



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, July 20, 2022 – 6:45 p.m.
Neenah City Hall – 211 Walnut Street
Council Chambers

The annual 2022 Common Council picture will be taken at 6:45 p.m. This is a social event in which no business will be conducted during this time. The regular Council meeting will take place as soon thereafter as possible.

- I. Roll Call and Pledge of Allegiance
- II. Presentation by Baker Tilly Virchow Krause LLP on the 2021 Comprehensive Annual Financial Report (CAFR), Communication to those Charged with Governance & Management and Report to the City Council.
- III. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Lisa Vohen, Lori Batley, and Rebecca Graham as citizen member of the Neenah Arts Council for a three-year term ending April 2025. **(UC)**
 - B. Swearing in
- IV. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of July 6, 2022 regular session. **(UC)**
- V. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VI. Mayor/Council consideration of public forum issues
- VII. Consent Agenda
 - A. None.
- VIII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of July 12, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve adding to Contract 3-22, the installation of missing sidewalk on the east side of Wild Rose Lane from Fredrick Drive to Apple Blossom Drive, the north side of Fredrick Drive from Tullar Road to Primrose Lane and the east side of Meadow Lane from Fredrick Drive to Apple Blossom Drive based on the Discontinuous Sidewalk Policy with funding to come from unused dollars in Contract 3-22. **(RollCall-Pro)**
 - B. Regular Finance and Personnel Committee meeting of July 11, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve filling the Director of Finance position, and to fill any vacancies that would result if an internal candidate is selected. **(RollCall-Pro)**
 2. Committee recommends Council approve filling the City Attorney position, and to fill any vacancies that would result if an internal candidate is selected. **(RollCall-Pro)**
- IX. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of July 12, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. No report.
 - B. Special Water Commission Meeting and Storm Water Citizen Advisory Board Meeting of June 27, 2022 (Council Rep Boyette)
 1. Commission and Advisory Board recommend Council approve Ordinance 2022-02 Repealing Neenah Municipal Code, Sec. 21-133 and Amending Neenah Municipal Code, Sec. 17-27 Cross-connection Control and Sec. 21-134 Well Abandonment.
 - 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
 - F. Sustainable Neenah Committee
 1. Report from the Sustainable Neenah Committee – Alderperson Borchardt
 - G. Parks & Recreation Commission
 1. Report from the Park Commission – Alderperson Borchardt
- X. Presentation of petitions
- A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
- XI. Council Directives
- XII. Unfinished Business
- XIII. New Business
- A. Any announcements/questions that may legally come before the Council.
- XIV. 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** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**City of Neenah
Application for Appointment**



Name	<input type="text" value="Lisa Vohen"/>	Date	<input type="text" value="July 13, 2022"/>
Address	[REDACTED]	Employer	<input type="text"/>
City, ST Zip	[REDACTED]	Day Phone	<input type="text"/>
Eve. Phone	[REDACTED]	Fax	<input type="text"/>
E-mail	[REDACTED]		

What appointment are you seeking? You may check more than one box.

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Business Improvement District (BID) | <input checked="" type="checkbox"/> Neenah Arts Council |
| <input type="checkbox"/> Citizen Advisory Committee | <input type="checkbox"/> Neenah Harbor Committee |
| <input type="checkbox"/> Committee of Aging | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force |
| <input type="checkbox"/> Fox Cities Transit Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Joint Review Board for TIFs | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

Do you currently serve on other boards, commissions, or hold an elected office? Yes No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

Help promote Arts in the Neenah Community

Please Sign and Date: *Lisa M Vohen*

Please return to the Neenah City Clerk's Office

**City of Neenah
Application for Appointment**



Name	<input type="text" value="Lori Batley"/>	Date	<input type="text" value="7/13/22"/>
Address	[REDACTED]	Employer	<input type="text" value="Bridgewood"/>
City, ST Zip	[REDACTED]	Home	<input type="text"/>
Eve. Phone	[REDACTED]	Fax	<input type="text"/>
E-mail	[REDACTED]		

What appointment are you seeking? You may check more than one box.

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Business Improvement District (BID) | <input checked="" type="checkbox"/> Neenah Arts Council |
| <input type="checkbox"/> Citizen Advisory Committee | <input type="checkbox"/> Neenah Harbor Committee |
| <input type="checkbox"/> Committee of Aging | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force |
| <input type="checkbox"/> Fox Cities Transit Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Joint Review Board for TIFs | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

Do you currently serve on other boards, commissions, or hold an elected office? Yes No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

Interested in art in our community. Can volunteer when I am available.

Please Sign and Date: *Lori Batley*

Please return to the Neenah City Clerk's Office

**City of Neenah
Application for Appointment**



Name Rebecca Graham * Date 7/13/22 *

Address [Redacted] City, ST Zip [Redacted] *

Eve. Phone [Redacted] Phone 1111 *

E-mail [Redacted] Fax [Redacted] *

What appointment are you seeking? You may check more than one box.

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Business Improvement District (BID) | <input checked="" type="checkbox"/> Neenah Arts Council |
| <input type="checkbox"/> Citizen Advisory Committee | <input type="checkbox"/> Neenah Harbor Committee |
| <input type="checkbox"/> Committee of Aging | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Community Development Authority (CDA) | <input type="checkbox"/> Parking Task Force |
| <input type="checkbox"/> Fox Cities Transit Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Joint Review Board for TIFs | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

Do you currently serve on other boards, commissions, or hold an elected office? Yes No Detail Below

Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

experience working with & starting NGOs
LOVE ART.

Please Sign and Date: Rebecca Graham 07/13/2022

Please return to the Neenah City Clerk's Office

Proceedings of the Neenah Common Council
Wednesday, July 6, 2022—7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, July 6, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Hillstrom, Lendrum, Erickson, Weber, and Skyrms. Alderperson Steiner appeared by phone. Note: Alderperson Steiner voiced his vote via phone in which the Clerk recorded on the Roll Call Pro System. Staff present Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Westbrook and City Clerk Nagel.

Excused: Alderpersons Borchardt and Stevenson

Also present: Director of Water Utility Mach, Police Chief Olson, Assistant Police Chief Bernice, and Police Captain Van Sambeek.

Mayor Lang called the meeting to order at 7:00 PM.

- I. The Clerk called a voice roll call as the Mayor/Alderpersons recorded their attendance on the RollCall-Pro System.

SWEARING IN OF NEW OFFICER AND PROMOTED LAW ENFORCEMENT PERSONNEL

- Lieutenant Amy Wagner (ISU LT)
- Officer Caleb Justman
- Officer Devon Lehman
- Officer Kellen McCarthy
- Officer Kali Thompson
- Officer Adam Kohler
- Officer Dakota Raatz

Chief Olson recognized each individual law enforcement personnel listed above. The oath of office was administered, the blessing of the badges was given, and the badges were pinned on the officers.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of June 15, 2022 regular session. **(UC)**
There being no objections the proceedings were approved as written by unanimous consent.
- IV. Plan Commission report pertaining to the Public Hearings
 - A. Plan Commission meeting of June 7, 2022: (Ald. Steiner) (Minutes can be found on the City web site)
With Alderperson Steiner appearing by phone Mayor Lang read the report.

