



**City of Neenah**  
**COMMON COUNCIL AGENDA**  
**Wednesday, May 20, 2020 - 7:00 p.m.**  
**Neenah City Hall**  
**Council Chambers**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:**

Link: <https://global.gotomeeting.com/join/485058117>

OR

Conference Telephone Number (AUDIO ONLY): [+1 \(571\) 317-3122](tel:+15713173122)  
Access Code: 485-058-117

- **Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.**
  - **The web link or conference call-in number may be accessed from any location.**
  - **For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).**
- I. Roll Call and Pledge of Allegiance
  - II. Introduction and Confirmation of Mayor's Appointment(s)  
None.
  - III. Approval of Council Proceedings
    - A. Approval of the Council Proceedings of May 6, 2020 regular session. **(UC)**
  - IV. Public Hearings
    - A. Special Use Permit—521 S Commercial Street—Truck and Trailer Rental
    - B. Special Use Permit—112 Langley Boulevard—Wholesale Vehicle Sales
  - V. Plan Commission report pertaining to the Public Hearings
    - A. Regular Plan Commission meeting of May 12, 2020: (Council Rep Lang)  
(Minutes can be found on the City web site)
      1. Commission recommends Council approve a Special Use Permit for a truck and trailer rental sales business located at 521 S. Commercial Street subject to the conditions of the Approval Letter and based on the

submitted site plan. The use shall have no more than 4 rental trucks on the north end of the site and 3 trailers along the south end of the site. **(RollCall)**

2. Commission recommends Council approve a Special Use Permit for a wholesale and retail used vehicle sales business located at 112 Langley Boulevard subject to the conditions of the Approval Letter. **(RollCall)**

VI. Public Forum

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

VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve Beverage Operator License Applications for: Debra L. DeRoche, Ariah Dubord, Karla Klundt, Janelle R. Potvin, and Andrea L. Reinke **(PSSC)**
- B. Approve the beverage operator license application for Michele L. Bauer contingent on payment of all delinquent City fees **(PSSC)**
- C. Approve the Class "A" and Class "B" Liquor/Beer License renewals, provided in Exhibit A of the agenda, contingent upon payment of all delinquent City fees **(PSSC)**
- D. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of May 12, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
  1. Committee recommends Council approve for the next year the "Class B" Intoxicating Liquor license fee be reduced from \$350 to \$50, the Class "B" Malt Beverage license fee be reduced from \$100 to \$10, and late fees be waived. **(RollCall)**
  2. Committee recommends Council approve Neenah Police Department participation in the Winnebago County Speed Task Force 2020 Summer Speed Enforcement Grant from June 1 to September 30, 2020. **(RollCall)**
  3. Committee recommends Council approve a Distribution Easement—Underground for We Energies work request 4491109 on the Tullar Road Garage site. **(RollCall)**
- B. Regular Finance and Personnel Committee meeting—CANCELLED

X. Reports of special committees and liaisons and various special projects committees

- A. Board of Public Works meeting of May 12, 2020: (Vice Chairman Bates) (Minutes can be found on the City web site)

1. Information Only Items:
    - a) The Board approved Change Order No. 1 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$5,515.45 for water service boring.
    - b) The Board approved Change Order No. 1 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dornier, Inc., Luxemburg, in the amount of \$5,105.45 for manhole size change
    - c) The Board approved Pay Estimate No. 2 for Contract 1-20 Sewer and Water Main and Street Construction on Abby Ave, Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$353,850.99
    - d) The Board approved Pay Estimate No. 2 for Contract 2-20, Miscellaneous Sewer and Water Main Construction on Van Street and Monroe Street to Carl Bowers & sons Construction Co., Inc., Kaukauna, in the amount of \$670,525.00
    - e) The Board approved Pay Estimate 2 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$227,201.91
  - B. Board of Public Works meeting of May 20, 2020: (Vice Chairman Bates)
    1. Council Action Items
      - a) Council Consideration of Board recommendation regarding Award Contract 4-20, Water Main and Concrete Street Construction on Green Bay Road, Concrete Repairs and Diamond Grinding on Tullar Road, and Diamond Grinding on Marathon Avenue.  
**(RollCall)**
  - C. Community Development Authority
    1. Report from the CDA – Director Haese
  - D. Library Board
    1. Report from the Library Board – Alderperson Erickson
  - E. Neenah Arts Council
    1. Report from the Neenah Arts Council – Alderperson Erickson
- XI. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XII. Council Directives
- XIII. Unfinished Business

XIV. New Business

- A. At the request of the Mayor—Resolution No. 2020-09: A Resolution Waiving Interest on Property Tax Payment Installments due on or after April 1, 2020.
- B. Mayor's appointment to the Board of Review
- C. Mayor's appointment to the Loan Assistance Board
- D. Any announcements/questions that may legally come before the Council.

XV. Adjournment

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

**COMMON COUNCIL MINUTES**  
Wednesday, May 6, 2020 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., May 6, 2020 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski, and Deputy City Clerk Cheslock.

Also Present: Police Chief Olson, Deputy Fire Chief Voss, Deputy Director of Community Development & Assessment Schmidt, Fire Chief Kloehn, Deputy City Attorney Westbrook, Director of Human Resources & Safety Kehl, and Director of Parks & Recreation Kading.

Mayor Kaufert called the meeting to order at 7:04 pm.

