\$1,159,708	\$4,545,556	\$24,615,076		
<b>0325 - PARKS IMPROVEMENT</b>					\$1,493,266	\$2,076,861
	Revenue	(\$216,638)	(\$216,638)	\$0		
	Expense	\$359,631	\$800,233	\$5,378,661		
<b>0327 - PARK SUBDIVISION IMPROVEMENT</b>					(\$411,039)	(\$427,639)
	Revenue	\$0	(\$16,600)	\$0		
	Expense	\$0	\$0	\$0		
<b>0333 - TREE &amp; BENCH MEMORIAL</b>					(\$189,143)	\$22,298
	Revenue	(\$800)	(\$14,677)	(\$58,000)		
	Expense	\$26,012	\$226,119	\$33,000		
<b>0335 - SPECIAL ASSESSMENT REPLACEMENT</b>					\$0	(\$1,188)
	Revenue	\$0	(\$1,188)	(\$2,250,000)		
	Expense	\$0	\$0	\$0		
<b>0401 - DEBT SERVICE FUND</b>					(\$1,551,959)	(\$10,128,089)
	Revenue	(\$106,899)	(\$15,032,514)	(\$14,647,400)		
	Expense	\$2,000	\$6,456,384	\$14,647,400		



PRELIMINARY BUDGET STATEMENT  
 ENTERPRISE FUNDS  
 FOR THE MONTH ENDED AUGUST 31, 2024

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
<b>0503 - OSHKOSH CONVENTION CENTRE</b>					(\$7,072,747)	(\$7,303,427)
	Revenue	(\$387,400)	(\$1,549,196)	(\$2,515,900)		
	Expense	\$200,473	\$1,318,516	\$2,402,060		
<b>0509 - PARKING UTILITY</b>					(\$1,841,055)	(\$1,849,002)
	Revenue	(\$5,787)	(\$76,708)	(\$109,600)		
	Expense	\$8,124	\$68,761	\$207,639		
<b>0511 - TRANSIT UTILITY</b>					(\$11,125,626)	(\$9,888,037)
	Revenue	(\$134,282)	(\$3,418,872)	(\$7,224,344)		
	Expense	\$623,077	\$4,656,461	\$15,827,305		
<b>0515 - IND PARK LAND ENTERPRISE FUND</b>					(\$2,953,729)	(\$2,979,069)
	Revenue	\$0	(\$30,000)	(\$500,000)		
	Expense	\$243	\$4,660	\$32,600		
<b>0541 - WATER UTILITY</b>					(\$71,102,406)	(\$75,483,632)
	Revenue	(\$1,675,740)	(\$14,680,315)	(\$18,709,400)		
	Expense	\$657,118	\$10,299,089	\$22,048,746		
<b>0551 - SEWER UTILITY</b>					(\$68,701,307)	(\$74,862,822)
	Revenue	(\$1,645,488)	(\$15,143,297)	(\$18,853,600)		
	Expense	\$663,777	\$8,981,782	\$17,390,655		
<b>0561 - STORMWATER UTILITY</b>					(\$78,437,779)	(\$85,295,653)
	Revenue	(\$1,317,081)	(\$11,958,418)	(\$15,356,400)		
	Expense	\$304,814	\$5,100,544	\$10,420,005		
<b>0571 - INSPECTION SERVICES</b>					(\$2,614,447)	(\$2,990,504)
	Revenue	(\$110,804)	(\$1,107,533)	(\$1,219,200)		
	Expense	\$112,975	\$731,476	\$1,323,927		



**City of Oshkosh**  
**Cash and Investment Report**  
 For the Year Ended August 31, 2024

	Beginning Balance	Period Change	Ending Balance
<b>OPERATING CASH</b>			
<b>TREASURY CASH - OPERATIONS</b>	<b>\$160,644,513.66</b>	<b>(\$20,549,648.45)</b>	<b>\$140,094,865.21</b>
<b>0707 - TRUST FUNDS</b>			
80501 - CEMETERY TRUST	\$21,879.41	\$994.35	\$22,873.76
80615 - OPL MEMORIALS	\$1,241.57	\$0.06	\$1,241.63
80801 - FISK-GALLUP TRUST	\$31,508.27		\$31,508.27
<b>TRUST AND INVESTMENTS</b>			
<b>TREASURY CASH - OPERATIONS</b>	<b>\$31,191,017.45</b>	<b>\$150,418.80</b>	<b>\$31,341,436.25</b>
<b>0227 - MUSEUM MEMBERSHIP FUND</b>	<b>\$101,608.38</b>	<b>\$460.74</b>	<b>\$102,069.12</b>
<b>0242 - MUSEUM COLLECTIONS</b>	<b>\$677,852.74</b>	<b>\$3,073.69</b>	<b>\$680,926.43</b>
<b>0541 - WATER UTILITY</b>	<b>\$1,248,388.50</b>	<b>\$5,660.76</b>	<b>\$1,254,049.26</b>
<b>0551 - SEWER UTILITY</b>	<b>\$2,222,532.58</b>		<b>\$2,222,532.58</b>
<b>0561 - STORMWATER UTILITY</b>	<b>\$585.74</b>	<b>\$2.66</b>	<b>\$588.40</b>
<b>0707 - TRUST FUNDS</b>			
80501 - CEMETERY TRUST	\$1,296,380.77	\$7,494.98	\$1,303,875.75
80502 - HARVEY C CLUTE TRUST	\$73.74	\$0.33	\$74.07
80503 - HEYMAN TRUST	\$39,226.79	\$171.68	\$39,398.47
80504 - ROBERT J HUME TRUST	\$1,453.11	\$6.58	\$1,459.69
80505 - AMBER H MAXWELL TRUST	\$8,113.03	\$33.95	\$8,146.98
80506 - JOHN FRANCIS ROBERTS TRUST	\$2,692.83	\$12.19	\$2,705.02
80507 - LOUISE SARAU TRUST	\$5,863.54	\$26.54	\$5,890.08
80601 - OACF OPLCIF HOXTEL	\$28,200.67	\$368.69	\$28,569.36
80605 - OACF OPLCIF ARCHER	\$2,895.36	\$37.87	\$2,933.23
80607 - OACF OPLCIF A GRUENWALD	\$4,355.64	\$56.95	\$4,412.59
80609 - OACF OPLCIF G HILTON	\$18,660.46	\$243.97	\$18,904.43
80612 - OACF OPLCIF E W KELSH	\$4,344.40	\$56.81	\$4,401.21
80613 - OACF OPLCIF G KENNY	\$15,330.85	\$200.42	\$15,531.27
80618 - OACF OPLCIF SCHUSTER BOOKS	\$269,345.95	\$3,521.30	\$272,867.25
80627 - OACF OPLCIF S ZELLMER	\$136,330.14	\$1,782.30	\$138,112.44
80628 - JOHN HICKS TRUST FUND	\$193,491.00	\$815.12	\$194,306.12
80629 - OACF DEVELOPMENT & SUPPORT	\$698,550.68	\$10,137.47	\$708,688.15
80630 - OACF FACILITY IMPROVEMENT	\$1,883,986.12	\$24,630.26	\$1,908,616.38
80631 - OACF PROGRAMMING SUPPORT	\$1,254,117.97	\$16,395.71	\$1,270,513.68
80632 - OACF TECHNOLOGY	\$1,271,128.81	\$16,618.08	\$1,287,746.89
80633 - OACF COLLECTION IMPROVEMENT FUND	\$1,243,960.25	\$16,313.44	\$1,260,273.69
80634 - OACF PRO SUPP FUND - MARY MALNAR	\$30,844.85	\$403.26	\$31,248.11
80635 - OACF TECH FUND - AV TRUST	\$40,062.17	\$523.75	\$40,585.92
80636 - OACF TECH FUND - JOHN NICHOLS	\$65,761.00	\$859.72	\$66,620.72
80637 - OACF OPLCIF-G JACKSON	\$2,606.72	\$34.08	\$2,640.80
80638 - OACF OPLCIF-W STEIGER	\$16,874.55	\$220.61	\$17,095.16
80640 - OACF RON METZ CENTENNIAL FUND	\$38,268.06	\$482.74	\$38,750.80
80642 - GEORGE HILTON LIBRARY & MUSEUM TRST	\$4,245.30		\$4,245.30
80643 - GEORGE HILTON SPECIAL LIBRARY TRUST	\$991.20		\$991.20
80644 - FRANK & ANNA ROJAHN TRUST	\$10,217.00	\$13.46	\$10,230.46

**City of Oshkosh**  
**Cash and Investment Report**  
For the Year Ended August 31, 2024

	<b>Beginning Balance</b>	<b>Period Change</b>	<b>Ending Balance</b>
80645 - MARGUERITE E ZELLMER TRUST	\$11,853.91	\$0.41	\$11,854.32
80646 - OACF CONVENTION CENTER MAINT FUND	\$331,547.30	\$4,182.40	\$335,729.70
80647 - OACF POLICE DEPT FUND	\$301,909.60	\$3,808.54	\$305,718.14
80650 - ABBEY S HARRIS TRUST	\$1,755.41		\$1,755.41
80651 - OPL-CIF-RASMUSSEN	\$55,869.76	\$730.40	\$56,600.16
80652 - OPL-CIF-ROJAHN	\$4,704.04	\$61.50	\$4,765.54
80701 - ETHEL J BEHNCKE MUSEUM TRUST	\$161,476.60	\$730.91	\$162,207.51
80702 - WILLIAM E BRAY MUSEUM TRUST	\$11,825.16	\$49.35	\$11,874.51
80703 - FREDERICK S & MARION H DUROW TRUST	\$3,138,893.99	\$24,070.07	\$3,162,964.06
80704 - LONA & EDWARD G KITZ TRUST	\$97,544.05	\$112.14	\$97,656.19
80705 - RICHARD KITZ DIRECTORS TRUST	\$167,219.00	\$756.91	\$167,975.91
80706 - MUSEUM ENDOWMENT TRUST	\$458,015.41	\$5,183.66	\$463,199.07
80707 - R KITZ BEQUEST	\$247,268.32		\$247,268.32
80801 - FISK-GALLUP TRUST	\$5,556.65	\$25.15	\$5,581.80
80802 - EMMA J GOULD TRUST	\$4,354.04	\$19.71	\$4,373.75
80803 - SOPHIE L HUHNS TRUST	\$5,039.05	\$22.81	\$5,061.86
80804 - JULIA L STANHILBER LIB & PKS TRUST	\$768,056.77	\$2,820.14	\$770,876.91
80805 - JULIA L STANHILBER PARKS TRUST	\$1,431.64	\$6.48	\$1,438.12
<b>INVESTMENTS-DEPRECIATION FUND</b>			
<b>0541 - WATER UTILITY</b>	<b>\$161,699.45</b>		<b>\$161,699.45</b>
<b>INVESTMENTS-REVENUE BOND RESERVE</b>			
<b>0541 - WATER UTILITY</b>	<b>\$5,213,046.88</b>	<b>\$39,427.83</b>	<b>\$5,252,474.71</b>
<b>0551 - SEWER UTILITY</b>	<b>\$5,853,563.23</b>	<b>\$42,591.90</b>	<b>\$5,896,155.13</b>
<b>0561 - STORMWATER UTILITY</b>	<b>\$8,193,191.29</b>	<b>\$59,482.84</b>	<b>\$8,252,674.13</b>





CASH ON HAND  
FOR THE MONTH ENDED AUGUST 31, 2024

POOLED CASH		DEBT Accounts		Trust Accounts	
Ending Balance		Ending Balance		Ending Balance	
MASTER	46,054,573.70	ARPA FUNDS	19,848,619.12	OPL	1,241.63
Payroll	-	2019A GO BONDS	5,676,528.70	Fisk Gallup	31,508.27
Payables	-	2019B GO NOTES	12,623,289.97	Cemetery	22,873.76
General	2,339,925.11	2019C Storm	5,620,232.23	<b>TOTAL BANK BAL</b>	<b>55,623.66</b>
Museum Special	-	2019D Sewer	20,634,526.01		
Tax/Epay	-	2019E Water	761,527.39		
Bid	-	2023B Storm	6,236,530.99		
Pollock Pool	-	2023A GO BONDS	7,049,108.83		
Museum Paypal	-	2023C Water	7,672,086.98		
Parks CC	-				
Library CC	-	<b>TOTAL BANK BAL</b>	<b>86,122,450.22</b>		
CFCU - Tax	6,635,024.71				
<b>TOTAL BANK BAL</b>	<b>55,029,523.52</b>				



**SUBJECT:** Receipt & Filing of Minutes - Library Board, 08.29.24

**DATE:** October 08, 2024

---

### Attachments

Library Board Minutes 08.29.24

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
August 29, 2024

The August 29, 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, Tony Kneepkens, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Barry Perlman and David Rucker.

**Absent:** Amber Shemanski

**Also Present:** Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Library System Administrative Specialist and Neal Matherne, Curator of Education at the Oshkosh Public Museum.

**Public Comments:** None

**Consent Agenda Items**

- Minutes of the Special Meeting of August 2, 2024
- Vouchers Payable - \$299,346.75

Motion to approve the consent agenda as presented.

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

**New Business**

- Election of Library Board officers for 2024-2025: Library bylaws call for election of officers (President and Vice-President) at the July regular meeting each year, which was deferred to a special meeting as a quorum was lacking. No slate was prepared as a Nominating Committee was not appointed.

Bill Bracken opened the floor for nominations. Lindsey Mugerauer nominated Bill Bracken for President. Baron Perlman nominated Lindsey Mugerauer for Vice-President. Bill Bracken called for nominations from the floor three times. There being no further nominations, a motion to nominate and elect Bill Bracken as President of the board and Lindsey Mugerauer as Vice-President of the board for 2024/2025.

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

Bill Bracken and Lindsey Mugerauer accepted their respective positions.

Kim Brown arrived at this time.

- Creation of full-time janitor/custodian position  
Consider approval of the creation of a Library Custodian position to give the library administration greater control of the expenses related to cleaning the building and the outcomes of the work related thereto.

Motion to approve the position description of a Library Custodian position and re-purposing of the preventive maintenance contractual services budget for creation of custodian position.

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

- Reconsideration of reimbursed moving expenses for library director. As per the stated agenda request of Board Trustee Perlman at the June 27, 2024 regular meeting of the library board, consider the relocation expense reimbursement for library director.

Motion to Table Reconsideration of library director reimbursed moving expenses until the September 2024 board meeting to provide time for the director to put together a list of actual moving costs.

**Motion to Table:** Melms-Simon; **Second:** Brown; **Vote:** Unanimous

- Endowment Fund Requests Round 5: Consider approving \$2,000 from the Library Development endowment funds for a purchase of branded promotional items for staff, Board and stakeholders to support re-branding.

Motion to approve use of \$2,000.00 of the Library Development Endowment fund for purchase of promotional items. **Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous.

## **Trustee Reports and Comments**

### **Future Agenda Items**

- Progress on establishing a Friends of the Library Group
- 2025 budget information
- Director's moving expense reimbursement.

### **Closed Session**

Motion to enter closed session at 5:10 PM pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to conduct an evaluation of the performance of the Library director.

**Motion:** Perlman; **Second:** Fojtik; **Roll Call Vote:** Motion passed 9 – 0. **Aye:** Bracken, Brown, Fojtik, Kneepkens, Lautenschlager, Melms-Simon, Mugerauer, Perlman and Rucker. **Nay:** none. Motion Carried.

**Motion** to resume meeting in open session at 5:50 PM.

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

### **Adjournment**

Motion to adjourn at 5:51 PM

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

Respectfully,

Darryl Eschete, Secretary  
Tracie Schlaak – Recorder



**SUBJECT:** Disallowance of Claim - John Parker

**DATE:** October 08, 2024

---

### Attachments

Res 24-533  
Statewide Services

10/8/2024

24-533

RESOLUTION

CARRIED

6-0

**PURPOSE:** DISSALLOWANCE OF CLAIM

**INITIATED BY:** LEGAL DEPARTMENT

**WHEREAS**, the following claim has been referred to the City's insurance carrier, which has recommended disallowance.

**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 disallow the following claim against the City of Oshkosh:

Name - Parker

Date of Loss - 08/30/2024

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to inform the claimant by certified mail of the disallowance and the fact that the claimant has six months from the date of service to appeal.

**BE IT FURTHER RESOLVED** that the City Clerk is directed to send a copy of this resolution and notice of disallowance to the appropriate insurance carrier for the City of Oshkosh.

## ***Statewide Services, Inc.***

Claim Division

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

October 1, 2024

City of Oshkosh  
Attn: Crystal Bathke  
Via EM: [CBathke@oshkoshwi.gov](mailto:CBathke@oshkoshwi.gov)

RE:    Our Claim #:            WM000702661278  
       Date of Loss:            8/30/2024  
       Claimant:                John Parker  
                                      980 Nicolet Ave.  
                                      Oshkosh, WI 54902

Dear Ms. Bathke,

Statewide Services, Inc. administers the claims for League Mutual Insurance, which provides liability insurance coverage for the City of Oshkosh. We are in receipt of the claim submitted by Mr. Parker for damage to his vehicle, allegedly caused by driving through a construction zone on Nicolet Avenue. Construction operations at this location were performed by Vinton Construction Company.

The City of Oshkosh has a contract with Vinton which requires that they carry professional liability insurance coverage for protection against claims arising out of the performance of their work.

We therefore assert that the City has no liability in this instance and that the claim should be disallowed. I will be sending claim tender notice letters to Mr. Parker and Vinton Construction Company.

Please submit your formal notice of disallowance directly to Mr. Parker at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days of receiving the Notice of Claim. Please send a copy of the disallowance to Statewide Services, for our records.

Thank you,

Sarah Bourgeois  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705  
Ph: 800-545-2190  
EM: [sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kelly Nieforth, Director of Community Development  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-534 Approve Annexation Agreement with Christine A. Kromm for Property in the Town of Oshkosh (4434 Island View Drive)

---

### **BACKGROUND**

Christine A. Kromm, 4434 Island View Drive, in the Town of Oshkosh, has petitioned to annex her property into the City. Ms. Kromm's private well has failed resulting in loss of her water supply to her home. Following annexation statute, the earliest date an annexation can be completed is on December 10, 2024. Since the annexation process involves Plan Commission review and Common Council action, it will most likely take well over two months. The City has offered Ms. Kromm this Annexation Agreement to connect to the City water supply before her property is officially annexed. To ensure the annexation of her property, Ms. Kromm has agreed to enter into this agreement to follow through with her annexation petition until her property is annexed into the City.

### **ANALYSIS**

This Annexation Agreement serves as protection for the City to ensure the annexation of Ms. Kromm's property will occur in the future. Ms. Kromm has already initiated the Annexation Process and is scheduled for the November 19, 2024 Plan Commission meeting. This agreement will allow Ms. Kromm to connect to the City's water supply prior to completion of the annexation process as Ms. Kromm's need for water is immediate. The City constructed water main in the Island View Drive right-of-way was installed in 1997 so access is readily available. The early connection allowance is based on Ms. Kromm committing to complete the annexation process. Ms. Kromm's home is connected to public sanitary sewer owned by the Island View Sanitary District. Ms. Kromm will be responsible for all costs associated with connecting to the City's water main including but not limited to City connection charges and private contractor charges.

### **FISCAL IMPACT**

There is no fiscal impact anticipated.

### **RECOMMENDATION**

The City Council approves the Annexation Agreement with Christine Kromm for Utility Connection at 4434 Island View Drive.

---

### **Attachments**

Res 24-534  
Annexation Agreement - 4434 Island View Drive



10/8/2024

24-534

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE ANNEXATION AGREEMENT WITH CHRISTINE A. KROMM FOR PROPERTY IN THE TOWN OF OSHKOSH

**INITIATED BY:** COMMUNITY DEVELOPMENT

**WHEREAS**, an Annexation Agreement must be approved by City Council to allow Christine A. Kromm at 4434 Island View Drive to connect to the City's water system due to her private well failure.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the attached Annexation Agreement with Christine A. Kromm regarding the future annexation of property comprising 0.33 acres in the Town of Oshkosh, is hereby approved and the proper City officials are hereby authorized to execute and deliver the agreement in substantially the same form as attached hereto, any changes in the execution copy being deemed approved by their respective signatures, and City officials are authorized and directed to take those steps necessary to implement the terms and conditions of the Agreement.

ANNEXATION AGREEMENT

Document Number

1. Parties. The Parties to this Agreement are:

- a. Christine A. Kromm, 4434 Island View Drive, Oshkosh, Wisconsin 54901
- b. City of Oshkosh, a Wisconsin municipality, with its principal offices located at 215 Church Avenue, P.O. Box 1130, Oshkosh, WI 54903-1130 (City)

**Recording Area**

**Name and Return Address**

**City Attorney's Office  
PO Box 1130  
Oshkosh, WI 54903-1130**

2. Purpose. The purpose of this Agreement is to allow Kromm to connect to the City's water system after she has petitioned for annexation into the City, but before the annexation is complete. Kromm owns and resides at 4434 Island View Drive, Oshkosh, Wisconsin 54901, which is a Parcel within the Town of Oshkosh.

**018-0593-00-00**

**Parcel Identification Number**

Kromm's private well has failed and requests to connect to the City's water system. The City has existing public water service in the Island View Drive right-of-way. The City will allow the connection only if Kromm annexes into the City. Kromm has submitted an annexation petition and promises to proceed with it until the annexation has been completed. Normally, the City's process requires a completed annexation before services will be connected. However, Kromm's need for water service is immediate, and the process for annexation that has already started must proceed on a statutory timeline. Therefore, the City has agreed to connect Kromm to its water system prior to the official annexation of Kromm's property based on Kromm's promises to complete the annexation. This Agreement memorializes Kromm's annexation promises to complete the annexation of 4434 Island View Drive. Kromm is currently connected up to public sanitary service as a customer of the Island View Sanitary District.

3. Agreement to Annex. Kromm, and her successors, assigns, and adult residents (electors, if any) agree to annex the Parcel (described below) into the City of Oshkosh.

- a. Kromm has submitted a petition for annexation of 4434 Island View Drive to the City of Oshkosh and promises to continue with the annexation process until completion. Kromm will take no action, directly or indirectly, to attempt to subvert, impede, challenge, or nullify the annexation of th 4434 Island View Drive to the City.
- b. Upon the execution of this Annexation Agreement, the City agrees to take all necessary actions to connect Kromm up to the City's public water supply.
- c. Kromm is responsible for all costs associated with the connection to the City's water system. This includes City costs and her private costs including, but not limited to, her private lateral. The City may seek reimbursement for its connection costs in any lawful manner.
- d. Kromm is currently connected up to public sanitary service as a customer of the Island View Sanitary District. Upon completion of this annexation, Kromm understands, agrees, and will not dispute that she will also become a customer of the City of Oshkosh for sanitary sewer system.

- e. This Agreement does not change, alter, modify, or waive any fees, charges, or processes that are otherwise applicable to Parcel (or, the specific part annexed) upon being annexed into the City. For example, all applicable permits and approvals shall be obtained, along with payment of appropriate fees, costs, and deposits.
- f. For purposes of facilitating this annexation, Kromm, her successors and assigns, and adult residents (electors, if any) appoint the Oshkosh City Clerk as an Agent for the purposes of executing required documents on behalf of all present and future property owners, interested parties, and adult residents (electors) thereof in the event Kromm is unable or unwilling to execute such documents.

4. Property to be Annexed. The property to be annexed is described as follows:

Legal Description and Map Attached as Exhibit A

5. Consideration. The parties enter into this Agreement for \$1.00 and other good and valuable consideration as described in this Agreement, the sufficiency and receipt of which is acknowledged.
- a. Kromm receives the benefits of immediate access to the City's public services and utilities, including public water, to replace the failed private facilities serving the Parcel.
  - b. The City has concluded that serving the Parcel with safe and efficient public utilities in return for the annexation of the Parcel benefits as follows: a) enhances and furthers the eventual growth of the City of Oshkosh; b) contributes to the quality of life within the community and surrounding environs; c) enables the City to control the eventual development of the area and ultimately increases the taxable value of property within the City; d) permits the sound planning and development of the City and this particular area; and, e) serves the best interests, public health, safety and welfare of the City.
6. Agreement to Run with the Land and be Binding on Successors, Assigns, and Adult Residents (Electors). The City reserves the right to record this Agreement with the Winnebago County Register of Deeds at the City's discretion. If the document is recorded, then this Agreement shall attach to the Parcel be construed as a covenant running with the land. It will be binding upon current owners, all successors and assigns, residents/electors, and those with any interests in the Parcel. However, if the annexation is completed according to the timeline anticipated at the time of this Agreement, the City may choose to not record it with the land records. However, this agreement will continue to be binding on the parties regardless of its recoding status. There are no express or intended third-party beneficiaries to this Agreement.
7. Cooperation and Enforcement. Kromm, her successors and assigns and adult residents (electors, if any) will fully cooperate with the City of Oshkosh to accomplish the annexation of the Parcel. Kromm, her successors, assigns and adult residents (electors, if any), will pay all connection costs and fees, court costs, attorneys' fees and expenses of the City of Oshkosh, Wisconsin, including City departments and associated agencies and utilities, expended in any dispute or proceeding to secure her compliance with this Agreement
8. Enforceability and Severability. If for any reason any provision of this Agreement is held invalid by a court of competent jurisdiction, all remaining provisions shall remain in effect. The parties shall thereafter take such actions, including any legislative and/or legal actions, as may be necessary to give effect to the spirit and intent of this Agreement and the objectives of the parties as disclosed by this Agreement.

