



**OSHKOSH COMMON COUNCIL AGENDA
COUNCIL CHAMBERS, CITY HALL
OSHKOSH, WISCONSIN
February 11, 2025**

****REVISED****

Items marked with a double asterisk (**) have been revised since the agenda was published.

If anyone requires reasonable ADA accommodations, please contact the office of the City Manager at 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 (prior to the Council meeting).

WORKSHOP (5:00 p.m., Room 404)

The Oshkosh Common Council will be meeting at 5:00 p.m. in Room 404 for a workshop on City's housing development projects for Farmington and Washington.

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Housing Workshop Information

[**Added to provide background information for Council workshop]

A. CALL TO ORDER (6:00 p.m.)

B. ROLL CALL

C. INVOCATION - VOTING FIRST
Deputy Mayor Buelow
[Invocation #2](#)

D. PLEDGE OF ALLEGIANCE

E. INTRODUCTION OF STAFF
Greg Stelter, Interim Fire Chief

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. December 2024 (Before Year End Accrual Entries) Financial Reports
3. 2024 Donations Report
4. Receipt & Filing of Claim Filed with the City's Insurance Company - Angela Carlson
5. Receipt & Filing of Claim Filed with the City's Insurance Company - Michael Footit
6. Receipt & Filing of Claim Filed with the City's Insurance Company - Jeffery Kaufmann
7. Receipt & Filing of Claim Filed with the City's Insurance Company - Kristen Kindt
8. Receipt & Filing of Claim Filed with the City's Insurance Company - Sue & Bob Molash
9. Res 25-46 Disallowance of Claim - Krause
10. Res 25-47 Accept Bus Shelter Easement at 220 Washington Avenue (Winnebago County Human Services Center) (Plan Commission Recommends Approval)
11. Res 25-48 Approve Specific Implementation Plan Amendment for a Merrill School Memorial Located at 108 West New York Avenue and Property Located at the Southeast Corner of West Custer Avenue and Kentucky Street (Parcel 1500740100) (Plan Commission Recommends Approval)
12. Res 25-49 Approve End Date for Interim City Manager
13. Res 25-50 Approve Professional Services Agreement with Ramboll Americas Engineering Solutions, Inc. for Stringham Creek Box Culvert Investigation in Relation to 7th Avenue Reconstruction (\$132,000)
14. Res 25-51 Award Bid for Public Works Contract 17-18 Water Filtration Plant Clearwells to Core and Main for Valves Procurement Package (\$107,250)
15. Res 25-52 Approve Waiver for Hoof Beats Express LLC to Allow Horses in the City June 7, 2025
16. Res 25-53 Approve Special Event - Dublin's Irish Pub to Host the Saint Patrick's Tent Event in the Parking Lot of 2070 W 9th Avenue, March 15, 2025
17. Res 25-54 Approve Special Event - Solutions Recovery Inc. to Utilize City Streets and Menominee Park Trails & Sidewalks for the ReThink Addiction 5k, September 13, 2025
18. Res 25-55 Approve Combination "Class B" Beer/Liquor License Surrender, and Issue Combination "Class B" Beer/Liquor License
19. **Res 25-56 Approve Appointments to the Following Boards and Commissions:

- Diversity, Equity, and Inclusion (DEI) Committee
- Plan Commission
- Sustainability Advisory Board

[**Memo and resolution revised to include additional appointees to DEI Committee]

H. ITEMS REMOVED FROM CONSENT AGENDA

I. PENDING ORDINANCES

- 20. Ord 25-57 Amend Sections 17-44 and 17-44.2 of the City of Oshkosh Municipal Code Pertaining to Weed Cutting and Lawn Care and Native Landscaping Areas (Sustainability Advisory Board Recommends Approval)
- 21. Ord 25-58 Approve Zone Change from Urban Mixed Used District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) at 536 Bay Shore Drive (Plan Commission Recommends Approval)

J. NEW RESOLUTIONS

- 22. Res 25-59 Approve General Development Plan and Specific Implementation Plan for a Personal or Professional Service Use at 536 Bay Shore Drive (Plan Commission Recommends Approval)
- 23. Res 25-60 Approve Professional Services Agreement with Matrix Consulting Group for an Inspections Codes, Permits & Fee Review and City Development Review Process Assessment (\$133,940)
- 24. Res 25-61 Approve Combination "Class B" Beer/Liquor License (Reserve 1) (El Komadero Mexican Grill)

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

25. Discussion and Direction to City Manager

- A. SeeClickFix a/k/a Connect Oshkosh (Larson)
- B. Process to Place Items on a Council Agenda

26. Future Agenda Items, Meetings, and Workshops

L. COUNCIL MEMBER ANNOUNCEMENTS & STATEMENTS

M. CITY MANAGER ANNOUNCEMENTS & STATEMENTS

- 27. Cooperative Purchase of Ford Expedition from Napleton Columbus, Inc. for Fire Department (\$70,098.00)
- 28. Cooperative Purchase of Chevy Silverado from Napleton Chevrolet Columbus for Streets Division (\$50,200.00)
- 29. Professional Services Agreement with Carollo Engineers for Sampling Plan and Sewer Use Ordinance Update (\$47,522)

- 30. In Person Absentee Voting for February 18, 2025, Spring Primary
- 31. Scheduling Intergovernmental Meeting Between Council and State Representatives
- 32. Outstanding Issues

N. ADJOURN



DATE: February 11, 2025

SUBJECT: Housing Workshop Information
[**Added to provide background information for Council workshop]

Attachments

Council 2.11.25 Housing Workshop Information



TO: Honorable Mayor and Members of the Common Council

FROM: Kelly Nieforth, Community Development Director

DATE: February 7, 2025

RE: Washington and Farmington Housing Projects Workshop

In anticipation of Tuesday's workshop to discuss the city's proposed housing programs, staff would like to provide the following information to Council to review before the workshop.

The Housing Study was completed in 2022 which identified a gap in available workforce housing stock compared to the need within the community. During the annual housing workshop in 2023, Council directed city staff to start exploring possible solutions to increase single-family housing options for residents within 80%-120% of the Area's Median Income (considered part of the workforce income tier). In February of 2024, city staff outlined two potential housing projects: the former Washington School site and Farmington Estates - both of which Council supported.

City staff has reached out to developers, builders, and community partners to discuss how a single-family workforce housing development could be constructed feasibly within a decent cost margin, while keeping the prices low enough to be affordable to a resident or family who earns 80%-120% of the Area Median Income. During that process, several possible paths were outlined, with staff presenting the most feasible options for Oshkosh outlined in more detail below.

Staff requested the upcoming Housing Workshop with Council to address questions that arose when creating the housing program. Staff would like to ensure that the program terms being proposed align with Council's vision for the city's single-family workforce housing projects. Obtaining input from Council will provide staff with a clear outline for the future development path of these two projects. Below is a list of questions for Council following a brief history and update on each project. Staff will discuss each of these questions in more detail during Tuesday's workshop but wanted to provide a preview of the discussion items that will take place.

Washington School Lots History:

The Oshkosh Area School District (OASD) sent out an RFP to the public and developers for the redevelopment or repurpose of the former school in 2023. No proposals were received so the City and Habitat for Humanity started discussing the option of collaborating to purchase the site with the intention of constructing single-family workforce housing.

There are eighteen lots expected from the development, with nine for Habitat and nine for City development. Habitat would like to construct homes for their Home Buyer Program on their lots and the City would facilitate single-family workforce housing on the remaining lots. The new homes will blend in with the existing neighborhood by including basements, porches, detached garages, and architectural features on the homes that are common within the surrounding neighborhood. The completed Oshkosh Housing Design Book will serve as a useful guide to both City and Habitat homes to match neighboring house designs. The homes on the city parcels will be required to follow the designs in the city's Housing Design Book and the city is working with Habitat on opportunities to incorporate features of the Housing Design Book into the Habitat homes.

Before the Washington School site could be developed, it required asbestos abatement within the former school building which has been completed. The demolition of the standing structure is expected to start the second week of February. Once the demolition has been completed, final site preparation for development can begin including utility installation.

Farmington Estates History:

Over two years ago, Council approved a preliminary plat for a portion of this area for a private developer to construct 18 homes, however the developer did not move forward with the project. The initial developer had indicated that the cost to install public infrastructure did not make the market price point feasible without City financial assistance. The property was listed for sale and was on the market for a year before Council approved purchasing both lots in the area. This property meets many of the needs due to the proximity to the interstate, access to large employers, and near an existing neighborhood and the commercial corridor.

Farmington Estates is expected to have larger lots sizes and different home layouts compared to Washington, based on the expectation of the housing development to blend into the surrounding neighborhoods. A neighborhood meeting was held for residents to discuss their concerns with the proposed housing development and an adjustment in lot sizes was made to accommodate those concerns. A wetland delineation study will be completed this spring, after which site preparation for development can begin.

Question 1: Home Prices & Affordability

Before the homes can be built, lot preparation must occur. Both Farmington and Washington will require right of way work that includes improvements such as curb cuts, laterals installation, utility main installations, stormwater management, and grading of the lots for example.

Each proposed housing development is intended for a different home buyer. The homes on the Washington site are meant to be smaller, in-fill lot housing and the homes on the Farmington site will be constructed on larger lots with an anticipated higher home value (but still within the workforce income tier). Staff is requesting that Council provide direction as to who is eligible to purchase the homes. Based on the figure below from the Housing Study completed in 2022, housing stock is needed the most in the \$200,000 to \$249,999 and \$250,000 to \$399,000 range. Please note that the data below has been updated since the original Housing Study was prepared.

Figure 2.17 Update: Housing Affordability & Availability Analysis, 2023

INCOME RANGE	% OF HHS	# HHS IN EACH RANGE	AFFORDABLE RANGE FOR OWNER UNITS	# OF OWNER UNITS	AFFORDABLE RANGE FOR RENTER UNITS	# OF RENTER UNITS	TOTAL AFFORDABLE UNITS	BALANCE (2023)	BALANCE (2019)
\$0-\$25,000	16.0%	4,326	>\$60,000	569	\$0-\$499	1,220	1,789	-2,537	-2,424
\$25k-\$49,999	23.2%	6,261	\$60k-\$124,999	3,099	\$500-\$999	8,447	11,546	5,285	7,609
\$50k-\$74,999	20.2%	5,451	\$125k-\$199,999	6,037	\$1,000-\$1,499	1,926	7,963	2,512	632
\$75k-\$99,999	14.0%	3,771	\$200k-\$249,999	2,462	\$1,500-\$1,999	296	2,758	-1,013	-2,271
\$100k-\$150k	18.0%	4,849	\$250k-\$399,999	2,026	\$2,000-\$2,999	208	2,234	-2,615	-2,709
\$150k-\$199,999	5.4%	1,462	\$400k-\$600k	281	\$3,000-\$3,499	150	431	-1,031	-629
\$200,000+	3.2%	849	\$600k+	197	\$3,500+	51	248	-601	-208
Median			\$168,400						

Source: 2023 American Community Survey 5-year estimates; RDG Planning & Design

Question: Does the City want to enforce income eligibility requirements for individuals purchasing the homes and if so, what formula to determine the income eligibility does the City want to use?

Formula #1: HUD Area Median Income of \$99,100. The Department of Housing and Urban Development (HUD) develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. For the City of Oshkosh, this includes all of Winnebago County, as part of the Oshkosh-Neenah MSA. This formula is used to determine income eligibility for all of the City's Housing programs, city CDBG funding, and WHEDA uses it for all their tax credit projects including the soon-to-be-constructed The Corridor by Commonwealth. Habitat also uses HUD for their income eligibility determinations as part of their Home Buyer Program. Staff has included the table below that outlines what would be a possible home purchase price based on the home buyer's income using the HUD Area Median Income.

County Median Income \$99,100	99100	28% of income for PITI	Monthly Mortgage Payment	Loan Amount of 95%	Downpayment of 5%	Annual Private Mortgage Insurance (approximate)	House Purchase Price: Loan + Downpayment
80%	\$79,280	\$22,198	\$1,167	\$175,408	\$9,226	\$2,200	\$184,634
100%	\$99,100	\$27,748	\$1,537	\$231,023	\$12,152	\$3,300	\$243,175
120%	\$118,920	\$33,298	\$1,966	\$295,655	\$15,551	\$3,700	\$311,206
140%	\$138,740	\$38,847	\$2,371	\$356,379	\$18,746	\$4,400	\$375,125
			Assumes Taxes and Insurance of about \$6,000 per year.	30-year fixed @ 7% interest		Many variables - including credit score	

Formula #2: U.S. Census Median Household Income of \$61,929. The U.S. Census median household income is the income level that divides households in half, with half of households having incomes above and half below that level. The U.S. Census Bureau calculates this figure using data from the Current Population Survey and the American Community Survey. Below is a table that outlines what would be a possible home purchase price based on the home buyer's income.

Census Oshkosh Median Income = \$61,929	61929	28% of income for PITI	Monthly Mortgage Payment	Loan Amount of 95%	Downpayment of 5%	Annual Private Mortgage Insurance (approximate)	House Purchase Price: Loan + Downpayment
80%	\$49,543	\$13,872	\$573	\$86,126	\$4,530	\$1,000	\$90,656
100%	\$61,929	\$17,340	\$837	\$125,807	\$6,617	\$1,300	\$132,424
120%	\$74,315	\$20,808	\$1,084	\$162,933	\$8,570	\$1,800	\$171,503
140%	\$86,701	\$24,276	\$1,315	\$197,654	\$10,397	\$2,500	\$208,051
			Assumes Taxes and Insurance of about \$6,000 per year.	30-year fixed @ 7% interest		Many variables - including credit score	

Staff Recommendation: Staff would prefer to use HUD income threshold requirements, as it is consistent with all other city programs and state programs. We would prefer the homes to be purchased by the residents shown to be most in need of housing stock based on the updated figure above from the Housing Study.

Question 1A: Return on City Investment

Once these developments are complete, Council must determine if they wish to continue similar projects to facilitate housing. If so, there are options for the City to attempt to recoup some funds that could then be spent on future projects.

Option A: Fund Incentive - When lots are sold from the builder to home buyer, an additional amount is added to the sale price, with those funds returned to the City at home closing to be put into a future housing development fund.

Option B: The only income generated is property tax. City does not get any funds back and will be required to budget in CIP as needed for possible future projects.

Staff Recommendation: Staff would recommend Option A as a way to continue future projects. The amount returning to the City could be based on a percentage of the possible appraised value.

Question 2: Master Builder Responsibilities

Once the lot preparation is complete, a master builder will need to be chosen. The master builder would be required to partner with a realtor to market and sell the properties, with a title company to reduce closing costs and other elements as needed, all in an attempt to keep the cost as low as possible for the home buyers.

Staff has identified the following questions based on research of other housing programs in the country and what would be feasible for city staff to complete. The work needed to be completed at this stage may differ depending on the location and what option Council has chosen for Question 1.

Considerations for Council to determine at the Workshop that will have an impact:

1. Reduce or waive city permit fees?
 - a. Council could discuss the option of a reduction or waiving of permit fees that would typically be required with the development as a way to reduce costs.
2. How will the City decide who is eligible to purchase the homes?
 - a. Options to who determines who can purchase the home could include having the master builder decide, city staff creating an eligibility program similar to the existing Home Rehab program, or a community organization administering the program and selecting home buyers for the City and master builder.
3. What does the home buying process entail?
 - a. Build the homes on a speculative manner, or have the builders/buyers create the plans and buyer chooses the finishes.
 - b. Application period similar to our other housing assistance programs.

Staff Recommendation: Staff recommends a reduction in permit fees in some manner or requiring a lump sum to complete the projects. Staff also recommends that the City is involved in the selection process to ensure the homes are being purchased by residents within the income level that Council has selected. Staff would like guidance from Council on the level of City staff involvement beyond the income verification.

Question 3: City Protections

Based on the intent expressed by Council at previous workshops and additional research completed by staff, there are several possible restrictive covenants the City may consider to protect the City's investment in these developments. If chosen to include any restrictive covenants, City staff will have to verify annually that the covenants are being adhered to. Possible options for restrictive covenants include the following:

1. No rentals (Owner Occupied Clause) the property must be owner-occupied and will be verified by city staff for a period of 5 to 10 years.
2. No selling within 5 to 10 years, if so, City receives a percentage back (Repayment Clause, with variety of options/amounts) due to the City's initial investment in the site preparation of both lots. This also serves as protections for flipping the home for profit.
 - a. 10 years - 10% per year- after 10 years buyer gets full equity - Habitat model
 - b. 5 years - 20% per year- after 5 years gets full equity - Sheboygan County EDC Housing Program
 - c. If owner sells within 5 to 10 years of original purchase, they may only sell at original purchase price + cost of inflation per year (TBD).
 - d. City has lien on property for cost/lot investment – lien is in 2nd position and would be paid back if sold within 5 to 10 years.

Staff Recommendation: Based on staff research and what has been adopted in other municipalities and housing organizations, if Council is interested in any of the covenants, staff recommends five years.



TO: Honorable Mayor and Members of the Common Council
FROM: Julie Calmes, Director of Finance
DATE: February 11, 2025
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 \$6,282,553.15

Bills paid January 24, and 31, 2025	\$5,038,014.77
Payroll paid January 31, 2025	\$1,244,538.38

Attachments

01242025 Check run
01312025 Check run

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
12532	01/24/2025	ADAM KRAUSE	15.07
12533	01/24/2025	AECOM INC	31,970.28
12534	01/24/2025	AURORA HEALTH CARE	401.00
12535	01/24/2025	BAKER & TAYLOR BOOKS	2,180.67
12536	01/24/2025	BROOKS TRACTOR INC	912.98
12537	01/24/2025	BROWN AND CALDWELL	24,645.90
12538	01/24/2025	CHEMTRADE CHEMICALS US LLC	4,568.55
12539	01/24/2025	CINTAS CORPORATION NO 2	784.46
12540	01/24/2025	CONSTELLATION ENERGY SERVICES	9,643.08
12541	01/24/2025	CORE AND MAIN LP	143,477.48
12542	01/24/2025	CORNERSTONE ONDEMAND	12,119.63
12543	01/24/2025	DFI SOLUTIONS IN PRINT INC	3,343.17
12544	01/24/2025	DIGITAL PRINTING INNOVATIONS	23.00
12545	01/24/2025	DR HANSEN PLUMBING LLC	5,667.93
12546	01/24/2025	EMMONS BUSINESS INTERIORS	1,146.96
12547	01/24/2025	ENERGY CONTROL AND DESIGN INC	1,512.00
12548	01/24/2025	ENVISIONINK PRINTING SOLUTIONS INC	5,866.00
12549	01/24/2025	CENGAGE LEARNING INC	446.44
12550	01/24/2025	GARROW OIL CORP	37,308.89
12551	01/24/2025	GODFREY AND KAHN SC	2,101.00
12552	01/24/2025	GORDON FLESCH COMPANY INC	365.59
12553	01/24/2025	HAFEMEISTER MACHINE CORP	2,295.00
12554	01/24/2025	HAROLD CARPENTER AND COMPLETE OVERHEAD	2,770.44
12555	01/24/2025	HOWARD ALLEN DAVIS	562.50
12556	01/24/2025	HUNTER SECURITY AND SURVEILLANCE	276.31
12557	01/24/2025	JACOBS ENGINEERING GROUP INC	76,185.47
12558	01/24/2025	JOHNSON CONTROLS US HOLDINGS LLC	11,053.98
12559	01/24/2025	JUSTIFACTS CVS INC	2,167.95
12560	01/24/2025	KENNETH L GRESSER	30.82
12561	01/24/2025	LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL INS	56,578.22
12562	01/24/2025	MACQUEEN EQUIPMENT GROUP	5,670.11
12563	01/24/2025	MCC INC	2,299.12
12564	01/24/2025	METRO MILWAUKEE FAIR HOUSING COUNCIL	1,792.34
12565	01/24/2025	MIDWEST TAPE LLC	175.43
12566	01/24/2025	MONROE TRUCK EQUIPMENT	183,485.70
12567	01/24/2025	NAVIGATE WELLBEING SOLUTIONS	32.00
12568	01/24/2025	NORTHERN LAKE SERVICE INC	350.00
12569	01/24/2025	OSHKOSH CONVENTION AND VISITORS BUREAU INC	72,086.57
12570	01/24/2025	PLYMOUTH LUBRICANTS	871.40
12571	01/24/2025	POMP'S TIRE SERVICES INC	5,201.22
12572	01/24/2025	PREMISE HEALTH EMPLOYER SOLUTIONS LLC	63,019.54
12573	01/24/2025	PROFESSIONAL SVC INDUSTRIES	23,324.84
12574	01/24/2025	QUALITY TRUCK CARE CENTER INC	1,397.15
12575	01/24/2025	RENNING LEWIS AND LACY SC	926.00
12576	01/24/2025	RNOW INC	1,147.48
12577	01/24/2025	VANGUARD COMPUTERS INC	7,384.00

12578	01/24/2025 VINTON CONSTRUCTION INC	319,371.00
12579	01/24/2025 WESTWOOD PROFESSIONAL SERVICES INC	12,189.47
12580	01/24/2025 WI PUBLIC SERVICE CORP	31,551.47
12581	01/24/2025 WINNEBAGO COUNTY TREASURER	3,464.61
12582	01/24/2025 AUGUST WINTER & SONS INC	158,332.47
5004196	01/24/2025 ACCURATE SUSPENSION WAREHOUSE	119.80
5004197	01/24/2025 ADVOCAP INC	37,737.70
5004198	01/24/2025 AMERICAN ALLIANCE OF MUSEUMS	600.00
5004199	01/24/2025 AMERICAN CONSERVATION & BILLING SOLUTIONS INC	4,161.00
5004200	01/24/2025 AT & T	648.11
5004201	01/24/2025 BOUND TREE MEDICAL LLC	1,661.06
5004202	01/24/2025 BOYS & GIRLS CLUB OF OSHKOSH INC	42,000.00
5004203	01/24/2025 CENTER POINT LARGE PRINT	438.66
5004204	01/24/2025 CHRISTINE ANN DOMESTIC ABUSE SERVICES INC	54,070.00
5004205	01/24/2025 CLOSE PUBLICATIONS LLC	2,185.00
5004206	01/24/2025 DAVEL ENGINEERING AND ENVIRONMENTAL INC	2,640.00
5004207	01/24/2025 DEMCO INC	109.72
5004208	01/24/2025 DONOHUE & ASSOCIATES INC	33,564.85
5004209	01/24/2025 EXPERT TOWING & RECOVERY	88.00
5004210	01/24/2025 FOX CITIES MANAGEMENT LLC	21.13
5004211	01/24/2025 FOX VALLEY IRON METAL AND AUTO SALVAGE INC	30.00
5004212	01/24/2025 FOX VALLEY TECH COLLEGE	503.50
5004213	01/24/2025 FRIENDS OF THE OSHKOSH SENIORS CENTER	3,690.78
5004214	01/24/2025 GARTMAN MECHANICAL SERVICES	2,060.83
5004215	01/24/2025 GRAYS INC	2,942.00
5004216	01/24/2025 GREATAMERICA FINANCIAL SVCS	214.27
5004217	01/24/2025 GROSS AUTOMATION LLC	19,037.19
5004218	01/24/2025 GUARANTY TITLE SERVICES INC	45.81
5004219	01/24/2025 HEARTLAND BUSINESS SYSTEMS LLC	4,905.83
5004220	01/24/2025 HENRY SCHEIN INC	457.10
5004221	01/24/2025 HERITAGE-CRYSTAL CLEAN LLC	707.06
5004222	01/24/2025 ROAD EQUIPMENT PARTS CENTER	707.78
5004223	01/24/2025 ADAM OR ASHLEY HOGAN	119.52
5004224	01/24/2025 IMAGETREND INC	652.39
5004225	01/24/2025 INGRAM LIBRARY SERVICES	13.19
5004226	01/24/2025 JAMES PIONKE	45.00
5004227	01/24/2025 JX ENTERPRISES INC	9,890.78
5004228	01/24/2025 KANE COMMUNICATIONS GROUP	3,389.25
5004229	01/24/2025 KAREN S FREDRICK	74.25
5004230	01/24/2025 TRENT KINDL	58.69
5004231	01/24/2025 KITZ AND PFEIL INC	245.65
5004232	01/24/2025 LONGSINE CONSTRUCTION	6,500.00
5004233	01/24/2025 NAPA AUTO PARTS	963.82
5004234	01/24/2025 NIEBLER PROPERTIES INC	35.58
5004235	01/24/2025 2295 LLC	3,482.38
5004236	01/24/2025 3710 LISBON LLC	537.36
5004237	01/24/2025 3710 LISBON LLC	766.43

5004238	01/24/2025 838 WRIGHT STREET LLC	1,265.89
5004239	01/24/2025 ABHOLD ALEXANDRA/NOAH	3,589.76
5004240	01/24/2025 ASSURANCE TITLE SERVICES	63.00
5004241	01/24/2025 AULER RICHARD C/LINDA	120.19
5004242	01/24/2025 BAKER/SAMANTHA KALME NATHANIEL	146.67
5004243	01/24/2025 BEUTHIN ALAN J/PAMELA J	600.91
5004244	01/24/2025 BORKOVEC MATTHEW J	2,842.52
5004245	01/24/2025 CORELOGIC TAX SERVICES LLC	3,047.60
5004246	01/24/2025 CORELOGIC TAX SERVICES LLC	631.03
5004247	01/24/2025 CORELOGIC TAX SERVICES LLC	2,764.02
5004248	01/24/2025 CORELOGIC TAX SERVICES LLC	2,964.14
5004249	01/24/2025 COUTURE EDITH L	3,066.70
5004250	01/24/2025 D & D FIRE SECURITY INC	150.00
5004251	01/24/2025 DAHSE JASON J/KELLY L	350.00
5004252	01/24/2025 FIRST AMERICAN TITLE	2,828.33
5004253	01/24/2025 FIRST AMERICAN TITLE	3,736.68
5004254	01/24/2025 FIRST AMERICAN TITLE	2,671.31
5004255	01/24/2025 FRIEDERICHS BROOKE	495.30
5004256	01/24/2025 FVSBANK	209.98
5004257	01/24/2025 GALLMANN BRENT/MARILYN	363.91
5004258	01/24/2025 GERRITS ALAN J/TERESA M	103.27
5004259	01/24/2025 GILLES LYNN M	439.60
5004260	01/24/2025 GRABKO MITCHELL J	1,542.70
5004261	01/24/2025 HARVOT CRAIG T	231.56
5004262	01/24/2025 HEMMINGHAUS MARIAN T	4,754.14
5004263	01/24/2025 JAMES CARTER NAPIER	1,502.80
5004264	01/24/2025 JANKOWSKI TAYLOR M	502.12
5004265	01/24/2025 JEWSON DEWAYNE K/SANDRA	10.00
5004266	01/24/2025 LEE CHAO/VA	341.29
5004267	01/24/2025 LOCAL MODERN TITLE LLC	2,515.80
5004268	01/24/2025 M&J WRIGHT INVESTMENTS INC	1,183.36
5004269	01/24/2025 M&J WRIGHT INVESTMENTS INC	6,941.21
5004270	01/24/2025 MAHLER ANDREW/ALLISON	893.12
5004271	01/24/2025 MALONEY JEFFERY	231.56
5004272	01/24/2025 MIELKE JON A/JUDY M	317.65
5004273	01/24/2025 MILLER CHARLES/MARY JO	262.57
5004274	01/24/2025 MOLINE NICHOLAS A	2,593.74
5004275	01/24/2025 NEUMAN TYLER	3,248.30
5004276	01/24/2025 OLD NATIONAL BANK	3,292.75
5004277	01/24/2025 OLLWERTHER/ANN M TIM MATTHEW D	5,949.73
5004278	01/24/2025 OSHKOSH HOUSING AUTHORITY	7.58
5004279	01/24/2025 PRISM TITLE MIDWEST	1,072.20
5004280	01/24/2025 PROSSER PHILLIP C	77.73
5004281	01/24/2025 QUALMANN MILES/ANNAH	231.56
5004282	01/24/2025 RIEBEN KEITH R/SHERRY L	100.00
5004283	01/24/2025 RINGWALA NIKUNJ/KIRTIDA	128.08
5004284	01/24/2025 ROBERT COWELL	712.21

5004285	01/24/2025 ROBERTSHAW CHAD C/TANYA T	828.52
5004286	01/24/2025 SCHMITT TITLE LLC	908.29
5004287	01/24/2025 SCHMITT TITLE LLC	2,415.17
5004288	01/24/2025 SCHMUDE JAMIE A/AMIE N	231.56
5004289	01/24/2025 TOMAN DAVID S/KRISTEN	426.06
5004290	01/24/2025 WHITE JAMES W/MARY BET	620.70
5004291	01/24/2025 WIDZINSKI SALLY A	231.56
5004292	01/24/2025 WILLIAM JONES	143.39
5004293	01/24/2025 WRIGHT WEBER MANAGEMENT	48,686.16
5004294	01/24/2025 OPERATION DREAM NORTH INC	626.43
5004295	01/24/2025 CITY OF OSHKOSH	30.00
5004296	01/24/2025 OSHKOSH HOUSING AUTHORITY	529.11
5004297	01/24/2025 REACH COUNSELING SERVICE INC	10,000.00
5004298	01/24/2025 RELIANT FIRE APPARATUS INC	1,079.76
5004299	01/24/2025 RIESTERER & SCHNELL INC	629.22
5004300	01/24/2025 ROHDE BROTHERS INC	171,034.95
5004301	01/24/2025 SALZER SIDING INC	24,700.00
5004302	01/24/2025 SCOTT SOPATA	78.21
5004303	01/24/2025 SOLUTIONS RECOVERY INC	16,000.00
5004304	01/24/2025 STATE BAR OF WISCONSIN	100.10
5004305	01/24/2025 SYSTEMS TECHNOLOGIES	414.04
5004306	01/24/2025 TANNER J RASMUSSEN	290.00
5004307	01/24/2025 THE HOME DEPOT PRO	1,043.14
5004308	01/24/2025 TKK ELECTRONICS LLC	8,950.24
5004309	01/24/2025 TMDE CALIBRATION LABS INC	329.25
5004310	01/24/2025 UNITED DATA TECH LLC	317.54
5004311	01/24/2025 UNITED PARCEL SERVICE	96.28
5004312	01/24/2025 US BANK TRUST	1,500.00
5004313	01/24/2025 WEST BEND INSURANCE COMPANY	50.00
5004314	01/24/2025 WI CONCRETE PAVEMENT ASSOC	1,300.00
5004315	01/24/2025 WISCONSIN DEPARTMENT OF JUSTICE - TIME	5,667.00
5004316	01/24/2025 WINNEBAGO COUNTY TREASURER	5.00
		<u>1,946,970.41</u>

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
12583	01/31/2025	AECOM INC	86,981.50
12584	01/31/2025	AIRGAS USA LLC	6,820.50
12585	01/31/2025	AURORA HEALTH CARE	2,072.00
12586	01/31/2025	AUTOMATIC ENTRANCES OF WI INC	1,601.88
12587	01/31/2025	AXON ENTERPRISE INC	39,114.31
12588	01/31/2025	BROWN AND CALDWELL	84.67
12589	01/31/2025	CHEMTRADE CHEMICALS US LLC	4,580.12
12590	01/31/2025	CINTAS CORPORATION NO 2	541.73
12591	01/31/2025	DR HANSEN PLUMBING LLC	10,100.00
12592	01/31/2025	EMPATHIA INC	2,820.96
12593	01/31/2025	ENVISIONINK PRINTING SOLUTIONS INC	103.36
12594	01/31/2025	EVOQUA WATER TECHNOLOGIES LLC	3,688.13
12596	01/31/2025	GARROW OIL CORP	22,470.75
12597	01/31/2025	J F AHERN CO	545.00
12598	01/31/2025	KEMIRA WATER SOLUTIONS INC	18,948.42
12599	01/31/2025	LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL INS	44,849.52
12600	01/31/2025	MACQUEEN EQUIPMENT GROUP	1,931.26
12601	01/31/2025	MONROE TRUCK EQUIPMENT	343.95
12602	01/31/2025	MULCAHY/SHAW WATER INC	443.75
12603	01/31/2025	NAVIGATE WELLBEING SOLUTIONS	8.00
12604	01/31/2025	NORTHERN LAKE SERVICE INC	340.73
12605	01/31/2025	OSHKOSH CONVENTION AND VISITORS BUREAU INC	101.64
12606	01/31/2025	OSHKOSH FIRE & POLICE EQP INC	3,475.00
12607	01/31/2025	PACKER CITY INTL TRUCKS INC	1,660.27
12608	01/31/2025	PROFESSIONAL SVC INDUSTRIES	40,441.18
12609	01/31/2025	RENNING LEWIS AND LACY SC	464.00
12610	01/31/2025	SEILER INSTRUMENT AND MFG CO INC	475.00
12611	01/31/2025	SPEEDY CLEAN DRAIN & SEWER	35,522.67
12612	01/31/2025	STRAND ASSOCIATES INC	5,844.22
12613	01/31/2025	ON TIME EMBROIDERY INC	2,226.00
12614	01/31/2025	VANGUARD COMPUTERS INC	1,175.00
12615	01/31/2025	WALLY SCHMID EXCAVATING INC	4,485.00
12616	01/31/2025	WI PUBLIC SERVICE CORP	17,407.19
12617	01/31/2025	WINNEBAGO COUNTY TREASURER	696.00
5004317	01/31/2025	FRANK CONTRACTORS LLC	674.30
5004318	01/31/2025	OSHKOSH MARRIOTT WATERFRONT HOTEL & CONVENTION CTR	1,605.69
5004319	01/31/2025	ADVOCAP INC	25,185.62
5004320	01/31/2025	ASC PUMPING EQUIPMENT INC	2,254.00
5004321	01/31/2025	ASSOCIATED BANK OF OSHKOSH	1,425.00
5004322	01/31/2025	ASSURANCE TITLE SERVICES INC	71.41
5004323	01/31/2025	BOUND TREE MEDICAL LLC	959.87
5004324	01/31/2025	CARL BOWERS AND SONS CONSTRUCTION COMPANY INC	459,344.62
5004325	01/31/2025	CBC PROPERTY MANAGEMENT LLC	100.00
5004326	01/31/2025	CHEM AQUA INC	269.95
5004327	01/31/2025	GREEN BAY PARKS DEPARTMENT	300.00
5004328	01/31/2025	BRIANNA M DORNER	55.16

5004329	01/31/2025 EHLERS	4,460.00
5004330	01/31/2025 TOM OR LOIS EIERMAN	90.73
5004331	01/31/2025 ENVIRONMENTAL HAZARDS SERV LLC	115.20
5004332	01/31/2025 EZ GLIDE GARAGE DOORS & OPENER	239.10
5004333	01/31/2025 FEH DESIGN	2,624.75
5004334	01/31/2025 FOX VALLEY TECH COLLEGE EMS	720.00
5004335	01/31/2025 GEE FUNNY FARM	400.00
5004336	01/31/2025 GRAEF USA INC	14,667.00
5004337	01/31/2025 HEATHER BRICKHAM	23.00
5004338	01/31/2025 HENRY SCHEIN INC	129.88
5004339	01/31/2025 HERMAN PROPERTIES LLC	2,800.00
5004340	01/31/2025 IMAGETREND INC	24,472.33
5004341	01/31/2025 JX ENTERPRISES INC	2,155.73
5004342	01/31/2025 PEST BADGER OSHKOSH	50.00
5004343	01/31/2025 KANE COMMUNICATIONS GROUP	35,077.67
5004344	01/31/2025 KEVIN MCHUGH	475.00
5004345	01/31/2025 KLINK HYDRAULICS LLC	3,080.38
5004346	01/31/2025 MARK BEGGS	91.80
5004347	01/31/2025 MATTHEW CHRISTENSEN	39.70
5004348	01/31/2025 MATTHEW ZIEGLER	94.39
5004349	01/31/2025 NAPA AUTO PARTS	654.17
5004350	01/31/2025 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOC	615.00
5004351	01/31/2025 NET TRANSCRIPTS INC	146.85
5004352	01/31/2025 OGDEN GLAZER AND SCHAEFER	336.00
5004353	01/31/2025 KARI USELMAN	45.00
5004354	01/31/2025 KARI USELMAN	136.00
5004355	01/31/2025 AMERICAN RELICS LLC	377.00
5004356	01/31/2025 MARTENS HEATING AND COOLING	80.82
5004357	01/31/2025 OPERATION DREAM NORTH INC	1,666.67
5004358	01/31/2025 OSHKOSH AREA COMMUNITY FOUNDATION	40,000.00
5004359	01/31/2025 CITY OF OSHKOSH	2,070,209.62
5004360	01/31/2025 CITY OF OSHKOSH UTILITIES	64.21
5004361	01/31/2025 PER MAR SECURITY AND RESEARCH CORP	491.40
5004362	01/31/2025 R BAUMAN AND ASSOCIATES S C	2,268.00
5004363	01/31/2025 REGISTRATION FEE TRUST	339.00
5004364	01/31/2025 RELIANT FIRE APPARATUS INC	581.75
5004365	01/31/2025 SAFE RESTRAINTS INC	2,102.12
5004366	01/31/2025 AIDAN C SALZER	19.24
5004367	01/31/2025 SANDY TOLAND	40.74
5004368	01/31/2025 SEPO INC	2,812.48
5004369	01/31/2025 STEIGERWALDT LAND SERVICES INC	10,071.08
5004370	01/31/2025 STERICYCLE INC	344.39
5004371	01/31/2025 THE HAZ MAT GUYS PRODUCTIONS INC	5,995.00
5004372	01/31/2025 TONY FLAIG	36.15
5004373	01/31/2025 TOTAL SECURITY AND SAFETY INC	175.00
5004374	01/31/2025 UNITED PARCEL SERVICE	39.32
5004375	01/31/2025 VERIZON WIRELESS	120.07

5004376	01/31/2025 WEST BEND INSURANCE COMPANY	50.00
5004377	01/31/2025 WINNEFOX LIBRARY SYSTEM	2,057.29
5004378	01/31/2025 WITZKE ELECTRIC INC	2,754.00
		<u>3,091,044.36</u>



DATE: February 11, 2025

SUBJECT: December 2024 (Before Year End Accrual Entries) Financial Reports

Attachments

2024 December Financial Reports



February 11, 2025

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 December 2024.

Respectfully submitted,

Julie Calmes,
Finance Director

JC
Enc



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

REVENUE CATEGORY	2023				2024			
	BUDGET	YEAR TO DATE	DECEMBER 2023	% BUDGET	BUDGET	YEAR TO DATE	DECEMBER 2024	% BUDGET
0100 - GENERAL FUND	(\$52,282,700)	(\$52,862,249)	(\$1,466,672)	101.11%	(\$56,659,327)	(\$57,585,821)	(\$1,485,347)	101.64%
41 - PROPERTY TAX REVENUE	(\$23,817,500)	(\$24,082,567)	(\$56,456)	101.11%	(\$24,460,000)	(\$57,063,949)	(\$28,483)	233.29%
4102 - GENERAL PROPERTY TAX-CITY	(\$23,435,500)	(\$23,435,500)	\$0	100.00%	(\$24,020,000)	(\$24,529,178)	\$0	102.12%
4108 - MOBILE HOME FEES	(\$152,000)	(\$189,448)	(\$12,867)	124.64%	(\$190,000)	(\$24,020,000)	(\$14,051)	12642.11%
4118 - PMT-IN LIEU OF TAX-OTHER	(\$100,000)	(\$302,360)	(\$43,491)	302.36%	(\$100,000)	(\$215,520)	(\$14,369)	215.52%
4120 - INTEREST-TAXES	(\$130,000)	(\$155,259)	(\$99)	119.43%	(\$150,000)	(\$165,113)	(\$63)	110.08%
42 - INTERGOV REVENUE	(\$16,842,500)	(\$16,881,011)	(\$295,400)	100.23%	(\$19,200,900)	(\$128,545)	(\$344,388)	0.67%
4206 - FEDERAL AID-POLICE	(\$40,000)	(\$63,269)	(\$2,185)	158.17%	(\$40,000)	(\$19,287,267)	\$0	48218.17%
4210 - STATE AID-SHARED TAXES	(\$9,609,600)	(\$9,701,521)	\$0	100.96%	(\$11,633,400)	(\$49,135)	\$0	0.42%
4226 - STATE AID-POLICE	\$0	(\$14,880)	(\$14,880)	0.00%	(\$29,200)	(\$11,636,058)	\$0	39849.52%
4228 - STATE AID-GEN TRNSPT AID (GTA)	(\$2,989,000)	(\$2,516,609)	\$0	84.20%	(\$2,512,300)	\$0	\$0	0.00%
4229 - STATE AID-CONNECTING HWY	\$0	(\$324,515)	\$0	0.00%	(\$394,400)	(\$2,512,625)	\$0	637.08%
4232 - STATE AID-PYMT FOR MUNIC SRVS	(\$1,083,300)	(\$1,116,086)	\$0	103.03%	(\$1,118,500)	(\$461,762)	\$0	41.28%
4236 - STATE AID-OTHER	(\$298,000)	(\$287,181)	(\$8,828)	96.37%	(\$298,000)	(\$1,114,289)	\$0	373.92%
4237 - STATE AID-COMPUTER CREDIT	(\$633,600)	(\$633,621)	\$0	100.00%	(\$633,600)	(\$288,596)	\$0	45.55%
4238 - STATE AID-EXPEND RESTRAINT	(\$1,547,700)	(\$1,547,751)	\$0	100.00%	(\$1,588,800)	(\$633,621)	\$0	39.88%
4239 - STATE AID-PERSONAL PROPERTY	(\$183,700)	(\$150,742)	\$0	82.06%	(\$183,700)	(\$1,588,812)	\$0	864.89%
4240 - COUNTY AID-OTHER AID	\$0	(\$10,136)	(\$463)	0.00%	\$0	(\$150,742)	\$719	0.00%
4244 - COUNTY AID-AMBULANCE	\$0	\$0	\$0	0.00%	\$0	(\$19,645)	\$0	0.00%
4251 - OTHER GOVERNMENT AID-AMBULANCE	(\$94,200)	(\$94,151)	\$0	99.95%	(\$350,000)	\$0	\$0	0.00%
4252 - OTHER GOVERNMENT AID-CABLE TV	(\$142,700)	(\$142,724)	\$0	100.02%	(\$142,700)	(\$298,030)	\$0	208.85%
4253 - OTHER GOVERNMENT AID-POLICE	(\$218,200)	(\$269,044)	(\$269,044)	123.30%	(\$273,800)	(\$142,724)	(\$345,107)	52.13%
4262 - GRANTS - FEDERAL	\$0	\$0	\$0	0.00%	\$0	(\$366,227)	\$0	0.00%
4263 - GRANTS - STATE	(\$2,500)	(\$8,782)	\$0	351.26%	(\$2,500)	\$0	\$0	0.00%
4267 - GRANTS - SUBRECEIPT GOVT	\$0	\$0	\$0	0.00%	\$0	(\$25,000)	\$0	0.00%
43 - LICENSES AND PERMITS	(\$822,000)	(\$809,191)	(\$10,190)	98.44%	(\$817,000)	\$0	(\$10,440)	0.00%
4312 - TELEVISION FRANCHISE	(\$530,000)	(\$529,394)	\$0	99.89%	(\$535,000)	(\$764,065)	\$0	142.82%
4322 - LIQUOR & MALT BEV LICENSES	(\$125,000)	(\$127,834)	(\$2,047)	102.27%	(\$125,000)	(\$474,721)	(\$1,728)	379.78%
4323 - MISC CLERK LICENSE & PERMITS	(\$22,000)	(\$24,190)	(\$100)	109.95%	(\$22,000)	(\$134,620)	(\$205)	611.91%
4324 - ROW LICENSE FEES	\$0	\$0	\$0	0.00%	\$0	(\$21,676)	\$0	0.00%
4334 - ZONING ORDINANCE	(\$110,000)	(\$101,555)	(\$6,984)	92.32%	(\$110,000)	\$0	(\$7,607)	0.00%
4335 - ZONING CODE ENFORCEMENT	(\$4,000)	(\$5,800)	(\$800)	145.00%	(\$4,000)	(\$97,273)	(\$900)	2431.82%
4358 - CIGARETTE LICENSE	(\$6,000)	(\$6,920)	(\$200)	115.33%	(\$6,000)	(\$6,515)	\$0	108.58%
4379 - ENGINEERING PERMIT	\$0	\$0	\$0	0.00%	\$0	(\$7,565)	\$0	0.00%
4383 - CODE SEALS AND PLANNING FEES	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4388 - OTHER PERMITS	(\$25,000)	(\$13,498)	(\$60)	53.99%	(\$15,000)	\$0	\$0	0.00%
4389 - OTHER INSPECTION SERVICES	\$0	\$0	\$0	0.00%	\$0	(\$12,603)	\$0	0.00%
44 - FINES & FORFEITURES	(\$864,300)	(\$580,432)	(\$37,654)	67.16%	(\$703,600)	(\$9,092)	(\$35,958)	1.29%
4402 - PARKING VIOLATIONS	(\$408,000)	(\$315,728)	(\$17,199)	77.38%	(\$348,600)	(\$680,576)	(\$23,176)	195.23%
4406 - CITY FINES FROM COURT	(\$456,300)	(\$264,704)	(\$20,455)	58.01%	(\$355,000)	(\$438,129)	(\$12,782)	123.42%
45 - CHARGES FOR SERVICES	(\$4,310,900)	(\$4,278,380)	(\$311,731)	99.25%	(\$4,541,800)	(\$242,447)	(\$585,287)	5.34%
4517 - COPYING CHARGES-PURCHASING	\$0	\$0	\$0	0.00%	\$0	(\$6,277,638)	\$0	0.00%
4518 - ASSESSOR FEES	(\$140,000)	(\$154,398)	(\$11,814)	110.28%	(\$140,000)	\$0	(\$6,278)	0.00%
4519 - PROPERTY SEARCH FEES	(\$45,000)	(\$43,650)	(\$5,460)	97.00%	(\$50,000)	(\$189,537)	(\$4,410)	379.07%
4520 - OTHER GENERAL FEES	(\$57,000)	(\$54,362)	(\$19,900)	95.37%	(\$57,000)	(\$43,533)	(\$14,327)	76.37%
4521 - PD SPEC EVENT REVENUE	(\$185,700)	(\$167,275)	\$14,080	90.08%	(\$224,000)	(\$42,282)	\$15,364	18.88%
4522 - PD NON-SPEC EVENT REVENUE	(\$21,900)	(\$24,531)	(\$3,711)	112.01%	(\$36,500)	(\$196,280)	(\$4,362)	537.75%
4523 - FD SPEC EVENT REVENUE	(\$124,000)	(\$189,855)	\$18,559	153.11%	(\$184,000)	(\$19,180)	\$10,710	10.42%
4524 - FD NON-SPEC EVENT REVENUE	(\$40,000)	(\$21,216)	(\$7,935)	53.04%	(\$40,000)	(\$196,159)	(\$7,815)	490.40%
4525 - STREET SPEC EVENT REVENUE	(\$9,700)	(\$7,112)	(\$1,180)	73.32%	(\$8,000)	(\$26,830)	(\$366)	335.37%
4526 - STREET NON-SPEC EVENT REVENUE	\$0	\$0	\$0	0.00%	\$0	(\$9,633)	\$0	0.00%
4527 - PARKS SPEC EVENT REVENUE	(\$200)	(\$139)	\$0	69.47%	(\$200)	\$0	\$0	0.00%
4528 - PARKS NON-SPEC EVENT REVENUE	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4529 - SIGNS SPEC EVENT REVENUE	(\$1,100)	(\$261)	\$0	23.76%	(\$1,100)	\$0	\$29	0.00%
4532 - POLICE DEPARTMENT FEES	(\$2,500)	(\$9,357)	(\$1,464)	374.28%	(\$5,000)	(\$261)	(\$1,287)	5.22%
4534 - FIRE DEPARTMENT FEES	(\$35,000)	(\$20,903)	(\$312)	59.72%	(\$35,000)	(\$8,047)	(\$1,470)	22.99%
4538 - AMBULANCE SERVICE	(\$3,575,000)	(\$3,479,089)	(\$285,935)	97.32%	(\$3,600,000)	(\$15,667)	(\$566,520)	0.44%
4540 - HAZARDOUS RESPONSE CHARGES	\$0	(\$650)	\$0	0.00%	\$0	(\$5,403,046)	\$0	0.00%
4551 - FUEL REVENUE	\$0	(\$0)	\$0	0.00%	\$0	(\$2,972)	\$0	0.00%
4557 - STREET SERVICES	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4560 - WEED CUTTING	(\$15,000)	(\$7,415)	\$0	49.43%	(\$16,000)	\$0	\$0	0.00%
4561 - SNOW REMOVAL	(\$40,000)	(\$66,773)	(\$6,517)	166.93%	(\$80,000)	(\$12,957)	(\$1,181)	16.20%
4572 - PARK FACILITY RENTALS	(\$35,000)	(\$31,393)	(\$144)	89.70%	(\$75,000)	(\$22,138)	(\$3,375)	29.52%
4983 - SPEC EVENT EQUIP DISCOUNT	\$16,200	\$0	\$0	0.00%	\$10,000	(\$89,118)	\$0	-891.18%
48 - INTERNAL SERV CHRG	(\$2,814,900)	(\$3,377,008)	(\$592,096)	119.97%	(\$2,829,257)	\$0	(\$94,389)	0.00%
4555 - ENG FEES CHG TO CONSTR FUNDS	(\$2,050,000)	(\$2,692,953)	(\$583,371)	131.36%	(\$2,100,000)	(\$323,456)	\$0	15.40%
4806 - ACCT/TREAS SERVICES	\$0	\$0	\$0	0.00%	\$0	(\$93,561)	\$0	0.00%
4811 - SERVICE CHARGE-COMMUNITY DEVEL	(\$634,400)	(\$560,177)	\$0	88.30%	(\$598,757)	\$0	(\$85,664)	0.00%
4812 - SERVICE CHARGE-STREET	\$0	\$0	\$0	0.00%	\$0	(\$125,195)	\$0	0.00%
4814 - SERVICE CHARGE-UTILITIES	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%



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

REVENUE CATEGORY	2023				2024			
	BUDGET	YEAR TO DATE	DECEMBER 2023	% BUDGET	BUDGET	YEAR TO DATE	DECEMBER 2024	% BUDGET
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)	(\$104,700)	(\$8,725)	80.23%	(\$130,500)	\$0	(\$8,725)	0.00%
4834 - EQUIPMENT RENTAL-RECYCLING	\$0	(\$19,177)	\$0	0.00%	\$0	(\$104,700)	\$0	0.00%
49 - MISC REVENUES	(\$963,000)	(\$2,785,903)	(\$162,567)	289.29%	(\$2,539,170)	\$0	(\$354,171)	0.00%
4901 - INTEREST	\$0	\$0	\$0	0.00%	(\$120,700)	(\$5,071,244)	\$0	4201.53%
4907 - INTEREST - ACCOUNTS RECEIVABLE	(\$3,000)	(\$4,692)	(\$360)	156.40%	(\$3,000)	(\$120,750)	(\$21)	4025.00%
4908 - INTEREST-OTHER INVESTMENTS	(\$300,000)	(\$2,340,406)	(\$160,769)	780.14%	(\$1,750,000)	(\$1,602)	(\$226,839)	0.09%
4910 - INTEREST-INSTALLMENT S/A	(\$475,000)	(\$339,027)	(\$19)	71.37%	(\$400,000)	(\$4,398,133)	(\$92)	1099.53%
4916 - CAPITAL GAINS ON INVESTMENTS	\$0	(\$16,514)	(\$21,169)	0.00%	\$0	(\$338,625)	\$7,833	0.00%
4920 - RENTAL REVENUE	\$0	\$0	\$0	0.00%	\$0	\$42,648	\$0	0.00%
4930 - SALE OF MACHINERY/EQUIPMENT	\$0	\$0	\$0	0.00%	\$0	\$0	(\$10,083)	0.00%
4950 - SPONSORSHIP	\$0	\$0	\$0	0.00%	\$0	(\$25,383)	\$0	0.00%
4952 - GIFTS & DONATIONS	(\$8,000)	(\$17,506)	\$0	218.83%	(\$75,000)	\$0	(\$81,000)	0.00%
4966 - OTHER REIMBURSEMENTS	\$0	\$0	\$0	0.00%	\$0	(\$87,612)	\$0	0.00%
4972 - MISCELLANEOUS REVENUE	(\$177,000)	(\$67,758)	\$19,750	38.28%	(\$190,470)	\$0	(\$43,971)	0.00%
52 - OTHER FINANCING	(\$1,822,600)	(\$1,542,600)	\$0	84.64%	(\$1,542,600)	(\$141,787)	\$0	9.19%
4112 - PMT-IN LIEU OF TAX-UTILITY	(\$1,542,600)	(\$1,542,600)	\$0	100.00%	(\$1,542,600)	\$0	\$0	0.00%
5261 - TSF FROM DOWNTOWN REDEVELOPMENT	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5270 - TSF FROM IND DEVEL BONDS/NOTES	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5272 - TSF FROM PARKING BONDS	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5273 - TSF FROM SEWER BONDS	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5274 - TSF FROM TIF DISTRICTS	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5275 - TSF FROM WATER BONDS	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5277 - TSF FROM GOLF COURSE	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5278 - TSF FROM STORM BONDS	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5279 - TSF FROM CABLE TV	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5281 - TSF FROM DEBT SERVICE	\$0	\$0	\$0	0.00%	\$0	\$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)	(\$127,039)	(\$577)	508.15%	(\$25,000)	\$0	(\$32,230)	0.00%