1. Commission recommends Council approve Ordinance 2022-14 amending the Comprehensive Plan 2040 and Future Land Use Map. **(RollCall-Pro) MSRCP Hillstrom/Erickson to approve as presented, all voting aye.**
 2. Commission recommends Council approve Ordinance No. 2022-13 Rezoning land located at 2001 Marathon Avenue from the I-2, General Industrial District to the C-1, General Commercial District. **(RollCall-Pro) MSRCP Skyrms/Erickson to approve as presented, all voting aye.**
- B. Plan Commission meeting of June 28, 2022: (Ald. Steiner) (Minutes can be found on the City web site)
With Alderperson Steiner appearing by phone Mayor Lang read the report.
1. Commission recommends Common Council approve a Special Use Permit for the use as an indoor self-storage facility located at 1215 Gillingham Road subject to conditions set forth by Plan Commission. **(RollCall-Pro) MSRCP Erickson/Hillstrom to approve as presented, all voting aye.**
 2. Commission recommends Common Council approve a Special Use Permit for a vehicle sales and service business located 988 S. Green Bay Road subject to conditions set forth by the Plan Commission. **(RollCall-Pro) MSRCP Erickson/Skyrms to approve as presented, all voting aye.**
- V. Consent Agenda
- A. Authorize the Chairperson to sign the Assessment Report for Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue, and Zemlock Avenue. **(PSSC)**
 - B. Approve Street Use Permit for the Labor Day Parade and Celebration, sponsored by Fox Valley Labor Council, to be held on September 5, 2022 from 10:00 AM to 11:00 AM. **(PSSC)**
 - C. Approve Temporary Class "B" Picnic License application for the sale of fermented malt beverages to Fox Valley Area Labor Council, for Labor Day Parade and Festival to be held on September 5, 2022 from 10:00 AM to 5:00 PM **(PSSC)**
 - D. Approve Ratify Mayor Lang's approval of Special Events Permit for Future Neenah, Inc. rescheduled Kickoff Concert, 100 block of W. Wisconsin Avenue, to be held June 20, 2022 at 6:00 PM to 8:00 PM.
(PSSC)
 - E. **(UC)**
There being no objections the Consent Agenda was approved as amended by unanimous consent.
 - F. Regular Public Services and Safety Committee meeting of June 28, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the Boundary Agreement between the Town of Neenah, City of Neenah, and Town of Neenah Sanitary District No.2. **(RollCall-Pro)**

MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.

2. Committee recommends Council approve the Master Sewer Agreement between the City of Neenah, Sanitary District No.2, and Town of Neenah. **(RollCall-Pro)**

MSRCP Lendrum/Weber to approve as presented, all voting aye.

3. Committee recommends Council adopt Resolution No. 2022-11: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue and Zemlock Avenue. **(RollCall-Pro)**

MSRCP Skyrms/Weber to approve as presented. Motion carried in a roll call vote, 6-1 with Boyette dissenting.

4. Committee recommends Council approve the purchase of a certified, reconditioned 2013 JLG 2630ES Scissor Lift from Wolter Inc., in the amount of \$16,900.00 using Capital Equipment funds. **(RollCall-Pro)**

MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.

5. Committee recommends Council approve the purchase of a 2022 OBD DCL-800 Leaf Collection Trailer from MacQueen Equipment, in the amount of \$124,867.00 with \$110,000.00 coming from the 2022 Capital Equipment budget and the remaining \$14,867.00 to come from the 2022 Capital Equipment budget funds for the pavement roller replacement. **(RollCall-Pro)**

MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.

6. Committee recommends Council approve the AIA document A133 and A201, standard form of agreement with Miron Construction and the City of Neenah. **(RollCall-Pro)**

MSRCP Lendrum/Skyrms to approve as presented, all voting aye.

7. Committee recommends Council approve “no parking anytime” zone on the northwest side of S. Lake Street from W. Winneconne Avenue to S. Western Avenue to be installed and codified by ordinance. **(RollCall-Pro)**

MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.

- G. Regular Finance and Personnel Committee meeting of June 27, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve of the Engagement Letter, price quote and related documents from Baker Tilly US, LLP to provide audit services to the City of Neenah and Neenah Water Utility for fiscal years 2022-2024. **(RollCall-Pro)**

MSRCP Erickson/Boyette to approve as presented, all voting aye.

2. Committee recommends Council approve erasing the amount of \$4,118.12 from the City books that are deemed uncollectable. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve as presented, all voting aye.
- VI. Reports of special committees and liaisons and various special projects committees
- A. Emergency Government Committee meeting June 21, 2022: (Chairperson Mayor Lang) (Minutes can be found on the City web site)
 1. Committee recommends Council approve Resolution 2022-12 Adopting the Winnebago County Hazard Mitigation Plan. **(RollCall-Pro)**
MSRCP Weber/Skyrms to approve as presented, all voting aye.
No discussion.
- VII. Adjournment
Motion by Boyette/Erickson to adjourn, all voting aye. Meeting adjourned at 7:51 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Minutes
Wednesday, July 6, 2022—7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, July 6, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Hillstrom, Lendrum, Erickson, Weber, and Skyrms. Alderperson Steiner appeared by phone. Note: Alderperson Steiner voiced his vote via phone in which the Clerk recorded on the Roll Call Pro System. Staff present Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Westbrook and City Clerk Nagel.

Excused: Alderpersons Borchardt and Stevenson

Also present: Director of Water Utility Mach, Police Chief Olson, Assistant Police Chief Bernice, and Police Captain Van Sambeek.

Mayor Lang called the meeting to order at 7:00 PM.

- I. The Clerk called a voice roll call as the Mayor/Alderpersons recorded their attendance on the RollCall-Pro System.

SWEARING IN OF NEW OFFICER AND PROMOTED LAW ENFORCEMENT PERSONNEL

- Lieutenant Amy Wagner (ISU LT)
- Officer Caleb Justman
- Officer Devon Lehman
- Officer Kellen McCarthy
- Officer Kali Thompson
- Officer Adam Kohler
- Officer Dakota Raatz

Chief Olson recognized each individual law enforcement personnel listed above. The oath of office was administered, the blessing of the badges was given, and the badges were pinned on the officers.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of June 15, 2022 regular session. **(UC) There being no objections the proceedings were approved as written by unanimous consent.**
- IV. Public Hearings
 - A. Consider Ordinance 2022-14 Adopting the Amendment to the City of Neenah Comprehensive Plan Update 2040 relating to changes to the Future Land Use Map for land located at the northwest corner of Marathon Avenue and Byrd Avenue.

Mayor Lang opened the public hearing at 7:17 PM. After three calls for comments there were no appearances. Mayor Lang closed the public hearing at 7:17 PM.

- B. Consider Ordinance 2022-13 Rezoning Land Located at 2001 Marathon Avenue from the I-2, General Industrial District to the C-1, General Commercial District. Mayor Lang opened the public hearing at 7:18 PM. After three calls for comments there were no appearances. Mayor Lang closed the public hearing at 7:18 PM.