SIGNATURE PAGES FOLLOW

**PROPERTY OWNER:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Christine A. Kromm

**ACKNOWLEDGMENTS**

STATE OF WISCONSIN    )  
  ) ss.  
WINNEBAGO COUNTY    )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2024, the above-named Christine A. Kromm, known to me to be the person who executed the foregoing instrument and acknowledged that they executed the same, for the purpose therein contained.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission is permanent/expires: \_\_\_\_\_

**CITY OF OSHKOSH:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mark A. Rohloff, City Manager

By: \_\_\_\_\_  
Diane M. Bartlett, City Clerk

**ACKNOWLEDGMENTS**

STATE OF WISCONSIN    )  
  ) ss.  
WINNEBAGO COUNTY    )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2024, Mark A. Rohloff and Diane M. Bartlett, known to me to be the persons and officers who executed the foregoing instrument and acknowledged that they executed the same, for the purpose therein contained.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission is permanent/expires: \_\_\_\_\_

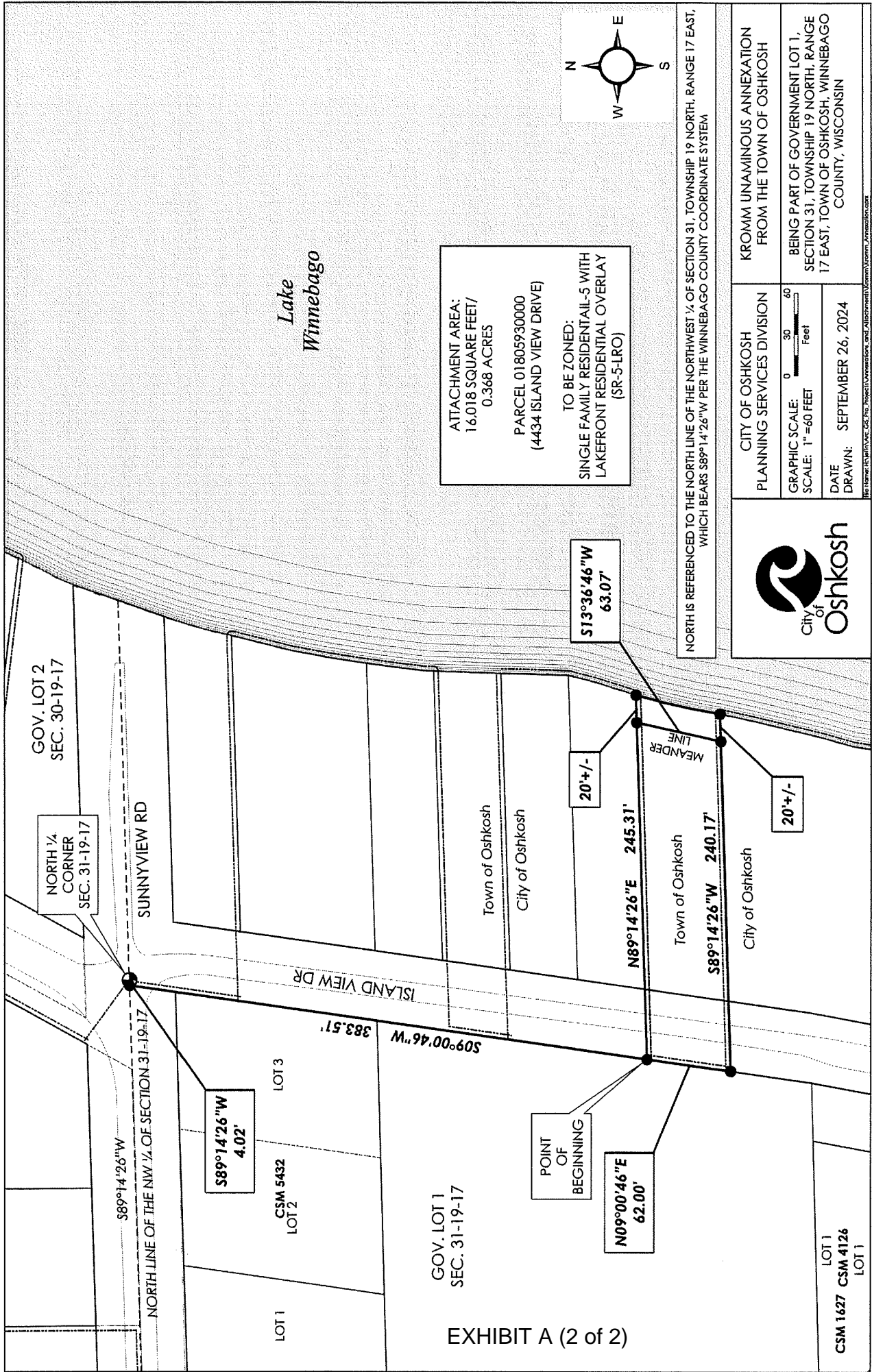
Approved as to form:

\_\_\_\_\_  
Lynn A. Lorenson, City Attorney

This document drafted by:  
David J. Praska, Deputy City Attorney  
City of Oshkosh, Wisconsin

KROMM UNANIMOUS ANNEXATION FROM THE TOWN OF OSHKOSH

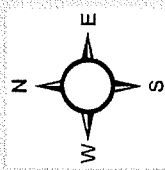
BEING PART OF GOVERNMENT LOT 1, SECTION 31, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING FROM THE NORTH ¼ CORNER OF SAID SECTION 31; THENCE S89°14'26"W, 4.02 FEET ALONG THE NORTH LINE OF THE NORTHWEST ¼ SAID SECTION 31 TO A POINT ON THE EXTENDED WESTERLY LINE OF ISLAND VIEW DRIVE; THENCE S09°00'46"W, 383.51 FEET ALONG SAID EXTENDED WESTERLY AND WESTERLY LINES OF ISLAND VIEW DRIVE TO THE POINT OF BEGINNING; THENCE N89°14'26"E, 245.31 FEET TO A MEANDER CORNER BEING S89°14'26"W, 20 FEET MORE OR LESS FROM THE WESTERN SHORELINE OF LAKE WINNEBAGO; THENCE S13°36'46"W, 63.07 FEET ALONG A MEANDER LINE TO A MEANDER CORNER BEING S89°14'26"W, 20 FEET MORE OR LESS FROM SAID SHORELINE; THENCE S89°14'26"W, 240.17 FEET TO THE WESTERLY LINE OF ISLAND VIEW DRIVE; THENCE N09°00'46"E, 62.00 FEET ALONG SAID WESTERLY LINE TO THE POINT OF BEGINNING; DESCRIBED AREA CONTAINS 16,018 SQUARE FEET OR 0.368 ACRES, MORE OR LESS, INCLUDING THOSE LANDS LOCATED BETWEEN SAID MEANDER LINE AND THE WESTERN SHORELINE OF LAKE WINNEBAGO. ALSO KNOWN AS 4434 ISLAND VIEW DRIVE, PARCEL ID 01805930000.




ATTACHMENT AREA:  
16,018 SQUARE FEET/  
0.368 ACRES

PARCEL 01805930000  
(4434 ISLAND VIEW DRIVE)

TO BE ZONED:  
SINGLE FAMILY RESIDENTIAL-5 WITH  
LAKEFRONT RESIDENTIAL OVERLAY  
(SR-5-LRO)



NORTH IS REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 19 NORTH, RANGE 17 EAST, WHICH BEARS  $S89^{\circ}14'26''W$  PER THE WINNEBAGO COUNTY COORDINATE SYSTEM



CITY OF OSHKOSH  
PLANNING SERVICES DIVISION

GRAPHIC SCALE: 0 30 60 Feet  
SCALE: 1" = 60 FEET

DATE DRAWN: SEPTEMBER 26, 2024

KROMM UNANIMOUS ANNEXATION FROM THE TOWN OF OSHKOSH

BEING PART OF GOVERNMENT LOT 1, SECTION 31, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN

File Name: R:\PLAN\VC\CS\Proj\Project\Drawings\and\Attachments\Storm\Storm\_Annexation.dwg

EXHIBIT A (2 of 2)

CSM 1627 LOT 1  
CSM 4126 LOT 1



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Dean Smith, Police Chief  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-535 Authorize Application for Bureau of Justice Assistance Fiscal Year 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

---

## **BACKGROUND**

The Oshkosh Police Department has been notified that it is eligible to receive a federal grant through the Bureau of Justice Assistance: Edward Byrne Memorial Justice Assistance Grant (JAG) program. Program guidelines require that the application be available for review by the governing body of the unit of local government prior to submitting the application to the Bureau of Justice Assistance. Grant fund eligibility to local governments and allocation amounts are determined by a formula based on the share of total violent crime reported within the state and the City of Oshkosh, as indicated in the annual Uniform Crime Report (UCR) that we are required to submit monthly. The grant can be used to purchase equipment or fund programs needed to support public safety services and operations. The JAG grant application deadline is October 22, 2024.

The eligible allocation to the Oshkosh Police Department under the 2024 Edward Byrne Memorial JAG Grant is \$19,691. The Oshkosh Police Department is the only eligible law enforcement agency in Winnebago County to receive the grant, which creates a disparate allocation of funds requiring a Memorandum of Understanding (MOU) to be signed with Winnebago County officials indicating how the grant will be utilized. However, because both agencies have operational needs, this grant shall be shared with the Winnebago County Sheriff's Office. The Oshkosh Police Department will serve as the fiscal agent for this grant.

## **ANALYSIS**

The Oshkosh Police Department consistently assesses the equipment issued to its officers. Assessments involve identifying when the recommended lifespan of safety equipment has expired. Patrol officers utilize ballistic helmets to protect them in high-risk situations that could pose a threat to their safety. Some helmets currently issued to officers have reached the end of its lifespan of five years. The department must also replace expired gas canisters supplied to officers. It is essential that helmets and gas canisters are replaced timely to instill confidence in the equipment provided to officers, enabling officers to effectively manage high-risk situations. Additionally, the department is also looking to purchase investigative equipment to aid in drug crime investigations.

A Memorandum of Understanding has been established with the Winnebago County Sheriff's Office, requesting funds to purchase equipment that they have identified as a need for their agency.

## **FISCAL IMPACT**

There will be no impact to the Oshkosh Police Department operating budget. If the grant application is awarded, grant funds will be accepted into A/N# 02150211-4626-02173 and purchases will be charged to A/N# 02150211-6529-02173 and 02150211-6550-02173.

## **RECOMMENDATION**

If approved, the department intends to apply for the grant as allocated and purchase the equipment indicated in this memo within the established grant timelines.

---

## Attachments

Res 24-535



10/08/2024

24-535

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE THE APPLICATION FOR BUREAU OF JUSTICE ASSISTANCE (BJA) FISCAL YEAR 2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FOR THE OSHKOSH POLICE DEPARTMENT IN THE AMOUNT OF \$19,691

**INITIATED BY:** Oshkosh Police Department

**WHEREAS,** the City of Oshkosh has been notified that it is eligible to apply for a grant through the US Department of Justice (DOJ): Office of Justice Programs; Bureau of Justice Assistance; and

**WHEREAS,** the Oshkosh Police Department is currently working on a project to replace protective equipment for police officers and purchase investigative equipment for the Vice and Narcotics unit. The funding from this grant will allow the department to replace protective equipment and purchase the investigative equipment for the department.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that the proper City Officials are hereby authorized and approve an application for a grant with the BJA FY24 Edward Byrne Memorial Justice Assistance Grant (JAG) for \$19,691, to purchase equipment for the Oshkosh Police Department.

**BE IT FURTHER RESOLVED** that the proper City officials are hereby authorized and directed to execute any and all documents required by the US Department of Justice (DOJ): Office of Justice Programs; Bureau of Justice Assistance for the purposes of same, and are further authorized and directed, if said grant is awarded, to accept such funds pursuant to the terms of the grant application and to expend such funds for purposes of purchasing needed equipment in accordance with the grant application and award.



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jon Urben, General Services Manager  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-536 Approve Purchase from TelVue Corporation for Master Control Equipment for Oshkosh Media (\$71,238.63)

---

## **BACKGROUND**

The master control equipment in Oshkosh Media (OM) was originally procured in 2018 through an RFP that solicited firms to design and install this equipment. The master control equipment is located within the OM facility in City Hall and is used to program and distribute the signals of Gov TV and Life TV to cable providers, the OM live web stream, OM's over-the-top (OTT) apps (Roku, Amazon Fire TV, Apple TV) and digital signage displays for Gov TV, Life TV and the City Hall first-floor lobby monitors. At their April 10, 2018 meeting, the Common Council awarded the original RFP to TelVue Corporation. With this award, the TelVue proprietary equipment, systems and software became the standardized system for OM master control. Staff have been very pleased with the TelVue line, specifically the efficiencies it creates with scheduling OM channels and the flexibility it provides for distributing live coverage on all these platforms.

The 2025 CIP allocated \$75,000 for the planned replacement of this equipment. However, at their September 10, 2024, meeting, the Common Council approved a budget amendment to appropriate ARPA funds for 2024 infrastructure projects, including the replacement of this master control equipment for \$75,000. Given TelVue's proprietary software for content management and scheduling is now standardized throughout the OM master control, Purchasing confirmed this purchase qualifies as an exception to our purchasing ordinance under Section 12-11 of the Municipal Code.

## **ANALYSIS**

Purchasing solicited a proposal from TelVue for replacement of master control equipment and components. Staff review of TelVue's pricing concluded the proposal covered all necessary master control equipment, including the playback server, digital signage players, encoders to deliver the OM signals to the web and OTT apps and any network components needed to facilitate OM programming.

## **FISCAL IMPACT**

The Common Council approved a budget amendment to appropriate ARPA funds of \$75,000 for this project. TelVue's proposal for this project is \$71,238.63. OM staff will use the remaining funds for this project to purchase various other components necessary to complete the replacement. This purchase will be charged to A/N#: 02240150 7204 15457 (Machinery & Equipment - ARPA - Media Master Control Equipment Replacement).

## **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. Based on staff review, and in accordance with Section 12-11 of the Municipal Code and with approval by the City Manager, Purchasing recommends the Common Council approve the master control equipment proposal from TelVue Corporation, 16000 Horizon Way, Suite 100, Mt. Laurel, NJ 08054 for \$71,238.63. If there are any questions about this purchase, please contact me or OM Operations Coordinator Jake Timm.

---

## Attachments

Res 24-536

10/08/2024

24-536

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE PURCHASE FROM TELVUE CORPORATION FOR MASTER CONTROL EQUIPMENT FOR OSHKOSH MEDIA (\$71,238.63)

**INITIATED BY:** PURCHASING DEPARTMENT

**WHEREAS,** Common Council approved a budget amendment to appropriate ARPA funds for 2024 infrastructure projects, including the replacement of Oshkosh Media's master control equipment for \$75,000 at their September 10, 2024 meeting; and

**WHEREAS,** section 12-11 of the City's Municipal Code allows for waiver of formal bidding processes when the purchase is from only one source of supply or when standardization or compatibility is the overriding consideration.

**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 necessary master control equipment from:

TELVUE CORPORATION  
16000 Horizon Way, Suite 100  
Mt. Laurel, NJ 08054

Total:     \$71,238.63

**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. No. 02240150 7204 15457 ARPA – Media Services Machinery & Equipment ARPA – Media Master Cont Equip Replace



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jon Urben, General Services Manager  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-537 Award Bid to Olson Trailer & Body LLC for Two Stainless-Steel Dump Bodies, Hoists and Hydraulics for the Parks Department (\$64,381.00)

---

### **BACKGROUND**

The 2024 CIP allocated a total of \$184,000.00 for the Parks Department for two dump truck chassis to be installed with stainless steel dump bodies, hoists and hydraulics. The first dump truck will replace an E150 Ford Econoline van (Unit 409) at Riverside Cemetery and will be more efficient and effective for cemetery duties. The second dump truck will replace dump truck Unit 412 and will be used for snow removal and equipment/material handling for Parks and Landscape Operations. At their August 14, 2024, meeting, the Common Council awarded a cooperative purchase to Ewald Hartford Ford for the two dump truck chassis for \$110,534.50. The purpose of this memo is to award the bid for the stainless-steel dump bodies, hoists and hydraulics to be installed on the truck chassis.

### **ANALYSIS**

Working with the Public Works Mechanics Manager and Parks staff, Purchasing prepared bid specifications for the two stainless steel dump bodies, hoists and hydraulics to be installed on the two dump truck chassis. The bid was posted on DemandStar. Bids were due September 23, 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 2024 CIP allocated a total of \$184,000.00 to purchase both dump truck chassis with stainless steel dump bodies, hoists and hydraulics installed. Both truck chassis were purchased via prior for a total of \$110,534.50, leaving a balance of \$73,465.50. The total fiscal impact for two stainless steel dump bodies, hoists and hydraulics is \$64,381.00. This purchase will be charged between two accounts with the Cemetery dump body bid of \$27,403.00 to be assigned to A/N# 0224 0650 7210 15431 (Motor Vehicles ARPA Loss Revenue/CIP 2024) and the Parks dump body bid of \$36,978.00 to be assigned to A/N# 0224 0610 7210 15431 (Motor Vehicles ARPA Loss Revenue/CIP 2024).

### **RECOMMENDATION**

Purchasing recommends the Common Council award this bid to Olson Trailer & Body LLC for \$64,381.00.

---

### **Attachments**

Res 24-537  
Bid Tab Two Stainless Steel Dump Bodies

10/08/2024

24-537

RESOLUTION

CARRIED

6-0

**PURPOSE:** AWARD BID TO OLSON TRAILER & BODY LLC FOR TWO STAINLESS-STEEL DUMP BODIES, HOISTS AND HYDRAULICS FOR THE PARKS DEPARTMENT (\$64,381.00)

**INITIATED BY:** PURCHASING DEPARTMENT

**WHEREAS**, the City of Oshkosh has heretofore advertised for bids for two Stainless-Steel Dump Bodies, Hoists and Hydraulics for the Parks Department; and

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

OLSON TRAILER & BODY LLC  
2485 Hutson Rd  
Green Bay, WI 54303

Total Bid: \$64,381.00

**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. Nos.

0224 0650 7210 15431 Motor Vehicles ARPA Loss Revenue/CIP 2024  
0224 0610 7210 15431 Motor Vehicles ARPA Loss Revenue/CIP 2024



**BID TAB**  
**QTY TWO (2) STAINLESS STEEL DUMP BODY INSTALLED**  
**CITY OF OSHKOSH PARKS AND CEMETERY**  
**BIDS DUE SEPTEMBER 23, 2024**

<b>BIDDER</b>	<b>QTY 2 SS DUMP BODY HOISTS AND HYDRAULICS INSTALLED</b>	<b>TERMS ARO</b>
Casper's Truck Equipment 700 Randolph Dr Appleton WI 54913	Henderson Mark III \$88,229.00	Net 30 Days 180 Days ARO
Olson Trailer & Body LLC 2485 Hutson Rd Green Bay WI 54303	Duraclass MABSDTB-316 \$64,381.00	Net 30 Days 90 Days ARO



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kathy Snell, Special Events Coordinator  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-538 Approve Block Party Request - Jacqueline Torres Gladney to Utilize Wright Street for a Neighborhood Block Party, October 29, 2024

---

### Attachments

Res 24-538  
Torres Gladney Block Party attachment



10/08/2024

24-538

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE BLOCK PARTY - JACQUELINE TORRES GLADNEY TO UTILIZE WRIGHT STREET FOR A NEIGHBORHOOD BLOCK PARTY, OCTOBER 19, 2024

**INITIATED BY:** CITY ADMINISTRATION

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh** that approval is granted to Jacqueline Torres Gladney to utilize Wright Street between W. Irving Ave. and Lincoln Ave. for a neighborhood block party on Saturday, October 29, 2024, from 1:00 p.m. to 6:00 p.m..in accordance with the municipal code and the attached application, with the following exceptions/conditions:

- A.
- B.
- C.

**BE IT FURTHER RESOLVED** that as a condition of approval, the Event Organizer shall pay the City's actual costs of extraordinary services. Approval of this request shall not be interpreted as approval to conduct the block party during any period of emergency order or declaration prohibiting such an event. Approval of this block party shall not be interpreted to supersede any emergency order or declaration applicable to such block parties and all block parties shall remain subject to all applicable ordinances, orders, declarations, and requirements for public gatherings.

Cost Estimates for Extraordinary Services  
None



# Block Party Request Form

The completed application can be mailed to: Oshkosh Seniors Center, Special Events Coordinator, 200 N. Campbell Rd., Oshkosh, WI 54902; or emailed to: [ksnell@ci.oshkosh.wi.us](mailto:ksnell@ci.oshkosh.wi.us); or faxed to: (920) 232-5307. For more information contact the Special Events Coordinator at (920) 232-5304.

EVENT INFORMATION	
Date of Event: <b>Oct 19, 2024</b>	Time Requested: From _____ .m. to _____ .m. <small>(Example 10:00 a.m. to 2:00 p.m.)</small>
Street to be Closed: <b>Irving &amp; Wright - Wright &amp; Lincoln</b>	
From _____ (Street) to _____ (Street) <small>(Example: N. Campbell Rd. from Witzel Avenue to Dempsey Trail)</small>	
Estimated Attendance: <b>50-75</b>	Have all residents been notified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If NO, who has not been contacted and why?	
Did any residents indicate an objection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If YES, what was the nature of that objection?	
Briefly describe any activities planned with the block party: <b>Bounce house, Free food &amp; drinks &amp; games Birthday party, basket ball court</b> <small>(Note: No food or beverages may be sold and no tents or other structures may be placed within the right-of-way - street or terrace areas)</small>	
Are you affiliated with a recognized City of Oshkosh Neighborhood Association? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Note if "yes" your information will be provided to GOHNI for additional activity options.)</small>	
Will there be amplified music or sound associated with the events? <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPLICANT INFORMATION	
Applicant Name: <b>Jacqueline Torro Blidney</b>	
Daytime Phone #:	Cell Phone #: <b>920.642.9542</b>
Email Address:	
Address: <b>504 West Irving Ave</b>	ZIP: <b>59901</b>

The information contained in this application is true, correct, and complete to the best of my knowledge. If there are any changes to the proposed block party, I agree that I will promptly notify the City of Oshkosh of these changes and request approval of them.

  
Applicant Signature

**9-27-24**  
Date

October 28, 2019





TO: Honorable Mayor and Members of the Common Council  
FROM: Cheryl Pionke, Deputy Clerk  
DATE: October 08, 2024  
SUBJECT: Res 24-539 Approve Special Class "B" Licenses

---

### Attachments

Res 24-539

10/08/2024

24-539

RESOLUTION

CARRIED

6-0

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

**INITIATED BY:** Clerk Office

**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:

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

Downtown Oshkosh (BID)  
Event Name: Spooky Stroll  
October 19, 2024  
2:00pm to 6:00pm  
Location: 100 N Main St, Oshkosh, WI 54901  
Person in Charge: Jessica Meidl

Masonic Building Association  
Event Name: ACW Wrestling  
October 11, 2024  
5:00pm to 11:00pm  
Location: 204 Washington Ave, Oshkosh, WI 54901  
Person in Charge: Mark Rutkowski

Masonic Building Association  
Event Name: A Helping of Hope Charity  
November 9, 2024  
5:00pm to 11:00pm  
Location: 204 Washington Ave, Oshkosh, WI 54901  
Person in Charge: Mark Rutkowski

Masonic Building Association  
Event Name: ACW Wrestling  
December 11, 2024  
5:00pm to 11:00pm  
Location: 204 Washington Ave, Oshkosh, WI 54901  
Person in Charge: Mark Rutkowski

Oshkosh Freemasons  
Event Name: SESO- NYE, 2 Day Music Concert  
December 27, 2024  
December 28, 2024  
6:00pm to 2:00am  
Location: 204 Washington Ave, Oshkosh, WI 54901  
Person in Charge: Jordan Wilcox





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jim Collins, Director of Transportation  
**DATE:** October 08, 2024  
**SUBJECT:** Ord 24-540 Amend Sections 27A-8 and 27A-10 of the Municipal Code to Designate W. 12th Avenue as a Through Street at the Intersection of W. 12th Avenue and Minnesota Street (Transportation Committee Recommends Approval)

---

**BACKGROUND**

As the result of recent traffic crashes, numerous residents have requested this intersection be converted from yield to stop controlled on Minnesota Street at W. 12th Avenue.

**ANALYSIS**

Recent crash reports reveal that there have been 3 crashes at this intersection this year. All 3 crashes were the result of failing to yield. There is also a building right up to the right of way line, which impedes the view of oncoming traffic. For these reasons, a stop-controlled intersection is warranted.

**FISCAL IMPACT**

The fiscal impact of these ordinances is the cost of signage. The signage cost would come out of the Sign Department operational budget.

**RECOMMENDATION**

I recommend that the Common Council approve these modifications to Section 27A-10 Yield Right of Way Intersection Designated and Section 27A-8 Through Street Designated of the Municipal Code.

---

**Attachments**

Ord 24-540

10/8/2024 SECOND READING	24-540	ORDINANCE
9/24/2024 FIRST READING	24-520	ORDINANCE
CARRIED	6-0	

**PURPOSE:** AMEND SECTIONS 27A-8 AND 27A-10 OF THE MUNICIPAL CODE TO DESIGNATE W. 12TH AVENUE AS A THROUGH STREET AT THE INTERSECTION OF W. 12TH AVENUE AND MINNESOTA STREET (TRANSPORTATION COMMITTEE RECOMMENDS APPROVAL)

**INITIATED BY:** TRANSPORTATION DEPARTMENT

RECOMMENDATION: TRANSPORTATION COMMITTEE - APPROVED

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-10 YIELD RIGHT OF WAY AND 27A-8 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO THROUGH STREET DESIGNATION

**WHEREAS**, the Transportation Department recommends approval to convert intersection of Minnesota Street and W. 12th Avenue from yield-controlled to stop-controlled.

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

**SECTION 1.** That Sections 27A-10 and 27A-8 pertaining to yield right of way and through street designated of the Oshkosh Municipal Code are hereby amended as follows:

A-10 YIELD RIGHT OF WAY

Delete Therefrom: Minnesota Street at its intersection with W 12th Avenue as Yield Controlled

A-8 THROUGH STREET DESIGNATED

Add Thereto: W 12th Avenue at its intersection with Minnesota Street designated as through street.

**SECTION 2.** This ordinance shall be in full force and effect from and after its passage, publication and placement of the appropriate signage.

**SECTION 3.** Publication Notice. Please take notice that the City of Oshkosh enacted ordinance #24-540 on October 8th, 2024 CONVERTING INTERSECTION FROM YIELD-CONTROLLED TO STOP-CONTROLLED. (A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-10 YIELD RIGHT OF WAY AND 27A-8 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO THROUGH STREET DESIGNATION). The ordinance will amend intersection of Minnesota Street and W. 12th Avenue to designate W 12th Avenue as a through street with Minnesota Street traffic stopping at the intersection.

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.





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jim Collins, Director of Transportation  
**DATE:** October 08, 2024  
**SUBJECT:** Ord 24-541 Amend Section 27A-11 of the Municipal Code to Remove a Bus Loading Zone on Hazel Street and a Handicap Parking Area on Melvin Avenue Due to Relocation of the School Facilities in and Around the New Menominee Elementary School Site (Transportation Committee Recommends Approval)

---

### **BACKGROUND**

With the completion of the new Menominee School, two changes are requested based on the new layout. The bus loading zone on Hazel Street is no longer needed, as the buses load on Melvin Avenue. Additionally, the handicap parking area on Melvin Avenue is no longer needed as that function is accommodated in the parking lot. The Transportation Committee recommends approval (5-0).

### **ANALYSIS**

These requests were made by the Oshkosh Area School District Facilities Manager and make sense with the traffic flow of the new school.

### **FISCAL IMPACT**

The fiscal impact of these ordinances is the cost of signage. The signage cost would come out of the Sign Department operational budget.

### **RECOMMENDATION**

I recommend that the Common Council approve these modifications to Section 27A-5 (Loading Zones) of the Municipal Code pertaining to loading zones.

---

### **Attachments**

Ord 24-541

10/8/2024  
SECOND READING

24-541      ORDINANCE

9/24/2024  
FIRST READING

24-521      ORDINANCE

CARRIED

6-0

**PURPOSE:** AMEND SECTION 27A-11 OF THE MUNICIPAL CODE TO REMOVE A BUS LOADING ZONE ON HAZEL STREET AND A HANDICAP PARKING AREA ON MELVIN AVENUE DUE TO RELOCATION OF THE SCHOOL FACILITIES IN AND AROUND THE NEW MENOMINEE ELEMENTARY SCHOOL SITE (TRANSPORTATION COMMITTEE RECOMMENDS APPROVAL)

**INITIATED BY:** TRANSPORTATION DEPARTMENT

RECOMMENDATION: TRANSPORTATION COMMITTEE - APPROVED

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-11 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS

**WHEREAS**, the Transportation Committee recommends approval to amend loading zone and parking regulations around the Menominee Elementary School.

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

**SECTION 1.** That Section 27A-11 of the Oshkosh Municipal Code pertaining to parking regulations on designated streets and alleys is hereby amended as follows:

A-11    UPDATE PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS:

Melvin Avenue

Delete Therefrom: Handicapped parking, south side, from 65 feet west of Hazel Street to Hazel Street.

Delete Therefrom: No parking, stopping, standing, waiting – bus loading zone, south side, from 65 feet west of Hazel Street to 20 feet east of Oak Street.

Add Thereto: No parking, stopping, standing, waiting – bus loading zone, south side, from Hazel Street to 20 feet east of Oak Street.

Hazel Street

Delete Therefrom: No parking, stopping standing, waiting – bus loading zone between 7:00 a.m. and 4:00 p.m. on school days, west side, from 296 feet south of Melvin Avenue to Siewart Trail.

Delete Therefrom: Loading zone, west side, from 60 feet south of Melvin Avenue to 296 feet south of Melvin Avenue between 7:00 a.m. and 4:00 p.m. on school days.

Add Thereto: Loading zone, west side, from 60 feet south of Melvin to Siewert Trail between 7:00 a.m. and 4:00 p.m.

**SECTION 2.** This ordinance shall be in full force and effect from and after its passage, publication and placement of the appropriate signage.

**SECTION 3.** Publication Notice. Please take notice that the City of Oshkosh enacted ordinance #24-541 on October 8, 2024 AMEND LOADING ZONE AND PARKING REGULATIONS AROUND THE MENOMINEE ELEMENTARY SCHOOL. (A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-11 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS). This ordinance replaces the handicapped parking area on Melvin Avenue with an extended bus loading zone and removes the bus loading zone on Hazel Street replacing it with an extended loading zone.

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.