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

EXPENDITURES BY DEPARTMENTS	2023				2024			
	2023 BUDGET	YEAR TO DATE	DECEMBER 2023	% BUDGET	2024 BUDGET	YEAR TO DATE	DECEMBER 2024	% BUDGET
0100 - GENERAL FUND	\$54,718,318	\$56,419,125	\$5,994,772	103.11%	\$57,014,671	\$54,244,780	\$6,999,056	95.14%
01 - GENERAL GOVERNMENT								
01000010 - CITY COUNCIL	\$67,400	\$56,489	\$5,284	83.81%	\$65,702	\$60,597	\$5,222	92.23%
01000020 - CITY MANAGER	\$343,400	\$296,882	\$35,918	86.45%	\$334,194	\$306,181	\$39,782	91.62%
01000030 - CITY ATTORNEY	\$515,900	\$500,185	\$59,866	96.95%	\$550,498	\$522,005	\$63,277	94.82%
01000040 - HUMAN RESOURCES	\$803,700	\$846,843	\$113,332	105.37%	\$902,490	\$918,486	\$116,335	101.77%
01000050 - CITY CLERK	\$274,650	\$302,850	\$37,840	110.27%	\$358,802	\$315,272	\$34,186	87.87%
01000060 - ELECTIONS	\$122,700	\$94,822	\$55	77.28%	\$209,686	\$147,531	\$7,127	70.36%
01000071 - FINANCE ADMINISTRATION	\$878,100	\$893,152	\$106,938	101.71%	\$985,438	\$926,997	\$111,005	94.07%
01000072 - TAXES & INTEREST	\$60,000	\$93,093	\$20,760	155.15%	\$70,000	\$89,053	\$15,451	127.22%
01000090 - PURCHASING	\$303,100	\$317,266	\$37,683	104.67%	\$332,394	\$324,432	\$39,111	97.60%
01000110 - INFORMATION TECH DIV	\$1,676,100	\$1,681,825	\$121,112	100.34%	\$1,841,515	\$1,770,571	\$117,789	96.15%
01000120 - INSURANCE	\$1,109,400	\$1,078,976	\$121	97.26%	\$1,132,989	\$1,121,780	\$11,872	99.01%
01000130 - FACILITY MAINTENANCE	\$900,494	\$1,030,948	\$138,004	114.49%	\$1,456,367	\$1,273,559	\$160,721	87.45%
01000150 - OSHKOSH MEDIA	\$309,100	\$302,966	\$31,295	98.02%	\$328,655	\$328,555	\$33,807	99.97%
02 - PUBLIC SAFETY								
01000211 - POLICE	\$15,972,289	\$15,651,820	\$2,038,804	97.99%	\$17,570,837	\$17,045,913	\$2,107,581	97.01%
01000214 - ANIMAL CARE	\$102,400	\$102,398	\$0	100.00%	\$105,000	\$104,958	\$0	99.96%
01000217 - AUXILIARY POLICE	\$6,800	\$5,284	\$1,317	77.71%	\$6,300	\$3,727	\$662	59.16%
01000218 - CROSSING GUARDS	\$108,300	\$86,366	\$10,601	79.75%	\$112,612	\$87,374	\$10,869	77.59%
01000230 - FIRE DEPARTMENT	\$15,040,000	\$16,197,503	\$1,941,154	107.70%	\$16,765,811	\$16,319,165	\$2,063,582	97.34%
01000240 - AMBULANCE	\$375,000	\$375,000	\$0	100.00%	\$396,775	\$769,465	\$615,083	193.93%
01000250 - HYDRANT RENTAL	\$650,000	\$650,000	\$54,167	100.00%	\$650,000	\$650,000	\$54,167	100.00%
01000290 - POLICE & FIRE COMMISSION	\$28,200	\$34,278	\$4,947	121.55%	\$50,200	\$39,240	\$6,774	78.17%
03 - PUBLIC WORKS								
01000410 - PW ADMINISTRATION	\$236,900	\$238,104	\$32,196	100.51%	\$263,726	\$266,398	\$33,013	101.01%
01000420 - ENGINEERING	\$1,466,767	\$1,269,100	\$167,166	86.52%	\$1,394,472	\$1,281,855	\$149,803	91.92%
01000430 - STREETS	\$2,728,967	\$2,634,114	\$198,990	96.52%	\$3,184,061	\$2,513,043	\$352,768	78.93%
01000450 - CENTRAL GARAGE	\$438,200	\$520,048	\$54,469	118.68%	\$659,953	\$457,688	\$57,975	69.35%
04 - TRANSPORTATION								
01000801 - ELECTRICAL	\$675,500	\$704,136	\$81,103	104.24%	\$773,456	\$674,785	\$89,285	87.24%
01000810 - SIGN	\$235,100	\$236,058	\$24,515	100.41%	\$273,850	\$253,219	\$21,304	92.47%
06 - CULTURE & RECREATION								
01000610 - PARKS	\$2,210,265	\$2,180,684	\$244,532	98.66%	\$2,813,144	\$2,516,388	\$283,192	89.45%
01000620 - FORESTRY	\$489,600	\$495,031	\$57,239	101.11%	\$647,007	\$581,489	\$70,560	89.87%
07 - CONSERVATION & DEVELOPMENT								
01000080 - CITY ASSESSOR	\$772,100	\$610,728	\$175,421	79.10%	\$757,505	\$584,479	\$82,525	77.16%
01000730 - ECONOMIC DEVELOPMENT	\$692,526	\$629,019	\$60,507	90.83%	\$742,059	\$675,057	\$72,134	90.97%
01000740 - PLANNING	\$781,312	\$711,240	\$84,165	91.03%	\$856,819	\$745,958	\$81,065	87.06%
08 - UNCLASSIFIED								
01000911 - PATRIOTIC CELEBRATION	\$24,100	\$28,015	\$0	116.24%	\$24,100	\$23,884	\$0	99.11%
01000914 - UNCLASSIFIED	\$4,319,950	\$5,563,902	\$55,273	128.80%	\$398,255	\$545,678	\$91,030	137.02%
Grand Total	\$54,718,318	\$56,419,125	\$5,994,772	103.11%	\$57,014,671	\$54,244,780	\$6,999,056	95.14%



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0201 - SENIOR SERVICES REVOLVING FUND					(\$173,222)	(\$194,418)
	Revenue	(\$3,457)	(\$62,889)	(\$64,000)		
	Expense	\$4,046	\$41,693	\$63,017		
0202 - CDBG REVOLVING LOAN FUND					(\$222,261)	(\$362,975)
	Revenue	(\$29,428)	(\$295,076)	(\$250,000)		
	Expense	\$16,436	\$154,362	\$249,999		
0209 - BUSINESS IMPROVEMENT DISTRICT					(\$115,324)	(\$123,121)
	Revenue	(\$8,525)	(\$221,197)	(\$222,110)		
	Expense	\$38,888	\$213,399	\$255,000		
0211 - RECYCLING					(\$2,929,299)	(\$3,046,713)
	Revenue	(\$4,812)	(\$1,135,946)	(\$1,138,000)		
	Expense	\$103,172	\$1,018,532	\$1,113,722		
0212 - GARBAGE COLLECTION & DISPOSAL					\$45,794	\$86,986
	Revenue	(\$3,501)	(\$1,794,802)	(\$1,805,000)		
	Expense	\$202,067	\$1,835,994	\$1,800,291		
0215 - POLICE SPECIAL FUNDS					(\$298,048)	(\$462,380)
	Revenue	\$509,068	(\$303,493)	(\$141,431)		
	Expense	\$3,047	\$139,161	\$277,970		
0223 - STREET LIGHTING FUND					(\$223,220)	(\$257,305)
	Revenue	(\$2,380)	(\$1,062,680)	(\$1,060,300)		
	Expense	\$160,012	\$1,028,595	\$1,090,876		
0224 - SPECIAL EVENTS					(\$667,978)	\$8,940,039
	Revenue	(\$71,135)	(\$805,873)	\$0		
	Expense	\$758,272	\$10,413,890	\$15,234,028		
0227 - MUSEUM MEMBERSHIP FUND					(\$642,614)	(\$742,287)
	Revenue	(\$66,479)	(\$179,152)	(\$79,000)		
	Expense	\$3,564	\$79,478	\$237,723		
0231 - SENIOR SERVICES					(\$34,681)	(\$5,644)
	Revenue	(\$32,124)	(\$652,034)	(\$702,100)		
	Expense	\$79,224	\$681,072	\$767,400		
0235 - FIRE SPECIAL REVENUE					(\$408,607)	(\$353,696)
	Revenue	(\$25,173)	(\$211,542)	(\$133,289)		
	Expense	\$163,483	\$266,453	\$282,453		
0239 - LIBRARY					(\$228,658)	\$31,776
	Revenue	(\$16,942)	(\$3,882,500)	(\$4,080,036)		
	Expense	\$484,066	\$4,142,933	\$4,079,973		
0241 - MUSEUM					(\$97,648)	\$12,066
	Revenue	(\$4,185)	(\$1,064,427)	(\$1,382,904)		
	Expense	\$113,645	\$1,174,142	\$1,278,387		



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0242 - MUSEUM COLLECTIONS					(\$676,030)	(\$724,076)
	Revenue	(\$14,568)	(\$67,635)	(\$3,000)		
	Expense	\$6,801	\$19,589	\$56,900		
0247 - CEMETERY					(\$324,220)	(\$302,272)
	Revenue	(\$525)	(\$424,444)	(\$523,420)		
	Expense	\$38,378	\$446,392	\$522,676		
0249 - COMMUNITY DEVEL SPECIAL FUNDS					(\$162,571)	(\$169,898)
	Revenue	\$0	(\$7,327)	\$0		
	Expense	\$0	\$0	\$10,589		
0255 - PARKS REVENUE FACILITIES					(\$686,862)	(\$718,556)
	Revenue	(\$68,741)	(\$322,925)	(\$381,500)		
	Expense	\$20,240	\$291,232	\$381,456		
0256 - LEACH AMPHITHEATER					(\$96,803)	(\$84,033)
	Revenue	(\$2,500)	(\$78,349)	(\$103,500)		
	Expense	\$1,536	\$91,120	\$101,471		
0257 - PUBLIC WORKS SPECIAL FUND					\$41,331	\$158,945
	Revenue	(\$6,294)	(\$130,133)	(\$630,000)		
	Expense	\$27,468	\$247,746	\$627,711		
0259 - POLLOCK WATER PARK					(\$78,600)	\$124,607
	Revenue	(\$330,129)	(\$719,130)	(\$892,400)		
	Expense	\$3,914	\$922,337	\$1,631,395		
0271 - RENTAL INSPECTIONS					(\$42,317)	(\$42,317)
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$0	\$0		
0301 - NEIGHBORHOOD IMPROV LOAN PRGRM					(\$275,692)	(\$275,692)
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$0	\$218,100		
0302 - HEALTHY NEIGHBORHOOD INITIATIVE					(\$2,699,099)	(\$2,344,362)
	Revenue	(\$11,538)	(\$167,328)	(\$60,000)		
	Expense	\$46,547	\$522,065	\$698,689		
0303 - COMMUNITY DEVL P BLOCK GRANT					(\$4,121,400)	(\$3,773,019)
	Revenue	(\$64,392)	(\$960,840)	(\$807,095)		
	Expense	\$346,547	\$1,309,221	\$3,736,228		
0304 - LOCAL GO EDC REV LOAN PROGRAM					(\$2,020,545)	(\$2,018,018)
	Revenue	\$0	\$2,526	\$0		
	Expense	\$0	\$0	\$450,000		
0307 - SENIOR CENTER					(\$125,237)	(\$123,278)
	Revenue	\$0	(\$2)	\$0		
	Expense	\$0	\$1,961	\$3,000		



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0333 - TREE & BENCH MEMORIAL					\$0	\$213,054
	Revenue	(\$800)	(\$18,057)	(\$58,000)		
	Expense	\$0	\$231,111	\$33,000		
0501 - GRAND OPERA HOUSE FUND					\$2,668,616	\$2,673,813
	Revenue	\$0	(\$36,901)	(\$36,900)		
	Expense	\$1,707	\$42,098	\$46,216		
0502 - TIF #25 CITY CENTR HOTEL					\$137,937	(\$31,362)
	Revenue	\$0	(\$290,849)	(\$287,000)		
	Expense	\$0	\$121,550	\$150		
0504 - TIF #26 AVIATION BUS PRK					\$3,602,924	\$3,603,074
	Revenue	\$0	\$0	\$0		
	Expense	\$0	\$150	\$200		
0506 - PARKING RAMP FUND					(\$546,308)	(\$443,138)
	Revenue	(\$4,437)	(\$49,024)	(\$110,000)		
	Expense	\$711	\$152,194	\$368,762		
0508 - TIF #27 N MAIN IND PARK					\$907,293	\$469,789
	Revenue	\$0	(\$437,655)	(\$247,000)		
	Expense	\$0	\$150	\$23,200		
0510 - TIF #28 - BEACH BUILDING REDEV					(\$34,942)	(\$55,429)
	Revenue	\$0	(\$58,358)	(\$57,000)		
	Expense	\$37,722	\$37,872	\$50,200		
0512 - TIF #29 MORGAN DISTRICT					(\$30,475)	(\$48,162)
	Revenue	\$0	(\$17,867)	(\$15,000)		
	Expense	\$9,880	\$180	\$150		
0514 - TIF #30 WASHINGTON BUILDING					(\$52,516)	(\$68,722)
	Revenue	\$0	(\$57,714)	(\$55,000)		
	Expense	\$0	\$41,508	\$45,200		
0516 - TIF #31 BUCKSTAFF REDEVE					(\$48,224)	(\$93,090)
	Revenue	\$0	(\$620,500)	(\$555,200)		
	Expense	\$13,254	\$575,635	\$523,600		
0518 - TIF #32 GRANARY REDEVELOPMENT					(\$5,237)	(\$6,631)
	Revenue	\$0	(\$15,408)	(\$15,200)		
	Expense	\$0	\$14,014	\$15,200		
0519 - TIF #33 LAMICO REDEVELOPMENT					(\$282,021)	(\$362,586)
	Revenue	\$0	(\$322,655)	(\$292,400)		
	Expense	\$0	\$242,090	\$230,200		
0520 - TIF #24 OSHKOSH CORP E-COAT					(\$6,208)	(\$246,224)
	Revenue	\$0	(\$240,166)	(\$260,000)		
	Expense	\$0	\$150	\$80,200		



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0522 - TIF #14 MERCY MEDICAL CENTER					(\$1,039,261)	(\$1,315,438)
	Revenue	\$0	(\$603,194)	(\$585,115)		
	Expense	\$0	\$327,017	\$691,150		
0524 - TIF #15 PARK PLAZA COMMERCE ST					(\$3,085,646)	(\$3,351,837)
	Revenue	\$0	(\$266,342)	(\$260,000)		
	Expense	\$0	\$150	\$130,200		
0526 - TIF #16 100 BLOCK REDEVELOPMNT					(\$639,430)	(\$792,107)
	Revenue	\$0	(\$152,827)	(\$150,600)		
	Expense	\$0	\$150	\$85,200		
0528 - TIF #19 NW INDUSTRIAL EXPANSN					(\$903,429)	(\$1,191,696)
	Revenue	\$0	(\$291,742)	(\$301,000)		
	Expense	\$0	\$3,475	\$150		
0529 - TIF #08 S AVIATION					(\$28,964)	(\$23,529)
	Revenue	\$0	\$0	\$0		
	Expense	\$5,218	\$5,435	\$5,435		
0530 - TIF #17 CITY CENTER REDEVELOP					(\$573,740)	(\$651,604)
	Revenue	\$0	(\$374,963)	(\$368,000)		
	Expense	\$22,975	\$297,100	\$347,200		
0532 - TIF #18 SOUTH WEST INDUSTRIAL					\$126,138	(\$412,895)
	Revenue	\$0	(\$580,384)	(\$579,300)		
	Expense	\$600	\$41,350	\$41,400		
0533 - TIF #10 MAIN & WASH					\$26,550	\$80,046
	Revenue	\$0	\$0	\$0		
	Expense	\$19,000	53,495.73	\$0		
0534 - TIF #20 SOUTH SHORE REDEVELOP					(\$2,761,099)	(\$2,143,642)
	Revenue	\$0	(\$1,049)	\$0		
	Expense	\$257,290	\$618,506	\$4,556,135		
0535 - TIF #11 OSH OFFICE CENTR					(\$62,915)	\$0
	Revenue	\$0	\$0	\$0		
	Expense	\$22,690	\$62,915	\$0		
0536 - TIF #21 FOX RIVER CORR					(\$540,501)	(\$868,937)
	Revenue	\$0	(\$524,381)	(\$505,000)		
	Expense	\$9,975	\$195,945	\$816,200		
0537 - TIF #12 DIVISION ST					(\$807,748)	(\$963,187)
	Revenue	\$0	(\$155,590)	(\$151,600)		
	Expense	\$0	\$150	\$150,260		
0539 - TIF #13 MARION RD/PEARL					\$587,190	\$358,223
	Revenue	\$0	(\$358,503)	(\$359,100)		
	Expense	\$127,146	\$129,535	\$81,500		



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0540 - TIF #23 SW IND PARK EXP					\$2,696,042	\$3,231,179
	Revenue	\$0	(\$23,401)	(\$23,500)		
	Expense	\$139,900	\$558,537	\$558,586		
0580 - TIF #34 OSHKOSH CORP HEADQTRS					\$52,821	\$52,729
	Revenue	\$0	(\$1,151,093)	(\$1,200,000)		
	Expense	\$0	\$1,151,001	\$1,200,200		
0581 - TIF #35 OSHKOSH AVE CORRIDOR					(\$1,540,309)	(\$2,305,023)
	Revenue	\$0	(\$764,865)	(\$650,000)		
	Expense	\$0	\$150	\$18,267		
0582 - TIF #36 MERGE REDEVELOPMENT					(\$15,730)	(\$50,184)
	Revenue	\$0	(\$345,387)	(\$322,200)		
	Expense	\$0	\$310,933	\$300,200		
0583 - TIF #37 AVIATION PLAZA					(\$28,933)	(\$53,928)
	Revenue	\$0	(\$250,973)	(\$235,000)		
	Expense	\$0	\$225,978	\$215,200		
0584 - TIF #38 PIONEER REDEVELOPMENT					(\$638)	(\$15,265)
	Revenue	\$0	(\$14,777)	(\$11,000)		
	Expense	\$0	\$150	\$200		
0585 - TIF #39 CABRINI SCHOOL REDEV					(\$39,367)	(\$43,220)
	Revenue	\$0	(\$39,946)	(\$25,000)		
	Expense	\$0	\$36,094	\$24,200		
0586 - TIF #40 MILES KIMBALL REDEVEL					\$13,216	\$11,031
	Revenue	\$0	(\$23,612)	(\$6,000)		
	Expense	\$0	\$21,426	\$4,700		
0587 - TIF #41 SMITH SCHOOL REDEVELOP					\$10,929	\$11,076
	Revenue	\$0	(\$10,074)	\$0		
	Expense	\$0	\$10,222	\$11,200		
0588 - TIF #42 MORGAN CROSSING II					\$2,975	\$2,701
	Revenue	\$0	(\$424)	\$0		
	Expense	\$0	\$150	\$200		
0589 - TIF #43 MILL ON MAIN					\$62,219	\$62,388
	Revenue	\$0	(\$11)	\$0		
	Expense	\$0	\$180	\$400,150		



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0311 - SIDEWALK CONSTRUCTION FUND						
	Revenue	\$0	\$0	\$0	\$3,348,127	\$3,348,127
	Expense	\$0	\$0	\$0		
0315 - STREET IMPROVEMENT FUND						
	Revenue	\$0	\$0	\$0	(\$8,353,109)	(\$8,353,109)
	Expense	\$0	\$0	\$0		
0317 - SPECIAL ASSESSMENT IMPROVEMENT						
	Revenue	(\$91,081)	(\$4,209,263)	(\$3,630,300)	(\$16,056,207)	(\$18,786,498)
	Expense	\$196,065	\$1,478,973	\$1,521,986		
0321 - CONTRACT CONTROL FUND						
	Revenue	(\$8,865,600)	(\$9,754,673)	\$0	(\$2,853,962)	\$18,621,680
	Expense	\$4,298,484	\$31,230,315	\$74,209,306		
0322 - ENTERPRISE CAPITAL FUND						
	Revenue	\$0	(\$41,600)	(\$663,000)	(\$139,483)	\$9,387,921
	Expense	\$2,256,612	\$9,569,004	\$105,282,939		
0323 - EQUIPMENT FUND						
	Revenue	(\$4,938,400)	(\$6,143,900)	(\$1,205,500)	(\$15,691,525)	(\$12,458,472)
	Expense	\$1,263,554	\$9,376,952	\$24,847,507		
0325 - PARKS IMPROVEMENT						
	Revenue	(\$3,450,000)	(\$3,673,318)	\$0	\$1,493,266	(\$1,195,336)
	Expense	\$40,666	\$984,716	\$5,378,661		
0327 - PARK SUBDIVISION IMPROVEMENT						
	Revenue	(\$1,000)	(\$23,170)	\$0	(\$411,039)	(\$434,209)
	Expense	\$0	\$0	\$0		
0333 - TREE & BENCH MEMORIAL						
	Revenue	(\$800)	(\$18,057)	(\$58,000)	(\$189,143)	\$23,911
	Expense	\$0	\$231,111	\$33,000		
0335 - SPECIAL ASSESSMENT REPLACEMENT						
	Revenue	(\$103,752)	(\$2,913,388)	(\$2,250,000)	\$0	(\$2,851,774)
	Expense	\$0	\$61,614	\$0		
0401 - DEBT SERVICE FUND						
	Revenue	(\$18,740,468)	(\$33,988,964)	(\$14,647,400)	(\$1,551,959)	(\$3,378,336)
	Expense	\$19,928,978	\$32,162,587	\$14,647,400		



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

	ACCOUNT	CURRENT MONTH	YTD ACTUAL	BUDGET	BEGINNING FUND BALANCE	YTD FUND BALANCE
0503 - OSHKOSH CONVENTION CENTRE					(\$7,072,747)	(\$7,543,210)
	Revenue	(\$881,932)	(\$2,433,128)	(\$2,515,900)		
	Expense	\$637,135	\$1,962,665	\$2,402,060		
0509 - PARKING UTILITY					(\$1,841,055)	(\$1,891,150)
	Revenue	(\$47,228)	(\$138,407)	(\$109,600)		
	Expense	\$18,696	\$88,311	\$207,639		
0511 - TRANSIT UTILITY					(\$11,125,626)	(\$8,283,038)
	Revenue	(\$485,154)	(\$3,918,874)	(\$7,224,344)		
	Expense	\$1,897,317	\$6,761,462	\$15,827,305		
0515 - IND PARK LAND ENTERPRISE FUND					(\$2,953,729)	(\$2,965,338)
	Revenue	(\$11,083)	(\$41,083)	(\$500,000)		
	Expense	\$24,814	\$29,474	\$32,600		
0541 - WATER UTILITY					(\$71,102,406)	(\$73,479,136)
	Revenue	(\$4,775,181)	(\$19,551,642)	(\$18,709,400)		
	Expense	\$4,319,510	\$17,174,912	\$22,048,746		
0551 - SEWER UTILITY					(\$68,701,307)	(\$74,538,891)
	Revenue	(\$5,562,824)	(\$20,999,829)	(\$18,853,600)		
	Expense	\$3,852,365	\$15,162,245	\$17,390,655		
0561 - STORMWATER UTILITY					(\$78,437,779)	(\$84,841,549)
	Revenue	(\$3,758,958)	(\$15,825,730)	(\$15,356,400)		
	Expense	\$2,381,487	\$9,421,960	\$10,420,005		
0571 - INSPECTION SERVICES					(\$2,614,447)	(\$2,994,281)
	Revenue	(\$314,481)	(\$1,440,647)	(\$1,219,200)		
	Expense	\$287,750	\$1,060,813	\$1,323,927		



City of Oshkosh
Cash and Investment Report
For the Month Ended December 31, 2024

	Beginning Balance	Period Change	Ending Balance
OPERATING CASH			
TREASURY CASH - OPERATIONS	\$119,281,332.10	\$70,953,635.60	\$190,234,967.70
0707 - TRUST FUNDS			
80501 - CEMETERY TRUST	\$23,875.18	\$84.80	\$23,959.98
80615 - OPL MEMORIALS	\$1,241.94	\$0.11	\$1,242.05
80801 - FISK-GALLUP TRUST	\$31,631.60	\$112.37	\$31,743.97
TRUST AND INVESTMENTS			
TREASURY CASH - OPERATIONS	\$31,707,649.89	\$123,755.12	\$31,831,405.01
0227 - MUSEUM MEMBERSHIP FUND	\$103,384.86	\$407.88	\$103,792.74
0242 - MUSEUM COLLECTIONS	\$689,704.00	\$138,035.91	\$827,739.91
0541 - WATER UTILITY	\$1,270,214.77	\$5,011.38	\$1,275,226.15
0551 - SEWER UTILITY	\$2,251,738.57	\$24,869.68	\$2,276,608.25
0561 - STORMWATER UTILITY	\$595.98	\$2.35	\$598.33
0707 - TRUST FUNDS			
80501 - CEMETERY TRUST	\$1,324,605.91	(\$33,156.57)	\$1,291,449.34
80502 - HARVEY C CLUTE TRUST	\$75.02	\$0.30	\$75.32
80503 - HEYMAN TRUST	\$39,960.14	\$110.57	\$40,070.71
80504 - ROBERT J HUME TRUST	\$1,478.51	\$5.83	\$1,484.34
80505 - AMBER H MAXWELL TRUST	\$8,277.19	(\$1.59)	\$8,275.60
80506 - JOHN FRANCIS ROBERTS TRUST	\$2,739.88	\$10.80	\$2,750.68
80507 - LOUISE SARAU TRUST	\$5,965.99	\$23.51	\$5,989.50
80601 - OACF OPLCIF HOXTEL	\$29,561.96	(\$1,296.42)	\$28,265.54
80605 - OACF OPLCIF ARCHER	\$3,035.12	(\$133.09)	\$2,902.03
80607 - OACF OPLCIF A GRUENWALD	\$4,565.90	(\$200.20)	\$4,365.70
80609 - OACF OPLCIF G HILTON	\$19,561.27	(\$857.84)	\$18,703.43
80612 - OACF OPLCIF E W KELSH	\$4,554.10	(\$199.68)	\$4,354.42
80613 - OACF OPLCIF G KENNY	\$16,070.89	(\$704.76)	\$15,366.13
80618 - OACF OPLCIF SCHUSTER BOOKS	\$282,347.38	(\$12,381.86)	\$269,965.52
80627 - OACF OPLCIF S ZELLMER	\$142,910.84	(\$6,267.11)	\$136,643.73
80628 - JOHN HICKS TRUST FUND	\$196,637.36	\$722.15	\$197,359.51
80629 - OACF DEVELOPMENT & SUPPORT	\$735,247.15	(\$32,144.97)	\$703,102.18
80630 - OACF FACILITY IMPROVEMENT	\$1,986,199.88	(\$87,101.35)	\$1,899,098.53
80631 - OACF PROGRAMMING SUPPORT	\$1,314,654.59	(\$57,651.89)	\$1,257,002.70
80632 - OACF TECHNOLOGY	\$1,332,486.60	(\$58,433.86)	\$1,274,052.74
80633 - OACF COLLECTION IMPROVEMENT FUND	\$1,304,157.74	(\$57,191.55)	\$1,246,966.19
80634 - OACF PRO SUPP FUND - MARY MALNAR	\$32,333.72	(\$1,417.91)	\$30,915.81
80635 - OACF TECH FUND - AV TRUST	\$41,995.96	(\$1,841.67)	\$40,154.29
80636 - OACF TECH FUND - JOHN NICHOLS	\$68,935.27	(\$3,023.02)	\$65,912.25
80637 - OACF OPLCIF-G JACKSON	\$2,732.57	(\$119.85)	\$2,612.72
80638 - OACF OPLCIF-W STEIGER	\$17,689.10	(\$775.68)	\$16,913.42
80640 - OACF RON METZ CENTENNIAL FUND	\$40,042.20	(\$1,773.55)	\$38,268.65
80642 - GEORGE HILTON LIBRARY & MUSEUM TRST	\$4,475.60	(\$135.70)	\$4,339.90
80643 - GEORGE HILTON SPECIAL LIBRARY TRUST	\$1,044.93	(\$31.79)	\$1,013.14

City of Oshkosh
Cash and Investment Report
For the Month Ended December 31, 2024

	Beginning Balance	Period Change	Ending Balance
80644 - FRANK & ANNA ROJAHN TRUST	\$10,536.92	\$346.83	\$10,883.75
80645 - MARGUERITE E ZELLMER TRUST	\$12,492.50	(\$388.29)	\$12,104.21
80646 - OACF CONVENTION CENTER MAINT FUND	\$346,918.34	(\$15,365.56)	\$331,552.78
80647 - OACF POLICE DEPT FUND	\$698,116.20	(\$30,920.64)	\$667,195.56
80650 - ABBEY S HARRIS TRUST	\$1,850.59	(\$56.15)	\$1,794.44
80651 - OPL-CIF-RASMUSSEN	\$58,566.62	(\$2,568.34)	\$55,998.28
80652 - OPL-CIF-ROJAHN	\$4,931.08	(\$216.22)	\$4,714.86
80701 - ETHEL J BEHNCKE MUSEUM TRUST	\$164,297.91	\$647.55	\$164,945.46
80702 - WILLIAM E BRAY MUSEUM TRUST	\$12,172.26	(\$111.81)	\$12,060.45
80703 - FREDERICK S & MARION H DUROW TRUST	\$3,185,421.47	\$6,141.25	\$3,191,562.72
80704 - LONA & EDWARD G KITZ TRUST	\$100,146.50	\$1,248.43	\$101,394.93
80705 - RICHARD KITZ DIRECTORS TRUST	\$170,140.65	\$670.57	\$170,811.22
80706 - MUSEUM ENDOWMENT TRUST	\$462,876.48	(\$16,896.78)	\$445,979.70
80707 - R KITZ BEQUEST	\$250,343.88	\$2,751.76	\$253,095.64
80709 - OACF - MUSEUM CAPITAL CAMPAIGN FUND	\$0.00	\$643,708.74	\$643,708.74
80801 - FISK-GALLUP TRUST	\$5,653.73	\$22.28	\$5,676.01
80802 - EMMA J GOULD TRUST	\$4,430.11	\$17.46	\$4,447.57
80803 - SOPHIE L HUHN TRUST	\$5,127.09	\$20.21	\$5,147.30
80804 - JULIA L STANHILBER LIB & PKS TRUST	\$778,942.48	\$2,498.48	\$781,440.96
80805 - JULIA L STANHILBER PARKS TRUST	\$1,456.65	\$5.74	\$1,462.39
80903 - OACF - FIRE DEPT FUND	\$0.00	\$23,983.94	\$23,983.94
INVESTMENTS-DEPRECIATION FUND			
0541 - WATER UTILITY	\$163,824.31	\$1,809.38	\$165,633.69
INVESTMENTS-REVENUE BOND RESERVE			
0541 - WATER UTILITY	\$5,302,419.78	(\$385.02)	\$5,302,034.76
0551 - SEWER UTILITY	\$5,965,954.76	\$6,995.42	\$5,972,950.18
0561 - STORMWATER UTILITY	\$8,328,678.30	\$12,380.76	\$8,341,059.06



CASH ON HAND
FOR THE MONTH ENDED DECDEMBER 31, 2024

POOLED CASH		DEBT Accounts		Trust Accounts	
Ending Balance		Ending Balance		Ending Balance	
MASTER	64,297,560.58	ARPA FUNDS (161)	20,086,415.93	OPL	1,242.05
Payroll	-	2019A GO BONDS (551)	5,744,536.28	Fisk Gallup (033)	31,743.97
Payables	-	2019B GO NOTES (619)	12,777,670.39	Cemetery (092)	23,959.98
General	4,631,313.07	2019C Storm (718)	361,790.58	TOTAL BANK BAL	56,946.00
	-	2019D Sewer (601)	9,097,005.09		
	-	2019E Water (510)	6.82		
Bid (052)	5.36	2023B Storm (989)	6,311,247.73		
	-	2023A GO BONDS (872)	7,133,560.54		
	-	2023C Water (094)	3,186,676.25		
Charles Schwab	23,009,801.79	2024 B Water (900)	5,595,041.42		
	-	2024 A Go Debt (785)	18,337,392.45		
CFCU - Tax	10,043,403.40				
TOTAL BANK BAL	101,982,084.20	TOTAL BANK BAL	88,631,343.48		



DATE: February 11, 2025
SUBJECT: 2024 Donations Report

Background

In April 2016, the Common Council revised its Gifts, Donations, Memorials, and Non-Commercial Naming Policy via Resolution 16-199. The purpose of the donation policy is to provide a foundation of guidelines and procedures for considering and receiving donations to the City of Oshkosh and to provide a process for naming public property, structures, and facilities. The revised policy called for having annual donation reports be provided to the Council.

ANALYSIS

In an effort to provide additional background information, a donation form was developed. Departments report gifts/donations received with the completion of the donation agreement form. This form is required for all gifts/donations with a value of \$100 or more. If the value of the gift/donation is less than \$100, departments establish a method for accurately tracking such donations and should report such gifts/donations to the Director of Finance on a semi-annual basis. The Library and Museum were exempted from the requirement to submit donation forms which limits the detail available for their donations.

Donations received by the City can be budgeted, which makes the receipt of the donation budget neutral. However, the City does receive donations which were not anticipated and staff does seek budget amendment(s) for the proposed expenditure(s).

FISCAL IMPACT

There is no fiscal impact.

Attachments

2024 Donations Report

GIFTS & DONATIONS TO THE CITY OF OSHKOSH - 2024

DEPOSITED TO Acct

ORG	OBJ	PROJ	Date Donation processed	Amount of Donation	Purpose of Donation / Department	Donor Information	Additional Info from Donation Sheet
01000610	4952		6/12/2024	1,350.00	Parks - Pickart Park Plaque	Mary Polishinski	
01000620	4952		5/20/2024	360.00	Parks - general donation	Communities at Oshkosh North	
01000620	4952		5/16/2024	700.00	Parks - Arbor Day/Tree Planting	American Transmission Company LLC	
02010760	6529	11513	2/15/2024	5,000.00	Senior Center - general donation	Anonymous	
02010760	4952	11504	1/29/2024	100.00	Senior Center - programs	John/Judy Tracy	
02010760	4952	11504	6/3/2024	800.00	Senior Center - Golden Tones Music	Nancy Ellefson	In memory of Neil C Starks Jr.
02010760	4952	11505	1/1-6/30/2024	427.00	Senior Center - programs	Multiple donors	*multiple, each under \$100
02010760	4952	11504	1/1-6/30/2024	46.50	Senior Center - programs	Multiple donors	*multiple, each under \$100
02150211	4952	02180	6/4/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02110	6/4/2024	150.00	Police - Youth Leadership Camp	WI LE Officers Assoc	
02150211	4952	02105	4/19/2024	250.00	Police - Crime Prevention	Cynthia Richards	OPD Mobile Field Force
02150211	4952	02180	5/3/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02153	4/8/2024	3,000.00	Police - Annual Awards Ceremony	Harenburg Fndn.	
02150211	4952	02180	4/8/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02105	1/8/2024	25,000.00	Police - Crime Prevention	Nancy Ebert	
02150211	4952	02125	1/2/2024	1,000.00	Police - K9 Fund	Renee Donner	
02150211	4952	02125	1/2/2024	100.00	Police - K9 Fund	Winnegamie Dog Club	
02150211	4952	02180	1/19/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02105	3/7/2024	1,000.00	Police - to be used for SWAT team	Cheryl Michler	In memory of Paul Michler
02150211	4952	02180	3/13/2024	200.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02125	1/29/2024	20,000.00	Police - K9 Fund	WI Police K9 Vest	In memory of Marla K. Lichtenberger
02150211	4952	02125	1/31/2024	100.00	Police - K9 Fund	Kiwanis Club of Oshkosh	
02310760	4952		3/28/2024	70,000.00	Senior Center - annual donation	Friends of the Oshkosh Seniors Center	
02310760	4952		2/5/2024	1,500.00	Senior Center - programs	Peace Lutheran	
02310760	4952		1/1-6/30/2024	184.00	Senior Center - nail care	Multiple donors	*multiple, each under \$100
02550610	4952	11428	4/19/2024	500.00	Parks - Expenses for AnyFin event	Karen Haines	
03330620	4952	11401	2/13/2024	400.00	Parks - Memorial Tree	Michael Berndt	
03330620	4952	11401	3/1/2024	400.00	Parks - Memorial Tree	Vickie Schmidt	
03330620	4952	11405	1/2/2024	1,800.00	Parks - Memorial Bench	Cindy Pecore	
03330620	4952	11401	2/1/2024	400.00	Parks - Memorial Tree	Tana Dart	
03330620	4952	11405	1/10/2024	400.00	Parks - Memorial Tree	Ingrid Jorgenson	
03330620	4952	11401	5/22/2024	400.00	Parks - Memorial Tree	James Clark	
03330620	4952	11401	5/20/2024	400.00	Parks - Memorial Tree	Donna Schumacher	
03330620	4952	11401	6/6/2024	800.00	Parks - Memorial Tree	Sue Gauger	
03330620	4952	11401	4/15/2024	400.00	Parks - Memorial Tree	Bob McClory	
03330620	4952	11401	4/25/2024	400.00	Parks - Memorial Tree	First Congregational	
03330620	4952	11401	4/22/2024	400.00	Parks - Memorial Tree	Kim Hershberger	
03330620	4952	11401	4/29/2024	400.00	Parks - Memorial Tree	Jeffery Schettl	
03330620	4952	11401	4/22/2024	400.00	Parks - Memorial Tree	Julie Grey	
03330620	4952	11401	4/2/2024	400.00	Parks - Memorial Tree	Mark Lohry	
03330620	4952	11401	5/28/2024	400.00	Parks - Memorial Tree	Nancy Ellefson	
03330620	4952	11401	5/16/2024	400.00	Parks - Memorial Tree	Julie Leschke	
02150211	4952	02180	7/1/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02010760	4952	11504	6/20/2024	100.00	Senior Center - Chorus	Emil & Audrey Reichow	
02010760	4952	11504	6/24/2024	115.00	Senior Center - general donation	Friends of Oshkosh Community Media	
02010760	4952	11504	6/24/2024	1,000.00	Senior Center - general donation	Karen Wedde	
01000620	4952		7/3/2024	400.00	Parks - Memorial Tree Plaque	Ed Schneider	
03330620	4952	11401	7/18/2024	400.00	Parks - Memorial Tree	Mark Lohry	
01000620	4952		7/18/2024	400.00	Parks - Memorial Tree	Jame Steinhilber	
03330620	4952	11401	7/22/2024	3,200.00	Parks - Memorial Tree (x8)	First Congregational Church	
02010760	4952	11504	7/25/2024	100.00	Senior Center - 7/8 Chorus Concert	Evergreen	
02150211	4952	02180	8/6/2024	100.00	Police - Santa's Workshop	Nolte's Service	
03330620	4952	11401	8/9/2024	400.00	Parks - Memorial Tree	Heather Clegg	
01000150	4952		8/12/2024	393.39	Oshkosh Media - Replace color printer	Friends of OCM	c/o Phillips Tax & Accounting Inc
02150211	4952	02181	8/19/2024	1,000.00	Police - Mental Health & Resiliency Program	Gabriel's Wings Fndt	

GIFTS & DONATIONS TO THE CITY OF OSHKOSH - 2024

DEPOSITED TO Acct

ORG	OBJ	PROJ	Date Donation processed	Amount of Donation	Purpose of Donation / Department	Donor Information	Additional Info from Donation Sheet
02150211	4952	02180	9/6/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02310760	4952		8/30/2024	100.00	Senior Center - general donation	Jackie Daniels	
01000620	4952		9/9/2024	400.00	Parks - Memorial Tree	Debra Weyenberg	
01000620	4952		8/27/2024	400.00	Parks - Memorial Tree	Patty Pascal	
02010760	4952	11504	9/10/2024	400.00	Senior Center - general donation	Jeff Kemp	
01000150	4952		8/22/2024	3,513.08	Oshkosh Media - Drone purchase	Friends of OCM	c/o Phillips Tax & Accounting Inc
07070071	4952	80647	9/27/2024	360,000.00	Police - K9 Kare Fund	LPL Financial	Deposited to Inv acct w/ Comm Fndtn
02150211	4952	02125	10/2/2024	100.00	Police - K9 Kare Fund	Pamela Galloway	
02150211	4952	02180	10/4/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02010760	4952	11504	10/15/2024	104.00	Senior Center - Adventures in Investing	Anonymous	
02560610	4952		10/21/2024	7,379.00	Parks - Leach Donations	OACF - Bob Gertsch City Parks Fund	
02310760	4952		10/16/2024	674.50	Senior Center - operations	OACF - Mary E Grundy	
02150211	4952	02125	10/8/2024	820.00	Police - K9 Unit Fund	WI-DOC	
02150211	4952	02105	10/18/2024	5,000.00	Police - Crime Prevention	Beverly Habermehl	
02150211	4952	02125	10/16/2024	1,449.00	Police - K9 Kare Fund	Good Shepherd Church	
02150211	4952	02180	11/5/2024	100.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02168	11/5/2024	400.00	Police - Step Up Shop with a Cop	Telecom Pioneer	
03330620	4952	11405	7/25/2024	1,400.00	Parks - Memorial Bench	Joan Jaworski	
03330620	4952	11401	11/6/2024	400.00	Parks - Memorial Tree	James Clark	
03330620	4952	11401	11/7/2024	400.00	Parks - Memorial Tree	Veronica Rothenhoefer	
03330620	4952	11401	11/7/2024	400.00	Parks - Memorial Tree	Kristen Blanchette	
03330620	4952	11401	11/8/2024	400.00	Parks - Memorial Tree	Carla Nigl	
02150211	4952	02168	11/14/2024	100.00	Police - Shop with a Cop	South Side Yacht	
02150211	4952	02180	11/25/2024	100.00	Police - Santa's Workshop	Fauzia Osman	
02150211	4952	02180	12/2/2024	400.00	Police - Santa's Workshop	Nolte's Service	
02150211	4952	02180	12/3/2024	100.00	Police - Santa's Workshop	Nolte's Service	
03330620	4952	11401	11/12/2024	400.00	Parks - Memorial Tree	Ann Verdegan	
03330620	4952	11401	11/26/2024	400.00	Parks - Memorial Tree	Shannon Wright	
03330620	4952	11401	11/25/2024	400.00	Parks - Memorial Tree	Mark Lohry	
02550610	4952	11421	11/26/2024	65,000.00	Parks - Zoo Improvements/operating costs	OACF - Tom & Penny Harenburg Zoo Fund	2024 Season
01000620	4952		11/26/2024	75,000.00	Parks - 2024 BID Horticulturist Position Reimb	OACF - Taking Root Fund	
02560610	4952		11/26/2024	2,500.00	Parks - Leach Maintenance	OACF - Leach Amphitheater Fund	For Materials and Supplies
01000620	4952		11/26/2024	6,000.00	Parks - 2024 Taking Root Program wage reimb	OACF - Taking Root Fund	
02150211	4952	02125	12/4/2024	100.00	Police - K9 Kare Fund	Pat MacFarlane	
02150211	4952	02125	12/16/2024	150.00	Police - K9 Fund	Jane Steiner	
02150211	4952	02125	12/12/2024	100.00	Police - K9 Fund	Paul Mikalofsky	
02310760	4952		12/10/2024	10,000.00	Senior Center - operations	OACF - Henry&Dorothy Kuettner Endowment Fund	
02590610	4952		11/26/2024	330,000.00	Parks -Pollock Pool replastering project 2024	OACF - Pollock Pool Endowment Fund	
02150211	4952	02105	1/1-12/31/2024	33.00	Police - Crime Prevention	Multiple donors	*multiple, each under \$100
02150211	4952	02168	1/1-12/31/2024	70.00	Police - Shop with a Cop	Multiple donors	*multiple, each under \$100
02010760	4952	11505	7/1-12/31/2024	430.50	Senior Center - programs	Multiple donors	*multiple, each under \$100
02310760	4952		7/1-12/31/2024	152.00	Senior Center - nail care	Multiple donors	*multiple, each under \$100
02010760	4952	11505	12/31/2024	100.00	Senior Center - purchase of art supplies	Dawn Bernier (Art Group)	In memory of Eugene Harrand
02150211	4952	02125	12/11/2024	1,000.00	Police - K9 Fund	Shaheda Govani/Govani Dental LLC	
2024 Total Monetary Donations:				\$ 1,024,650.97			

NON-MONETARY GIFTS & DONATIONS TO THE CITY OF OSHKOSH - 2024

Date of Donation	Value of Donation	Department / Division	Additional Info from Donation Sheet
5/14/2024	170.00	PARKS	Wayne Heinzl - Catalpa tree for South Park
5/10/2024	1,017.36	PARKS	Winnebago Vet Svc - Flags to decorate vet graves at Riverside Cemetary
2/14/2024	50.00	SENIOR CENTER	Carolyn Edgarton - yarn and quilting materials
2/27/2024	800.00	SENIOR CENTER	YMCA - 4 Ellipticals for Fox Fitness Center use
1/3/2024	2,828.34	SENIOR CENTER	Friends of OSC - 85" TV, stand & equipment
3/21/2024	1,544.73	SENIOR CENTER	4Imprint - 10 cups, 100 oven mitts for volunteer recognition
5/7/2024	500.00	POLICE	Noon Kiwanis - 20 \$25 Visa cards for community use
5/1/2024	100.00	SENIOR CENTER	Mary Koch - fabric and ribbon
5/20/2024	200.00	SENIOR CENTER	Jon Christensen - Carving Pattern Books
5/21/2024	200.00	SENIOR CENTER	5/8" Hollow Chisel Mortiser-used
3/26/2024	150.00	POLICE	Nolte's Service - 10 \$15 Walmart gift cards for community use
1/1-6/30/2024	822.00	SENIOR CENTER	Various supplies - *multiple, each under \$100
6/24/2024	5,299.50	PARKS	OCVB - flags, poles and anti-furl kits for Main St light posts
5/24/2024	None listed	PARKS	Randy Bauer - yarn for Crafts at the Zoo
7/24/2024	350.00	PARKS	Corrin - animal food and supplies for the Zoo
7/24/2024	2,000.00	PARKS	Celebration of Lights - Gift card for use at the Zoo
12/2/2024	390.00	POLICE	Nolte's Service - (39) \$10 Walmart Giftcards for Santa's Workshop
11/26/2024	1,000.00	POLICE	Pepsi Beverages Co - (2) \$500 Walmart Giftcards for Shop With a Cop
7/1-12/31/2024	465.79	SENIOR CENTER	Various supplies - *multiple, each under \$100
2024 Total Value of Non-Monetary Donations:	17,887.72		



SUBJECT: Receipt & Filing of Claim Filed with the City's Insurance Company - Angela Carlson

DATE: February 11, 2025

Claim Information

Claimant: Angela Carlson

Date of Loss: January 11, 2025

Summary of Claim: Alleged loss via StateFarm



SUBJECT: Receipt & Filing of Claim Filed with the City's Insurance Company - Michael Footit

DATE: February 11, 2025

Claim Information

Claimant: Michael Footit

Date of Loss: January 11, 2025

Summary of Claim: Alleged loss via StateFarm



SUBJECT: Receipt & Filing of Claim Filed with the City's Insurance Company - Jeffery Kaufmann

DATE: February 11, 2025

Claim Information

Claimant: Jeffery Kaufmann

Date of Loss: January 11, 2025

Summary of Claim: Alleged loss via StateFarm



SUBJECT: Receipt & Filing of Claim Filed with the City's Insurance Company - Kristen Kindt

DATE: February 11, 2025

Claim Information

Claimant: Kristen Kindt

Date of Loss: January 11, 2025

Summary of Claim: Alleged loss via StateFarm



SUBJECT: Receipt & Filing of Claim Filed with the City's Insurance Company - Sue & Bob Molash

DATE: February 11, 2025

Claim Information

Claimant: Sue & Bob Molash

Date of Loss: 1/11/2025

Summary of Claim: Alleged damage to their basement from a water main break.



TO: Honorable Mayor and Members of the Common Council
FROM: Lynn Lorensen, City Attorney
DATE: February 11, 2025
SUBJECT: Res 25-46 Disallowance of Claim - Krause

BACKGROUND

On or around January 14, 2025, Joseph J Kraus Jr. filed an "appeal B.O.R. assessment" with the City Clerk's office. Mr. Kraus appeared at the Board of Review last summer to contest his property tax assessment. The Board held a hearing in the matter and sustained Mr. Kraus's assessment.

Property taxpayers have several different options to pursue if they believe that the assessments on their property are not correct. The property taxpayer begins by appeal of the valuation to the Board of Review. A property taxpayer who is not satisfied with the determination of the Board of Review may then appeal by certiorari review action to the circuit court, appeal through the Wisconsin Department of Revenue, or file a claim for excessive assessment with the municipality by January 31st of the tax year in which the taxes are due and then proceed to circuit court. The difference between a certiorari appeal and the excessive tax appeal is that the certiorari appeal is limited to the record presented at the Board of Review while the excessive claim appeal allows a taxpayer (and the City) to introduce additional evidence in relation to the tax assessment. Claims for excessive assessment are presented to Council for your review and determination as to allowance or disallowance in the same manner as all other claims against the city.

ANALYSIS

The City tendered the defense of this claim to its insurance provider, Statewide Services Inc. Attorney Dan Lowndes the Managing Attorney for Municipal services for Statewide Services, Inc. has reviewed the claim and has recommended formal disallowance of the claim at this time based upon the record from the Board of Review proceedings.

Disallowance of the claim allows Mr. Kraus to proceed to court on this claim if he so chooses . If a court case is filed, the City does have insurance coverage for the costs of defending such claims.

RECOMMENDATION

I recommend approval of the resolution disallowing the claim.

Attachments

RES 25-46
copy of claim

02/11/2025

25-46

RESOLUTION

CARRIED

5-0

PURPOSE: DISALLOWANCE OF CLAIM - KRAUS

INITIATED BY: LEGAL DEPARTMENT

WHEREAS, pursuant to §74.37 Wis. Stats., Joseph J. Kraus Jr. filed a claim for excessive assessment on real property at 1252 Jackson Street, Oshkosh, Wisconsin 54901; and

WHEREAS, the 2024 Board of Review held a hearing and made a determination in relation to Mr. Kraus's appeal that sustained the valuation of the property made by the Assessor; and

WHEREAS, Mr. Kraus's claim has been tendered to the City's insurer who recommends denial of the claim at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that the following claim against the City of Oshkosh is hereby disallowed:

Claimant: Joseph J. Kraus Jr.

Property: 1252 Jackson Street, Oshkosh, Wisconsin 54901

PIN: 15-0018-000

Date Claim Received: 1/14/2025

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to notify the claimant by certified mail of the disallowance with a copy to the City's insurer. Notification shall include this statement:

The claimant may commence an action in Winnebago County Circuit Court to recover the amount of the claim not allowed. An action shall be commenced within 90 days after the claimant receives notice by registered or certified mail that the claim is disallowed, pursuant to §74.37(3)(d).

RECEIVED

JAN 14 2025

CITY CLERK

Received from parcel #
15-0018-000 1252 Jackson St.
Information directed for
Municipality excessive assessment board

On this date: 1-14-2024

Signed (received by) Cheryl Rando

New letter directed to excessive appeal board

Copy of original letter to B.O.R.

Photocopy of like neighboring properties

(I was informed that original photos submitted to B.O.R. are stored in city file, pertaining to appealing property, as part of city policy/standards) No photos submitted due to this reason.

RECEIVED

JAN 14 2025

City of Oshkosh

CITY CLERK'S OFFICE

Attn: Municipality excessive assessment board.

Parcel # 15-0018-000 1252 Jackson St 54901

Re: appeal B.O.R. assessment

Circumstances giving rise to this claim are from earlier B.O.R. decision. The original claim is on file with the City of Oshkosh, and I was told the original photos submitted are also on file as part of city policy. A copy of the original letter is included with this submission, along with this new reason of appeal letter

I am appealing the B.O.R. decision again based on the objections on the submitted letter stating reasons and conditions of the neighborhood and values of similar surrounding properties, and values they were sold for. Especially the devaluation of my property due to a new school that was built less than 40 yards away from my property line!

The original letter clearly states the conditions of noise, litter, extra traffic generated, in addition to already existing heavy traffic on Jackson St. (note photos of traffic on file) students cutting through private property and noise and light pollution generated from the 80+ vehicle parking lot that borders my property! NOW, a new athletic field is being built behind my property besides! This is no longer the semi-quiet family neighborhood it once was!

During my time slot in front of the board, I feel more attention was given to eating the Subway subs in front of them, than paying attention to my testimony and photo explanation. I realize people must eat, and their lunch was running behind. TRUE PROFESSIONALISM WOULD BE TO TAKE A BREAK AND THEN RETURN TO THE CHAMBER. This did not happen. I read the letter out loud to them as they ate and asked them to pass the photos around of my house condition, heavy traffic and surrounding neighborhood as I would explain to them as they passed. I was told "we will look at them later. (It would have interfered with their eating was MY input) Again professionalism and attention to the presentation I feel were lacking.

When I was done reading the letter about the detriment of the school and other factors, Mr. Werblow stated "I live close to the school and the problems are nonexistent or nowhere near as bad as I had stated." THIS IS OPINION AND NOT FACT. Is he as close to 40 yards as I am with the mentioned problems stated in the letter? Please re-read the letter with an objective viewpoint and understanding of what the neighborhood once was and NOW what it has turned into! (affecting home values)

The school detracts from property values and makes the home a lot harder to sell than a home in a normal location. Heavy traffic on the street does NOT add ambience! The homes surrounding me that recently sold, averaged in the \$155,000 to \$160,000 range, which is fairly correct, and given a few extra square feet is comparable to what I have. They are also in better condition and took longer to sell! Ask yourself if YOU would be content with these conditions. My house has below average basement walls (photos), galvanized plumbing and some exterior maintaining to do. (photos) I am reluctant to put money in a home in a poor location and city that would be a hard sell. I feel that an assessment of \$155,000 to \$160,000 might be fair in today's market, given the previous mentioned factors.

My realtor /advisor always mentioned "location, location, location. This location isn't it any more, due to city and school board actions. The neighborhood did not ask for these conditions, they were THRUST upon us and myself!

Please review the photos and appeal letters objectively with your full attention and consider the problems mentioned that detract from my home value. Currently I have a Marvin Gardens assessment while living on Baltic Avenue!


Sincerely,



Joseph J Kraus Jr.

1252 Jackson St.

Oshkosh, WI 54901

1-14-25 

RECEIVED

JAN 14 2025

CITY CLERK'S OFFICE

RECEIVED

JAN 14 2025

REASONS TO APPEAL PROPERTY ASSESSMENT

CITY CLERK'S OFFICE

First assessment was for \$182,900. After a meeting with my assigned assessor, the evaluation was lowered to \$172,800. I feel this is far in excess, due to the following list of examples and surrounding problems.

The house is located on Jackson St, which is also Hwy 45. In the past this was not a real problem, but due to city changes and traffic problems, this has changed to a major concern.

- 1) Excessive speed and speed enforcement is a problem and is seldom enforced, due to many reasons given by the city. (budget and manpower are the main excuses) Historic Jackson St. Neighborhood Association has been struggling with this for OVER five years! Fast speeds and racing motorcycles, along with some autos and extremely loud mufflers detract from a safe and QUIET NEIGHBORHOOD!
- 2) Oshkosh truck along with semis using this route contribute to noise and VIBRATE windows as they pass by, further contributing to the problem.
- 3) Continuous loud auto stereo's frequently pass, LITERALLY causing further massive vibrations, shaking windows and house, and can be heard blocks away! NOT contributing to a family type neighborhood. Even with a city noise law, this is NOT enforced and police claim it is difficult to enforce. (so live with it even though the house shakes)
- 4) Litter has been and is a problem, due to a major street route. Cigarette butts, fast food trash, plastic bottles and even beer cans are a constant problem. This has become a norm. Every day this is a constant pick up.
- 5) Poorly maintained streets are common to this and the surrounding neighborhood area, compiled with a HEAVY traffic flow, decreasing quality travel and appearance.
- 6) The Schoolboard, in their infinite wisdom decided to build a new middle school 40 yards away, further degrading which ONCE was nearly a nice family neighborhood. Further joyous problems are listed below, resulting from this action.
 - A) MORE litter yet, candy wrappers, more plastic bottles and even school work found in bushes and on lawn.
 - B) Light pollution from parking lot and building are UNWANTED and tend to cause problems in the evening. (Bedrooms and yard)
 - C) An 80 + car parking lot directly behind the lot line, causes morning joy, when at 6:30 to 7:45 am, car doors slam and teachers MUST hit their door locks and car alarms not once....but often TWICE to be sure. A late sleep is now IMPOSSIBLE. On weekends there are also extended activities, creating further noise. This also occurs after school as the mass exodus occurs.
 - D) In addition to parking lot noise there is ABUNDANT student noise!
 - E) Snow plowing the school property often occurs at 3:30 am with the blade scraping and back-up alarms sounding.
 - F) Traffic problems are massive before and after school, often making the property access and exit a problem with LONG wait times to merge in and out.
 - G) Students frequently ignore property lines and cut through private property.
 - H) The new school has degraded this area into an industrial or retail type area, no longer a desirable family situation to live in! This makes a home difficult to sell, and NOT deserving of

an easy, average example market assessment. A reasonable market price is NOT average for this property. (I'm told this would be easy to sell, SO convenient to a school. BULLS**t!)