- I. Deputy Clerk Cheslock called a voice roll call.
- II. **Introduction and Confirmation of Mayor's Appointments**
  - A. Mayor Kaufert introduced Kevin McCann his recommended appointee to the Neenah-Menasha Joint Fire Commission, term to expire May 2022.
  - B. Mayor Kaufert introduced Kim Skorlinski, his recommended appointee to the Police Commission term to expire May 2024.  
**MSC Stevenson/Bates to confirm Mayor Kaufert's appointments. There being no objections, the motion was approved by unanimous consent.**
- III. **Proceedings**  
**MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of March 18, 2020 and the organizational meeting of April 21, 2020. There being no objections the motion was approved by unanimous consent.**
- IV. **Public Hearing.** None
- V. **Plan Commission / Public Services & Safety / Finance & Personnel Committee Report Pertaining to the Public Hearings.** None.
- VI. **Public Forum**
  - A. Sarah Kosmicki—4 Armstrong Street—Attended the Board of Public Works meeting to speak on the topic as well. Takes issue with the proposed annexation of Armstrong Street with three main reasons; 1) Armstrong Street is a private road that is maintained by property owners on that street. It does not appear on any WI DOT mapping; 2) Lot 5 has restrictive covenants that only allow for residential use on any of the lots. These covenants are mean to maintain property values and extending Shooting Star Drive through lot 5 would

be a nuisance and violate the restrictive covenants; and 3) the boundary agreement between the City and Town does not list Armstrong Street as a growth area for the City of Neenah. Armstrong Street is in the City Services area, so if a property owner were to request City services that property could then be annexed; however, that is not what is happening here.

- B. Bernice Meyer—116 Armstrong Street—Agrees with Ms. Kosmicki's points and is not in favor of the proposed annexation.
- C. Dean Kaufert--Congratulated and promoted Alderperon Kunz' recent accomplishment of publishing his first book *Doing Time: A Novel*.
- D. There being no further appearances, Mayor Kaufert declared the public forum closed.

VII. **Mayor/Council Consideration of Public Forum Issues**

- A. The council discussed if staff has a copy of the restrictive covenants mentioned by property owners on Armstrong. There is a copy in Community Development.

VIII. **Consent Agenda**

**MS Lendrum/Stevenson to approve the Consent Agenda as follows:**

- A. Approve Beverage Operator License Applications for: Adam Alexander. (PSSC)
- B. Deny the Beverage Operator License Application for Christopher Jourdan. (PSSC)
- C. Approve the Special Event Permit for the HAKAS 2020, sponsored by Barrel 41 Brewing Co., Matt Stubing, 1132 S Commercial Street, to be held on June 5 and 6, 2020 **(PSSC)**
- D. Approve the Street Use Permit for the Very Neenah Christmas, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W Wisconsin Ave, to be held on December 4, 2020. **(PSSC)**.
- E. Approve the Special Event Permit for the Farmers Market Out to Lunch Concerts and Evening Concerts, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W. Wisconsin Avenue, to be held on Saturdays from June 13 through October 17, 2020; Thursdays from June 11 through August 20, 2020; Wednesday's from June 17 through August 5, 2020. **(PSSC)**.
- F. Approve the Special Event Permit, as amended to include Laudan Boulevard, for the Major League Fishing Bass Pro Tour, sponsored by Major League Fishing, Michael Mulone, 4500 South 129<sup>th</sup> East Avenue, Ste. 300, Tulsa, OK, to be held June 3 through June 10, 2020. **(PSSC)**.
- G. **There being no objections the motion was approved by unanimous consent.**

IX. **Reports of standing Committees**

**Public Services and Safety Committee**

- A. Chairman Bates reported the regular meeting of April 28, 2020:

1. Committee recommends Council approve the purchase of a 2020 Dodge Ram 1500 from Ewald Motors of Oconomowoc in the amount not to exceed \$23,850.50 **(RollCall)**  
No discussion.  
**MSCRC Bates/Spellman, all voting aye.**
2. Committee recommends Council approve the purchase of a 2020 Ford Transit Connect from Bergstrom Ford of Neenah in the amount not to exceed \$23,224.50. **(RollCall)**  
Council discussed the intended use for the vehicle. Director Kading stated it would be driven by the Superintendent of Parks and Recreation to be used to move park equipment and supplies around the City daily.  
**MSCRC Bates/Lendum, all voting aye.**
3. Committee recommends Council approve the purchase from Vermont Systems, Inc., the upgrade to the WebTrac Registration Software and purchase the Pass Management Software in the amount of \$11,830. **(RollCall)**  
No discussion.  
**MSCRC Bates/Lendum, all voting aye.**

**Finance & Personnel Committee**

- B. Chairman Erickson reported the regular meeting of April 27, 2020:
1. Committee recommends Council approve Five Bugles for the Station 31 feasibility study/space needs analysis and concept design for a cost not to exceed \$16,750. \$15,000 will be used from the 2020 Facilities CIP and the remaining \$1,750 to be taken from the Capital Facilities Reserve fund. **(RollCall)**  
Council discussed the committee's recommendation noting that this will allow them to gather needed information before making a larger decision on the future of Station 31.  
**MSCRC Erickson/Stevenson, all voting aye.**
  2. Committee recommends Council approve Ordinance No. 2020-03, Ordinance No. 2020-04, and Ordinance No 2020-05 and the petitions for annexations in the Town of Neenah be accepted.  
No discussion.  
**To be acted on after report from the Plan Commission.**
  3. Committee recommends Council approve Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted.  
No discussion.  
**To be acted on after report from the Plan Commission.**
  4. Committee recommends Council accept the Post Crescent quotation and designate it the City's official newspaper for June 2020 to June 2021.  
No discussion.  
**MSCRC Erickson/Stevenson, all voting aye.**