- C. Consider Special Use Permit for an indoor self-storage facility located at 1215 Gillingham Road. Mayor Lang opened the public hearing at 7:19 PM.

Kelly Rousseau, Packrat Storage, 1110 S. Oneida Street, Appleton – Mr. Rousseau and his wife are purchasing the property and are here to answer any questions. Mr. Rousseau advised the plans went through the Planning Commission.

After three calls for comments there were no additional appearances. Mayor Lang closed the public hearing at 7:20 PM.

- D. Consider Special Use Permit for vehicle sales and service business located at 988 S. Green Bay Road. Mayor Lang opened the public hearing at 7:20 PM. After three calls for comments there were no appearances. Mayor Lang closed the public hearing at 7:20 PM.

V. Plan Commission report pertaining to the Public Hearings

- A. Plan Commission meeting of June 7, 2022: (Ald. Steiner) (Minutes can be found on the City web site)

With Alderperson Steiner appearing by phone Mayor Lang read the report.

1. Commission recommends Council approve Ordinance 2022-14 amending the Comprehensive Plan 2040 and Future Land Use Map. **(RollCall-Pro) MSRCP Hillstrom/Erickson to approve as presented, all voting aye.**
No discussion.

2. Commission recommends Council approve Ordinance No. 2022-13 Rezoning land located at 2001 Marathon Avenue from the I-2, General Industrial District to the C-1, General Commercial District. **(RollCall-Pro) MSRCP Skyrms/Erickson to approve as presented, all voting aye.**
No discussion.

- B. Plan Commission meeting of June 28, 2022: (Ald. Steiner) (Minutes can be found on the City web site)

With Alderperson Steiner appearing by phone Mayor Lang read the report.

1. Commission recommends Common Council approve a Special Use Permit for the use as an indoor self-storage facility located at 1215 Gillingham Road subject to conditions set forth by Plan Commission. **(RollCall-Pro) MSRCP Erickson/Hillstrom to approve as presented, all voting aye.**

No discussion.

2. Commission recommends Common Council approve a Special Use Permit for a vehicle sales and service business located 988 S. Green Bay Road subject to conditions set forth by the Plan Commission. **(Roll Call-Pro) MSRCP Erickson/Skyrms to approve as presented, all voting aye.**
No discussion.

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.
Kristine Payette, 675 Chestnut Street – E-mailed the Mayor and the Council today regarding the redevelopment of the Shattuck Middle School property located on at 600 Elm Street. Ms. Payette spoke on behalf of the neighborhood regarding concerns with the high volume of housing that may take place on the property. Ms. Payette humbly asked the Council for their support as the project moves forward.

Mayor Lang closed the public forum at 7:23 PM.

VII. Mayor/Council consideration of public forum issues

- A. Alderperson Boyette asked Director Haese to give a brief overview of the city's involvement of the development the Shattuck Middle School parcel.

Director Haese advised the transfer of the real estate is within Neenah Joint School District jurisdiction since they are the current property owners. The real estate transfer occurs without city involvement.

The site development plan itself is the next step. There was a neighborhood meeting in which the developer introduced a concept plan for the Shattuck property along with the additional acreage adjacent to the school. The development plan continues to be refined and details need to be worked out. The city does have conversations with the developer as far as the development plan is concerned. A formal approval request submittal will be made to the city.

The city becomes more involved once a formal approval request is submitted. There are several steps that must be taken such as rezoning, development of a master plan, and other approvals the developer will need to obtain prior to the development being build. The city will have more contact with the developer as the development moves through the site plan process. However, the city has little involvement with the development until the transfer of real estate is complete and a formal approval request is submitted.

Mayor Lang pointed out that there will be multiple opportunities for public input as the project moves through the approval process.

VIII. Consent Agenda

- A. Authorize the Chairperson to sign the Assessment Report for Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue, and Zemlock Avenue. **(PSSC)**
- B. Approve Street Use Permit for the Labor Day Parade and Celebration, sponsored by Fox Valley Labor Council, to be held on September 5, 2022 from 10:00 AM to 11:00 AM. **(PSSC)**
- C. Approve Temporary Class "B" Picnic License application for the sale of fermented malt beverages to Fox Valley Area Labor Council, for Labor Day Parade and Festival to be held on September 5, 2022 from 10:00 AM to 5:00 PM **(PSSC)**
- D. Approve Ratify Mayor Lang's approval of Special Events Permit for Future Neenah, Inc. rescheduled Kickoff Concert, 100 block of W. Wisconsin Avenue, to be held June 20, 2022 at 6:00 PM to 8:00 PM.
(PSSC)
- E. **(UC)**

There being no objections the Consent Agenda was approved as amended by unanimous consent.

- F. Regular Public Services and Safety Committee meeting of June 28, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Boundary Agreement between the Town of Neenah, City of Neenah, and Town of Neenah Sanitary District No.2. **(RollCall-Pro)**
MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.
No discussion.
 - 2. Committee recommends Council approve the Master Sewer Agreement between the City of Neenah, Sanitary District No.2, and Town of Neenah. **(RollCall-Pro)**
MSRCP Lendrum/Weber to approve as presented, all voting aye.
No discussion.
 - 3. Committee recommends Council adopt Resolution No. 2022-11: Sanitary Sewer Lateral Installation and Lead Water Service Replacement on Hunt Avenue, Madison Street, Nicolet Boulevard, Reddin Avenue and Zemlock Avenue. **(RollCall-Pro)**
MSRCP Skyrms/Weber to approve as presented. Motion carried in a roll call vote, 6-1 with Boyette dissenting.

Discussion: Alderperson Boyette believes in "getting the lead out of Neenah" but dissents because the sewer lateral installation from 2007 was added to this project. The project is a great opportunity for Public Works to get the work completed while the area is exposed, however, does not believe assessments should be mandated to the property owners. The property

owners did not know this assessment was coming and with the current economical state of the construction industry, Alderperson Boyette does not support mandating inflated costs to property owners at this time.

Alderperson Lendrum reminded the Council there are options through the Loan Assistance Program which is administered by the Community Development Department. Property owners may qualify for a grant or a low interest loan to cover the costs of the sewer laterals.

Alderperson Skyrms thanked Director Mach for his efforts. Director Mach found the money, pursued it successfully, and planned the work to be done equitably. This was not a simple project to coordinate.