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jim Collins, Director of Transportation  
**DATE:** October 08, 2024  
**SUBJECT:** Ord 24-542 Amend Section 27A-11 of the Municipal Code to Change No Parking Restriction on Algoma Blvd in Front of University of Wisconsin Oshkosh Albee Hall from No Parking to 60-Minute Parking (Transportation Committee Recommends Approval)

---

#### **BACKGROUND**

This no-parking area is no longer needed due to the recent bus route changes implemented on 8/1/24. UWO requested it to be changed to 60-minute parking instead.

#### **ANALYSIS**

The recommended change removes no parking that is no longer needed and adds 60-minute parking.

#### **BOARD/COMMISSION INFORMATION**

The Transportation Committee recommends approval after roll-call vote (5-0) at their September 10, 2024, meeting.

#### **FISCAL IMPACT**

The fiscal impact of these ordinances is the cost of signage. The signage cost would come out of the Sign Department operational budget.

#### **RECOMMENDATION**

I recommend that the Common Council approve these modifications to Section 27A-11 of the Municipal Code pertaining to parking regulations on designated streets and alleys.

---

#### **Attachments**

Ord 24-542

10/8/2024  
SECOND READING

24-542      ORDINANCE

9/24/2024  
FIRST READING

24-522      ORDINANCE

CARRIED

6-0

**PURPOSE:** AMEND SECTION 27A-11 OF THE MUNICIPAL CODE TO CHANGE NO PARKING RESTRICTION ON ALGOMA BLVD IN FRONT OF UNIVERSITY OF WISCONSIN OSHKOSH ALBEE HALL FROM NO PARKING TO 60-MINUTE PARKING (TRANSPORTATION COMMITTEE RECOMMENDS APPROVAL)

**INITIATED BY:** TRANSPORTATION DEPARTMENT

RECOMMENDATION: TRANSPORTATION COMMITTEE - APPROVED

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-11 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS

**WHEREAS**, the Transportation Committee recommends approval to amend parking on Algoma Blvd. in front of Albee Hall from No Parking to 60-minute parking.

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

**SECTION 1.** That Section 27A-11 of the Oshkosh Municipal Code pertaining to parking regulations on designated streets and alleys is hereby amended as follows:

A-11    UPDATE PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS:

Algoma Blvd.

Delete Therefrom: Remove no parking designation in front of Albee Hall.

Add Thereto: Replace with 60-minute parking designation

**SECTION 2.** This ordinance shall be in full force and effect from and after its passage, publication and placement of the appropriate signage.

**SECTION 3.** Publication Notice. Please take notice that the City of Oshkosh enacted ordinance #24-542 on October 8, 2024 ADD UPDATING PARKING REGULATIONS ON ALGOMA BOULEVARD. (A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-11 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS). The ordinance will amend parking on Algoma Blvd. in front of Albee Hall from No Parking to 60-minute parking.

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.



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jim Collins, Director of Transportation  
**DATE:** October 08, 2024  
**SUBJECT:** Ord 24-543 Amend Section 27A-11 of the Municipal Code Update Parking Regulations on Nebraska Street and 10th Avenue Adjacent to Grace Lutheran Church and School (Transportation Committee Recommends Approval)

---

#### **BACKGROUND**

Convert the 10-minute parking on Nebraska, west side, from 140 feet north of 10th Avenue on school days (7:00am-3:00pm) to 4-hour parking. Convert the no parking on 10th Avenue, north side, to 30-minute parking from 7:00am-4:00pm on school days. These changes are proposed following input and discussions with Grace Lutheran Church and School, and will better meet their operational needs without a negative impact on the surrounding neighborhood.

#### **ANALYSIS**

The recommended change will convert 10-minute parking on Nebraska, west side, to 4-hour parking during school hours, and also convert the no parking on 10th Avenue, north side, to 30 minute parking during school hours.

#### **BOARD/COMMISSION INFORMATION**

The Transportation Committee recommends approval after a roll-call vote (5-0) at the September 10, 2024, meeting.

#### **FISCAL IMPACT**

The fiscal impact of these ordinances is the cost of signage. The signage cost would come out of the Sign Department operational budget.

#### **RECOMMENDATION**

I recommend that the Common Council approve these modifications to Section 27A-11 of the Municipal Code pertaining to parking regulations on designated streets and alleys.

---

#### **Attachments**

Ord 24-543

10/8/2024  
SECOND READING

24-543      ORDINANCE

9/24/2024  
FIRST READING

24-523      ORDINANCE

CARRIED

6-0

**PURPOSE:** AMEND SECTION 27A-11 OF THE MUNICIPAL CODE UPDATE PARKING REGULATIONS ON NEBRASKA STREET AND 10TH AVENUE ADJACENT TO GRACE LUTHERAN CHURCH AND SCHOOL (TRANSPORTATION COMMITTEE RECOMMENDS APPROVAL)

**INITIATED BY:** TRANSPORTATION DEPARTMENT

RECOMMENDATION: TRANSPORTATION COMMITTEE - APPROVED

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-11 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS

**WHEREAS**, the Transportation Committee recommends approval to amend parking regulations surrounding Grace Lutheran School on Nebraska Street and 10th Avenue.

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

**SECTION 1.** That Section 27A-11 of the Oshkosh Municipal Code pertaining to parking regulations on designated streets and alleys is hereby amended as follows:

A-11    UPDATE PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS:

Nebraska

Delete Therefrom: 10-minute parking west side, from 140' north of 10th Avenue to 9th Avenue on school days between 7:00 a.m. and 3:00 p.m.

Add Thereto: 4-hour parking, west side from 140 feet north of 10th Avenue to 9th Avenue on school days between 7:00 a.m. and 4:00 p.m.

10th Avenue

Delete Therefrom: No parking, north side, adjacent to Grace Lutheran School between 7:00 a.m. and 4:00 p.m. on school days.

Add Thereto: 30-minute parking north side, adjacent to Grace Lutheran School between 7:00 a.m. and 4:00 p.m. on school days.

**SECTION 2.** This ordinance shall be in full force and effect from and after its passage, publication and placement of the appropriate signage.

**SECTION 3.** Publication Notice. Please take notice that the City of Oshkosh enacted ordinance #24-543 on October 8, 2024 ADD UPDATING PARKING REGULATIONS ON NEBRASKA STREET AND 10TH AVENUE. (A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING SECTION 27A-11 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS ON DESIGNATED STREETS AND ALLEYS). The ordinance will amend the parking regulations surrounding Grace Lutheran School on Nebraska Street and 10th Avenue.

The full text of the ordinance may be obtained at the Office of the City Clerk, 215 Church Ave and through the website at [www.oshkoshwi.gov](http://www.oshkoshwi.gov) Phone: 920/236-5011.





**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Jim Collins, Director of Transportation  
**DATE:** October 08, 2024  
**SUBJECT:** Ord 24-544 Adopt Parking Lot Maps and Associated Regulations within Appendix 27B of the Municipal Code for the Rec Department, Grand South and 200 West Parking Lots (Transportation Committee Recommends Approval)

---

#### **BACKGROUND**

As parking enforcement increased, the demand for permit stalls in the Grand South and 200 West parking lots has increased. Additionally, the need for some 2-hour stalls in the Rec Department parking lot has arisen.

#### **ANALYSIS**

Based on the usage of these lots, reallocating some of the parking stalls should accommodate the additional demand.

#### **BOARD/COMMISSION INFORMATION**

The Transportation Committee recommends approval after roll-call vote (5-0) at the September 10, 2024 meeting.

#### **FISCAL IMPACT**

The fiscal impact of this ordinance is the cost of signage. The signage cost would come out of the Sign Department operational budget.

#### **RECOMMENDATION**

I recommend that the Common Council approve these modifications to Section 27B of the Municipal Code pertaining to the parking lot regulations in the Recreation Department, Grand South, and 200 West parking lots.

---

#### **Attachments**

Ord 24-544  
Map\_Rec Department Lot  
Map\_Grand South Lot  
Map\_200 West Lot

10/8/2024  
SECOND READING

24-544      ORDINANCE

9/24/2024  
FIRST READING

24-524      ORDINANCE

CARRIED

6-0

**PURPOSE:** AMEND PARKING LOT MAPS AND ASSOCIATED REGULATIONS WITHIN APPENDIX 27B OF THE MUNICIPAL CODE FOR THE REC DEPARTMENT, GRAND SOUTH AND 200 WEST PARKING LOTS (TRANSPORTATION COMMITTEE RECOMMENDS APPROVAL)

**INITIATED BY:** TRANSPORTATION DEPARTMENT

RECOMMENDATION: TRANSPORTATION COMMITTEE - APPROVED

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING APPENDIX 27B OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS WITHIN CITY OWNED PARKING LOTS IN RELATION TO THE RECREATION DEPARTMENT, GRAND SOUTH, AND 200 WEST PARKING LOTS

**WHEREAS**, the demand for permit parking and short-term stalls within certain city parking lots has increased and it is necessary to adopt updated parking maps in Chapter 27 Appendix B to establish parking regulations and designate parking stalls; and

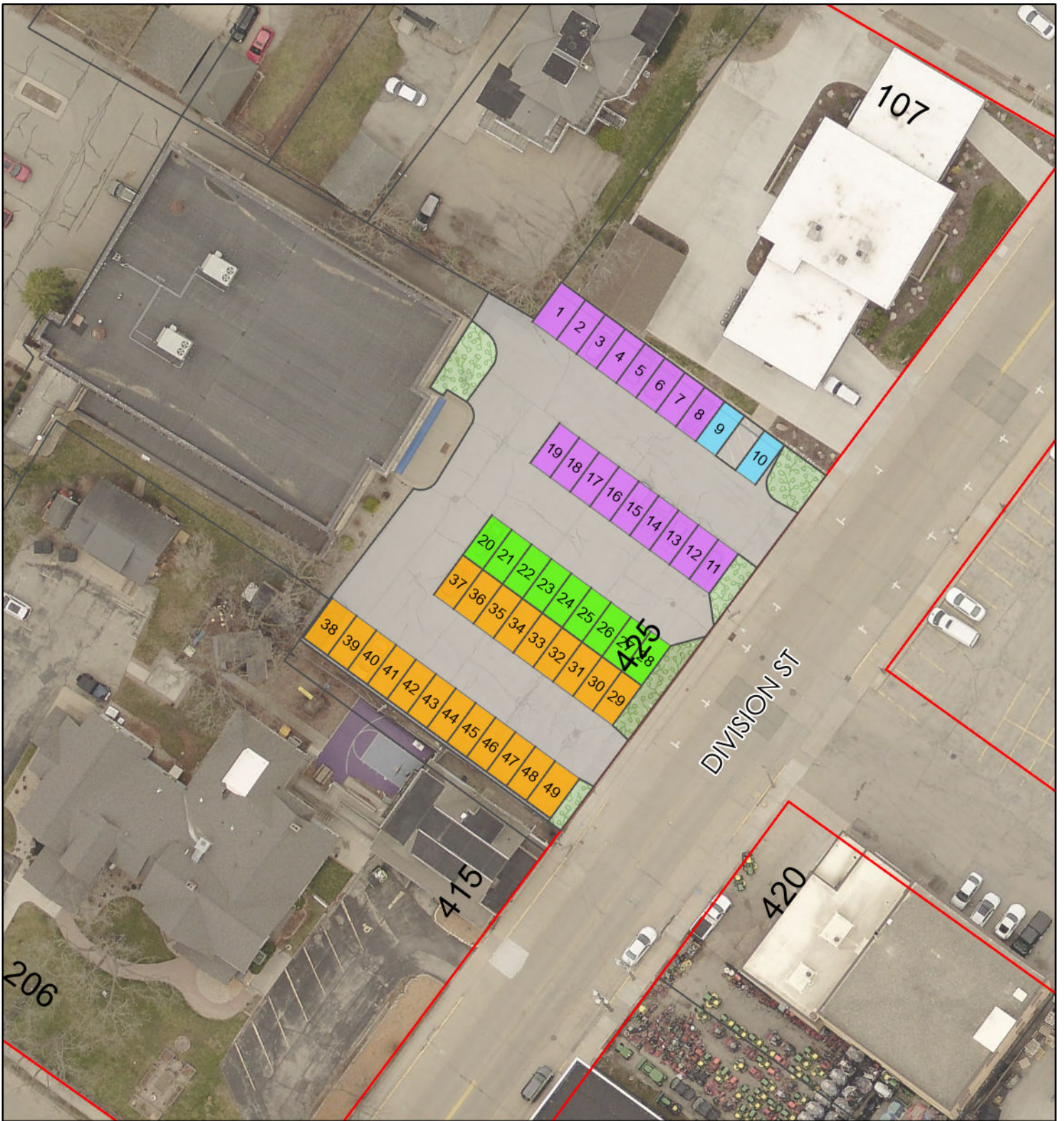
NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Oshkosh as follows:

**SECTION 1.** The maps for the Recreation Department, Grand South and 200 West Parking Lots within Appendix 27B of the City of Oshkosh Municipal Code are hereby repealed and recreated as attached.

**SECTION 2.** This ordinance shall be in full force and effect from and after its passage, publication and placement of the appropriate signage.

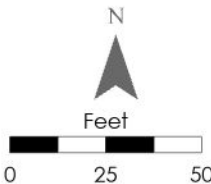
**SECTION 3.** Publication Notice. Please take notice that the City of Oshkosh enacted ordinance #24-544 on October 8, 2024 ADOPT PARKING LOT MAPS & ASSOCIATED REGULATIONS IN THE RECREATION DEPARTMENT, GRAND SOUTH, AND 200 WEST PARKING LOTS (A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING APPENDIX 27B OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS WITHIN CITY OWNED PARKING LOTS). The ordinance amends parking regulations within the recreation department, Grand South and 200 West Parking Lots.

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.



# P-12 - Recreation Department Lot - 425 Division Street

- Handicap (2 Stalls)
- Permit or Lease (17 Stalls)
- Reserved (21 Stalls)
- Time - 2 Hour Free (9 Stalls)

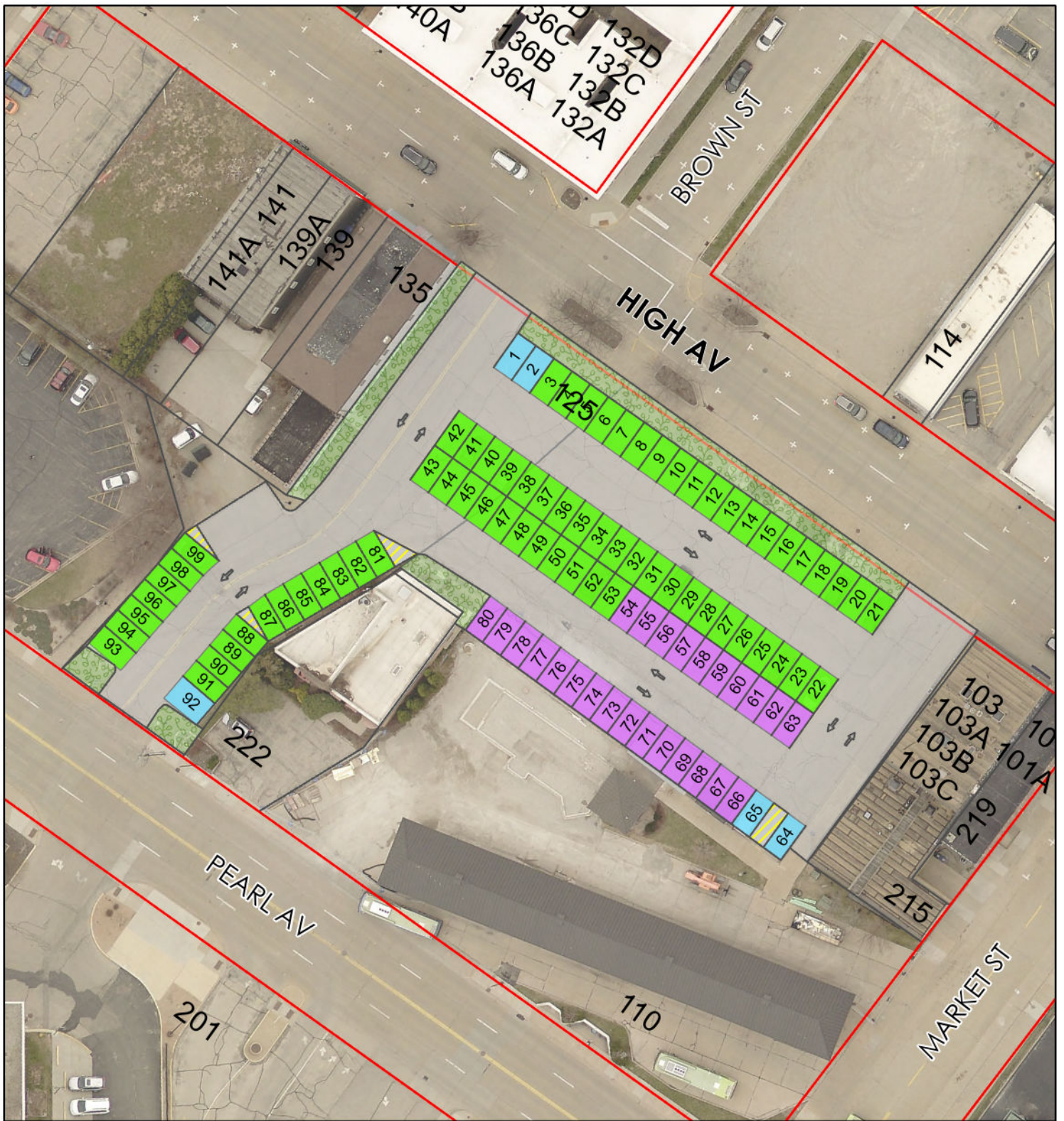


Printing Date: 9/16/2024

Prepared by:  
City of Oshkosh, WI

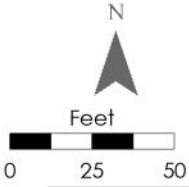


The City of Oshkosh creates and maintains GIS maps and data for its own use. They may show the approximate relative location of property, boundaries and other feature from a variety of sources. These map(s)/datasets are provided for information purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. They are provided "AS-IS" without warranties of any kind and the City of Oshkosh assumes no liability for use or misuse.



# P-05 - Grand South Lot - 125 High Avenue

- Handicap (5 Stalls)
- Permit or Lease (25 Stalls)
- Time - 2 Hour Free (69 Stalls)

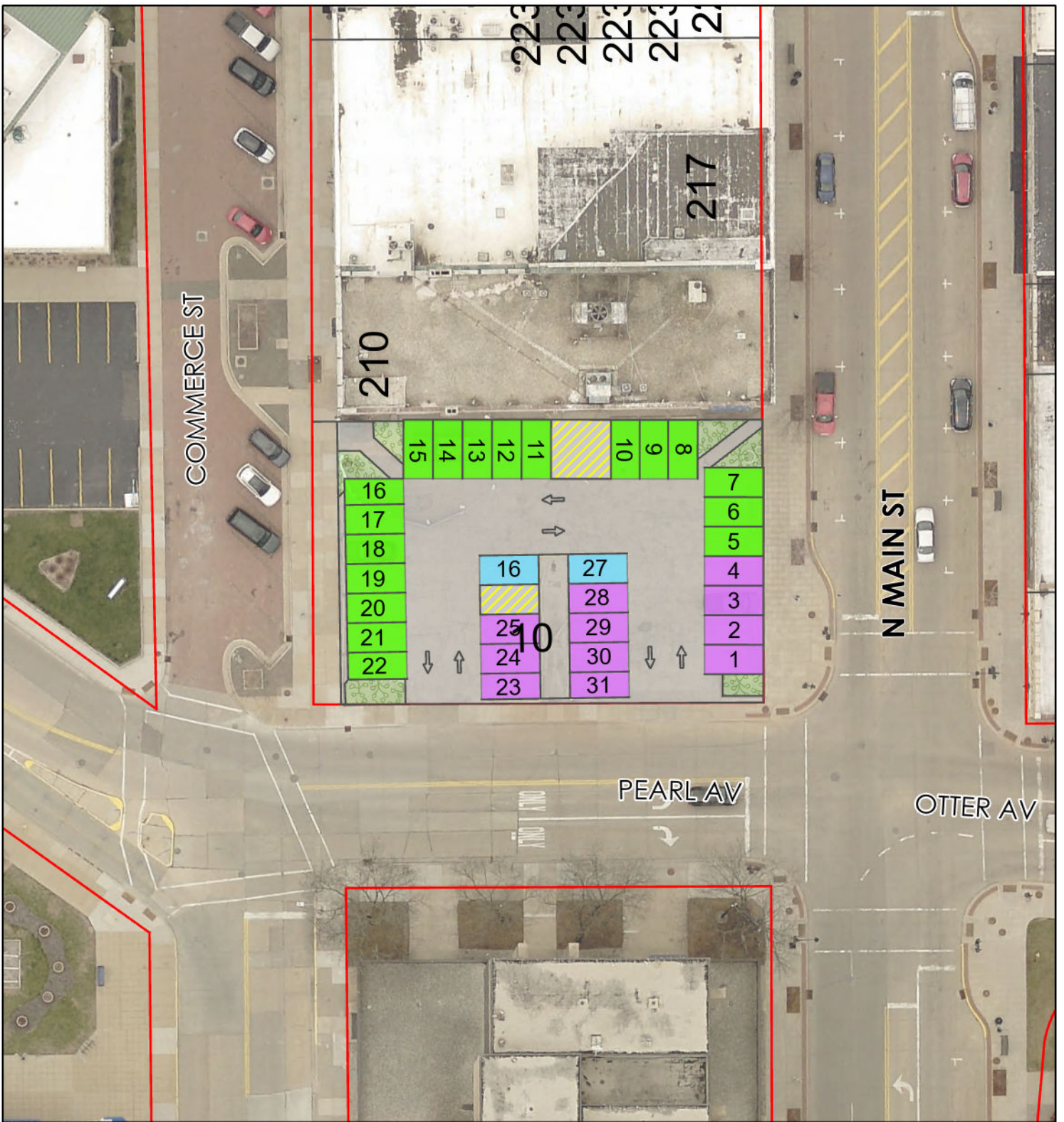


Printing Date: 9/13/2024

Prepared by:  
City of Oshkosh, WI

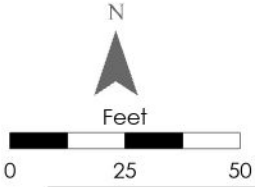


The City of Oshkosh creates and maintains GIS maps and data for its own use. They may show the approximate relative location of property, boundaries and other feature from a variety of sources. These map(s)/datasets are provided for information purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. They are provided "AS-IS" without warranties of any kind and the City of Oshkosh assumes no liability for use or misuse.



## P-11 - 200 West Lot - 10 Pearl Avenue

- Handicap (2 Stalls)
- Permit or Lease (11 Stalls)
- Time - 2 Hour Free (18 Stalls)



Printing Date: 9/16/2024  
 Prepared by:  
 City of Oshkosh, WI



The City of Oshkosh creates and maintains GIS maps and data for its own use. They may show the approximate relative location of property, boundaries and other feature from a variety of sources. These map(s)/datasets are provided for information purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. They are provided "AS-IS" without warranties of any kind and the City of Oshkosh assumes no liability for use or misuse.



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kelly Nieforth, Director of Community Development  
**DATE:** October 08, 2024  
**SUBJECT:** Ord 24-545 Approve Zone Change from Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD) at 1700 Oregon Street (Plan Commission Recommends Approval)

---

## **BACKGROUND**

The subject site is a .64-acre property with frontage on Oregon Street and West 17th Avenue. The site contains a parking lot, one 30'x60' garage, and a roughly 7,000 square foot mixed use building that was previously used as a tavern (with kitchen) and banquet hall; formally known as Witzke's Bar Food & Banquet Hall. The second floor (above the tavern) contains one (1) apartment. In 2005, the banquet hall, kitchen, storage, and ADA bathroom were added to the existing building. In recent years, parts of the building experienced weather-related damages and has since been closed. The current owners have begun making necessary repairs to make the building safe and useable again. The surrounding area consists primarily of residential uses along with a few mixed-use buildings within the immediate intersection of Oregon Street and West 17th Avenue. The 2040 Comprehensive Land Use Plan recommends Neighborhood Commercial land use for the subject site.

## **ANALYSIS**

The applicant is requesting a zone change from the existing Neighborhood Mixed Use District (NMU) designation to a Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The requested Planned Development Overlay designation is intended to allow for flexibility in the zoning ordinance; in this scenario, to allow for the property to contain a first-floor residential unit in a mixed-use building that is more than 30% of the total ground floor area. The applicant has submitted plans to convert the existing banquet hall into a single apartment and to repair the existing tavern and second floor apartment. Staff is supportive of the proposed zone change as it will be consistent with NMU-PD zoning of neighboring property to the east. The 2040 Comprehensive Land Use Plan has the property slated for Neighborhood Commercial Use. The Planned Development Overlay will allow for changes and improvements to the site which otherwise may not occur. A neighborhood meeting was held on Thursday, September 5th, 2024 and three neighbors attended the meeting and voiced no concerns with the proposed project.

## **RECOMMENDATION**

The Plan Commission recommended approval of the requested zone change at 1700 Oregon Street Avenue with findings on September 17, 2024. Please see the attached staff report and meeting minutes for more information.

---

## **Attachments**

Ord 24-545  
Rezone - 1700 Oregon St

10/8/2024  
SECOND READING

24-545

ORDINANCE

9/24/2024  
FIRST READING

24-525

ORDINANCE

CARRIED

6-0

**PURPOSE:** APPROVE ZONE CHANGE FROM NEIGHBORHOOD MIXED USE DISTRICT (NMU) TO NEIGHBORHOOD MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (NMU-PD) AT 1700 OREGON STREET

**INITIATED BY:** RH DESIGN BUILD

PLAN COMMISSION RECOMMENDATION: Approved

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF OSHKOSH, AS ADOPTED BY SECTION 30-32 OF THE OSHKOSH MUNICIPAL CODE.

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

**SECTION 1.** That the Official Zoning Map of the City of Oshkosh, as adopted by Section 30-32 of the Oshkosh Municipal Code, is hereby amended by changing the district of the property located at 1700 Oregon Street from Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The subject property, 1700 Oregon Street, is more particularly described as follows:

BEING THE WEST 150.25 FEET OF LOTS 5 & 6 OF CLEMENT AND DOTY'S SUBDIVISION OF LOT 3, RECORDED IN VOLUME 2, PAGE 9, WINNEBAGO COUNTY REGISTER OF DEEDS AND ½ OF THE ADJACENT RIGHTS-OF-WAY OF OREGON STREET AND W. 17TH AVENUE, ALL LOCATED IN THE NORTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 25, TOWNSHIP 18 NORTH, RANGE 16 EAST, CITY OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN.

**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 #24-545 APPROVE ZONE CHANGE FROM NEIGHBORHOOD MIXED USE DISTRICT (NMU) TO NEIGHBORHOOD MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (NMU-PD) on October 8, 2024. This ordinance changes the zoning of the property located at 1700 Oregon Street from Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-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 NEIGHBORHOOD MIXED USE DISTRICT (NMU) TO NEIGHBORHOOD MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (NMU-PD) AND APPROVAL OF A GENERAL DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN FOR A MIXED USE BUILDING AT 1700 OREGON STREET**

**Plan Commission Meeting of September 17, 2024**

**GENERAL INFORMATION**

**Applicant:** RH Design Build

**Owner:** Chris Morth

**Action(s) Requested:**

The applicant requests a zone change from the existing Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan to allow for a mixed use building.

**Applicable Ordinance Provisions:**

Zoning map amendment standards are found in Section 30-381 of the Zoning Ordinance. Planned Development standards are found in Section 30-387 of the Zoning Ordinance.

**Property Location and Background Information:**

The subject site is a .64-acre property with frontage on Oregon Street and West 17<sup>th</sup> Avenue. The site contains a parking lot, one 30'x60' garage, and a roughly 7000 square foot mixed use building that was previously used as a tavern (with kitchen) and banquet hall; formally known as Witzke's Bar Food & Banquet Hall. The second floor (above the tavern) contains an apartment. In 2005 the banquet hall, kitchen, storage, and ADA bathroom were added to the existing building. In recent years parts of the building experienced weather related damages and has since been closed. The current owners have begun making necessary repairs to make the building safe and useable again. The surrounding area consists primarily of residential uses along with a few mixed use buildings within the immediate intersection of Oregon Street and West 17<sup>th</sup> Avenue. The 2040 Comprehensive Land Use Plan recommends Neighborhood Commercial land use for the subject site.