5. Committee recommends Council ratify Policy 2020-04 approved by Mayor Proclamation 2020-03. **(RollCall)**  
No discussion.  
**MSCRC Erickson/Stevenson, all voting aye.**

X. Reports of special committees and liaisons and various special project committees.

**Plan Commission**

- A. Council Rep. Lang reported from the Plan Commission meeting of April 28, 2020:
  1. Commission recommends Council approve Annexation #216 (Ordinance 2020-03) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**  
No discussion.  
**MSCRC Lang/Erickson, all voting aye.**
  2. Commission recommends Council approve Annexation #217 (Ordinance 2020-04) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**  
Aldersperson Bates made note to the callers listening in that these annexations are not the one they are concerned about.  
**MSCRC Lang/Stevenson, all voting aye.**
  3. Commission recommends Council approve Annexation #218 (Ordinance 2020-05) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**  
No discussion.  
**MSCRC Lang, Stevenson, all voting aye.**
  4. Commission recommends Council approve Annexation #219 (Ordinance 2020-06) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**  
Aldersperson Lang moved to table Annexation #219 (Ordinance 2020-06). Seconded by Aldersperson Stevenson. A motion to table is non-debatable.  
**MSCRC Lang/Stevenson, all voting aye.**

**Board of Public Works**

- B. Vice Chairman Bates reported the meeting of April 29, 2020:
  1. Council Action Items:
    - a. The Board recommends Council Award Contract 8-20, Epoxy Pavement Marking to Century Fence Company for the bid in the amount of \$56,675.75 with the budget overage to be covered by offsets in the Traffic Operating Budget. **(RollCall)**  
Council discussed the different budget options for this project in the future, the timeframe this project takes and how long this kind of paint lasts, and the different bidders on this kind of project annually.  
**MSCRC Bates/Lang, all voting aye.**



b. The Board recommends Council award Contract 3-20, Street Construction on Van Street, Monroe Street, and Gillingham Road, as presented to Sommers Construction Company for the low bid in the amount of \$736,205.00 and include Alternative No. 1 for the construction of Shooting Star Drive for the low bid of \$31,980 or in the event that the City and Town of Neenah resolve their dispute relating to the extension of Shooting Star and Armstrong, Alternative No. 2 for the construction of Shooting Star Drive and Armstrong Lane for the low bid of \$72,630. **(RollCall)**

No discussion.

**MSCRC Bates/Lang all voting aye.**

**Landmarks Commission**

C. Alderperson Lang had no report from the Landmarks Commission

**Sustainable Neenah Committee**

D. Alderperson Kunz had no report from the Sustainable Neenah Committee

**Business Improvement District (BID) Board**

E. Alderperson Lang reported from the Business Improvement District Board (BID Board) meeting of April 9, 2020.

1. Ultimate Ladies Day has been rescheduled for September 12, 2020.
2. The recent gift certificate awards event had a large economic impact downtown.
3. Welcomed 300 ThedaCare employees to the downtown area.
4. The Summer kickoff Bike to Boogie has been postponed to August.

**Bergstrom Mahler Museum**

F. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of April 17, 2020

1. The museum is currently offering an online art show about the expression of humanity. The show is free.
2. The museum is currently offering a donation incentive. With \$150 donation, patrons will receive a paper weight. See their website for more benefits and information.

XI. **Presentation of Petitions.** None

XII. **Council Directives.** None

XIII. **Unfinished Business**

Alderperson Kunz asked the City Attorney's office to describe what it means for an item to be tabled.

Deputy City Attorney Westbrook explained that tabling something means we did not take action on that item tonight and it will be taken up at a different meeting.

XIV. **New Business**

- a. Mayor Kaufert would like to take this time to assure people that City government is still operating and City services are still being provided. The finance window is open Monday through Friday from 9am-3pm. Staff is

actively discussing how we can reopen City Hall safely. The Library is back open for curbside pickup and drop off. Park and Rec programs are unclear but they hope to run some programs this summer, especially children's programs. The City Garage drop off is open Monday through Saturdays now.

- b. Mayor Kaufert shared he has had regular conversations with Dr. Andrabi from ThedaCare. He stated there is some optimism for where we are heading in the valley as testing becomes more available.
- c. Mayor Kaufert wanted to remind local businesses about the Winnebago County Revolving Loan Fund. If interested or have questions, the Community Development Department has information on their website or are available via telephone.
- d. Alderperson Boyette shared a message from the American Legion Auxiliary in Neenah. The Memorial Day celebrations have been cancelled; this includes the parade, oak hill cemetery events, and the waterfront ceremony. Also Badger State Girls is cancelled. The Poppy program and bake sale has been postponed.
- e. Alderperson Stevenson asked about the Five Year Capital Plan. Mayor Kaufert stated they are currently working with staff and will have something ready for Council in early June.
- f. The 2020 League of Wisconsin Municipalities Local Government 101 will be held on May 15, 29, June 5, and 26<sup>th</sup> as a webinar - any Council member interested should complete the form and submit it to the Clerk's Office no later than May 10<sup>th</sup> so registrations can be made.