4. Committee recommends Council approve the purchase of a certified, reconditioned 2013 JLG 2630ES Scissor Lift from Wolter Inc., in the amount of \$16,900.00 using Capital Equipment funds. **(RollCall-Pro)**
MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.
No discussion.
 5. Committee recommends Council approve the purchase of a 2022 OBD DCL-800 Leaf Collection Trailer from MacQueen Equipment, in the amount of \$124,867.00 with \$110,000.00 coming from the 2022 Capital Equipment budget and the remaining \$14,867.00 to come from the 2022 Capital Equipment budget funds for the pavement roller replacement. **(RollCall-Pro)**
MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.
No discussion.
 6. Committee recommends Council approve the AIA document A133 and A201, standard form of agreement with Miron Construction and the City of Neenah. **(RollCall-Pro)**
MSRCP Lendrum/Skyrms to approve as presented, all voting aye.
No discussion.
 7. Committee recommends Council approve “no parking anytime” zone on the northwest side of S. Lake Street from W. Winneconne Avenue to S. Western Avenue to be installed and codified by ordinance. **(RollCall-Pro)**
MSRCP Lendrum/Hillstrom to approve as presented, all voting aye.
No discussion.
- G. Regular Finance and Personnel Committee meeting of June 27, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
1. Committee recommends Council approve of the Engagement Letter, price quote and related documents from Baker Tilly US, LLP to provide audit services to the City of Neenah and Neenah Water Utility for fiscal years 2022-2024. **(RollCall-Pro)**

MSCRP Erickson/Boyette to approve as presented, all voting aye.
No discussion.

2. Committee recommends Council approve erasing the amount of \$4,118.12 from the City books that are deemed uncollectable. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve as presented, all voting aye.
No discussion.

- IX. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of June 28, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Items addressed under Public Hearings.
 - B. Board of Public Works meeting of June 30, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 - a. The Board approved Pay Request No.1, Contract 7-22, Winneconne Bridge Repair, Pfeifer Brothers Construction, Neenah, in an amount of \$31,011.80.
 - b. The Board approved Pay Request No.4, Contract 8-21, Jewelers Park Drive Trail, Vinton Construction, Two Rivers, in an amount of \$324,366.12.
No discussion or action.
 - C. Emergency Government Committee meeting June 21, 2022: (Chairperson Mayor Lang) (Minutes can be found on the City web site)
 1. Committee recommends Council approve Resolution 2022-12 Adopting the Winnebago County Hazard Mitigation Plan. **(RollCall-Pro)**
MSCRP Weber/Skyrms to approve as presented, all voting aye.
No discussion.
 - D. Landmarks Commission
 1. Report from the Landmarks Commission – Alderperson Steiner
No report.
 - E. Sustainable Neenah Committee
 1. Report from the Sustainable Neenah Committee – Alderperson Borchardt
Moved to the next meeting.
 - F. Reports on neighborhood groups.
 1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - a. Awarded three grants:
 - (1) Awning grant to 112 W. Wisconsin Ave., Bill Paul Limited.
 - (2) Retention and Recruitment Grant to 447 S. Commercial Street, Tailored Hide. There was a car accident that involved the building of the Tailored Hide hence the wreckage.

- (3) Retention and Recruitment Grant to 108 W. Wisconsin Avenue Sante' Wine Bar and Bistro.
 - b. All Board Walking Tour of the District took place. Three areas were discussed along the tour:
 - (1) Areas of Praise, things that were going well.
 - (2) Areas in need of attention
 - (3) Areas of opportunitiesThe Tour was well attended and very valuable.
- G. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Steiner
 - a. Spring fundraiser Catching Fire On-line Auction was successful.
 - b. Glass (Glass Lakefront Show and Sale) Arts Festival will be held Saturday, August 13, 2022 from 10AM-5PM.
 - c. Primordial Shift and the Art of Michael Meilahn: A Retrospective is currently on display through August 21st.
 - d. Reaccreditation strategic plan process has started.
 - e. Accepting bid proposals for the renovation project.
- H. Parks & Recreation Commission
 - 1. Report from the Park Commission – Alderperson Borchardt
Moved to next meeting.
- X. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
None.
- XI. Council Directives
None.
- XII. Unfinished Business
None.
- XIII. New Business
 - A. Any announcements/questions that may legally come before the Council.
 - B. The distribution of the CIP will be no later than July 15, 2022. CIP Workshop will be held July 25, 2022 at 6:00 PM.
 - C. Thank you to all staff, volunteers, and sponsors involved in CommunityFest that made huge success with record breaking crowds despite the rain.
 - D. Council picture will be July 20, 2022 at 6:45PM.
 - E. As part of the Downtown Master Plan Process a public design charrette meeting will be held on July 27, 2022 from 4:00-6:00 PM at the Alta Resources Building, 120 N. Commercial Street. Invitations will be sent.
 - F. Sign code enforcement door hanger has been a recent topic on social media. Neither Community Development nor Code Enforcement have used this door

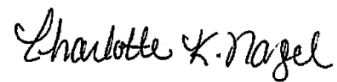
hanger in over a year and the source of the door hanger is unknown. The current process to handle a sign code violation is to mail a letter to the property owner. If asked, Council members should advise property owners to acknowledge the letter not the door hanger.

- G. Election update was given. Absentee ballots for the August 9, 2022 have been mailed and will continue to be mailed daily. In-person absentee voting starts July 26, 2022 and will be held in the lobby.

XIV. Adjournment

Motion by Boyette/Erickson to adjourn, all voting aye. Meeting adjourned at 7:51 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday July 12, 2022, 6:30 PM

Present: Alderpersons, Hillstrom, Lendrum, Stevenson, and Weber

Excused: Alderperson Borchardt

Also Present: Mayor Lang, Public Works Director Kaiser, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Austin Foremiller, Margaret Chrzan, Michael Dismer and Karen Dismer

Approval of the June 28, 2022 Regular Meeting Minutes

Motion Second/Carried by Hillstrom/Stevenson to approve the minutes of the June 28, 2022 Regular Meeting. All voting aye.

Public Appearances:

Austin Foremiller, 105 W Winneconne stated that he owns the property at 105 W. Winneconne Avenue. He stated that currently the only driveway access to his property is off of Church Street. He stated that he would like the city to consider designing the right turn lane at S. Commercial Street and W. Winneconne to allow access to his property from S. Commercial Street. He stated that the proposed right turn lane will make accessing his property from W. Winneconne Avenue difficult.

Bell Street Speed Study

Traffic Engineer Merten reviewed his memo of July 7, 2022. He stated that at the January 25, 2022, Public Services & Safety Committee meeting a petition was received from residents along E. Bell Street requesting the speed limit be lowered from 30 MPH to 25 MPH in the 200 block of E. Bell Street. He stated that the Committee directed staff to conduct a speed study over a two week period and report back to the Committee with the results.

Traffic Engineer Merten stated that the traffic study was conducted from May 17 to May 30. He stated that the study was done at 113 E. Bell Street (Between S. Commercial Street and Lyon Drive, Dentistry by Design), 209 E. Bell Street (Between Mahler Boulevard and the S-Curve, Valley VNA property), 233 E. Bell Street (At the center of the S-Curve, approximate midpoint of the condos). Traffic Engineer Merten stated that

the findings showed the highest amount of speeding occurred at the western most location at 113 E. Bell Street and the lowest were at the S-curve at 233 E. Bell Street. He stated that drivers traveling more than 10 mph over the speed limit only accounted for 0.3% to 5% of all drivers, which is lower than typical for this class of street. Traffic Engineer Merten stated that there have only been four traffic accidents reported from 2011 to present, within the area of the traffic study.

Traffic Engineer Merten stated that when comparing the results to other streets, this segment of E. Bell Street, particularly in front of the condos, does not demonstrate a substantial speeding problem. He stated that even if we use 25 mph as the baseline speed, excess speeding in front of the condos would only account for 5% of the total traffic.