**Subject Site**

<i>Existing Land Use</i>	<i>Zoning</i>
Neighborhood Mixed Use District	NMU



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

**Adjacent Land Use and Zoning**

<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Mixed Use	NMU
<b>South</b>	Residential	SR-9
<b>East</b>	Multi-Family Residential	NMU-PD
<b>West</b>	Residential & Mixed Use	NMU

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

**ANALYSIS**

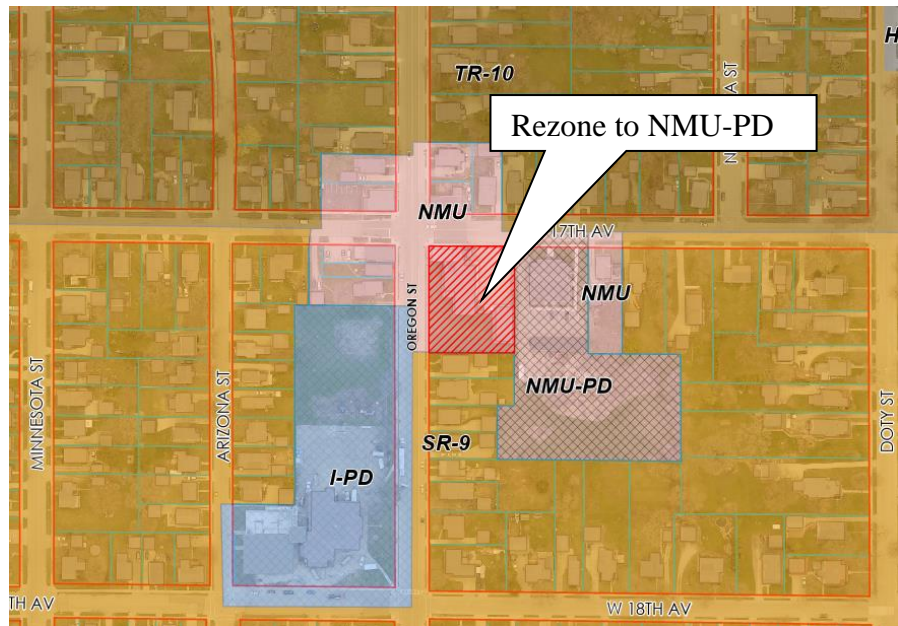
**Zone Change**

The applicant is requesting a zone change from the existing Neighborhood Mixed Use District (NMU) designation to a Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The requested Planned Development Overlay designation is intended to allow for flexibility in the zoning ordinance; in this scenario, to allow for the property to contain a first floor residential unit in a mixed use building that is more than 30% of the total ground floor area. The applicant has submitted plans to convert the existing banquet hall into a single apartment and to repair the existing tavern and second floor apartment. The applicant is requesting Planned Development approval to allow expansion of the properties residential use, which will be addressed as a General Development Plan (GDP) and Specific Implementation Plan (SIP) review to follow.

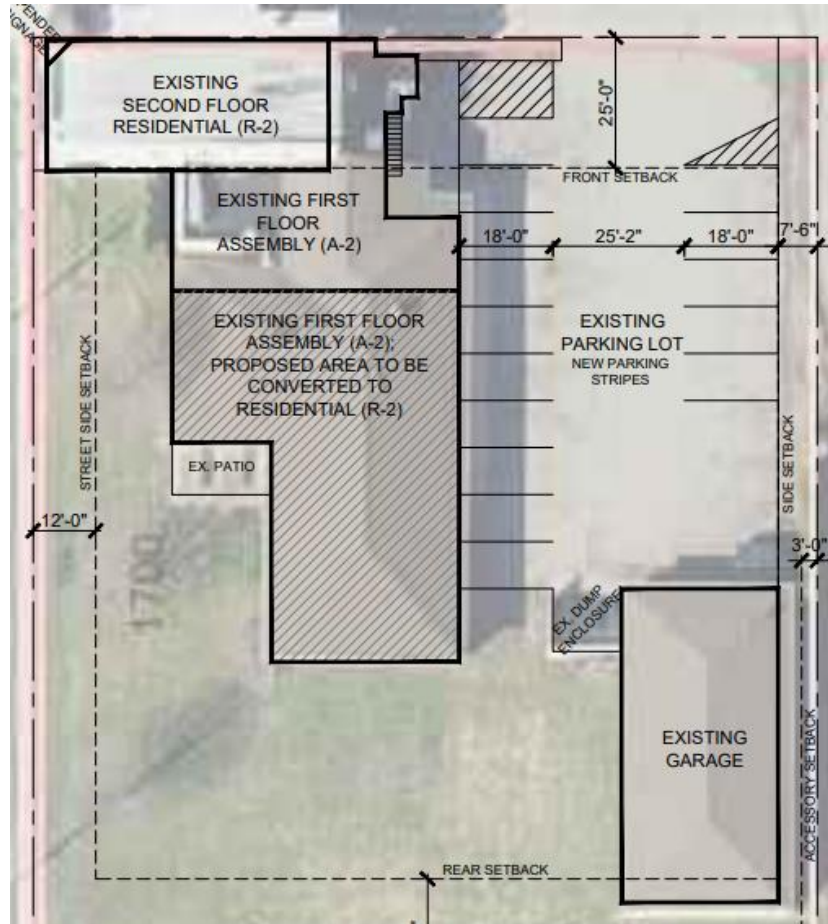
Staff is supportive of the proposed zone change as it will be consistent with NMU-PD zoning of neighboring property to the east. The 2040 Comprehensive Land Use Plan has the property slated for Neighborhood Commercial Use. The Planned Development Overlay will allow for changes and improvements to the site which otherwise may not occur.

**Use**

The current use of the primary building at 1700 West 17<sup>th</sup> Avenue is closed and vacant due to weather related damages over the past few years. According to the applicant the property previously operated as Witzke’s Bar Food & Banquet Hall,



which existed on the first floor. The primary building also contains an apartment on the second floor. The applicant plans to remodel the entire building to make it a functional tavern again and is proposing to convert the existing banquet hall into a first floor apartment. If approved, the property will have two apartments and a tavern and the banquet hall will no longer exist. A neighborhood meeting was held on Thursday, September 5<sup>th</sup>, 2024 and three neighbors attended the meeting. No one had any objections to the proposed project.



Approximate calculations show the proposed new apartment to be roughly 3150 square feet in size and the total ground floor area to be roughly 6000 square feet. Residential units on the ground floor of a mixed use building cannot exceed 30% of the total ground floor area and therefore a Base Standard Modification (BSM) is needed to allow for the additional apartment unit. Staff is supportive of a BSM to allow the additional apartment as it is consistent with the existing use of other properties in the area and the minor increase in the number of residents should not negatively impact the surrounding area. Furthermore, the additional unit will serve in providing more needed housing in Oshkosh and, in comparison to the existing banquet hall, there should be less vehicle traffic with a residential unit in its place.

### **Site Design**

No changes are being proposed to the existing site design as only interior changes are being made for the additional apartment unit.

### **Signage**

No additional signage is being proposed.

### **Site Lighting**

No additional lighting is being proposed for the site.

### **Landscaping**

No additional landscaping is being proposed.

### **Storm Water Management/Utilities**

The Department of Public Works has noted that site plan approval is needed for any site improvements, such as utility changes on the exterior of the building that require excavation.

### **Building Facades**

No changes are being proposed to the existing building facades.

### **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.

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.
- (b) The proposed Planned Development project is consistent with the City's Comprehensive Plan and other area plans.

(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.

Staff recommends approval of the zone change, General Development Plan, and Specific Implementation Plan with the findings listed above and the following condition:

1. Base Standard Modification (BSM) to allow for more than 30% of the ground floor area to be a residential land use in a mixed use building.

Plan Commission recommended approval of the rezone with the findings on September 17, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: Mr. Bowen and Ms. Propp reported visiting the site.

Staff report accepted as part of the record.

The applicant requests a zone change from the existing Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The applicant also requests approval of a General Development Plan (GDP) and Specific Implementation Plan (SIP) to allow for a mixed-use building.

Mr. Nielsen 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 is a .64-acre parcel with frontage on Oregon Street and West 17<sup>th</sup> Avenue. The site contains a parking lot, one 30'x60' garage, and a roughly 7,000 square foot commercial building that was previously used as a tavern (with kitchen) and banquet hall; formally known as Witzke's Bar Food & Banquet Hall. The second floor (above the tavern) contains an apartment. In 2005 the banquet hall, kitchen, storage, and ADA bathroom were added to the existing building. In recent years, apparently there have been some weather-related damages which caused the building to be closed. The current owners have started making the necessary repairs to make it safe and useable again.

The applicant is requesting a zone change to allow for the GDP, which will be needed in order to allow for the ground floor unit to exceed 30% of the total ground floor area. The applicant has submitted plans to convert the existing banquet hall into a single apartment and to repair the existing tavern and second floor apartment. Staff is supportive of this because the NMU-PD zoning will be consistent with the neighboring property to the east. The Planned Development Overlay will allow for changes and improvements to the site which otherwise may not occur.

The applicant plans to remodel the entire building to make it a functional tavern again and is proposing to convert the existing banquet hall into a first-floor apartment. If approved, the property will have two apartments and a tavern, and the banquet hall will no longer exist. A neighborhood meeting was held on Thursday, September 5<sup>th</sup>, 2024 and three neighbors attended the meeting. No one had any objections to the proposed project.

The proposed new apartment is roughly 3,150 square feet in size and the total ground floor area is to be roughly 6,000 square feet. A Base Standard Modification (BSM) will be needed to allow that area to exceed the 30% for ground floor residential area. Staff is supportive of the BSM request to allow for that ground floor area to exceed 30%.

Mr. Lyons stated this is a great example of looking at ways to support more housing in the city, in a non-traditional sense. Unfortunately using the Plan Development (PD) is the way we have to do it today. This could be another opportunity where we need to look at the code and see how we can promote housing in non-traditional ways. When the code was written in 2017 and we capped ground floor residential at 30% it made sense during that climate. Knowing the housing challenges we face now, as a community like most, these are some of the things we may want to look at changing in the code to make it easier to do and add housing units.

Mr. Perry opened up technical questions to staff.

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

Susan Hirschberg, of RH Design Build in Oshkosh, (applicant) wanted to elaborate on what was said. The owner plans to occupy the first-floor unit, so they would be essentially watching over the tavern and running it, which helps with the neighborhood. It also decreases the amount of traffic, by eliminating the assembly space. She thinks it is a win for the area.

Ms. Propp asked if exterior improvements are planned.

Chris Morth, of 611 Oregon Street, (owner) stated they will be cleaning up the building and yard to make it a nice facility internally and externally. We want to have a nice establishment, and want to be closed by 10pm or 11pm. We plan to make things nicer outside. A new roof will be installed, railings will be cleaned up, back steps will be replaced, and some exterior areas will be painted to make it look beautiful again.

Ms. Propp stated her main concern is paint needed on the turret/tower.

Mr. Morth stated there is a lot of history with the building, and they want to make it look as good as it possibly can. They want to keep the character to it.

Mr. Nielsen stated the applicant did not propose any additional signage, lighting, or landscaping. If they want to, that can be addressed at Site Plan Review.

Mr. Perry asked if any members of the public wished to speak. There being none, 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 Belville.*

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

*Motion carried 6-0.*



# City of Oshkosh Application Zoning Map Amendment (Rezoning)

SUBMIT TO:  
Dept. of Community Development  
215 Church Ave., P.O. Box 1130  
Oshkosh, Wisconsin 54903-1130  
Room 204  
PHONE: (920) 236-5059  
Email: planning@ci.oshkosh.wi.us

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

### APPLICANT INFORMATION

Petitioner: SUSAN HIRSCHBERG, RH DESIGN BUILD Date: 8/5/24  
Petitioner's Address: 1951 BOWEN ST City: OSHKOSH State: WI Zip: 54901  
Telephone #: (920) 231-1619 Email: SUSAN@RHDESIGNBUILD.com Contact preference:  Phone  Email  
Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
Petitioner's Signature (required): [Signature] Date: 8/2/24

### OWNER INFORMATION

Owner(s): CHRIS MORTH Date: 8/5/24  
Owner(s) Address: 611 OREGON ST City: OSHKOSH State: WI Zip: 54902  
Telephone #: (920) 450-9939 Email: CRISLINHOLDINGS@GMAIL.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: [Signature] Date: 8-2-24

### ZONING AND DEVELOPMENT INFORMATION

Address/Location of Rezoning Request: 1700 OREGON ST OSHKOSH WI 54902  
Tax Parcel Number(s): 1400120000  
Rezone property from: NMU to NMU-PD  
Purpose for Rezoning: CONVERTING PORTION OF BUILDING TO RESIDENTIAL

Describe existing property development and land use: FIRST FLOOR WREST USE IS BAR/BANQUET WITH SECOND FLOOR AS RESIDENTIAL, DETACHED GARAGE

Describe proposed development and/or proposed land use: FIRST FLOOR BANQUET TO BE CONVERTED TO ANOTHER RESIDENTIAL UNIT.

Proposed time schedule for development and/or use of the property: 2024 WINTER / 2025 SPRING

Zoning Adjacent to the Site:  
North: NMU, TRIO BEYOND  
South: SR-9  
East: NMU, SR-9 BEYOND  
West: I-PD/NMU, SR-9 BEYOND

Sign \_\_\_\_\_ Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_

**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)**

- Map of the immediate area showing property involved. Area to be rezoned must be outlined in color
  - A site plan drawn to readable scale showing present status of property and proposed development
  - Street address, adjacent streets, intersections and any other information or landmarks to help identify the property
  - Location of existing uses, structures, fences and signs and location of proposed uses, structures, fences and signs
  - A narrative statement explaining the zone change and discussion of the project
- **Property owner's signature is required for submittal to be complete.**
- **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**

**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): Chris M. [Signature]

Date: 8-2-25

**SUMMARY OF PROCESS**

The City of Oshkosh Plan Commission and Common Council act on all amendments to the Official Zoning Map. The petitioner or owner ~~should be present~~ at both the Plan Commission and Common Council meetings to discuss and answer questions regarding the request.

The application package is reviewed by Planning Services staff to determine conformance with adopted city plans, zoning requirements and development standards. A staff recommendation is prepared for consideration by the Plan Commission and Common Council. The petitioner will be provided with a copy of the staff report and meeting notice several days prior to the Plan Commission meeting. The staff report and meeting notice will also be available on the City's website. No notice is sent to the petitioner or owner regarding the Common Council's consideration of the request. Petitioners and owners are encouraged to contact Planning Services staff to find out when the request will be sent to the Common Council for review.

Neighborhood opinion is an important factor in the decision-making process. If the proposed development is expected to have significant impact on other properties, the petitioner may be required to conduct a neighborhood meeting to solicit public input prior to action by the Plan Commission and City Council. Planning Services staff is available to offer assistance in compiling a mailing list for the neighborhood meeting. If deemed appropriate, notification by mail informing the property owners within 100 feet of the subject property of the proposal may substitute for the public meeting. Please note that a meeting notice will be mailed to all abutting property owners regarding your request.

Within 90 days of filing a complete application, Plan Commission shall hold a public hearing to consider the request. Within 60 days of the public hearing, the Plan Commission may make a written report to the Common Council with recommendations regarding the proposal. The Plan Commission's report is advisory only. The Common Council will make the final decision regarding all zone change requests. The Plan Commission may lay over requests to subsequent meetings if incomplete information is provided or additional questions or concerns are raised at the meeting.

After the Plan Commission makes its recommendation, the request will be forwarded to the Common Council for consideration. This generally occurs three weeks after the Plan Commission meeting depending on the date the Council meeting is scheduled (the Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month) and on the availability of a legal description for the zone change. Wisconsin State Statutes require a zone change to be published as Class II notice in the local newspaper, the City takes care of this publication requirement prior to the Council meeting.

The Common Council may approve the Official Zoning Map amendment as originally proposed, may approve the proposed amendment with modifications, or may deny approval of the proposed amendment. If the Official Zoning Map amendment is approved, the Ordinance is published in the newspaper on the following Saturday and will be effective on Sunday. City administrative offices are notified of the effective date of the Ordinance and will make changes to the Official Zoning Map accordingly.

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





Project: Witzke Tavern  
Address: 1700 Oregon St, Oshkosh WI 54902

**Existing Conditions:**

The property currently has two buildings located on it with a parking lot stretching between the two and exiting to the north. One building is strictly utilized as detached garage/storage space while the other building had previously a Tavern known as 'Witzke's Bar Food & Banquet Hall' that has been closed and on the partial second floor is a residential unit. The rest of the site is green space with sidewalks along both sides of this corner lot.

**Proposed Project:**

We propose converting a portion of the first floor into a residential unit, keeping the bar area and remodeling the banquet hall portion as residential. This reduces the traffic to the site from its previous use and new parking stripe's will be applied with more than the required number of stalls provided, currently there are no parking stripe's on the lot. No additional sitework is needed. All existing plantings will remain alongside the buildings. The existing dumpster enclosure shall remain as is. No work for the garage - materials may be stored here for protection during the construction of the new residential unit. No work or use change in the remaining bar portion. Existing outdoor patio to be used exclusively as part of new first floor residential unit. Green space to remain as is, used by residential units. Bar will not be hosting events and banquets outdoors in green space.



SITE PLAN  
SCALE: 1" = 20'-0"

(G) Density, Intensity, and Bulk Regulations for the (NMU) Neighborhood Mixed Use District.

	Requirement	
Minimum Lot Area	7,200 square feet for single family or two flat dwelling units. 1,200 square feet per dwelling unit for all other dwelling unit types. Nonresidential: 7,200 square feet	
Maximum Impervious Surface Ratio	50 percent	
Minimum Lot Width	60 feet	
Minimum Lot Depth	100 feet	
Minimum Lot Frontage at Right-of-Way	40 feet	
Minimum Front Setback	25 feet	
Minimum Street Side Setback (on corner lots)	25 feet. May be reduced to 12 feet if Side Setback is maintained.	
Minimum Side Setback	7 1/2 feet*	
Minimum Rear Setback	25 feet	
Maximum Principal Building Height	Lesser of 35 feet or 2 1/2 stories	
Minimum Principal Building Separation	10 feet	
Minimum Pavement Setback (lot line to pavement, excludes driveway entrances)	Meet minimum setbacks for principal structures	
Minimum Garage Door Setback to Alley (if applicable)	10 feet	
Minimum Parking Required	See Article III	
Accessory Buildings:		
	Residential	Nonresidential
Minimum Front Setback	Even with or behind the principal structure	60 feet and at least 5 feet behind the principal structure
Minimum Side Setback	3 feet	0 or 5 feet
Minimum Rear Setback	3 feet	25 feet
Maximum Height	Lesser of 18 feet or 1 story	Lesser of 18 feet or 1 story

\*For legal Twin Houses and Townhouses on separate lots, the interior side setback adjacent to the shared lot line shall be 0 feet.

BUILDING AREAS

IBC SECTION 506

ASSEMBLY A-2: 6,000 SQFT + .75 INCREASE = 10,500 SQFT

RESIDENTIAL R-2: 7,000 SQFT + .75 INCREASE = 12,250 SQFT

MIXED OCCUPANCY RATIO IBC SECTION 506.2.4

	A2	R2	TOTAL	RATIO (<1)
FIRST FLOOR:	2,803 SQFT	3,107 SQFT	5,910 SQFT	0.52
SECOND FLOOR:	0 SQFT	1,335 SQFT	1,335 SQFT	0.11

SITE AREAS

SITE AREA: 27,946 SQFT

ALLOWED IMPERVIOUS: 13,973 SQFT (50%)

EXISTING & PROPOSED: +/-14,725 SQFT (52.7%)

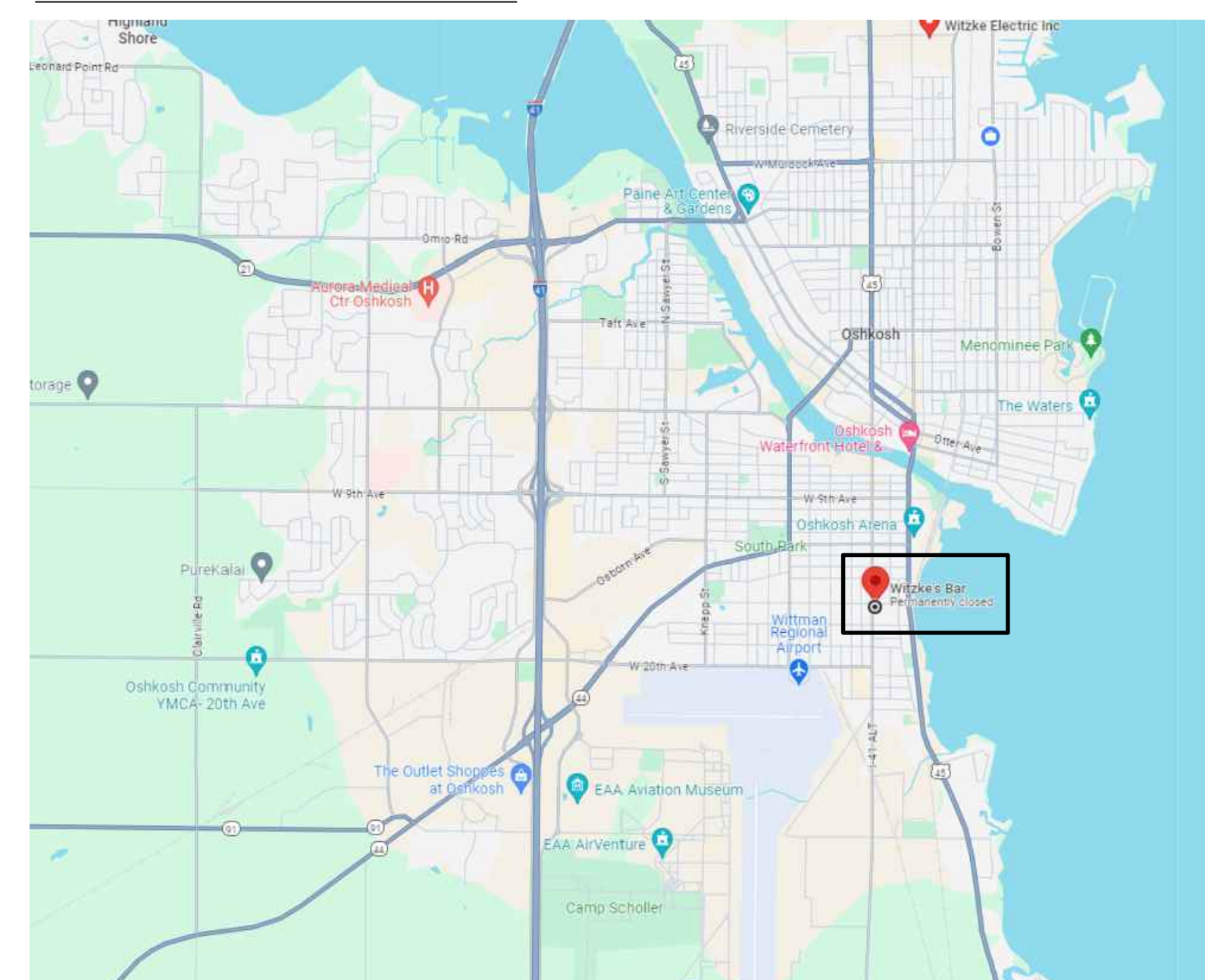
PARKING REQUIREMENTS

COMMERCIAL (1 PER 300 SQFT) = 10 STALLS

RESIDENTIAL (1 PER UNIT)(2 UNITS TOTAL) = 2 STALLS

PARKING STALLS PROVIDED = 15 STALLS

GENERAL LOCATION MAP



PRELIMINARY  
FOR ESTIMATING ONLY  
**NOT FOR CONSTRUCTION**

**RH DESIGN BUILD** LLC

1951 BOWEN STREET  
OSHKOSH, WI 54901  
P 920.231.1919  
F 920.231.1715  
RHdesignbuild.com

**MORTH**  
1700 OREGON ST  
OSHKOSH, WI 54902

**C1.0** SITE PLAN

PROJECT NO.: 240469

DATE	DESCRIPTION

**ZONE CHANGE/GDP/SIP**  
**1700 OREGON STREET**  
**PC: 9.17.2024**

TABITHA BUHROW  
128 W 17TH AVE  
OSHKOSH WI 54902-6938

DOMINIC A SHAFFER  
134 W 17TH AVE  
OSHKOSH WI 54902-6938

KYLIE A WENHARDT  
166 W 17TH AVE  
OSHKOSH WI 54902-6938

TROPICAL TIDE LLC  
945 NICOLET AVE  
OSHKOSH WI 54901-1633

STEPHANIE J MATAIC  
1676 OREGON ST  
OSHKOSH WI 54902-6922

DENISE M ODONNELL  
122 W 17TH AVE  
OSHKOSH WI 54902-6938

DAVID K RYNO  
1671 OREGON ST  
OSHKOSH WI 54902-6921

NILLA D OEHLKE  
500 S MADISON ST  
WAUPUN WI 53963-2007

AMY S NITZ  
214 W 17TH AVE  
OSHKOSH WI 54902-6908

MAOSHETON YANG  
KA B THAO  
1734 OREGON ST  
OSHKOSH WI 54902-6924

BENJAMIN P SCHMIDT  
1730 OREGON ST  
OSHKOSH WI 54902-6924

JAMES L POLLNOW  
1724 OREGON ST  
OSHKOSH WI 54902-6924

RENEE L NEMITZ  
1720 OREGON ST  
OSHKOSH WI 54902-6924

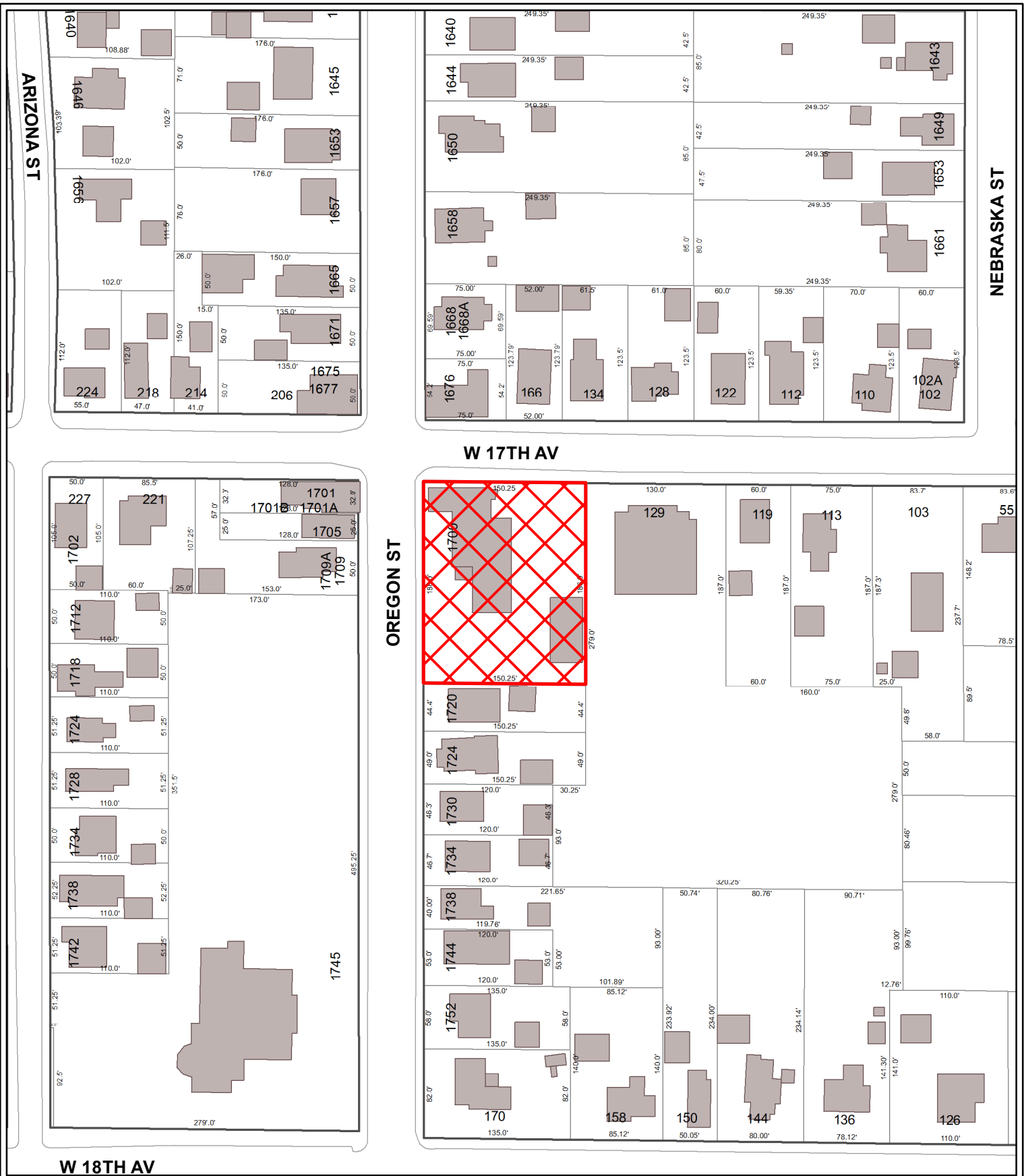
CLBA HOLDINGS LLC  
611 OREGON ST  
OSHKOSH WI 54902-5965