XV. **Adjournment**

**MSC Lendrum/Erickson to adjourn at 8:21pm, all voting aye.**



Stephanie Cheslock  
Deputy City Clerk

## COMMON COUNCIL PROCEEDINGS

Wednesday, May 6, 2020 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., May 6, 2020 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski, and Deputy City Clerk Cheslock.

Also Present: Police Chief Olson, Deputy Fire Chief Voss, Deputy Director of Community Development & Assessment Schmidt, Fire Chief Kloehn, Deputy City Attorney Westbrook, Director of Human Resources & Safety Kehl, and Director of Parks & Recreation Kading.

Mayor Kaufert called the meeting to order at 7:04 pm.

I. Deputy Clerk Cheslock called a voice roll call.

### II. **Introduction and Confirmation of Mayor's Appointments**

A. Mayor Kaufert introduced Kevin McCann his recommended appointee to the Neenah-Menasha Joint Fire Commission, term to expire May 2022.

B. Mayor Kaufert introduced Kim Skorlinski, his recommended appointee to the Police Commission term to expire May 2024.

**MSC Stevenson/Bates to confirm Mayor Kaufert's appointments.  
There being no objections, the motion was approved by  
unanimous consent.**

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A. Sarah Kosmicki—4 Armstrong Street—Attended the Board of Public Works meeting to speak on the topic as well. Takes issue with the proposed annexation of Armstrong Street with three main reasons; 1) Armstrong Street is a private road that is maintained by property owners on that street. It does not appear on any WI DOT mapping; 2) Lot 5 has restrictive covenants that only allow for residential use on any of the lots. These covenants are meant to maintain property values and extending Shooting Star Drive through lot 5 would be a nuisance and violate the restrictive covenants; and 3) the boundary agreement between the City and Town does not list Armstrong Street as a growth area for the City of Neenah. Armstrong Street is in the City Services area, so if a property owner were to request City services that property could then be annexed; however, that is not what is happening here.

- B. Bernice Meyer—116 Armstrong Street—Agrees with Ms. Kosmicki's points and is not in favor of the proposed annexation.
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- D. There being no further appearances, Mayor Kaufert declared the public forum closed.

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- not to exceed \$23,224.50. **(RollCall) MSCRC Bates/Lendum, all voting aye.**
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  3. Committee recommends Council approve Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted. **To be acted on after report from the Plan Commission.**
  4. Committee recommends Council accept the Post Crescent quotation and designate it the City's official newspaper for June 2020 to June 2021. **MSCRC Erickson/Stevenson, all voting aye.**
  5. Committee recommends Council ratify Policy 2020-04 approved by Mayor Proclamation 2020-03. **(RollCall) MSCRC Erickson/Stevenson, all voting aye.**
- VIII. Reports of special committees and liaisons and various special project committees.

**Plan Commission**

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1. Commission recommends Council approve Annexation #216 (Ordinance 2020-03) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall) MSCRC Lang/Erickson, all voting aye.**
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  3. Commission recommends Council approve Annexation #218 (Ordinance 2020-05) and the property also receive an R-1, Single-

Family Residence District zoning classification. **(RollCall) MSCRC Lang, Stevenson, all voting aye.**

4. Commission recommends Council approve Annexation #219 (Ordinance 2020-06) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall) MSCRC Lang/Stevenson, all voting aye.**

**Board of Public Works**

B. Vice Chairman Bates reported the meeting of April 29, 2020:

1. The Board recommends Council Award Contract 8-20, Epoxy Pavement Marking to Century Fence Company for the bid in the amount of \$56,675.75 with the budget overage to be covered by offsets in the Traffic Operating Budget. **(RollCall) MSCRC Bates/Lang, all voting aye.**
2. The Board recommends Council award Contract 3-20, Street Construction on Van Street, Monroe Street, and Gillingham Road, as presented to Sommers Construction Company for the low bid in the amount of \$736,205.00 and include Alternative No. 1 for the construction of Shooting Star Drive for the low bid of \$31,980 or in the event that the City and Town of Neenah resolve their dispute relating to the extension of Shooting Star and Armstrong, Alternative No. 2 for the construction of Shooting Star Drive and Armstrong Lane for the low bid of \$72,630. **(RollCall) MSCRC Bates/Lang all voting aye.**

IX. **Adjournment**

**MSC Lendrum/Erickson to adjourn at 8:21pm, all voting aye.**



Stephanie Cheslock  
Deputy City Clerk

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday May 12, 2020 - 6:30 PM**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were in-person attendees from the public.**

**Present:** Alderpersons Bates, Lang, Lendrum, Spellman and Stevenson

**Excused:**

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Assistant Police Chief Bernice, Deputy Clerk Cheslock, Paula Pitsch, Lorrie Davis, Cathy Plath

**Minutes: Motion/Second/Carried Lendrum/Lang to approve of the minutes of the meeting of April 28, 2020.** All voting aye.

Public Appearances: None

Committee Consideration of Reducing Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic: Paula Pitsch, 210 Main Street, addressed the Committee to request support for reducing the alcohol beverage licensing fees for Class "B" license holders. She noted that since the Stay at Home order, those businesses have seen a major, if not complete, loss of business. She noted that other communities had lowered their fees, to the extent allowed by the State.