Traffic Engineer Merten stated that staff recognizes that the width of E. Bell Street is excessively wide (48'), which is known to cause speeding issues. He stated that one measure that could be take in lieu of a speed limit reduction is narrowing the through lanes via pavement markings. He stated that there are studies that show that narrowing the lanes of traffic can reduce speeds. He stated that his recommendation is adding a line that runs parallel to the bike lane. He stated that by doing this, you are narrowing the traffic lane to one lane and you are creating a parking lane.

Aldersperson Lendrum stated that this sounds like a good compromise. She stated that the change in the pavement markings provides parking for the residents and also has the potential of slowing down traffic.

Aldersperson Weber asked if the police department has any speed data along this section of E. Bell Street. Traffic Engineer Merten stated that they probably do, but he did not include it in this data.

Aldersperson Hillstrom stated that the data shows there is not a speeding issue on E. Bell Street except for peak times eastbound. He stated that this year, not all the striping was able to be done at the roundabouts because the bid prices came in higher than expected. He asked what will have to be pushed back in the 2023 budget to allow this striping to be done. He stated that he would like a pavement marking priority list to be compiled. Traffic Engineer Merten stated that he will put a list together.

Aldersperson Hillstrom asked what the cost is for striping a crosswalk. Traffic Engineer Merten stated a typical four-legged intersection costs is approximately \$4,000.

Aldersperson Stevenson stated that he agrees with Aldersperson Hillstrom for the need of a pavement marking priority list. He stated this will help determine if requests like the one discussed here tonight can be done and also if additional funding is needed to complete yearly pavement markings.

Margaret Chrzan, 225 E. Bell Street, stated that she is the current President of the Condo Association. She stated that she would like to thank former Mayor Kaufert, the Council and staff for following through and conducting the speed study. She stated that the recommendation of narrowing the street sounds like a good idea. She stated that providing parking is important to the residents along this section of E. Bell Street too.

Karen Dismer, 233 E. Bell Street stated that she wanted to thank staff for looking into this matter. She stated that she had no idea what the cost would be for the changes that were being requested to be done and the impact a small request can make on a budget. She stated she is pleased that there is the possibility of on-street parking.

Contract 3-22 Discontinuous Sidewalk

Traffic Engineer Merten reviewed his memo from July 8, 2022. He stated that at the January 11, 2022 Committee meeting, Director Kaiser shared with the committee the areas of discontinuous sidewalk that was present on the streets included in Contract 3-22. Traffic Engineer Merten stated that questions were raised at this meeting regarding school walking routes and the Committee asked for additional information before determining which, if any, of the discontinuous sidewalks needed to be completed.

Traffic Engineer Merten stated that the Neenah Joint School District (NJSD) participates in the regional Safe Routes to School (SRTS) program managed by East Central Wisconsin Regional Planning Commission (ECWRCP). He stated that NJSD puts together action plans based on data for middle and elementary school level only. He stated that the streets included in Contract 3-22 include two schools, Hoover Elementary and Tullar Elementary. The data from the action plans only shows that there is a portion of the population in that area, that bike or walk to both schools, but doesn't give any idea of which route they are taking to get to school.

Traffic Engineer Merten stated that the budget for Contract 3-22 has sufficient funds to include the sidewalk connections on Meadow Lane and Fredrick Drive. He stated that these streets are specifically mentioned because of street classification and because not much additional sidewalk is needed to complete the connections. Traffic Engineer Merten stated that staff recommends installing the missing sidewalk on the east side of Meadow Lane and on the north side of Fredrick Drive.

Aldersperson Stevenson asked why there are leftover funds. Director Kaiser stated that the amount of curb, gutter and sidewalk replacement came in lower than originally projected which freed up money to propose the finishing of these stretches of sidewalk.

Aldersperson Stevenson asked why we are not assessing for this sidewalk installation. Director Kaiser stated that sidewalk installation and replacement is part of the Transportation Assessment Replacement Fee (TARF).

The Committee continued discussion on the use of TARF funds.

Aldersperson Stevenson asked if there is a discontinuous sidewalk policy. Director Kaiser stated that when 51% of the street has sidewalk, the remaining sidewalk is installed.

Aldersperson Stevenson stated that based on the data, only 20% of the kids who live on the streets included in Contract 3-22 walk or bike to school. Director Kaiser stated that

the other dynamic that is changing in this area is the high school will become a middle school in fall of 2023 so that percentage may increase.

Alderson Hillstrom asked what the cost is for installing sidewalks on Fredrick Drive and Meadow Lane. Director Kaiser stated that it would be approximately \$38,000.

Committee continued discussion regarding which discontinuous sidewalks to include in Contract 3-22, funding of the sidewalks and which routes would most likely be used by foot and bike traffic.

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve to add to Contract 3-22, installation of missing sidewalk on the east side of Wild Rose Lane from Fredrick Drive to Apple Blossom Drive, the north side of Fredrick Drive from Tullar Road to Primrose Lane and the east side of Meadow Lane from Fredrick Drive to Apple Blossom Drive based on the Discontinuous Sidewalk Policy with funding to come from unused dollars in Contract 3-22.** All voting aye.

Report

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry: Work is complete.
 - b) Shootingstar, Armstrong: The roads were graded and graveled on June 3. Asphalt paving has not been scheduled.

Director Kaiser stated that, after discussions with Sommers Construction, the general contractor, and Northeast Asphalt, a subcontractor to Sommers Construction on 3-20 and the general contractor on 3-22, it has been decided to remove the paving work for Shootingstar and Armstrong from this contract and add it to Contract 3-22. This will simplify coordination of this work without adding to our costs. Director Kaiser stated we can then close out Contract 3-20. He stated that there will be a change order coming through the Board of Public Works to delete the paving from 3-20 and include it in 3-22.

- 2) Contract 4-21 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 3) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work is complete. A final pay request is being prepared.
- 4) Contract 7-21 (Harrison Pond): Pond excavation is complete. The retaining wall contractor was on-site to pump the pond down so that they can resume their work.

Director Kaiser stated that the contractor has begun working on the retaining wall footings.

- 5) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. A final pay request is being prepared. In the course of measuring final quantities, it became apparent that there was a significant error in the bid quantity for trail between Cecil Street and the north bridge. The quantity included in the bid was 870 square feet when it should have been 2,870 square feet.
- 6) Contract 1-22 (Utility Construction in Fredrick Drive area): Work is complete. A final pay request is being prepared.
- 7) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): City utility work is complete. We Energies gas main and service replacement is ongoing and is scheduled for completion by July 22. Street construction is scheduled to start the first week of August.
- 8) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): The contractor paved the thinlay areas and the binder mat on Apple Blossom Drive. Concrete work on the Fredrick Drive area is scheduled to start July 11. Work on the park projects is tentatively scheduled to start at the end of July.