GENERAL CONTR SERVICES  
PO BOX 3306  
OSHKOSH WI 54903-3306

DB NAT AVE PROPERTIES LLC  
1101 SPRUCE ST  
WEST BEND WI 53090-5451

MICHAEL K/CONNIE K DAY  
1014 EVANS ST  
OSHKOSH WI 54901-3967

SMITH SCHL LOFTS OSH LLC  
230 OHIO ST STE 200  
OSHKOSH WI 54902-5825



**BASE MAP**

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)

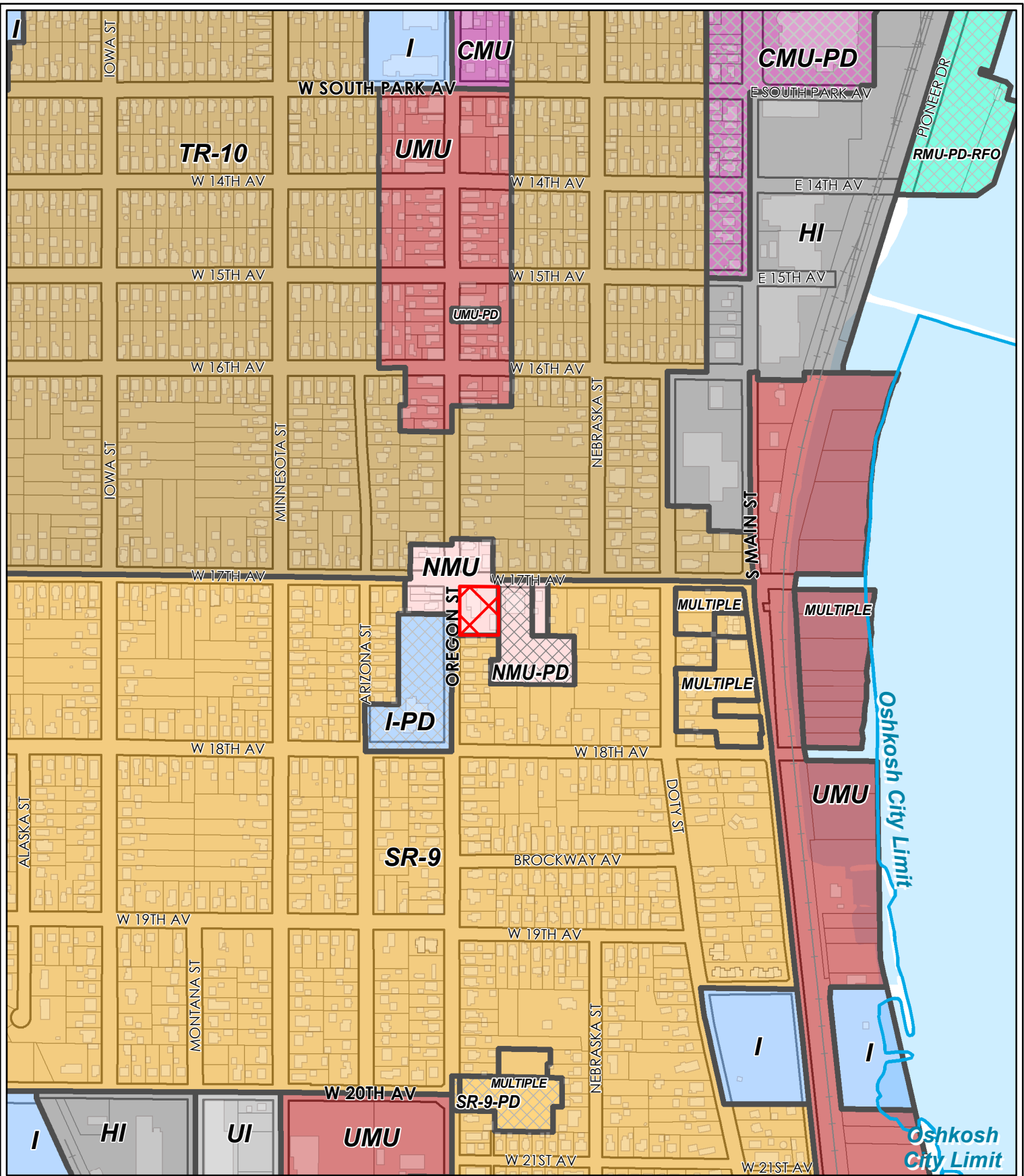


1 in = 0.02 mi  
1 in = 120 ft

Printing Date: 8/26/2024

Prepared by: City of Oshkosh, WI





# ZONING MAP

N  
 1 in = 0.09 mi  
 1 in = 500 ft

Printing Date: 8/26/2024  
 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)



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kelly Nieforth, Director of Community Development  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-546 Approve General Development Plan and Specific Implementation Plan for a Mixed Use Building at 1700 Oregon Street (Plan Commission Recommends Approval)

---

## **BACKGROUND**

The subject site is a 0.64-acre property with frontage on Oregon Street and West 17th Avenue. The site contains a parking lot, one 30'x60' garage, and a roughly 7,000 square foot mixed use building that was previously used as a tavern (with kitchen) and banquet hall; formally known as Witzke's Bar Food & Banquet Hall. The second floor (above the tavern) contains one (1) apartment. In 2005, the banquet hall, kitchen, storage, and ADA bathroom were added to the existing building. In recent years, parts of the building experienced weather-related damages and has since been closed. The current owners have begun making necessary repairs to make the building safe and useable again. The surrounding area consists primarily of residential uses along with a few mixed use buildings within the immediate intersection of Oregon Street and West 17th Avenue.

## **ANALYSIS**

The applicant plans to remodel the entire building to make it a functional tavern again and is proposing to convert the existing banquet hall into one (1) first-floor apartment. If approved, the property will have two (2) apartments and a tavern and the banquet hall will no longer exist. A neighborhood meeting was held on Thursday, September 5th, 2024 and three neighbors attended the meeting. No one had any objections to the proposed project.

Approximate calculations show the proposed new apartment to be roughly 3,150 square feet in size and the total ground floor area to be roughly 6,000 square feet. Per city zoning code, residential units on the ground floor of a mixed use building cannot exceed 30% of the total ground floor area and therefore a Base Standard Modification (BSM) is needed to allow for the additional apartment unit. Staff is supportive of a BSM to allow the additional apartment as it is consistent with the existing uses of other properties in the area and the minor increase in the number of residents should not negatively impact the surrounding area. Furthermore, the additional unit will serve in providing more needed housing in Oshkosh and, in comparison to the existing banquet hall, there should be less vehicle traffic with a residential unit in its place.

## **RECOMMENDATION**

The Plan Commission recommended approval of the requested General Development Plan and Specific Implementation Plan at 1700 Oregon Street Avenue with findings and one condition on September 17, 2024. Please see the attached staff report and meeting minutes for more information.

---

## **Attachments**

Res 24-546  
GDP-SIP - 1700 Oregon St

10/08/2024

24-546

RESOLUTION

CARRIED

6-0

**PURPOSE:** APPROVE GENERAL DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN FOR A MIXED USE BUILDING AT 1700 OREGON STREET

**INITIATED BY:** RH DESIGN BUILD

PLAN COMMISSION RECOMMENDATION: Approved

**WHEREAS**, the Plan Commission finds that the General Development Plan and Specific Implementation Plan for a mixed use at 1700 Oregon Street, 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 and Specific Implementation Plan for a mixed use at 1700 Oregon Street, 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.
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.

**BE IT FURTHER RESOLVED** that the following are conditions of approval for a General Development Plan and Specific Implementation Plan for a mixed use building at 1700 Oregon Street:

1. Base Standard Modification (BSM) to allow for more than 30% of the ground floor area to be a residential land use in a mixed use building.

**ITEM: PUBLIC HEARING: ZONE CHANGE FROM NEIGHBORHOOD MIXED USE DISTRICT (NMU) TO NEIGHBORHOOD MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (NMU-PD) AND APPROVAL OF A GENERAL DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN FOR A MIXED USE BUILDING AT 1700 OREGON STREET**

**Plan Commission Meeting of September 17, 2024**

**GENERAL INFORMATION**

**Applicant:** RH Design Build

**Owner:** Chris Morth

**Action(s) Requested:**

The applicant requests a zone change from the existing Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan to allow for a mixed use building.

**Applicable Ordinance Provisions:**

Zoning map amendment standards are found in Section 30-381 of the Zoning Ordinance. Planned Development standards are found in Section 30-387 of the Zoning Ordinance.

**Property Location and Background Information:**

The subject site is a .64-acre property with frontage on Oregon Street and West 17<sup>th</sup> Avenue. The site contains a parking lot, one 30'x60' garage, and a roughly 7000 square foot mixed use building that was previously used as a tavern (with kitchen) and banquet hall; formally known as Witzke's Bar Food & Banquet Hall. The second floor (above the tavern) contains an apartment. In 2005 the banquet hall, kitchen, storage, and ADA bathroom were added to the existing building. In recent years parts of the building experienced weather related damages and has since been closed. The current owners have begun making necessary repairs to make the building safe and useable again. The surrounding area consists primarily of residential uses along with a few mixed use buildings within the immediate intersection of Oregon Street and West 17<sup>th</sup> Avenue. The 2040 Comprehensive Land Use Plan recommends Neighborhood Commercial land use for the subject site.

**Subject Site**

<i>Existing Land Use</i>	<i>Zoning</i>
Neighborhood Mixed Use District	NMU



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

**Adjacent Land Use and Zoning**

<i>Existing Uses</i>		<i>Zoning</i>
<b>North</b>	Mixed Use	NMU
<b>South</b>	Residential	SR-9
<b>East</b>	Multi-Family Residential	NMU-PD
<b>West</b>	Residential & Mixed Use	NMU

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

**ANALYSIS**

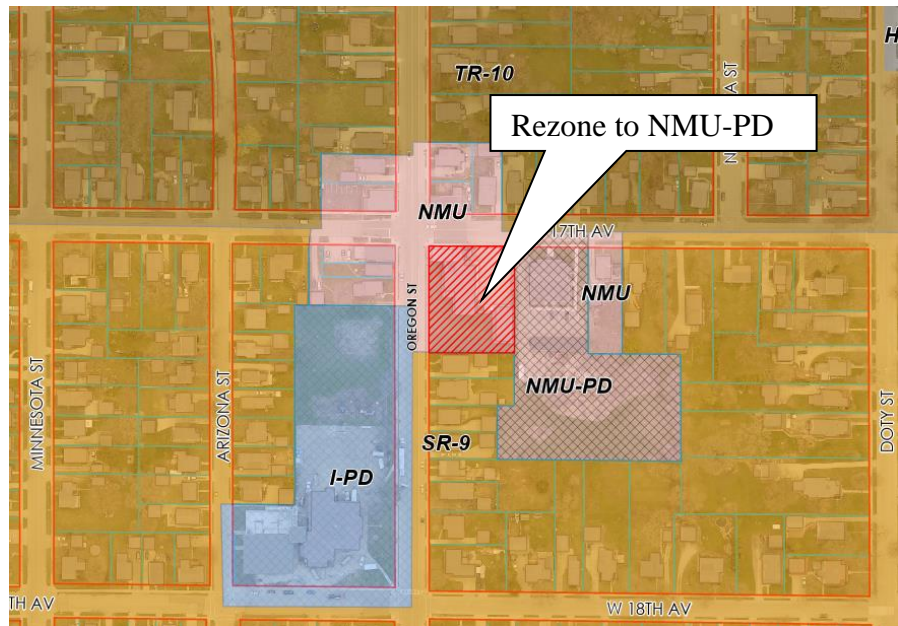
**Zone Change**

The applicant is requesting a zone change from the existing Neighborhood Mixed Use District (NMU) designation to a Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The requested Planned Development Overlay designation is intended to allow for flexibility in the zoning ordinance; in this scenario, to allow for the property to contain a first floor residential unit in a mixed use building that is more than 30% of the total ground floor area. The applicant has submitted plans to convert the existing banquet hall into a single apartment and to repair the existing tavern and second floor apartment. The applicant is requesting Planned Development approval to allow expansion of the properties residential use, which will be addressed as a General Development Plan (GDP) and Specific Implementation Plan (SIP) review to follow.

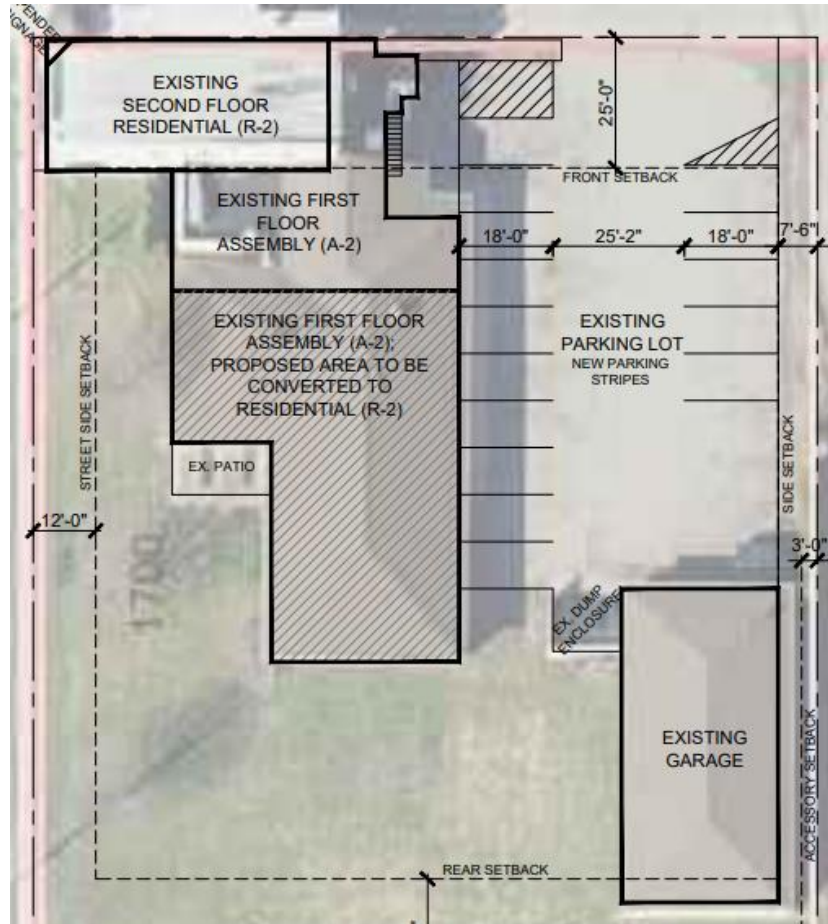
Staff is supportive of the proposed zone change as it will be consistent with NMU-PD zoning of neighboring property to the east. The 2040 Comprehensive Land Use Plan has the property slated for Neighborhood Commercial Use. The Planned Development Overlay will allow for changes and improvements to the site which otherwise may not occur.

**Use**

The current use of the primary building at 1700 West 17<sup>th</sup> Avenue is closed and vacant due to weather related damages over the past few years. According to the applicant the property previously operated as Witzke’s Bar Food & Banquet Hall,



which existed on the first floor. The primary building also contains an apartment on the second floor. The applicant plans to remodel the entire building to make it a functional tavern again and is proposing to convert the existing banquet hall into a first floor apartment. If approved, the property will have two apartments and a tavern and the banquet hall will no longer exist. A neighborhood meeting was held on Thursday, September 5<sup>th</sup>, 2024 and three neighbors attended the meeting. No one had any objections to the proposed project.



Approximate calculations show the proposed new apartment to be roughly 3150 square feet in size and the total ground floor area to be roughly 6000 square feet. Residential units on the ground floor of a mixed use building cannot exceed 30% of the total ground floor area and therefore a Base Standard Modification (BSM) is needed to allow for the additional apartment unit. Staff is supportive of a BSM to allow the additional apartment as it is consistent with the existing use of other properties in the area and the minor increase in the number of residents should not negatively impact the surrounding area. Furthermore, the additional unit will serve in providing more needed housing in Oshkosh and, in comparison to the existing banquet hall, there should be less vehicle traffic with a residential unit in its place.

### **Site Design**

No changes are being proposed to the existing site design as only interior changes are being made for the additional apartment unit.

### **Signage**

No additional signage is being proposed.

### **Site Lighting**

No additional lighting is being proposed for the site.

### **Landscaping**

No additional landscaping is being proposed.

### **Storm Water Management/Utilities**

The Department of Public Works has noted that site plan approval is needed for any site improvements, such as utility changes on the exterior of the building that require excavation.

### **Building Facades**

No changes are being proposed to the existing building facades.

### **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.

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.
- (b) The proposed Planned Development project is consistent with the City's Comprehensive Plan and other area plans.

(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.

Staff recommends approval of the zone change, General Development Plan, and Specific Implementation Plan with the findings listed above and the following condition:

1. Base Standard Modification (BSM) to allow for more than 30% of the ground floor area to be a residential land use in a mixed use building.

Plan Commission recommended approval of the General Development Plan and Specific Implementation Plan with the findings and one condition on September 17, 2024. The following is Plan Commission's discussion on the item.

Site Inspections Report: Mr. Bowen and Ms. Propp reported visiting the site.

Staff report accepted as part of the record.

The applicant requests a zone change from the existing Neighborhood Mixed Use District (NMU) to Neighborhood Mixed Use District with a Planned Development Overlay (NMU-PD). The applicant also requests approval of a General Development Plan (GDP) and Specific Implementation Plan (SIP) to allow for a mixed-use building.

Mr. Nielsen 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 is a .64-acre parcel with frontage on Oregon Street and West 17<sup>th</sup> Avenue. The site contains a parking lot, one 30'x60' garage, and a roughly 7,000 square foot commercial building that was previously used as a tavern (with kitchen) and banquet hall; formally known as Witzke's Bar Food & Banquet Hall. The second floor (above the tavern) contains an apartment. In 2005 the banquet hall, kitchen, storage, and ADA bathroom were added to the existing building. In recent years, apparently there have been some weather-related damages which caused the building to be closed. The current owners have started making the necessary repairs to make it safe and useable again.

The applicant is requesting a zone change to allow for the GDP, which will be needed in order to allow for the ground floor unit to exceed 30% of the total ground floor area. The applicant has submitted plans to convert the existing banquet hall into a single apartment and to repair the existing tavern and second floor apartment. Staff is supportive of this because the NMU-PD zoning will be consistent with the neighboring property to the east. The Planned Development Overlay will allow for changes and improvements to the site which otherwise may not occur.

The applicant plans to remodel the entire building to make it a functional tavern again and is proposing to convert the existing banquet hall into a first-floor apartment. If approved, the property will have two apartments and a tavern, and the banquet hall will no longer exist. A neighborhood meeting was held on Thursday, September 5<sup>th</sup>, 2024 and three neighbors attended the meeting. No one had any objections to the proposed project.

The proposed new apartment is roughly 3,150 square feet in size and the total ground floor area is to be roughly 6,000 square feet. A Base Standard Modification (BSM) will be needed to allow that area to exceed the 30% for ground floor residential area. Staff is supportive of the BSM request to allow for that ground floor area to exceed 30%.

Mr. Lyons stated this is a great example of looking at ways to support more housing in the city, in a non-traditional sense. Unfortunately using the Plan Development (PD) is the way we have to do it today. This could be another opportunity where we need to look at the code and see how we can promote housing in non-traditional ways. When the code was written in 2017 and we capped ground floor residential at 30% it made sense during that climate. Knowing the housing challenges we face now, as a community like most, these are some of the things we may want to look at changing in the code to make it easier to do and add housing units.

Mr. Perry opened up technical questions to staff.

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

Susan Hirschberg, of RH Design Build in Oshkosh, (applicant) wanted to elaborate on what was said. The owner plans to occupy the first-floor unit, so they would be essentially watching over the tavern and running it, which helps with the neighborhood. It also decreases the amount of traffic, by eliminating the assembly space. She thinks it is a win for the area.

Ms. Propp asked if exterior improvements are planned.

Chris Morth, of 611 Oregon Street, (owner) stated they will be cleaning up the building and yard to make it a nice facility internally and externally. We want to have a nice establishment, and want to be closed by 10pm or 11pm. We plan to make things nicer outside. A new roof will be installed, railings will be cleaned up, back steps will be replaced, and some exterior areas will be painted to make it look beautiful again.

Ms. Propp stated her main concern is paint needed on the turret/tower.

Mr. Morth stated there is a lot of history with the building, and they want to make it look as good as it possibly can. They want to keep the character to it.

Mr. Nielsen stated the applicant did not propose any additional signage, lighting, or landscaping. If they want to, that can be addressed at Site Plan Review.

Mr. Perry asked if any members of the public wished to speak. There being none, 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 Belville.*

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

*Motion carried 6-0.*



611 Oregon St

920 440-9939

City of Oshkosh

SUBMIT TO: Oshkosh  
Dept. of Community Development  
215 Church Ave., P.O. Box 1130  
Oshkosh, WI 54901  
Room 204  
PHONE: (920) 236-5059  
Email: planning@ci.oshkosh.wi.us

# Planned Development Application For General Development Plan or Specific Implementation Plan

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

### APPLICANT INFORMATION

Petitioner: SUSAN, RH DESIGN BUILD Date: 8/5/24

Petitioner's Address: 1951 BOWEN ST City: OSHKOSH State: WI Zip: 54901

Telephone #: ( 920 ) 291-1619 Email: SUSAN@RHDESIGNBUILD.COM Contact preference:  Phone  Email

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

Petitioner's Signature (required): [Signature] Date: 7/29/24

### OWNER INFORMATION

Owner(s): CHRIS MORTH Date: \_\_\_\_\_

Owner(s) Address: 611 Oregon St City: Oshkosh State: WI Zip: 54902

Telephone #: ( 920 ) 4509939 Email: crislinholdings@gmail.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: [Signature] Date: 7/25/24

### 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: 1700 OREGON ST, OSHKOSH WI 54902

Proposed Project Type: CONVERT PART OF BAR INTO RESIDENTIAL ON 1ST FLOOR

Estimated Cost: TBD

Current Use of Property: ASSEMBLY A-2 : BAR + 2ND FLR RESIDENTIAL Zoning: NMU

Land Uses Surrounding Your Site: North: RESIDENTIAL HOUSING, CLOSED COMMERCIAL BUILDING

South: RESIDENTIAL HOUSING, APARTMENT BUILDING

East: APARTMENT BUILDING

West: MASSAGE BUSINESS, ART STUDIO

- 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/>

Sign Cm \_\_\_\_\_ Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_

**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): 

Date: 7/29/24



Project: Witzke Tavern  
Address: 1700 Oregon St, Oshkosh WI 54902

**Existing Conditions:**

The property currently has two buildings located on it with a parking lot stretching between the two and exiting to the north. One building is strictly utilized as detached garage/storage space while the other building had previously a Tavern known as 'Witzke's Bar Food & Banquet Hall' that has been closed and on the partial second floor is a residential unit. The rest of the site is green space with sidewalks along both sides of this corner lot.

**Proposed Project:**

We propose converting a portion of the first floor into a residential unit, keeping the bar area and remodeling the banquet hall portion as residential. This reduces the traffic to the site from its previous use and new parking stripe's will be applied with more than the required number of stalls provided, currently there are no parking stripe's on the lot. No additional sitework is needed. All existing plantings will remain alongside the buildings. The existing dumpster enclosure shall remain as is. No work for the garage - materials may be stored here for protection during the construction of the new residential unit. No work or use change in the remaining bar portion. Existing outdoor patio to be used exclusively as part of new first floor residential unit. Green space to remain as is, used by residential units. Bar will not be hosting events and banquets outdoors in green space.



**SITE PLAN**  
SCALE: 1" = 20'-0"

(G) Density, Intensity, and Bulk Regulations for the (NMU) Neighborhood Mixed Use District.

	Requirement	
Minimum Lot Area	7,200 square feet for single family or two flat dwelling units. 1,200 square feet per dwelling unit for all other dwelling unit types. Nonresidential: 7,200 square feet	
Maximum Impervious Surface Ratio	50 percent	
Minimum Lot Width	60 feet	
Minimum Lot Depth	100 feet	
Minimum Lot Frontage at Right-of-Way	40 feet	
Minimum Front Setback	25 feet	
Minimum Street Side Setback (on corner lots)	25 feet. May be reduced to 12 feet if Side Setback is maintained.	
Minimum Side Setback	7 1/2 feet*	
Minimum Rear Setback	25 feet	
Maximum Principal Building Height	Lesser of 35 feet or 2 1/2 stories	
Minimum Principal Building Separation	10 feet	
Minimum Pavement Setback (lot line to pavement, excludes driveway entrances)	Meet minimum setbacks for principal structures	
Minimum Garage Door Setback to Alley (if applicable)	10 feet	
Minimum Parking Required	See Article III	
<b>Accessory Buildings:</b>		
	<b>Residential</b>	<b>Nonresidential</b>
Minimum Front Setback	Even with or behind the principal structure	60 feet and at least 5 feet behind the principal structure
Minimum Side Setback	3 feet	0 or 5 feet
Minimum Rear Setback	3 feet	25 feet
Maximum Height	Lesser of 18 feet or 1 story	Lesser of 18 feet or 1 story

\*For legal Twin Houses and Townhouses on separate lots, the interior side setback adjacent to the shared lot line shall be 0 feet.