The neighborhood itself is an older one and has homes needing maintenance and upkeep. The property being discussed is included in this category, and due to problems listed, I have NO desire to pour money in a degraded living area!

Furthermore, there are many rental houses- student occupied in the neighborhood, which are POORLY maintained and devaluing property values of surrounding homes. Tenant conduct is also in question. This has changed for the worse through the years. Further neighborhood devaluation is seen from this!

More neighborhood mess, dirt, vibration and noise are due when Merrill school will be torn down, in my back yard, in the near future. This will contribute to more neighborhood decline and another year or two of city induced hell!

Included with this are photos of some problem areas of the house. Porches, trim peeling-checked paint, some rotten trim boards, crumbling basement walls, AND NOW CRACKED PLASTER DUE TO SCHOOL CONSTRUCTION AND HOME REMOVAL NEXT TO ME! This was exhibited to the assessor but I believe it was under-looked at the re-appraisal time. At one time this was a home to be proud of and worthy of the assessment. NOW ALL I WANT IS OUT due to the previously mentioned points. To correct the home problems, estimates are between \$20,000 to \$30,000. NOT affordable or worth it to me to live in this city or neighborhood. Poor family neighborhood problems are more difficult to remedy and currently this contributes to a LOWER assessment. Selling it at above or at your assessment will take a magician or a gun!

!!!!!!***** The house at 1253 Jackson, (owned by neighbors Dave and Betty R) was on the market 3 times and took over a 1 ½ years to sell. Dave told me they felt LUCKY to get nearly \$155,000! Their house is in MUCH BETTER CONDITION than my property, is about the same size and has the same problems with the neighborhood. *****!!!!

I feel an assessment of \$150,000 - \$152,000 is somewhat reasonable, due to the home environment points mentioned and the problem points illustrated with the house.

34 years ago, when I bought this house, my Father said to me, "you will regret the day you moved to that SHITHOLE of a city!" Unfortunately, he has been gone for 14 years and he is STILL RIGHT! (I don't know HOW they do that)

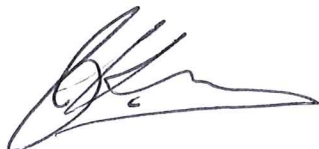
Respectfully submitted,

Joseph J. Kraus Jr.

1252 Jackson ST

Oshkosh, WI 54901







1-14-25



RECEIVED

JAN 14 2025

CITY CLERK'S OFFICE

	SUBJECT PARCEL	COMPARISON-1	COMPARISON-2	COMPARISON-3	COMPARISON-4	COMPARISON-5
PARCEL ID	1500180000	1202980000	1501450000	1500090000	1100720000	1202930000
CARD 1						
	1252 JACKSON ST	1255 JACKSON ST	1505 CENTRAL ST	302 W NEW YORK AVE	451 HAZEL ST	1253 JACKSON ST
Neighborhood	22501	31502	22501	22501	31101	31502
NBHD Group	24	24	24	24	24	24
Lot Square Feet	12240	7750	6650	6500	7490	7750
Living Units	1	1	1	1	1	1
DWELLING DESCRIPTION						
Attic	1-NONE	1-NONE	5-FULL FIN W/WALL HT	1-NONE	1-NONE	1-NONE
Story Height	1.5	1.5	1.1	1.5	2	2
Style	10-FARMHOUSE O/S	10-FARMHOUSE O/S	10-FARMHOUSE O/S	10-FARMHOUSE O/S	10-FARMHOUSE O/S	10-FARMHOUSE O/S
Year Built/Eff	1920/	1926/	1929/	1925/	1888/	1902/
Exterior Wall	6-ALUM/VINYL/STL	6-ALUM/VINYL/STL	6-ALUM/VINYL/STL	6-ALUM/VINYL/STL	6-ALUM/VINYL/STL	6-ALUM/VINYL/STL
First Floor Area	1076	1090	1145	988	1078	864
Upper Floor Area	802	712	621	740	760	864
FBLA						
Total SFLA	1878	1802	1766	1728	1838	1728
Rec - Gd Qual						
Rec - Ave Qual						
Rec - Low Qual						
Bsmt Area	1076	1080	999	988	990	864
Basement	4-FULL	4-FULL	4-FULL	4-FULL	4-FULL	4-FULL
MASTRIM Area						
Grade	C+	C+	C+	C+	B-	C+
Grade Fact	1.1	1.1	1.1	1.1	1.2	1.1
C&D Fact						
CDU	AV	AV	AV	GD	AV	AV
Bed Rooms	3	3	3	4	3	3
Total Rooms	7	8	7	7	7	7
Full Baths	2	1	1	1	1	1
Half Baths		1		1	1	
WBFP Openings				1	1	
PFFP Openings						
Heat	2-BASIC	3-BASIC W/AC	3-BASIC W/AC	3-BASIC W/AC	2-BASIC	2-BASIC
Open Porch Area	214	64	0	28	0	48
Closed Porch Area	0	0	0	35	0	72
Attached Garage Area	0	0	0	0	0	0
Detached Garage Area	780	400	520	400	352	352
Deck Area	0	0	182	0	238	0
Patio Area	0	0	0	252	0	0
PRICING DATA						
Land Value	25,000	18,300	24,900	21,000	33,700	19,500
OBJ Value	9,740	3,960	5,860	3,960	3,660	3,660
VALUATION						
Sale Price		171,000	180,000	212,000	230,000	154,600
Sale Date		24-MAR-2023	09-JAN-2023	12-JUL-2023	27-JUN-2022	29-OCT-2022
Adj Price		181,810	166,160	180,950	207,360	204,440
MRA Estimate	178,910	168,100	192,750	209,960	201,550	129,070
Weighted Est	185,890					
Market Value	182,880					
MKT/SF-SP/SF	97.38	94.89	101.93	122.69	125.14	89.47

OUT
OF
NEIGHBORHOOD
ZONE

182,900

1240 - 153,700
1241 - 154,000
1244 - 181,000
1233 - 166,700
1407 - 151,600
1613 - 151,600
1626 - 151,600
1713 - 128,000
1833 - 120,800

1518 - 150,000
1407 - 142,000

TAKE
PHOTOS

TOOK 3
TIMES TO
SELL.
REDUCED
PRICE
JAN 14 2025

CITY CLERK'S OFFICE



TO: Honorable Mayor and Members of the Common Council
FROM: Kelly Nieforth, Director of Community Development
DATE: February 11, 2025
SUBJECT: Res 25-47 Accept Bus Shelter Easement at 220 Washington Avenue (Winnebago County Human Services Center) (Plan Commission Recommends Approval)

BACKGROUND

The subject property is a 2.10-acre triple-fronted lot bounded by Northwestern Avenue to the north, Mount Vernon Street to the west and Washington Avenue to the south. The site is the location of Winnebago County's Human Services Center (HSC). GO Transit's Bus Route 3 has a stop at the HSC on Mount Vernon Street and to improve the public transportation experience, the City and county have proposed to place a bus shelter on Winnebago County's property.

ANALYSIS

The easement will be 12.5 feet wide along Mount Vernon Street, 6.75 feet deep and 84 square feet in area which is the size required for a concrete pad needed for the shelter's construction. The shelter will be located at the current Route 3 bus stop. The easement will allow the City to install the shelter and other transit-related facilities within the easement area. The county will also grant an adjoining maintenance easement to the City to allow the City to maintain the shelter and other transit-related facilities.

The City Attorney's office has drafted the necessary easement documents which the county has reviewed and approved.

RECOMMENDATION

The Plan Commission recommended approval of the proposed easement on February 4, 2025. Please see the attached staff report and meeting minutes for more information.

Attachments

RES 25-47
Attachment to Res 25-47

02/11/2025

25-47

RESOLUTION

CARRIED

5-0

PURPOSE: ACCEPT BUS SHELTER EASEMENT AT 220 WASHINGTON AVENUE (WINNEBAGO COUNTY HUMAN SERVICES CENTER)

INITIATED BY: CITY OF OSHKOSH TRANSPORTATION DEPARTMENT

PLAN COMMISSION RECOMMENDATION: Approved

BE IT RESOLVED by the Common Council of the City of Oshkosh that the City hereby accepts a bus shelter easement from Winnebago County at 220 Washington Avenue, per the attached, and the proper City officials are authorized and directed to execute any and all documents necessary for purpose of same.

ITEM: ACCEPT BUS SHELTER EASEMENT AT 220 WASHINGTON AVENUE
(WINNEBAGO COUNTY HUMAN SERVICES CENTER)

GENERAL INFORMATION

Applicant: City of Oshkosh Transportation Department
Owner: Winnebago County

Actions Requested: The City of Oshkosh is requesting acceptance of an easement for placement of a bus shelter at 220 Washington Avenue located along Mount Vernon Street.

Applicable Ordinance Provisions: N/A

Property Location and Background Information:

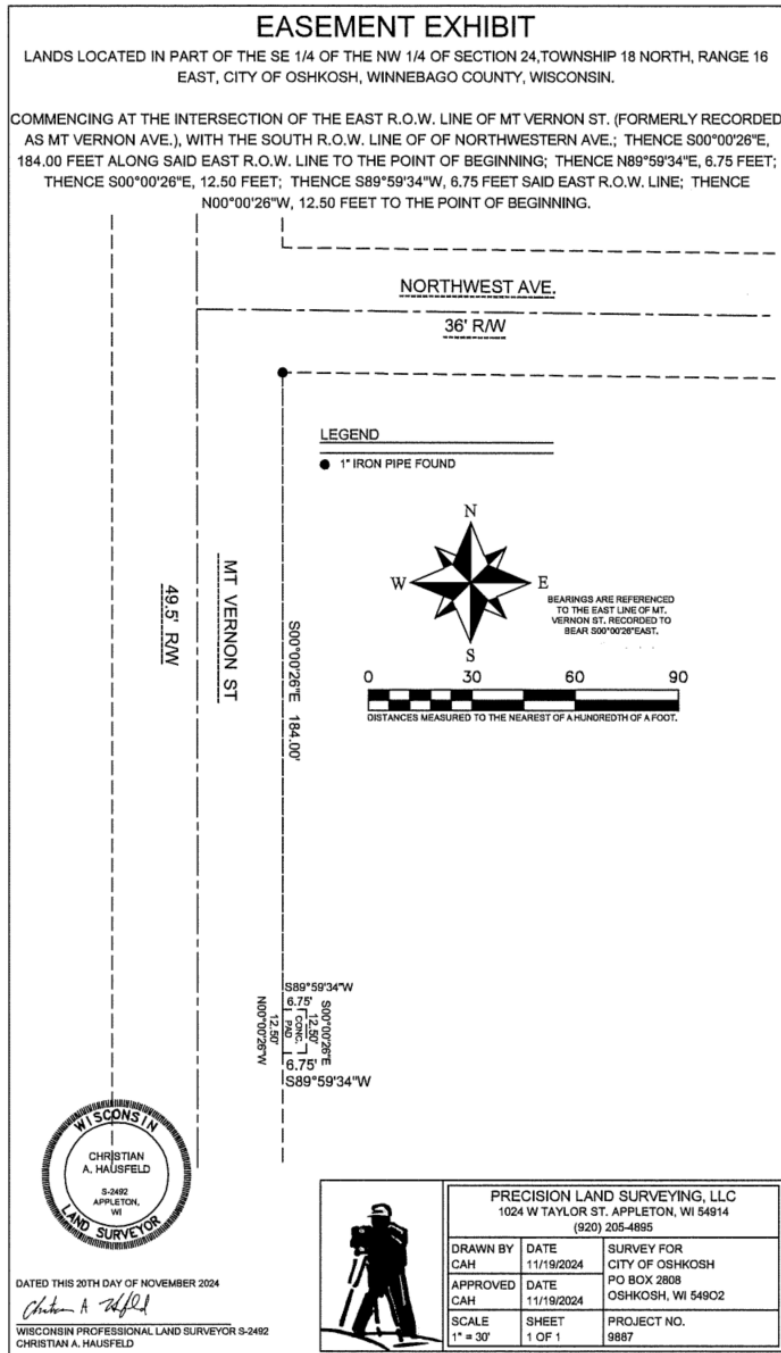
The subject property is a 2.10-acre triple-fronted lot bounded by Northwestern Avenue to the north, Mount Vernon Street to the west and Washington Avenue to the south. The site is the location of Winnebago County's Human Services Center (HSC). GO Transit's Bus Route 3 has a stop at the HSC on Mount Vernon Street and to improve the public transportation experience, the City and county have proposed to place a bus shelter on Winnebago County's property.

ANALYSIS

The easement will be 12.5 feet wide along Mount Vernon Street, 6.75 feet deep and 84 square feet in area which is the size required for a concrete pad needed for the shelter's construction. The shelter will be located at the current Route 3 bus stop. The easement will allow the City to install the shelter and other transit-related facilities within the easement area. The county will also grant an adjoining maintenance easement to the City to allow the City to maintain the shelter and other transit-related facilities.



The City Attorney's office has drafted the necessary easement documents which the county has reviewed and approved.



RECOMMENDATION/CONDITIONS

Staff recommends approval to accept the proposed bus shelter easement at 220 Washington Avenue as requested.

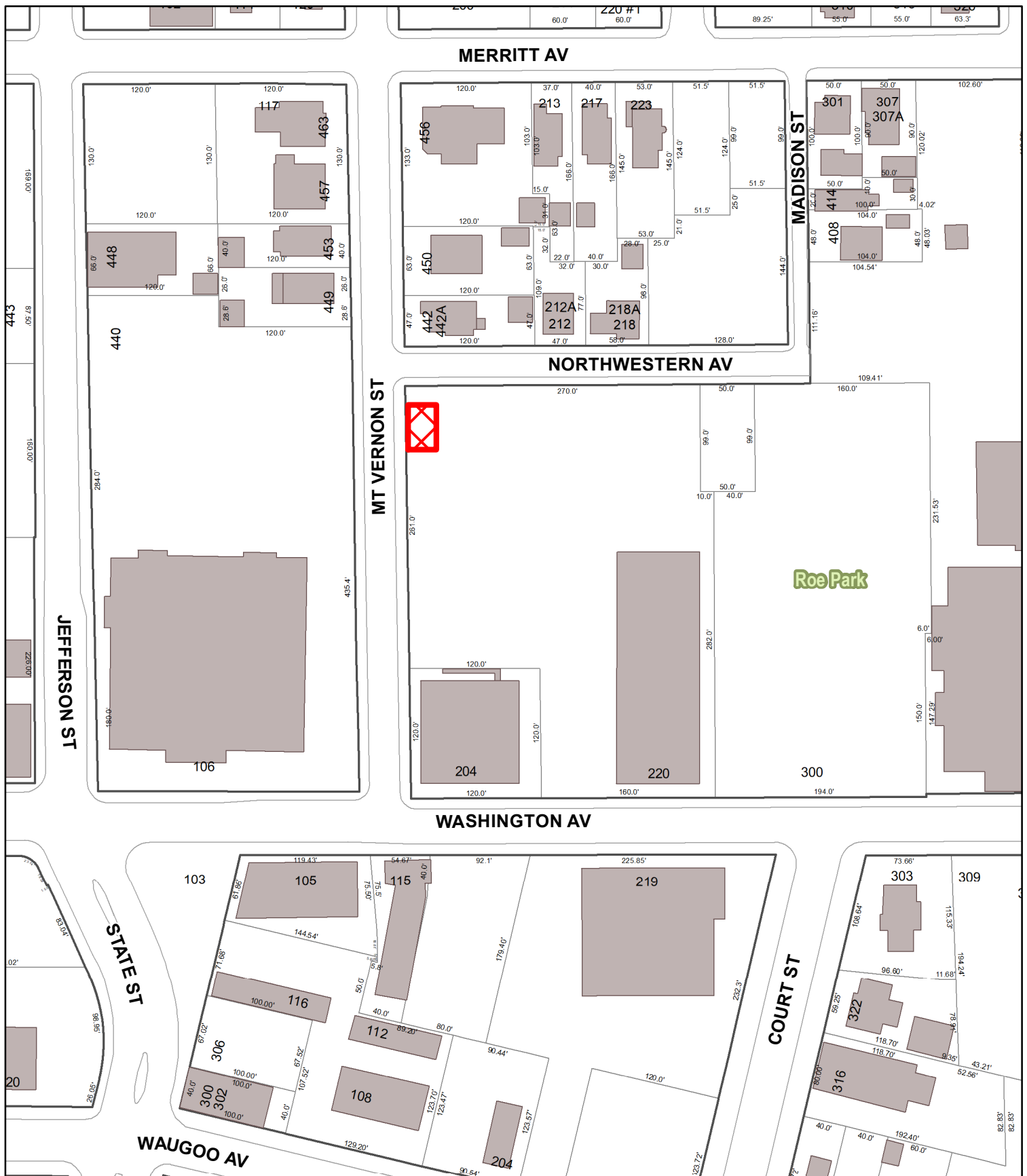
Plan Commission recommended approval of accepting the proposed bus shelter easement at 220 Washington Avenue. The following is Plan Commission's discussion on the item.

Motion by Kiefer to accept the consent agenda (I-A).

Seconded by Belville.

Mr. Perry asked if there was any discussion on the motion. There was none.

Motion carried 8-0.



BASE MAP

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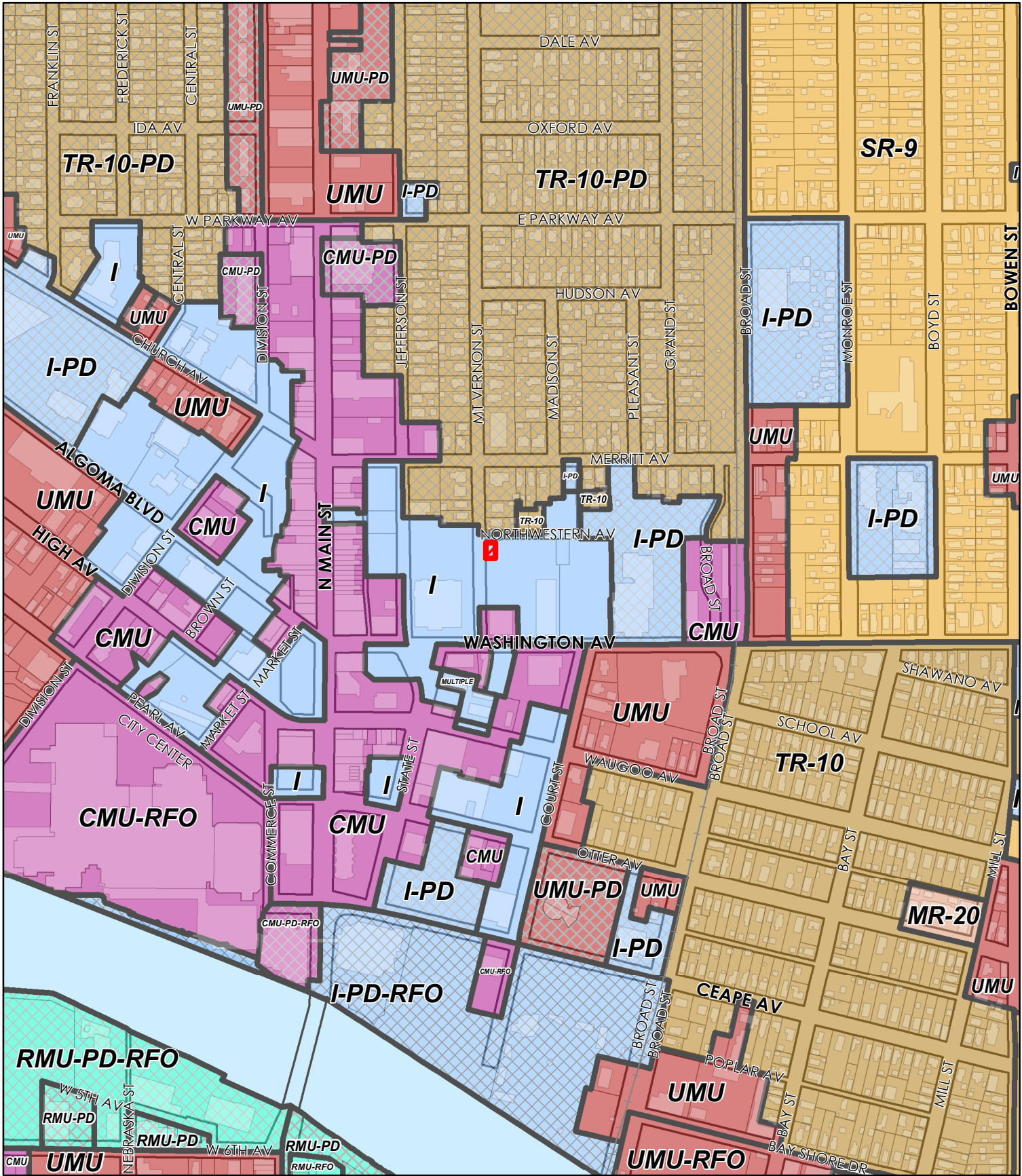
1 in = 0.02 mi

1 in = 120 ft

Printing Date: 10/23/2024

Prepared by: City of Oshkosh, WI





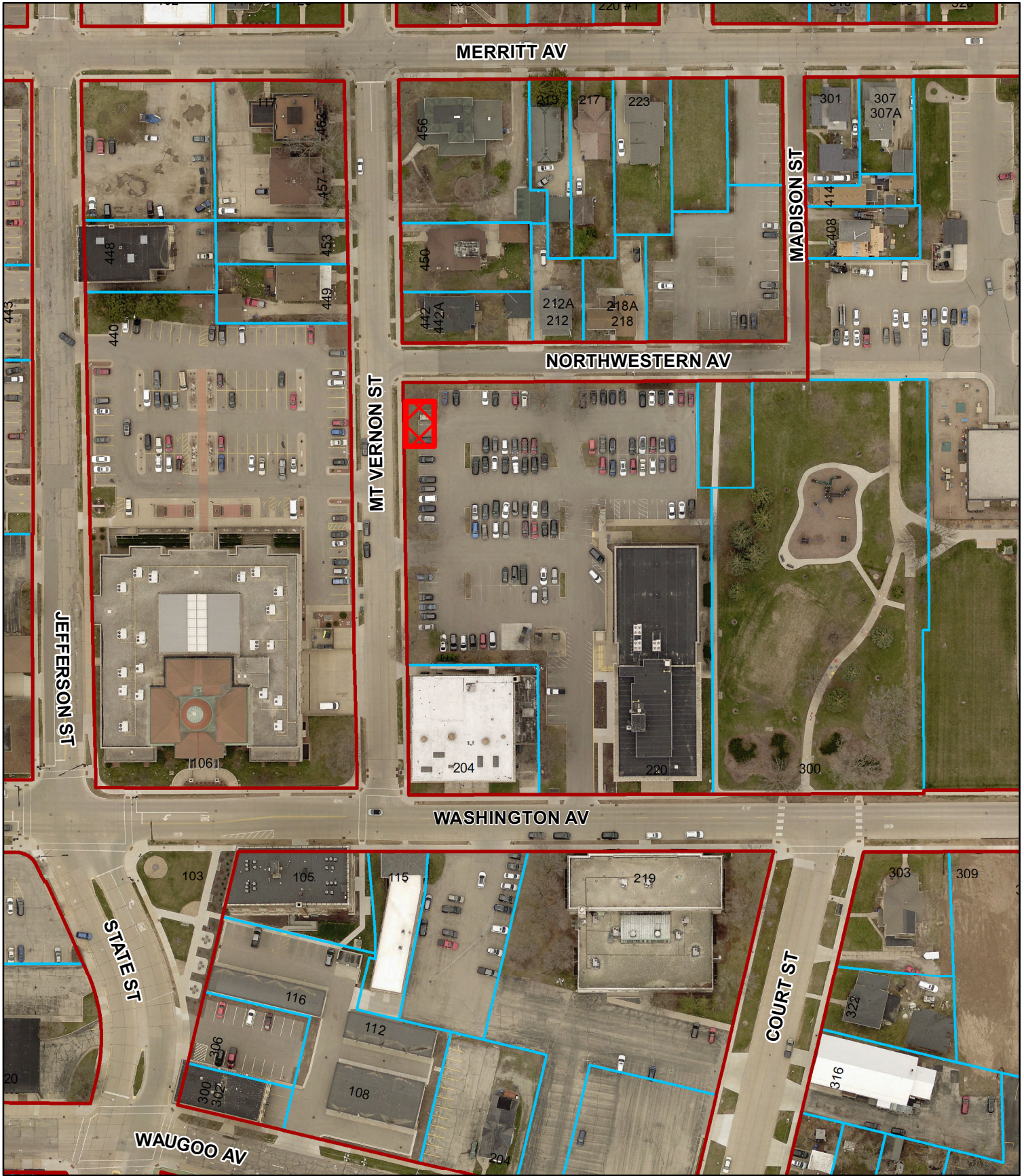
ZONING MAP

N
1 in = 0.09 mi
1 in = 500 ft

Printing Date: 10/23/2024
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



AERIAL MAP

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1 in = 0.02 mi

1 in = 120 ft

Printing Date: 10/23/2024

Prepared by: City of Oshkosh, WI





TO: Honorable Mayor and Members of the Common Council
FROM: Kelly Nieforth, Director of Community Development
DATE: February 11, 2025
SUBJECT: Res 25-48 Approve Specific Implementation Plan Amendment for a Merrill School Memorial Located at 108 West New York Avenue and Property Located at the Southeast Corner of West Custer Avenue and Kentucky Street (Parcel 1500740100) (Plan Commission Recommends Approval)

BACKGROUND

The subject area consists of one parcel totaling 5.8-acres, with frontage on West New York Avenue, Kentucky Street, and Central Street. The property located at 108 W New York Avenue is the former Merrill School site. The surrounding area consists of residential uses and Vel Phillips Middle School to the west. The 2040 Comprehensive Plan recommends Community Facility for the subject site.

ANALYSIS

The applicant is proposing a new memorial space to honor the former Merrill School along the northwest corner of West New York Avenue and Central Street. The memorial will include a concrete path, garden area, a flag pole, two memorial benches, three memorial piers, and a carved memorial stone. The piers and memorial stone will include features from the former Merrill School building. Staff does not have any concerns with the proposed design of the memorial space which was also approved by the Wisconsin State Historical Preservation Office. Staff is recommending a condition be applied for maintaining the 20' x 20' corner vision triangle.

A neighborhood meeting was held on January 14, 2025 with one neighbor in attendance. The neighbor did not voice opposition to the proposed memorial.

RECOMMENDATION

The Plan Commission recommended approval of the requested Specific Implementation Plan Amendment with findings and conditions on February 4, 2025. Please see the attached staff report and meeting minutes for more information.

Attachments

RES 25-48
SIP Amendment - 108 W New York Ave

02/11/2025

25-48

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE SPECIFIC IMPLEMENTATION PLAN AMENDMENT FOR A MERRILL SCHOOL MEMORIAL LOCATED AT 108 WEST NEW YORK AVENUE AND PROPERTY LOCATED AT THE SOUTHEAST CORNER OF WEST CUSTER AVENUE AND KENTUCKY STREET (PARCEL 1500740100)

INITIATED BY: OSHKOSH AREA SCHOOL DISTRICT

PLAN COMMISSION RECOMMENDATION: Approved

WHEREAS, the Plan Commission finds that the Specific Implementation Plan Amendment for a Merrill School Memorial located at 108 West New York Avenue and property located at the southeast corner of West Custer Avenue and Kentucky Street (parcel 1500740100), is consistent with the criteria established in Section 30-387 of the Oshkosh Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that a Specific Implementation Plan Amendment for a Merrill School Memorial located at 108 West New York Avenue and property located at the southeast corner of West Custer Avenue and Kentucky Street (parcel 1500740100), 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 because the memorial will not have a negative impact on the surrounding area.
2. The proposed Planned Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area because the memorial is compatible with the approved institutional use of the site.

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh that the following are conditions of approval for a Specific Implementation Plan Amendment for a Merrill School Memorial located at 108 West New York Avenue and property located at the southeast corner of West Custer Avenue and Kentucky Street (parcel 1500740100):

1. The 20' x 20' corner vision triangle must be maintained.
2. Except as specifically modified by this Specific Implementation Plan Amendment, the terms and conditions of the original Specific Implementation Plan approval dated September 24, 2024 (Resolution 24-526) remain in full force and effect.

ITEM: **SPECIFIC IMPLEMENTATION PLAN AMENDMENT FOR A MERRILL SCHOOL MEMORIAL LOCATED AT 108 W NEW YORK AVENUE AND PROPERTY LOCATED AT THE SOUTHEAST CORNER OF WEST CUSTER AVENUE & KENTUCKY STREET (PARCEL 1500740100)**

Plan Commission Meeting of February 4, 2025

GENERAL INFORMATION

Applicant/Owner: Oshkosh Area School District

Action(s) Requested:

The applicant requests approval of a Specific Implementation Plan (SIP) amendment for a memorial for the former Merrill School.

Applicable Ordinance Provisions:

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

Background Information Property Location and Type:

The subject area consists of one parcel totaling 5.8-acres, with frontage on West New York Avenue, Kentucky Street, and Central Street. The property located at 108 W New York Avenue is the former Merrill School site. The surrounding area consists of residential uses and Vel Phillips Middle School to the west. The 2040 Comprehensive Plan recommends Community Facility for the subject site.

On September 24, 2024, Common Council approved a General Development Plan and Specific Implementation Plan for athletics facility at the subject site. With that approval, a condition was included for the memorial space to be reviewed by Plan Commission. The applicant is requesting amendment to the existing SIP for that Merrill School memorial space.

Subject Site

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

Adjacent Land Use and Zoning

<i>Existing Uses</i>		<i>Zoning</i>
North	Residential	SR-9
South	Residential	SR-5
East	Residential	SR-9
West	Residential & Institutional	SR-9 & I-PD

Recognized Neighborhood Organizations

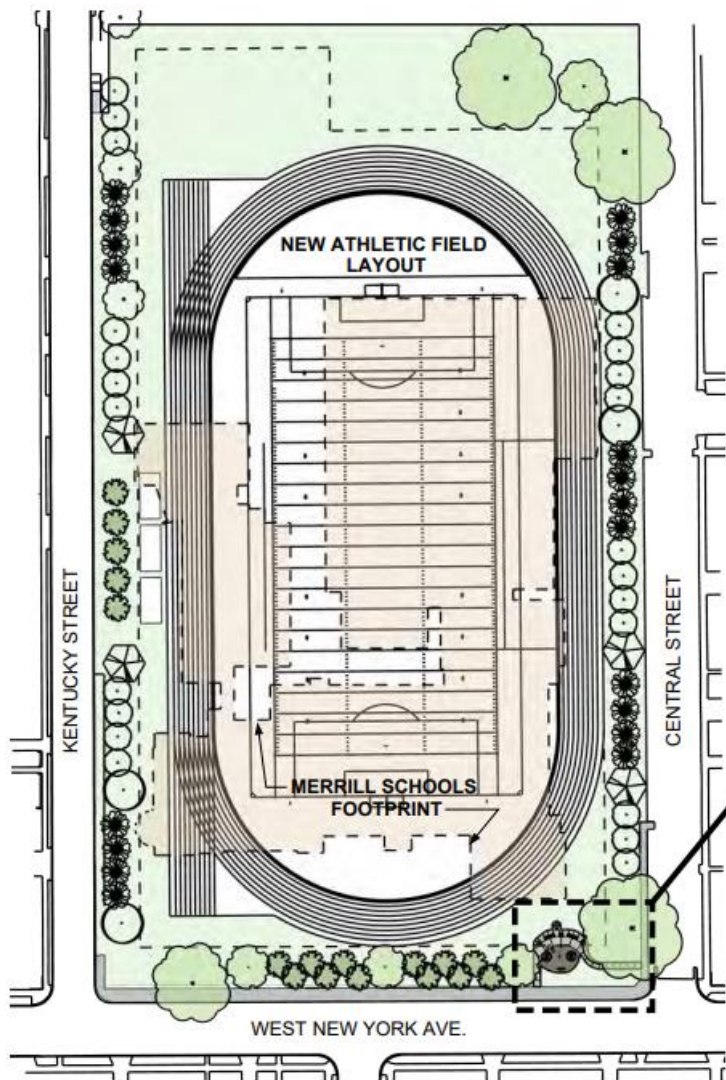
Adjacent to Historic Jackson

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

ANALYSIS

Use

Plans were previously approved to demolish the Merrill School building for construction of an athletics facility which will include track & field, football/soccer field, basketball courts, and a storage building. According to the applicant, the site will primarily be used by the students from the adjacent school, but will also be available to the general public for use. The site is intended to be a general-purpose athletics area and is not specifically intended for competition use. No changes are being proposed to the existing use of the site that was previously approved.

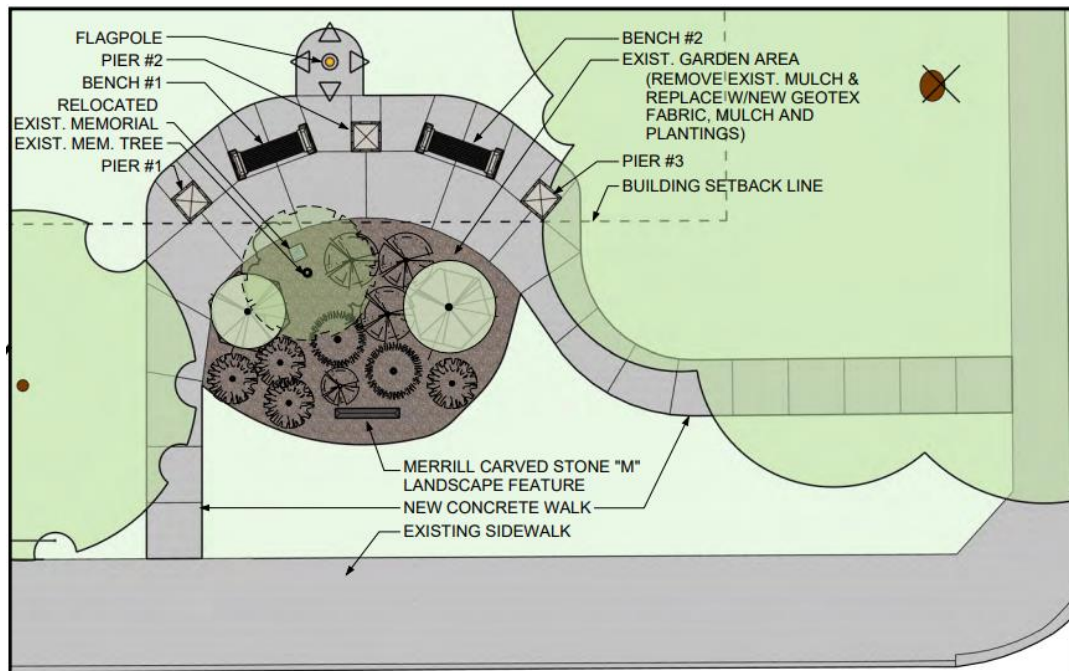


Overall Site Plan

Site Design

The applicant is proposing a new memorial space to honor the former Merrill School along northwest corner of West New York Avenue and Central Street. The memorial will include a concrete path, garden area, a flag pole, two memorial benches, three memorial piers, and a carved memorial stone. The piers and memorial stone will include features from the former Merrill School building. Staff does not have any concerns with the proposed design of the memorial space which was also approved by the Wisconsin State Historical Preservation Office. Staff is recommending a condition be applied for maintaining the 20' x 20' corner vision triangle.

A neighborhood meeting was held on January 14, 2025 with one neighbor in attendance. The neighbor did not voice opposition to the proposed memorial.



Memorial Garden Plan



Memorial Garden – Overall View from South



Memorial Garden – Overall View from Northwest

Lighting

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

Signage

No signage plans were included with this request.

Landscaping

A landscaping plan has not been submitted with this request.

FINDINGS/RECOMMENDATION/CONDITIONS

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

- (a) The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter because the memorial will not have a negative impact on the surrounding area.
- (h) The proposed Planned Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area because the memorial is compatible with the approved institutional use of the site.

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

1. The 20' x 20' corner vision triangle must be maintained.
2. Except as specifically modified by this Specific Implementation Plan Amendment, the terms and conditions of the original Specific Implementation Plan approval dated September 24, 2024 (Resolution 24-526) remain in full force and effect.

Plan Commission recommended approval of the Specific Implementation Plan Amendment at 108 West New York Avenue with findings and conditions on February 4, 2025. The following is Plan Commission's discussion on the item.

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

Staff report accepted as part of the record.

Ms. Dziengeleski presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. Staff recommends approval of the Specific Implementation Plan Amendment as proposed with the findings and conditions listed in the staff report.

Mr. Perry opened up technical questions to staff. There were none.

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

Jim Fochs, Director of Facilities for the Oshkosh Area School District, made himself available for questions.

Mr. Perry asked if any members of the public wished to speak. There were none.

Mr. Perry closed public comment.

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. There was none.

Motion carried 8-0.



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

SUBMIT TO:
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

PLEASE TYPE OR PRINT USING BLACK INK

APPLICANT INFORMATION

Petitioner: Oshkosh Area School District Date: 12-11-2024
Petitioner's Address: 1404 S. Main St. City: Oshkosh State: WI Zip: 54902
Telephone #: (920) 424-0135 Email: james.fochs@oshkosh.k12.wi.us Contact preference: ☐ Phone ☒ Email
Status of Petitioner (Please Check): ☐ Owner ☒ Representative ☐ Tenant ☐ Prospective Buyer
Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): Oshkosh Area School District Date: _____
Owner(s) Address: 1404 S. Main St. City: Oshkosh State: WI Zip: 54902
Telephone #: (920) 424-0135 Email: james.fochs@oshkosh.k12.wi.us 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: _____ Date: _____

TYPE OF REQUEST:

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

SITE INFORMATION

Address/Location of Proposed Project: 104 W. New York Ave, Oshkosh, WI 54901
Proposed Project Type: Masonry memorial
Estimated Cost: \$50,000
Current Use of Property: School Zoning: I
Land Uses Surrounding Your Site: North: Residential
South: Residential
East: Residential
West: Residential

- 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 _____ 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.

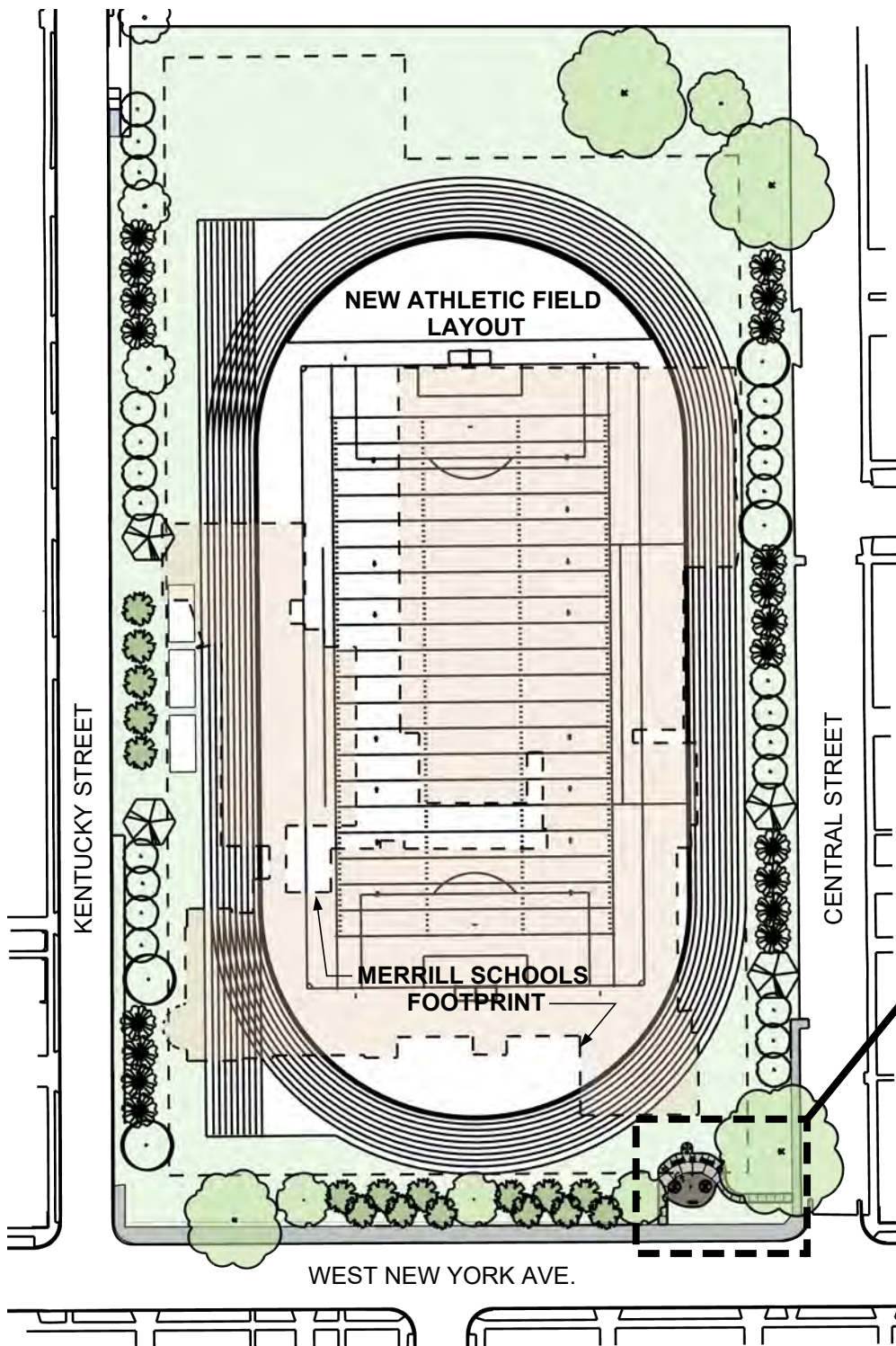
Applicant's Signature (required):



Date: 12-11-2024

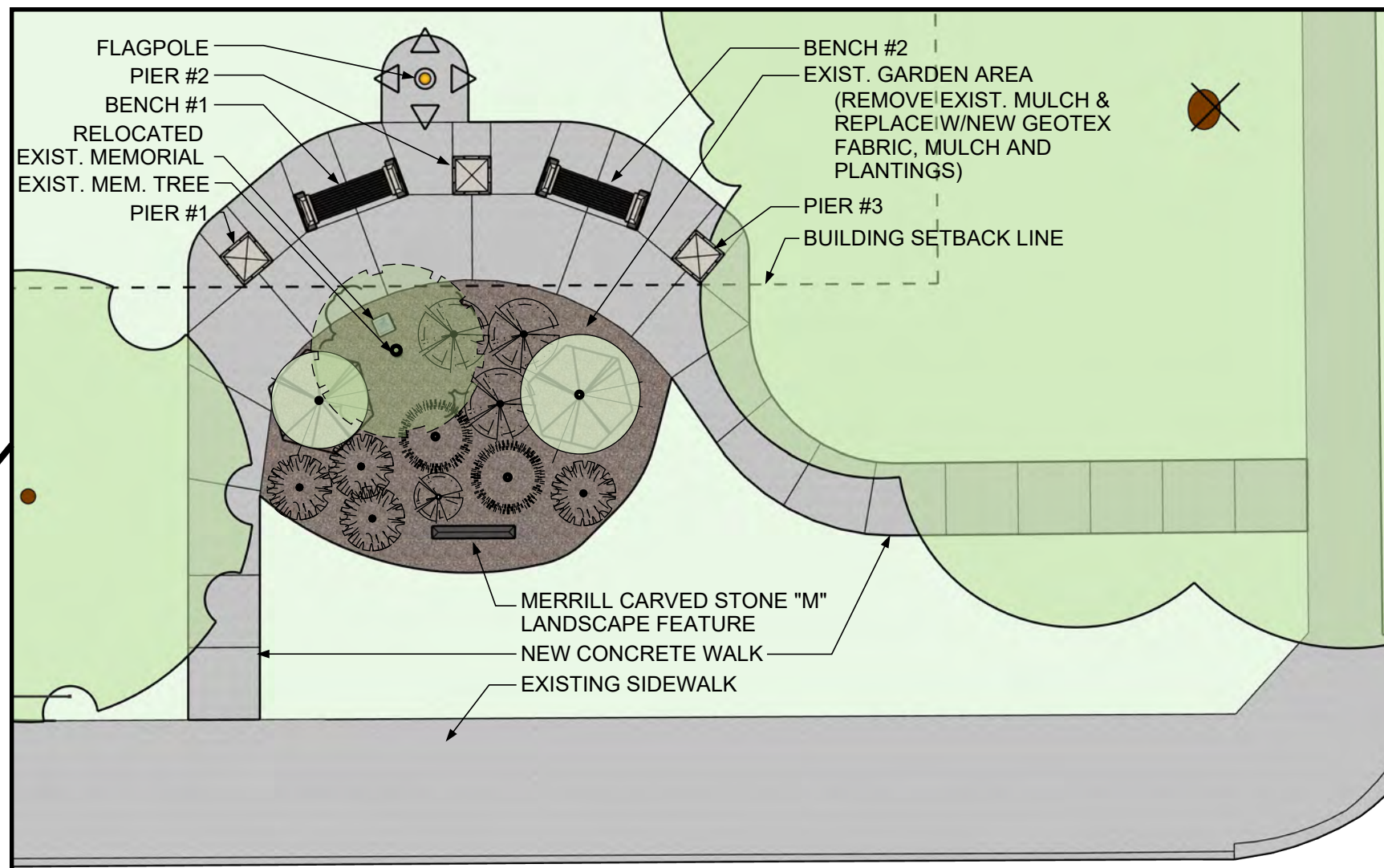
MERRILL SCHOOLS MEMORIAL GARDEN

108 WEST NEW YORK AVENUE
OSHKOSH, WI 54901



OVERALL SITE PLAN

SCALE: 1" = 100'-0"



MEMORIAL GARDEN PLAN

SCALE: 3/32" = 1'-0"



PRELIMINARY: NOT FOR CONSTRUCTION

<div> <div>  </div> <div> <div>LEGACY</div> <div>architecture</div> <div> 605 Erie Avenue Sheboygan, Wisconsin 53081 (920) 783-6303 www.legacy-architecture.com </div> </div> </div>	NO.	REVISIONS	DATE

MERRILL SCHOOLS MEMORIAL GARDEN

OSHKOSH AREA SCHOOL DISTRICT

108 WEST NEW YORK AVENUE

OSHKOSH, WI 54901

PROJECT NUMBER

24.061

DRAWN BY

J. CLARKE

CHECKED BY

J. LEHRKE

DATE

September 24, 2024

SHEET TITLE

MEMORIAL GARDEN PLANS

SHEET NUMBER

1

SIP AMENDMENT
108 W NEW YORK AVE &
0 W CUSTER AVE
PC: 2-4-2025

JASON R MENTZEL
113 W NEW YORK AVE
OSHKOSH WI 54901-3759

NEIL M DEATON
203 W NEW YORK AVE
OSHKOSH WI 54901-3761

HARTMAN FAMILY IRREV TR
219 W NEW YORK AVE
OSHKOSH WI 54901-3761

KNOLL INVESTMENTS LLC
W1962 PLEASANT AVE
MARKESAN WI 53946-8819

BRANDON/CASSIE M SCHUTT
32 W NEW YORK AVE
OSHKOSH WI 54901-3758

SHANE G/SUSAN K LUFT
133 W CUSTER AVE
OSHKOSH WI 54901-2936

SIDNEY BAKER
117 W CUSTER AVE
OSHKOSH WI 54901-2936

FRANK R/KAREN STIEG
30 W CUSTER AVE
OSHKOSH WI 54901-2984

R & C RENTALS LLC
PO BOX 825
OSHKOSH WI 54903-0825

TITAN 2022 LLC
923 S MAIN ST STE E
OSHKOSH WI 54902-6034

STEVEN G/DIANE LEACH
121 W NEW YORK AVE
OSHKOSH WI 54901-3759

JULIE NICKOLAI
209 W NEW YORK AVE
OSHKOSH WI 54901-3761

JACOB KENNY
309 W NEW YORK AVE
OSHKOSH WI 54901-3762

ETHAN NEWBY
BRIANNA DAUBERT
302 W NEW YORK AVE
OSHKOSH WI 54901-3763

JOHN P/SHARON C JONES
1222 CENTRAL ST
OSHKOSH WI 54901-3748

INGRID F TSCHECH
127 W CUSTER AVE
OSHKOSH WI 54901-2936

DONALD FLOWERS
1329 CENTRAL ST
OSHKOSH WI 54901-3749

STEVEN DUBINSKI
114 W CUSTER AVE
OSHKOSH WI 54901-2937

RICHARD A WARRICK JR
2436 CLOVER ST
OSHKOSH WI 54901-1548

PINE APARTMENTS IV LLC
3389 COUNTY ROAD A
OSHKOSH WI 54901-1414

NICHOLAS L TRAVIS
1156 MERRILL ST
OSHKOSH WI 54901-3756

JASON M LLOYD
213 W NEW YORK AVE
OSHKOSH WI 54901-3761

OSH AREA SCHOOL DISTRICT
PO BOX 3048
OSHKOSH WI 54903-3048

STEVEN J BRUSS
1219 KENTUCKY ST
OSHKOSH WI 54901-3753

ANN M SCHOEN
33 W TENNESSEE AVE
OSHKOSH WI 54901-3764

BERHOLTZ RENTAL PROP LLC
1804 N OAKWOOD RD
OSHKOSH WI 54904-8445

TRAVIS N JAGODZINSKI
1323 CENTRAL ST
OSHKOSH WI 54901-3749

PETER /KATHERINE SHORT-
MEYERSON
104 W CUSTER AVE
OSHKOSH WI 54901-2937

MASON A C MENDINA
KASSIDY B MITTELSTADT
33 W CUSTER AVE
OSHKOSH WI 54901-2935

NATAY/ADRIA WARREN
1330 CENTRAL ST
OSHKOSH WI 54901-3750

MARTIN HOLDINGS LLC
325 WILSON ST
AMHERST WI 54406-9114

HIST JACKSON NBHD ASSOC
EMAILED TO REP

GRANT DAVIS
NICOLE M BOEHLER
1326 CENTRAL ST
OSHKOSH WI 54901-3750

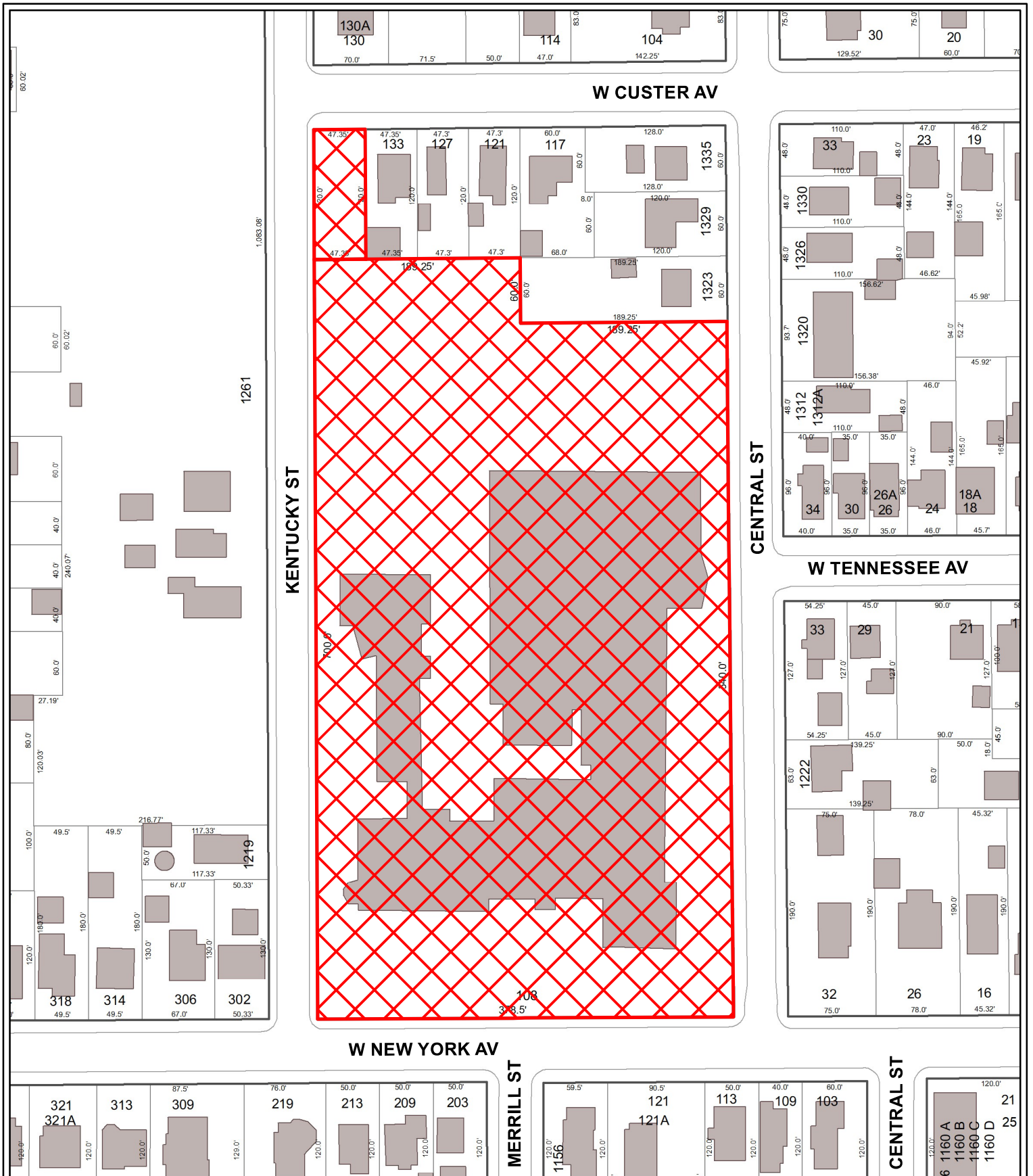
ROBERT J/THERESA J RUBIN
283 CURRANT CT
OMRO WI 54963-1826

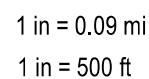
MIDTOWN NBHD ASSOC
EMAILED TO REP

PETER H/JESSICA L ZABORSKI
1320 CENTRAL ST
OSHKOSH WI 54901-3750

LORI A MADES
30 W TENNESSEE AVE
OSHKOSH WI 54901-3765

CONGRESS FIELD NBHD ASSOC
EMAILED TO REP

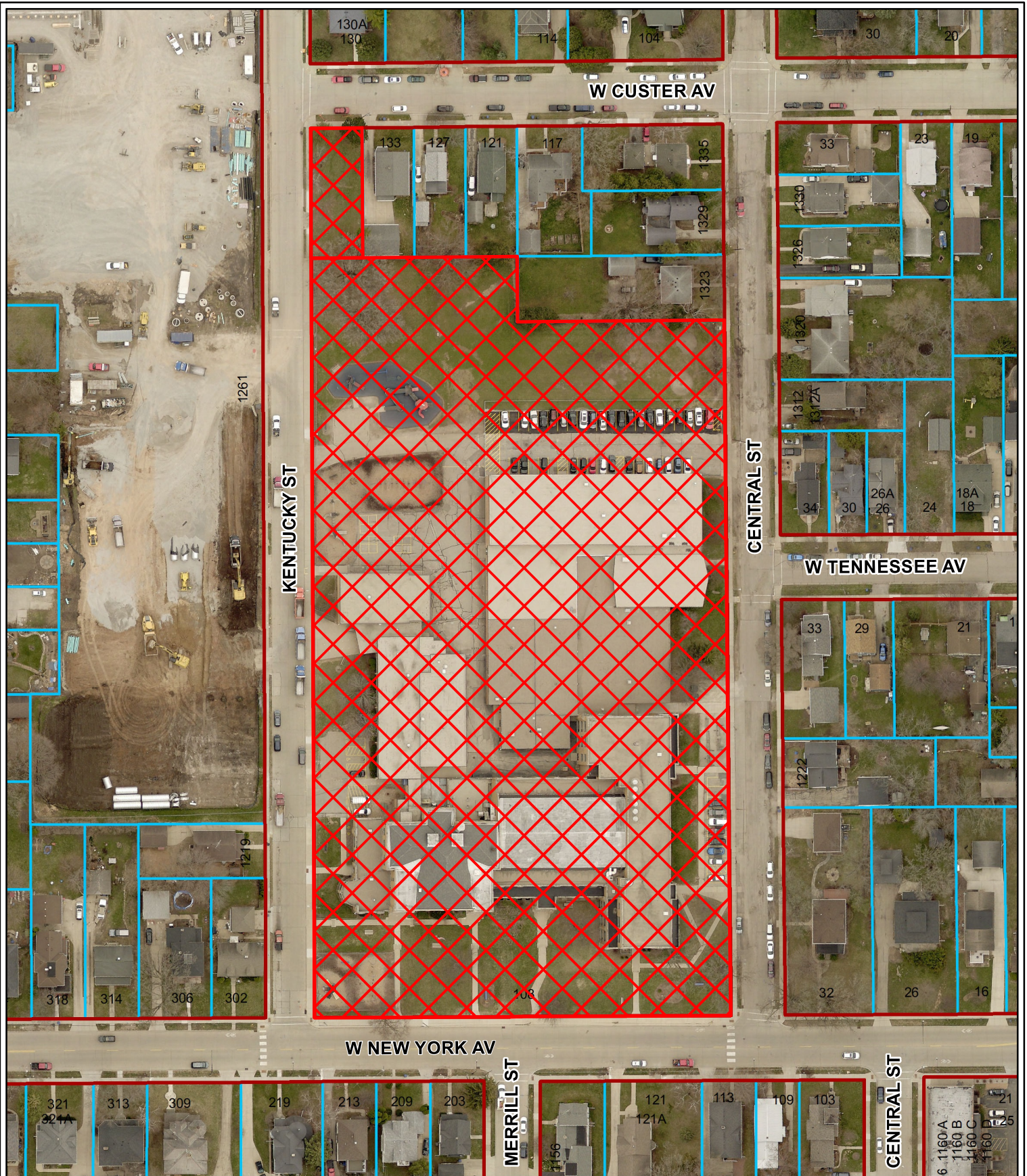




Prepared by: City of Oshkosh, WI



User: katrines



AERIAL 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



1 in = 0.02 mi

1 in = 120 ft

Printing Date: 7/18/2024

Prepared by: City of Oshkosh, WI





TO: Honorable Mayor and Members of the Common Council
FROM: John Fitzpatrick, Interim City Manager / Director of Admin Services
DATE: February 11, 2025
SUBJECT: Res 25-49 Approve End Date for Interim City Manager

BACKGROUND

Former City Manager Mark Rohloff retired from the City of Oshkosh effective January 3, 2025. On December 10, 2024, in anticipation of Mr. Rohloff's retirement, the Common Council appointed Assistant City Manager / Director of Administrative Services John Fitzpatrick to the position of Interim City Manager. This temporary appointment was effective as of January 4, 2025, and until such time as a new city manager was appointed and had assumed the role. On December 23, 2024, the Council appointed Rebecca Grill as the new City Manager for the City of Oshkosh, and Ms. Grill will assume the role on February 24, 2025.