Aldersperson Hillstrom asked when Fresh Air Park will be paved. Engineer Merten stated that this work will start at the end of July.
- 9) Contract 4-22 (S. Commercial Utility Construction): Work is complete. A final pay request is being prepared.
- 10) Contract 6-22 (Epoxy Pavement Marking): Bid documents are being finalized.
- 11) Contract 7-22 (Winneconne Ave Overpass Repairs): Repairs to the south column are complete. Work on the bridge deck is scheduled for late August.
- 12) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was awarded to Northeast Asphalt. Work has not been scheduled but typically takes places in October.
- 13) Contract 9-22 (Miscellaneous Concrete Pavement and Sidewalk Repairs): This contract was re-bid since no bidders responded to the initial issuance. Two bids were received. Staff is evaluating the bids to determine how we wish to proceed with the work.

Director Kaiser stated the bids that were received in the rebid of this project came in 50% higher than estimated. Staff will be recommending to the Board of Public Works to reject all bids. He stated that staff had arranged for another contractor to repair key pieces of concrete pavement which they are be able to fit into their current schedule.
- 14) CTH JJ/CTH CB Road Construction: The County's contractor is placing storm sewer.
- 15) Assistant Public Works Superintendent: Trevor Griesbach has accepted the position of Assistant Public Works Superintendent. Since he was an internal candidate, we'll be posting an opening for a Street Crew position.

Alderson Hillstrom asked for an update on the TDS fiber installation. Director Kaiser stated that they are currently working on the island. He stated that there is a new project lead this year and he seems to have control of the crews and the work.

Director Kaiser stated that there was a serious accident at the Drop-Off center that involved a resident. His understanding is that a resident was trying to dispose of a toilet and tripped at which point he dropped the toilet and then fell into the broken pieces of porcelain, severely injuring his arm.

Adjournment: **Motion/Second/Carried Stevenson/Hillstrom to adjourn at 8:08 PM.**
All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager

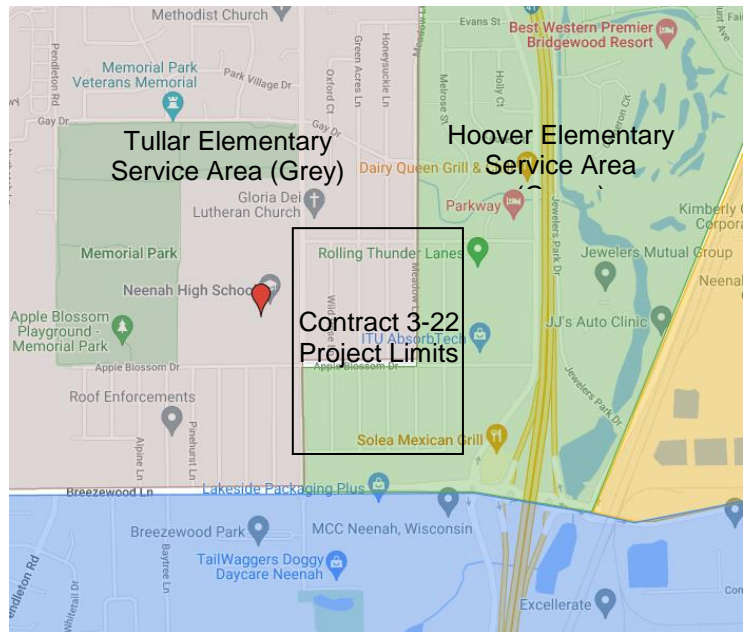


M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: July 8, 2022
RE: Contract 3-22 Discontinuous Sidewalk

On January 11, 2022, Public Works Director Gerry Kaiser presented the attached memorandum regarding connecting discontinuous sidewalk within the Contract 3-22 project area. The result from that discussion brought about questions regarding school walking route information. No decision was made at the time.

With regards to school walking routes, the Neenah Joint School District participates in the regional Safe Routes to School (SRTS) program managed by East Central Wisconsin Regional Planning Commission (ECWRCP). The SRTS program is specifically geared for elementary and middle school and does not include high schools. Attached to this memo are the SRTS action plan reports for the two elementary schools that are impacted by the project, Hoover and Tullar Elementary Schools. See the service area graphic on the right. Also attached is the SRTS school demographic information for Winnebago County, which includes school enrollment and walking percentage information.



The budget for Contract 3-22 has sufficient coverage to include the sidewalk connections on Meadow and Fredrick. These streets are specifically mentioned because of street classification (and its related factors) and because not much additional sidewalk is needed to complete the connections. A decision on what amount of sidewalk work is to be included as part of this project needs to be made. Staff recommends installing the missing sidewalk on the east side of Meadow Lane and on the north side of Fredrick Drive.



M E M O R A N D U M

DATE: January 6, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Discontinuous Sidewalk on Overlay Streets:
 Wild Rose, Green Acres, Honeysuckle, Meadow, Primrose, Fredrick

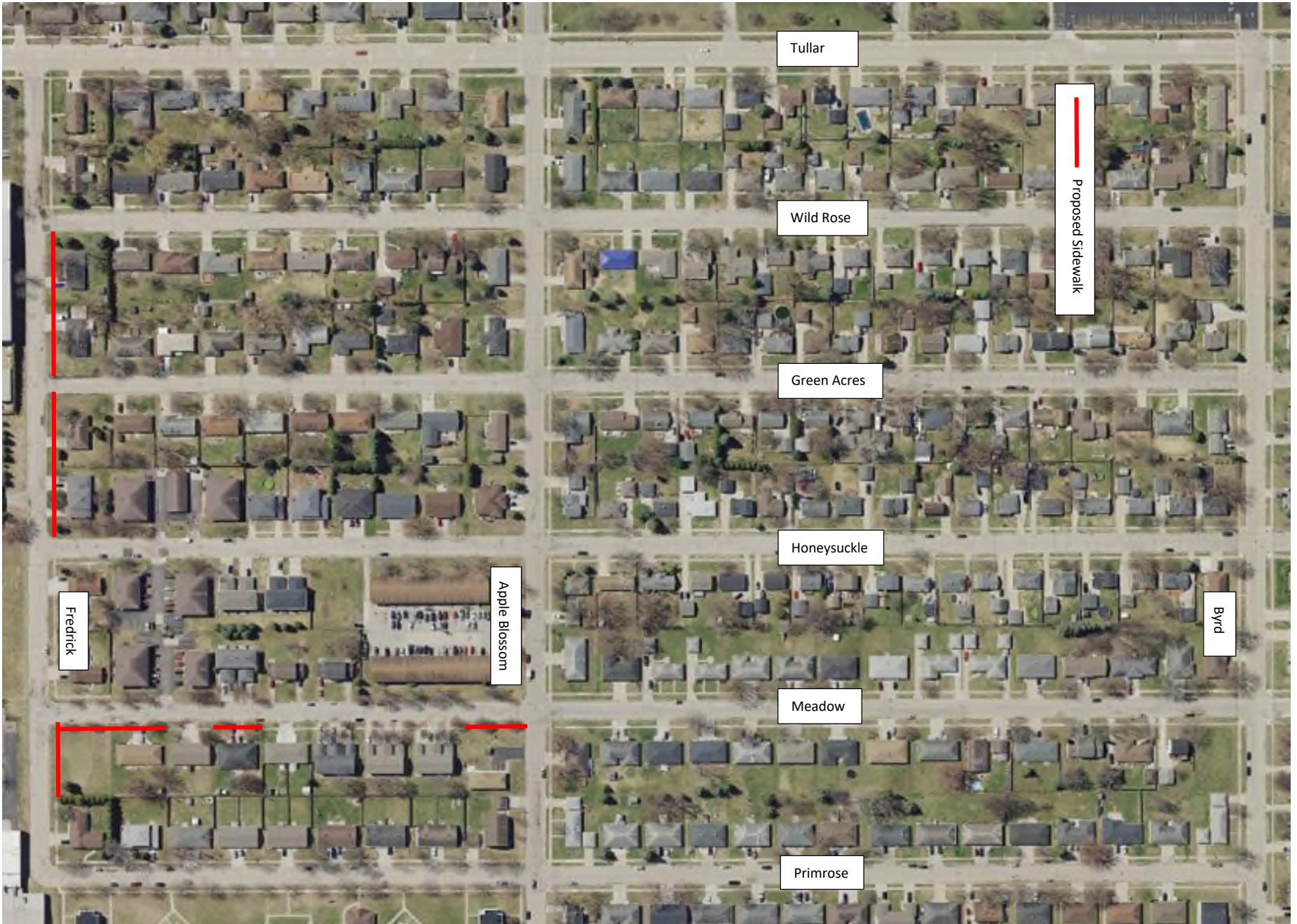
In preparing the plans for resurfacing projects on Wild Rose, Green Acres, Honeysuckle, Meadow, Primrose, Fredrick, staff noted the discontinuous sidewalk present on a number of the streets. The table below shows the status of sidewalk on these streets. Past practice had been to consider completing sidewalk on those block faces that had more than 50% of the sidewalk in place. Staff is looking for input from the Committee regarding these streets.