Mayor Kaufert informed the Committee that the Tavern League of Wisconsin had encouraged its members to contact their local governments to encourage them to adjust license fees for Class "B" Malt Beverage and "Class B" Intoxicating Liquor because of the business loss during the closure. He outlined the request that he had received from Ms. Pitsch to bring the issue to the Council. He stated that Appleton had not made a decision on adjusting their fees and that Oshkosh had lowered theirs to the minimum.

Committee discussed the license fee information that had been provided. Committee questioned if there were other businesses that have been closed by the Stay at Home order that also pay an annual City fee of some sort. Mayor Kaufert noted the distinction between the Class A and Class B license holders. He stated that Class A license holders have been able to stay in business whereas the Class B license holders have only been able to do limited, if any, business. He noted that Secondhand Dealers licenses are also renewed annually. Deputy Clerk Cheslock noted that some businesses have paid for their license renewal in full. She also confirmed that every Class A and Class B license must be renewed annually. Mayor Kaufert informed the Committee that the revenue from Class A and Class B license fees is about \$24,000.

Ald Stevenson stated that he was supportive of an adjustment and suggested a prorated reduction based on the number of months that businesses are closed. Ald. Lang also expressed support for an adjustment. She expressed that the impact on the businesses will last longer than the closure time. She suggested reducing the fees by 50%. She questioned if there was consensus of the other communities that made fee adjustments. Mayor Kaufert noted that there were a variety of adjustments made by other communities.

Paula Pitsch addressed the Committee to note the uncertainty surrounding the re-opening and the period of time that businesses will be impacted. She stated that waiving the fees will allow these businesses to restock and ease the burden of the closure.

Ald. Spellman expressed support for an adjustment and suggested moving to the minimum fee for "Class B" Intoxicating Liquor and Class "B" Malt Beverage.

**Motion/Second Spellman/Lendrum to recommend to Council that for the next year the "Class B" Intoxicating Liquor license fee be reduced from \$350 to \$50, the Class "B" Malt Beverage license fee be reduced from \$100 to \$0, and late fees be waived.**

Chairperson Bates suggested that the Class "B" Malt Beverage license fee be reduced to \$10. Alderpersons Spellman and Lendrum agreed to a friendly amendment to the motion to make that change.

**The amended motion is to recommend to Council that for the next year the "Class B" Intoxicating Liquor license fee be reduced from \$350 to \$50, the Class "B" Malt Beverage license fee be reduced from \$100 to \$10, and late fees be waived.**

Ald. Lendrum noted that, while the proposal was compassionate, it was also smart to help businesses survive and provide employment in the current economic environment.

Committee reviewed the alcohol license fee schedule. Committee confirmed the motion only covered the Class B license holders. Committee discussed other businesses that pay an annual license fee that have also been impacted by the Stay at Home order. Mayor Kaufert noted that most of the other licenses are State licenses. Deputy Clerk Cheslock listed several other annual city licenses, including extension of premise, amusement device, and dancehall. Chairperson Bates estimated that the motion would cost the City about \$20,000 in revenue.

Ald. Stevenson discussed the need to have a more complete revenue and expenditure picture before action is taken. He expressed support for a 50% reduction in the license fees. He stated a need to balance responsibility to these businesses with responsibility to other City taxpayers.

There being no further discussion, Chairperson Bates called for the question. Motion passed 4-1 (Ald. Stevenson voting No).

BOTS Summer Speed Enforcement Grant: Assistant Chief Bernice reviewed his request for approval for the Neenah Police Department to participate in the Bureau of Transportation Safety (BOTS) Speed Enforcement grant that runs from June 1, 2020 to September 30, 2020. Winnebago County will be the fiscal agent for this grant. Agencies within Winnebago County can participate and apply for reimbursement of wages and fringes for officers who worked on speeding and aggressive driving enforcement during the required dates and times. He reviewed the activity performed through this grant in 2019. He stated that total costs in 2019 were \$5,887 and the City share was \$1,472.

REPORT



REPORT

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve Neenah Police Department participation in the Winnebago County Speed Task Force 2020 Summer Speed Enforcement Grant from June 1 to September 30, 2020.** All voting aye

We Energies Easement Request – Tullar Garage: Director Kaiser reviewed his memo of May 4, 2020, regarding an electric distribution easement requested by We Energies on the Tullar Garage property. The need for the easement was initiated by the City's request to get electric service to the drop-off attendant's hut. In preparing that work, We Energies determined that an easement had not been received for their primary cable that was placed at the time that the Tullar Garage was constructed. He reviewed the easement location. Committee discussed the service line to the attendants hut.

REPORT

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve a Distribution Easement – Underground for We Energies work request 4491109 on the Tullar Garage site.** All voting aye.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Debra L. DeRoche, Ariaah Dubord, Karla Klundt, Janelle R. Potvin, and Andrea L. Reinke.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license applications for Debra L. DeRoche, Ariaah Dubord, Karla Klundt, Janelle R. Potvin, and Andrea L. Reinke.** All voting aye.

Beverage Operator License Application - Delinquent Payment: Committee reviewed the beverage operator license application for Michele L. Bauer.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the beverage operator license application for Michele L. Bauer contingent on payment of all delinquent City fees.** All voting aye.