RECOMMENDATION

With the duration of the temporary appointment defined, I recommend that John Fitzpatrick's Interim City Manager responsibilities be ended as of February 23rd, 2025.

Attachments

RES 25-49

2/11/2025

25-49

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE END DATE FOR INTERIM CITY MANAGER

INITIATED BY: CITY ADMINISTRATION

WHEREAS, following the retirement of the City Manager, the Common Council appointed John Fitzpatrick, Assistant City Manager and Director of Administrative Services, to serve as the Interim City Manager with Resolution 24-676, effective January 4, 2025 and until such time as a new city manager is appointed by Council and assumes the position; and

WHEREAS, Council appointed Rebecca N. Grill as City Manager with Resolution 24-687 on December 23, 2024, effective February 24, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that the appointment of John Fitzpatrick as Interim City Manager will end on February 23, 2025.



TO: Honorable Mayor and Members of the Common Council
FROM: Justin Gierach, Engineering Division Manager/City Engineer
DATE: February 11, 2025
SUBJECT: Res 25-50 Approve Professional Services Agreement with Ramboll Americas Engineering Solutions, Inc. for Stringham Creek Box Culvert Investigation in Relation to 7th Avenue Reconstruction (\$132,000)

BACKGROUND

Residents on West 7th Avenue report increased groundwater levels and more frequent running of sump pumps following the reconstruction of West 7th Avenue, which occurred during much of the summer of 2024. Residents have expressed concerns that the newly-installed box culvert may be leaking. In order to evaluate the box culvert system, the Department of Public Works has requested a proposal from Ramboll Americas Engineering Solutions, Inc. (Ramboll). Ramboll, and their sub-consultants, will conduct an inspection and investigation of the box culvert system and will use their expertise to help determine if the box culvert is leaking. This inspection will be conducted without isolating the system from the Fox River and pumping it down.

Ramboll's services include contracting with Hibbard Inshore, LLC and Willowstick Technologies (Willowstick) to inspect the Stringham Creek box culvert for possible cracks, joint separation, spalling, or other possible avenues for leakage; coordinating the work activities; overseeing the field crew while performing the work; and reviewing the results and Willowstick's report. This investigation is one part of an overall process to attempt to discern where the reported increase in groundwater level may be originating from.

ANALYSIS

The Department of Public Works requested a proposal from Ramboll due to their experience with this type of work.

FISCAL IMPACT

The cost of the proposal is \$132,000. The cost for these services and will be funded through the Storm Water section of the 2024 Capital Improvements Program (Account #03210410-6804-04415/Contract Control-Storm Sewer-24-15 Iowa/Mich/5th/7th Recon).

RECOMMENDATION

Chapter 12 of the Municipal Code of the City of Oshkosh provides that professional services of a specialized nature, including engineering services, may be procured without the use of formal, sealed quotes. I have reviewed the proposal and in accordance with Section 12-16 of the Municipal Code, I am hereby recommending that the Common Council approve this professional services agreement.

Attachments

RES 25-50
24-15 Ramboll Stringham Crk Box Culvert Insp proposal

02/11/2025

25-50

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE PROFESSIONAL SERVICES AGREEMENT WITH RAMBOLL AMERICAS ENGINEERING SOLUTIONS, INC. FOR STRINGHAM CREEK BOX CULVERT INVESTIGATION IN RELATION TO 7TH AVENUE RECONSTRUCTION (\$132,000)

INITIATED BY: DEPARTMENT OF PUBLIC WORKS

WHEREAS, residents on West 7th Avenue report increased groundwater levels and more frequent running of sump pumps following the reconstruction of West 7th Avenue, which occurred during much of the summer of 2024; and

WHEREAS, staff requested a proposal from Ramboll Americas Engineering Solutions, Inc. (Ramboll) to assist with studying the box culvert system and to use their expertise to help determine if the box culvert is leaking; and

WHEREAS, Section 12-16 of our Municipal Code allows for the waiving of formal competitive bidding for specialized professional services such as this.

NOW, THEREFORE, 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 Ramboll Americas Engineering Solutions, Inc. for Stringham Creek Box Culvert Investigation in the amount of one hundred thirty-two thousand dollars (\$132,000.00).

Acct. No. 03210410-6804-04415 Contract Control-Storm Sewer-24-15 Iowa/Mich/5th/7th Recon



Sent via E-Mail: jgierach@oshkoshwi.gov

Mr. Justin Gierach, PE
Engineering Division Manager
City of Oshkosh
215 Church Avenue
P.O. Box 1130
Oshkosh, WI 54903

RECEIVED
JAN 28 2025
DEPT OF PUBLIC WORKS
OSHKOSH, WISCONSIN

**PROPOSAL FOR STRINGHAM CREEK BOX CULVERT INSPECTION
CITY OF OSHKOSH, WISCONSIN**

Dear Mr. Gierach:

Ramboll Americas Engineering Solutions, Inc. (Ramboll) is pleased to submit this proposal to the City of Oshkosh (the "City") in connection with the evaluation of the Stringham Creek watershed box culvert (box culvert) located along 7th Avenue in the City of Oshkosh. Ramboll understands that the City wishes to inspect the box culvert for possible leakage. This proposal presents the scope of services, schedule, and costs for inspecting the box culvert for possible leaks utilizing geophysical equipment deployed with a remotely operated vehicle (ROV).

January 28, 2025

Ramboll
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PROJECT BACKGROUND

Based on City of Oshkosh Common Council meetings, residents on W. 7th Avenue have been experiencing basement water intrusion and running sumps following the installation of the new box culvert. Residents have expressed concerns that the newly installed box culvert may be leaking. The City of Oshkosh Engineering Team has indicated that the priority is to determine if the box culvert is leaking and potentially resulting in water intrusion into the basements of adjacent homes.

Ref. P3861M-24215

Historically, Stringham Creek extended from the Fox River towards the southwest as a wet marshy open channel, ultimately ending near South Park. As the City became more developed, the Stringham Creek was converted to an enclosed water conveyance system consisting of a 4-foot by 10-foot box culvert with one 30-inch diameter and one 27-inch diameter pipe. The older system was replaced with a waterproofed membraned lined (outside lined) 6-foot by 12-foot concrete box culvert as part of the 2024 system upgrades as summarized in the following paragraphs.

Based on the PSI, "Geotechnical Engineering Services Report for the West 7th Avenue 2024 Capital Improvement Projects Oshkosh, Wisconsin," dated October 26, 2023, subsurface soil conditions in the area of the former Stringham Creek generally consist of concrete pavement with 4 to 5 inches of base course comprised of white silty sand with gravel. Beneath the base course, fill material comprised of reddish-brown silty clay, and brownish gray to light gray silty sand with gravel and clay pockets were documented from depths ranging from about 5 to

10 feet below grade. Buried topsoil comprised of very dark brown to black silty clay with sand was present at the west end of W. 7th Avenue to a depth of about 3 feet below existing grade. Black peat was present to depths of about 5 to 7.5 feet in the center of W. 7th Avenue and 6 to 10 feet at the east end of W. 7th Avenue. The underlying natural soils consisted of reddish brown to brown silty to sandy clay to depths ranging from about 18.5 to 21.5 feet below grade. Beneath the clay soils, brown to grayish brown sand to silty sand and grayish brown to reddish brown clayey silt were present to the maximum depth of the borings of 25 feet.

Review of groundwater information from the Wisconsin Department of Natural Resources (WDNR) Bureau for Remediation and Redevelopment Tracking System (BRRTS) showed multiple nearby sites that have data indicating that groundwater is observed at depths of 2 feet below ground surface (bgs) but is more frequently present at 3 to 6 feet bgs, which correlates with the elevation of the Fox River. Groundwater flow is observed to be in a northeasterly direction toward the Fox River. Per the City of Oshkosh document, "Groundwater Concerns – Stringham Watershed," provided to Ramboll on November 8, 2024, "a resident at 436 W. 7th Avenue has historically reported his sump pump running continuously (some instances of every ~17 seconds), every day, for the past approximate 40 years." Indicating a possible shallow water table.

System upgrades were part of City Contract 24-15, which included a full reconstruction of W. 5th Avenue and W. 7th Avenue between Michigan Street and Iowa Street. As part of the reconstruction project, all three public utilities (sanitary sewer, storm sewer, and water main) and laterals were replaced with new piping, and the Stringham Creek box culvert was upgraded.

Construction for Contract 24-15 began in March 2024 at the intersection of W. 5th Avenue and Michigan Street. The City's contractor experienced high groundwater levels at the groundbreaking (approximately 3 to 4 feet bgs) and installed dewatering wells to mitigate the high groundwater conditions. Groundwater continued to be problematic with box culvert installation until the first bentonite dam was installed near the intersection of W. 5th Avenue and Iowa Street.

Dewatering wells were maintained and in place until all utility work was complete (September 19, 2024). After the dewatering wells were removed, residents in the area began to experience their sump pumps running more often, primarily on W. 7th Avenue. However, other residents in the area indicate little to no change, or their sump pumps run less than before.

In November 2024, cellular grout was installed north of the temporary connection between the existing and new box culvert to isolate any potential leaking sewer from the older upstream system. The grout dams were located at the intersection of Michigan Street and W. 7th Avenue and bentonite dams were installed at W. 6th Avenue and Iowa Street, and just upstream from the Stringham Creek outfall.

Based on a November 2024 City of Oshkosh Common Council meeting, residents on W. 7th Avenue continue to experience basement water intrusion and running sumps. Residents have expressed concerns that the newly installed box culvert may be leaking. The City of Oshkosh Engineering Team has indicated the priority is to determine if the box culvert is leaking. As such, this proposal is focused on evaluating the box culvert for possible leakage. Additional investigations may be necessary beyond the scope of this proposal to address the water intrusion at the location of the homes on W. 7th Avenue. This could include uncovering the box culvert by excavation for additional inspection, installing monitoring wells for groundwater

measurements, or a combination of both. Additional investigation will be discussed with the City, and a contract amendment will be submitted if requested.

PROJECT SCOPE

Ramboll is proposing to contract with Hibbard Inshore, LLC. (Hibbard Inshore) and Willowstick Technologies (Willowstick) to inspect the Stringham Creek box culvert for possible cracks, joint separation, spalling, or other possible avenues for leakage. This inspection is not a structural inspection of the culvert but is only a review for possible leakage from the culvert. Hibbard Inshore is an engineering services company specializing in ROVs. Hibbard Inshore's ROV fleet can travel extensive lengths through filled, partially filled, and dry pipes to collect data and determine the condition of these pipes. Hibbard Inshore inspections include interceptors, force mains, aqueducts, tunnels, reservoirs, trash racks, inverted siphons, gravity sewers, wet wells, and CSOs/outfalls. The vehicles are equipped with video, lighting, and condition-appropriate sensing systems such as sonar for imaging and dimensioning below water, ground penetrating radar for dry concrete, ultrasonic thickness gauges for metal pipes, lasers for imaging and dimensioning above the waterline, gas detection sensors, and other specialty sensors and tooling as the project dictates.

Willowstick is a geophysical exploration and mapping company that utilizes Magnetometric Resistivity (MMR) to map water leaks in structures, including dams, impoundments, tunnels, and utilities. MMR applies a low-frequency electrical current into the ground and measures the electrical conductivity and/or resistivity by measuring the resulting magnetic field in the surrounding subsurface.

For this inspection, the Hibbard Inshore and Willowstick Team recommends using four separate tools to assess the box culvert condition as follows:

1. Geophysical exploration using the Willowstick MMR method from inside the culvert and mapping/logging the resulting electrical field;
2. ROV sonar to scan the culvert for any large dimensional anomalies and fallen liner sections;
3. ROV video to visually confirm culvert condition in possible leak areas identified (visibility permitting); and
4. ROV dye injection in suspected leak areas to confirm flow (visibility permitting).

These four tools would be integrated into the Hibbard Inshore modified ROV, equipped with a 6,000-foot tether. Utilizing the ROV, Hibbard Inshore will take sonar and video (if water visibility allows) while advancing it through the box culvert to assess its condition. The ROV would make two passes of the box culvert, in and out, while collecting the Willowstick electrical field data and video.

Once this data is collected, Willowstick's crew will process the data overnight to identify any possible leakage areas. The following day, the ROV would re-enter the culvert with its sonar to look for wall anomalies and determine if any leakage exists using a dye pump carrying non-toxic dye meant for use in potable water systems. Upon approaching an area of suspected leakage, the ROV will release a small amount of dye into the water to see if it flows into or out of any of the nearby features (joints, cracks, spalls, etc.). The crews on site would work up to two 12-hour shifts to complete the project. Hibbard Inshore-Willowstick's proposed scope of work is further detailed in Attachment A of this proposal.

Ramboll will subcontract directly with Hibbard Inshore and Willowstick to coordinate the work activities, oversee the field crew while performing the work, and review the results and Willowstick's report.

PROJECT COST

Ramboll proposes to undertake this assignment on a time and materials (T&M) basis for a cost of \$132,000 per the City of Oshkosh agreement's terms and conditions. Ramboll's cost includes contractor fees for the Willowstick scope of services together with a subcontractor markup fee of 15%, Ramboll's field oversight of Willowstick, Ramboll's review of Willowstick's deliverable, three meetings with the City (kick-off call, status update call, and field observations debrief call), and project management costs.

Additional project work will be completed on a task-order basis, and the level of effort and associated cost for each additional task will be provided to the City as a contract amendment request. Additional work will only be completed after receiving authorization by the City.

SCHEDULE

Upon award, a kick-off call will be scheduled to occur within the week. Hibbard Inshore will begin the prep of the ROV with the required equipment. The estimated shop prep work is about 1 week. During the inspection operations, Hibbard Inshore would provide one shift of three workers to run the ROV necessary for the inspection work. Each shift is approximately 12 hours and is estimated to take 2 days to complete the inspection. Debrief call with a verbal discussion of investigation finding will be scheduled approximately 1 week post operations.

The full written report with the final ROV and Willowstick data will be available 3 to 4 weeks after the completion of field operations and can be delivered anytime afterward, pending the receipt of payment of the invoice for the mobilization and operations components of the project.

CONDITIONS OF SERVICE

Presented below are Ramboll's conditions of service for conducting this scope of services:

1. Services Provided by Others

The scope of services in this proposal are not a structural inspection of the box culvert but is only a review for possible leakage from the culvert. Hibbard Inshore and Willowstick are utilizing advanced technologies to locate possible leakage pathways, but no warranty or guarantee is implied for identifying such features. It is assumed that the Client will work with Ramboll and others, as necessary, to ensure the following:

- a) Ramboll and subcontractors will have unrestricted access to the site. The City will provide Ramboll and subcontractors with entry to public and private premises.
- b) The Client will provide clear access to the stormwater box culvert structures, including frozen structures and the box culvert outfall.
- c) The Client will provide hard copies of or electronic access to available drawings, maps, and all other documentation regarding the site.
- d) Ramboll will not seek to interview owners/occupants of any surrounding properties.
- e) The full written draft report with ROV and Willowstick data will be available 3 weeks after the completion of field operations and can be delivered anytime afterward pending the receipt of payment of the invoice for the mobilization and operations components of the project.

- f) The cost includes one round of comments from the City of Oshkosh. Additional rounds of comments will be charged an additional fee.

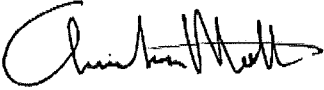
2. Basis for Cost and Schedule

- a) No scheduling, access, or other unforeseen difficulties in obtaining data or site access will be encountered.
- b) The fieldwork is to be performed in two 12-hour days. Additional costs associated with delays outside the control of Ramboll and the subcontractors will be applied as a contract amendment per the fee schedule.

CLOSING

We look forward to working with the City of Oshkosh on this project. If you have any questions or need further information, please contact us.

Yours sincerely,

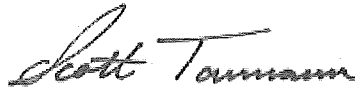
A handwritten signature in black ink, appearing to read "Andrew G. Mott".

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cc: Tracy Taylor, City of Oshkosh

ATTACHMENT A

HIBBARD INSHORE-WILLOWSTICK PROPOSED SCOPE OF WORK



January 23, 2025

**Hibbard Inshore Proposal 240636 for the ROV Willowstick
Leakage Investigation of a 6' x 12' Box Culvert in Oshkosh, WI
for
Ramboll**

From:
Hibbard Inshore, LLC.
2285 North Opdyke Rd., Suite A.
Auburn Hills, MI 48326
1.248.745.8456

Attn: David Malak
+1.248.891.5019 Mobile
Dave.malak@hibbardinshore.com

This proposal includes data that shall not be disclosed outside the above named and shall not be duplicated or used, in whole or in part, for any purpose other than to evaluate this Proposal. If, however, a Contract is awarded as a result of, or in connection with the submission of this data, the above named shall have the right to duplicate, use or disclose the data to the extent provided in the resulting Contract. This restriction does not limit the right of the above named to use information contained in this data if it is contained in another source without restriction. The data subject to this restriction includes the complete body, statements, and appendices, as revised.

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1 Executive Summary

The following proposal from Hibbard Inshore, LLC. (Hibbard) is to provide an inspection of the 6' x 12' box culvert between its outlet at the Fox River and the intersection between W. 7th Avenue and Michigan Street. From the provided drawings, this looks to be approximately 1,600' of linear distance. The culvert is expected to be between 95% and 100% water filled during the inspection, and it is the objective of the inspection to identify any areas where the culvert is leaking between its interior and exterior. The water turbidity is unknown for the inspection, but if there is good water visibility, Hibbard Inshore will come prepared with a dye pump to confirm the leakage locations after the Willowstick leakage data is collected and processed on the first day of the inspections. The inspection would proceed from the outfall and end up in the upstream direction towards the intersection of W. 7th Ave. and Michigan Street. A pickup truck and 20' trailer would need to be given access to park near the outfall opening, and the ROV could be walked down the rip rap to be placed in the water. As an alternative, any of the 4' diameter or 5' diameter manholes could be used as an alternative access point if they are free and clear of obstructions and if the outfall end is not accessible. The inspection would be completed using a remotely operated vehicle (ROV) without requiring dewatering of the facilities, and each day of inspection would require approximately 8-10 hours in the water where the flow velocities do not exceed 1 foot per second.

Using the ROV, Hibbard Inshore would take sonar and video (if water visibility allows) while swimming through the culvert to assess its conditions. The ROV would make two (2) passes of the culvert, in and out, while collecting Willowstick leakage location data and video. Once this data is collected, Willowstick's crew will process the data overnight to identify any possible leakage areas. The following day, the ROV would re-enter the culvert with its sonar to look for wall anomalies and its dye pump carrying non-toxic dye meant for use in potable water systems. Upon approaching an area of suspected leakage, the ROV will pump a small amount of dye into the water to see if it flows into any of the nearby features such as joints, cracks, spalls, etc... indicating a leak between the inside and outside of the culvert which would be apparent on the video with the dye if there is any level of differential pressure. If there is not differential pressure, the Willowstick equipment will still identify any potential internal to external flow paths, however, visual confirmation would be more difficult.

Because of the possible leakage and possibility for differential pressure in the culvert, there could be a risk of the ROV or its tether becoming caught. To help mitigate that risk it is important to know whether the leakage is distributed throughout multiple locations in the culvert, or if the leak is isolated to a single point or station. If the leakage is distributed over a larger area/multiple locations, that may allow the ROV to safely pass the leakage zone(s); however, if the leak is shown to be from a single point or within a small physical area, then it may not be safe for the vehicle to pass. To know for certain whether the leakage is distributed or not, as well as to identify all of the possible areas of leakage in the culvert, the inspection would use an electrical leak identification system from Willowstick. The Willowstick data will be very helpful in finding any leakage, if present, and determining if the leakage is distributed over a larger area or if it is isolated to discrete points. Willowstick's electrical leak detection methods are amperage/voltage logging and electric field dipole logging, and we collectively refer to them in this proposal as "electrical logging". The inclusion of electrical, sonar and CCTV technologies provides intelligent information from which potential leakage locations can be identified.

For this inspection, we would suggest using four (4) separate tools to assess culvert condition along with identifying the location and character of leaks as follows:

1. Electrical leakage location mapping from inside the culvert
2. ROV Sonar to scan the culvert for any large dimensional anomalies and fallen liner sections
3. ROV Video to visually confirm culvert condition in suspected leak areas identified (visibility permitting)

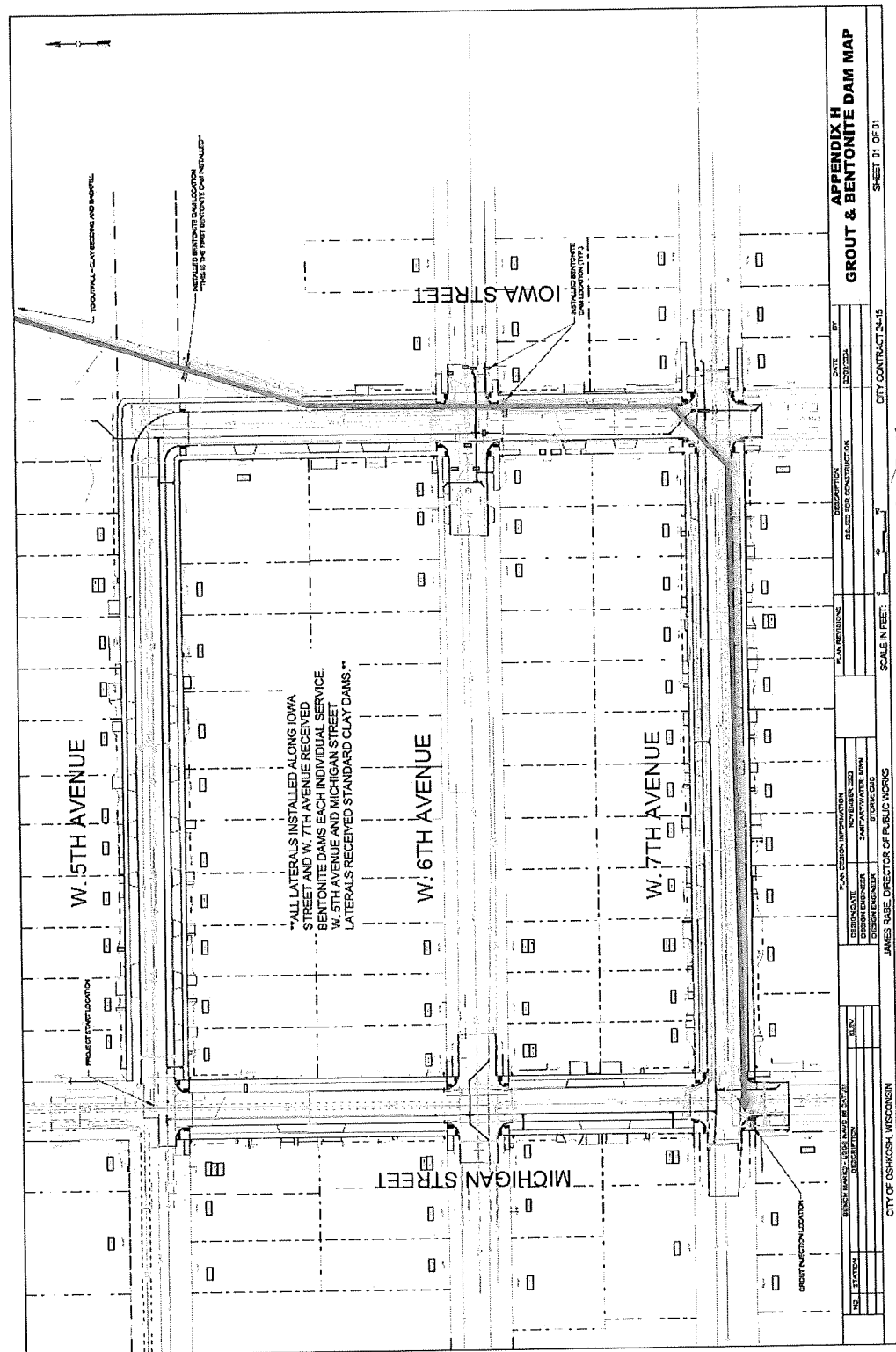
Executive Summary

4. ROV Dye Injection in suspected leak areas to confirm flow (visibility permitting)

These four tools would be integrated to the Hibbard Inshore modified BlueROV which will come with a 6,000' tether. The crews onsite would work up to 12-hour shifts to complete the project.

1.1 Benefits of ROV Video, Sonar, Electrical Leak Detection, and Dye Insertion Inspection

- The primary benefit of the inspection technique is that the combination of technologies will more thoroughly identify and characterize leaks than video alone.
- Because the culvert does not need to be dewatered, risk to the structure is reduced. The hydrostatic pressure of the water is left in place to continue aiding in support of the culvert and the identification of leaks.
- There is also a reduced risk to people because no manned entry would be made.
- The Electrical sensor would identify leakage areas due to the following
 - Cracks
 - Holes
 - Porous Materials
- The video and sonar would be capable of identifying notable points of interest such as large open cracking, holes, sections of collapsed concrete, rock or shotcrete, offsets, variance in culvert shape, sedimentation, and significant concrete damage or erosion.
- The vehicle's dye injection system can be used to confirm the relative strength of particular leak areas (water visibility permitting and water velocity permitting)
- The video and sonar of these features would be associated with notes taken by the ROV pilot.



Hibbard Inshore currently owns and operates multiple vehicles that are able to complete this inspection in its entirety without dewatering the facilities. However, due to the scope of the project, Hibbard Inshore is suggesting using a modified BlueROV vehicle for the inspection. Until it can be confirmed that there is no leakage occurring, the ROV will need to be very careful when inspecting. In order to do this, the ROV will approach the inspection slowly while monitoring the sonar for signs of damage and anomalies. It will also record the Willowstick leakage data to help determine if leak(s) are present and if so, is it isolated to one area, or there are several individual points, if there are areas where there is liner porosity, or if leakage is more distributed over more areas of the culvert. It is possible that the ROV will not be able to safely pass the leakage zone if the rate of leakage is high enough to be of concern. Because of this and the timing of the project, the Loxus/Hibbard Inshore team is offering two options as follows:

The selected vehicle will remain in the center of the culvert away from the culvert walls in order to collect the Willowstick Data and imaging sonar to look for dimensional anomalies and avoid the risks presented by the culvert leakage. On the second day of the inspection, after any potential leakage stations have been identified by the Willowstick data, Hibbard Inshore's ROV will return to the culvert with additional imaging sonar and the dye injection system. The sonar units would be used to look closely at the crown (if the culvert is completely filled with water), invert, and the underwater portion of both walls. The investigation would not be able to identify any potential leaks above the waterline; so, for this method, it is encouraged to perform the investigation when the culvert is as full as possible. The selected ROV would be shipped upon receipt of a finalized contract and any agreed upon initial mobilization payment.

1. Modified BlueROV – The culvert would have its internal surfaces imaged with multibeam imaging sonar coverage and video (as water visibility permits). Forward looking imaging sonar coverage of the internal surfaces would be provided using 2 sonar heads simultaneously with cracks of greater than 10 mm gap detected in smooth concrete. Positioning would be tracked by a tether payout counter. Video would be taken in areas of interest identified by the sonar. Willowstick leakage data would be collected over the full inspection length.

Typically, in large diameter lines such as these, Hibbard Inshore uses a combination of sensors to achieve the inspection rather than relying on video alone. This is because in cases where water visibility will not allow the onboard cameras to see the entire culvert circumference in a single pass of the vehicle, multiple passes through the full culvert length can be very time consuming and require very long outage periods which often are not practical. The addition of sonar to scan for issues can reduce the time needed to inspect because sonar can "see" further through the water than video. The sonar works like operating your car with headlights at night, "illuminating" a much larger area than you could see otherwise with the headlights/sonar off.

Because of this, Hibbard Inshore typically uses forward looking imaging sonar in combination with the HD video cameras to perform the inspection to identify cracking, open joints, areas of spalling, or debris on the invert. These sensors can look out in front of the vehicle and can see much further than video allowing features of interest to be cataloged more quickly and efficiently.

The primary objective of this inspection would be to provide data on the current conditions of the culvert to look for any signs of debris, sedimentation, leakage, or other damage. The ROV will be operated from the Control trailer which would be trailered to site by truck and would be parked near the access point where the ROV would be launched into the water by hand. If this access point is not available for any reason, or if the truck cannot be parked adjacent to the access, then the 2' x 3' inlet locations could be used as an alternative. The client would need to provide all access, traffic control, and permitting for the access point selected.

Executive Summary



The data collected from this inspection will be utilized by the client to determine the current condition and whether maintenance or remediation tasks would need to be performed as a result of the findings.

Executive Summary

2 Inspection Method Details

In a water-filled inspection, the proposed ROV and umbilical tether is neutrally buoyant reducing friction with the culvert walls. The vehicle is designed to perform structural and maintenance inspections in water-filled culverts during both good and poor visibility conditions. Because the vehicle is a swimming ROV and the technologies onboard (including leakage sensors) require the presence of water to work, the ROV investigation will only be able to inspect and search for leaks in the water-filled portion of the tunnel. The vehicle would be capable of identifying notable points of interest such as open cracking, holes, rock falls, sections of collapsed concrete, offsets, variance in culvert shape, sedimentation, significant concrete spalling or damage, and erosion should any of those conditions exist in the culvert. The video (visibility permitting) and sonar of these features would be associated with notes taken by the ROV pilot that are recorded on the digital record of the inspection.

Spares for the underwater components would be onsite as standard maintenance and repair requirements. The inspection vehicle would provide video and lighting along with multiple forms of sonar to inspect the culvert.

The flow in the culvert would be controlled for the duration of the inspection by the client based on this proposal and the agreed upon velocities prior to the inspection. If the water has lower visibility, the sonar could be used as the primary inspection sensor to speed up the inspection considerably. If the water clarity is expected to be good, the HD video camera would be used for detailed inspection of areas of interest.

All of the inspection data would be seen in real-time and would be collected along with the pilot notes in a data acquisition system. The return run can be used for detailed video inspection of specific points of interest. Video could be recorded as necessary within the time allowed. The forward looking sonar units would be used to navigate and to image structures. While inside the culvert, the forward looking sonar would cover the crown, culvert walls and/or culvert invert to identify potential features on each separately. When features are identified on the sonar, the swimming vehicle can swim directly to them to record video detail (water visibility permitting) along with sonar cross sections for measurement purposes. Because the sonar can "see" further ahead than the video, this method allows the inspection to move quickly forward and document features that exist while spending the minimum amount of time searching for those features.

The nature of this inspection is to look for potential hazards as the vehicle is moving. Identifying these hazards in advance prevents the vehicle from entering into dangerous situations. The inspection would be conducted until the vehicle reaches the end of the preset inspection distance, or to the point where it encounters significant obstruction that will not allow it to safely pass. These obstructions include but are not limited to large sediment blockage, trash screens, closed valves, debris blockage, leakage areas that may trap the vehicle or its umbilical, and exposed jagged materials that would jeopardize the vehicle umbilical. Each bend would be closely examined with the video and/or sonar to determine if it is safe for the vehicle to pass before the vehicle proceeds. If such a hazard were to be identified, the inspection would halt at that point until the hazard is cleared, or the client directs the inspection to proceed and accepts the risk to the Hibbard Inshore vehicle. Any additional onsite days beyond the two (2) days scheduled would be charged at the Additional Day Rate. This would include any extra time needed to move to different access locations in the case that the ROV cannot pass a hazard.

For the inspection, the ROV would access from the outfall end of the culvert. The vehicle can be launched and recovered from the water by hand. Once in the water, the vehicle would swim itself into the culvert and through each inspection area.

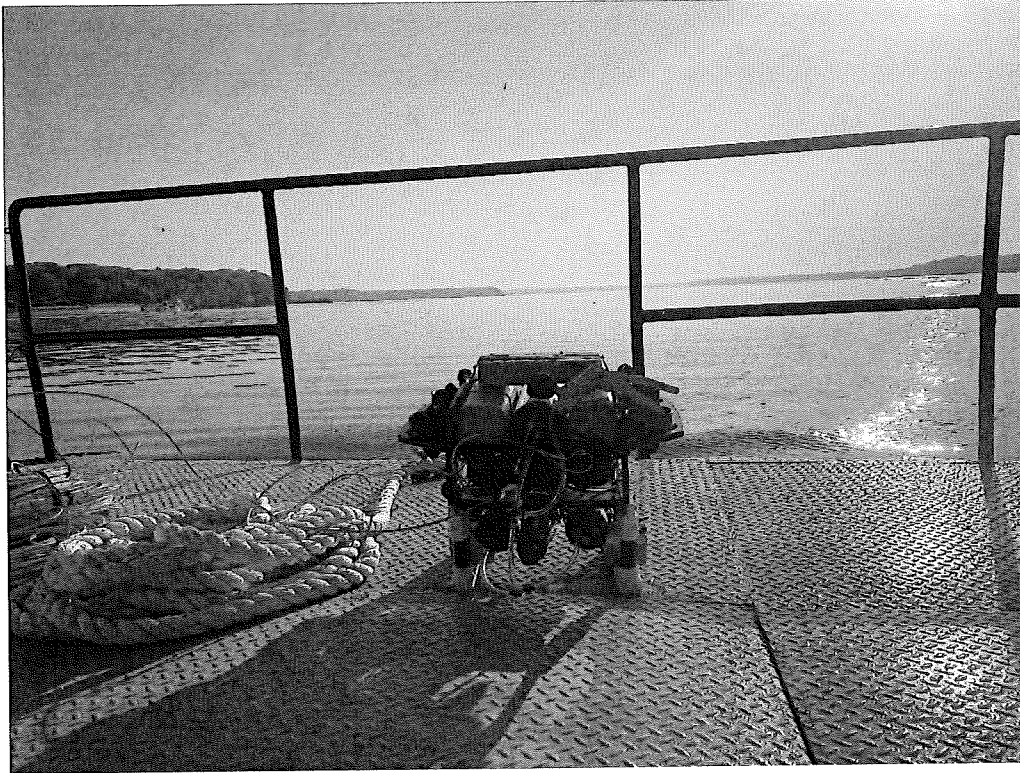


Figure 2 Hibbard Culvert Inspection ROV

2.1 Willowstick Electrical Logging

The electrical logging proposed for this investigation is designed to detect stations along the culvert where electric current escapes the culvert. The areas where electric current escapes the culvert are identified as potential leakage locations. Once the potential leakage locations are identified, the Hibbard ROV will return and inspect each location closely to confirm if there is leakage in the area and the detailed conditions using their sonar and CCTV technology.

This method will point to any possible areas of leakage from within the culvert so that further visual inspection and dye injection can be attempted (visibility permitting) to confirm the extent of the leaks in these areas. Electrical leak detection is a unique application of sound scientific principles and proprietary technology that is used to accurately identify flow paths of subsurface water. The system directly energizes the contact water of interest with a specific alternating electric current. As the electric current flows through the contact water the resistivity of the electrical circuit can be measured.

The electrical logging inside the culvert will require an electrical circuit with one scanning interior electrode (inside the culvert) and one exterior stationary electrode. We will connect the interior electrode with a long circuit wire back to the exterior electrode located nearby outside and away from the culvert. The interior electrode will be towed inside the culvert via neutrally buoyant cable connected to Hibbard's ROV. We refer to this as the "mobile" electrode.

An illustration of the electrical logging investigation is highlighted in Figure 3 below.

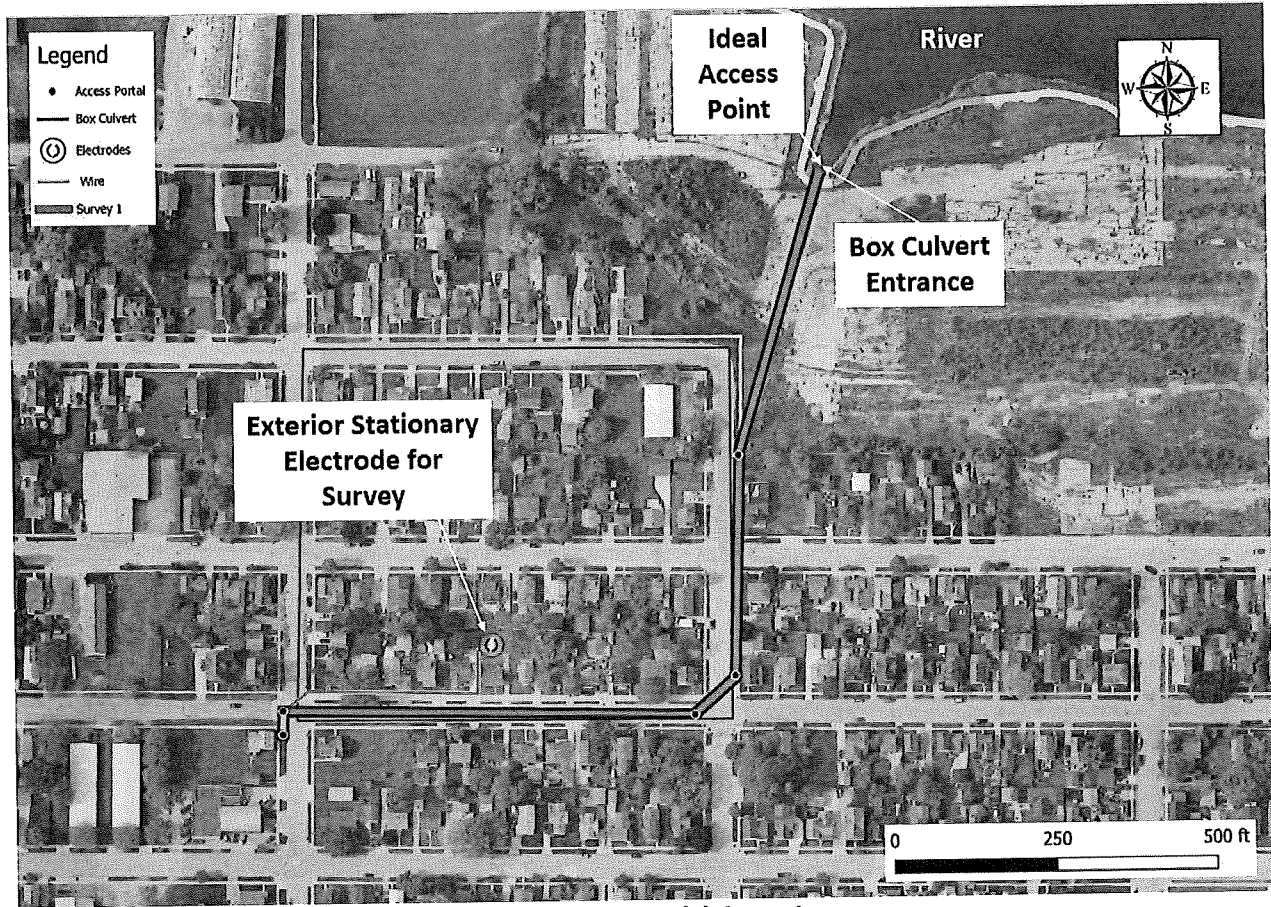


Figure 3 Willowstick Layout

2.2 Inspection ROV Details

The remotely operated vehicle would be equipped with multiple sonar units, video and leakage detection systems to provide comprehensive inspection of the culvert in a water-filled state. The installed sensors are designed specifically to collect a large amount of data to allow for identification of anomalies and leaks. The system is also designed to overcome water that has low or zero visibility for video as well as work efficiently in large diameter culverts and pipelines where available outage times may not make it practical to record video of 100% of interior culvert surfaces.

The vehicle would come equipped with an HD Camera and adjustable lighting, two multibeam imaging sonar heads with adjustable frequencies and range, the Willowstick Leakage Detection system, and a dye injection pump. The main advantage of this method is that it allows leaks to be identified and characterized quickly.

The ROV video would be used to identify features such as corrosion, cracking, spalling/scour or debris buildup in the culvert as well as to provide additional qualitative data on any large features of interest detected by the sonar. The ROV control equipment would be set up in an area near each access point.

The tether is designed with a protective outer jacket and strength member inside and is designed with underwater confined-area inspection functionality in mind where it is able to go around bends in an unlined, rock tunnel with non-uniform surfaces as well as in smoother, lined conduits.

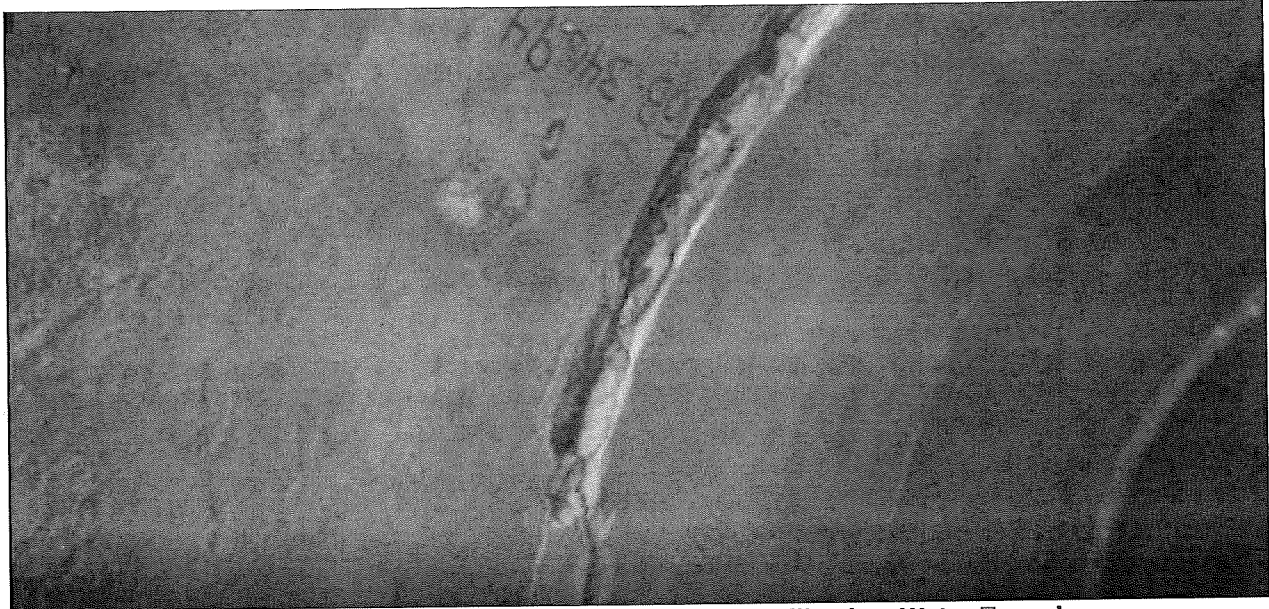


Figure 4 Hibbard Onboard HD Video Showing Spalling in a Water Tunnel



Figure 5 Hibbard ROV Dye Pump Confirming a Leak Identified by Willowstick Electrical Data

2.3 Activities

The current conditions to be assessed would include but would not be limited to the following activities:

- Checking the status of the existing Culvert linings in the areas to be inspected
 - Identifying any areas of missing linings including holes or voided areas
 - Identify areas of sedimentation, fallen lining material, or fallen rock
 - Identify large, open cracks and open joints
 - Identify any offset sections
- Check for variations in the Culvert size and shape that differ from the provided drawings
 - Identify any areas of reduced cross-sectioning with stationing
 - Identify any areas of larger than expected cross-sectioning with stationing
 - Identify transitions in size and shape
 - Identify sediment levels, obstructions and other debris
- Inspect the full scope length of the culvert
- Collect Leakage Data in the full scope length

2.4 Expected Results

- Identify any large anomalies that are possible considering the water visibility conditions at the time of the inspection including sediment levels and concrete conditions
- Identify any leakage locations and identify whether leakage appears to be distributed or a "spot" leak
- Perform visual confirmation with dye injection at potential leakage locations as identified by Willowstick data.
- Identify all features and anomalies with tether payout culvert stationing to allow for any remediation to be properly planned

3 Analysis

There are multiple types of data that are recorded by the ROV that will be interpreted. Each type of data will be analyzed and interpreted independently then correlated and analyzed together. During review, the inspection notes that were entered into the data acquisition computer can be edited if more features are located or analyzed further after review of all of the data sets.

3.1 Forward Looking Multibeam or Mechanically Scanned Imaging Sonar Interpretation

During the inspection, the forward looking sonar can see features first because it has adjustable range and can typically "see" 5-30 meters' in front of the vehicle as it is moving. This is the primary sensor to locate features. Once a feature is identified, the vehicle can swim to it to view it on video and dimensional cross-section measurements can be collected at the location to give size.

3.2 Video Interpretation

Video can be used to identify types of rock or debris and see certain types of features such as the surface condition of concrete or metal. This is all dependent upon the water clarity. Clarity permitting, debris can often be classified as rock or concrete from the Culvert or debris that entered from the reservoir through the intake. If the debris is from the Culvert walls, this can indicate a structural deficiency of the Culvert.

3.3 Water Clarity

Water clarity can have a large impact on inspection method. When the water is clear, video can be very productive to detect features quickly because large areas of the culvert wall can be seen. When the water is cloudy, video is less effective or ineffective altogether. In these cases, sonar is used to detect features beyond the range that the video camera can see. If a feature is detected on sonar, the ROV is maneuvered close enough to see the feature on video. In some cases, the water is too cloudy and entire inspection can be conducted with sonar. Water clarity often has a seasonal component. It is best to schedule an inspection when the water will be the most clear if that is possible. However, Hibbard Inshore is also able to perform full and thorough culvert inspections using sonar and has done so frequently in areas that have high turbidity. High turbidity would eliminate the ability to perform dye injection; however, the Willostick data would still indicate any potential flow paths from inside the line to outside.

3.4 Water Depth and Culvert Length

The water depth and the length of the culvert can limit which ROVs can perform an inspection. Most small ROVs have depth limits of 300 meters and maximum tether lengths of about 500 to 1,000 meters. The number of ROVs that can penetrate a culvert with the appropriate sensors over 1 km is small. Hibbard Inshore has multiple vehicles to choose from that meet this project's requirements. This will give the client the liberty to select the levels of inspection data they wish to receive and have the ROV fit to those specific needs.

4 ROV Deliverables

A list of major features identified by the inspection would be available onsite 48 hours after operations have completed. Three weeks after the completion of the operations, the final written report would be available for delivery. The written report would present project background, overview of field operations, summaries of significant observations including any leakage observations, a printout of the sonar data, and cross reference to video logs and drawings. All sonar images would be continuously recorded along with the original data so that the sonar information can be accurately regenerated for analysis. Image files of any stationary, 2D sonar images would be stored to be used in the final reports to document as typical cross-sections or special areas of interest. Digital stills or full quality video captures would be presented in the final report.

A copy of the video and sonar would be delivered on Digital Hard Drive with the final report. All video, sonar, and inspection notes will be recorded in the VisualSoft, EIVA or Digital Edge data acquisition software, and a free viewer program will be provided on Digital Hard Drive.

The list of deliverables is as follows:

- Written Report with Description of the Site Activities, Description of How to Interpret the Data Collected, Listing of Features and Leaks Identified with Stationing, Video and Sonar Screen Captures Showing Representative Images of the Features in Question.

4.1 Willowstick Electrical Logging Deliverables

The Willowstick investigation at the culvert will result in maps that will identify the locations of leakage within the culvert. These deliverables include a culvert log showing the exact location of any leaks out of the culvert. Figure 13 illustrates a typical section of the Final Report we produced for a recent inspection project. Notice that the locations of all potential leaks are clearly identified.

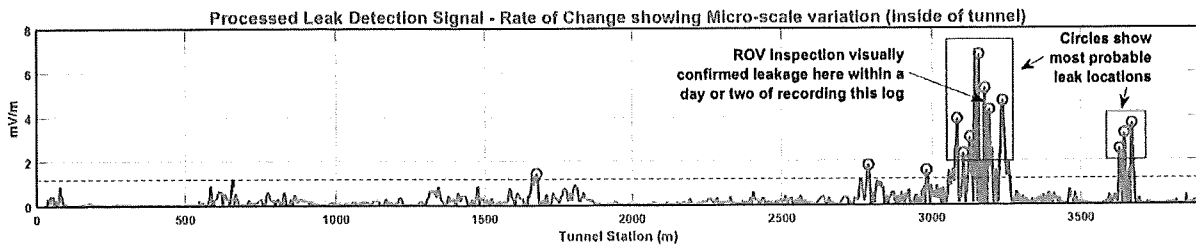


Figure 6 Sample Willowstick Leakage Stationing Deliverable

4.2 Contingency for Vehicle Issues

As with any good safety plan, Hibbard Inshore's vehicles concentrate first on the identification and "elimination" of hazards through preventing the vehicle from entering into the riskiest situations. The vehicles come with a variety of on-board features to help prevent a situation where the vehicle might become endangered of being stuck or untethered. These safety features are as follows:

- The ROV's forward looking imaging sonar units are able to look in front of the vehicle 10-30 m at a time in the culvert as the vehicle is moving. This allows these sonar heads to function similarly to a car's headlights "illuminating" any potential issues further down the culvert well before the vehicle reaches those potential danger points so that decisions can be made to slow the vehicle and approach in a safe and careful method.
- The vehicle tethers are neutrally buoyant in fresh water meaning that they will not drag on the invert of the culvert. Similarly, if a rock fall or debris is present, and the ROV Supervisor determines there is room to elevate the vehicle to swim over the top of it safely, the tether will simply follow the path of the vehicle keeping this maneuver safe for the vehicle to complete.
- The vehicle tethers have a strength member integrated that will allow the full weight of the vehicle, its tether, and associated friction to be pulled back by the tether winch at the full length of extension.

As a standard, any of the Hibbard vehicles options would be operated with a tether while inside the culverts for three primary purposes:

1. The tether allows the pilot, client and engineers to see the inspection data in real-time allowing them to make decisions immediately if more detailed inspection is required or if an unsafe condition is approaching
2. The tether gives the pilot control of the vehicle so that he can stop it to look closer at areas of interest as they are discovered or slow down and stop to avoid hazards before reaching them.
3. The vehicle tether can be used to retrieve the vehicle if desired.