Street	Side of Street	Fredrick – Apple Blossom		Apple Blossom - Byrd	
		Sidewalk in Place	Sidewalk Missing	Sidewalk in Place	Sidewalk Missing
Wild Rose	West	853	0	0	1,258
	East	486	367	232	1,026
Green Acres	West	0	851	1,258	0
	East	0	851	1,258	0
Honeysuckle	West	243	606	1,258	0
	East	102	747	1,258	0
Meadow	West	100	747	1,258	0
	East	456	391	1,258	0
Primrose	West	845	0	1,258	0
	East	845	0	1,258	0

Fredrick Drive	Side of Street	Sidewalk in Place	Sidewalk Missing	Side of Street	Sidewalk in Place	Sidewalk Missing
Tullar – Wild Rose	North	233	0	South	0	233
Wild Rose – Green Acres	North	0	240	South	0	240
Green Acres – Honeysuckle	North	0	240	South	0	240
Honeysuckle – Meadow	North	240	0	South	0	240
Meadow - Primrose	North	120	120	South	0	240

Of the streets listed, Meadow Lane, Primrose Lane and Fredrick Drive are considered Neighborhood Subcollector streets.

Staff is of the opinion that sidewalk on the north side of Fredrick Drive should be completed along with sidewalk on the east side of the Meadow Lane. The Fredrick Drive sidewalk is estimated to cost \$24,000. The Meadow Lane sidewalk is estimated to cost \$14,000. These sidewalk projects were not included in the 2022 capital improvement program. The possible sources of funding for this work are the street project budgets and the miscellaneous sidewalk repair program budget.



Tullar

Wild Rose

Green Acres

Honeysuckle

Meadow

Primrose

Fredrick

Apple Blossom

Byrd

Proposed Sidewalk



HOOVER ELEMENTARY SCHOOL ACTION PLAN

NEENAH SAFE ROUTES TO SCHOOL PROGRAM



920.751.6960 | 950 Hunt Avenue | Neenah, WI 54956 | EastCentralSRTS.org

SAFE ROUTES TO SCHOOL (SRTS) BACKGROUND INFORMATION

The purpose of the SRTS program is to provide safe pedestrian and bicycle facilities that encourage healthier lifestyles. Programs can be established to educate students, parents, and the community on the benefits of walking and bicycling to school and provide tips to do so safely. Major SRTS goals are:

1. To enable and encourage children, including those with disabilities, to walk and bike to school.
2. To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age.
3. To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

SRTS Planning efforts assess the facilities and conditions near school, examine how students are currently traveling to/from school, and identify safety concerns/issues raised by parents and the community. Infrastructure and non-infrastructure recommendations are then created and implemented, sometimes with grant funding assistance, by the SRTS Task Force and other community members. SRTS Plans focus on projects within two miles of an elementary or middle school (Kindergarten-8th grade) and address the 5 E's:

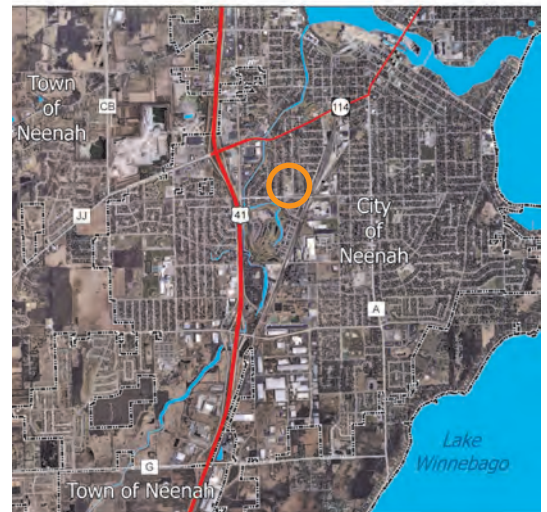
Engineering Enforcement Education Encouragement Evaluation

HOOVER ELEMENTARY BACKGROUND INFORMATION

Hoover Elementary School is located in the City of Neenah on the corner of Hunt Ave and W. Cecil St. The majority of students, approximately 60-70 percent, travel to and from school in a family vehicle. The top three concerns of parents that do not allow their children to walk or bike to school deal with traffic related issues. W. Cecil St. does have bicycle lanes but is a minor arterial with a 2010 average daily traffic count of 7600 vehicles. A crossing guard, user activated flashing beacons, and curb extensions are located at Reddin Ave. and W. Cecil St. which provide a safe crossing for students walking or biking. A multi-use path also leads south from that intersection providing safe bike/pedestrian access to the adjacent neighborhoods.