**BUILDING AREAS** IBC SECTION 506

ASSEMBLY A-2: 6,000 SQFT + .75 INCREASE = 10,500 SQFT  
 RESIDENTIAL R-2: 7,000 SQFT + .75 INCREASE = 12,250 SQFT

MIXED OCCUPANCY RATIO IBC SECTION 506.2.4

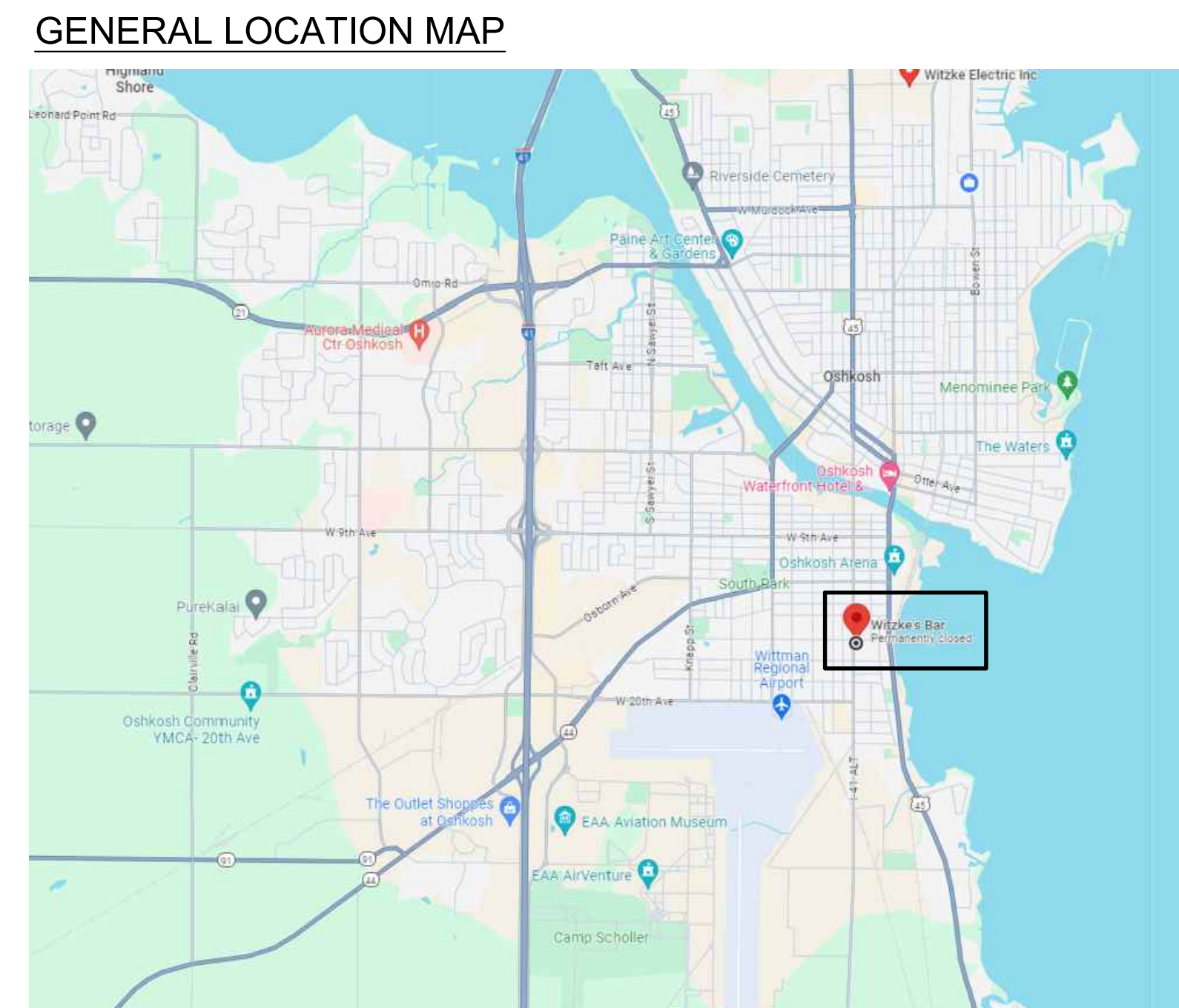
	A2	R2	TOTAL	RATIO (<1)
FIRST FLOOR:	2,803 SQFT	3,107 SQFT	5,910 SQFT	0.52
SECOND FLOOR:	0 SQFT	1,335 SQFT	1,335 SQFT	0.11

**SITE AREAS**

SITE AREA: 27,946 SQFT  
 ALLOWED IMPERVIOUS: 13,973 SQFT (50%)  
 EXISTING & PROPOSED: +/-14,725 SQFT (52.7%)

**PARKING REQUIREMENTS**

COMMERCIAL (1 PER 300 SQFT) = 10 STALLS  
 RESIDENTIAL (1 PER UNIT)(2 UNITS TOTAL) = 2 STALLS  
 PARKING STALLS PROVIDED = 15 STALLS



**PRELIMINARY  
FOR ESTIMATING ONLY  
NOT FOR CONSTRUCTION**

**RH DESIGN BUILD** LLC

1951 BOWEN STREET  
 OSHKOSH, WI 54901  
 P 920.231.1919  
 F 920.231.1715  
 RHdesignbuild.com

**MORTH  
1700 OREGON ST  
OSHKOSH, WI 54902**

**C1.0** SITE PLAN

PROJECT NO.: 240469

DATE	DESCRIPTION

**ZONE CHANGE/GDP/SIP**  
**1700 OREGON STREET**  
**PC: 9.17.2024**

TABITHA BUHROW  
128 W 17TH AVE  
OSHKOSH WI 54902-6938

DOMINIC A SHAFFER  
134 W 17TH AVE  
OSHKOSH WI 54902-6938

KYLIE A WENHARDT  
166 W 17TH AVE  
OSHKOSH WI 54902-6938

TROPICAL TIDE LLC  
945 NICOLET AVE  
OSHKOSH WI 54901-1633

STEPHANIE J MATAIC  
1676 OREGON ST  
OSHKOSH WI 54902-6922

DENISE M ODONNELL  
122 W 17TH AVE  
OSHKOSH WI 54902-6938

DAVID K RYNO  
1671 OREGON ST  
OSHKOSH WI 54902-6921

NILLA D OEHLKE  
500 S MADISON ST  
WAUPUN WI 53963-2007

AMY S NITZ  
214 W 17TH AVE  
OSHKOSH WI 54902-6908

MAOSHETON YANG  
KA B THAO  
1734 OREGON ST  
OSHKOSH WI 54902-6924

BENJAMIN P SCHMIDT  
1730 OREGON ST  
OSHKOSH WI 54902-6924

JAMES L POLLNOW  
1724 OREGON ST  
OSHKOSH WI 54902-6924

RENEE L NEMITZ  
1720 OREGON ST  
OSHKOSH WI 54902-6924

CLBA HOLDINGS LLC  
611 OREGON ST  
OSHKOSH WI 54902-5965

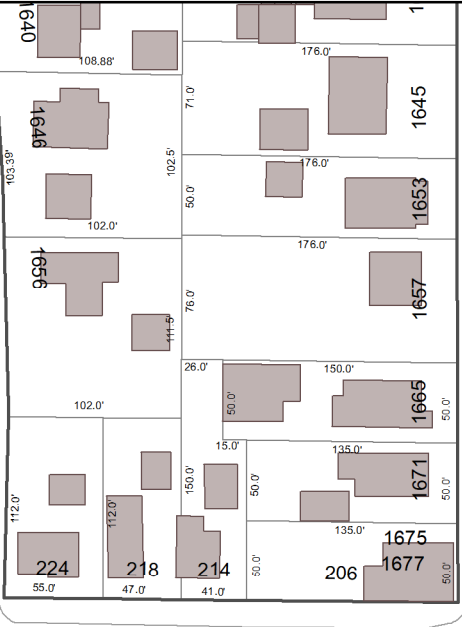
GENERAL CONTR SERVICES  
PO BOX 3306  
OSHKOSH WI 54903-3306

DB NAT AVE PROPERTIES LLC  
1101 SPRUCE ST  
WEST BEND WI 53090-5451

MICHAEL K/CONNIE K DAY  
1014 EVANS ST  
OSHKOSH WI 54901-3967

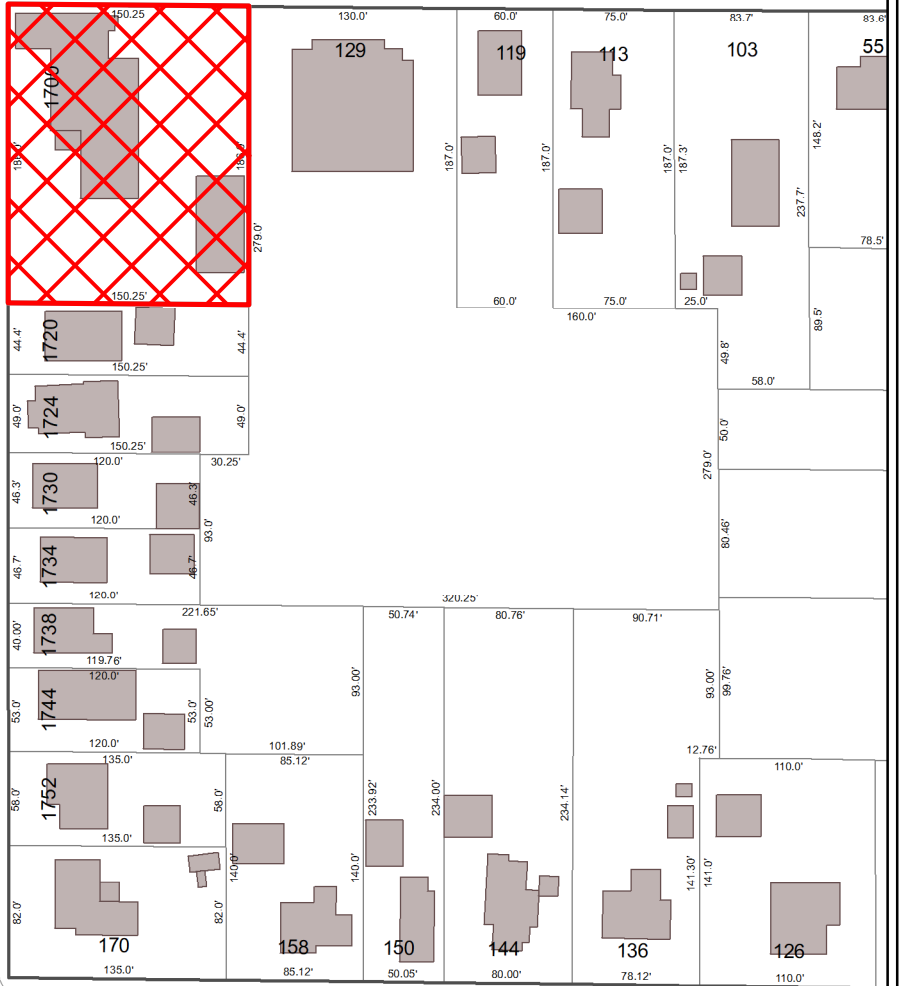
SMITH SCHL LOFTS OSH LLC  
230 OHIO ST STE 200  
OSHKOSH WI 54902-5825

ARIZONA ST

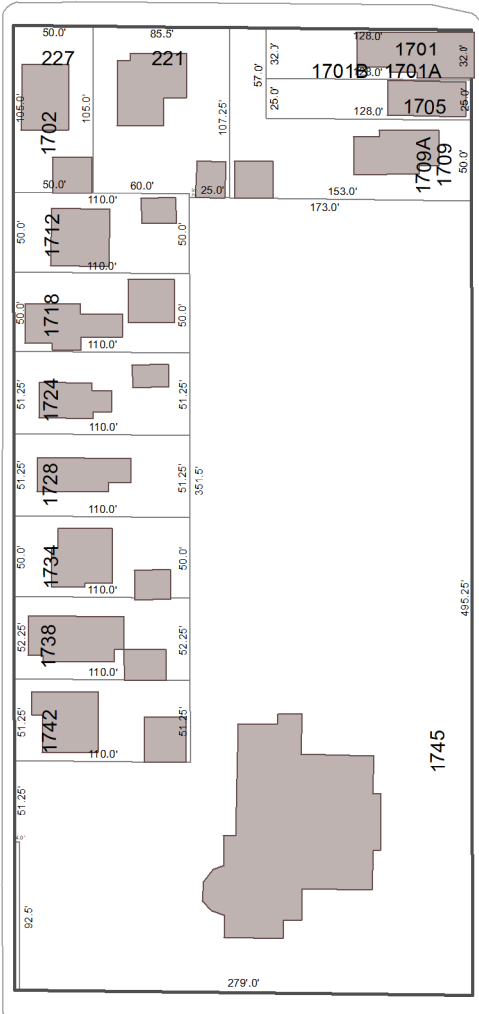


NEBRASKA ST

W 17TH AV



OREGON ST



W 18TH AV

# BASE MAP



1 in = 0.02 mi

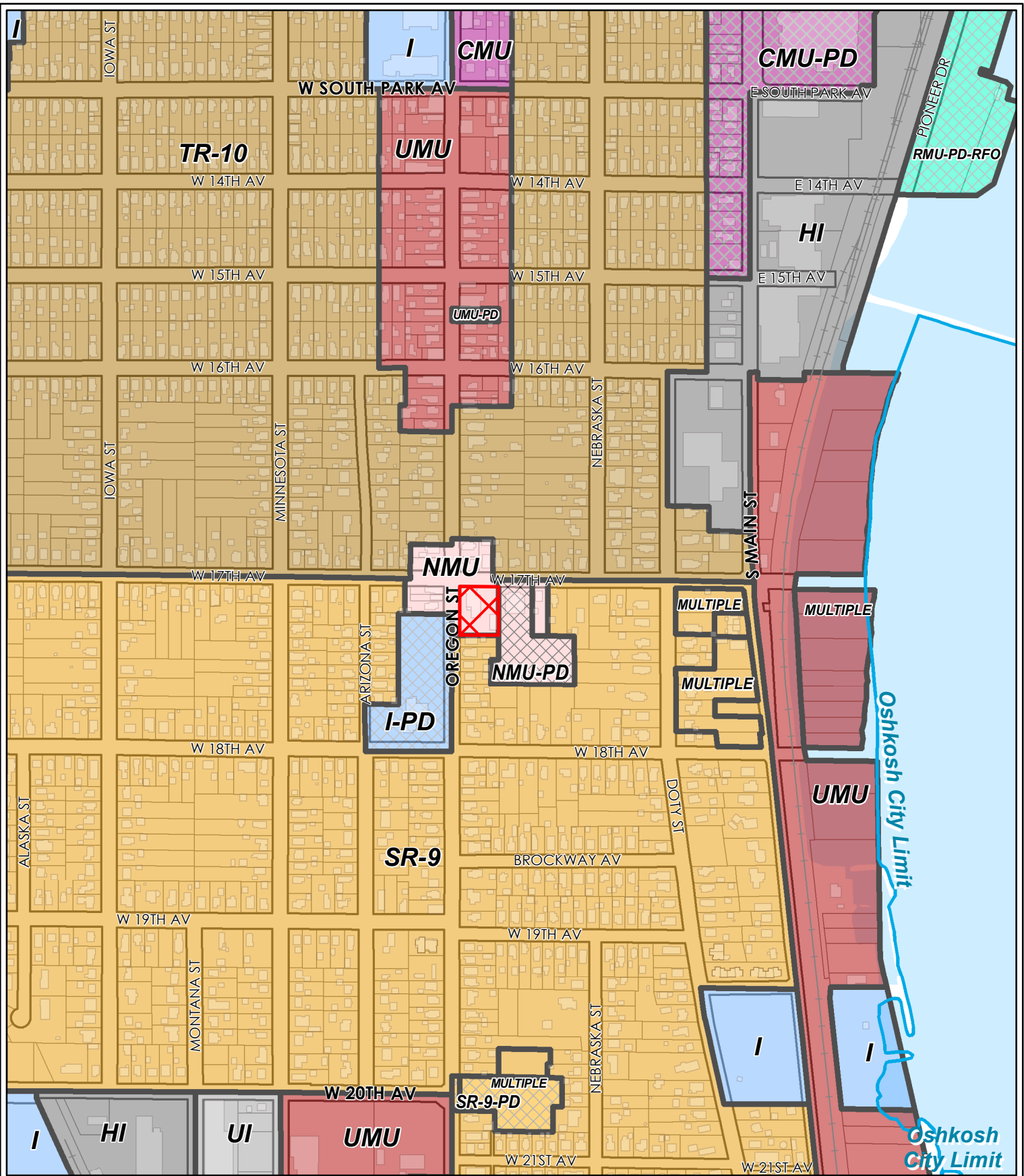
1 in = 120 ft

Printing Date: 8/26/2024

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)



# ZONING MAP

N  
 1 in = 0.09 mi  
 1 in = 500 ft

Printing Date: 8/26/2024  
 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)



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kelly Nieforth, Director of Community Development  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-547 Approve Professional Service Agreement with Associated Appraisal Consultants, Inc. for 2025 Commercial Assessment Revaluation (\$285,000)

---

### **BACKGROUND**

The Wisconsin Department of Revenue (DOR) requires timely and accurate revaluations to ensure property assessments in the city are equitable among all property classes. In 2024, the DOR determined that the City's commercial property assessment values were not in compliance with the DOR's required ratios in relation to the equalized value in the City. The City's residential assessment values were in compliance, but the DOR requires that both major property classes within the City (residential and commercial) be revalued at the same time to ensure that the properties are equitably assessed. As a result, another revaluation is necessary in 2025 to adjust the assessment values to meet state requirements.

### **ANALYSIS**

To achieve this, the City has selected Associated Appraisal Consultants, Inc. (AAC) following a review and selection process. This firm has been chosen based on their proven expertise in municipal property assessments and strong reputation with numerous successful engagements with other municipalities in Wisconsin. AAC would physically inspect 100% of the improved commercial properties and update the assessment records to ensure that the values reflect recent market value sales utilizing mass appraisal methods. A full inspection would include both interior and exterior walk-throughs to update pictures and sketches of the properties. AAC would assist the city with Open Book, Board of Review, and marketing for the revaluation as it relates to commercial properties. Internal city staff will complete the revaluation for the residential property class, as they did for the 2024 revaluation.

### **FISCAL IMPACT**

The contract for the 2025 Commercial Assessment Revaluation services will cost \$285,000. The plan is to fund this through our fund balance, as our General Fund balance is in excess of its maximum per our Fund Balance policy and this is a one-time expenditure.

### **RECOMMENDATION**

The City Council approves the professional services agreement with Associated Appraisal Consultants, Inc. for the 2025 Commercial Assessment Revaluation for \$285,000.

---

### **Attachments**

Res 24-547  
AAC - City of Oshkosh 2025-2027 Assessment Services Proposal

10/8/2024

24-547

RESOLUTION

LAID OVER

**PURPOSE:** APPROVE PROFESSIONAL SERVICE AGREEMENT WITH ASSOCIATED APPRAISAL CONSULTANTS, INC. FOR 2025 COMMERCIAL ASSESSMENT REVALUATION (\$285,000)

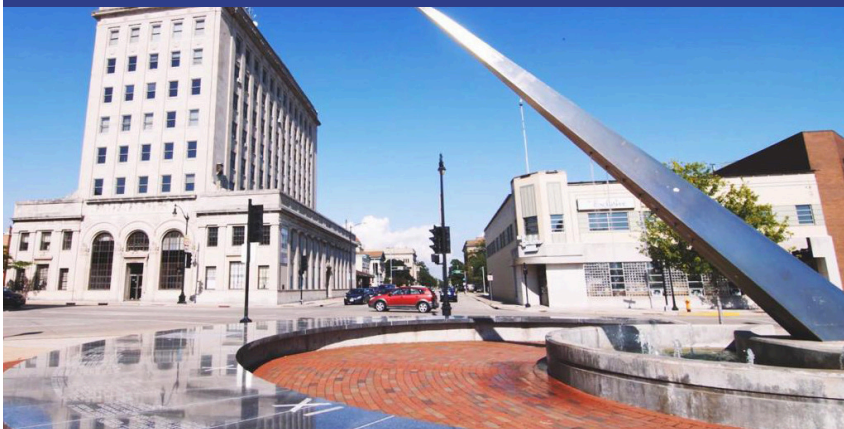
**INITIATED BY:** COMMUNITY DEVELOPMENT

**BE IT RESOLVED by the Common Council of the City of Oshkosh** that the proper City officials are hereby authorized to enter into and take those steps necessary to implement an appropriate professional services agreement with Associated Appraisal Consultants, Inc. for the 2025 Commercial Assessment Revaluation in the amount of \$285,000.





ASSOCIATED  
APPRAISAL  
CONSULTANTS, INC.



**ASSESSMENT  
SERVICES PROPOSAL**  
2025-2027  
*Qualifications and  
supporting documentation*



**PREPARED FOR  
CITY OF OSHKOSH**  
September 27, 2024





September 27, 2024

Kelly Nieforth  
Community Development Director  
City of Oshkosh

Dear Ms. Nieforth:

I am pleased to provide the City of Oshkosh with a proposal for assessment services including a revaluation of commercial class parcels for 2025 and annual maintenance for the 2025, 2026, and 2027 assessment years.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve as statutory assessor for more than 250 Wisconsin municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells, as well as Lake Superior communities and everything in between.

We offer unparalleled service and expertise. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. Our staff is highly trained, and we pride ourselves on being prompt and professional when taking phone calls or responding to emails from property owners.

We also provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at [www.apraz.com](http://www.apraz.com) and click on "Property Search."

Our professional image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction from the City while conducting onsite inspections.

Associated Appraisal Consultants, Inc. uses cutting-edge computer-aided mass appraisal software to capture and create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. We continually invest to utilize the latest technology to serve our customers.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

We welcome with great enthusiasm the prospect of working with you!

Respectfully,

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

Mark Brown  
President



Our experienced and knowledgeable team is here to serve you and your property owners.

## OUR MISSION

To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.





# TABLE OF CONTENTS

<b>COMPANY OVERVIEW</b>	1-2
Accuracy Matters	3
Assessment Cycle	4
Education Outreach Program	5-6
<b>PROPOSAL REQUIREMENTS</b>	
Designated Representatives / Team Support	7-9
Firm Qualifications	10
References	11
Maintenance Assessment Services Cost	12
Revaluation Services Costs	13
Additional Services	14
<b>ADDENDUM</b>	
Accuracy in Assessment Work Comparison	A
Sample Certificate of Insurance	B



## BY THE NUMBERS

Associated Appraisal serves over **250 municipalities** throughout the state of Wisconsin containing a total inventory of approximately **700,000+** real estate parcels and **30,000+** personal property accounts for a total assessed value of over **\$87 billion** making us the **largest mass appraiser** in Wisconsin.

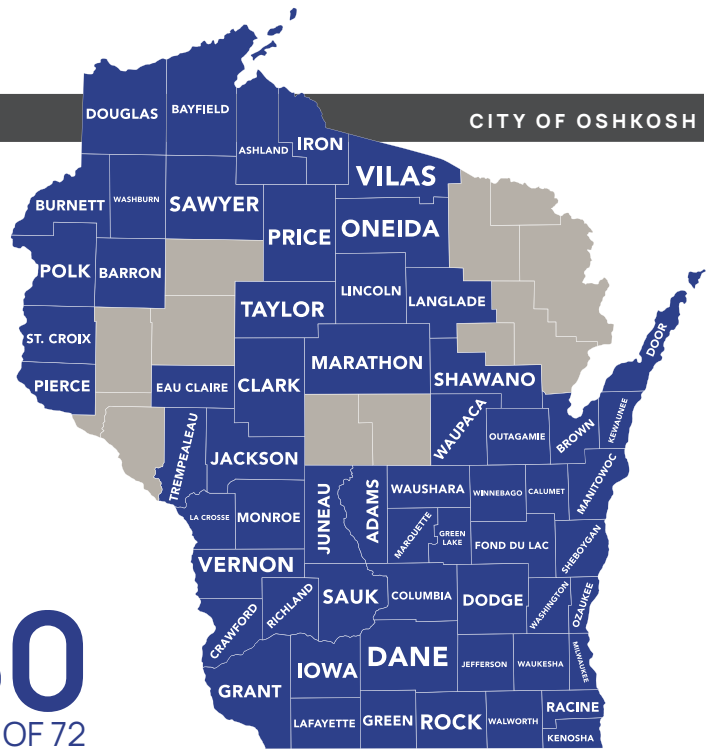
Who we serve

**45**  
CITIES

**131**  
TOWNS

**75**  
VILLAGES

**60**  
OUT OF 72  
COUNTIES



**62** MOBILE HOME COMMUNITIES in 26 municipalities with over **4,000 sites** subject to monthly permit fee

**302** ACTIVE TIDS (Tax Incremental Districts)



### Why AAC?

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as their statutory assessor or supporting the local municipal assessor.



Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction for the municipality, wear company ID tags and apparel, and drive red company vehicles clearly identified as part of the Associated Appraisal fleet.



When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be happy to assist you. Our website offers links to important information and access to property assessment records twenty-four (24) hours per day.

Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with the Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

## WE DO ASSESSMENTS RIGHT

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project.

### Our property records include:

- land data
- improvement attributes
- sketch and pictures
- current and historical sales data
- applicable appraisal reports
- property maps
- and any additional documentation needed to defend values

Each year, maintenance and/or revaluation guidebooks are prepared for use during Open Book or Board of Review to aid in understanding the appraisal methodology used and provide the public with data used in our analysis.

### Included in these reports:

- current assessment levels
- property sale attributes with recent pictures
- all database data for valuation tables
- a detailed sales analysis
- applicable appraisal reports
- property maps
- any additional reports needed to support values



We're dedicated to your success.

**ASSOCIATED APPRAISAL CONSULTANTS, INC.**

W62237 Neubert Road  
Appleton, WI 54942

Phone: (920) 749-1995  
Fax: (920) 731-4158  
Website: [apraz.com](http://apraz.com)

**Mark Brown**  
President  
W62237 Neubert Road  
Appleton, WI 54942  
Email: [mabrown@apraz.com](mailto:mabrown@apraz.com)  
Direct: (920) 224-8802

Associated Appraisal adheres to the Wisconsin Property Assessment Manual and the annual timelines as developed by the Wisconsin Department of Revenue.

## ACCURACY MATTERS

Simply put, Associated Appraisal's property record database management, valuation practices, and assessment documentation sets us above the rest.

### A few examples of areas Associated Appraisal outperforms the competition

#### QUALITY OF WORK

AAC is superior time and time again in assessment equity and uniformity. This can be seen in our assessment-to-sale ratio studies after conducting a revaluation. While our competitors factor values to gain statutory compliance, AAC takes pride in precise CAMA modeling, data collection, and great attention to detail throughout all aspects of the assessment process. This results in a much higher quality of work which will save municipalities money and future headaches/complaints in the long run. Inferior work conducted by our competitors results in homeowner frustration and unfair assessments.



#### CUSTOMER SERVICE

AAC excels in customer service. While other companies seem to avoid the hard questions from homeowners, AAC responds quickly and respectfully as we have nothing to hide and believe in transparency. We have the most Level II and III assessors in the state. We work together as a team to provide the highest level of customer service.



#### APPRAISAL TRAINING

AAC has highly trained and competent appraisal staff, which is the foundation for collecting quality data. AAC invests in its appraisal staff with individualized training and utilizes the latest technologies. This results in appraisers who professionally interact with homeowners and gather the most accurate data.



#### LONG-TERM RELATIONSHIPS

AAC doesn't chase municipalities because they have good assessment data. Many times, when AAC contracts with a new municipality, the data we receive is out of compliance. It is important to be mindful of competitors who "chase after" AAC municipalities because of the high-quality work we perform. We believe in mutually beneficial long-term relationships with municipalities and not short-term profits.



#### INTEGRITY

Ethical behavior is at the core of AAC's culture... We unwaveringly hold employees accountable to the highest standards. Public trust in our performance is the foundation of our credibility.



## ASSESSMENT CYCLE

The following summary of events is not all inclusive but identifies significant primary activities, deadlines and timeframes during a typical annual maintenance year.

All property records are updated to reflect important changes that have occurred since the prior assessment year, such as new construction, building permits, zoning or land use changes, ownership and mailing updates among other things.

All real estate sales from the previous year are reviewed and validated by the assessor. All required property record data is electronically sent to the Wisconsin Department of Revenue (DOR).

A new assessment roll is prepared, including parcel changes from annexations, splits, and merges, as well as ownership changes from sales.

Field inspections are conducted as needed for all parcels impacted by the events listed above along with all previous partial assessments from the prior assessment year.

Open book and Board of Review dates along with general assessment timelines and public relation plans are set with the municipal Clerk.

JANUARY/FEBRUARY



Assessor receives and requests for property tax exemption (form PR-230). These exemption requests are carefully reviewed. Assessor makes a determination either to grant or deny the exemption and responds in writing to the requester.

Assessment-to-sale ratio analysis is conducted to determine an estimated level of assessment (assessment ratio), along with monitoring equity and uniformity of assessments as compared to sales.

Notices of changed assessment are mailed along with informational inserts to help explain the process and direct property owners to helpful information sources such as our website and the DOR publications.