4.3 Full Culvert Inspection ROV Equipment and Crew

Modified BlueROV Option

- 2 km tether
- 1080 p Video Camera(s)
- (2)Forward Looking Imaging Sonar Units for internal imaging
- Willowstick Leakage Detection System
- Non-toxic Dye Injection Pump

ROV Crew (12 Hour Operations – 3 total Crew)

- 1 ROV Engineer
- 1 ROV Pilot
- 1 ROV Technician

5 Estimated Schedule

A full, detailed schedule would be generated after award. During the inspection operations, Hibbard Inshore would provide one shift of 3 workers to run the ROV necessary for the inspection work. Each shift would work for up to 12 hours. All setup and operations days would be consecutive. If the client requires any days off for holidays, weekends, or other reasons not under the control of Hibbard Inshore, those days

would be charged at the Standby Day rate in the pricing section of this proposal. After the inspection is completed from each access point, the crew would require one additional day to pack the equipment for shipping. The pricing and schedule assume the entire culvert is clear enough of hazard and obstruction that the entire inspection can be completed from a single access point with a total of two days operating in-water with one for the Willowstick Data collection and the second for the further investigation of any areas indicating possible leakage concern from the Willowstick data. If, upon beginning the inspection, it is determined that access will be required from multiple access points, any additional inspection days would be required to be approved in writing by the client at the Additional Day Rate set forth in the pricing section of this document.

The estimated schedule would be selected based upon the chosen scope of work.
In-water Inspection days are shown in **bold font**.

Contract in Place	
Setup and Prepare Equipment at Hibbard Shop	1 week
Mobilization of Equipment	1 day
Willowstick ROV Internal Culvert Data Collection	1 day
ROV Sonar Investigation and Leak Visual Confirmation	1 day
Pack Equipment and Demobilize to Hibbard Shop	1 day
Debrief Call with Verbal Discussion of Investigation Findings	Approx. 1 week post operations

The full written report with final ROV and Willowstick Data will be available 3 weeks after the completion of field operations and can be delivered anytime afterward pending the receipt of payment for the mobilization and operations components of the project.

6 Items Required from Client

- 4-5 cfs of flow for up to 12 hours on the days of inspection
- Roadways to access points clear and passable for a Flatbed truck
- Access to culvert during all pre-scheduled inspection times
- All necessary permitting for local operations
- Secure storage for equipment overnight
- Free and Clear Access into the access points – all gratings, stop logs, or other obstructions removed from access
- Jobsite lighting (as appropriate)
- Traffic Control (as appropriate)

7 Pricing

This pricing is lump sum for the proposed schedule.

The costs below also do not include any costs for Performance Bonds, Bid Bonds, Maintenance Bonds or any bank guarantees that may be required by the client. If those are required, they can be provided by Hibbard Inshore at additional cost.

The standby rate is for any customer caused delays, or delays outside the control of Hibbard Inshore including but not limited to inability to work any weekend day, holidays, days waiting for client supplied equipment, permitting, outage, etc...

The Additional Day Rate is for work outside of the scope detailed above that can be performed by the same equipment while onsite including but not limited to extra inspection days needed due to hazards present, or the inspection of additional structures not included in this scope.

7.1 Culvert Inspection and Leak Detection Pricing BlueROV with 2 km range and Willowstick Internal Investigation

BlueROV with 2 Forward looking multibeam sonar units, Tether Payout Positioning, HD Video, Data Acquisition System, 2 km range capability; Willowstick Internal Leakage Investigation Equipment and electrical tether for leak detection

Equipment, Integration, Prep and Round-trip Mobilization	\$44,870.00	USD
ROV Culvert and Leak Investigation Operations (2 Days In-Water)	\$35,405.00	USD
Written Report, Sonar Snapshots, and ROV Leakage Results	\$25,055.00	USD*
Total Contract (no standby)	\$105,330.00	USD

*Full Data Report to be released upon receipt of Mobilization and Operations payments.

7.1.1 Standby Rate and Additional Day Rate with Leakage Equipment and All Associated Personnel

Standby Day Rate All Equipment and Crew	\$7,160.00	USD / day
Additional Day Rate All Equipment and Crew	\$12,355.00	USD / day

7.2 Proposal Duration

This proposal is valid for 90 days.

7.3 Schedule

The schedule is subject to contract acceptance and prior sale. In the event of customer caused delays, weather delays or other factors outside the control of Hibbard Inshore, standby rates apply.

8 Safety Program

Hibbard Inshore operations will be conducted under the applicable OSHA regulations. A Job Safety Assessment (JSA) will be conducted.

8.1 Safety Plan

A safety meeting would take place upon arrival on site and the beginning of each shift. The meeting would cover topics such as sequence of work, structure lockout, ROV specific safety, site specific safety and general safe work practices.

Operations would be conducted under Hibbard Inshore LLC. Safety Manual, 2021.

- a. A safety meeting would be conducted in which the Job Safety Analysis (JSA) would be performed. All safety concerns would be addressed and corrected before work begins.
- b. The plant would be placed into "Lock Out – Tag Out" with the ROV Supervisor and senior plant operator as necessary.
- c. Conditions such as high flow, turbulence, hazardous debris, plant emergency, personnel emergency, electrical storm, plant safety violation or other hazards would be cause to suspend operations. Every effort would be made to resume operations in a safe alternate manner.
- d. The ROV Supervisor has overall control and authority for operations. All work would be coordinated between the customer Point of Contact (PIC) and the Hibbard Inshore ROV supervisor.
- e. At the conclusion of operations, the plant would be removed from the "Lock Out – Tag Out" condition by the ROV Supervisor and Customer PIC.

Identified health or safety hazards would be corrected by notifying the customer PIC / ROV Supervisor.



TO: Honorable Mayor and Members of the Common Council
FROM: Steven M. Gohde, Assistant Director of Public Works/Utilities General Manager
DATE: February 11, 2025
SUBJECT: Res 25-51 Award Bid for Public Works Contract 17-18 Water Filtration Plant Clearwells to Core and Main for Valves Procurement Package (\$107,250)

BACKGROUND

On January 17, 2025, the Department of Public Works (Department) requested bids for a valves procurement package for the Water Filtration Plant (WFP) Clearwells Replacement Project. The valves have a long lead time and will be needed near the beginning of the Clearwells Replacement Project. Including these valves with the bidding of the Clearwells Replacement Project would delay the start of the Project. The valves are specified to be Build America, Buy America compliant to allow for the use of Safe Drinking Water Loan funds to install them.

ANALYSIS

Department staff reviewed two (2) bids. The low bid was received from Core and Main of DePere, Wisconsin. The lead time of thirty-four (34) weeks is anticipated to work with the contract timing.

FISCAL IMPACT

Funding for the Clearwells Replacement Project is in the Capital Improvement Program (Account No. 03221810-7206-64002/Water Capital Fund-Capital Construction- WFP -- Clearwell Replacement).

RECOMMENDATION

I recommend award to the low bidder, Core and Main, in the amount of \$107,250.

Attachments

RES 25-51
17-18 Valves Bid Tab

02/11/2025

25-51

RESOLUTION

CARRIED

5-0

PURPOSE: AWARD BID FOR PUBLIC WORKS CONTRACT 17-18 WATER FILTRATION PLANT CLEARWELLS TO CORE AND MAIN FOR VALVES PROCUREMENT PACKAGE (\$107,250)

INITIATED BY: DEPARTMENT OF PUBLIC WORKS

WHEREAS, the City of Oshkosh has heretofore advertised for bids for a valves procurement package for the Water Filtration Plant (WFP) Clearwells Replacement Project; and

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

Core and Main
2100 Little Rapids
De Pere, WI 54115

Total Bid: \$107,250.00

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 same, all according to plans, specifications, and bid on file. Money for this purpose is hereby appropriated from:

Acct. No. 03221810-7206-64002 Water Capital Fund-Capital Construction- WFP – Clearwell Replacement



BID TAB
VALVES PROCUREMENT PACKAGE
FOR THE CITY OF OSHKOSH – WATER FILTRATION PLANT
BIDS DUE JANUARY 31, 2025

BIDDER	VALVE PACKAGE	ACKNOWLEDGE ADDENDUM 1 OF 1	DELIVERY AFTER APPROVED SHOP DRAWINGS
			TERMS
Dorner Company N61 W23043 Silver Spring Dr Sussex WI 53089	\$172,699.00	YES	24 – 30 Weeks Net 30 Days
Core and Main 2100 Little Rapids De Pere WI 54115	\$107,250.00	YES	34 Weeks Net 30 Days



TO: Honorable Mayor and Members of the Common Council
FROM: Kathy Snell, Special Events Coordinator
DATE: February 11, 2025
SUBJECT: Res 25-52 Approve Waiver for Hoof Beats Express LLC to Allow Horses in the City June 7, 2025

Attachments

RES 25-52

02/11/2025

25-52

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE WAIVER FOR HOOF BEAT EXPRESS LLC TO ALLOW HORSES IN THE CITY, JUNE 7, 2025

INITIATED BY: CITY ADMINISTRATION

WHEREAS, the City of Oshkosh Municipal Code, Section 6-6 prohibits bringing or keeping of horses into the City; and

WHEREAS, Hoof Beats Express, LLC is in the business of providing horse-drawn carriage rides and has requested a waiver from this ordinance for the purpose of bringing horses into the City for carriage rides on a temporary basis for a wedding on Saturday, June 7, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that Hoof Beats Express LLC is hereby granted a waiver from this prohibition of bringing or keeping horses in the City of Oshkosh on Saturday, June 7, 2025, with the following conditions:

- A. Hoof Beats Express LLC shall file with the Special Events Coordinator proof of insurance with such an amount acceptable by the City Attorney;
- B. Hoof Beats Express LLC shall obey all traffic and ordinance regulations, including those regulations applicable to slow-moving vehicles and parking;
- C. Hoof Beats Express LLC shall be responsible for the immediate clean-up and proper disposal of any waster or litter attributable to their operations;
- D. Hoof Beats Express LLC shall notify the Oshkosh Police Department at least 3 business days in advance of those dates and times that it anticipated operating within the City and shall provide the location of the operations and any other information deemed relevant by the Police Department; and
- E. Horses shall only be allowed in the City during the event, reasonable set-up and clean-up, and during the transport and shall not remain in the City overnight.



TO: Honorable Mayor and Members of the Common Council
FROM: Kathy Snell, Special Events Coordinator
DATE: February 11, 2025
SUBJECT: Res 25-53 Approve Special Event - Dublin's Irish Pub to Host the Saint Patrick's Tent Event in the Parking Lot of 2070 W 9th Avenue, March 15, 2025

Attachments

RES 25-53
Saint Patrick's Tent Event Attachment

02/11/25

25-53

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE SPECIAL EVENT - DUBLIN'S IRISH PUB TO HOST A ST. PATTY'S CELEBRATION IN DUBLIN'S PARKING LOT (2070 W9TH AVE.), MARCH 15, 2025

INITIATED BY: CITY ADMINISTRATION

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh That approval is granted to Dublin's Irish Pub (David Toman) to host a St. Patty's Celebration in Dublin's parking lot (2070 W 9th Ave.), Saturday, March 15, 2025, 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 for extraordinary services. Approval of this request shall not be interpreted as approval to conduct the event during any period of emergency order or declaration prohibiting such an event. Approval of this event shall not be interpreted to supersede any emergency order or declaration applicable to such an event and all events shall remain subject to all applicable ordinances, orders, declarations and requirements for public gatherings.

Cost Estimates for Extraordinary Services
None



Date Filed: _____
Application Fee Paid: _____

SPECIAL EVENT PERMIT APPLICATION

Application fees are \$25 for a single day event or \$35 for a multi-day event

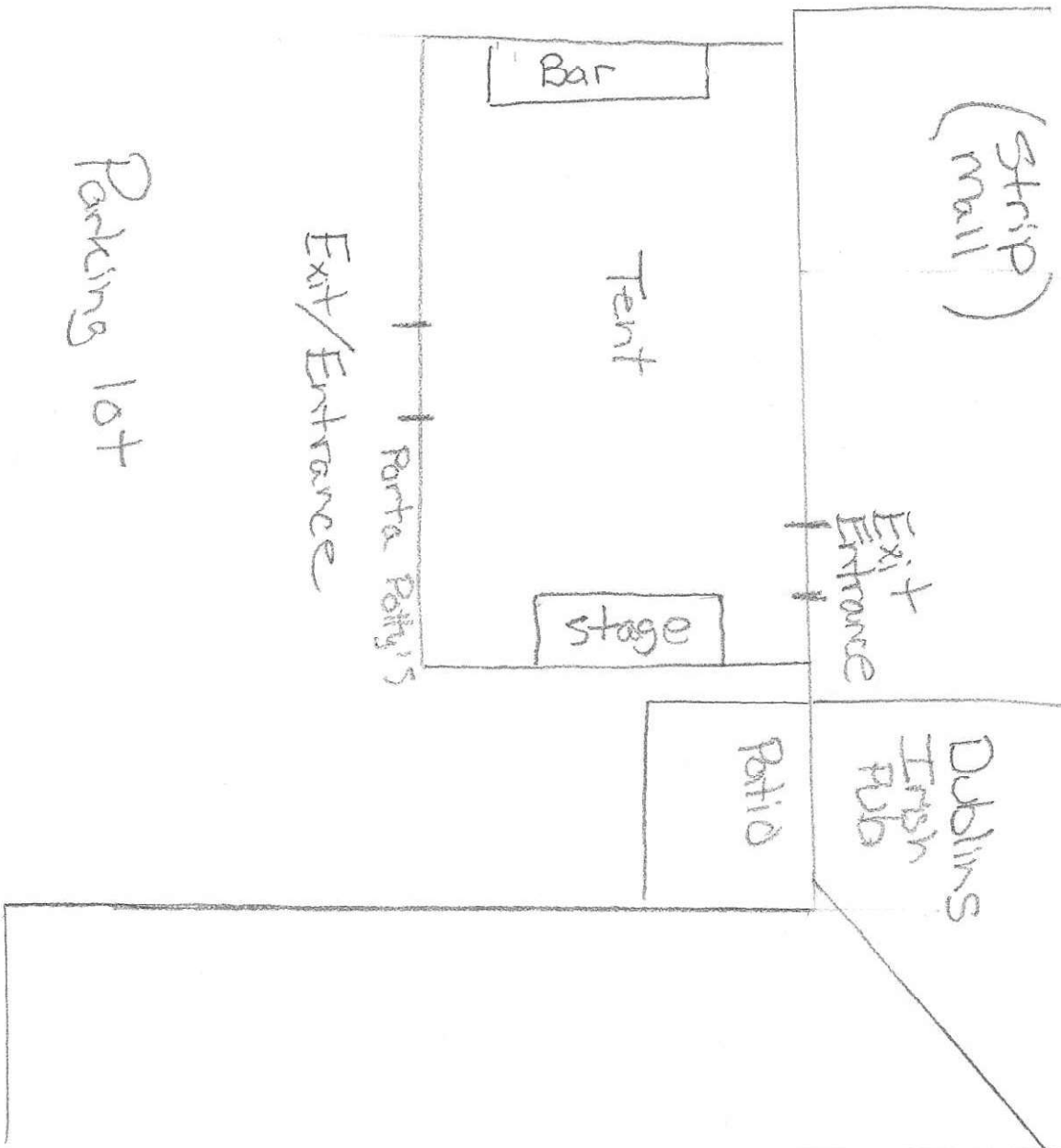
GENERAL INFORMATION							
Official Name of Event: Saint Patrick's Tent Event							
Start Date: 3/15/25				End Date: 3/16/25			
List times for each day:							
	MON	TUES	WED	THURS	FRI	SAT	SUN
SET UP TIME						6am	
START TIME						2pm	
END TIME						11:30pm	
CLEAN UP TIME						12:30pm	7am
LOCATION OF THE EVENT							
City Park:							
Public Property (list street(s), building(s), etc.) Dublins Irish Pub parking lot. 2070 W 9th AVE.							
County Park / Property:							
City Park:							
Other:							
ORGANIZATION SPONSOR							
Name: Dublins Irish Pub							
Address: 2070 W 9th Ave, Oshkosh WI 54904							
City: Oshkosh		State: WI			Zip: 54904		
<input type="checkbox"/> Check this box if this organization is tax exempt (a copy of Wisconsin Sales & Use Tax Exempt form is required)							

9th Ave

Parking lot

Parking lot

Wagon





TO: Honorable Mayor and Members of the Common Council
FROM: Kathy Snell, Special Events Coordinator
DATE: February 11, 2025
SUBJECT: Res 25-54 Approve Special Event - Solutions Recovery Inc. to Utilize City Streets and Menominee Park Trails & Sidewalks for the ReThink Addiction 5k, September 13, 2025

Attachments

RES 25-54
ReThink Addiction 5K Attachment

02/11/2025

25-54

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE SPECIAL EVENT - SOLUTIONS RECOVERY INC. TO UTILIZE MENOMINEE PARK & CITY STREETS FOR THE RETHINK ADDICTION 5K, SEPTEMBER 13, 2025

INITIATED BY: CITY ADMINISTRATION

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that approval is granted to Solutions Recovery Inc. (Mary Drephal) to utilize Menominee Park, trail & City streets (Evans Street, E. Irving, Hazel St., and Menominee Dr.) on Saturday, September 13, 2025 from 5:00 a.m. to 1:00 p.m. (actual event time 7:00 a.m. to 1:00 p.m.) for the ReThink Addiction 5K, in accordance with the municipal code and the attached application, with the following exceptions/conditions:

- A.
- B.
- C.

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

Cost Estimates for Extraordinary Services

Police Department Staffing \$614.61 (preliminary estimate includes dedicated hours of 18 CSO hrs. and 2.5 Supervisor hrs.)

Equipment / Vehicles \$19.89 (preliminary estimate includes dedicated use of vehicles)

Supplies/Materials \$16.50 (preliminary estimate includes use of No Parking Signs)

Street Department

Staffing \$76.58 (preliminary estimate includes 4 dedicated hrs. for barricade and sign delivery & pick up)

Equipment / Vehicle Use \$63.62 (preliminary estimate included 2 hrs. of dedicated use of truck for delivery and pick up of barricades and signs)

Supplies/Materials \$88 (preliminary estimate included dedicated use of barricades and signs)



Oshkosh Parks
805 Witzel Ave.
Oshkosh, WI 54902

Date Filed: 11/9/25
Application Fee Paid: INV

SPECIAL EVENT PERMIT APPLICATION

Applications shall be submitted no later than 60 days prior to the event.
Application fees are \$25 for a single day event or \$35 for a multi-day event.
An Expedite Fee of \$50 will be applied to late applications.

GENERAL INFORMATION							
Official Name of Event: ReThink Addiction 5k							
Start Date: 09/13/2025				End Date: 09/13/2025			
List times for each day:							
	MON	TUES	WED	THURS	FRI	SAT	SUN
SET UP TIME					1pm	5am	
START TIME						7am	
END TIME						1pm	
CLEAN UP TIME						1pm	
LOCATION OF THE EVENT							
City Park: Menominee Park							
Public Property (list street(s), building(s), etc.) Evans, Parkway, Hazel							
County Park / Property:							
Other:							
ORGANIZATION SPONSOR							
Name: Solutions Recovery, Inc.							
Address: 621 Evans St							
City: Oshkosh		State: WI			Zip: 54901		
<input checked="" type="checkbox"/> Check this box if this organization is tax exempt (a copy of Wisconsin Sales & Use Tax Exempt form is required)							





TO: Honorable Mayor and Members of the Common Council
FROM: Cheryl Pionke, Deputy Clerk
DATE: February 11, 2025
SUBJECT: Res 25-55 Approve Combination "Class B" Beer/Liquor License Surrender, and Issue Combination "Class B" Beer/Liquor License

BACKGROUND

As Council may know, Los Jaripeos has recently closed. In doing so, the owner surrendered its full Combination "Class B" conditioned upon its issuance to Taquería la Patrona on Wisconsin Street. Taquería la Patrona has completed all the required paperwork and necessary inspections for the issuance of the license.

Attached is the surrender document and Liquor License Application for this establishment.

Please contact the clerk's office if you have any questions.

Attachments

RES 25-55
Surrender and Patrona

02/11/2025

25-55

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE COMBINATION "CLASS B" BEER/LIQUOR LICENSE SURRENDER, AND ISSUE COMBINATION "CLASS B" BEER/LIQUOR LICENSE

INITIATED BY: Deputy Clerk

WHEREAS, an appropriate form conditionally surrendering a combination "Class B" license to Christian Sandoval has been submitted by current license holder Los Jaripeos; and

WHEREAS, Taqueria La Patrona /Agent Christian Sandoval has submitted an application and all required documentation for issuance of a "Class B" license, deposited fees, and all reviews and inspections required by city ordinance have been completed for issuance of this license to the applicant; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that the conditional surrender of the "Class B" license from the Los Jaripeos is hereby accepted;

COMBINATION "CLASS B" BEER/LIQUOR LICENSE SURRENDER CURRENT LICENSE HOLDER:
Los Jaripeos
715 N Main St Oshkosh WI 54901

NEW APPLICANT/SURRENDERED TO:
Taqueria La Patrona
252 Wisconsin St Oshkosh WI 54901

BE IT FURTHER RESOLVED

that in compliance with the conditional surrender, the following license be granted subject to satisfaction of such conditions as identified by the Chief of Police and Fire Chief, and the Winnebago County Health Department or their respective designees; subject to the payment of taxes and other charges as specified in section 4-5(B) of the City of Oshkosh Municipal Code; and subject to the fulfillment of any further conditions imposed by State Statute for issuance of such license:

COMBINATION "CLASS B" BEER/LIQUOR LICENSE (FEBRUARY 1, 2025 – JUNE 30, 2025)

NAME, ADDRESS, AND LOCATION OF PREMISES:
Taqueria La Patrona
252 Wisconsin St Oshkosh WI 54901
Agent: Christian Sandoval
2625 Wisconsin St, Oshkosh, WI 54901

City of Oshkosh
License Surrender ★

TO: Diane Bartlett, City Clerk,
215 Church Avenue, P.O. Box 1130
Oshkosh, WI 54901-1130

I, Antonio Sandoval, am the current license holder
(name of current license holder, if an individual)

Or

I, am the registered agent/president/member/partner and authorized to act for the current
license holder: Antonio Sandoval
(name of current license holder, if an entity)

for premises located at 715 North Main St, in the City
(address of licensed premises)
of Oshkosh, Wisconsin. Los Juriricos

As the licensee or authorized agent/officer/member of the licensee I am surrendering the
following license(s) (check all that apply):

- ☒ "Class B" Liquor
- ☒ Class "B" Beer (Fermented Malt Beverage)
- ☐ "Class A" Liquor
- ☐ Class "A" Beer (Fermented Malt Beverage)
- ☐ "Class C" Wine

To the City of Oshkosh.

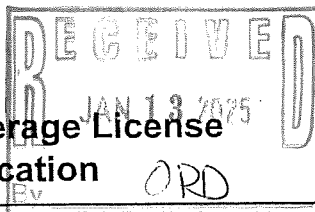
Dated this 01 day of 08 2015.



SIGNATURE

Form
AB-200

Alcohol Beverage License
Application



For Municipal Use Only	
Municipality	RECEIVED
License Period	2/1/25 - 6/30/25
JAN 10 2025	

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

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

Fees	
License Fees	\$ 250 + 70
Background Check Fee	\$
Publication Fee	\$ 75
Total Fees	\$ 325

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Taqueria la Patrona		
2. Business Trade Name or DBA Taqueria la Patrona LLC		
3. FEIN 93-2367358	4. Wisconsin Seller's Permit Number 456-1031457388-04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization WISCONSIN	7. Date of Organization 7-12-2023	8. Wisconsin DFI Registration Number 202307126232743
9. Premises Address 252 Wisconsin St		
10. City Oshkosh	11. State WI	12. Zip Code 54901
13. County Winnebago	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____	15. Aldermanic District
16. Premises Phone 920-385-0229	17. Premises Email	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Kitchen storage area		
20. Mailing Address (if different from premises address)		
21. City Oshkosh	22. State WI	23. Zip Code 54901

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

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

Part C: Individual Information

An Individual Questionnaire, Form CTV-101, must be completed and attached to this application for each person involved in the applicant business and any parent company indicated in Part B. Such persons include: sole proprietor, all officers and agents of a corporation, all partners of a partnership, and all members and agents of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Sundaram	Christine	owner	920 578 4342

Part D: Attestation

One of the following must sign and attest to this application:


- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

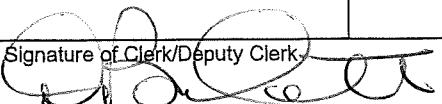
I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>).
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Signature 		Date 01/09/25
Name (Last, First, M.I.) Christine Sundaram		
Title owner	Email Sundaram/Christine@Gmail.com	Phone 920 578 4342

Part E: For Clerk Use Only

Date application was filed with clerk 1/13	Date license issued	Date license expires	License number
License fees	Signature of Clerk/Deputy Clerk 		



TO: Members of the Common Council
FROM: Matt Mugerauer, Mayor
DATE: February 11, 2025
SUBJECT: **Res 25-56 Approve Appointments to the Following Boards and Commissions:

- Diversity, Equity, and Inclusion (DEI) Committee
- Plan Commission
- Sustainability Advisory Board

[**Memo and resolution revised to include additional appointees to DEI Committee]

BACKGROUND

In accordance with Section 2-11(l) of the City of Oshkosh Municipal Code, the Mayor shall have the authority to appoint, subject to Council approval, members to the various Boards and Commissions within the City. As vacancies to the City's Boards and Commissions currently exist, the Mayor makes the appointments listed below for consideration by the Common Council.

RECOMMENDATION

The Mayor recommends that the Common Council approve the appointments listed below:

Diversity, Equity, and Inclusion (DEI) Committee

Crystal Mueller, appointed to Seat 4, effective February 12, 2025, term ending May 31, 2027

Hunter Peterson, appointed to Seat 2, effective February 12, 2025, term ending May 31, 2025

Chaniel Rutues, appointed to Alternate 2, effective February 12, 2025, term ending May 31, 2026

Plan Commission

David Rucker, appointed to Alternate 1, effective February 12, 2025, term ending May 31, 2025

Sustainability Advisory Board

Paul Treder, appointed to Alternate 2, effective February 12, 2025, term ending May 31, 2026

Attachments

RES 25-56

DEI_Mueller Application

DEI_Peterson Application

DEI_Rutues Application

Plan Commission_Rucker Application

SAB_Treder Application

2/11/2025

25-56

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE APPOINTMENTS TO THE FOLLOWING BOARDS AND COMMISSIONS:

- DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE
- PLAN COMMISSION
- SUSTAINABILITY ADVISORY BOARD

INITIATED BY: MAYOR MATT MUGERAUER

WHEREAS, in accordance with Section 2-11(l) of the City of Oshkosh Municipal Code, the Mayor shall have the authority to appoint, subject to Council approval, members to the various Boards and Commissions within the City.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that the appointments to the various boards and commissions are made by Mayor Matt Mugerauer, as listed below, and are hereby approved:

Diversity, Equity, and Inclusion (DEI) Committee

Crystal Mueller, appointed to Seat 4, effective February 12, 2025, term ending May 31, 2027

Hunter Peterson, appointed to Seat 2, effective February 12, 2025, term ending May 31, 2025

Chaniel Rutues, appointed to Alternate 2, effective February 12, 2025, term ending May 31, 2026

Plan Commission

David Rucker, appointed to Alternate 1, effective February 12, 2025, term ending May 31, 2025

Sustainability Advisory Board

Paul Treder, appointed to Alternate 2, effective February 12, 2025, term ending May 31, 2026

Zuercher, Kami

From: City of Oshkosh Board/Commission Background Questionnaire
<DoNotReply@oshkoshwi.gov>
Sent: Tuesday, August 13, 2024 6:17 AM
To: Zuercher, Kami
Subject: City of Oshkosh Board/Commission Background Questionnaire

City of Oshkosh Board/Commission Background Questionnaire	
Date:8/13/2024 6:17:08 AM	
Board/Commission	Diversity, Equity, and Inclusion Committee
Name (Last, First, Middle) Address City State Zip	Crystal Mueller 1218 Liberty St Oshkosh WI 54901
Employer Occupation:	UW Oshkosh turning OASD / Oshkosh West High School English Professor / Writing Center Director turning OASD English Teacher
18 Years of Age or Older	Yes
Home Phone	920-203-5718
Business Phone	920-203-5718
Email Address	crystal.l.mueller@gmail.com
Cell Phone	920-203-5718
Currently reside/live within the Oshkosh City Limits?	Yes
Number of Years:	16
Education:	Sheboygan Falls High School, 1991 Concordia University Wisconsin, BA, 1995 Marquette University, MA, 1998 Marquette University, PhD, 2006
Do you have any relatives in the service of any department of the City of Oshkosh? (Yes/No):	No
List name, department and relationship:	n/a
List any potential conflicts of interest:	n/a
List City boards, commissions or committees on which you have served:	Years:

What previous education, experience, training, or other special qualification from your background do you feel qualifies you for the position(s) you are interested in?

My time at UW Oshkosh has been defined by DEI work, whether teaching, service and initiatives (as listed below), individual work with students, or research and presentations (also listed): PROFESSIONAL SERVICE & ENGAGEMENT Standards for Excellence in Education Research Work Group for University of Wisconsin Oshkosh (SEER; Fall 2023 – present), Institute of Education Sciences (<https://ies.ed.gov/seer/>) Recruitment and Retention Committee (Fall 2023 – present), Department of English, University of Wisconsin Oshkosh Current Co-Chair (Fall 2023 – present), College of Letters and Science Equity, Diversity, and Inclusive Climate Committee (member since Spring 2010 – present; formerly the Diversity Committee), University of Wisconsin Oshkosh Co-Vice President, Young Rhetoricians Conference Board (Spring 2023 – present), Santa Cruz, California Collaborative Work Group Leader (Fall 2023), JumpStart Corequisite Bridge Program, University of Wisconsin Oshkosh Student Success Council (Fall 2022 – Summer 2023), Offices of the Provost and the Vice Chancellor for Student Affairs, University of Wisconsin Oshkosh DFW Task Force, Offices of the Provost, (Fall 2022 – Spring 2023), University of Wisconsin Oshkosh Enhanced Student Support for 2021 Direct Student Support Work Group (Spring 2021 – Fall 2022), University of Wisconsin Oshkosh Cooperative Academic Partnership Program (CAPP) Liaison (Spring 2019–present) for five adjuncts, University of Wisconsin Oshkosh University Studies Program Advisory Council (Fall 2018 – present), University of Wisconsin Oshkosh Composition Committee (2006 – present), (now as Ex Officio Member of two committees, divided as First-Year Writing Committee and Advanced Writing Committee), Department of English, University of Wisconsin Oshkosh Student Support Services Recovery Task Force (Spring 2020 – Fall 2020), University of Wisconsin Oshkosh Titans Return Team for Student Services (Spring 2020 – Fall 2020), University of Wisconsin Oshkosh Student Support Team for University Realignment (Summer 2019 – Spring 2020), University of Wisconsin Oshkosh Faculty Fellow, Academic Game Plan (Summer 2016 – Summer 2022), Wrestling Team, University of Wisconsin Oshkosh Ad Hoc Committee Recruitment Committee (Fall 2015 – Spring 2016), Department of English, University of Wisconsin Oshkosh Wisconsin English Placement Test Committee (Fall 2015 – Spring 2019), University of Wisconsin System Titan Advantage Program (TAP) Summer Bridge Program Writing Instructor and Implementation Committee Member (Spring 2013 – Spring 2021), University of Wisconsin Oshkosh Inclusive Excellence Council (Fall 2011 – Spring 2016), University of Wisconsin Oshkosh Inclusive Excellence Council Coach Mentoring Program Pilot Action Team (Spring 2013 – Spring 2016), University of Wisconsin Oshkosh Inclusive Excellence Council Student Support Action Team (Fall 2015 – Spring 2016), University of Wisconsin Oshkosh Fox Valley Writing Project, Advancing Disciplinary Literacy in Rural Schools (Spring 2014 – Spring 2015), University of Wisconsin Oshkosh

Inclusive Excellence Council Transition Success Action Team (Fall 2013 – Spring 2015), University of Wisconsin Oshkosh Inclusive Excellence Council Assessment Action Team (Spring 2012 – Spring 2014), University of Wisconsin Oshkosh Intercollegiate Athletics Committee (Spring 2012 – Spring 2013), University of Wisconsin Oshkosh ArtJam!/TASK College of Letters and Science Diversity Committee Action Team (Summer 2010 – present), University of Wisconsin Oshkosh College of Letters and Science Gateway Success Workgroup Participant (Summer 2010), University of Wisconsin Oshkosh PROFESSIONAL PROJECTS AND ACTIVITIES Member (January 2024 – present), Board of Directors, CARES (Community-based Advocacy and Research for Equity in our Schools) Fox Cities (<https://www.caresfoxcities.com/>) Presenter (Fall 2022 – Fall 2023), Center for Excellence in Teaching and Learning Pilot Project, “Co-Creating Safe and Brave Spaces: The Role of Peerness in Failing Forward,” University of Wisconsin Oshkosh Participant (November 19, 2021), Decolonizing Anti-Racism Workshop with Cecelia Rose LaPointe, University of Wisconsin Oshkosh Presenter and Participant (Summer 2021), Supporting First- and Second-Year Success Program, University of Wisconsin Oshkosh Co-Presenter, with Michael Baltutis, Sandra Cox, Li-Hsuan Hsu, Tammy Ladwig, Michelle Mouton, and Kathy Phillippi-Immel (June 4, 2020), CETL Workshop on Impacting Student Retention Through Supporting Student Wellness, University of Wisconsin Oshkosh RESEARCH PRESENTATIONS Co-presented with Karl E. Boehler, “The Scholar’s New Clothes: Challenging Optics and Students’ Writing Identity,” at the Young Rhetoricians Conference, Santa Cruz, California, June 21, 2024 Co-presented with Gregory Peter (Sociology), Rocio Cortes (Global Languages and Cultures), and Maria Graf and Heidi Hansen (Nursing), “Successful Interdisciplinary Stories of Community-Based Learning in Global and Online Courses” at the OPID (Office of Professional and Instructional Development) Annual Conference, The Joys of Teaching and Learning: Engaging Students, University of Wisconsin–Madison, April 19, 2024 Co-presented with Karl E. Boehler, “Shame on Me, Shame on You: A Reflective Presentation and Participatory Discussion on How Student Motivation and Success Are Framed by Shame in the Post-Covid Context,” Wisconsin College Learning Centers Association (WCLCA) Conference, May 19, 2023 Presented “Reconstructing the Arch: Assessing How Required Visits Matter,” Midwest Writing Centers Association Conference, Lindenwood University, St. Charles, Missouri, March 11, 2023 Presented “Cheap Tricks and Parlor Games: Inspiring Stronger Drafts with Storyboards and Deep Reflection,” Conference on College Composition and Communication, Milwaukee, Wisconsin, March 27, 2020 Presented “Baby Did a Bad, Bad Thing? Capitalizing on Orality in the Writing Center,” Young Rhetoricians Conference, Monterey, California, June 22, 2018 Co-presented “A Summer Bridge Program with Disciplinary Crossover: History, Writing, and Math Integrated for Incoming

	<p>Freshmen” with Michelle Kuhl and Michelle Campbell, AAC&U Network for Academic Renewal General Education and Assessment Conference, New Orleans, Louisiana, February 19, 2016 Presented “(r)Evolution in the Role of the Writing Center in a ‘Remedial’ Writing Program,” International Writing Centers Association Conference, Pittsburgh, Pennsylvania, October 10, 2015</p>
<p>If selected, how would you work towards bettering the community through service on the Board/Commission?</p>	<p>As I leave UW Oshkosh and prepare to take a role serving the local community, I am seeking opportunities to participate and offer perspectives about the importance of broad education in growing a thriving community. I also seek ways to feature the voices of youth.</p>

From: City of Oshkosh Board/Commission Background Questionnaire
<DoNotReply@oshkoshwi.gov>
Sent: Wednesday, May 15, 2024 8:35 AM
To: Zuercher, Kami
Subject: City of Oshkosh Board/Commission Background Questionnaire

City of Oshkosh Board/Commission Background Questionnaire	
Date:5/15/2024 8:35:03 AM	
Board/Commission	DEI Comittee
Name (Last, First, Middle) Address City State Zip	Hunter Peterson 907 Jackson Street Oshkosh wi 54901
Employer Occupation:	Meadowbrook of Appleton Human Resources
18 Years of Age or Older	Yes
Home Phone	(920) 602-4752
Business Phone	(920) 602-4752
Email Address	Hunty1205@gmail.com
Cell Phone	(920) 602-4752
Currently reside/live within the Oshkosh City Limits?	Yes
Number of Years:	6
Education:	Degree in Human Respurce Management
Do you have any relatives in the service of any department of the City of Oshkosh? (Yes/No):	No
List name, department and relationship:	
List any potential conflicts of interest:	
List City boards, commissions or committees on which you have served:	Years:
What previous education, experience, training, or other special qualification from your background	I have numerous training in regards to Diversity, Equity, and Inclusion. DEI is a facet of Human Resources and being a Native American, Queer Young adult.

<p>do you feel qualifies you for the position(s) you are interested in?</p>	
<p>If selected, how would you work towards bettering the community through service on the Board/Commission?</p>	<p>I'd love to be able to represent my city to make a positive change for everyone involved regardless of protected classes. Bring a real sense of inclusion to the city.</p>

Zuercher, Kami

From: City of Oshkosh Board/Commission Background Questionnaire
<DoNotReply@oshkoshwi.gov>
Sent: Friday, May 31, 2024 3:16 PM
To: Zuercher, Kami
Subject: City of Oshkosh Board/Commission Background Questionnaire

City of Oshkosh Board/Commission Background Questionnaire	
Date:5/31/2024 3:15:35 PM	
Board/Commission	DEI Committee
Name (Last, First, Middle)	Chaniel Rutues
Address	624 W 7th Ave
City State Zip	Oshkosh, WI 54902
Employer	
Occupation:	
18 Years of Age or Older	Yes
Home Phone	920-471-7654
Business Phone	920-471-7654
Email Address	chanielrutues@yahoo.com
Cell Phone	
Currently reside/live within the Oshkosh City Limits?	Yes
Number of Years:	7
Education:	Some college
Do you have any relatives in the service of any department of the City of Oshkosh? (Yes/No):	No
List name, department and relationship:	
List any potential conflicts of interest:	
List City boards, commissions or committees on which you have served:	Years:
What previous education, experience, training, or other special qualification from your background	

do you feel qualifies you for the position(s) you are interested in?	
If selected, how would you work towards bettering the community through service on the Board/Commission?	Talk about interests and issues that we have in the black/brown community and work toward solving them.

From: City of Oshkosh Board/Commission Background Questionnaire
<DoNotReply@oshkoshwi.gov>
Sent: Thursday, January 2, 2025 12:58 PM
To: Zuercher, Kami
Subject: City of Oshkosh Board/Commission Background Questionnaire

City of Oshkosh Board/Commission Background Questionnaire	
Date:1/2/2025 12:58:01 PM	
Board/Commission	City Planning
Name (Last, First, Middle) Address City State Zip	David Lorenz Rucker 233 Fulton Avenue Oshkosh WI 54901
Employer Occupation:	Bank First Retail Banking
18 Years of Age or Older	Yes
Home Phone	(920)410-0074
Business Phone	(920)236-8625
Email Address	drucker@bankfirst.com
Cell Phone	(920)410-0074
Currently reside/live within the Oshkosh City Limits?	Yes
Number of Years:	28
Education:	Master of Science in Leadership; Marian University. Bachelor of Science in Business Management; Concordia University. Attended UW Oshkosh and Rochester University in Minnesota. John Marshall High School in Rochester MN 1982.
Do you have any relatives in the service of any department of the City of Oshkosh? (Yes/No):	No
List name, department and relationship:	n/a
List any potential conflicts of interest:	Current Board of Trustee for The Oshkosh Public Library. Current Board member of the Winnefox Library System.
List City boards, commissions or committees on which you have served:	Years:
Oshkosh Public Library	6
Greater Oshkosh Healthy Neighborhoods	7

West Side Association Treasurer	2
What previous education, experience, training, or other special qualification from your background do you feel qualifies you for the position(s) you are interested in?	I have been a Banker for 22 years in capacities of Management, Commercial Lending and Mortgage Banking. I am fiscally responsible and fully understand the process of financial qualification for companies and individuals.
If selected, how would you work towards bettering the community through service on the Board/Commission?	A full commitment for the success of Oshkosh and doing my part in said success. I would work hard to make good decisions on what is right for The City of Oshkosh and its citizens.

From: City of Oshkosh Board/Commission Background Questionnaire
<DoNotReply@oshkoshwi.gov>
Sent: Friday, December 20, 2024 4:00 PM
To: Zuercher, Kami
Subject: City of Oshkosh Board/Commission Background Questionnaire

City of Oshkosh Board/Commission Background Questionnaire	
Date:12/20/2024 3:59:35 PM	
Board/Commission	Sustainability Advisory Board
Name (Last, First, Middle) Address City State Zip	Paul F. Treder 2871 Newport Ave Oshkosh, WI 54904
Employer Occupation:	Although retired since 2018, I am a volunteer clinician at the St Francis Free Community Clinic and Bella Medical Clinic. Retired Nurse Practitioner
18 Years of Age or Older	Yes
Home Phone	(920) 858-1948
Business Phone	(920) 858-1948
Email Address	
Cell Phone	(920) 858-1948
Currently reside/live within the Oshkosh City Limits?	Yes
Number of Years:	26 years
Education:	Bachelor of Science - Nursing from UW-Oshkosh graduated May 1986 Master of Science - Nursing from Loyola University - Chicago graduated January 1996 Currently enrolled in the Certificate in Public Health Management program - Medical College of Wisconsin
Do you have any relatives in the service of any department of the City of Oshkosh? (Yes/No):	No
List name, department and relationship:	
List any potential conflicts of interest:	None of which I am aware
List City boards, commissions or committees on which you have served:	Years:

What previous education, experience, training, or other special qualification from your background do you feel qualifies you for the position(s) you are interested in?

The goals of the City of Oshkosh Sustainability Plan, as listed on the City of Oshkosh website fit well with many of my personal beliefs and lifestyle. As a homeowner, and someone who engages in many outdoor recreational activities, I have a vested interest in, and want to help maintain a clean, safe, and environmentally friendly community. In both my personal and professional life, I have always promoted frugal and wise use of resources. Finally, many of the goals listed in the City of Oshkosh Sustainability Plan were topics [called the Social Determinants of Health] in the classes I am taking for the post graduate course of study in which I am enrolled.

If selected, how would you work towards bettering the community through service on the Board/Commission?

Promote awareness within the community, and work to improve access to quiet recreational activities such as bicycling, walking paths, and snowshoeing. Try to find ways to improve access to more affordable quality housing for those with lower incomes. And in general, do everything possible to help achieve the listed goals in the City of Oshkosh Sustainability Plan.



TO: Honorable Mayor and Members of the Common Council
FROM: Kelly Nieforth, Director of Community Development
DATE: February 11, 2025
SUBJECT: Ord 25-57 Amend Sections 17-44 and 17-44.2 of the City of Oshkosh Municipal Code
Pertaining to Weed Cutting and Lawn Care and Native Landscaping Areas (Sustainability
Advisory Board Recommends Approval)

BACKGROUND

In 2024, the Sustainability Advisory Board (SAB) had set an annual goal to increase native plantings within the City of Oshkosh. Throughout the year, the SAB consulted with native plant experts, attempted to increase public education and promotion of native plantings, and worked with City staff to update and revise the Weed Cutting and Lawn Care Ordinance in Chapter 17 of the city's municipal code.

In Chapter 17, Section 44 and 44.2, language exists that allows residents to submit an annual plan and obtain approval from the city to create a native landscaping area in their yard. City staff reviews the plan to ensure compliance with the municipal code and inspects the area for compliance. The native landscaping area is not allowed on terraces located in the right-of-way. The proposed amendments change the title of these areas from Native Landscaping Areas to Native Plant Areas.

ANALYSIS

In the summer of 2024, SAB members reviewed Chapter 17-44 and provided recommendations to better clarify the Weed Cutting and Lawn Care Ordinance. The proposed amendments to the ordinance include clarification on the exemptions from the requirements, and to better define what a Native Plant Area is. City staff from the Parks Department, Community Development, and Attorney's Office worked to revise the ordinance until a final draft was recommended for approval by all SAB members at their January 6th, 2025 meeting.

RECOMMENDATION

The Sustainability Advisory Board recommended approval of Weed and Lawn Care ordinance on January 6, 2025. Please see the attached meeting minutes for more information.

Attachments

ORD 25-57
01.06.2025 REDLINE Weed Cutting and Lawn Care Ordinance

02/11/2025
SECOND READING

25-57 ORDINANCE

01/28/2025
FIRST READING

25-42 ORDINANCE

CARRIED

5-0

PURPOSE: AMEND SECTIONS 17-44 AND 17-44.2 OF THE OSHKOSH MUNICIPAL CODE PERTAINING TO WEED CUTTING AND LAWN CARE AND NATIVE LANDSCAPING AREAS

INITIATED BY: SUSTAINABILITY ADVISORY BOARD

SUSTAINABILITY ADVISORY BOARD RECOMMENDATION: Approved

A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING Sections 17-44 AND 17-44.2 of the City of Oshkosh Municipal Code PERTAINING TO WEED CUTTING AND LAWN CARE AND NATIVE LANDSCAPING AREAS

WHEREAS, the Sustainability Advisory Board has reviewed Chapter 17-44 and recommends clarifications to the City's current Weed Cutting and Lawn Ordinance to identify what is currently identified as a Native Landscaping Area to Native Plant Area, to clarify that a Native Plant Area does not include gardens, landscaping beds, foundation edging or turf replacement that is less than 8 inches in height, and to remove the requirement that a dimensioned site plan showing setbacks from abutting properties or exempt areas be provided.

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

SECTION 1. That Sections 17-44 and 17-44.2 of the City of Oshkosh Municipal Code pertaining and weed cutting and lawn care and are hereby amended to read as shown on the attachment to this ordinance.

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 #25-57 on February 11, 2025, Amend Sections 17-44 and 17-44.2 of the City of Oshkosh Municipal Code Pertaining to WEED CUTTING AND LAWN CARE AND NATIVE LANDSCAPING AREAS (A GENERAL ORDINANCE OF THE CITY OF OSHKOSH AMENDING Sections 17-44 AND 17-44.2 OF THE CITY OF OSHKOSH MUNICIPAL CODE PERTAINING TO WEED CUTTING AND LAWN CARE AND NATIVE LANDSCAPING AREAS). The ordinance amends language in Sections 17-44 and 17-44.2 pertaining to weed cutting and lawn care and native landscaping areas. The ordinance changes the verbiage so that existing references to "Native Landscaping Areas" within the municipal code are updated to "Native Plant Areas" and clarifies what "Native Landscaping Areas" do not include gardens, landscaping beds, foundation edging or turf replacement that is less than 8 inches in height. The ordinance also removes the requirement that a dimensioned site plan showing setbacks from abutting properties or exempt areas be provided. 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. Clerk's phone: 920-236-5011.

SECTION 17-33 PUBLIC NUISANCES

The following acts, omissions, places, conditions and things are hereby specifically declared to be public nuisances affecting the health, safety and welfare of persons within the City of Oshkosh, but shall not be construed to exclude other health nuisances coming within the definition of Section 17-32:

(E) Noxious Weeds

All Noxious Weeds, which are hereby declared to be the following within the City of Oshkosh:

- (1) All noxious weeds as defined by Wis. Stat. § 66.0407
- (2) Any grasses, weeds, brush, or other rank or offensive vegetation which has grown over eight (8) inches in height.

SECTION 17-44 WEED CUTTING AND LAWN CARE

(A) Definition of Noxious Weeds

The following are hereby declared to be Noxious Weeds within the City of Oshkosh:

- (1) All noxious weeds as defined by Wis. Stat. § 66.0407
- (2) Any grasses, weeds, brush, or other rank or offensive vegetation which has grown over eight (8) inches in height.

(B) Owner's Responsibility

The owner of every parcel of land within the City shall cut or cause to be cut all Noxious Weeds upon said parcel of land and in the public right-of-way adjoining said land. Any owner failing to comply with this provision is subject to penalties provided in Section 17-46, and further, the Noxious Weeds may be eliminated and abated by the City as provided below.

(C) Uncut Growth; Public Nuisance; Abatement by City

All uncut Noxious Weeds as outlined above are hereby declared to be a public nuisance and fire hazard and shall be cut by the City at its option if the owner fails to comply with this ordinance. In addition to any other penalty provided in this Code, the costs thereof, together with an administrative charge applied to the bill, imposed each time the growth is cut, shall be charged against the property as a special charge.

(D) Exemptions

This ordinance shall not apply to the following areas ("Exempt Areas"):

- (1) Vegetation located on lands cultivated for agricultural purposes
- (2) Vegetation within 50' of the edge of a designated storm water pond, wetland or drainageway or within 50' of the edge of natural or altered creeks, rivers and stream corridors, including riparian buffer strips
- (3) Temporary erosion control grasses
- (4) Vegetation in publicly owned parks
- (5) Vegetation on steep slopes that would be unsafe or unreasonable to mow
- (6) Vegetation in natural wooded lots
- (7) Vegetation located within an approved Native ~~Plant Landscaping~~ Area per Section 17-44.2. Failure to conform to the native landscaping management plan shall result in revocation of the approval of the Native ~~Plant Landscaping~~ Area and shall also result in a forfeiture of the exemption under this Section.

SECTION 17-44.1 APPOINTMENT OF WEED COMMISSIONER

The powers and duties of the Weed Commissioner as defined by state statutes shall be performed by the Chief Building Official of the Inspection Services Division, or, staff designees. The duties shall be performed in conjunction with other duties of the assigned employee and said employees shall receive no additional compensation for said services other than their regular salary.

17-44.2 NATIVE ~~PLANT LANDSCAPING~~ AREAS

Commented [DE1]: Title change

(A) Purpose

The City recognizes the desirability of permitting natural vegetation within the City limits while maintaining public health and safety. The City further recognizes that the use of native plants in a managed landscape design on private property can be economical, low-maintenance and effective in soil and water conservation. However, it is not the intent of this section to allow vegetated areas to be completely unmanaged or overgrown.

(B) Native ~~Landscaping-Plant~~ Areas

Native ~~Plant Landscaping~~ Areas, which otherwise may be known as maintained prairies or meadows, are areas of grasses and flowering broad-leaf plants that are native to, or adapted to, the State of Wisconsin and that are commonly found in meadow and prairie plant communities and can be used as traditional turf grass replacement. If a proposed

Commented [DE2]: Include some language that clarifies what "native landscaping areas" are not

landscape within the City includes native grasses that exceed or are expected to exceed eight (8) inches in overall height, the property owner must apply for and receive approval of the Native Plant Landscaping Area pursuant to sub-section (C) below.

(1) Native Plant Areas do not include gardens, landscaping beds, or foundation edging.

(2) Native Plant Areas do not include turf replacement that does not exceed 8 inches.

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(C) Native Plant Landscaping Area Approval / Submission of Landscaping Management Plan
A property owner in the City must apply to the Director of Parks or designee for approval of a Native Plant Landscaping Area with a and submit a native landscaping management plan. The native landscaping management plan shall include the following information:

(1) The name and address of the property owner and contact information.

(2) A description of the type of vegetation to be used. A list of commonly-used native plants landscaping can be is found in Section 30-254.

(3) A dimensioned site plan for the proposed Native Plant Landscaping Area.

~~(a) The dimensioned site plan shall include setbacks at least five feet from any property line. However, if a Native Landscaping Area abuts an Exempt Area as defined in Section 17-44(D), no setback shall be required from that specific abutting property line.~~

Commented [DE3]: Since there is a permitting process, eliminate "(a)"

~~(b)(a)~~ The dimensioned site plan shall be contained solely within a property owner's private property. A Native Plant Landscaping Area is not allowed within the public right-of-way adjoining private property.

~~(e)(b)~~ The dimensioned site plan shall comply with visibility standards of Section 30-174.

(4) A description of the specific management techniques that will be used to control weeds, non-native or invasive vegetation, and rodent infiltration.

(5) The estimated transition period, which shall not be longer than three growing seasons.

Any owner that applies for and receives approval of a Native Plant Landscaping Area agrees to hold the City harmless for all acts necessary to enforce its Weed Cutting and Lawn Care regulation.

(D) Native ~~Plant Landscaping~~ Area Denial, Revocation, and Appeal

- (1) Applications for a Native ~~Plant Landscaping~~ Area may be denied by the Director of Parks or designee if the application is incomplete or inconsistent with application requirements or it appears that the approval would be detrimental to the public health, safety or welfare.
- (2) Any Native ~~Plant Landscaping~~ Area approval may be revoked by the Director of Parks or designee for failure to comply with the approved native landscaping management plan. In that event, the Director of Parks, or its designee, shall mail the property owner a notice of intent to revoke the Native ~~Plant Landscaping~~ Area approval allowing the property owner thirty (30) days to either correct the violations or to convert the property into a mowed and manicured lawn composed of a common turf grass mowed to a height of not greater than eight (8) inches. Failure to act on the notice shall entitle the City to proceed with abatement according to Section 17-44(C).
- (3) Any property owner who is denied a Native ~~Plant Landscaping~~ Area approval may appeal such decision to the Board of Appeals as provided for in Chapter 30.

The Sustainability Advisory Board recommended approval of the ordinance change on January 6, 2025. The follow is Sustainability Advisory Board's discussion on the item.

IV. Native Landscaping Ordinance Discussion /Action

Ms. Dziengeleski shared the final draft ordinance in front of the board and explained that the draft has been reviewed by all the necessary departments. She proceeded to go through the document sharing that staff has no issues with the board's suggested updates.

Mr. Klaameyer asked if the five-foot buffer requirement has been addressed in these edits.

Ms. Dziengeleski explained that that the board had wanted that section removed now that there is an application process residents will need to go through to have a designated native plant area, and staff was on board with that change.

Mr. Klaameyer motioned to accept the ordinance. Ms. Reinke seconded the motion. The board approved the Weed Cutting and Lawn Care and Native Landscaping Areas ordinances 6-0 (Klaameyer/Reinke).



TO: Honorable Mayor and Members of the Common Council
FROM: Kelly Nieforth, Director of Community Development
DATE: February 11, 2025
SUBJECT: Ord 25-58 Approve Zone Change from Urban Mixed Used District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) at 536 Bay Shore Drive (Plan Commission Recommends Approval)

BACKGROUND

The subject site consists of an irregularly-shaped, 0.29-acre parcel located at the northwest corner of Bay Shore Drive and Bay Street. The site includes an existing 10,427 sq. ft. industrial building (former Wagner Woodworks). The site is zoned Urban Mixed Use District (UMU) and the surrounding area consists primarily of vacant and industrial sites to the south and west and residential uses to the north and east. The 2040 Comprehensive Land Use Plan recommends Center City use for the subject area.

ANALYSIS

The applicant is requesting a zone change from the Urban Mixed Use District (UMU) designation to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for the subject property. The requested Planned Development Overlay designation is intended to allow for flexibility in the zoning ordinance to allow for a commercial use without on-site parking. The applicant has submitted plans for re-use of the building, which will be addressed as a General Development Plan (GDP) and Specific Implementation Plan (SIP) review to follow.

Staff is supportive of the proposed rezone as the Planned Development Overlay will accommodate re-use of the existing building. The UMU-PD zoning designation will remain consistent with the 2040 Comprehensive Land Use Plan recommendation of Center City for the subject site.

RECOMMENDATION

The Plan Commission recommended approval of the requested zone change with findings and conditions on January 21, 2025. Please see the attached staff report and meeting minutes for more information.