2020-2021 Renewal of Retail Class "A" and Class "B" Liquor/Beer Licenses: Committee reviewed the license renewals. Committee discussed delinquent payment amounts and circumstances.

C.A.

Following discussion, **Motion/Second/Carried Bates/Stevenson to recommend Council approve the Class "A" and Class "B" Liquor/Beer License renewals, provided in Exhibit A of the agenda, contingent upon payment of all delinquent City fees.** All voting aye.

Public Works General Construction and Department Activity

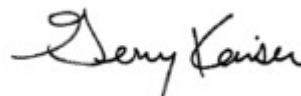
- 1) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. The Breezewood Lane portion of the project was pulverized the week of May 4. Preparation for rock blasting also started that week but ran into high groundwater conditions, which caused work to halt. Work is expected to resume on May 11. The

- 2) general schedule for the remaining work is: 1 week – Blasting, 3 weeks - Install pipe, 1 week - road work, 1 week - shouldering and landscaping. Committee discussed the blasting operation and pre-blast inspections.
- 3) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work on Center Street is complete. Sanitary main work is complete on Bond St. Storm sewer work on Bond St is ongoing.
- 4) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work will begin shortly.
- 5) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd has been pulverized. Excavation will follow.
- 6) Contract 4-20 (Green Bay, Tullar) – Bids were opened on April 8. Director Kaiser informed the Committee that the City was not awarded grant funding for the project. An award recommendation will be brought to the next Board of Public Works meeting.
- 7) Contract 5-20 (Utilities - Lakeshore) – Utility main installation is complete. Service line replacement work is ongoing.
- 8) Contract 6-20 (Street - Lakeshore) – A May 27 bid opening has been scheduled.
- 9) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The contractor schedule has not been set.
- 10) Courtney Court – Paving was completed the week of May 4.
- 11) E-waste Collection Event – We were informed on May 7 by Recyclethatstuff that they are able to hold their previously cancelled May 30 collection event if we are willing. We have told them to go ahead with the event using appropriate safeguards. We are getting event information out on the city website and social media. Director Kaiser noted that he was not aware of any sponsorship to cover the cost of collected items, so customers will need to pay for certain items. Committee discussed the possible number of customers for the event and expressed concern that adequate staffing is in place.
- 12) Downtown Traffic Study – The consultant is completing reports for staff review covering traffic assignments for the Hewitt Lot and Blue Lot structure options, the Main/Torrey intersection analysis, and the Green Bay Road roundabout analysis.

Future Agenda Items: Chairman Bates requested a future discussion of bike riding on sidewalks in the downtown.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:55 p.m. All voting aye.**

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



**Fw: Beer & Liquor Municipal Fees**

Dean R Kaufert to: Margaret M Bates, Todd M Stevenson, Jane B Lang, Cari Lendrum, Stephanie J Spellman  
Cc: Gerry J Kaiser, Mike Easker, Jim G Godlewski

05/11/2020 10:15 AM

FYI: Scott Stenger (Wisconsin Tavern League) asked me to share this.

List as of this date.... I'm told by Mark Rohloff, City Manager the City of Oshkosh is waiving to minimum Staff is checking on Appleton, Menasha and Fox Crossing.

Sorry, I would prefer to stay out of this one but Paula asked I share this.

Dean

From: "Scott Stenger" <scott@stengergov.com>

Mr. Mayor -

Here is a list of municipalities who lowered or eliminated license fees to our member establishments. Let me know if you have any questions and thanks for any support you may be able to provide.

The City of Two Rivers  
Phillips  
City of Green Bay  
De Pere  
Howard,  
Lacrosse  
Delavan  
Little Chute  
Cottage Grove lowered \$275  
Reedsburg Lowered 50%  
Two Rivers  
Milwaukee  
South Milwaukee  
Superior  
Altoona  
Village of Turtle Lake  
Mondavi  
Blair  
Town of Linwood  
Stevens Point  
New Holstein  
Muskego lowered 50%  
Ellsworth Lowered \$200  
most municipalities in Kewaunee County

Unless otherwise noted the above have lowered fees to the class B minimum of \$50 and waived class B beer fee.

This information was submitted by members in these municipalities.



211 Walnut Street, P.O. Box 426, Neenah WI, 54957-0426  
Phone: (920) 886-6100 - Fax: (920) 886-6109  
E-mail Address: [psturn@ci.neenah.wi.us](mailto:psturn@ci.neenah.wi.us)

Enclosed please find your renewal paperwork for the next licensing year for the licenses listed below. **The applications have been pre-populated with the information from last year's applications. Please review and make any necessary changes.** Make sure to check the Wisconsin Seller's Permit Number and Federal Employer Identification Number are correct. A renewal application can only be used if the entity is identical to the previous licensing year. If there are any changes from individual to partnership to corporation (or vice versa) it is considered a new licensing situation and you must complete a new original application. Contact the Clerk's office for the proper forms.