MARCH

Open book meeting(s) is either held in-person or over the phone. Property owners may contact AAC at any time to ask questions or to find out how their assessment was determined.

APRIL



Assessor attends the Board of Review (BOR) meeting(s) to deliver the final assessment roll and to defend assessed values in the event of any appeals. AAC provides reports to the BOR showing such things as net new construction values, estimated level of assessment, and the municipality's compliance status with state requirements.

Final assessment values are balanced with the County along with timely filing of all required reports with the DOR, such as the Municipal Assessment Report (MAR).

MAY/JUNE







## OUR EDUCATION OUTREACH PROGRAM

We understand the importance of having a strong, proactive communication and education program to help you engage with your community's property owners. As we have learned from over 60 years of doing this work, being open and transparent with property owners as you begin assessments is critical.

We will partner with you to supply you with content, data, key communication pieces, and a public relations plan that will rectify misconceptions, eliminate inaccuracies, and garner the support of your community as we provide you with the very best, technically sound assessment services – free from errors and defensible from an equity standpoint.

We stake our reputation on it and it's why we've been Wisconsin's preferred assessor for decades. We're in this together!



### SOCIAL MEDIA

We provide helpful educational content to share on social media platforms.



### TOOLKIT FOR MUNICIPALITIES

We provide an online toolkit for municipalities rich with resources to enhance the communication process.



### NOTICES

We mail out notices to inform property owners of upcoming assessment work.



### ONLINE RESOURCES

Our website is rich with educational content. We have also created YouTube Videos and Infographics to help make the assessment process more understandable/interesting.



### TECHNOLOGY

From digital data collection to our cloud-based solutions, we are modernizing the assessment process end to end.



## EXAMPLES OF SOCIAL MEDIA POSTS

### FICTION

Assessed values can only change once every five years.

---

### FACT

State law requires updating assessed values as often as annually to maintain fair and equitable property tax distribution.

### WHAT'S A MILL RATE?

An increase in assessed value does not equate to an increase in your taxes. With a 25% increase in assessment value, an increase of assessed value could lead to no increased tax.

Assessed Value: \$200,000	Assessed Value: \$250,000
x Mill Rate: .020	x Mill Rate: .016
Taxes: \$4,000	Taxes: \$4,000

2022      2023

### YOUR INSPECTION INCLUDES:

- Review notes of the property and the current property conditions in our database.
- Location of property permits in the windows or elsewhere on the property.
- When we arrive, we'll knock or ring the doorbell and explain why we are visiting (remodel, new construction, permit).
- If no one is home, we will leave a door tag.

#### COMMON INSPECTION TYPES

<p><b>EXTERIOR</b> Most Common</p> <p>Validate measurements. Verify recent enhancements. Check property data. Take new exterior images.</p>	<p><b>INTERIOR</b> Least Common</p> <p>Validate measurements. Verify any recent enhancements. Inspect condition of interior. Review property data. No images taken inside.</p>	<p><b>PERMITS</b></p> <p>Verify when permit was complete. Flag for another visit if not complete. Update sketch of property. Take exterior image if complete.</p>	<p><b>NEW CONSTRUCTION</b></p> <p>Verify permit complete. Flag for another visit if not complete. Review the construction plans. Create a sketch of the property. Take exterior image.</p>
---	--	---	--

## FACT vs FICTION

### About Property Assessments

### DID YOU KNOW?

Assessors do not calculate or collect taxes. Assessors are responsible to provide uniform property values so that the property tax burden can be fairly distributed.

### What is an Improvement?

All buildings, structures, and features as a whole that have been constructed and remain on the property. Below are some common examples of improvements.

- House
- Garage
- Utility Shed
- Pool

www.apraz.com

## WE CREATE MAXIMUM TEAM SUPPORT



### Appraising Property, Not People

Our firm considers property, not people, when establishing assessed values. We leave out the affordability factor when setting our values. We review property without the influence of friends, neighbors and enemies. Our only intent is to establish true market values.



### Immunity to Pressures

We as the "outside assessor" are independent of local creditors and business influence. We do not run for public office, therefore we are not seeking constituents' votes. We have the freedom to establish values as the market dictates, without a concern for public pressures.



### Customer Inquiries

When taxpayers need questions answered, we have a large staff of highly trained technicians ready with the answer. Municipal officials are spared the task of researching and answering the endless stream of technical questions from property owners.



### Experience & Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. Our firm has been in the municipal mass appraisal business for over 60 years. All members of our customer service staff are certified by the Wisconsin Department of Revenue as Assessment Technicians, and all project managers are certified Level II Assessors.



### Accepted Standard & Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled at incorporating the cost approach, market approach and income approach in our valuation models. We abide by the standards set in the Wisconsin Department of Revenue Assessors' Manual Volume 11, and The Marshall and Swift Cost Guides. The market approach is our primary method of valuation when adequate sales data is available.



### Customer/ Public Access

Our courteous and professional staff is experienced at handling all types of inquiries from municipalities, taxpayers, realtors and financial institutions. Our records are public, and are easily available through the Internet, e-mail, fax or phone. Our website offers municipalities and property owners access to their information at any time day or night. Our office hours are Monday through Friday, 8:00a.m. - 4:00 p.m.

## OUR FIRM'S LEADER



### Mark Brown

President

#### About Mark

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements, and department policies and procedures. Experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

#### Summary of Qualifications

- 20 years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively, both orally and in writing, with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, GSA, Microsolve, GVS, MCost, Vision, Universe, and others.
- Strong project management skills including the ability to prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and Circuit Court.

#### Certifications • WI60828CA

- Assessor III Certification
- Assessor II Certification

#### Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin  
2004 – Present

#### Career Growth @ AAC

Staff Appraiser > Director of Project Management > President

#### Education

St. Norbert College, De Pere, Wisconsin  
Bachelor of Business Administration, 2004

#### Contact

W62237 Neubert Road, Appleton, WI 54942  
Email: [mabrown@apraz.com](mailto:mabrown@apraz.com)  
Direct: (920) 224-8802

## YOUR KEY CONTACT



### Dean Peters

Vice President of Maintenance Services

#### About Dean

A skilled and experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

#### Summary of Qualifications

- 25 years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, GSA, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information with state and local government, elected officials, municipal staff, the media, and general public.
- Involved in managing, training, and educating of assessment staff.

#### Certifications • WI77308CA

- Assessor III Certification
- Assessor II Certification
- Assessor I Certification
- Property Appraiser

#### Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin  
1999 – Present

#### Career Growth @ AAC

Staff Appraiser > Project Manager > Director of Project Management >  
VP of Maintenance Services

#### Education

University of Wisconsin, Madison  
Bachelor of Arts, 1999

#### Contact

W62237 Neubert Road, Appleton, WI 54942  
Email: dpeters@apraz.com  
Direct: (920) 224-8803



**2023 AAC MUNICIPALITIES  
OVER \$1 BILLION IN EQUALIZED VALUE**

*Municipality	Population	2023 Equalized Value	Total Parcel Count	Type of Assessment Services
City of Middleton	21,050	\$5,136,907,300	7,460	Maintenance (2022 Revaluation)
City of Verona	12,737	\$3,988,131,200	5,405	Maintenance (2022 Revaluation)
Village of Germantown	20,686	\$3,929,189,400	8,672	Maintenance (2019 Revaluation)
City of Neenah	26,333	\$3,107,857,600	10,387	Maintenance (2023 Revaluation)
Village of Waunakee	14,399	\$3,066,940,300	5,247	Maintenance (2023 Revaluation)
City of Manitowoc	34,570	\$3,022,332,000	13,738	Maintenance (2025 Revaluation)
Town of Linn	2,459	\$3,010,462,200	3,183	Maintenance (2019 Revaluation)
Village of Richfield	11,948	\$2,557,956,000	5,872	Maintenance (2021 Revaluation)
City of Lake Geneva	8,504	\$2,260,598,500	5,051	Maintenance (2023 Revaluation)
Village of Sussex	11,373	\$2,259,570,900	4,200	Full Value Maintenance
Village of Lake Delton	2,900	\$2,152,548,100	4,175	Maintenance (2024 Revaluation)
Village of Deforest	10,624	\$2,085,360,300	4,212	Full Value Maintenance
City of Hartford	15,870	\$2,015,267,500	6,011	Maintenance (2022 Revaluation)
Village of Grafton	11,989	\$2,013,893,300	4,167	Maintenance (2020 Revaluation)
City of Menasha	17,468	\$1,734,048,800	5,259	Full Value Maintenance
Town of Liberty Grove	1,786	\$1,601,533,700	4,627	Full Value Maintenance
City of Port Washington	11,954	\$1,594,172,800	4,621	Maintenance (2021 Revaluation)
Village of Fox Point	6,826	\$1,592,808,900	2,664	Maintenance (2023 Revaluation)
Village of Little Chute	11,947	\$1,462,895,500	3,907	Maintenance (2021 Revaluation)
City of Sturgeon Bay	9,542	\$1,456,712,100	4,619	Maintenance (2020 Revaluation)
Town of Westport	4,038	\$1,441,668,300	2,906	Maintenance (2019 Revaluation)
Village of Mukwonago	8,126	\$1,436,940,800	3,138	Maintenance (2024 Revaluation)
Town of Mukwonago	7,979	\$1,408,313,700	3,381	Maintenance (2024 Revaluation)
Village of Williams Bay	2,614	\$1,396,515,100	2,507	Maintenance (2022 Revaluation)
Village of Pewaukee	7,883	\$1,361,836,700	2,945	Maintenance (2023 Revaluation)
Village of Twin Lakes	6,388	\$1,354,185,700	4,098	Maintenance (2024 Revaluation)
City of Fort Atkinson	12,395	\$1,352,486,400	4,600	Maintenance (2023 Revaluation)

\*Complete client list available upon request.

## REFERENCES

**City of Hartford**

Steve Volkert  
City Administrator  
109 N Main Street  
Hartford, WI 53027  
262-673-8204  
[svolkert@ci.hartford.wi.us](mailto:svolkert@ci.hartford.wi.us)

**City of Verona**

Brian Lamers  
Finance Director / City Treasurer  
111 Lincoln Street  
Verona, WI 53593  
608-848-9949  
[brian.lamers@ci.verona.wi.us](mailto:brian.lamers@ci.verona.wi.us)

**City of Middleton**

Bill Burns  
Finance Director  
7426 Hubbard Ave.  
Middleton, WI 53562  
608-821-8356  
[bburns@cityofmiddleton.us](mailto:bburns@cityofmiddleton.us)

**City of Neenah**

Chris Haese  
Director of Community Development  
211 Walnut St.  
Neenah, WI 54956  
920-886-6125  
[chaese@ci.neenah.wi.us](mailto:chaese@ci.neenah.wi.us)

## COMMERCIAL ASSESSMENT SERVICES COST

For over 60 years, AAC has been a trusted partner in providing Wisconsin municipalities with general assessment and revaluations services. We have extensive experience with commercial valuations near the City of Oshkosh and throughout the state. Our annual commercial maintenance assessment services will meet or exceed all City expectations. Annual scope of work expectations will be discussed and outlined prior to final contract commitments.

The figures below are for the assessment years 2025, 2026 and 2027 beginning not later than January 1, 2025.

### Assessment Services

	2025	2026	2027	TOTAL
<b>Total Annual Compensation Rate</b>	\$65,000	\$67,500	\$70,000	<b>\$202,500</b>
<b>Annual Maintenance Services</b>	Included	Included	Included	Included
<b>Revaluation Services (See page 13)</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>CAMA Software (City Provided)</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>Office Hours at City Hall</b>	Optional	Optional	Optional	Optional
<b>Property Listing Services</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>Web Hosting of Assessment Data</b>	Optional	Optional	Optional	Optional
<b>Educational Outreach Program</b>	Included	Included	Included	Included
<b>Postage &amp; Mailing Services</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>Open Book &amp; Board of Review</b>	Included	Included	Included	Included
<b>*TOTAL</b>	<b>\$65,000</b>	<b>\$67,500</b>	<b>\$70,000</b>	<b>\$202,500</b>

\*The above fee(s) for each year of this proposed contract (2025, 2026, and 2027) are in not-to exceed sums including all labor, materials, transportation costs, meals, lodging, Open Book and Board of Review expenses. There would be separate charges for those services identified as not included and or optional as applicable each assessment year.

## ASSESSMENT SOFTWARE



AAC is flexible regarding the computer-aided mass appraisal (CAMA) software to be used in the City of Oshkosh and looks forward to discussing potential options and the best choice for the city's needs both short and long term.



## OPTIONAL REVALUATION SERVICES

Our revaluation assessment services will meet or exceed all requirements described in the Wisconsin Property Assessment Manual. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance (see page 12).

The figures below are for conducting a revaluation of only commercial classified parcels during the 2025 or 2026 assessment year.

	Cost of Services
<b>Full Inspection Revaluation</b>	\$285,000
<b>Exterior Only Revaluation</b>	\$245,000
<b>Interim Market Update Revaluation</b>	\$160,000
<b>Annual Maintenance Assessment Services</b>	<i>Not Included (see page 12)</i>
<b>Assessment CAMA Software</b>	<i>Not Included</i>
<b>Web Hosting of Assessment Data</b>	Optional
<b>Educational Outreach Program</b>	Included
<b>Postage &amp; Mailing Services</b>	<i>Not Included</i>
<b>Open Book &amp; Board of Review</b>	Included

### Full & Exterior Onsite Revaluations

AAC would physically inspect 100% of the taxable improved commercial properties in one year and update assessment records. All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. A full inspection revaluation would include both interior walkthroughs and exterior inspections to update pictures and sketches. The exterior only revaluation option would only include onsite exterior inspections.

### Interim Market Update Revaluation

All taxable commercial class parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. Only those parcels with "Maintenance" related reasons to visit would be inspected onsite. This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. Without knowing the full extent of your existing property assessment records there would be additional charges should onsite inspections be needed to correct or collect missing property information.

## ADDITIONAL SERVICES

	Cost of Services
<b>Statutory Assessor</b>	\$60,000
<b>City Hall Office Hours</b>	\$24,000/year
<b>Monthly Parking Permit Fee</b>	\$25/permit Annually
<b>Interim Assessor (November/December)</b>	\$10,000

### Statutory Assessor

AAC would provide a state certified assessor who would generally be responsible for the oversight, review and validation of assessment functions performed by the City including the filing of all required state reports. AAC will act in an advisory capacity to City Assessment staff, including providing guidance and training to personnel with respect to assessment information, practices, and procedures customarily utilized by AAC. AAC would primarily be responsible for all listing, valuation and processing of appeals for all property classified as commercial under Wisconsin Statutes 70.32(2) and would be available to assist City staff for all other classified parcels. Additional field inspections or valuation work conducted by AAC for non-commercial classified parcels would require a separate agreement.

### City Hall Office Hours

AAC would provide an additional (24) days of in-person "Office Hours" onsite at the Oshkosh City Hall. The City would be expected to provide appropriate office space and or meeting space for the Assessor to meet with property owners during these hours. AAC anticipates normal office hours would be two days per month but can establish a different schedule with the City as needed. These are additional days beyond open book and board of review required meetings.

### Monthly Parking Permit Fee

AAC would continue to use City supplied Market Drive CAMA system or mutually agreed upon CAMA system to maintain and implement the parking permit fee process. Manufactured and Mobile home statement of monthly municipal permit fee calculations would be completed for each permit. Assessor would maintain existing property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in the Wisconsin Property Assessment Manual. There would be additional costs if existing property records were deficient and AAC needed to verify and collect missing data by conducting additional onsite inspections of each site subject to monthly municipal permit fee. Normal onsite inspections for new buildings moved in during the annual assessment cycle would be no additional charge.

# ADDENDUM

**A I** Accuracy in Assessment Work Comparison A1

**B I** Certificate of Insurance B1



## Demonstration of Accuracy in Assessment Work

A major objective of assessment/sales ratio studies is to determine the degree of assessment uniformity. This measure of assessment performance is gauged by looking at the level of assessment and the degree to which individual assessments differ from that level. The below ratio studies only include transactions of valid or arm's-length sales in accordance with the Wisconsin Property Assessment Manual. Sales data and statistics correspond to the calendar year of the sale as recorded via the Real Estate Transfer Return provided to the Assessors office. A series of ratios by itself does not tell much about assessment performance. A basic understanding of statistics is needed to successfully interpret the following ratios as published by the Wisconsin Department of Revenue each year.

Associated Appraisal Consultants, Inc.							
	Village of DeForest	Village of Sussex	City of Hartford	City of Verona	City of Middleton	WPAM & IAAO Standards	
2022 Equalized Value	\$1,828,925,000	\$1,921,321,200	\$1,844,911,200	\$3,629,798,500	\$4,775,023,600		
Scope of Work	Full Value	Full Value	Exterior Revaluation	IMU Revaluation	IMU Revaluation		
# of Residential Sales	156	141	225	176	264		
Aggregate Ratio	90.21	81.45	95.18	87.58	87.77		100.00
Mean Ratio	89.64	82.95	96.01	88.08	88.69		100.00
Median Ratio	88.48	82.96	95.91	87.95	88.72		100.00
Coefficient of dispersion	8.56	10.32	6.15	6.69	8.94		5 - 10
Coefficient of concentration	83.3	80.9	92.4	92.1	79.9		80 - 100
Price Related Differential	0.99	1.02	1.01	1.01	1.01		0.98 - 1.03
2022 Level of Assessment	96.45	93.23	101.63	94.97	95.21	90 - 110	
Accurate Appraisal							
	City of Oconomowoc	City of De Pere	City of Watertown	Village of Fox Crossing	City of Onalaska	WPAM & IAAO Standards	
2022 Equalized Value	\$3,160,762,900	\$2,887,309,500	\$1,958,383,300	\$2,284,883,200	\$2,616,780,700		
Scope of Work	Full Value	Full Value	Exterior Revaluation	Full Value	Full Value		
# of Residential Sales	303	357	331	259	234		
Aggregate Ratio	84.64	86.09	87.97	88.77	87.46		100.00
Mean Ratio	89.10	93.40	92.32	91.20	94.43		100.00
Median Ratio	89.32	87.46	87.93	88.80	89.62		100.00
Coefficient of dispersion	16.20	21.33	20.15	17.50	16.99		5 - 10
Coefficient of concentration	68.7	66.7	58.9	64.9	64.1		80 - 100
Price Related Differential	1.05	1.08	1.05	1.03	1.08		0.98 - 1.03
2022 Level of Assessment	99.01	95.82	100.68	100.21	97.87	90 - 110	

**Aggregate ratio**—As applied to real estate, the ratio of the total assessed value to the total selling price. Advantage is that it takes dollar values into account. Disadvantage is that it is sensitive to extreme ratios.

**Mean ratio**—A measure of central tendency equal to the sum of the values divided by the number. Also referred to as arithmetic average or arithmetic mean. Advantage is that it is easily calculated and understood. Disadvantage is that it is sensitive to extreme ratios.

**Median ratio**—A measure of central tendency equal to that point in a distribution above which 50% of the values fall and below which 50% of the values fall. The 50th percentile is the 2nd quartile. The median is the ratio in the middle. Advantage is that it is not sensitive to extreme ratios.

**Coefficient of dispersion**—As applied to an assessment-to-sale ratio distribution, is the average distance in percentage terms that individual ratios lie from the median ratio. A reasonable dispersion is 10% - 15%; good is under 10%. **Big is bad.**

**Coefficient of Concentration**—A single statistic expressed in percentage terms which tells how many ratios are within +/- 15% of the median ratio.

**Price-related differential**—As applied to real estate, an analytical measure of the vertical uniformity of values in a given distribution calculated by dividing the mean ratio by the aggregate ratio; a ratio of more than one being generally indicative of the relative undervaluation of high priced properties as compared to the less valuable properties, whereas a ratio of less than 1 would indicate the converse relationship. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below .98 tend to indicate assessment progressivity.



# CERTIFICATE OF INSURANCE



ASSOC02

OP ID: JS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>ADEMINO &amp; ASSOCIATES</b> 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD 920-734-3110	<b>CONTACT NAME:</b> DAVID VAN BOOGARD <b>PHONE (A/C, No, Ext):</b> 920-734-3110 <b>FAX (A/C, No):</b> 920-734-6027 <b>E-MAIL ADDRESS:</b> dvanboogard@ademino.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> <b>ASSOCIATED APPRAISAL CONSULTANTS INC</b> <b>&amp; GP ACQUISITION INC</b> PO BOX 291 GREENVILLE, WI 54942	<b>INSURER A:</b> WEST BEND MUTUAL INS <b>NAIC #</b> 15350	
	<b>INSURER B:</b> ACCELERANT SPECIALTY INSURANCE <b>16890</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A323069	08/16/2022	08/16/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			A323069	08/16/2022	08/16/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ WAIVED			A323069	08/16/2022	08/16/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WI)    Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below			A339201	08/16/2022	08/16/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	<b>ERRORS &amp; OMISSIONS</b>			S0004PL00101401	08/16/2022	08/16/2023	\$10000DED      1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  SAMPLE CERTIFICATE	<b>SAMPL-1</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 	



**TO:** Honorable Mayor and Members of the Common Council  
**FROM:** Kelly Nieforth, Director of Community Development  
**DATE:** October 08, 2024  
**SUBJECT:** Res 24-548 Approve Professional Service Agreement with Associated Appraisal Consultants, Inc. for Three (3) Year Annual Maintenance for Commercial Assessment Services (\$202,500)

---

### **BACKGROUND**

In 2012, the city completed a reorganization of the Assessor's Division and determined that contracting for commercial assessment services would be more cost-effective for the city. In 2013, Tyler Technologies was hired to provide commercial assessment services on an annual basis. Since 2013, the contract for Tyler Technologies was reviewed every three years and was awarded on an annual basis with the most recent in late 2023.

### **ANALYSIS**

The scope of services includes annual maintenance of all commercial property assessments. Looking ahead to 2025, City staff reached out to multiple consultants who are qualified to provide commercial assessment services and requested proposals for their services. In addition to the annual commercial assessment services needed, City staff also obtained proposals for commercial assessment services from consultants for the 2025 revaluation. The City has selected Associated Appraisal Consultants, Inc. for the 2025 Commercial Assessment Revaluation due to their proven track record of providing quality appraisal services for other Wisconsin municipalities. Beyond the revaluation, City staff recommends entering into a three (3) year agreement for the annual maintenance of commercial assessment services for years 2025, 2026, and 2027.

Associated Appraisal Consultants, Inc. will provide in-office services weekly or biweekly throughout the year and during Open Book and Board of Review periods. They expect to update 350 commercial property records per year, including completing field visits to measure and verify dimensions, inspecting interiors as needed, and updating property listings.

### **FISCAL IMPACT**

The Professional Service Agreement would cost \$202,500 over the planned three years and will be funded within the Assessor's Division annual operating budget. The cost will be \$65,000 in 2025, \$67,500 in 2026 and \$70,000 in 2027 for a total of \$202,500.

### **RECOMMENDATION**

The City Council approves the professional services agreement with Associated Appraisal Consultants, Inc. for the three-year annual maintenance for commercial assessment services for \$202,500.

---

### **Attachments**

Res 24-548  
AAC - City of Oshkosh 2025-2027 Assessment Services Proposal

10/08/2024

24-548

RESOLUTION

LAID OVER

**PURPOSE:** APPROVE PROFESSIONAL SERVICE AGREEMENT WITH ASSOCIATED APPRAISAL CONSULTANTS, INC. FOR THREE YEAR ANNUAL MAINTENANCE FOR COMMERCIAL ASSESSMENT SERVICES (\$202,500)

**INITIATED BY:** COMMUNITY DEVELOPMENT

**BE IT RESOLVED by the Common Council of the City of Oshkosh** that the proper City officials are hereby authorized to enter into and take those steps necessary to implement an appropriate professional services agreement with Associated Appraisal Consultants, Inc. for three year annual maintenance for commercial assessment services in the amount of \$202,500.

Acct. No. 100-0080-6417-00000 Assessor General Fund



ASSOCIATED  
APPRAISAL  
CONSULTANTS, INC.



**ASSESSMENT  
SERVICES PROPOSAL**  
2025-2027  
*Qualifications and  
supporting documentation*



**PREPARED FOR  
CITY OF OSHKOSH**  
September 27, 2024







September 27, 2024

Kelly Nieforth  
Community Development Director  
City of Oshkosh

Dear Ms. Nieforth:

I am pleased to provide the City of Oshkosh with a proposal for assessment services including a revaluation of commercial class parcels for 2025 and annual maintenance for the 2025, 2026, and 2027 assessment years.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve as statutory assessor for more than 250 Wisconsin municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells, as well as Lake Superior communities and everything in between.

We offer unparalleled service and expertise. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. Our staff is highly trained, and we pride ourselves on being prompt and professional when taking phone calls or responding to emails from property owners.

We also provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at [www.apraz.com](http://www.apraz.com) and click on "Property Search."

Our professional image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction from the City while conducting onsite inspections.

Associated Appraisal Consultants, Inc. uses cutting-edge computer-aided mass appraisal software to capture and create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. We continually invest to utilize the latest technology to serve our customers.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

We welcome with great enthusiasm the prospect of working with you!

Respectfully,

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

Mark Brown  
President



Our experienced and knowledgeable team is here to serve you and your property owners.

## OUR MISSION

To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.





# TABLE OF CONTENTS

<b>COMPANY OVERVIEW</b>	1-2
Accuracy Matters	3
Assessment Cycle	4
Education Outreach Program	5-6
<b>PROPOSAL REQUIREMENTS</b>	
Designated Representatives / Team Support	7-9
Firm Qualifications	10
References	11
Maintenance Assessment Services Cost	12
Revaluation Services Costs	13
Additional Services	14
<b>ADDENDUM</b>	
Accuracy in Assessment Work Comparison	A
Sample Certificate of Insurance	B



## BY THE NUMBERS

Associated Appraisal serves over **250 municipalities** throughout the state of Wisconsin containing a total inventory of approximately **700,000+** real estate parcels and **30,000+** personal property accounts for a total assessed value of over **\$87 billion** making us the **largest mass appraiser** in Wisconsin.

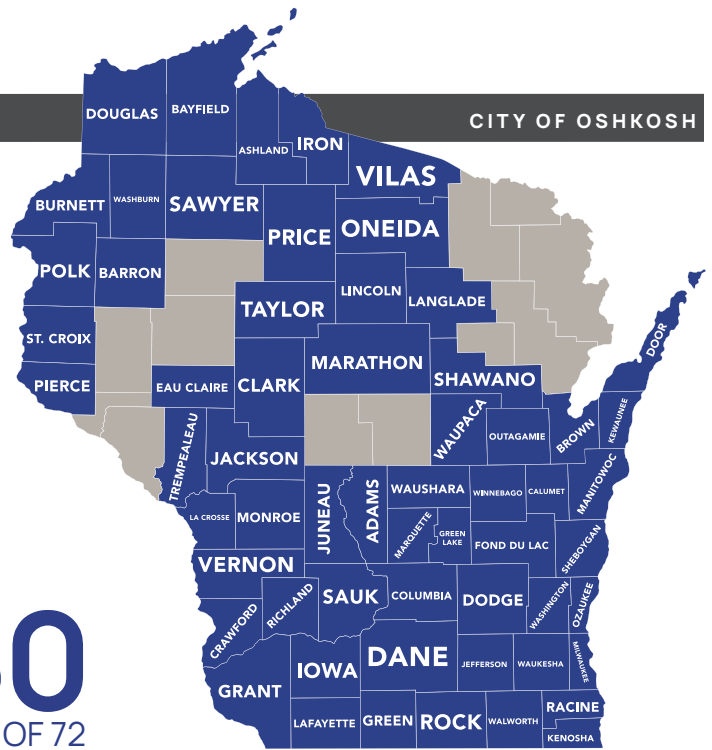
Who we serve

**45**  
CITIES

**131**  
TOWNS

**75**  
VILLAGES

**60**  
OUT OF 72  
COUNTIES



**62** MOBILE HOME COMMUNITIES in 26 municipalities with over **4,000 sites** subject to monthly permit fee

**302** ACTIVE TIDS (Tax Incremental Districts)



### Why AAC?

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as their statutory assessor or supporting the local municipal assessor.



Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction for the municipality, wear company ID tags and apparel, and drive red company vehicles clearly identified as part of the Associated Appraisal fleet.



When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be happy to assist you. Our website offers links to important information and access to property assessment records twenty-four (24) hours per day.

Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with the Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

## WE DO ASSESSMENTS RIGHT

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project.

### Our property records include:

- land data
- improvement attributes
- sketch and pictures
- current and historical sales data
- applicable appraisal reports
- property maps
- and any additional documentation needed to defend values

Each year, maintenance and/or revaluation guidebooks are prepared for use during Open Book or Board of Review to aid in understanding the appraisal methodology used and provide the public with data used in our analysis.

### Included in these reports:

- current assessment levels
- property sale attributes with recent pictures
- all database data for valuation tables
- a detailed sales analysis
- applicable appraisal reports
- property maps
- any additional reports needed to support values



We're dedicated to your success.

**ASSOCIATED APPRAISAL CONSULTANTS, INC.**

W62237 Neubert Road  
Appleton, WI 54942

Phone: (920) 749-1995  
Fax: (920) 731-4158  
Website: [apraz.com](http://apraz.com)

**Mark Brown**  
President  
W62237 Neubert Road  
Appleton, WI 54942  
Email: [mabrown@apraz.com](mailto:mabrown@apraz.com)  
Direct: (920) 224-8802

Associated Appraisal adheres to the Wisconsin Property Assessment Manual and the annual timelines as developed by the Wisconsin Department of Revenue.

## ACCURACY MATTERS

Simply put, Associated Appraisal's property record database management, valuation practices, and assessment documentation sets us above the rest.

### A few examples of areas Associated Appraisal outperforms the competition

#### QUALITY OF WORK

AAC is superior time and time again in assessment equity and uniformity. This can be seen in our assessment-to-sale ratio studies after conducting a revaluation. While our competitors factor values to gain statutory compliance, AAC takes pride in precise CAMA modeling, data collection, and great attention to detail throughout all aspects of the assessment process. This results in a much higher quality of work which will save municipalities money and future headaches/complaints in the long run. Inferior work conducted by our competitors results in homeowner frustration and unfair assessments.



#### CUSTOMER SERVICE

AAC excels in customer service. While other companies seem to avoid the hard questions from homeowners, AAC responds quickly and respectfully as we have nothing to hide and believe in transparency. We have the most Level II and III assessors in the state. We work together as a team to provide the highest level of customer service.



#### APPRAISAL TRAINING

AAC has highly trained and competent appraisal staff, which is the foundation for collecting quality data. AAC invests in its appraisal staff with individualized training and utilizes the latest technologies. This results in appraisers who professionally interact with homeowners and gather the most accurate data.



#### LONG-TERM RELATIONSHIPS

AAC doesn't chase municipalities because they have good assessment data. Many times, when AAC contracts with a new municipality, the data we receive is out of compliance. It is important to be mindful of competitors who "chase after" AAC municipalities because of the high-quality work we perform. We believe in mutually beneficial long-term relationships with municipalities and not short-term profits.



#### INTEGRITY

Ethical behavior is at the core of AAC's culture... We unwaveringly hold employees accountable to the highest standards. Public trust in our performance is the foundation of our credibility.



## ASSESSMENT CYCLE

The following summary of events is not all inclusive but identifies significant primary activities, deadlines and timeframes during a typical annual maintenance year.

All property records are updated to reflect important changes that have occurred since the prior assessment year, such as new construction, building permits, zoning or land use changes, ownership and mailing updates among other things.

All real estate sales from the previous year are reviewed and validated by the assessor. All required property record data is electronically sent to the Wisconsin Department of Revenue (DOR).

A new assessment roll is prepared, including parcel changes from annexations, splits, and merges, as well as ownership changes from sales.

Field inspections are conducted as needed for all parcels impacted by the events listed above along with all previous partial assessments from the prior assessment year.

Open book and Board of Review dates along with general assessment timelines and public relation plans are set with the municipal Clerk.

JANUARY/FEBRUARY



Assessor receives and requests for property tax exemption (form PR-230). These exemption requests are carefully reviewed. Assessor makes a determination either to grant or deny the exemption and responds in writing to the requester.

Assessment-to-sale ratio analysis is conducted to determine an estimated level of assessment (assessment ratio), along with monitoring equity and uniformity of assessments as compared to sales.

Notices of changed assessment are mailed along with informational inserts to help explain the process and direct property owners to helpful information sources such as our website and the DOR publications.



MARCH

Open book meeting(s) is either held in-person or over the phone. Property owners may contact AAC at any time to ask questions or to find out how their assessment was determined.

APRIL



Assessor attends the Board of Review (BOR) meeting(s) to deliver the final assessment roll and to defend assessed values in the event of any appeals. AAC provides reports to the BOR showing such things as net new construction values, estimated level of assessment, and the municipality's compliance status with state requirements.

Final assessment values are balanced with the County along with timely filing of all required reports with the DOR, such as the Municipal Assessment Report (MAR).

MAY/JUNE





## OUR EDUCATION OUTREACH PROGRAM

We understand the importance of having a strong, proactive communication and education program to help you engage with your community's property owners. As we have learned from over 60 years of doing this work, being open and transparent with property owners as you begin assessments is critical.

We will partner with you to supply you with content, data, key communication pieces, and a public relations plan that will rectify misconceptions, eliminate inaccuracies, and garner the support of your community as we provide you with the very best, technically sound assessment services – free from errors and defensible from an equity standpoint.

We stake our reputation on it and it's why we've been Wisconsin's preferred assessor for decades. We're in this together!



### SOCIAL MEDIA

We provide helpful educational content to share on social media platforms.



### TOOLKIT FOR MUNICIPALITIES

We provide an online toolkit for municipalities rich with resources to enhance the communication process.



### NOTICES

We mail out notices to inform property owners of upcoming assessment work.



### ONLINE RESOURCES

Our website is rich with educational content. We have also created YouTube Videos and Infographics to help make the assessment process more understandable/interesting.



### TECHNOLOGY

From digital data collection to our cloud-based solutions, we are modernizing the assessment process end to end.





## EXAMPLES OF SOCIAL MEDIA POSTS

### FICTION

Assessed values can only change once every five years.

---

### FACT

State law requires updating assessed values as often as annually to maintain fair and equitable property tax distribution.

### WHAT'S A MILL RATE?

An increase in assessed value does not equate to an increase in your taxes. With a 25% increase in assessment value, an increase of assessed value could lead to no increased tax.

Assessed Value: \$200,000	Assessed Value: \$250,000
x Mill Rate: .020	x Mill Rate: .016
Taxes: \$4,000	Taxes: \$4,000

2022      2023

### YOUR INSPECTION INCLUDES:

- Review notes of the property and the current property conditions in our database.
- Location of property permits in the windows or elsewhere on the property.
- When we arrive, we'll knock or ring the doorbell and explain why we are visiting (remodel, new construction, permit).
- If no one is home, we will leave a door tag.

#### COMMON INSPECTION TYPES

<p><b>EXTERIOR</b> Most Common</p> <p>Validate measurements. Verify recent enhancements. Check property data. Take new exterior images.</p>	<p><b>INTERIOR</b> Least Common</p> <p>Validate measurements. Verify any recent enhancements. Inspect condition of interior. Review property data. No images taken inside.</p>	<p><b>PERMITS</b></p> <p>Verify when permit was complete. Flag for another visit if not complete. Update sketch of property. Take exterior image if complete.</p>	<p><b>NEW CONSTRUCTION</b></p> <p>Verify permit complete. Flag for another visit if not complete. Review the construction plans. Create a sketch of the property. Take exterior image.</p>
---	--	---	--

## FACT vs FICTION

### About Property Assessments

### DID YOU KNOW?

Assessors do not calculate or collect taxes. Assessors are responsible to provide uniform property values so that the property tax burden can be fairly distributed.

### What is an Improvement?

All buildings, structures, and features as a whole that have been constructed and remain on the property. Below are some common examples of improvements.

- House
- Garage
- Utility Shed
- Pool

www.apraz.com

## WE CREATE MAXIMUM TEAM SUPPORT



### Appraising Property, Not People

Our firm considers property, not people, when establishing assessed values. We leave out the affordability factor when setting our values. We review property without the influence of friends, neighbors and enemies. Our only intent is to establish true market values.



### Immunity to Pressures

We as the "outside assessor" are independent of local creditors and business influence. We do not run for public office, therefore we are not seeking constituents' votes. We have the freedom to establish values as the market dictates, without a concern for public pressures.



### Customer Inquiries

When taxpayers need questions answered, we have a large staff of highly trained technicians ready with the answer. Municipal officials are spared the task of researching and answering the endless stream of technical questions from property owners.



### Experience & Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. Our firm has been in the municipal mass appraisal business for over 60 years. All members of our customer service staff are certified by the Wisconsin Department of Revenue as Assessment Technicians, and all project managers are certified Level II Assessors.



### Accepted Standard & Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled at incorporating the cost approach, market approach and income approach in our valuation models. We abide by the standards set in the Wisconsin Department of Revenue Assessors' Manual Volume 11, and The Marshall and Swift Cost Guides. The market approach is our primary method of valuation when adequate sales data is available.



### Customer/ Public Access

Our courteous and professional staff is experienced at handling all types of inquiries from municipalities, taxpayers, realtors and financial institutions. Our records are public, and are easily available through the Internet, e-mail, fax or phone. Our website offers municipalities and property owners access to their information at any time day or night. Our office hours are Monday through Friday, 8:00a.m. - 4:00 p.m.

## OUR FIRM'S LEADER



### Mark Brown

President

#### About Mark

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements, and department policies and procedures. Experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

#### Summary of Qualifications

- 20 years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively, both orally and in writing, with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, GSA, Microsolve, GVS, MCost, Vision, Universe, and others.
- Strong project management skills including the ability to prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and Circuit Court.

#### Certifications • WI60828CA

- Assessor III Certification
- Assessor II Certification

#### Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin  
2004 – Present

#### Career Growth @ AAC

Staff Appraiser > Director of Project Management > President

#### Education

St. Norbert College, De Pere, Wisconsin  
Bachelor of Business Administration, 2004

#### Contact

W62237 Neubert Road, Appleton, WI 54942  
Email: [mabrown@apraz.com](mailto:mabrown@apraz.com)  
Direct: (920) 224-8802

## YOUR KEY CONTACT



### Dean Peters

Vice President of Maintenance Services

#### About Dean

A skilled and experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

#### Summary of Qualifications

- 25 years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, GSA, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information with state and local government, elected officials, municipal staff, the media, and general public.
- Involved in managing, training, and educating of assessment staff.

#### Certifications • WI77308CA

- Assessor III Certification
- Assessor II Certification
- Assessor I Certification
- Property Appraiser

#### Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin  
1999 – Present

#### Career Growth @ AAC

Staff Appraiser > Project Manager > Director of Project Management >  
VP of Maintenance Services

#### Education

University of Wisconsin, Madison  
Bachelor of Arts, 1999

#### Contact

W62237 Neubert Road, Appleton, WI 54942  
Email: dpeters@apraz.com  
Direct: (920) 224-8803



**2023 AAC MUNICIPALITIES  
OVER \$1 BILLION IN EQUALIZED VALUE**

*Municipality	Population	2023 Equalized Value	Total Parcel Count	Type of Assessment Services
City of Middleton	21,050	\$5,136,907,300	7,460	Maintenance (2022 Revaluation)
City of Verona	12,737	\$3,988,131,200	5,405	Maintenance (2022 Revaluation)
Village of Germantown	20,686	\$3,929,189,400	8,672	Maintenance (2019 Revaluation)
City of Neenah	26,333	\$3,107,857,600	10,387	Maintenance (2023 Revaluation)
Village of Waunakee	14,399	\$3,066,940,300	5,247	Maintenance (2023 Revaluation)
City of Manitowoc	34,570	\$3,022,332,000	13,738	Maintenance (2025 Revaluation)
Town of Linn	2,459	\$3,010,462,200	3,183	Maintenance (2019 Revaluation)
Village of Richfield	11,948	\$2,557,956,000	5,872	Maintenance (2021 Revaluation)
City of Lake Geneva	8,504	\$2,260,598,500	5,051	Maintenance (2023 Revaluation)
Village of Sussex	11,373	\$2,259,570,900	4,200	Full Value Maintenance
Village of Lake Delton	2,900	\$2,152,548,100	4,175	Maintenance (2024 Revaluation)
Village of Deforest	10,624	\$2,085,360,300	4,212	Full Value Maintenance
City of Hartford	15,870	\$2,015,267,500	6,011	Maintenance (2022 Revaluation)
Village of Grafton	11,989	\$2,013,893,300	4,167	Maintenance (2020 Revaluation)
City of Menasha	17,468	\$1,734,048,800	5,259	Full Value Maintenance
Town of Liberty Grove	1,786	\$1,601,533,700	4,627	Full Value Maintenance
City of Port Washington	11,954	\$1,594,172,800	4,621	Maintenance (2021 Revaluation)
Village of Fox Point	6,826	\$1,592,808,900	2,664	Maintenance (2023 Revaluation)
Village of Little Chute	11,947	\$1,462,895,500	3,907	Maintenance (2021 Revaluation)
City of Sturgeon Bay	9,542	\$1,456,712,100	4,619	Maintenance (2020 Revaluation)
Town of Westport	4,038	\$1,441,668,300	2,906	Maintenance (2019 Revaluation)
Village of Mukwonago	8,126	\$1,436,940,800	3,138	Maintenance (2024 Revaluation)
Town of Mukwonago	7,979	\$1,408,313,700	3,381	Maintenance (2024 Revaluation)
Village of Williams Bay	2,614	\$1,396,515,100	2,507	Maintenance (2022 Revaluation)
Village of Pewaukee	7,883	\$1,361,836,700	2,945	Maintenance (2023 Revaluation)
Village of Twin Lakes	6,388	\$1,354,185,700	4,098	Maintenance (2024 Revaluation)
City of Fort Atkinson	12,395	\$1,352,486,400	4,600	Maintenance (2023 Revaluation)

\*Complete client list available upon request.

## REFERENCES

**City of Hartford**

Steve Volkert  
City Administrator  
109 N Main Street  
Hartford, WI 53027  
262-673-8204  
[svolkert@ci.hartford.wi.us](mailto:svolkert@ci.hartford.wi.us)

**City of Verona**

Brian Lamers  
Finance Director / City Treasurer  
111 Lincoln Street  
Verona, WI 53593  
608-848-9949  
[brian.lamers@ci.verona.wi.us](mailto:brian.lamers@ci.verona.wi.us)

**City of Middleton**

Bill Burns  
Finance Director  
7426 Hubbard Ave.  
Middleton, WI 53562  
608-821-8356  
[bburns@cityofmiddleton.us](mailto:bburns@cityofmiddleton.us)

**City of Neenah**

Chris Haese  
Director of Community Development  
211 Walnut St.  
Neenah, WI 54956  
920-886-6125  
[chaese@ci.neenah.wi.us](mailto:chaese@ci.neenah.wi.us)

## COMMERCIAL ASSESSMENT SERVICES COST

For over 60 years, AAC has been a trusted partner in providing Wisconsin municipalities with general assessment and revaluations services. We have extensive experience with commercial valuations near the City of Oshkosh and throughout the state. Our annual commercial maintenance assessment services will meet or exceed all City expectations. Annual scope of work expectations will be discussed and outlined prior to final contract commitments.

The figures below are for the assessment years 2025, 2026 and 2027 beginning not later than January 1, 2025.

### Assessment Services

	2025	2026	2027	TOTAL
<b>Total Annual Compensation Rate</b>	\$65,000	\$67,500	\$70,000	<b>\$202,500</b>
<b>Annual Maintenance Services</b>	Included	Included	Included	Included
<b>Revaluation Services (See page 13)</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>CAMA Software (City Provided)</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>Office Hours at City Hall</b>	Optional	Optional	Optional	Optional
<b>Property Listing Services</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>Web Hosting of Assessment Data</b>	Optional	Optional	Optional	Optional
<b>Educational Outreach Program</b>	Included	Included	Included	Included
<b>Postage &amp; Mailing Services</b>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>	<i>Not Included</i>
<b>Open Book &amp; Board of Review</b>	Included	Included	Included	Included
<b>*TOTAL</b>	<b>\$65,000</b>	<b>\$67,500</b>	<b>\$70,000</b>	<b>\$202,500</b>

\*The above fee(s) for each year of this proposed contract (2025, 2026, and 2027) are in not-to exceed sums including all labor, materials, transportation costs, meals, lodging, Open Book and Board of Review expenses. There would be separate charges for those services identified as not included and or optional as applicable each assessment year.

## ASSESSMENT SOFTWARE



AAC is flexible regarding the computer-aided mass appraisal (CAMA) software to be used in the City of Oshkosh and looks forward to discussing potential options and the best choice for the city's needs both short and long term.

## OPTIONAL REVALUATION SERVICES

Our revaluation assessment services will meet or exceed all requirements described in the Wisconsin Property Assessment Manual. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance (see page 12).

The figures below are for conducting a revaluation of only commercial classified parcels during the 2025 or 2026 assessment year.

	Cost of Services
<b>Full Inspection Revaluation</b>	\$285,000
<b>Exterior Only Revaluation</b>	\$245,000
<b>Interim Market Update Revaluation</b>	\$160,000
<b>Annual Maintenance Assessment Services</b>	<i>Not Included (see page 12)</i>
<b>Assessment CAMA Software</b>	<i>Not Included</i>
<b>Web Hosting of Assessment Data</b>	Optional
<b>Educational Outreach Program</b>	Included
<b>Postage &amp; Mailing Services</b>	<i>Not Included</i>
<b>Open Book &amp; Board of Review</b>	Included

### Full & Exterior Onsite Revaluations

AAC would physically inspect 100% of the taxable improved commercial properties in one year and update assessment records. All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. A full inspection revaluation would include both interior walkthroughs and exterior inspections to update pictures and sketches. The exterior only revaluation option would only include onsite exterior inspections.

### Interim Market Update Revaluation

All taxable commercial class parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. Only those parcels with "Maintenance" related reasons to visit would be inspected onsite. This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. Without knowing the full extent of your existing property assessment records there would be additional charges should onsite inspections be needed to correct or collect missing property information.



## ADDITIONAL SERVICES

	Cost of Services
<b>Statutory Assessor</b>	\$60,000
<b>City Hall Office Hours</b>	\$24,000/year
<b>Monthly Parking Permit Fee</b>	\$25/permit Annually
<b>Interim Assessor (November/December)</b>	\$10,000

### Statutory Assessor

AAC would provide a state certified assessor who would generally be responsible for the oversight, review and validation of assessment functions performed by the City including the filing of all required state reports. AAC will act in an advisory capacity to City Assessment staff, including providing guidance and training to personnel with respect to assessment information, practices, and procedures customarily utilized by AAC. AAC would primarily be responsible for all listing, valuation and processing of appeals for all property classified as commercial under Wisconsin Statutes 70.32(2) and would be available to assist City staff for all other classified parcels. Additional field inspections or valuation work conducted by AAC for non-commercial classified parcels would require a separate agreement.

### City Hall Office Hours

AAC would provide an additional (24) days of in-person "Office Hours" onsite at the Oshkosh City Hall. The City would be expected to provide appropriate office space and or meeting space for the Assessor to meet with property owners during these hours. AAC anticipates normal office hours would be two days per month but can establish a different schedule with the City as needed. These are additional days beyond open book and board of review required meetings.

### Monthly Parking Permit Fee

AAC would continue to use City supplied Market Drive CAMA system or mutually agreed upon CAMA system to maintain and implement the parking permit fee process. Manufactured and Mobile home statement of monthly municipal permit fee calculations would be completed for each permit. Assessor would maintain existing property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in the Wisconsin Property Assessment Manual. There would be additional costs if existing property records were deficient and AAC needed to verify and collect missing data by conducting additional onsite inspections of each site subject to monthly municipal permit fee. Normal onsite inspections for new buildings moved in during the annual assessment cycle would be no additional charge.

# ADDENDUM

**A I** Accuracy in Assessment Work Comparison A1

**B I** Certificate of Insurance B1



## Demonstration of Accuracy in Assessment Work

A major objective of assessment/sales ratio studies is to determine the degree of assessment uniformity. This measure of assessment performance is gauged by looking at the level of assessment and the degree to which individual assessments differ from that level. The below ratio studies only include transactions of valid or arm's-length sales in accordance with the Wisconsin Property Assessment Manual. Sales data and statistics correspond to the calendar year of the sale as recorded via the Real Estate Transfer Return provided to the Assessors office. A series of ratios by itself does not tell much about assessment performance. A basic understanding of statistics is needed to successfully interpret the following ratios as published by the Wisconsin Department of Revenue each year.

Associated Appraisal Consultants, Inc.							
	Village of DeForest	Village of Sussex	City of Hartford	City of Verona	City of Middleton	WPAM & IAAO Standards	
2022 Equalized Value	\$1,828,925,000	\$1,921,321,200	\$1,844,911,200	\$3,629,798,500	\$4,775,023,600		
Scope of Work	Full Value	Full Value	Exterior Revaluation	IMU Revaluation	IMU Revaluation		
# of Residential Sales	156	141	225	176	264		
Aggregate Ratio	90.21	81.45	95.18	87.58	87.77		100.00
Mean Ratio	89.64	82.95	96.01	88.08	88.69		100.00
Median Ratio	88.48	82.96	95.91	87.95	88.72		100.00
Coefficient of dispersion	8.56	10.32	6.15	6.69	8.94		5 - 10
Coefficient of concentration	83.3	80.9	92.4	92.1	79.9		80 - 100
Price Related Differential	0.99	1.02	1.01	1.01	1.01		0.98 - 1.03
2022 Level of Assessment	96.45	93.23	101.63	94.97	95.21	90 - 110	
Accurate Appraisal							
	City of Oconomowoc	City of De Pere	City of Watertown	Village of Fox Crossing	City of Onalaska	WPAM & IAAO Standards	
2022 Equalized Value	\$3,160,762,900	\$2,887,309,500	\$1,958,383,300	\$2,284,883,200	\$2,616,780,700		
Scope of Work	Full Value	Full Value	Exterior Revaluation	Full Value	Full Value		
# of Residential Sales	303	357	331	259	234		
Aggregate Ratio	84.64	86.09	87.97	88.77	87.46		100.00
Mean Ratio	89.10	93.40	92.32	91.20	94.43		100.00
Median Ratio	89.32	87.46	87.93	88.80	89.62		100.00
Coefficient of dispersion	16.20	21.33	20.15	17.50	16.99		5 - 10
Coefficient of concentration	68.7	66.7	58.9	64.9	64.1		80 - 100
Price Related Differential	1.05	1.08	1.05	1.03	1.08		0.98 - 1.03
2022 Level of Assessment	99.01	95.82	100.68	100.21	97.87	90 - 110	

**Aggregate ratio**—As applied to real estate, the ratio of the total assessed value to the total selling price. Advantage is that it takes dollar values into account. Disadvantage is that it is sensitive to extreme ratios.

**Mean ratio**—A measure of central tendency equal to the sum of the values divided by the number. Also referred to as arithmetic average or arithmetic mean. Advantage is that it is easily calculated and understood. Disadvantage is that it is sensitive to extreme ratios.

**Median ratio**—A measure of central tendency equal to that point in a distribution above which 50% of the values fall and below which 50% of the values fall. The 50th percentile is the 2nd quartile. The median is the ratio in the middle. Advantage is that it is not sensitive to extreme ratios.

**Coefficient of dispersion**—As applied to an assessment-to-sale ratio distribution, is the average distance in percentage terms that individual ratios lie from the median ratio. A reasonable dispersion is 10% - 15%; good is under 10%. **Big is bad.**

**Coefficient of Concentration**—A single statistic expressed in percentage terms which tells how many ratios are within +/- 15% of the median ratio.

**Price-related differential**—As applied to real estate, an analytical measure of the vertical uniformity of values in a given distribution calculated by dividing the mean ratio by the aggregate ratio; a ratio of more than one being generally indicative of the relative undervaluation of high priced properties as compared to the less valuable properties, whereas a ratio of less than 1 would indicate the converse relationship. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below .98 tend to indicate assessment progressivity.



# CERTIFICATE OF INSURANCE



ASSOC02

OP ID: JS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>ADEMINO &amp; ASSOCIATES</b> 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD 920-734-3110	CONTACT NAME: <b>DAVID VAN BOOGARD</b> PHONE (A/C, No, Ext): <b>920-734-3110</b> FAX (A/C, No): <b>920-734-6027</b> E-MAIL ADDRESS: <b>dvanboogard@ademino.com</b>														
INSURED <b>ASSOCIATED APPRAISAL CONSULTANTS INC &amp; GP ACQUISITION INC</b> PO BOX 291 GREENVILLE, WI 54942	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: <b>WEST BEND MUTUAL INS</b></td> <td><b>15350</b></td> </tr> <tr> <td>INSURER B: <b>ACCELERANT SPECIALTY INSURANCE</b></td> <td><b>16890</b></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>WEST BEND MUTUAL INS</b>	<b>15350</b>	INSURER B: <b>ACCELERANT SPECIALTY INSURANCE</b>	<b>16890</b>	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: <b>WEST BEND MUTUAL INS</b>	<b>15350</b>														
INSURER B: <b>ACCELERANT SPECIALTY INSURANCE</b>	<b>16890</b>														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A323069	08/16/2022	08/16/2023	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			A323069	08/16/2022	08/16/2023	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>WAIVED</b>			A323069	08/16/2022	08/16/2023	EACH OCCURRENCE \$ <b>3,000,000</b> AGGREGATE \$ <b>3,000,000</b> \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WI) Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	A339201	08/16/2022	08/16/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
B	ERRORS & OMISSIONS			S0004PL00101401	08/16/2022	08/16/2023	\$10000DED \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  SAMPLE CERTIFICATE	<b>SAMPL-1</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	----------------	--



**SUBJECT:** Workshop on Undergrounding Utilities, October 22nd, 5:00 p.m.

**DATE:** October 08, 2024

---



**SUBJECT:** Update on City Hall Facilities Study, October 22nd, in-meeting workshop

**DATE:** October 08, 2024

---



**SUBJECT:** Presentation from Greater Oshkosh Economic Development Corporation (GO-EDC), October 22nd, in meeting

**DATE:** October 08, 2024

---



**SUBJECT:** 2025 Budget Workshops, October 28th & 29th, 8:00 a.m. - 4:30 p.m.

**DATE:** October 08, 2024

---





**SUBJECT:** Trick-or-Treat Hours - October 31, 2024, 5:00 p.m. - 7:00 p.m.

**DATE:** October 08, 2024

---

### **Background**

In accordance with long-standing tradition, the City of Oshkosh holds trick-or-treat hours on Halloween Day, October 31st, each year. When the day falls on a weekday, as it does this year, the hours are from 5:00 p.m. to 7:00 p.m.

---



SUBJECT: Outstanding Issues

DATE: October 08, 2024

---

Attachments

Outstanding Issues 10.08.24

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. City was a sponsor of Dragon Boat Festival on September 14th.	12/31/2024	
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. Report from group is forthcoming.	11/12/2024	Staff will submit a proposal to respond to group's report in 2025 budget.
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 working with Sustainability Advisory Board (SAB) to update Sustainability Plan.	12/31/2024	
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.
1/10/2023	DPW/Legal	Sanitary District Negotiations	Next mediation session scheduled for late September was postponed.	10/8/2024	Closed session with Council may be needed due to postponement of mediation session.
4/16/2024	DPW & Community Development	Undergrounding Utilities	Workshop planned for October 22nd.	10/22/2024	
4/23/2024	Community Development	Review processes and municipal codes pertaining to commercial and residential development to ensure the City's codes and processes are encouraging growth within the City	Community Development Director Nieforth provided an update on the timeline to hire a consultant in the 9/10/2024 packet.	11/26/2024	
5/14/2024	Transportation	Parking Restrictions Review	Polco survey launched for community input and will run through October 27th. Meetings with neighborhood associations are planned for additional input.	11/12/2024	