Attachments

ORD 25-58
Rezone - 536 Bay Shore Dr

02/11/2025
SECOND READING

25-58 ORDINANCE

01/28/2025
FIRST READING

25-41 ORDINANCE

CARRIED

5-0

PURPOSE: APPROVE ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (UMU-PD) AT 536 BAY SHORE DRIVE

INITIATED BY: TARA RUDY

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 to change the district of the property located at 536 Bay Shore Drive Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The subject property, 536 Bay Shore Drive, is more particularly described as follows:

BEING ALL OF LOT ELEVEN (11) AND THE SOUTHERLY FIFTY-FIVE (55) FEET OF LOTS TWELVE (12) AND THIRTEEN (13) ALL OF BLOCK "D" IN SECOND ADDITION TO OSHKOSH, IN THE EIGHT WARD, 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 #25-58 APPROVE ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (UMU-PD) AT 536 BAY SHORE DRIVE (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) on February 11, 2025. This ordinance changes the zoning of the property located at 536 Bay Shore Drive from Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The full text of the Ordinance may be obtained at the Office of the City Clerk, 215 Church Avenue and on the City's website at www.oshkoshwi.gov. Clerk's phone: (920) 236-5011.

ITEM: PUBLIC HEARING: ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (UMU-PD) AND APPROVAL OF A GENERAL DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN FOR A PERSONAL OR PROFESSIONAL SERVICE USE AT 536 BAY SHORE DRIVE

Plan Commission Meeting of January 21, 2025

GENERAL INFORMATION

Applicant/Owner: M N R Properties LLC - Tara Rudy

Action(s) Requested:

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan for a personal or professional service use.

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 consists of an irregularly-shaped, 0.29-acre parcel located at the northwest corner of Bay Shore Drive and Bay Street. The site includes an existing 10,427 sq. ft. industrial building (former Wagner Woodworks). The site is zoned Urban Mixed Use District (UMU) and the surrounding area consists primarily of vacant and industrial sites to the south and west and residential uses to the north and east. The 2040 Comprehensive Land Use Plan recommends Center City use for the subject area.

Subject Site

<i>Existing Land Use</i>	<i>Zoning</i>
Industrial	UMU

<i>Recognized Neighborhood Organizations</i>
River East Neighborhood Association

Adjacent Land Use and Zoning

<i>Existing Uses</i>		<i>Zoning</i>
North	Residential	TR-10
South	Vacant/Industrial	UMU-RFO
East	Residential	TR-10
West	Vacant/Industrial	UMU

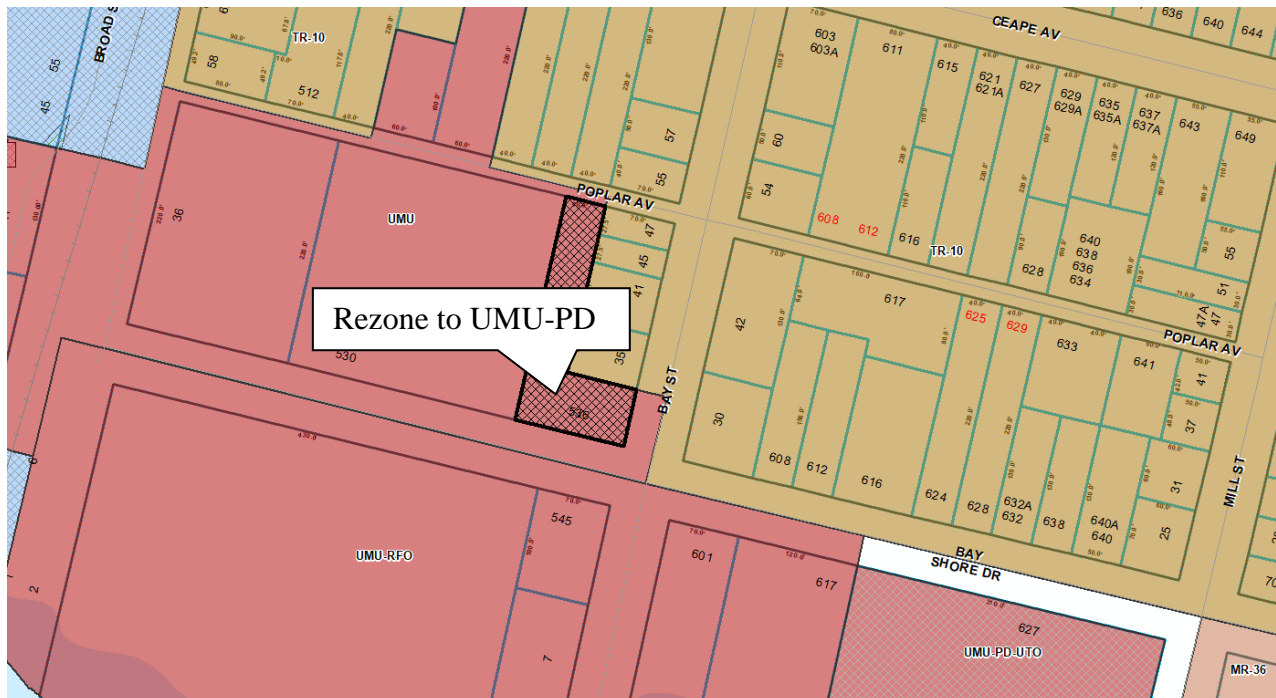
<i>Comprehensive Plan Land Use Recommendation</i>	<i>Land Use</i>
2040 Comprehensive Land Use Recommendation	Center City

ANALYSIS

Zone Change

The applicant is requesting a zone change from the Urban Mixed Use District (UMU) designation to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for the subject property. The requested Planned Development Overlay designation is intended to allow for flexibility in the zoning ordinance to allow for a commercial use without on-site parking. The applicant has submitted plans for re-use of the building, which will be addressed as a General Development Plan (GDP) and Specific Implementation Plan (SIP) review to follow.

Staff is supportive of the proposed rezone as the Planned Development Overlay will accommodate re-use of the existing built-out site. The UMU-PD zoning designation will remain consistent with the 2040 Comprehensive Land Use Plan recommendation of Center City for the subject site.



Use

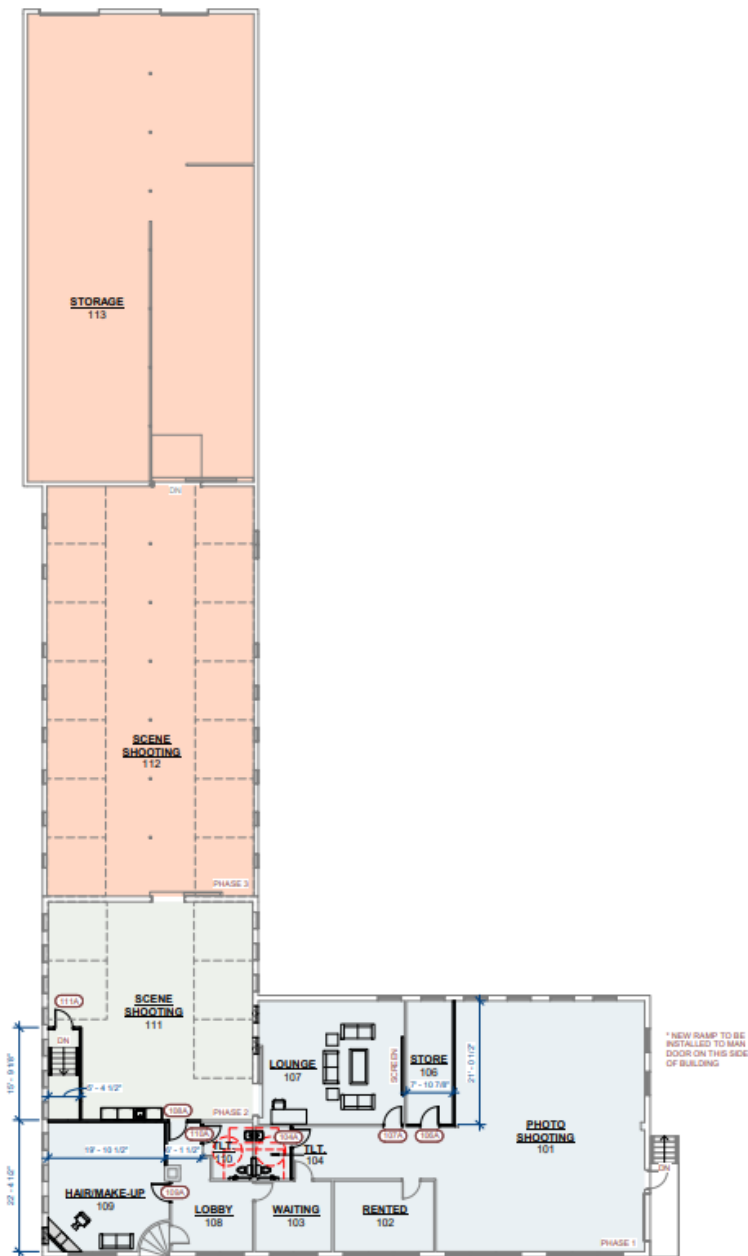
The applicant plans to convert the existing building to a photography studio. The proposed use is permitted in the UMU district. A neighborhood meeting was held on January 6, 2025, with no neighbors in attendance.

Site Design

The applicant plans to utilize the existing building, with no additional building or parking areas. According to the applicant, there are no employees other than the owner of the photography studio (applicant). The applicant also notes that this is a “boutique photography business”, which does not have a high volume of customers at any given time.



Aerial View of Subject Site.



1 OVERALL FIRST FLOOR PLAN
A1.1 3/32" = 1'-0"

The subject site does not have any on-site parking. Code requires a minimum of one (1) parking space per 300 sq. ft. of gross floor area for personal or professional service uses. This results in a minimum parking requirement of 35 parking spaces. The applicant is requesting a base standard modification (BSM) to allow the site to remain with zero (0) on-site parking spaces.

Staff is supportive of the BSM request to allow the proposed commercial use with zero (0) on-site parking spaces as insufficient space is available on the site to install parking spaces. Although code requires 35 parking stalls based on the overall floor area of the building, the proposed photography studio is not expected to generate a significant parking demand. According to the

applicant, only 3-4 spaces are needed for the employee (owner) and clients. Approximately eight (8) on-street parking stalls are available on Bay Street and Bay Shore Drive, immediately in front of the subject site. Staff is comfortable that sufficient on-street parking is available to accommodate the photography studio.

Signage

The exterior elevation plans show conceptual wall signage on the east and south elevations, which appear to be within the maximum wall sign area of 1 sq. ft. of wall signage per linear foot of building frontage for the UMU district. Final signage plans will be reviewed under a separate building permit.

Site Lighting

The applicant has not provided a photometric plan. No lighting is required for the site as no parking areas are being proposed. The exterior elevations show wall-mounted light fixtures on the east and south elevations. Any new lighting will require a photometric plan to verify compliance with maximum lighting levels at the property line (1.0 fc at public right-of-way) and shielding from neighboring residentially-zoned properties. If light fixtures extend over the public right-of-way, an encroachment agreement will be required.

Landscaping

No additional landscaping is being proposed on the site. Additional landscaping is not required as no additional building or paved areas are being proposed.

Storm Water Management/Utilities

The Department of Public Works has not noted any concerns.

Building Facades

The applicant is not proposing any changes to the building exterior. However, the applicant will be painting the exterior of the building and replacing windows. Staff feels that these updates will improve the appearance of the building and serves to offset the requested BSM for off-street parking reduction.



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):

- (b) The proposed UMU-PD zoning designation is consistent with the Comprehensive Plan as the base zoning (UMU) is considered an appropriate zoning designation for Center City land uses.
- (c) The propose UMU-PD zoning designation maintains the desired overall consistency of land uses, land use intensities, and land use impacts because the proposed zoning designation will remain consistent with neighboring UMU zoning as well as the Center City future land use plan recommendation for the area.

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 of the Zoning Ordinance as the proposed personal/professional service use of the site will not have a negative impact on the public because the use is permitted in the UMU district and does not include site alterations that will have a negative impact on neighboring properties.
- (b) The proposed Planned Development project is consistent with the City's Comprehensive Plan as the proposed personal/professional use of the property is consistent with the Center City land use recommendation.
- (d) Adequate public infrastructure is available to accommodate the use being proposed for the Planned Development project as sufficient public on-street parking is available for use by the applicant.

(h) The proposed Planned Development project will positively contribute to and not detract from the physical appearance of the area as the proposed personal/professional service use will include updates and improvements to the appearance of an existing building.

(i) The proposed Planned Development project provides alternative approaches to addressing development performance and compensates for requested base standard modifications of standards/regulations of the Zoning Ordinance as the proposed improvements to the existing building serves to offset the base standard modification (BSM) request for reduced on-site parking.

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 zero (0) on-site parking spaces.

Plan Commission Recommended approval of the requested rezone with the findings and conditions on January 21, 2025. The following is Plan Commission's discussion on the item.

Site Inspections Report: All commissioners reported visiting the site.

Staff report accepted as part of the record.

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan for a personal or professional service use.

Mr. Slusarek presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. Staff recommends approval of the zone change, General Development Plan, and Specific Implementation Plan with the findings and condition as listed in the staff report.

Mr. Perry opened up technical questions to staff. There were no technical questions to staff.

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

Tara Rudy, of 730 Hawthorne Drive, Omro, WI, made herself available for questions, expressed enthusiasm for the project, and requested on-street parking permission.

Mr. Perry asked if any members of the public wished to speak. No members from the public spoke.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

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

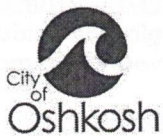
Seconded by Scheuermann.

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

Council Member Nichols expressed his relief over the BSM allowing for no extra parking spots and the ability to use on street parking for businesses.

Mr. Lowenstein mentioned how large the studio space will be.

Motion carried 7-0.



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: Tara Rudy of Tara Rudy Photography Date: 11-30-24
Petitioner's Address: 730 Hawthorne Dr. City: Oshkosh State: WI Zip: 54903
Telephone #: (920) 279-7916 Email: tdorski@hotmail.com Contact preference: ☐ Phone ☒ Email
Status of Petitioner (Please Check): ☐ Owner ☐ Representative ☐ Tenant ☒ Prospective Buyer
Petitioner's Signature (required): Tara Rudy Date: 11-30-24

OWNER INFORMATION

Owner(s): Ryan Pattee of 536 Bayshore LLC Date: 11-30-24
Owner(s) Address: P.O. Box 806 City: Muskego State: WI Zip: 53150
Telephone #: (414) 690-9826 Email: _____ 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: _____ Date: 11-30-24

ZONING AND DEVELOPMENT INFORMATION

Address/Location of Rezoning Request: 536 Bayshore Drive, Oshkosh, WI 54901

Tax Parcel Number(s): _____

Rezoned property from: UMU to UMU-PD

Purpose for Rezoning: To add planned development overlay

Describe existing property development and land use: Industrial / warehouse

Describe proposed development and/or proposed land use: change to commercial space to have a photography studio in one half & to rent to other entrepreneurs in other half.

Proposed time schedule for development and/or use of the property:

Remodeling to start ASAP

Zoning Adjacent to the Site:

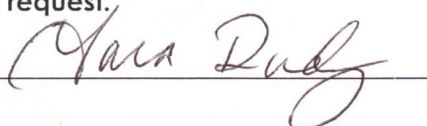
North:	<u>TR-10</u>
South:	<u>UMU-RFO</u>
East:	<u>TR-10</u>
West:	<u>UMU</u>

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): 

Date: 11-30-24

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 2nd and 4th 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.

12-8-24

Tara Rudy Photography, LLC

Dear Members of the City Council and City Departments,

I hope this letter brings a little brightness to your day! I'm reaching out with a mix of excitement, determination, and a heartfelt plea for your support as I embark on the biggest journey of my life—one that's not just about bettering my business but also about enriching our community.

After years of navigating challenges—like the loss of my studio at 217 North Main Street due to the flooding, and difficulties at my current downtown location—I've decided it's time to take a bold leap forward. I've found a hidden gem at 536 Bay Shore Drive, an older industrial building brimming with potential, just waiting to be transformed into something extraordinary. My vision? A stunning, welcoming photography studio that not only elevates my work but also becomes a space for other entrepreneurs to thrive.

This isn't just a new chapter for me—it's a chance to invest deeply in the beauty and vibrancy of our community. My dream is to breathe new life into this building, turning it into a clean, modern, and inspiring hub of creativity. From new windows to a fresh coat of paint, every detail of the renovation will reflect the care and intention I have for this project. Inside, I'll create a spacious, open layout with remodeled ADA-compliant bathroom, ensuring the studio is accessible and inclusive for all.

As a photographer of nearly 25 years, I've learned that a studio is more than just a workspace—it's a place where connections happen, creativity flourishes, and memories are made. I envision this space not only as a haven for my work but as a community hub for fellow artists and entrepreneurs; a place where inspiration thrives and the arts become a central part of life in our city.

But this dream is about more than aesthetics or business growth. It's about revitalization, collaboration, and giving back. By hiring local contractors and artists, I aim to support the local economy during the renovation process.

Once the studio is up and running, it will draw clients, visitors, and creatives to the area, boosting the vibrancy of the neighborhood.

This is, without a doubt, the biggest professional and financial commitment of my life, but I'm ready to take it on with all my heart. I promise to comply with all zoning and building regulations and to work closely with you to make this vision a reality.

I will be taking ownership on 12-13-24, and I would like to request approval to keep using the on-street parking in the same manner it has been used.

At present, I do not have any employees, and the building does not have its own parking lot. Typically, I would only need one parking space for myself and my clients for their session. Occasionally, I may need two or three spaces for clients, and in rare cases, I may need a few more spaces when working with larger families. Sessions are no longer than two hours so it would not be for long periods of time and this is normal day to day scenarios with my business. I am a boutique photography business, not high volume photography involving many people there.

I would greatly appreciate it if I could use the on-street parking. I assure you that I will do my best to be respectful of the neighborhood and ensure that there is minimal disruption. If there are any guidelines or conditions I should follow, I would be more than happy to comply.

I'm asking for your support—not just for my dream but for what this project could mean for the community we share. Let's turn this old industrial building into something we can all be proud of; a space that radiates creativity, connection, and opportunity.

Thank you for considering this endeavor and for everything you do to make our city a better place. I'd love the chance to discuss this further and share my excitement with you in person.

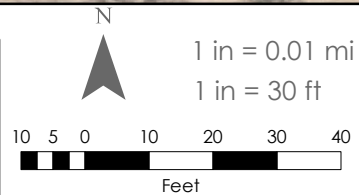
With gratitude and hope,

Tara Rudy



536 BAY SHORE DR

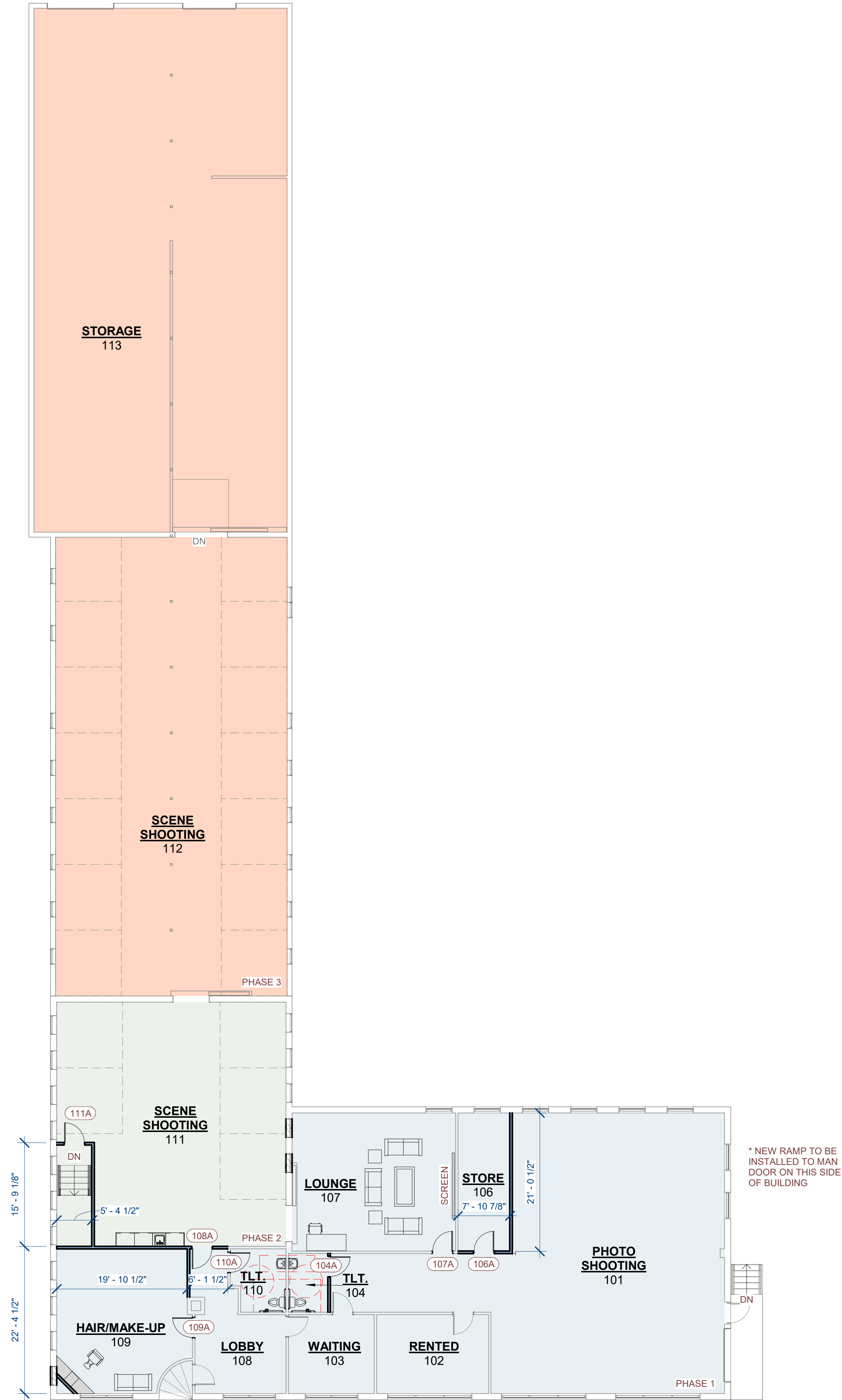
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Printing Date: 12/26/2024



Prepared by: City of Oshkosh, WI



1 OVERALL FIRST FLOOR PLAN
A1.1 3/32" = 1'-0"

PHASING SCHEDULE

- PHASE 1 WORK
PHASE 2 WORK
PHASE 3 WORK

JEREMY J. WESENER
115 S. 10TH STREET
HILBERT, WI 54129

- ☒ PRELIMINARY
CONCEPT DESIGN
DATE: 10/25/24
☐ BIDDING
NOT FOR CONSTRUCTION
DATE:
☐ FINAL
DATE:

PROPOSED INTERIOR ALTERATION FOR:
TARA RUDY PHOTOGRAPHY

536 BAY SHORE DRIVE, OSHKOSH, WI 54901

Description	Date

Project No.
FP24-0037

Date
10/24/2024

Drawing Title:
OVERALL
FLOOR PLAN

Sheet No.

A1.1

ZONE CHANGE/GDP/SIP
536 BAY SHORE DR
PC: 01-21-2025

BOLER PETROLEUM CO
PARAGON IND WAX DIV
2875 N MAIN ST
OSHKOSH WI 54901-1517

CHRISTIAN M RUEDINGER
3887 CRAB APPLE LN
OSHKOSH WI 54904-6944

MIDNITE CLUB INC
C/O FRED LITJENS
1136 CAMBRIA CT #1136
OSHKOSH WI 54904-7324

BAGO STORAGE SOLUTIONS
3731 SHANGRI LA POINT RD
OSHKOSH WI 54904-7024

SWEETWATER LLC
6279 WOODENSHOE RD
NEENAH WI 54956-9760

627 BAY SHORE DRIVE LLC
PO BOX 1186
OSHKOSH WI 54903-1186

SHIRLEY G HYDE
30 BAY ST
OSHKOSH WI 54901-5244

BRIAN R HANSON
42 BAY ST
OSHKOSH WI 54901-5244

JEAN M BLANCHARD
608 BAY SHORE DR
OSHKOSH WI 54901-5217

DANIEL H KRIZ
612 BAY SHORE DR
OSHKOSH WI 54901-5217

MCCLONE PROPERTIES LLC
152 SCHRAMM RD
NEENAH WI 54956-9210

KAY L ESLINGER
617 POPLAR AVE
OSHKOSH WI 54901-5214

DAVID L REINKE
624 BAY SHORE DR
OSHKOSH WI 54901-5217

KOCH LIVING TRUST
315 LAMPERT ST
OSHKOSH WI 54901-5303

MICKEY P/SARA E OLEARY
611 CEAPE AVE
OSHKOSH WI 54901-5210

BREFCZYNSKI INVESTMENTS
3438 CHARLIE ANNA DR
OSHKOSH WI 54904-9369

MARY L ULRICH
60 BAY ST
OSHKOSH WI 54901-5245

JOLEEN G SCHNEIDER
54 BAY ST
OSHKOSH WI 54901-5245

HOOPER COMM CENTER INC
36 BROAD ST STE LL30
OSHKOSH WI 54901-5259

M N R PROPERTIES LLC
730 HAWTHORNE DR
OMRO WI 54963-1163

PEACEFUL PLACE HOMES LL
1218 JACKSON ST
OSHKOSH WI 54901-3752

LYNNETTE LAWRENCE
41 BAY ST
OSHKOSH WI 54901-5242

STRAWBERRY JAM LLC
130 STATE ST 1623
OSHKOSH WI 54901-4837

BENNER PROPERTIES LLC
1276 WILLOW SPRINGS RD
OSHKOSH WI 54904-7654

ELIZABETH PROCTOR
1618 RAVINIA PL
APPLETON WI 54915-1219

ELISABETH CARTER
57 BAY ST
OSHKOSH WI 54901-5243

GAUGER ESTATES LLC
W2171 TIM DR
BRILLION WI 54110-9155

TODD J MOSIER
541 CEAPE AVE
OSHKOSH WI 54901-5208

RIECKERSON LLC
316 OAK ST
MENASHA WI 54952-3336

BEVERLY TYSON
533 CEAPE AVE
OSHKOSH WI 54901-5208

DON & HELEN BOHLMAN
529 CEAPE AVE
OSHKOSH WI 54901-5208

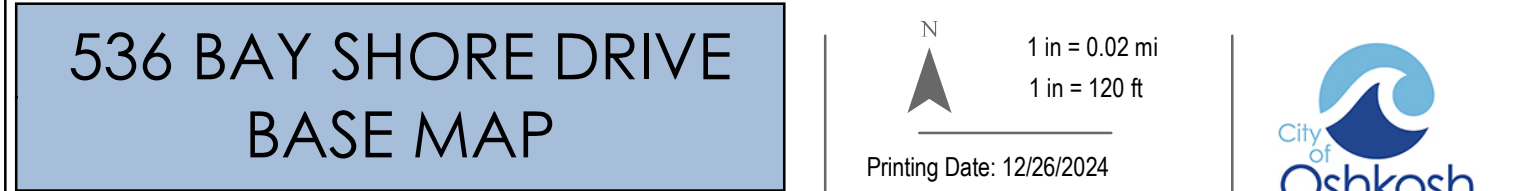
JONATHON A DELZER
523 CEAPE AVE
OSHKOSH WI 54901-5208

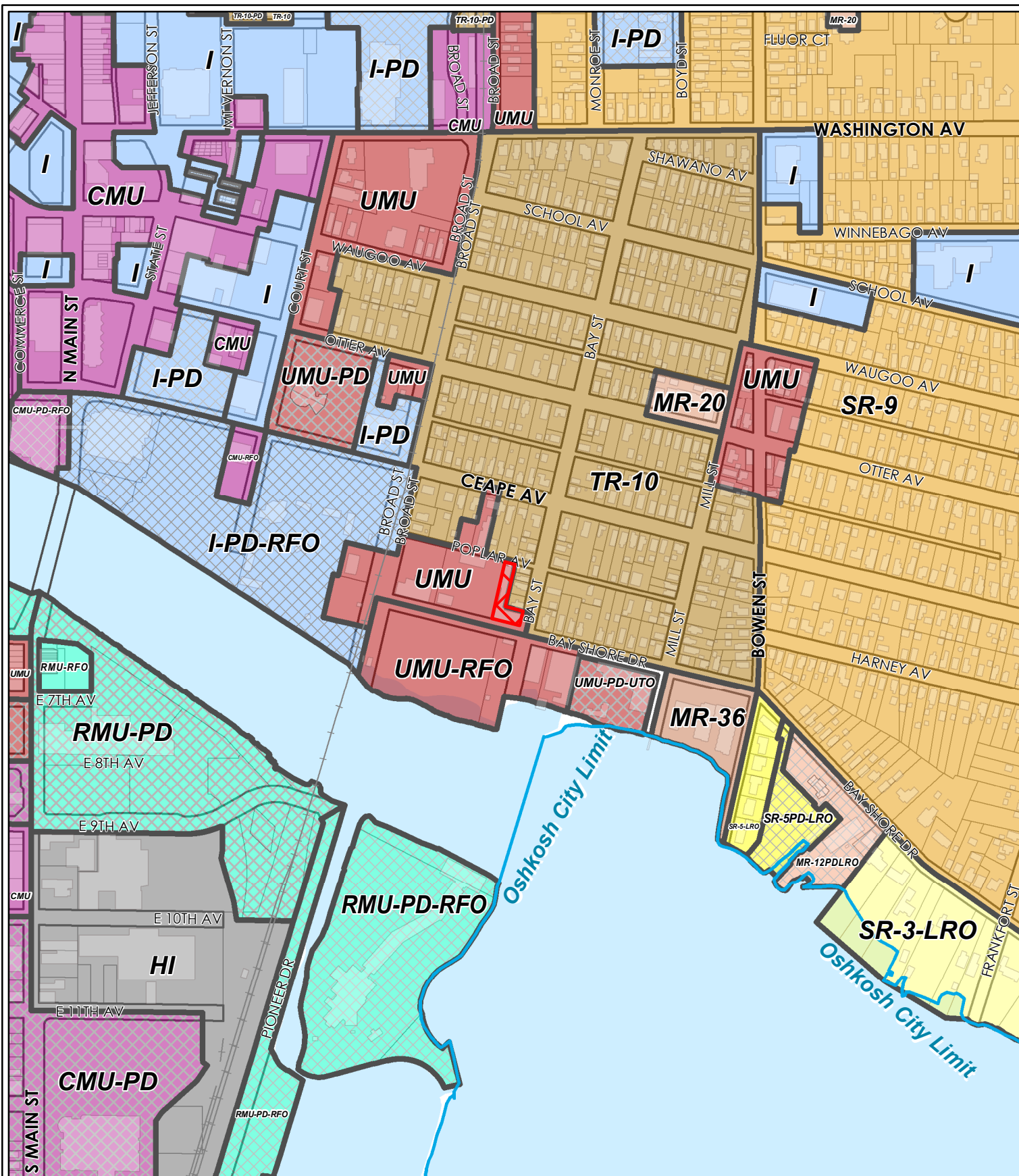
MICHAEL E HINZ
517 CEAPE AVE
OSHKOSH WI 54901-5208

TODD L/KERSTIN D MCNIESH
N4555 STATE HIGHWAY 76
SHIOCTON WI 54170-8801

DAVID D PETERSON
1217 WINNEBAGO AVE
OSHKOSH WI 54901-5332

RIVER EAST NBHD ASSOC
EMAILED TO REP





536 BAY SHORE DRIVE ZONING MAP

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1 in = 0.09 mi

1 in = 500 ft

Printing Date: 12/26/2024

Prepared by: City of Oshkosh, WI





536 BAY SHORE DRIVE AERIAL MAP

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1 in = 0.02 mi
1 in = 100 ft

Printing Date: 12/26/2024

Prepared by: City of Oshkosh, WI





TO: Honorable Mayor and Members of the Common Council
FROM: Kelly Nieforth, Director of Community Development
DATE: February 11, 2025
SUBJECT: Res 25-59 Approve General Development Plan and Specific Implementation Plan for a Personal or Professional Service Use at 536 Bay Shore Drive (Plan Commission Recommends Approval)

BACKGROUND

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan for a personal or professional service use. The subject site consists of an irregularly-shaped, 0.29-acre parcel located at the northwest corner of Bay Shore Drive and Bay Street. The site includes an existing 10,427 sq. ft. industrial building (former Wagner Woodworks). The site is zoned Urban Mixed Use District (UMU) and the surrounding area consists primarily of vacant and industrial sites to the south and west and residential uses to the north and east. The 2040 Comprehensive Land Use Plan recommends Center City use for the subject area.

ANALYSIS

The applicant has submitted plans for re-use of the building and plans to convert the existing building to a photography studio. The proposed use is permitted in the UMU District.

The subject site does not have any on-site parking and does not have sufficient space for added parking. Code requires a minimum of one (1) parking space per 300 sq. ft. of gross floor area for personal or professional service uses. This results in a minimum parking requirement of 35 parking spaces. The applicant is requesting a base standard modification (BSM) to allow the site to remain with zero (0) on-site parking spaces. Although code requires 35 parking stalls based on the overall floor area of the building, the proposed photography studio is not expected to generate a significant parking demand. According to the applicant, only 3-4 spaces are needed for the employee (owner) and clients. Approximately eight (8) on-street parking stalls are available on Bay Street and Bay Shore Drive, immediately in front of the subject site. Staff is comfortable that sufficient on-street parking is available to accommodate the photography studio.

A neighborhood meeting was held on January 6, 2025 to discuss the proposed project, with no neighbors in attendance.

FISCAL IMPACT

Approval of this may result in an increase in the assessed property value for the site. The applicant is anticipating spending approximately \$500,000 on the proposed project for updates to the building.

RECOMMENDATION

The Plan Commission recommended approval of the requested General Development Plan Amendment and Specific Implementation Plan with findings and one condition on January 21, 2025. Please see the attached staff report and meeting minutes for more information.

Attachments

RES 25-59
GDP SIP 536 Bay Shore Dr

02/11/2025

25-59

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE GENERAL DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN FOR A PERSONAL OR PROFESSIONAL SERVICE USE AT 536 BAY SHORE DRIVE

INITIATED BY: TARA RUDY

PLAN COMMISSION RECOMMENDATION: Approved

WHEREAS, the Plan Commission finds that the General Development Plan and Specific Implementation Plan for a personal or professional service at 536 Bay Shore Drive, 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 personal or professional service at 536 Bay Shore Drive, per the attached, is hereby approved, with the following findings:

1. The proposed Planned Development project is consistent with the overall purpose of the Zoning Ordinance as the proposed personal/professional service use of the site will not have a negative impact on the public because the use is permitted in the UMU district and does not include site alterations that will have a negative impact on neighboring properties.
2. The proposed Planned Development project is consistent with the City's Comprehensive Plan as the proposed personal/professional use of the property is consistent with the Center City land use recommendation.
3. Adequate public infrastructure is available to accommodate the use being proposed for the Planned Development project as sufficient public on-street parking is available for use by the applicant.
4. The proposed Planned Development project will positively contribute to and not detract from the physical appearance of the area as the proposed personal/professional service use will include updates and improvements to the appearance of an existing building.
5. The proposed Planned Development project provides alternative approaches to addressing development performance and compensates for requested base standard modifications of standards/regulations of the Zoning Ordinance as the proposed improvements to the existing building serves to offset the base standard modification (BSM) request for reduced on-site parking.

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh that the following are conditions of approval for a General Development Plan and Specific Implementation Plan for a personal or professional service at 536 Bay Shore Drive:

1. Base Standard Modification (BSM) to allow zero (0) on-site parking spaces.

ITEM: PUBLIC HEARING: ZONE CHANGE FROM URBAN MIXED USE DISTRICT (UMU) TO URBAN MIXED USE DISTRICT WITH A PLANNED DEVELOPMENT OVERLAY (UMU-PD) AND APPROVAL OF A GENERAL DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN FOR A PERSONAL OR PROFESSIONAL SERVICE USE AT 536 BAY SHORE DRIVE

Plan Commission Meeting of January 21, 2025

GENERAL INFORMATION

Applicant/Owner: M N R Properties LLC - Tara Rudy

Action(s) Requested:

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan for a personal or professional service use.

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 consists of an irregularly-shaped, 0.29-acre parcel located at the northwest corner of Bay Shore Drive and Bay Street. The site includes an existing 10,427 sq. ft. industrial building (former Wagner Woodworks). The site is zoned Urban Mixed Use District (UMU) and the surrounding area consists primarily of vacant and industrial sites to the south and west and residential uses to the north and east. The 2040 Comprehensive Land Use Plan recommends Center City use for the subject area.

Subject Site

<i>Existing Land Use</i>	<i>Zoning</i>
Industrial	UMU

<i>Recognized Neighborhood Organizations</i>
River East Neighborhood Association

Adjacent Land Use and Zoning

<i>Existing Uses</i>		<i>Zoning</i>
North	Residential	TR-10
South	Vacant/Industrial	UMU-RFO
East	Residential	TR-10
West	Vacant/Industrial	UMU

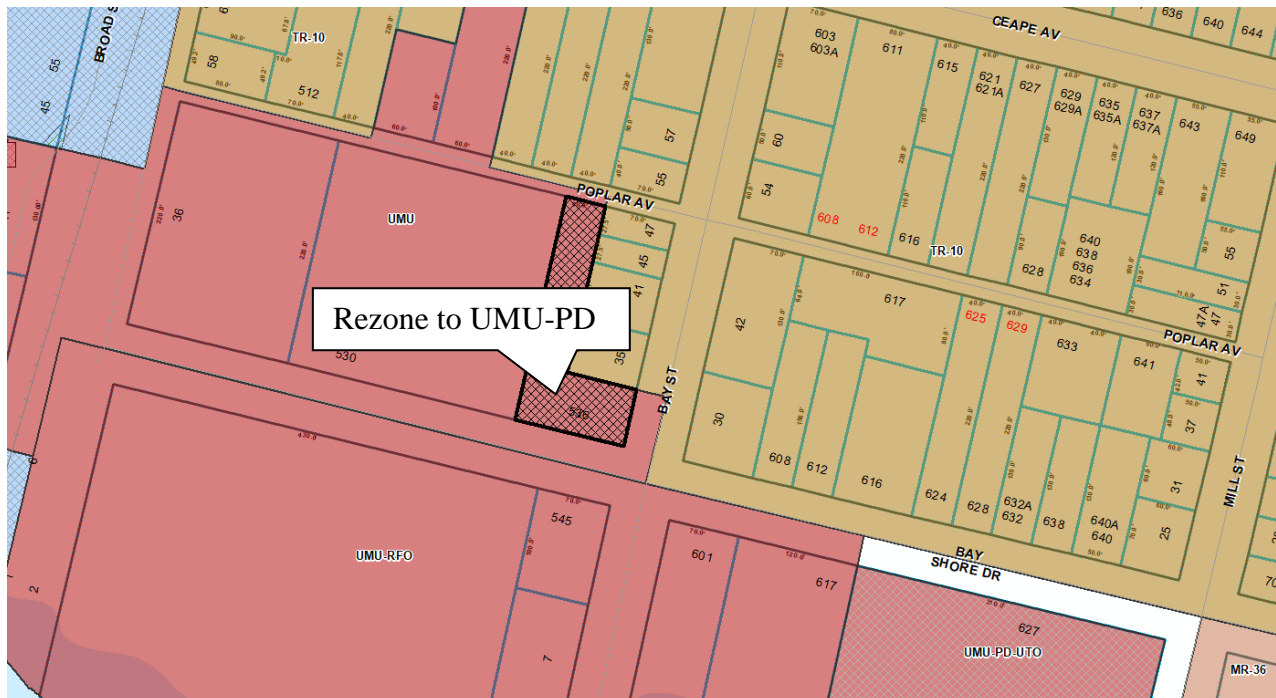
<i>Comprehensive Plan Land Use Recommendation</i>	<i>Land Use</i>
2040 Comprehensive Land Use Recommendation	Center City

ANALYSIS

Zone Change

The applicant is requesting a zone change from the Urban Mixed Use District (UMU) designation to Urban Mixed Use District with a Planned Development Overlay (UMU-PD) for the subject property. The requested Planned Development Overlay designation is intended to allow for flexibility in the zoning ordinance to allow for a commercial use without on-site parking. The applicant has submitted plans for re-use of the building, which will be addressed as a General Development Plan (GDP) and Specific Implementation Plan (SIP) review to follow.

Staff is supportive of the proposed rezone as the Planned Development Overlay will accommodate re-use of the existing built-out site. The UMU-PD zoning designation will remain consistent with the 2040 Comprehensive Land Use Plan recommendation of Center City for the subject site.



Use

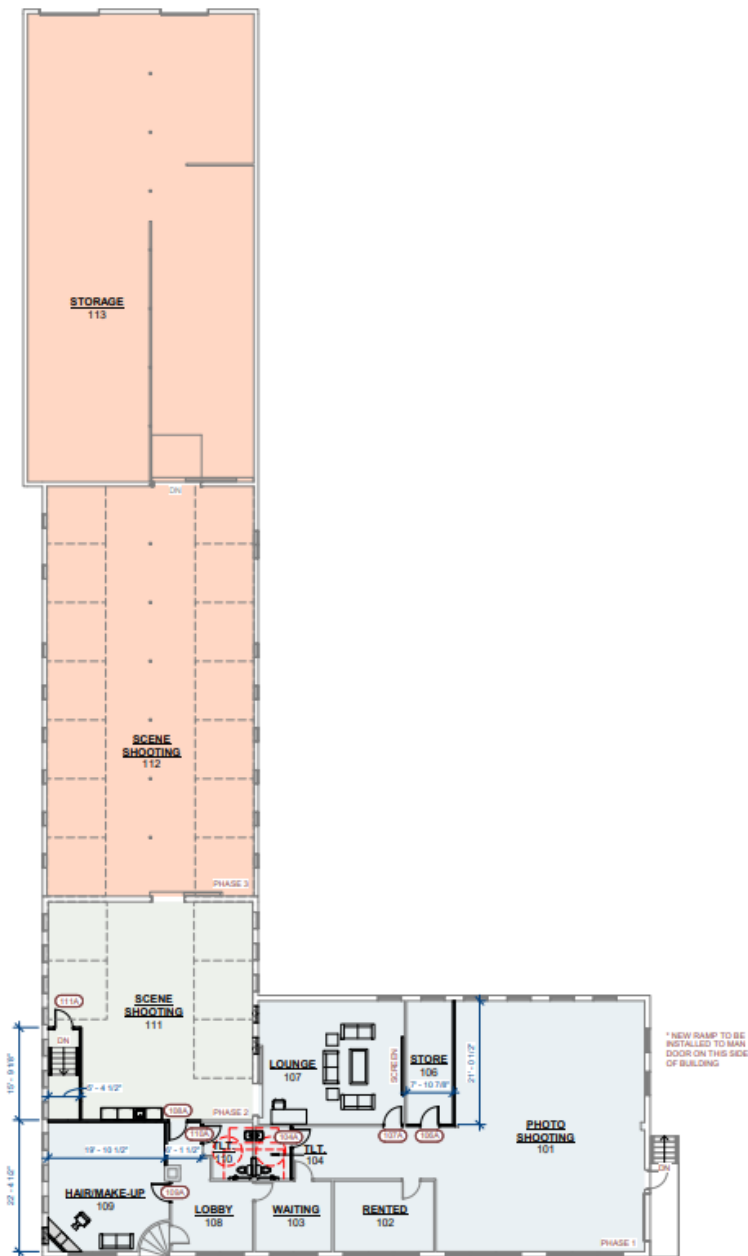
The applicant plans to convert the existing building to a photography studio. The proposed use is permitted in the UMU district. A neighborhood meeting was held on January 6, 2025, with no neighbors in attendance.

Site Design

The applicant plans to utilize the existing building, with no additional building or parking areas. According to the applicant, there are no employees other than the owner of the photography studio (applicant). The applicant also notes that this is a “boutique photography business”, which does not have a high volume of customers at any given time.



Aerial View of Subject Site.



1 OVERALL FIRST FLOOR PLAN
A1.1 3/32" = 1'-0"

The subject site does not have any on-site parking. Code requires a minimum of one (1) parking space per 300 sq. ft. of gross floor area for personal or professional service uses. This results in a minimum parking requirement of 35 parking spaces. The applicant is requesting a base standard modification (BSM) to allow the site to remain with zero (0) on-site parking spaces.

Staff is supportive of the BSM request to allow the proposed commercial use with zero (0) on-site parking spaces as insufficient space is available on the site to install parking spaces. Although code requires 35 parking stalls based on the overall floor area of the building, the proposed photography studio is not expected to generate a significant parking demand. According to the

applicant, only 3-4 spaces are needed for the employee (owner) and clients. Approximately eight (8) on-street parking stalls are available on Bay Street and Bay Shore Drive, immediately in front of the subject site. Staff is comfortable that sufficient on-street parking is available to accommodate the photography studio.

Signage

The exterior elevation plans show conceptual wall signage on the east and south elevations, which appear to be within the maximum wall sign area of 1 sq. ft. of wall signage per linear foot of building frontage for the UMU district. Final signage plans will be reviewed under a separate building permit.

Site Lighting

The applicant has not provided a photometric plan. No lighting is required for the site as no parking areas are being proposed. The exterior elevations show wall-mounted light fixtures on the east and south elevations. Any new lighting will require a photometric plan to verify compliance with maximum lighting levels at the property line (1.0 fc at public right-of-way) and shielding from neighboring residentially-zoned properties. If light fixtures extend over the public right-of-way, an encroachment agreement will be required.

Landscaping

No additional landscaping is being proposed on the site. Additional landscaping is not required as no additional building or paved areas are being proposed.

Storm Water Management/Utilities

The Department of Public Works has not noted any concerns.

Building Facades

The applicant is not proposing any changes to the building exterior. However, the applicant will be painting the exterior of the building and replacing windows. Staff feels that these updates will improve the appearance of the building and serves to offset the requested BSM for off-street parking reduction.



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):

- (b) The proposed UMU-PD zoning designation is consistent with the Comprehensive Plan as the base zoning (UMU) is considered an appropriate zoning designation for Center City land uses.
- (c) The propose UMU-PD zoning designation maintains the desired overall consistency of land uses, land use intensities, and land use impacts because the proposed zoning designation will remain consistent with neighboring UMU zoning as well as the Center City future land use plan recommendation for the area.

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 of the Zoning Ordinance as the proposed personal/professional service use of the site will not have a negative impact on the public because the use is permitted in the UMU district and does not include site alterations that will have a negative impact on neighboring properties.
- (b) The proposed Planned Development project is consistent with the City's Comprehensive Plan as the proposed personal/professional use of the property is consistent with the Center City land use recommendation.
- (d) Adequate public infrastructure is available to accommodate the use being proposed for the Planned Development project as sufficient public on-street parking is available for use by the applicant.

(h) The proposed Planned Development project will positively contribute to and not detract from the physical appearance of the area as the proposed personal/professional service use will include updates and improvements to the appearance of an existing building.

(i) The proposed Planned Development project provides alternative approaches to addressing development performance and compensates for requested base standard modifications of standards/regulations of the Zoning Ordinance as the proposed improvements to the existing building serves to offset the base standard modification (BSM) request for reduced on-site parking.

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 zero (0) on-site parking spaces.

Plan Commission recommended approval of the requested General Development Plan and Specific Implementation Plan with the findings and one condition at 536 Bay Shore Drive. The following is Plan Commission's discussion on the item.

Site Inspections Report: All commissioners reported visiting the site.

Staff report accepted as part of the record.

The applicant requests a zone change from the existing Urban Mixed Use District (UMU) to Urban Mixed Use District with a Planned Development Overlay (UMU-PD). The applicant also requests approval of a General Development Plan and Specific Implementation Plan for a personal or professional service use.

Mr. Slusarek presented the items and reviewed the site and surrounding area as well as the land use and zoning classifications in this area. Staff recommends approval of the zone change, General Development Plan, and Specific Implementation Plan with the findings and condition as listed in the staff report.

Mr. Perry opened up technical questions to staff. There were no technical questions to staff.

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

Tara Rudy, of 730 Hawthorne Drive, Omro, WI, made herself available for questions, expressed enthusiasm for the project, and requested on-street parking permission.

Mr. Perry asked if any members of the public wished to speak. No members from the public spoke.

Mr. Perry closed the public hearing.

There was no closing statement from the applicant.

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

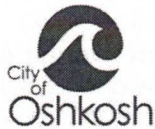
Seconded by Scheuermann.

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

Council Member Nichols expressed his relief over the BSM allowing for no extra parking spots and the ability to use on street parking for businesses.

Mr. Lowenstein mentioned how large the studio space will be.

Motion carried 7-0.



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

SUBMIT TO:
Dept. of Community Development
215 Church Ave., P.O. Box 1130
Oshkosh, WI 54901
PHONE: (920) 236-5059

PLEASE TYPE OR PRINT USING BLACK INK

APPLICANT INFORMATION

Petitioner: Tara Rudy Date: 11-30-24
Petitioner's Address: 730 Hawthorne Drive City: Oshkosh State: WI Zip: 54903
Telephone #: (920) 279-7914 Email: tdorski@hotmail.com Contact preference: ☐ Phone ☒ Email
Status of Petitioner (Please Check): ☐ Owner ☐ Representative ☐ Tenant ☒ Prospective Buyer
Petitioner's Signature (required): Tara Rudy Date: 11-30-24

OWNER INFORMATION

Owner(s): Ryan Pattee of 536 Bayshore LLC Date: 11-30-24
Owner(s) Address: P.O. Box 806 City: Muskego State: WI Zip: 53150
Telephone #: (414) 690-9826 Email: _____ 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: _____ Date: 11-30-24

TYPE OF REQUEST:

- | | |
|---|---|
| <input type="checkbox"/> General Development Plan (GDP) | <input type="checkbox"/> General Development Plan (GDP) Amendment |
| <input type="checkbox"/> Specific Implementation Plan (SIP) | <input type="checkbox"/> Specific Implementation Plan (SIP) Amendment |

SITE INFORMATION

Address/Location of Proposed Project: 536 Bayshore Drive, Oshkosh, WI 54901
Proposed Project Type: Commercial
Current Use of Property: Industrial/Warehouse Zoning: UMU
Land Uses Surrounding Your Site: North: TR-10
South: UMU-RFO
East: TR-10
West: UMU

- 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

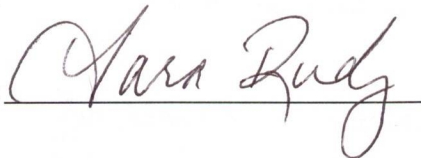
For more information please visit the City's website at www.ci.oshkosh.wi.us/Community_Development/Planning.htm

Sign _____ Staff _____ Date Rec'd _____

- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
 - 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.

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:

11-30-24

12-8-24

Tara Rudy Photography, LLC

Dear Members of the City Council and City Departments,

I hope this letter brings a little brightness to your day! I'm reaching out with a mix of excitement, determination, and a heartfelt plea for your support as I embark on the biggest journey of my life—one that's not just about bettering my business but also about enriching our community.

After years of navigating challenges—like the loss of my studio at 217 North Main Street due to the flooding, and difficulties at my current downtown location—I've decided it's time to take a bold leap forward. I've found a hidden gem at 536 Bay Shore Drive, an older industrial building brimming with potential, just waiting to be transformed into something extraordinary. My vision? A stunning, welcoming photography studio that not only elevates my work but also becomes a space for other entrepreneurs to thrive.

This isn't just a new chapter for me—it's a chance to invest deeply in the beauty and vibrancy of our community. My dream is to breathe new life into this building, turning it into a clean, modern, and inspiring hub of creativity. From new windows to a fresh coat of paint, every detail of the renovation will reflect the care and intention I have for this project. Inside, I'll create a spacious, open layout with remodeled ADA-compliant bathroom, ensuring the studio is accessible and inclusive for all.

As a photographer of nearly 25 years, I've learned that a studio is more than just a workspace—it's a place where connections happen, creativity flourishes, and memories are made. I envision this space not only as a haven for my work but as a community hub for fellow artists and entrepreneurs; a place where inspiration thrives and the arts become a central part of life in our city.

But this dream is about more than aesthetics or business growth. It's about revitalization, collaboration, and giving back. By hiring local contractors and artists, I aim to support the local economy during the renovation process.

Once the studio is up and running, it will draw clients, visitors, and creatives to the area, boosting the vibrancy of the neighborhood.

This is, without a doubt, the biggest professional and financial commitment of my life, but I'm ready to take it on with all my heart. I promise to comply with all zoning and building regulations and to work closely with you to make this vision a reality.

I will be taking ownership on 12-13-24, and I would like to request approval to keep using the on-street parking in the same manner it has been used.

At present, I do not have any employees, and the building does not have its own parking lot. Typically, I would only need one parking space for myself and my clients for their session. Occasionally, I may need two or three spaces for clients, and in rare cases, I may need a few more spaces when working with larger families. Sessions are no longer than two hours so it would not be for long periods of time and this is normal day to day scenarios with my business. I am a boutique photography business, not high volume photography involving many people there.

I would greatly appreciate it if I could use the on-street parking. I assure you that I will do my best to be respectful of the neighborhood and ensure that there is minimal disruption. If there are any guidelines or conditions I should follow, I would be more than happy to comply.

I'm asking for your support—not just for my dream but for what this project could mean for the community we share. Let's turn this old industrial building into something we can all be proud of; a space that radiates creativity, connection, and opportunity.

Thank you for considering this endeavor and for everything you do to make our city a better place. I'd love the chance to discuss this further and share my excitement with you in person.