<u>Liquor License &amp; Misc.</u>	<u>Trans Code</u>	<u>License Fees</u>
___ Cigarette	CI	\$ 100.00
___ "Class A" Malt Beverage	LL	\$ 200.00
___ "Class A" Intoxicating Liquor	LL	\$ 400.00
<u>1</u> "Class B" Malt Beverage	LL	\$ 100.00
<u>1</u> "Class B" Intoxicating Liquor	LL	\$ 350.00
___ "Class C" Wine	LL	\$ 100.00
<u>1</u> Fee for publishing liquor/malt applications **	PU	\$ 22.00
___ Dance	PD	\$ 25.00
<u>7</u> Amusement Device (any coin operate machine)	AD	\$ 40.00/machine

**Section 125.51(1)(c) of the Wisconsin Statutes provides that "All applications for liquor licenses shall be filed on or before April 15th."**

Please submit all application for the above licenses by April 15th. We recommend you conduct an audit of the number of amusement devices you have on premise as inspectors will verify the number shown on the application. Listed above is the number you had last year. The Public Service and Safety Committee will meet on May 12th to consider all applications.

**NEW 2020: A \$50 late fee will be charged for any paperwork submitted after the April 15th deadline. If fees are not paid by June 15th, a \$20 a day late fee will be assessed. If this occurs the Police Department will visit your establishment to shut you down until all fees and late fees have been paid.**

**\*\* Note:** By State law, license fees are no longer required to be paid upon filing of your application; however, the liquor license publication fee (\$22.00) is due by April 15, 2012. State Law also mandates the publication of all "Class A" and "Class B" license applications.

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, May 12, 2020**  
**4:15 p.m.**

**Present:**

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Nick Piergrossi, Vice Chairman	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	ABSENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Scott Smith - Smith Automotive Inc. 2513 Bishops Ln
Ald. Cari Lendrum		

**Minutes:** MSC Ellenberger/Kaiser to approve the April 28, 2020 meeting minutes. All Aye. Motion passed.

**Public Appearances:** None.

**Public Hearings:** Mayor Kaufert opened the Public Hearing for the Special Use Permit for 521 S. Commercial Street – Truck and Trailer Rental and Special Use Permit for 112 Langley Boulevard. No one spoke on either items. The applicant, Scott Smith (Smith Automotive, Inc.) may have been experiencing technical issues. Mayor Kaufert recited the telephone call-in number for the applicant and encouraged him to call to connect to the meeting.

**Action Items:**

**1. Special Use Permit – 521 S. Commercial Street – Truck and Trailer Rental**

Deputy Director Schmidt displayed a site plan of the subject site. He explained the owner began renting U-Haul trucks and trailers in 2019, without obtaining appropriate approvals. Since 2018, City Zoning Code requires truck and trailer rental uses to obtain a special use permit in the C-1, General Commercial District.

The applicant is proposing to store and display 3 rental trucks on the north end of the site and 2 trailers along the south end of the site.

Deputy Director Schmidt explained U-Haul rental places have popped up at several locations around the city. The city would like control over where they are located. Plan Commission should consider the following findings when deciding on a special use: off street parking met on the site, storage won't cause on site traffic issues, and buffer the use from on street visibility. As the current landscaping on the site is not in conformance with the Zoning Code, Staff recommends installation of a 6-foot tall, sight-tight fence along the west property line and a 10-foot wide landscaping strip along S. Commercial Street.

Member Piergrossi raised concern about the truck and trailers taking up the parking on the site. Deputy Director Schmidt indicated if the applicant adheres to the location on the site plan, there will be more than enough parking on the site and minimal off street parking.

Member Andrews raised concern about the 6-foot fence as the residences would overlook the fence. He questioned whether the paved area on the site extended to the property line.

Deputy Director Schmidt indicated there is already a barrier (metal rope) in place which provides some buffer for residents. He explained that surrounding residents within 200-feet of the site were mailed a letter and no one responded.

Member Andrews expressed his desire for trees in the currently paved area.

Director Kaiser inquired about the number of units on the site plan. Is that number fixed or can it be adjusted?

Deputy Director responded that he will not measure the trucks that they proposed. U-Haul submitted the site plan. He wishes to be somewhat flexible. He advised that the Plan Commission can impose a limit on the number of trucks allowed on the site.

Ald. Lang expressed concern. She indicated the site does not appear to have space for more than three trucks.

Member Piergrossi inquired about the enforcement mechanism. Deputy Director Schmidt indicated staff would enforce based on the conditions of the Special Use Permit.

Member Hancock-Cooke inquired whether Plan Commission needed to limit the trucks at this point. Deputy Director Schmidt responded that limitations could be given for the number of trucks and trailers, as well as location, based on the submitted site plan.

Ald. Lang explained her concerns about the business model. She inquired whether three trucks were their optimal amount.

REPORT

Deputy Director Schmidt indicated he has not heard that they needed more than three trucks. He suggested citing a specific number and location.

**MSC Lang/Piergrossi, Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a truck and trailer rental sales business located at 521 S. Commercial Street subject to the conditions of the Approval Letter and based on the submitted site plan. The use shall have no more than 4 rental trucks on the north end of the site and 3 trailers along the south end of the site. All Aye. Motion passed.**

**2. Special Use Permit – 112 Langley Boulevard – Wholesale Vehicle Sales**

Deputy Director Schmidt explained the subject site was most recently used for overflow storage for Smith Automotive which is located at 1115 S. Commercial Street. The applicant still holds a retail license. The applicant is proposing to use the subject site primarily for wholesale used vehicle sales and service/detail of those vehicles. Retail vehicle sales use would be secondary to wholesale use. Auto repair would be specific to wholesale vehicles. The subject site was previously used for manufacturing. The applicant is proposing frontage landscaping. Two existing gravel driveways would be converted to asphalt.