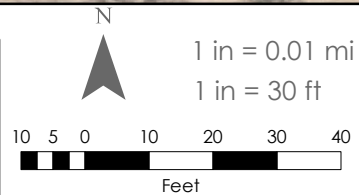
With gratitude and hope,

Tara Rudy



536 BAY SHORE DR

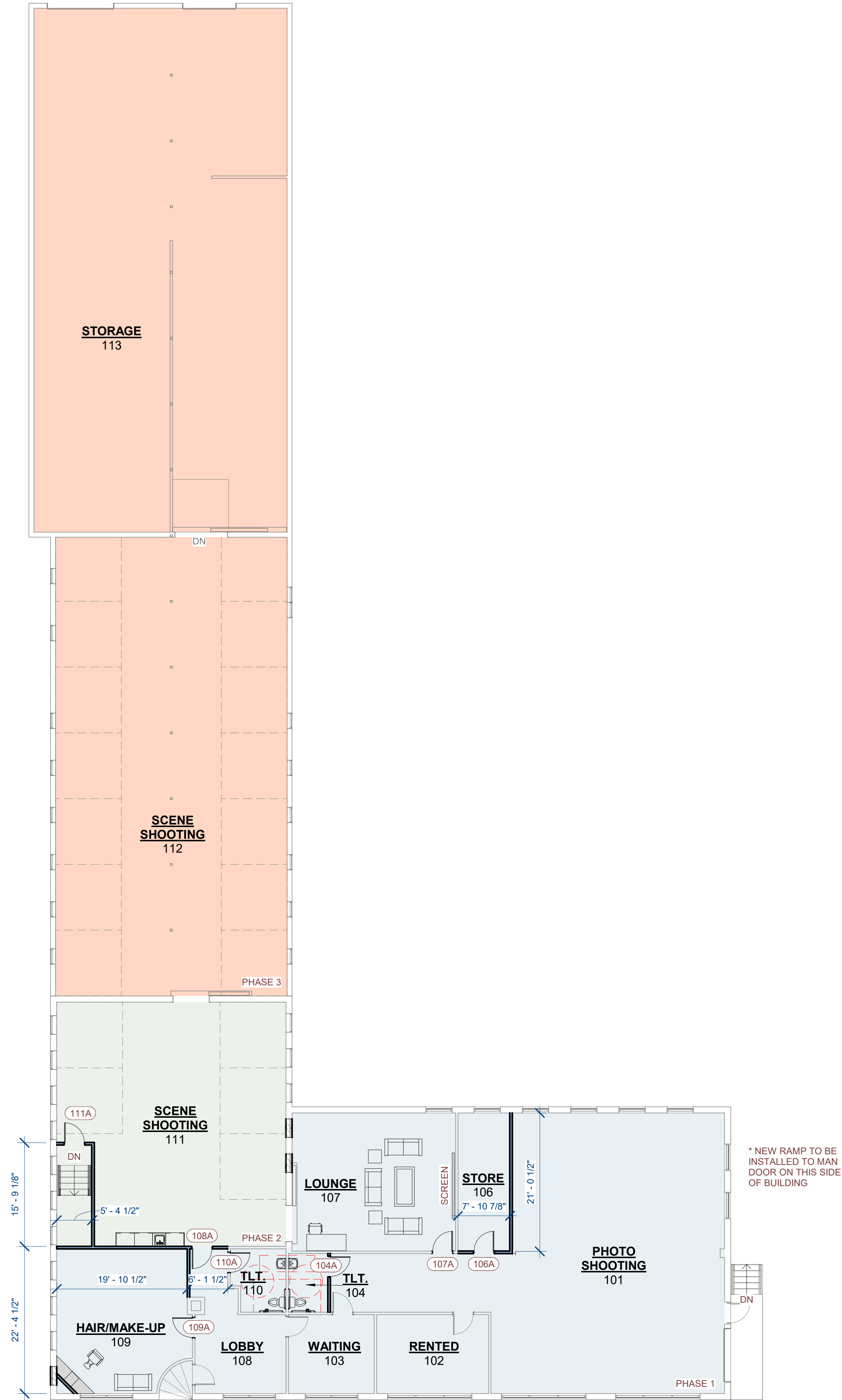
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PHASE 2 WORK
PHASE 3 WORK

JEREMY J. WESENER
115 S. 10TH STREET
HILBERT, WI 54129

☒ PRELIMINARY
CONCEPT DESIGN
DATE: 10/25/24

☐ BIDDING
NOT FOR CONSTRUCTION
DATE:

☐ FINAL
DATE:

PROPOSED INTERIOR ALTERATION FOR:
TARA RUDY PHOTOGRAPHY

536 BAY SHORE DRIVE, OSHKOSH, WI 54901

Description	Date

Project No.
FP24-0037

Date
10/24/2024

Drawing Title:
OVERALL
FLOOR PLAN

Sheet No.

A1.1

ZONE CHANGE/GDP/SIP
536 BAY SHORE DR
PC: 01-21-2025

BOLER PETROLEUM CO
PARAGON IND WAX DIV
2875 N MAIN ST
OSHKOSH WI 54901-1517

CHRISTIAN M RUEDINGER
3887 CRAB APPLE LN
OSHKOSH WI 54904-6944

MIDNITE CLUB INC
C/O FRED LITJENS
1136 CAMBRIA CT #1136
OSHKOSH WI 54904-7324

BAGO STORAGE SOLUTIONS
3731 SHANGRI LA POINT RD
OSHKOSH WI 54904-7024

SWEETWATER LLC
6279 WOODENSHOE RD
NEENAH WI 54956-9760

627 BAY SHORE DRIVE LLC
PO BOX 1186
OSHKOSH WI 54903-1186

SHIRLEY G HYDE
30 BAY ST
OSHKOSH WI 54901-5244

BRIAN R HANSON
42 BAY ST
OSHKOSH WI 54901-5244

JEAN M BLANCHARD
608 BAY SHORE DR
OSHKOSH WI 54901-5217

DANIEL H KRIZ
612 BAY SHORE DR
OSHKOSH WI 54901-5217

MCCLONE PROPERTIES LLC
152 SCHRAMM RD
NEENAH WI 54956-9210

KAY L ESLINGER
617 POPLAR AVE
OSHKOSH WI 54901-5214

DAVID L REINKE
624 BAY SHORE DR
OSHKOSH WI 54901-5217

KOCH LIVING TRUST
315 LAMPERT ST
OSHKOSH WI 54901-5303

MICKEY P/SARA E OLEARY
611 CEAPE AVE
OSHKOSH WI 54901-5210

BREFCZYNSKI INVESTMENTS
3438 CHARLIE ANNA DR
OSHKOSH WI 54904-9369

MARY L ULRICH
60 BAY ST
OSHKOSH WI 54901-5245

JOLEEN G SCHNEIDER
54 BAY ST
OSHKOSH WI 54901-5245

HOOPER COMM CENTER INC
36 BROAD ST STE LL30
OSHKOSH WI 54901-5259

M N R PROPERTIES LLC
730 HAWTHORNE DR
OMRO WI 54963-1163

PEACEFUL PLACE HOMES LL
1218 JACKSON ST
OSHKOSH WI 54901-3752

LYNNETTE LAWRENCE
41 BAY ST
OSHKOSH WI 54901-5242

STRAWBERRY JAM LLC
130 STATE ST 1623
OSHKOSH WI 54901-4837

BENNER PROPERTIES LLC
1276 WILLOW SPRINGS RD
OSHKOSH WI 54904-7654

ELIZABETH PROCTOR
1618 RAVINIA PL
APPLETON WI 54915-1219

ELISABETH CARTER
57 BAY ST
OSHKOSH WI 54901-5243

GAUGER ESTATES LLC
W2171 TIM DR
BRILLION WI 54110-9155

TODD J MOSIER
541 CEAPE AVE
OSHKOSH WI 54901-5208

RIECKERSON LLC
316 OAK ST
MENASHA WI 54952-3336

BEVERLY TYSON
533 CEAPE AVE
OSHKOSH WI 54901-5208

DON & HELEN BOHLMAN
529 CEAPE AVE
OSHKOSH WI 54901-5208

JONATHON A DELZER
523 CEAPE AVE
OSHKOSH WI 54901-5208

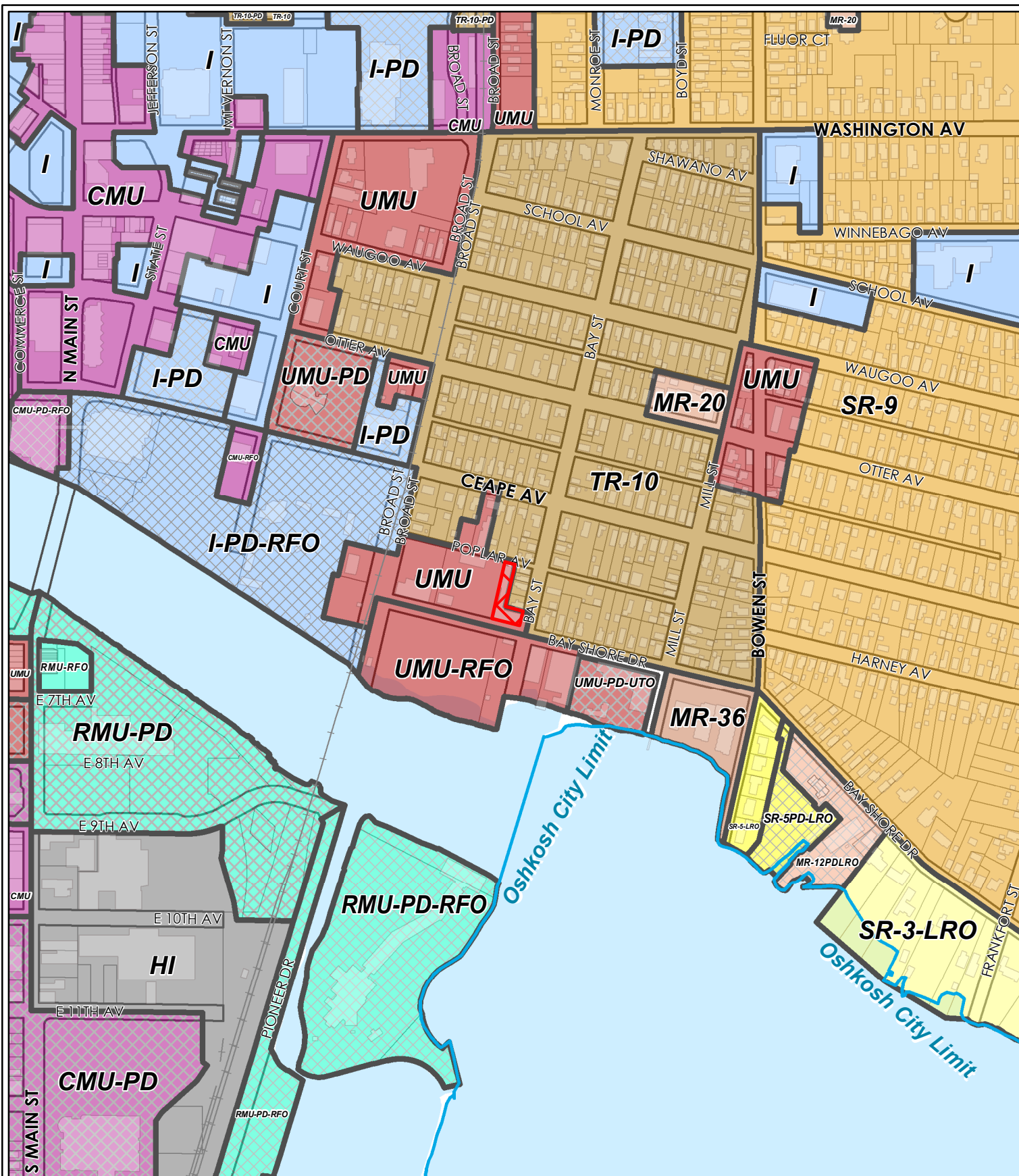
MICHAEL E HINZ
517 CEAPE AVE
OSHKOSH WI 54901-5208

TODD L/KERSTIN D MCNIESH
N4555 STATE HIGHWAY 76
SHIOCTON WI 54170-8801

DAVID D PETERSON
1217 WINNEBAGO AVE
OSHKOSH WI 54901-5332

RIVER EAST NBHD ASSOC
EMAILED TO REP





536 BAY SHORE DRIVE ZONING MAP

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1 in = 0.09 mi

1 in = 500 ft

Printing Date: 12/26/2024

Prepared by: City of Oshkosh, WI





536 BAY SHORE DRIVE AERIAL MAP

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1 in = 0.02 mi
1 in = 100 ft

Printing Date: 12/26/2024

Prepared by: City of Oshkosh, WI





TO: Honorable Mayor and Members of the Common Council
FROM: Kelly Nieforth, Director of Community Development
DATE: February 11, 2025
SUBJECT: Res 25-60 Approve Professional Services Agreement with Matrix Consulting Group for an Inspections Codes, Permits & Fee Review and City Development Review Process Assessment (\$133,940)

BACKGROUND

The Oshkosh Common Council directed the Community Development Department to engage with consultants to assess the city's current development review process and suggest updates to the city's municipal code related to housing and building in order to support economic growth and investment in the city.

ANALYSIS

City staff released two Request for Proposal (RFP's) for each task and received multiple proposals from consultants across the country. Matrix Consulting Group's proposals demonstrated that they have extensive experience with reviewing codes, analyzing permits and fees for municipalities including municipalities in Wisconsin. Matrix Consulting Group also had experience working in Oshkosh on other plans for other City Departments and provided a very detailed response for each task listed in the RFP which showed staff that they have a thorough understanding of what the city hopes to accomplish with this project. Based on their experience, Staff chose Matrix Consulting Group for both proposals.

The Department of Community Development is requesting approval of a Professional Services Agreement with Matrix Consulting Group to perform multiple reviews and assessments related to various processes and municipal codes that the Community Development Department administers. A code audit of Chapters 7 (Building) and 16 (Housing) within the municipal code will take place in order to identify potential code amendments in order to facilitate growth in the city while still adhering to health and safety requirements. Also included in this aspect of the project is a review of the structure of the required permits and associated fees within the Inspections Division. The City's required permits and fees will be compared to other municipalities to ensure Oshkosh has similar requirements and fees to other communities.

The development review process improvement aspect of the project will include reviewing the city's existing development process and recommend changes in order to improve service delivery to developers, contractors, and residents within the City.

The consultants will be meeting with various stakeholders including elected officials, city staff, developers, contractors and residents to learn more about their experiences going through the development process in Oshkosh. Staff hopes this feedback will provide valuable insight that will be incorporated into the eventual recommendations for changes. The consultants will start work in February and the recommendations will be completed in July 2025.

FISCAL IMPACT

Funding for the \$133,940.00 cost will come from multiple accounts within the Community Development Department and the city's APRA interest fund.

RECOMMENDATION

Staff recommends approval of the professional services agreement with Matrix Consulting Group for a building and housing code audit and development review process improvement project.

Attachments

RES 25-60

Matrix Agreement 2.5.2025

Oshkosh Consolidated Task Plan 1-23

RFP- Development Process Improvement

RFP- Inspections Codes, Permits and Fees Review

02/11/2025

25-60

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MATRIX CONSULTING GROUP FOR AN INSPECTIONS CODES, PERMITS & FEE REVIEW AND CITY DEVELOPMENT REVIEW PROCESS ASSESSMENT (\$133,940)

INITIATED BY: COMMUNITY DEVELOPMENT

BE IT RESOLVED by the Common Council of the City of Oshkosh that a professional service agreement with Matrix Consulting Group is hereby approved for consultation services to conduct an Inspections codes, permits & fee review and City development review process assessment, in the amount of \$133,940.00 that will come from multiple accounts within the Community Development Department and the city's APRA interest fund. The appropriate City officials are hereby authorized and directed to execute the agreement, and to take all necessary steps to implement the terms and conditions of the agreement, including incorporating any approved amendments.



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into on the ____ day of _____, 2025, by and between the CITY of OSHKOSH, 215 Church Avenue, Oshkosh, Wisconsin 54901 (City), and Matrix Consulting Group, Ltd 1875 S. Grant Street, Suite 960, San Mateo, CA 94402 (Consultant).

1. Project/Timeline. The City solicited proposals for a development review process assessment and inspection codes, permits, and fee assessment to be completed no later than August 31, 2025.
2. Consideration. The City and Consultant agree to the terms and conditions of this Agreement in return for the monetary and other consideration described herein. The parties acknowledge the receipt of the consideration and further acknowledge that the consideration given and received is of sufficient value to induce them to enter into this Agreement.
3. Component Parts of the Parties' Agreement. For convenience, the parties agree to compile various separate documents related to this project and incorporate them into this Agreement. Therefore, the terms and conditions of this Agreement may be in multiple places, and consist of the component parts described below. The component parts may or may not be physically attached to this Agreement. Regardless of whether or not they are attached, they are considered to be fully incorporated as a part of this Agreement. The component parts of this Agreement are:
 - a. The terms of this Professional Services Agreement, including any other documents or terms referenced and/or attached, but not including component parts identified below.
 - b. City's Request for Proposals issued October 22, 2024, except as to the project timeline which shall be as set forth in the Consultant's revised task plan identified in c. below.
 - c. Consultant's revised task plan dated January 23, 2025, and identified as Consolidated Workplan, which is attached hereto as Exhibit B.

- d. Consultant's proposal dated November 15, 2024, and/or identified as Proposal to Conduct an Inspections Codes, Permits, and Fees Review, which is attached hereto.
 - e. Consultant's proposal dated November 15, 2024, and/or identified as Proposal to Conduct a Development Review Process Assessment, which is attached hereto.
 - f. The terms and conditions are listed above in order of importance. If terms and conditions in various component parts are conflicting, then the terms and conditions in the component part first listed will control over the conflicting term and condition found in the later component part. The preceding rule of interpretation may be modified by the parties in particular circumstances where described elsewhere in this Agreement.
4. Representatives. The parties assign the following persons as the primary contacts for their respective interests related to managing and carrying out the tasks of this Agreement. These persons may be changed upon written notice from the party making the change.
- a. For the City: Kelly Nieforth, Community Development Department
 - b. For the Consultant: Aaron Baggarly, Vice President Matrix Consulting Group
5. Scope of Work. Consultant shall provide the services described in the component parts identified above. Any changes must be placed in writing and signed by both parties. Changes in scope may include a need to adjust the contract amount either up or down.
6. Records and Deliverables. Reports, findings and specifications, and other information may be provided to City as deliverables for this Project.
- a. Deliverables prepared under this Agreement shall become the property of the City upon completion of the work and payment in full of all monies due to the Consultant.
 - b. However, Consultant may continue to use the deliverables and information therein for descriptions or discussions of this project in other contexts, and may also use some or all of the information in the deliverables in or for other projects.

Any such subsequent use by Consultant shall be without royalty or other fees, or obligations, to City.

- c. Consultant's deliverables are intended only for use related to the Project subject to this Agreement, and are not subject to any warranty or guaranty if subsequently modified or reused for a later project.
- d. Documents, including deliverables, created by Consultant may subsequently be viewed by, or provided to, a third person as a public record not subject to redaction or withholding by applicable law. In such instances, neither party retains control over subsequent uses of these documents and therefore neither party shall consider the other responsible for such subsequent use.

7. Term and Termination

- a. Term. This Agreement shall commence upon the date indicated above and shall terminate on November 1, 2025, unless terminated earlier by one of the parties as provided below, the City may extend this Agreement, upon written notice to Consultant.
- b. Termination.
 - i. For Cause. If either party shall fail to fulfill in timely and proper manner any of the material obligations under this Agreement, the other party may, at its discretion, terminate this Agreement by written notice. In this event, the Consultant shall be entitled to compensation to the date of delivery of the Notice.
 - ii. For Convenience. The City may terminate this Agreement at any time by giving written notice to the Consultant no later than 30 calendar days before the termination date. In this event, the Consultant shall be entitled to compensation to the termination date.

8. Time of Completion. Consultant shall perform the services under this Agreement with reasonable diligence and expediency consistent with sound professional practices. The City agrees that the Consultant is not responsible for damages arising directly or indirectly

from any delays for causes beyond the Consultant's control. For the purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes, severe weather disruptions or other natural disasters, public health emergencies, or failure of performance by the City. If the delays resulting from any such causes increase the time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule.

9. Suspension, Delay, or Interruption of Work. City may suspend, delay, or interrupt the Services of Consultant for the convenience of City. In such event, Consultant's contract price and schedule shall be equitably adjusted.
10. Assignment. Neither party to this Agreement shall transfer, subcontract or assign any rights under or interest in this Agreement (including, but not limited to, monies that are due or monies that may be due) without the prior written consent of the other party.
11. Independent Contractor. Consultant is an independent contractor and is not an employee of the City.
12. Cooperation in Litigation and Audits. Consultant shall fully and completely cooperate with the City, the City's insurer, the City's attorneys, the City's Auditors or other representative of the City (collectively, the "City" for purposes of this Article).
 - a. Cooperation is expected in connection with any internal or governmental investigation or administrative, regulatory, arbitral or judicial proceeding (collectively "Litigation") or internal or governmental Audit, with respect to matters relating to this Agreement.
 - b. Excluded from this duty of cooperation is a third party proceeding in which Consultant is a named party and Consultant and the City have not entered into a mutually acceptable joint defense agreement.
 - c. Examples of expected cooperation may include, but shall not be limited to, responding to requests for documents and/or other records, and making Consultant's employees available to the City (or their respective insurers, attorneys or auditors) upon reasonable notice for: (i) interviews, factual investigations, and providing declarations or affidavits that provide truthful

information in connection with any Litigation or Audit; (ii) appearing at the request of the City to give testimony without requiring service of a subpoena or other legal process; (iii) volunteering to the City all pertinent information related to any Litigation or Audit; and (iv) providing information and legal representations to auditors in a form and within a timeframe requested.

- d. City shall reimburse Consultant for reasonable direct expenses incurred in connection with providing documents and records required under this paragraph and may require, at the City's sole discretion, such expenses to be documented by receipts or other appropriate documentation. Reasonable direct expenses include costs, such as copying, postage and similar costs; but do not include wages, salaries, benefits and other employee compensation. Consultant shall not be entitled to additional compensation for employee services provided under this paragraph.

13. Standard of Care. The standard of care applicable to Consultant's Services will be the degree of skill and diligence normally employed by professional Consultants or consultants performing the same or similar Services at the time said services are performed. Consultant will re-perform any services not meeting this standard without additional compensation.

14. City Responsibilities. The City shall furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from City records. Consultant may reasonably rely upon the accuracy, timeliness, and completeness of the information provided by City. To prevent any unreasonable delay in the Consultant's work, the City will examine all reports and other documents and will make any authorizations necessary to proceed with work within a reasonable time period.

15. Payment.

- a. Amount. The City shall pay to the Consultant for the performance of the tasks described in this Agreement an amount not to exceed \$133,940 for the work to be performed.

- b. **Payment.** The Consultant shall submit itemized monthly statements for services. The City shall pay the Consultant within 30 calendar days after receipt of such statement. If any statement amount is disputed, the City may withhold payment of such disputed amount and shall provide to Consultant a statement as to the reason(s) for withholding payment. Amounts invoiced and not disputed shall be paid according to the regular schedule agreed upon.
 - c. **Additional Costs.** Costs for additional services shall be negotiated and set forth in a written amendment to this Agreement executed by both parties prior to proceeding with the work covered under the subject amendment.
16. **Hold Harmless.** It is the intention of the parties that each party shall be solely responsible for its own actions, inactions, and activities, including the actions and activities of its own officers, employees and agents while acting within the scope of their employment.
- a. The Consultant covenants and agrees to protect and hold the City of Oshkosh harmless against all actions, claims, and demands which may arise related to this Project. Consultant's obligations will be to the proportionate extent caused by or resulting from the intentional or negligent acts of the Consultant, its agents or assigns, its employees, or any Sub-Consultant it has retained to assist with this issue. The relevant acts are those which are related to the performance of this Agreement or which are caused by or result from any violation of any law or administrative regulation. Consultant shall indemnify or refund to the City all sums expended including court costs, attorney fees, and punitive damages which the City may be obliged or adjudged to pay. Claims or demands are due within thirty (30) days of the date of the City's written demand for indemnification or refund for those actions, claim, and demands caused by or resulting from intentional or negligent acts as specified in this paragraph.
 - b. Subject to any and all immunities and limitations contained in Wisconsin Statutes, Sec. 893.80, and any applicable part of the Wisconsin Statutes, the City agrees to hold Consultant harmless from liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), to the proportionate extent caused by or result from the intentional or negligent acts of the City, its agents or assigns, its employees, or its Sub-Consultants related to the performance of this Agreement or which may be caused or result from any

violation of any law or administrative regulation, where such liability is founded upon or grows out of the acts or omission of any of the officers, employees or agents of the City of Oshkosh while acting within the scope of their employment.

17. Insurance. The Consultant agrees to procure and retain in good standing policies which in all respects comply with the attached Exhibit A *City of Oshkosh Insurance Requirements for Professional Services*.
18. Whole Agreement / Amendment. This document and any attachments identified or documents referenced contain all terms and conditions of the Agreement and any additions, subtractions, or alterations to the resulting Agreement shall be invalid unless made in writing, signed by both parties and incorporated as an amendment to this Agreement.
19. No Third-Party Beneficiaries. This Agreement gives no rights, benefits, or obligations to anyone other than City and Consultant and therefore there are no third-party beneficiaries of this Agreement.
20. Non-Discrimination. The Consultant will not discriminate in its actions related to this Agreement on the basis of race, color, creed, age, and gender, or other protected classes as otherwise prohibited by law. A breach of this term may be regarded as a material breach of this Agreement. Consultant agrees that all hiring or employment related to this Agreement will not involve any discrimination against any employee or applicant for employment related to race, color, religion, sex, sexual orientation, gender identity, national origin, or other protected class as otherwise prohibited by law.
21. Public Records. The City is a governmental entity that is required to comply with Wisconsin public records laws. Consultant acknowledges that Wisconsin Public Records laws assume records are available for public viewing unless there are specific other laws that prevent or limit release, and further acknowledges that documents provided to a public entity such as the City are treated by the law differently than documents provided to a private entity. Consultant also acknowledges that it is a contractor of the City and therefore pursuant to Wisconsin law may be in possession of public records which are not otherwise also in the possession of the City. Consultant agrees to cooperate with the City and any public records requests. Notwithstanding any other term of this Agreement, including component parts, the City will always be allowed to use documents in

conformity with all applicable laws, including public records laws. Any action the City takes that is consistent with any applicable law shall not be considered a breach or violation of this Agreement, regardless if this Agreement or any attachment or referenced document includes terms or conditions that conflict with applicable law that the City is following. Consultant may elect to challenge a public records decision by City, but must do so at its own risk and own cost, regardless of the outcome of such challenge.

22. Confidentiality. City as a public body is required by law to maintain certain levels of transparency of its activities, including those activities carried out through consultants. Therefore, only those documents related to the Project that benefit from explicit statutory protections may be redacted or withheld from release. Consultant's designation of documents or information as "confidential," "proprietary," or similar designation will not prevent its public viewing or use unless it is otherwise protected by law. Similarly, references to lawful protections of information and documents through intellectual property rights, trade secrets, or similar designations, will be protected only to the extent that they qualify for statutory or common law protections. As a general rule, in light of the statutory definition and required chain of custody protocols, it is unlikely that information disclosed to City would be considered a valid trade secret. Consultant may elect to challenge a decision in this regard by the City, but will do so at its own risk, and its own cost, regardless of the outcome of such challenge.
23. Agreement Not to Be Construed Against Any Party. This Agreement is the product of negotiation between all parties and therefore no term, covenant or provision herein or the failure to include a term, covenant or provision shall be construed against any party hereto solely on the basis that one party or the other drafted this Agreement or any term, covenant or condition contained herein.
24. No Waiver. Failure of either party to insist upon the strict performance of terms and provisions of this Agreement, or any of them, shall not constitute or be construed as a waiver or relinquishment of that party's right to thereafter enforce such term or provision, and that term of the provisions shall continue in full force and effect.
25. Severability. If any term, covenant, condition or provision of this Agreement shall be adjudged invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall not be affected thereby and the remainder of the agreement shall be valid and enforceable to the fullest extent permitted by law.

26. Choice of Law, Venue, and Dispute Resolution. The laws of the State of Wisconsin shall govern the interpretation and construction of this Agreement. Winnebago County shall be the venue for all disputes arising under this Agreement. The parties agree that it may be beneficial to undertake an initial mutually agreeable mediation to resolve a dispute. However, unless otherwise agreed to by the parties, all disputes shall be resolved by the judiciary. Under no circumstance shall any dispute be subject to arbitration.

27. Signatures. By placing their signatures below, each individual affirms that the entity they represent is authorized to enter into this Agreement, and further affirm that they are authorized by the entity they are representing to bind their respective parties to the terms and conditions of this Agreement.

MATRIX CONSULTING GROUP LTD

By: _____
Alan Pennington / President

CITY OF OSHKOSH

By: _____
John Fitzpatrick, Interim City Manager

And: _____
Diane Bartlett, City Clerk

Approved as to form:

I hereby certify that the necessary provisions have been made to pay the liability which will accrue under this contract

Lynn A. Lorensen, City Attorney

Julie Calmes, Finance Director



January 23, 2025

Kelly Nieforth, Director of Community Development
City of Oshkosh
215 Church Avenue
Oshkosh, WI 54903

Dear Ms. Nieforth:

Matrix Consulting Group, Ltd. is pleased to present our revised task plan to provide a development review process, building code, and fee schedule assessment to the City of Oshkosh development service operations. Our revised task plan is based on a consolidated workplan for the two development review process assessment and inspection codes, permits and fee proposals submitted on November 15, 2024, and our follow-up conversation on January 15, 2025.

We propose to conduct this study over six months for a total, not-to-exceed price of \$133,940.

Please let me or Courtney Ramos know of any questions related to this consolidated task plan. We look forward to working with you and the City of Oshkosh. I can be reached at abaggarly@matrixcg.net or by phone at 803-622-9910.

A handwritten signature in black ink, appearing to read "Aaron Baggarly".

Aaron Baggarly, AICP
Vice President, Matrix Consulting Group

1. Consolidated Task Plan

The following is the consolidated task plan that combines the two tasks plan into a single scope of work.

1. **Conduct Kickoff Meeting and Data Collection:** Conduct an initial meeting between the entire Matrix project team with the City project steering committee to discuss the scope of the study and request initial data such as budget information, workload, code sections, staffing, time tracking, fees, etc. and determine 5 comparative jurisdictions.
2. **Conduct Interviews and Create Current State Profile:** To evaluate the development review operations and processes, we need to develop an in-depth understanding of the key issues impacting and shaping service requirements. To develop this perspective, we will conduct interviews with representatives from the Community Development and Public Works Departments, members from each of the relevant departments/divisions involved in the development review processes, City management, and appointed/elected officials (if desired). These interviews will focus on developing an understanding of the current provision of development review services, staffing levels, workload, and technology utilization.
3. **Diagram Primary Development Review Processes:** In this task, the focus will be the development of detailed process diagrams for the primary entitlement, permitting, and inspection business processes. We will develop current state workflows that show the existing processes with information detailing which departments/divisions and staff are involved in each process, whether each step is manual or automated, the handoffs between individuals and departments/divisions, the data required from each step, and the timeframe for completion. The process mapping will clearly display all applicable touch points between the applicant and city staff and how technology is integrated into the process.
4. **Audit of Building and Housing Municipal Code Chapters and Propose Amendments.** The community development project team will conduct an audit of the City's municipal code chapters and the relevant State building codes. Strengths and gaps will be identified and amendments to better align with State requirements will be proposed. Amendments will be expanded following the next task (peer jurisdiction comparative).
5. **Host Prior Customer Focus Groups and Distribute Stakeholder Survey.** Conduct outreach to prior customers to obtain feedback on customer and/or staff communications and perceptions of the development review services, fees,

necessary permits, and processes. This will be a combination of an online survey and three focus groups of past customers and local professional organizations.

6. **Best Practice Assessment:** Evaluate the services provided by the departments in regard to organization composition, roles/responsibilities, technology, staffing approaches, and operational activities in the context of best management practices in the profession. When conducting the best management practices assessment, each operational area would be assessed against a unique set of management practices. We will evaluate the programs and practices of the various divisions in areas such as staffing, management and strategic planning, process, training, communication, timelines, technology, and funding sources.

The best practice assessment will include the identification of areas where the City currently meets or exceeds the best practice and identification of issues/opportunities for improvement.

7. **Comparative Assessment:** The project team will also conduct a comparative assessment with five other similar municipal organization. We would compare the service delivery model, organizational structure, supervisor ratios, performance timelines, technology utilization, and other organizational characteristics to current operations in Oshkosh. Additionally we will develop fee scenarios as part of the comparative outreach. The comparative survey would provide insight regarding how the City compares to other city organizations and identify areas for further inquiry for potential modification to enhance efficiency and effectiveness of service delivery utilization. Comparative fee analysis based on select scenarios will be completed.

8. **Identify Current Fees and Service Levels:** The financial services project team will work with the Building Inspections Services Division staff to review the existing building permit fee schedule to ensure that its structure of fees for building inspection services is the best basis for recovering its costs.

9. **Determine Time Estimates:** Financial services will review the city's current time tracking information as well as conduct staff interviews to determine the time spent reviewing and inspecting the different codes.

10. **Evaluate Development Review, Permitting, and Inspection Operational Practices, Processes, Technology, Customer Service, and Staffing Approaches.**

Analysis that will be included in this task item includes the following:

- Analyze the various development related work processes and process modifications. This will include any potential code modifications.

- Evaluate the adequacy of major work practices utilized by each function.
 - Analyze response and review timeliness.
 - Evaluate customer service including internal and external customers.
 - Evaluate current technology systems.
 - Evaluate the skill mix of current staff and determine staffing resource needs.
11. **Develop Draft Development Review Process Assessment:** For the development review assessment portion of the study, the project team will compile the draft findings and recommendations into a single document. This will include an executive summary, final analysis of the customer survey/focus groups, best practices assessment, comparative assessment, draft analysis, findings, and recommendations.
- Upon review of the draft recommendations and findings, the Matrix project team will work with the City to develop an implementation plan that prioritizes the recommendations and assign a timeline for implementation.
12. **Calculate Draft Fee Results:** The project team will take the time estimate information, and the budget information to calculate the full cost of services associated with building code inspections activities.
13. **Discuss Annual Revenue Impacts:** Workload information coupled with the draft per unit fee results will be used to project the annual revenue associated with these activities.
14. **Develop Draft and Final Fee Study Report:** Incorporation of the methodology, per unit results, annual results, and comparative survey into a draft codes review and fee study assessment for discussion and review with department and project steering committee. Based on any feedback the fee study report should be finalized.
15. **Final Report and Presentation:** The final development review process assessment, code review, and fee study analysis will be consolidated into a single final report. The project team would attend and conduct up to two presentations at City Council to ensure that there is appropriate buy-in for the process and code review recommendations and fee study implementation.

Each of the task items above will include an interim deliverable.

2. Project Schedule

We propose to conduct this engagement over a six month schedule as outlined in the following graphic. This assumes a mid-February project initiation.

Task	Feb	Mar	Apr	May	Jun	July	Aug
1. Kickoff Meeting & Collect Data							
2. Current State Profile							
3. Process Diagramming							
4. Audit of Codes							
5. Customer Survey/Focus Groups							
6. Best Practices Assessment							
7. Comparative Assessment							
8. Current Fees/Service Levels							
9. Determine Time Estimates							
10. Development Review Evaluation							
11. Draft Development Review Report							
12. Draft Fee Results							
13. Annual Revenue Impacts							
14. Draft Fee Study Report							
15. Final Report and Presentation							



OCTOBER 21, 2024

RE: City of Oshkosh - Request for Proposals – Development Review Process Assessment

A. OVERVIEW

The City of Oshkosh is interested in conducting a thorough assessment of its development review process to improve internal processes, establish consistent outcomes, and identify improvements to streamline the overall review process. The City last completed a development review process update in 2010 but is looking to identify solutions to make additional improvements to the process. Staff has made notable enhancements to streamline the review process over the past fourteen (14) years including updating the plan submittal process, establishing deadlines for internal staff to review plans, upgrading the city's permitting and plan review platform (Evolve), creating an online portal to submit plans, improving communication with developers, obtaining certification to be a registered agent in the state to review building, HVAC and plumbing plans and reaching out to contractors for input on how the city can improve.

The Community Development Department, in concert with other City departments, currently processes an average of 200 site plan applications per year, of which around ten (10) percent would be considered large development applications. The Inspection Services Division processes an average of 150 building, HVAC, and/or plumbing plans annually which are reviewed by city staff or outsourced to a third-party reviewer.

Improvement to the development review process completed by city staff is a goal that the Oshkosh Common Council has identified within their *2025-2026 City of Oshkosh Strategic Plan*; with overarching objectives focused on establishing consistent and effective review processes, consistent application of the building and zoning codes, obtaining constructive feedback from the city's customers going through the development process and improving internal processes to reduce unnecessary staff work.

The Community Development Department has the largest role in the development review process through the Economic Development Division, Planning and Zoning Division and the Inspection Services Division all within the Department.

Please note that there is another RFP that the City has released concurrently in addition to this RFP for services to conduct a thorough assessment of the municipal codes that City's Inspection Services Division administers as well as analyzing permits required for residential and commercial projects, associated plan application fees and permit fees in an



effort to ensure that the city is development-friendly yet protecting the health and safety of the residents. The city will permit a consultant to submit a proposal in response to both RFPs.

B. OBJECTIVES

The City seeks proposals from qualified individuals or firms to provide professional services to conduct a thorough review and evaluation of the development review process, provide recommendations for process improvements, and establish on-going procedures to facilitate implementation and improve service delivery. The selected Consultant shall work closely with City staff from multiple departments to: 1) evaluate the City's development review/planning application process and recommend improvements; 2) evaluate and recommend improvements to the City's internal Development Review Committee ("DRC") procedures to gain efficiencies; 3) evaluate how City departments review processes and task assignments are functioning and where efficiencies can be gained; 4) establish implementation procedures for the agreed-upon changes; 5) determine if the City is using best practices to communicate expectations and requirements to the private development community during projects; and, 6) engage with internal and external stakeholders aligned with the development review process.

Consultant recommendations should be supported by best practices or evidence-based operational practices. See the Scope of Services below for a more detailed list of objectives.

C. PROJECT TEAM

City staff members from various city departments, with participation from private developers, contractors, engineers, architects and/or community economic development partners, will act as a steering committee that will provide regular ongoing direction to the consultant as needed.

D. CONTENTS OF PROPOSAL

The following information is to be submitted as part of the proposal:

- Cover pages, appendix materials, and table of contents
- Please use 11-point font or larger and do not use 11"x17" sheets
- Attachments may be included as appropriate
- The proposal should follow the layout below by section with each section separated by a tab



1. **Executive Summary:** The consultant should address their approach to the project in terms that would be understood by the general public.
2. **Cover Letter:** A cover letter must be attached and must include the following:
 - a. Project title- "City of Oshkosh - Development Review Process Assessment RFP Submittal - *YOUR FIRM NAME*"
 - b. Name(s) of the person(s) authorized to represent the consultant in any negotiations
 - c. Name(s) of the person(s) authorized to sign any contract that may result;
 - d. Contact person's name, mailing or street address, phone number, and email address
 - e. Any additional items the consultant believes should be added to the cover letter
3. **Introduction:** Understanding of the project goal of assessing the City's current development review process and the anticipated scope of work listed in Section E of this RFP.
4. **Firm Description:** Describe the firm's qualifications, areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Describe the resource availability to perform the work for the duration of the project. Provide the location of the firm's home office and the address of the office that will manage the project, if different.
5. **Project Team:** Include an organizational chart and task matrix detailing the division of responsibilities. Provide a professional resume for key personnel, including major sub-consultants proposed to be assigned to the project. Describe their unique qualifications and relevant experience on similar or related projects. Response submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.
6. **Technical Proposal and Work Plan:** Describe how you would propose to accomplish the major tasks identified in the Scope of Work in Section E of this RFP. If applicable, discuss any unique aspects of the project, alternative approaches that might be considered, or any other special considerations. Include recommendations or suggested modifications to the Scope of Services. Identify tasks that the Consultant will perform versus tasks that City staff will perform or coordinate. Include the proposed project schedule.
7. **References:** Provide the names of at least two (2) comparable-sized municipalities, preferably or private clients for which the firm has conducted similar work within the past six (6) years.



8. **Fees:** List a per-hour budget estimate associated with the anticipated scope of work and meetings in Section E of this RFP as well as any alternative services.

E. SCOPE OF WORK

1. Organization and Operations Assessment with a Comparative Analysis:

- a. Review and analyze the City's site plan review process and approval process.
- b. Review and analyze the City's building plan, permit, and inspections process.
- c. Review and analyze the City's Engineering Division approval process related to development.
- d. Review whether the various processes to approve, permit, and inspect projects are optimally managed, coordinated and integrated.
- e. Identify five (5) similar sized municipalities in Wisconsin and compare the City's processes to those other communities.
- f. Analyze opportunities to incorporate existing or emerging field technologies into the city's review, permitting, and inspection processes.
- g. Review and analyze all types and forms of internal and external communications used by the city to educate residents and developers throughout the different steps of the development process.
- h. Outreach to stakeholders to obtain feedback on customer and/or staff communications and perceptions of the processes.
- i. Any additional items that the consultant believes should be added to analyze the existing process.

2. Final Report with Executive Summary, Recommendations, and Implementation Plan:

- a. Executive Summary to summarize the approach, key findings and recommendations.
- b. Identify improvements to the City's site plan review and approval process, building plan, permit and inspections process and the Engineering Division approval process related to development.
- c. Identify options for internal staff efficiency improvements.
- d. Identify public and private perceptions of developing in Oshkosh that are obstacles in achieving both a "customer-friendly community" reputation and the city's desired development standards. Identify solutions to improve the perceptions.
- e. Identify options and processes for improving internal and external communications to streamline the development, permitting and inspections processes.
- f. Identify any emerging community development trends (local, state, or national) that would have a positive impact on the city's development review process.



- g. Establish a timeline to implement specific recommendations over a one (1) year period.
- h. Any additional items that the consultant believes should be added to the recommendations and implementation plan.

3. Meetings:

- a. Project kick-off meeting with the staff project team to identify and refine the scope of work, confirm the timeline, clarify roles and responsibilities, and identify project resources
- b. The city expects that most meetings can be held virtually with a minimum of three (3) in person meetings or as determined by the final contract
 - i. In person meetings may include discussions with members of the private development community, stakeholders and city partners.

4. Any additional items the consultant believes should be added to the project.

F. SELECTION PROCESS

Explain how the firm can conduct this study and why it is qualified. Proposals will be evaluated by the project team on criteria that include:

- Demonstrated understanding of the Scope of Services
- Previous experience with similar projects and other relevant agencies within the past six (6) years (min. two (2) examples)
- The overall quality of the proposal
- Cost of services

The city project team will review the submitted proposals and recommend a firm to the City Manager to enter into an agreement with. The recommendation will be based equally on the firm's experience/capabilities, cost and project approach. The City of Oshkosh reserves the right to reject any and all proposals and to award the project in the best interests of the City.

G. PROPOSAL SUBMISSION

Submit one (1) high-resolution digital copy in PDF format of the proposal to knieforth@oshkoshwi.gov by 3:00 P.M. on November 15, 2024. Files over 10 MB will not be accepted via city email so a transfer link can be emailed with the proposal. Please title the email "City of Oshkosh - Development Review Process Assessment RFP Submittal - *YOUR FIRM NAME*". Once the proposal is received, city staff will confirm receipt. It is highly encouraged that consultants contact Kelly Nieforth prior to submission if there are questions.



H. BUDGET

A budget will be determined based on information provided in submittals. Please provide information on services that city staff can conduct to reduce project costs.

I. TIMELINE

Below is the proposed timeline for the selection of the consultant and overall project. The City will accept questions about the RFP from consultants and will provide answers to those questions to all interested parties.

Item	Date
Formal Release Date of RFP	October 22, 2024
Questions From Consultants Due	November 4, 2024 at 3:00pm CST
City Answers Questions from Consultants	November 8, 2024 at 3:00pm CST
Proposal Deadline	November 15, 2024 at 3:00pm CST
City Review of Submittals	Week of November 18, 2024
Consultant Interviews (as needed)	Week of November 18, 2024
Contract Negotiations	End of November 2024
Common Council Approval	December 2024
Project Begins	January 2025
Project Completed	July 2025

NOTE: All dates are tentative and subject to change.

J. PROJECT CONTACT

Kelly Nieforth
City of Oshkosh Director of Community Development
(920) 236-5055
knieforth@oshkoshwi.gov
215 Church Avenue
PO BOX 1130
Oshkosh, WI 54903-1130



OCTOBER 21, 2024

RE: City of Oshkosh - Request for Proposals –Inspections Codes, Permits and Fees Review

A. OVERVIEW

The City of Oshkosh is interested in conducting a thorough assessment of various aspects of the City's Inspection Services Division codes and tasks including reviewing the existing city codes that the Division enforces, permit fees, and permit requirements. The Inspection Services Division is located within the City's Community Development Department along with the Economic Development Division, Planning and Zoning Division and the Assessment Services Division. The Inspections Division administers the Building, HVAC, Electrical, and Plumbing permits needed for construction projects for both commercial and residential properties. Among permit administration, the Inspections Services Division also administers code enforcement and the city's Weights and Measures program. A staff of ten (10) people perform the plan reviews, issue permits, and conduct the inspections.

The City of Oshkosh reviewed 176 building plans for compliance, processed 4,788 permit applications and conducted 5,991 inspections in 2023. The City works with a third-party reviewer who assists the city with plan review as well. Permit fees for permits were last updated in 2013.

The City desires to retain the services of a consultant to prepare various recommendations to update the fee schedule for permits required by the City, compare the City's required permits with the permits that other municipalities require and review the City's codes that the Inspection Division administers.

The City last completed a development review process update in 2010 that included the Inspections Services Division, but is looking to identify fees, codes, or requirements that the City of Oshkosh currently requires but other municipalities do not, which may be perceived by developers, contractors, architects, residents, etc. as cumbersome to development in the Oshkosh Community. Staff has made notable enhancements to streamline the review process over the past 14 years including updating the plan submittal process, establishing deadlines for internal staff to review plans, upgrading the city's permitting and plan review platform (Evolve), creating an online portal to submit plans and permits, improving communication with developers, obtaining certification to be a registered agent in the state to review building, HVAC and plumbing plans and reaching out to contractors for input on how the city can improve.



Improvement to the development review process is a goal that the Oshkosh Common Council has identified within their 2025-2026 *City of Oshkosh Strategic Plan*; with overarching objectives focused on establishing consistent and effective review processes, consistent application of the building and zoning codes, obtaining constructive feedback from the city's customers going through the development process and improving internal processes to reduce unnecessary staff work.

The Community Development Department has the largest role in the development review process through the Economic Development Division, Planning and Zoning Division and the Inspection Services Division all within the Community Development Department.

Current Rates:

Attached are the current permit fee structures with varying rates depending on what type of permit is desired.

Required Permits:

Permits are required for the following:

- New construction or an addition to a building.
- Alterations/remodeling (kitchen cabinets, drywalling, etc.).
- Construction of a detached garage, lean-to, storage building, gazebo, etc., or any additions or alterations to those buildings. This includes the placement of pre-fab sheds, and buildings built off-site.
- Construction or reconstruction of stairs, decks, stoops, porches, or ramps.
- Residing of a building. (Make sure house numbers get reinstalled upon completion.)
- Installation/replacement of roofing (shingles, decking, etc.).
- Shingles can be installed over no more than one layer of existing shingles.
- Metal roofs are NOT allowed on residential buildings in the City unless they meet certain guidelines and are approved by the City of Oshkosh Planning Division.
- Replacement of windows and doors.
- Installation of new windows. (Exception: a permit is not required for sash replacement only.)
- Installation of electrical wiring including the replacement of light fixtures.
- Installation or replacement of plumbing fixtures.
- Installation or replacement of heating units and air conditioning units. (Exception: a permit is not required for window-mounted units.)
- Construction or installation of a swimming pool.
- Demolition of structures including garages. Please note that a plumbing permit is required for the disconnection of the water and sewer prior to obtaining a building permit for razing the structure.



- Construction, replacement or expansion of a fence, patio or driveway.
- Moving of constructed buildings in or outside of the City of Oshkosh.

Permits are not required for:

- Interior painting or wallpapering.
- Pouring of a concrete sidewalk (maximum 4 feet in width).
- Flooring.
- Replacement of a faucet.

Municipal Codes Administered by the Inspections Services Division:

The City's Building Inspections Services Division administers multiple codes within the City's Municipal Code. Building Inspections is primarily responsible for Chapter 7- Building, Chapter 16- Housing, Chapter 29- Weights and Measures but also enforces aspects of Chapter 11- Electrical Code, Chapter 17- Morals and Conduct for code enforcement items and Chapter 20- Plumbing for plumbing approvals. The building codes have many restrictions on how and when those codes can be updated or amended.

The State of Wisconsin Department of Safety and Professional Services (DPS) administers the building codes that municipalities are required to adopt and follow. DPS has two Code Councils made up of private contractors, building inspectors, trades representatives, engineers, etc. who are appointed by the Governor to advise DPS on matters related to dwelling codes (residential) and commercial building codes. These two councils are tasked with reviewing codes and making recommendations on code language for the State to adopt. The recommendations are passed along to State Committees for consideration and then passed on to the State Legislature for adoption. Municipalities do not have the option of adopting or enforcing a code that is either less or more restrictive than the State's adopted codes. The State's codes are included in Chapter 101 of the Wisconsin State Statutes. In addition to Chapter 101, the city has also adopted SS 145.02 for Plumbing.

The City of Oshkosh is one of a handful of municipalities in the State of Wisconsin who have been appointed as a "Delegated Agent" of the State to perform additional plan review, permitting and inspections that other municipalities are not able to offer. This designation is beneficial to business owners, developers and contractors who develop in Oshkosh as it reduces the amount of time it may take business owners, developers and contractors to obtain approvals as the contractor can come to the City for approval instead of the State. This designation also requires that the city adopt additional state statutes for Commercial Building Code and One- and Two-Family Dwellings within Chapter 7 of the Municipal Code, Electrical Code in Chapter 11 and Plumbing in Chapter 20.



Please note that there is another RFP that the City has released concurrently in addition to this RFP for services to conduct a thorough assessment of its development review process to improve internal processes, establish consistent outcomes, and identify improvements to streamline the overall review process. The city will permit a consultant to submit a proposal in response to both RFPs.

B. OBJECTIVES

The City seeks proposals from qualified individuals or firms to provide professional services to conduct a thorough review and evaluation of the Inspections Division required permits, fee structure, municipal building codes, and establish on-going procedures to facilitate implementation and improve service delivery. The selected Consultant shall work closely with City staff to: 1) evaluate the City's existing permit fee structure and recommend improvements; 2) audit the municipal code chapters that are administered by Inspections Division staff and provide recommendations for improvements; 3) evaluate the permits that the City requires compared to permits that other municipalities may or may not require which may put the City at a disadvantage of attracting investment; 4) establish implementation procedures for the agreed-upon changes; 5) determine if the City is using best practices to communicate expectations and requirements to the private development community during projects; and, 6) engage with internal and external stakeholders aligned with the permitting process.

Consultant recommendations should be supported by best practices or evidence-based operational practices. See the Scope of Services below for a more detailed list of objectives.

C. PROJECT TEAM

City staff members from various city departments, with participation from private developers, contractors, engineers, architects and/or community economic development partners, will act as a steering committee that will provide regular ongoing direction to the consultant as needed.

D. CONTENTS OF PROPOSAL

The following information is to be submitted as part of the proposal:

- Cover pages, appendix materials, and table of contents
- Please use 11-point font or larger and do not use 11"x17" sheets
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- The proposal should follow the layout below by section with each section separated by a tab



1. **Executive Summary:** The consultant should address their approach to the project in terms that would be understood by the general public.
2. **Cover Letter:** A cover letter must be attached and must include the following:
 - a. Project title- "City of Oshkosh - Inspections Codes, Permits and Fees Review RFP Submittal - *YOUR FIRM NAME*"
 - b. Name(s) of the person(s) authorized to represent the consultant in any negotiations
 - c. Name(s) of the person(s) authorized to sign any contract that may result;
 - d. Contact person's name, mailing or street address, phone number, and email address
 - e. Any additional items the consultant believes should be added to the cover letter
3. **Introduction:** Understanding of the project goal of assessing the City's current permit fee structure, required permits, municipal building codes and the anticipated scope of work listed in Section E of this RFP.
4. **Firm Description:** Describe the firm's qualifications, areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Describe the resource availability to perform the work for the duration of the project. Provide the location of the firm's home office and the address of the office that will manage the project, if different.
5. **Project Team:** Include an organizational chart and task matrix detailing the division of responsibilities. Provide a professional resume for key personnel, including major sub-consultants proposed to be assigned to the project. Describe their unique qualifications and relevant experience on similar or related projects. Response submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.
6. **Technical Proposal and Work Plan:** Describe how you would propose to accomplish the major tasks identified in the Scope of Work in Section E of this RFP. If applicable, discuss any unique aspects of the project, alternative approaches that might be considered, or any other special considerations. Include recommendations or suggested modifications to the Scope of Services. Identify tasks that the Consultant will perform versus tasks that City staff will perform or coordinate. Include the proposed project schedule.



7. **References:** Provide the names of at least two (2) comparable-sized municipalities, preferably or private clients for which the firm has conducted similar work within the past six (6) years.
8. **Fees:** List a per-hour budget estimate associated with the anticipated scope of work and meetings in Section E of this RFP as well as any alternative services.

E. SCOPE OF WORK

1. Organization and Operations Assessment with a Comparative Analysis:

- a. Review and analyze the City's permit fee schedule and methodology used to calculate fees for all the various permits.
- b. Review and analyze the historical costs associated with issuing building permits in comparison to the revenues brought in from fees.
- c. Audit the City's existing municipal code chapters related to building and housing to identify code language that can amended by the City to encourage development in the community.
- d. Identify five (5) similar sized municipalities in Wisconsin and compare the City's permit fees, required permits, and building codes to those other communities.
- e. Analyze opportunities to incorporate existing or emerging field technologies into the city's review, permitting, and inspection processes.
- f. Review and analyze all types and forms of internal and external communications used by the city to educate residents and developers throughout the different steps of the development process to obtain permits and the associated fees that will be required.
- g. Outreach to stakeholders to obtain feedback on customer and/or staff communications and perceptions of the fees, necessary permits, and processes.
- h. Any additional items that the consultant believes should be added to analyze the existing process.

2. Final Report with Executive Summary, Recommendations, and Implementation Plan:

- a. Executive Summary to summarize the approach, key findings and recommendations.
- b. Provide a recommended permit fee structure that will generate the level of revenue needed to operate the Division, but ensuring there is an equitable distribution of those fees amongst all required permits.
- c. Identify specific permits that are not required by other municipalities and provide an analysis demonstrating how much revenue would be lost by the City from the lack of permit fees collected should those permits not be required.
- d. Determine language within the municipal code that could be amended in order to encourage private investment in the City and "level the playing field" compared to other municipalities.



- e. Identify public and private perceptions of developing in Oshkosh that are obstacles in achieving both a “customer-friendly community” reputation and the city’s desired development standards. Identify solutions to improve the perceptions.
- f. Identify options and processes for improving internal and external communications to streamline the permitting and inspections processes.
- g. Identify any emerging community development trends (local, state, or national) that would have a positive impact on the city’s permitting and fee process.
- h. Establish a timeline to implement specific recommendations over a one (1) year period.
- i. Any additional items that the consultant believes should be added to the recommendations and implementation plan.

3. Meetings:

- a. Project kick-off meeting with the staff project team to identify and refine the scope of work, confirm the timeline, clarify roles and responsibilities, and identify project resources
- b. The city expects that most meetings can be held virtually with a minimum of three (3) in person meetings or as determined by the final contract
 - i. In person meetings may include discussions with members of the private development community, stakeholders and city partners.

4. Any additional items the consultant believes should be added to the project.

F. SELECTION PROCESS

Explain how the firm can conduct this study and why it is qualified. Proposals will be evaluated by the project team on criteria that include:

- Demonstrated understanding of the Scope of Services
- Previous experience with similar projects and other relevant agencies within the past six (6) years (min. two (2) examples)
- The overall quality of the proposal
- Cost of services

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G. PROPOSAL SUBMISSION

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H. BUDGET

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I. TIMELINE

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Project Completed	July 2025

NOTE: All dates are tentative and subject to change.