Deputy Director Schmidt displayed the proposed site plan. Vehicles would park on the east property line and customers would park along the building. Landscape buffering would be on the east and north property lines. A fence would be on the remainder of the perimeter. The applicant will plant arborvitae on the southeast and northwest corners of the site.

Member Piergrossi asked about lighting and signage. Deputy Director Schmidt indicated the sign face would be replaced on the existing freestanding sign. The wall sign from their existing building will be relocated to the building on the subject site. Lighting for the site would remain the same.

Ald. Kaiser inquired about how the vehicles would be delivered to the site.

Applicant, Scott Smith (Smith Automotive Inc.) indicated a single car trailer would deliver vehicles to the site. In addition, drivers from the auto auction would drive vehicles to the site. No large car haulers would be used.

Mayor Kaufert indicated currently Smith Automotive is leasing to another car dealer. Mayor Kaufert expressed that he would like to see the subject site maintained. He complimented Mr. Smith on the appearance of his current property.

Scott Smith (Smith Automotive, Inc.) expressed that he would include a contingency in the lease agreement requiring property maintenance.

**MSC Ellenberger/Andrews, Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a wholesale and retail used vehicle sales business located at 112 Langley Boulevard subject to the conditions of the Approval Letter. All Aye. Motion passed.**

REPORT

**Discussion Items:** None.

**Announcements and Future Agenda Items:**

Next Plan Commission meeting is scheduled for May 26, 2020.

**Adjournment:** The Commission adjourned its meeting at 4:45 P.M. MSC Piergrossi/Ellenberger. All Aye. Motion passed.

Respectfully Submitted,



Cassandra Kohls  
Administrative Assistant, Community Development

**Minutes of the Board of Public Works Meeting**  
**Tuesday, May 12, 2020, 12:00pm Noon**  
**Virtual Meeting**

**MEMBERS PRESENT:** Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Director of Finance Easker, Director of Community Development & Assessment Haese and Alderpersons Bates & Lang.

**ALSO PRESENT:** Deputy City Clerk Cheslock and Director of Water Utility Mach

Mayor Kaufert called the meeting to order at 12:02 p.m.

**MINUTES:** MSC Godlewski/Kaiser to approve the minutes from the March 18, 2020 meeting, all voting aye.

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

1. Change Order No. 1 for Contract 5-20: Dir. Kaiser requested approval of Change Order No. 1 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$5,515.45 for water service boring.  
Director Mach stated this change order is for two properties on Wheeler Street where they did underground boring of the pipes. One of the properties will be splitting the cost of the project because the City replaced the laterals all the way up to the house.  
**MSC Kaiser/Godlewski to approve Change Order No. 1 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$5,515.45 for water service boring, all voting aye.**
2. Change Order No. 1 for Contract 7-19: Dir. Kaiser requested approval of Change Order No. 1 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$5,105.45 for manhole size change.  
This change order is due to the Sanitary District having equipment larger than in the original plan that would not fit in the original man hole cover size. The Sanitary District will cover the cost of the change.  
**MSC Kaiser/Godlewski to approve Change Order No. 1 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$5,105.45 for manhole size change, all voting aye.**
3. Pay Estimate No. 2 for Contract 1-20: Dir. Kaiser requested approval of Pay Estimate No. 2 for Contract 1-20 Sewer and Water Main and Street Construction on Abby Ave,

Info Only

Info Only

Info Only

Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$353,850.99

Director Kaiser stated the bulk of this work is completed and they're well into the work on Bond Street. The project is on track to come in under budget.

**MSC Kaiser/Lang to approve Pay Estimate No. 2 for Contract 1-20 Sewer and Water Main and Street Construction on Abby Ave, Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$353,850.99, all voting aye.**

Info Only

4. Pay Estimate No. 2 for Contract 2-20; Dir. Kaiser requested approval of Pay Estimate No. 2 for Contract 2-20, Miscellaneous Sewer and Water Main Construction on Van Street and Monroe Street to Carl Bowers & sons Construction Co., Inc., Kaukauna, in the amount of \$670,525.00.

Director Kaiser stated this is for utility work on Van and Monroe Streets. The project is near completion and has gone quickly and smoothly.

**MSC Kaiser/Haese to approve 4. Pay Estimate No. 2 for Contract 2-20, Miscellaneous Sewer and Water Main Construction on Van Street and Monroe Street to Carl Bowers & sons Construction Co., Inc., Kaukauna, in the amount of \$670,525.00, all voting aye.**

Info Only

5. Pay Estimate 2 for Contract 5-20; Dir. Kaiser requested approval of Pay Estimate 2 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$227,201.91.

Director Kaiser state this portion is for water utility work on Lakeshore Ave, which is almost complete. The change order mentioned above is included in this pay estimate.

**MSC Kaiser/Godlewski to approve Pay Estimate 2 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$227,201.91, all voting aye.**

## ADJOURNMENT

**MSC Godlewski/Lang to adjourn at 12:16 p.m., all voting aye.**

Respectfully Submitted,



Stephanie Cheslock,  
Deputy City Clerk



**STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981**

Date: May 20, 2020

**Date of Directive:** 4/17/2018

**Item:** Review the street assessment policy – Ordinance Chapter 13.5(D) (2).

**Responsible Party:** Ald. Lendrum

**Status:** Pending