J. PROJECT CONTACT

Kelly Nieforth

City of Oshkosh Director of Community Development

(920) 236-5055

knieforth@oshkoshwi.gov



INSPECTION SERVICES DIVISION FEE SCHEDULE

Effective March 1, 2019

**** To calculate fees for building projects use the higher of the fees by valuation or square footage ****

BUILDING

The below fee breakdown is for but not limited to:

New Buildings, Additions & Alterations, Interior Remodeling/Alterations, Decks, Fences, Patios, Steps, Porches, Driveways, Pools, Signs, Windows, Roofing, Siding, Demo/Razing, Ramps, Etc:

<u>Valuation</u>	<u>Fee</u>
\$ 0 to \$ 1,000.00	\$ 37.00
\$ 1,000.01 to \$ 2,000.00	\$ 44.00
\$ 2,000.01 to \$ 3,000.00	\$ 51.00
\$ 3,000.01 to \$ 4,000.00	\$ 58.00
\$ 4,000.01 to \$ 5,000.00	\$ 65.00
\$ 5,000.01 to \$ 6,000.00	\$ 72.00
\$ 6,000.01 to \$ 7,000.00	\$ 79.00
\$ 7,000.01 to \$ 8,000.00	\$ 86.00
\$ 8,000.01 to \$ 9,000.00	\$ 93.00
\$ 9,000.01 to \$10,000.00	\$100.00
\$10,000.01 to \$20,000.00	\$100.00 for the first \$10,000.00 plus \$6.00 for each thousand dollar valuation or part thereof
Over \$20,000.00	\$160.00 for the first \$20,000.00 plus \$3.50 for each thousand dollar valuation or part thereof

The below fee breakdown is for but not limited to:

New Buildings, Additions & Alterations:

.....\$0.18 per square foot (Minimum of \$37.00)
(*square footage includes* all new areas including garages, basement/crawlspace and decks or porches)

Additional Fees:

New Construction: one or two-family structure

Early Start Permit (optional).....	\$100.00
Plan Examination.....	\$ 75.00
Wisconsin Uniform Building Permit Seal (cost + \$5.00).....	\$ 38.00
Sidewalk Grade Stake.....	\$ 15.00

New Construction: multiple family (more than 2 units) or commercial/industrial structure

Plan Examination.....	<i>see</i> WI Dept of Safety and Professional Services schedule
Sidewalk Grade Stake (when applicable).....	\$ 15.00

Additions or Alterations: one or two-family structure

Plan Examination – Deck, detached garages.....	\$ 25.00
Plan Examination – 1-story building.....	\$ 50.00
Plan Examination – 2-story building.....	\$ 75.00

Moving Permit: Under 500 sq.ft.....	\$ 50.00
500 sq.ft. or more.....	\$100.00

See the current Property Record Maintenance Fee Schedule (page 5)

See the current Planning Services Division Fee Schedule (page 6)

Also see Miscellaneous Fees

MISCELLANEOUS

Commencing Work Without Permits	Triple Fee or \$100.00 plus the normal permit fee, whichever is greater
Reinspection	\$100.00 per reinspection
Annual Administration Fee (Contractor Pre-Pay Accounts)	\$25.00
Temporary Certificate of Occupancy	\$100.00 Initial - then \$50.00/month

COMPLAINT BASED HOUSING INSPECTION (Violation Only)

Initial Inspection (per unit)	\$200.00
1st Reinspection (per unit)	\$ 75.00
2nd Reinspection (per unit)	\$150.00
3rd Reinspection (per unit)	\$400.00

CODE ENFORCEMENT SERVICE FEE

Initial Notice	\$ 0.00
1 st Service Fee	\$100.00
2 nd Service Fee	\$200.00
Subsequent Service Fee	\$300.00

SUMP PUMP DISCHARGE ONLY ENFORCEMENT SERVICE FEE

Initial Notice	\$ 0.00
1 st Service Fee	\$ 20.00
2 nd Service Fee	\$ 50.00
3 rd Service Fee	\$100.00
Subsequent Service Fee	\$200.00

ROOMING HOUSE

Rooming House License (Annual)	\$100.00 plus \$15.00 per bedroom
Rooming House – Penalty for Late License	Double Fee for late renewal or operating without a license

Also see Miscellaneous Fees

HEATING

<u>Valuation</u>	<u>Fee</u>
\$0 to \$1,000.00	\$30.00
\$1,000.01 to \$10,000.00 ... plus \$16.00 per each additional \$1,000.00 valuation or part thereof	\$30.00 for first \$1,000.00
\$10,000.01 to \$25,000.00 plus \$10.00 per each additional \$1,000.00 valuation or part thereof	\$174.00 for first \$10,000.00
Over \$25,000.00 plus \$5.00 per each additional \$1,000.00 valuation or part thereof	\$324.00 for the first \$25,000.00
Plan Examination.....	<i>see</i> WI Dept of Safety and Professional Services schedule

STORAGE TANKS

Installation & Removal of Tanks.....*see* WI Dept of Safety and Professional Services schedule

ELECTRICAL

<u>Valuation</u>	<u>Fee</u>
\$0 to \$500.00	\$30.00
\$500.01 to \$1,000.00..... plus \$8.00 for each additional hundred dollar valuation or part thereof	\$30.00 for the first \$500.00
\$1,000.01 to \$10,000.00..... plus \$17.00 for each additional thousand dollar valuation or part thereof	\$70.00 for the first \$1,000.00
\$10,000.01 to \$20,000.00..... plus \$6.00 for each additional thousand dollar valuation or part thereof	\$223.00 for the first \$10,000.00
Over \$20,000.00..... plus \$3.50 for each additional thousand dollar valuation or part thereof	\$283.00 for the first \$20,000.00

Annual Permits (Manufacturing Only):

<u>Assessed Valuation</u>	<u>Fee</u>
\$50,000.00 or less	\$100.00
\$50,000.01 to \$100,000.00 inclusive.....	\$200.00
\$100,000.01 to \$500,000.00 inclusive.....	\$300.00
\$500,000.01 to \$1,000,000.00 inclusive.....	\$400.00
\$1,000,000.01 and over	\$500.00

Also see Miscellaneous Fees

PLUMBING

	Fee
Minimum Permit Fee	\$30.00
Each fixture: New	\$ 9.00
Relocated	\$ 9.00
Replaced or roughed in for future use	\$ 9.00
Disconnect, abandon, or capping off of lateral (each lateral)	\$ 9.00
Sanitary or Storm Sewer connections at main in street or curb	\$50.00
Sanitary or Storm Sewers re-laid from main or curb to building or main to curb	\$50.00
Water Service connections at main in street or curb	\$50.00
Water Service re-laid from main or curb to building or main to curb	\$50.00
Water Service and Sewer repair	\$50.00
Private Wells	\$50.00
Plan Examination	<i>see City of Oshkosh Plan Review Fee schedule</i>

RENTAL INSPECTION PROGRAM

Inspections	No Violations	All Violations Corrected within 30 Days	Violations NOT Corrected within 30 Days
Initial Inspection	\$0		
1st Reinspection		\$0	\$90+\$150= \$240 (Occupied Unit) \$75+\$150= \$225 (Vacant Unit)
2nd Reinspection and subsequent inspections			\$150

Also see Miscellaneous Fees

Copies:	8 1/2 x 11	25¢ / page + tax
	8 1/2 x 14	25¢ / page + tax
	11 x 17	25¢ / page + tax
Faxing:		\$1.00 / page + tax



PROPERTY RECORD MAINTENANCE FEE SCHEDULE

Effective January 1, 2017

PERMITS

(fee based on building permit valuation or square foot fee, whichever is greater)

The below fee breakdown is for but not limited to:

Interior Remodeling/Alterations, Decks, Fences, Patios, Steps, Porches, Driveways, Pools, Signs, Windows, Roofing, Siding, Demo/Razing, Ramps, Etc:

<u>Valuation</u>	<u>Fee</u>
\$ 0 to \$ 1,000.00	\$12.00
\$ 1,000.01 to \$ 2,000.00	\$15.00
\$ 2,000.01 to \$ 3,000.00	\$17.00
\$ 3,000.01 to \$ 4,000.00	\$19.00
\$ 4,000.01 to \$ 5,000.00	\$22.00
\$ 5,000.01 to \$ 6,000.00	\$24.00
\$ 6,000.01 to \$ 7,000.00	\$26.00
\$ 7,000.01 to \$ 8,000.00	\$29.00
\$ 8,000.01 to \$ 9,000.00	\$31.00
\$ 9,000.01 to \$ 10,000.00	\$33.00
\$ 10,000.01 to \$ 20,000.00	\$33.00 for the first \$10,000.00 plus \$2.00 for each thousand dollar valuation or part there of
Over \$20,000.00	\$53.00 for the first \$20,000.00 plus \$1.20 for each thousand dollar valuation or part there of

The below fee breakdown is for but not limited to:

New Buildings, Additions & Alterations, Etc:

\$0.06 per square foot (minimum of \$10.00)

(**square footage includes** all new areas including garage, basement/crawlspace and decks or porches)

**** not to exceed \$10,000 on new construction ****

PARCEL CHANGES

<u>Type</u>	<u>Fee</u>
Annexation	\$100.00
Attachment	\$100.00
Land Division	\$25 per lot + \$50
Combinations	\$25 per lot + \$50
CSM	\$25 per lot + \$50
Plat Final	\$25 per lot + \$50
Street Vacation	\$25 per lot + \$50
Other Requests	\$25.00



PLANNING SERVICES DIVISION
MISCELLANEOUS LAND USE ADMINISTRATIVE FEES
Effective: March 1, 2016

:fee schedule 5/29/19

ITEMS BEFORE PLAN COMMISSION:

				Notification/ publication fee
Access Control Variance				\$100
Annexation / Attachment				\$100 \$50
Conditional Use Permit (CUP)		Recording \$40	\$300	\$50
Floodplain Map Amendment/Revision				\$450 \$50
Land Division		based on number of lots to be created	\$75 / Lot	
Other Requests				\$75
Planned Development Review				\$400 \$50
Plats:	Preliminary	\$1 per lot +	\$50	\$50
	Final	\$25 per lot +	\$100	\$50
Privilege in Street				\$100
Zone Change				\$300 \$50
Zone Change w/Conditional Use Permit/PD				\$600 \$50
Street Vacation				\$200 \$50
Variance to Subdivision Regulations				\$100
Ordinance Revision/Citizen Request				\$200 \$50
Comprehensive Plan Land Use Amendment				\$700 \$50
Design Standards Variance				\$75
Notification Sign				\$25
Neighborhood Meetings mailing:				
		0 - 50 notices	\$100	
		51 - 100 notice:	\$200	
		101+ notices	\$2 / notice	
Commencing Work Without Permit				\$100
Short Term Rental				\$40

SITE PLAN REVIEW FEES:

Multi-Family Residential, Commercial & Industrial

	<u>Bldg/Addition/ Impervious Area</u>	<u>Disturbed Area</u>		<u>Inspection Fee</u>	<u>Total</u>
Level 1	<10,000 sq. ft.	Less than 1 acre	\$425	\$100	\$525
Level 2	10,000 to 50,000 sq. ft.	1.01 to 10 acres	\$625	\$125	\$750
Level 3	50,001 to 100,000 sq. ft.	10.01 to 25 acres	\$775	\$150	\$925
Level 4	Greater than 100,001 sq. ft.	Greater than 25.01 acre	\$1,000	\$175	\$1,175

Fence (commercial & industrial) \$100

Contract Consultant Service Fee (i.e. stormwater, site engineering design, traffic engineering design, etc.)

Cost of City's contract development services consultant fee **PLUS** two percent (2%) administrative fee

ITEMS BEFORE BOARD OF APPEALS:

Variance to Zoning Ordinance	\$125	+ \$50
Variance to City Building Code	\$125	
Appeal to Interpretation	\$125	

Single Family & Two Family Structures

New Construction: single family and two family	\$100
Additions: any addition/expansion of existing structure	\$50
Decks, Patios, Ramps: new or expansion/addition	\$40
Driveways: new or expansion/addition	\$40
Fence: new or expansion/addition	\$25
Garages, Utility Buildings, Sheds: new, expansion/ addition or raze & rebuild	\$40
Parking Areas: new or expansion/addition	\$35
Pools: new or expansion/addition	\$30
Design Standard Zoning Verification Fee	\$30

Multiple Family Structures

Decks, Patios, Ramps: new or expansion/addition	\$30
Fence: new or expansion/addition	\$25
Pools: new or expansion/addition	\$50
Utility Buildings, Sheds: new or expansion/addition	\$50

Other

Landscape Review / Revision / Amendment	\$125
Floodplain Land Use Permit	\$250
Shoreland Land Use Permit	\$125
New Communications Tower or Class I Colocation	\$3,000
Mobile Vending	\$100
Quadricycle	\$100

Signs

New Pylon or Ground Sign	\$100
New Wall Sign	\$100
Electric Message Center Sign	\$125
Sign Face Replacement	\$50
Projecting Sign	\$100
Awning Sign	\$50
Other Signs as regulated by Ordinance	\$75
Sign Revision / Amendment	\$50

TEMPORARY USE PERMITS

30 days or less	\$75
31 to 60 days	\$125
61 to 90 days	\$150

Multiple site fee: regular fee for first site + 50% of fee each additional site if all obtained at one time.
(up to 4 sites total)

ZONING CODE ENFORCEMENT SERVICE FEES

Initial Service Fee	\$0
1st Service Fee	\$100
2nd Service Fee	\$200
3rd Service Fee	\$300

MISCELLANEOUS

Chicken/Beekeeping License/Renewal		\$15
Condominium Plat / Administrative Review Only		\$75
Home Occupation License		\$25
Historical Tax Credit Research Fee	\$75/Hour + Costs	
Land Division / Administrative Review Only		\$50
Lot Consolidation / Administrative Review Only		\$50
Mortgage Subordination Request		\$150
Sidewalk Café Permit		\$50
Certificate of Occupancy		\$100
<u>Zoning Compliance Letter:</u>	Single Family and Two Family properti	\$35
	Multi-family/Commercial/Industrial pr	\$80
	Zoning Only Written Verification	\$30

PARKLAND DEDICATION FEES: Applies to all residential final plats, condo plats and CSM's

<u>Lot Fees:</u>	Single Family	per lot	\$200
	Multi-Family	per lot	\$165
<i>Lot fees due at time of platting</i>			
<u>Unit Fees:</u>	Single Family	per lot	\$200
	Multi-Family	per lot	\$165
<i>Unit fees due at time of building permit application</i>			

<u>MAPS:</u>	<u>Site Plan and Floodplain</u>	8 1/2 X 11	(7.14 + .36)	\$7.50
		11 X 17	(10.48 + .52)	\$11.00
	<u>City Map with Street Listings</u>			
		Black & White -- Available from PUBLIC WORKS		
		Color (SPECIAL ORDER - refer to Jeff)		\$25
	<u>Specialized</u>	8 1/2 x 11	Base fee	\$75 per hour
		8 1/2 x 14	Base fee	\$75 per hour
		11 x 17	Base fee	\$75 per hour
		Larger than 11 x 17	Base fee	\$75 per hour
	<u>Zoning</u>	1500 scale, Color	(12 + .60)	\$12.60
		1000 scale, Color	(20 + 1)	\$21

DOCUMENTS:

2005 Comprehensive Plan *	Hard Copy	(10 + .50)	\$10.50
	CD	(5 + .25)	\$5.25
Zoning Ordinance **	Hard Copy	(15 + .75)	\$15.75
Historic District Survey **	Hard Copy	(10 + .50)	\$10.50
	CD	(5 + .25)	\$5.25
Bike and Pedestrian Plan *	Hard Copy	(10 + .50)	\$10.50
Sustainability Plan **	Hard Copy	(10 + .50)	\$10.50

<u>Copies:</u>	8 1/2 x 11	25¢ / page + tax
	8 1/2 x 14	25¢ / page + tax
	11 x 17	25¢ / page + tax
<u>Faxing:</u>	\$1.00 / page + tax	



WEIGHTS & MEASURES DIVISION FEE SCHEDULE

Effective January 1, 2017

<u>Description</u>	<u>Fee</u>
Annual Base Fee	\$ 50.00
Bundled Firewood Dealer	\$ 20.00
Electric Pill Counter	\$ 35.00
Fabric Measuring Device	\$ 20.00
Group 1 Scales (1-30 lbs)	\$ 55.00
Group 2 Scales (1-20 lbs) PLU	\$ 60.00
Group 3 Scales (31-500 lbs)	\$ 60.00
Group 4 Scales (501-10,000 lbs)	\$ 65.00
Group 5 Scales - Hi Accuracy (grams)	\$ 65.00
Group 6 Scales (10,001-200,000 lbs)	\$ 75.00
High Speed Measuring Devices	\$ 60.00
Linear Measures	\$ 10.00
Liquid Measuring Devices	\$ 55.00
Package Checking	\$ 35.00
Pharmacy Weights (per set)	\$ 50.00
POS Scanners (3 or less)	\$150.00
POS Scanners (4 - 10)	\$240.00
POS Scanners (11 or more)	\$ 25.00 per scanner
Reverse Vending	\$ 55.00
Taxi Meters	\$ 50.00
Timing Devices	\$ 20.00
Vehicle Tank Meters	\$ 65.00
Wire & Cordage Measures	\$ 20.00
Penalty for Late Registration	\$150.00
Penalty Fee for Device (non-registration)	triple device fee
Re-Inspection Fee	\$ 50.00



TO: Honorable Mayor and Members of the Common Council
FROM: Cheryl Pionke, Deputy Clerk
DATE: February 11, 2025
SUBJECT: Res 25-61 Approve Combination "Class B" Beer/Liquor License (Reserve 1) (El Komadero Mexican Grill)

BACKGROUND

By statute, the city has limited Combination "Class B" liquor licenses that may be issued. Currently, no remaining combination "Class B" licenses are available under the city's statutory quota. In addition to quota licenses, the statute provides for certain classes of "reserve" licenses. A municipality gains reserve licenses by increases in population and may be eligible for certain other types of reserve licenses under specific sections of the Statutes. The City of Oshkosh has gained approximately ten (10) reserve licenses available at \$10,000 for increases in population since 1997 when the state quota came into effect. The City also has two other reserve licenses available in an area known as the premier economic development district (PEDD). The PEDD licenses have a cost of \$30,000.

ANALYSIS

Recently, El Komadero Mexican Grill, LLC, located at the former Los Jaripeos building on North Main Street, completed the application, completed the required inspections, and paid all the appropriate fees for a Reserve Combination "Class B" Liquor License.

Attached is the application for the license. Please contact City Clerk Bartlett if you have any questions.

Attachments

RES 25-61
El Komadero Mexican Grill

02/11/2025

25-61

RESOLUTION

CARRIED

5-0

PURPOSE: APPROVE COMBINATION "CLASS B" BEER/LIQUOR LICENSE (RESERVE 1) (EL KOMEDERO MEXICAN GRILL, LLC)

INITIATED BY: Deputy Clerk

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

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

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

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

COMBINATION "CLASS B" BEER/LIQUOR LICENSE

FEBRUARY 11 2025 – JUNE 30, 2025

NAME, ADDRESS, AND LOCATION OF PREMISES:

El Komadero Mexican Grill LLC

715 N Main ST, Oshkosh, WI 54901

AGENT: Renato Casillas Espinoza

1650 A Algoma Blvd, Oshkosh, WI 54901

Form

AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2/11/25 - 4/30/25

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

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

Fees	
License Fees	\$ 10,000
Background Check Fee	\$
Publication Fee	\$ 75
Total Fees	\$10,075

Part A: Premises/Business Information

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

El Komedero Mexican Grill LLC

2. Business Trade Name or DBA

3. FEIN

33-2885639

4. Wisconsin Seller's Permit Number

456-1031879895-04

5. Entity Type (check one)

- ☐ Sole Proprietor
 ☐ Partnership
 ☒ Limited Liability Company
 ☐ Corporation
 ☐ Nonprofit Organization

6. State of Organization

WISCONSIN

7. Date of Organization

01/16/2025

8. Wisconsin DFI Registration Number

E067874

9. Premises Address

715 N Main st

10. City

Oshkosh

11. State

WI

12. Zip Code

54901

13. County

Winnebago

14. Governing Municipality: ☒ City ☐ Town ☐ Village
of: Oshkosh

15. Aldermanic District

16. Premises Phone

17. Premises Email

espinosa.renato460@gmail.com

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Coolers by the bar

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

N/A

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No
beverages.

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

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

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

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

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

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

Part C: Individual Information

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

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

Last Name	First Name	Title	Phone
Casillas	Renato	Owner	(513) 499-7230
Casillas	Hugo	General Manager	(920) 515-1680

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

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

Last Name Casillas Espinoza		First Name Renato	M.I.
Title Owner		Email espinoza.renato460@gmail.com	Phone (513) 499-7230
Signature <i>Renato Casillas Espinoza</i>		Date 01/23/2025	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 1/24/25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk <i>[Signature]</i>		Date Provisional License Issued (if applicable)	



TO: Honorable Mayor and Members of the Common Council
FROM: John Fitzpatrick, Interim City Manager / Director of Admin Services
DATE: February 11, 2025
SUBJECT: SeeClickFix a/k/a Connect Oshkosh (Larson)

BACKGROUND

Attached is an email message chain that provides background information regarding Councilor Larson's request to review SeeClickFix (SCF), as well as staff's perspective that SCF is valuable software that allows us to interface with our citizenry in an efficient and transparent manner.

Attachments

SeeClickFix Background

Zuercher, Kami

From: Fitzpatrick, John
Sent: Wednesday, January 29, 2025 10:15 PM
To: Larson, Kris
Cc: Zuercher, Kami; Nieforth, Kelly K; Neumann, Tony
Subject: Re: SeeClickFix (SCF) Software

Yes.

2/11.

Thanks.

Fitz.

Sent from my iPhone

On Jan 29, 2025, at 8:23 PM, Larson, Kris <KLarson@oshkoshwi.gov> wrote:

Thanks folks!

And good info.

It's good to see that the numbers Kelly and Mark and I discussed were actually pretty close to correct. Per Tony's email below, it looks like 60% of cases were initiated by SCF either directly or indirectly (as I know inspectors often look for other nearby violations on every call). If 14% of those 60% are not actual violations...that is a lot! I wonder though, what is the metric (and not looking to direct staff...I'll ask in person so no need for Tony to look into it now)...I'd venture in that 86% are the 'violation corrected' responses as well (which is the vast majority of complaints). Most of those are parking or trash...and most of those appear to both harmless, and in the cases that I've spoken to the folks involved, retaliatory.

As I said last night, I don't think we need to get rid of scf necessarily...just that it wastes a ton of \$ and we should work to fix that part.

Can you confirm this will be on 2/11 agenda?

Again, appreciate!

thanks,

-kris

kris larson
becket's
920.230.3333
becketsrestaurant.com

On Jan 29, 2025, at 5:26 PM, Fitzpatrick, John <JFitzpatrick@oshkoshwi.gov> wrote:

Hi Kris (and other Council Members via Bcc to provide background),

As I mentioned to you last night after the meeting, I believe your heart is in the right place by trying to eliminate the abuse that staff sometimes experience with a small number of these software users, but I believe that the positives this tool provides far outweigh the negatives.

As Tony explains in this attached email, SeeClickFix (SCF) is valuable software that staff use daily, in a variety of departments, to interface with our citizenry in an efficient and transparent manner.

I know that you took the time to speak to him which is very much appreciated. I also know that he is very proud of his work and the work we do here for the community which is evidenced by his thorough response to my request to summarize your discussion.

With all this in mind, if you have a chance before this is discussed at the 2/11 Council meeting during Council Member statements, please review his summary as well as the links he provided that illustrate the dialogue held with the Council when it was implemented.

I hope this is helpful.

Please let me know if you have any additional questions and thank you for your consideration.

Fitz.

John Fitzpatrick (He / Him)

Assistant City Manager / Director of Administrative Services

City of Oshkosh

920.236.5002

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<image001.png>

*** NOTICE *** My e-mail address is changing from jfitzpatrick@ci.oshkosh.wi.us to jfitzpatrick@oshkoshwi.gov. Please update your address book so messages from the new address are not blocked.

From: Neumann, Tony <tneumann@oshkoshwi.gov>
Sent: Wednesday, January 29, 2025 4:24 PM
To: Fitzpatrick, John <JFitzpatrick@oshkoshwi.gov>
Subject: FW: Future agenda items.

Fitz,

Per your request this summarizes our discussion, the information I also shared with Council Member Larson on Monday, January 13th, and my thoughts regarding this matter.

As you know, this all is in response to Council Member Larson's desire to discontinue the city's use of SeeClickFix (SCF) software.

In my call to Council Member Larson, I described how and why we began subscribing to SCF in April of 2017 in an effort for our organization to more efficiently and effectively respond to citizen requests (especially when multiple departments may be involved) and also based on the Council's desire for our organization to better engage the citizenry, while also improving the transparency of our actions. Past meeting discussions regarding SCF can be found here:

1. Introduced to Council (discussion only) at [April 11, 2017 meeting](#)
(1:24:58 Meeting Time Stamp)
2. SCF Workshop held on [April 25, 2017](#)

I also described that in conjunction with our implementation of the SCF mobile app, we rebranded it's functionality as "ConnectOshkosh" in order to incorporate other city services onto a mobile platform. Examples include: NoMowMay, POLCO, Volunteer applications, registration to speak at Common Council meetings, Special Event information, and access to various city web sites.

As described at the April 2017 meeting and workshop previously listed, the app enables city residents to view, report, comment, and vote on a variety of city issues. Residents can choose to receive notifications about issues located in their neighborhood and / or their area of interest. This app also provides for non-emergency city issue reporting 24 hours a day / 7 days a week.

Council Member Larson expressed concerns regarding complaints forwarded to Inspections, the misuse of SCF by citizens, and his belief that

the direct communication via phone or email would eliminate unnecessary investigations. As a result of these concerns, I checked with Community Development Director Kelly Nieforth regarding SCF Inspections volume. The number of 2024 complaints generated by SCF accounted for approximately 25% of the total Inspections violations. Another 35% of the violations recorded were a result of inspector initiated cases. Approximately 86% of the SCF complaints were confirmed as violations.

In speaking with Kelly, she indicated that many of the inspector initiated complaints, actually resulted from investigating an initial SCF issue nearby. If an inspector sees a violation at the house next door, they address that as well. Kelly also added that another feature of SCF that has been complimented on by our citizenry related to complaints Inspections receives involve the ability for tenants to report issues anonymously, without fear of potential retribution from their landlords.

As you know the purpose of SCF was to streamline issue tracking from identification to resolution. It assigns tasks directly to the relevant department(s), minimizing response times and ensuring accountability through automated status updates for residents. SCF provides valuable analytics and insights, allowing us to identify recurrent issue and prioritize resource allocation effectively. Data dashboards facilitate informed decision making processes to address and anticipate community needs. Community usage (2,478 complaints in 2024) indicates high satisfaction with SCF, enhancing our reputation as a responsive and tech-savvy municipality dedicated to public service excellence. We have seen significant growth in the platform usage year after year since its inception.

According to the SCF Daily Cities Performance Dashboard, the City of Oshkosh currently ranks 239th out of 627 participating cities nationwide, ahead of such cities as Chula Vista, CA, Raleigh, NC, Wichita, KS, Salt Lake City, UT, Los Angeles, CA, and New York, NY. This metric is designed to demonstrate performance and effectiveness by illustrating issues resolved in a timely manner. The City of Oshkosh ranked 180th for # of users, watch areas, reports and comments among all participating cities nationwide.

In summary, continuing our relationship with SCF promotes the expectation of operational efficiency at a high degree and strengthens our commitment to community centric service delivery. I am confident that retaining this platform aligns with both our strategic goals and our ongoing efforts to harness technology for improved civic interaction.

Tony Neumann
Manager, Information Technology Division
City of Oshkosh
920.236.5148

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<image001.png>

*** NOTICE *** My e-mail address has changed from
tneumann@ci.oshkosh.wi.us to tneumann@oshkoshwi.gov. Please update your
address book so messages from the new address are not blocked.

From: Larson, Kris <KLarson@oshkoshwi.gov>
Sent: Thursday, January 9, 2025 12:55 PM
To: Neumann, Tony <tneumann@oshkoshwi.gov>
Cc: Nieforth, Kelly K <KNieforth@oshkoshwi.gov>; Fitzpatrick, John
<JFitzpatrick@oshkoshwi.gov>
Subject: Re: Future agenda items.

yup my cell just in case

608.239.6458

kris larson
klarson@oshkoshwi.gov

On Jan 9, 2025, at 12:10 PM, Neumann, Tony
<tneumann@oshkoshwi.gov> wrote:

Perfect – I will call you then at (920) 230-3333, unless you prefer a
different number.

Tony Neumann
Manager, Information Technology Division
City of Oshkosh
920.236.5148
Follow us: [Web](#) | [Facebook](#) | [X](#)
<image001.png>
*** NOTICE *** My e-mail address has changed
from tneumann@ci.oshkosh.wi.us to tneumann@oshkoshwi.gov.
Please update your address book so messages from the new
address are not blocked.

From: Larson, Kris <KLarson@oshkoshwi.gov>
Sent: Thursday, January 9, 2025 11:39 AM
To: Neumann, Tony <tneumann@oshkoshwi.gov>
Cc: Nieforth, Kelly K <KNieforth@oshkoshwi.gov>; Fitzpatrick, John

<JFitzpatrick@oshkoshwi.gov>; Nieforth, Kelly K
<KNieforth@oshkoshwi.gov>; Fitzpatrick, John
<JFitzpatrick@oshkoshwi.gov>

Subject: Re: Future agenda items.

How about 11:30 Monday?

thanks

-kris

www.voteoshkosh.com

On Jan 9, 2025, at 11:25 AM, Neumann, Tony
<tneumann@oshkoshwi.gov> wrote:

Kris,

Kelly, Fitz & I met this morning to discuss. I will reach out via phone to discuss further early next week, based on your availability. I have some time available next Monday from 9-noon or Thursday from 9-noon, if any time on either of those days work for you.

Tony Neumann
Manager, Information Technology Division
City of Oshkosh
920.236.5148

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*** NOTICE *** My e-mail address has changed from tneumann@ci.oshkosh.wi.us to tneumann@oshkoshwi.gov. Please update your address book so messages from the new address are not blocked.

From: Fitzpatrick, John <JFitzpatrick@oshkoshwi.gov>
Sent: Wednesday, January 8, 2025 4:01 PM
To: Larson, Kris <KLarson@oshkoshwi.gov>
Cc: Nieforth, Kelly K <KNieforth@oshkoshwi.gov>;
Neumann, Tony <tneumann@oshkoshwi.gov>
Subject: RE: Future agenda items.

Hi Kris.

I am meeting with Kelly and Tony tomorrow morning to talk about this.

One of us will get back to you about it as soon as we can after that.

Thanks for your patience.

FYI

Fitz.

John Fitzpatrick (He / Him)

Assistant City Manager / Director of
Administrative Services

City of Oshkosh

920.236.5002

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<image001.png>

*** NOTICE *** My e-mail address is changing
from jfitzpatrick@ci.oshkosh.wi.us to jfitzpatrick@oshkoshwi.gov. Please update your address book so
messages from the new address are not blocked.

From: Larson, Kris <KLarson@oshkoshwi.gov>

Sent: Wednesday, January 8, 2025 3:27 PM

To: Fitzpatrick, John <JFitzpatrick@oshkoshwi.gov>

Cc: Nieforth, Kelly K <KNieforth@oshkoshwi.gov>;

Neumann, Tony <tneumann@oshkoshwi.gov>

Subject: Re: Future agenda items.

hi Friends! and happiest new year!

Just circling back on this to see if we made any progress yet.

Presuming not for the very next council meeting, but perhaps sometime soon?

kris larsen

klarson@oshkoshwi.gov

On Dec 23, 2024, at 9:02 AM,
Fitzpatrick, John
<JFitzpatrick@oshkoshwi.gov> wrote:

Hi Kris.

I appreciate Kelly responding to your inquiry, but before it is placed on an upcoming council agenda, I will be discussing this with staff because this software services the entire organization (not just Inspections).

Any potential changes regarding it's use and the effects on service will need to be evaluated as well as any contract implications, before we will be prepared to discuss this at any upcoming meetings.

Thanks.

FYI

Fitz.

John Fitzpatrick (He / Him)
Assistant City Manager / Director
of Administrative Services
City of Oshkosh
920.236.5002

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<image001.png>

*** NOTICE *** My e-mail address is changing from jfitzpatrick@ci.oshkosh.wi.us to jfitzpatrick@oshkoshwi.gov. Please update your address book so messages from the new address are not blocked.

From: Nieforth, Kelly K
<KNieforth@oshkoshwi.gov>
Sent: Monday, December 23, 2024 8:50 AM
To: Larson, Kris
<KLarson@oshkoshwi.gov>; Fitzpatrick, John <JFitzpatrick@oshkoshwi.gov>
Subject: RE: Future agenda items.

Good morning Councilor Larson,
I will share your request to add this
item to the next Council agenda
with Kami in the City Manager's
office.

For the amount of money that we
spend on See, Click, Fix complaints,
I will need to work with staff to
figure out an average amount of
time that we spend per complaint
but it will be a very rough estimate
as all complaints are different. I may
not be able to provide the
information until after the new year
due to staff vacations over the
holidays.

Thanks and have a Merry
Christmas!
Kelly

Kelly Nieforth
Community Development Director,
Community Development
Department
City of Oshkosh
920.236.5055
Follow us: [Web](#) | [Facebook](#) | [X](#)
<image001.png>

From: Larson, Kris
<KLarson@oshkoshwi.gov>
Sent: Friday, December 20, 2024 2:16
PM
To: Fitzpatrick, John
<JFitzpatrick@oshkoshwi.gov>;
Nieforth, Kelly K
<KNieforth@oshkoshwi.gov>
Subject: Future agenda items.

Hi folks!

Seems like a good time of year to
address a couple issues while there
aren't a million other things pending.

Feel free to add to agenda as future item and I can address as needed:

See Click Fix!

Kelly and I have already discussed this, as did Mark and I for a bit. I believe it is time for it to go.

Kelly I am sure you will recall our conversation about the way this 'service' is being misused. I was blown away when I learned that our inspectors are spending tax payer dollars investigating low tire pressure in vehicles in driveways just because a neighbor reported it. I fully understand that there is no choice in that matter, as reports need to be looked at, but the way SCF is designed there is unfortunately no way for the inspector to explain to folks that they cannot deal with that sort of issue. Further, the fact that pics need to be taken, and reports filed for every incident makes this a massive waste of resources. Kelly I believe you told me that there are about 2000 'complaints' filed per year, and more than half are now via SCF (and there would be no reason to presume that if we do nothing this number would not continue to go up).

I think time to go back to phone or email for complaints, so inspectors can then have a line of communication and not use funds for items that do not involve inspections.

If you'd like to help in the interim, it would be beneficial to know for this conversation how much money we spend annually on investigating complaints so we know how much might be saved by going back to doing this in a more reasonable way.

Holler with any questions, Merry Christmas to you both, and thanks for all you do!

-kris
kris larson

klarson@oshkoshwi.gov



TO: Honorable Mayor and Members of the Common Council
FROM: John Fitzpatrick, Interim City Manager / Director of Admin Services
DATE: February 11, 2025
SUBJECT: Process to Place Items on a Council Agenda

BACKGROUND

Mayor Mugerauer will not be able to attend this meeting. He has received some feedback on his attached proposal, but wanted to provide an opportunity for additional Council discussion at this meeting, if the Council wishes to do so. He also indicated that he would like to ask Rebecca Grill for her thoughts at the next meeting.

Links to relevant meeting discussions as well as the newsletter article related to this subject can be found below. Staff is also providing links to the most recent memo to Council regarding the timing of agenda items, as well as a link to the Council Rules adopted in April 2024.

- [Discussion from September 10, 2024 Council Meeting](#)
- [Discussion from October 8, 2024 Council Meeting](#)
- [Discussion from January 14, 2025 Council Meeting](#)
- [Discussion from January 28, 2025 Council Meeting](#)
- [January 17, 2025 Newsletter from Interim City Manager](#) (item #2 outlines current process)
- [Council Rules Adopted April 16, 2024](#) (agenda discussed in Section I (D))
- [July 25, 2023 Memo from City Manager Rohloff to Council re Agenda Deadlines](#)

Attachments

Mugerauer_Draft Process for Council to Place Items on the Agenda

PROCESS FOR COUNCIL MEMBERS TO PLACE AN ITEM ON AN AGENDA

An agenda shall be prepared for all City Council meetings by the City Manager.

An item may be placed on the agenda by the City Manager, Mayor, or any other Council member.

An item recommended for placement on an agenda may be removed from the agenda by the City Manager or Mayor. If the City Manager or Mayor removes an item from the agenda, the item shall be restored to the agenda upon the request of two or more Council members. If unable to restore the requested item due to Open Meetings Law notice requirements, the item shall be placed on the agenda of the next regularly scheduled Council meeting.

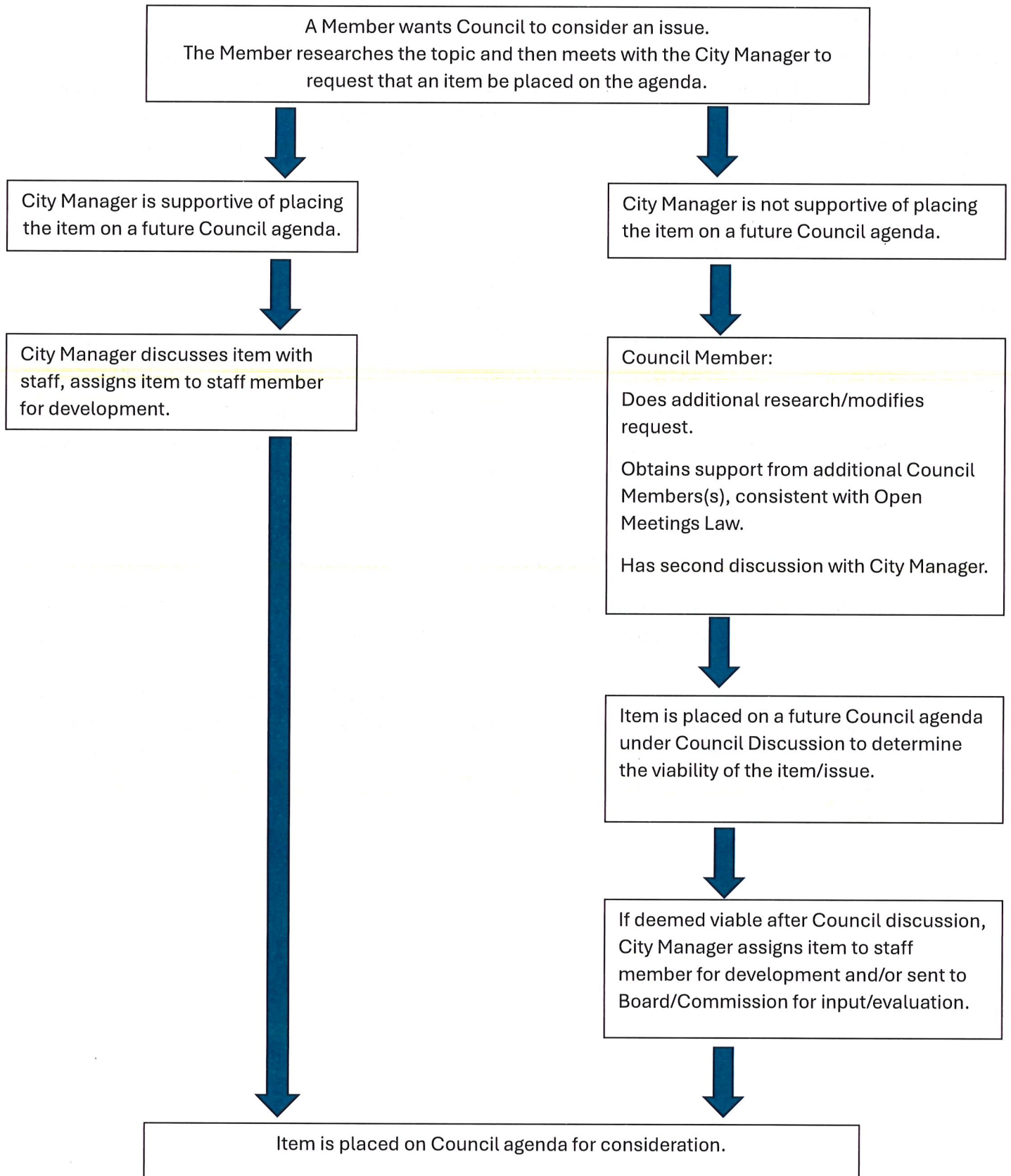
In practice, Council members should have the support of a second Council member when approaching the City Manager with a request to put an item on an agenda. If the City Manager is not supportive of placing an item on an agenda, a Council Member may use the Council Discussion/Direction to City Manager/Future Agenda Items time during a Council meeting to gauge the full Council's interest in advancing their idea. This process allows staff to determine broad Council interest before expending staff resources, and Council Members to discuss ideas in an open forum. The process is diagrammed below.

If an item has been postponed at a previous meeting to a date certain, the item will appear on the agenda of the meeting to which that item was postponed. The motion to postpone cannot be overridden by a request from two or more Council members to set the item for a different meeting date.

ADDITIONAL COUNCIL RULES UPDATES

- Agenda items and issues acted upon by Council cannot return to a subsequent meeting agenda for one year, except as a motion to reconsider requested by a member voting on the prevailing side.
- Council Members must have agenda items submitted no later than 4:00PM on the Tuesday one week prior to the Council meeting. Council members should keep in mind that additional time may be needed to work with staff to put items into resolution or ordinance form or if clarifications are necessary; which could delay placement on the Council agenda to the next regularly scheduled meeting.

PROCESS FOR COUNCIL MEMBERS TO PLACE AN ITEM ON AN AGENDA





TO: Honorable Mayor and Members of the Common Council
FROM: Jon Urben, General Services Manager
DATE: February 11, 2025
SUBJECT: Cooperative Purchase of Ford Expedition from Napleton Columbus, Inc. for Fire Department (\$70,098.00)

BACKGROUND

The Common Council allocated \$90,000.00 in the 2025 CIP for a SUV passenger vehicle for the Fire Department. This vehicle will be an addition to the Fire Department vehicles and will be used primarily to transport firefighters for offsite training and tow a trailer/equipment for training exercises. When not used for training, this vehicle will be used to transport staff to attend meetings and other functions.

ANALYSIS

Fire Department and Field Operations Center staff determined a 2025 Ford Expedition would best fit the Fire Department's operational needs for this vehicle. Purchasing confirmed that Napleton Columbus, Inc. holds the State of Wisconsin cooperative contract (#505ENT-M25-VEHICLES-04) for this vehicle. Purchasing has confirmed this contract qualifies as cooperative purchasing exception to our purchasing ordinance. By utilizing this contract, the city will save approximately 12.6% (\$10,134) off the list price.

FISCAL IMPACT

The Common Council allocated \$90,000.00 in the 2025 CIP for this vehicle. Using the cooperative contract noted above, the fiscal impact of this vehicle is \$70,098.00. Once the vehicle is received, it will be installed with a radio, warning lights and other necessary supplemental items. This purchase will be charged to A/N#: 03230230 7210 66106 (Motor Vehicles- SUV/CAR Passenger Vehicle).

RECOMMENDATION

Section 12-15 of the Municipal Code provides that, subject to approval of the City Manager, cooperative purchases pursuant to a contract with any other local, state or federal governmental unit or agency may be made without following a competitive bidding or quotation process. In accordance with Section 12-15 of the Municipal Code and because this cooperative purchase is in excess of \$25,000, I am hereby submitting a report of this purchase to the Common Council. If there are any questions about this purchase, please contact me or Interim Fire Chief Greg Stelter.



TO: Honorable Mayor and Members of the Common Council
FROM: Jon Urben, General Services Manager
DATE: February 11, 2025
SUBJECT: Cooperative Purchase of Chevy Silverado from Napleton Chevrolet Columbus for Streets Division (\$50,200.00)

BACKGROUND

The Common Council allocated \$60,000.00 in the 2025 CIP for a 4-wheel drive pickup truck for the Public Works Streets Division. This vehicle replaces unit #37. This vehicle will be primarily used by a supervisor to coordinate and pre-plan all Street Division projects and respond to and follow up on any operational issues/activities. Being a larger crew cab, this vehicle can also be utilized to transport staff for workshops, seminars and training.

ANALYSIS

Streets Division and Field Operations Center staff determined a 2025 Chevrolet Silverado 1500 would best fit the operational needs for this vehicle. Purchasing confirmed that Napleton Chevrolet Columbus holds the State of Wisconsin cooperative contract (#505ENT-M25-VEHICLES-01) for this vehicle. Purchasing has confirmed this contract qualifies as cooperative purchasing exception to our purchasing ordinance. By utilizing this contract, the city will save approximately 13% (\$7,655.00) off of the list price.

FISCAL IMPACT

The Common Council allocated \$60,000.00 in the 2025 CIP for this vehicle. Using the cooperative contract noted above, the total fiscal impact of this vehicle is \$50,200.00. This purchase will be charged to A/N#: 03230430 7210-66014 (Motor Vehicles).

RECOMMENDATION

Section 12-15 of the Municipal Code provides that, subject to approval of the City Manager, cooperative purchases pursuant to a contract with any other local, state or federal governmental unit or agency may be made without following a competitive bidding or quotation process. In accordance with Section 12-15 of the Municipal Code and because this cooperative purchase is in excess of \$25,000, I am hereby submitting a report of this purchase to the Common Council. If there are any questions about this purchase, please contact me or Public Works Director James Rabe.



TO: Honorable Mayor and Members of the Common Council
FROM: John Fitzpatrick, Interim City Manager / Director of Admin Services
DATE: February 11, 2025
SUBJECT: Professional Services Agreement with Carollo Engineers for Sampling Plan and Sewer Use Ordinance Update (\$47,522)

BACKGROUND

The City of Oshkosh's Wastewater Treatment Plant (WWTP) operates under Wisconsin Pollution Discharge Elimination System Permit No. WI-0025038-09-1 issued by the Wisconsin Department of Natural Resources. Wastewater coming into the WWTP includes discharges from 27 significant industrial users and 6 sanitary districts located in 3 neighboring townships. The City has an approved industrial pretreatment program, which includes the requirement to establish legal authority in its Sewer Use Ordinance.

The City last revised its Sewer Use Ordinance in 2022, but ongoing negotiations with its surrounding sanitary districts have prompted City staff to want a full review of its Sewer Use Ordinance and bring it to current standards. One of the changes the City intends to make is establishing an updated definition of its residential waste strength.

ANALYSIS

The Department of Public Works requested a proposal from Carollo Engineers (Carollo) to provide assistance in developing a sampling plan and recommended updates to the City's Sewer Use Ordinance. Carollo will develop sampling plan that will help the City implement a sampling program in residential and commercial sectors within its sewer system. Data collected during the sampling program will allow the City to establish typical background concentrations of parameters of concern in the City's wastewater. These definitions can then be codified in the City's Sewer Use Ordinance. Carollo will also develop recommended updates to bring it up to date and in line with current standards.

FISCAL IMPACT

Carollo was chosen for these services due to their vast experience with this type of work. The cost of these services is estimated not to exceed \$47,522 and will be funded through the Wastewater Utility Operating Budget (Account #05511940-6401/Disposal Plant-PS - Engineer/Survey/Appraisal).

RECOMMENDATION

Chapter 12 of the Municipal Code of the City of Oshkosh provides that professional services of a specialized nature may be procured without the use of formal, sealed quotes. In accordance with Section 12-16 of the Code, I am hereby submitting this report regarding this professional services agreement.

Please contact me if you have any questions concerning this professional services agreement.

Attachments

Carollo Samp Plan & Swr Use Ordinance Update



CITY OF OSHKOSH WASTEWATER DIVISION
SAMPLING PLAN AND SEWER USE ORDINANCE UPDATE

February 3, 2025

RECEIVED

FEB - 3 2025

DEPT OF PUBLIC WORKS
OSHKOSH, WISCONSIN

PROJECT BACKGROUND AND DESCRIPTION

The City of Oshkosh, Wisconsin (City) owns and operates the Oshkosh Wastewater Treatment Plant (WWTP), which operates under Wisconsin Pollution Discharge Elimination System (WPDES) Permit No. WI-0025038-09-1 issued by the Wisconsin Department of Natural Resources (WI DNR). Wastewater coming into the WWTP includes discharges from 27 significant industrial users (SIUs) and six sanitary districts located in three neighboring townships. The City has an approved industrial pretreatment program (IPP), which includes the requirement to establish legal authority in its sewer use ordinance (SUO).

The City last revised its SUO in 2022, but ongoing negotiations with its surrounding sanitary districts have prompted the City to bring its SUO up to current standards. One of the changes that the City intends to make is establishing an updated definition of its residential waste strength.

SCOPE OF SERVICES

This specific scope of work is presented below.

Carollo will coordinate and perform quality assurance and quality control (QA/QC) for all deliverables for the project to confirm deliverables meet the project requirements. All QA/QC will be facilitated by a Quality Manager assigned to the project.

Task 1. Project Management

Carollo will perform project management tasks including the following:

1. Manage project team, activities, and budget.
2. Prepare for and attend project kick-off meeting.
3. Review deliverables prior to submitting.

Task 1 Deliverables:

- Meeting agendas
- Meeting summaries

Task 2. Residential Sector Sampling Plan

Carollo will develop a sampling plan that will serve as a guiding document to help the City implement a sampling program in residential (and commercial) sectors within its sewer system. Data collected during the sampling program will allow the City to establish typical background

concentrations of parameters of concern (POCs) in the City's wastewater. These definitions can then be codified in the City's SUO.

Key activities during this task will include:

1. Request and review GIS data of the City's sewer collection system including the locations of its 27 SIUs and the locations of connections with the six contributing sanitary districts.
2. Use land use data in the City's WWTP service area to help select sampling locations that are representative of domestic wastewater with no contribution from any of the City's SIUs or contributing townships.
3. Request and compile a list of POCs to be sampled.
4. Coordinate with the independent lab contracted by the City to establish sample volumes needed, bottles, preservatives, holding times, analytical methods, and method detection limits.
5. Develop and submit draft and final sampling plan report. This document will include the method for calculating the background loading to the WWTP.

Task 2 Deliverables:

- Data request
- Draft Sampling Plan
- Final Sampling Plan

Task 3. Sewer Use Ordinance Update

Carollo will develop recommended updates to the City's SUO to bring it up to date and in line with current standards. Carollo will also incorporate any changes that the City wishes to make to the SUO in terms of "cleaning up" the language and reorganizing the document.

Key activities during this task will include:

1. Hold a workshop with Oshkosh staff to develop a "wishlist" for updating the SUO. Go over code organizational changes, gaps/needs in content and definitions, updates needed to internal/external references, other language updates needed. The outcome of this workshop will be a list of changes to make to the SUO, including the updated background concentration definitions and right-of-entry language.
2. Review existing SUO and compare with EPA Model Pretreatment Ordinance to ensure that it is up to date in regards to national, state, and local pretreatment program standards and requirements.
3. SUO updates:
 - a. Round 1 - Carollo to make recommended redlined edits to the existing SUO. Workshop with Oshkosh to go over edits. Oshkosh staff to provide feedback on edits.
 - b. Round 2 - Carollo to make edits based on City feedback. Submit 2nd round of changes to City and City's legal team. City and City legal team to provide feedback on edits.

CITY OF OSHKOSH WASTEWATER DIVISION
 SAMPLING PLAN AND SEWER USE ORDINANCE UPDATE
 February 3, 2025

- c. Round 3 (final) - Carollo to make edits based on City and City legal team feedback.
 Submit final round of changes to City.
4. Following completion of round 3, Carollo will draft a memorandum to Council explaining the changes and reasons for the changes. A workshop presentation to Council may be needed.

Task 3 Deliverables:

- Workshop presentation/agenda and meeting notes
- Round 1 draft redlined edits
- Round 2 draft redlined edits
- Final redlined edits
- Memo to Council explaining changes and the reasons
 - A workshop presentation to Council may be needed

LEVEL OF EFFORT

The level of effort for the identified scope of services is presented in the following table.

Task	Description	Project Personnel				Hours	Total Cost
		Project Manager	QA/QC	Project Engineer	Administrative		
1.0	Project Management/Meetings	6		16		22	\$5,056
2.0	Sampling Plan	2	4	64	2	72	\$15,072
3.0	Sewer Use Ordinance Updates	4	6	116	6	132	\$27,394
	Total	12	10	196	8	226	\$47,522



TO: Honorable Mayor and Members of the Common Council
FROM: Diane Bartlett, City Clerk
DATE: February 11, 2025
SUBJECT: In Person Absentee Voting for February 18, 2025, Spring Primary

Attachments

In Person Absentee Voting Schedule

In Person Absentee Voting

19 E Irving

DAY/DATE	TIME
Tuesday, February 4	8:30 am to 7:00 pm
Wednesday, February 5 - Friday, February 7	8:00 am to 4:30 pm
Saturday, February 8	8:30 am to 12:30 pm
Monday, February 10	8:30 am to 7:00 pm
Tuesday, February 11 - Thursday, February 13	8:00 am to 4:30 pm
Friday, February 14, 2025	8:30 am to 5:00 pm



DATE: February 11, 2025

SUBJECT: Scheduling Intergovernmental Meeting Between Council and State Representatives



DATE: February 11, 2025
SUBJECT: Outstanding Issues

Attachments

Outstanding Issues 02.11.25

City of Oshkosh
Status of Outstanding Issues

Date of Initial Request	Affected Department(s) (if applicable)	Title of Issue	Current Status	Next Status Report/Update	Other Notes
1/10/2023	DPW/Legal	Sanitary District Negotiations	Mediation continues.	TBD	Staff met with the mediator January 30th and continues to work with the mediator to attempt to reach an agreement on the main issues in relation to an updated agreement.
4/16/2024	DPW & Community Development	Undergrounding Utilities	Staff meeting the week of February 10th to discuss workshop direction and determine next steps.	3/25/2025	
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.	The agreement for professional services is appearing on the February 11, 2025 agenda for Council approval.	n/a	The project is expected to be completed by August 31, 2025.
5/14/2024	Transportation	Parking Restrictions Review	Item will be included on the February 25th agenda for discussion and direction to staff.	2/25/2025	Transportation Committee found "no compelling reasons" to change the existing overnight parking regulations and recommends retaining the current standard.
11/6/2024	Fire	Review of Proposed Fire Training Facility / Facility Options	Council established a contingency account of \$7.7 million in 2025 CIP for Fire training facility or other Fire Department facility options.	TBD	This item is on hold due to departmental staffing changes.
11/12/2024	Public Works	West 7th Avenue	Agreement for investigative work with the Stringham Creek box culvert is included for Council approval on the February 11, 2025 agenda.	3/25/2025	
11/26/2024	Public Works / Finance / Legal	A) Education on how special assessments are developed for annexations. B) Special Assessment Deferral Policy. C) Special Assessment Code Updates.	At the 1/14/25 Council meeting, staff proposed potential changes to Section 21-10 of the Municipal Code pertaining to payment of connection charges. The proposed change would allow for residents to pay for connection charges with an installment plan, irrespective of when they choose to connect.	3/25/2025	Due to staff schedules, the code updates (C) will not be brought to Council until March. However, staff hopes to have information related to (A) available yet in February.