SCHOOL DEMOGRAPHICS

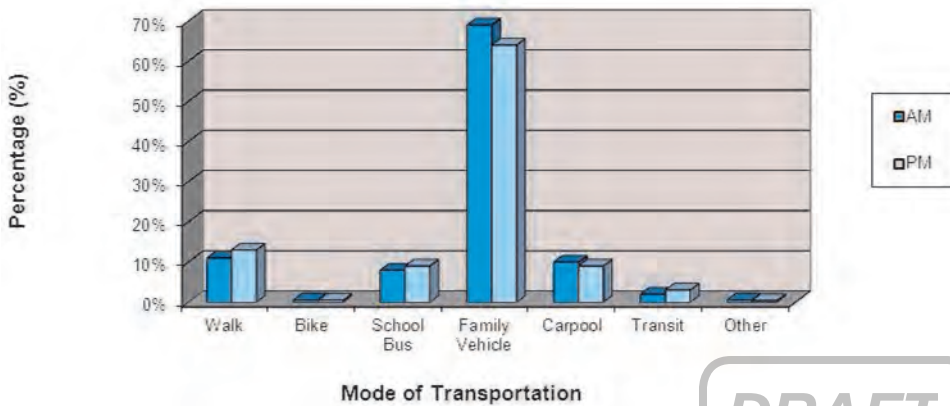
Enrollment:	300 students
Grades:	K - 5
Principal:	Michael Tauscher
Start Time:	8:15 a.m.
End Time:	3:05 p.m.
Task Force Rep.:	RoxAnn Barrow



SRTS & School Background Info.....	1
Survey Results & Background Info.....	2
Bike & Walk Audit Results.....	3
Recommendations: The 5 E's.....	4

PARENT & STUDENT SURVEY RESULTS

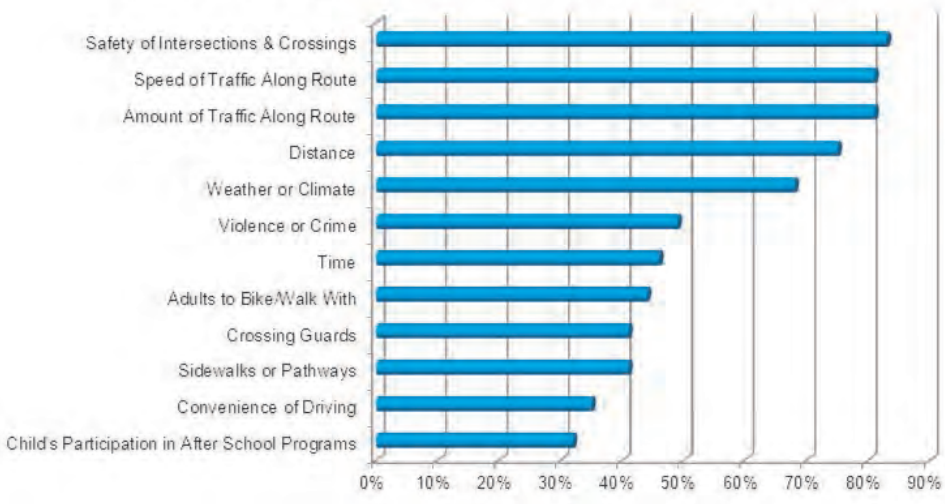
Hoover Elementary School Student Survey Results
Morning and Afternoon Comparison



DRAFT

Survey Data Collected in Spring 2011

Hoover Elementary School
Parent Concerns of Children That Do Not Walk or Bike to School



Survey Data Collected in Spring 2011

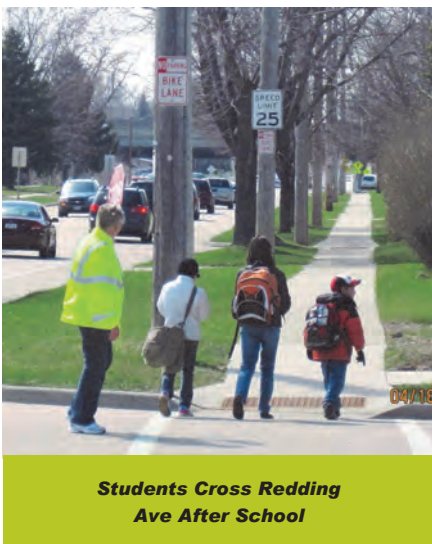
Background Information

The Neenah School District is comprised of both rural and urban areas that encompass the City of Neenah. Areas of the district extend past the urban fringe into more rural, less developed areas. Overall the community has very good bicycle/pedestrian facilities, however some areas around schools and throughout the community have gaps in the sidewalk network or lack sidewalks completely. There are also arterial and/or collector streets which serve as barriers for bicyclists and pedestrians (i.e. Commercial Street and Winneconne Ave). It is crucial that students and other members of the community have adequate facilities to travel along and cross these barriers both as bicyclists and pedestrians.

The City of Neenah and the surrounding areas have some great off street multi-use trail facilities along with a network of marked on-street bike routes. The Paper Trail, a network of on-street routes and off-street multi-use paths that connects communities in the Fox Cities, also traverses through the City of Neenah.

WORK IN PROGRESS

In the Spring of 2011 a group of individuals from the Neenah School District and the City of Neenah came together to form the Neenah SRTS Task Force. Working with the East Central Regional SRTS program the group began working to address safety concerns in school zones and surrounding areas. The group also worked on encouragement and educational activities including events that promote walking or biking to and from school.



Students Cross Redding Ave After School

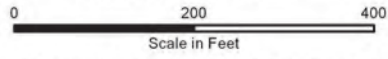


Hoover Elementary Fun Run/Bicycle Safety Assembly - May 2011

HOOVER ELEMENTARY SCHOOL BIKE/WALK AUDIT RESULTS

Source: Aerial photography and base data Winnebago County, 2010. ECWRPC provided the school location and bike and walk audit results.







Audit Conducted
04.18.2011 - P.M.



This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

Prepared By
EAST CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION-SEPTEMBER 2011



-  Very Heavy Traffic on Cecil Street
-  Crossing Guard
-  Staff Member Crossing Students
-  No Sidewalk
-  Areas Used by Most Parents Picking-Up Students
-  Bus Loading Area
-  Multi-Use Trail



RECOMMENDATIONS

~ Engineering ~

- Consider including sidewalks during road reconstruction projects at and around the school which currently lack sidewalks or only have sidewalks on one side
- High visibility ladder style crosswalks at designated intersections - High visibility crosswalks improve pedestrian visibility to drivers and emphasize the recommended path for crossing an intersection.
- Consider bike/pedestrian accommodations during reconstruction of arterial/collector streets around the school and throughout the community

~ Enforcement ~

- Law Enforcement Presence - Continue working with the Neenah Police Department to increase enforcement (when officers are available) at and around schools particularly during drop-off and pick-up times.
- Speed Trailers or Permanent Radar Feedback Signs - These can be located at or near schools to show passing motorists the speed they are traveling and slow down traffic speeds.
- Sidewalk, Building, and Property Maintenance Ordinances - These ordinances support a safer and friendlier pedestrian environment (i.e. clearing sidewalks of snow within 24 hours and trimming overgrown vegetation). It is important to enforce these ordinances throughout the year.

~ Education ~

- Bicycle Rodeo/Safety Course - A Bike Rodeo is a bicycle safety clinic which typically features bike safety inspections; a safety lecture covering the rules of the road; an obstacle or other bicycling course which emphasizes riding safely; and education about the importance of wearing a helmet.
- Media Campaign (i.e. Public Service Announcements) - A media campaign could be implemented by the SRTS task force by including signage reminding drivers to slow down in school zones. Also public service announcements could be developed and aired over local radio to remind the community about the importance of bicycle/pedestrian awareness and school zones.
- Parent Pledge Program - Continue participating in the Regional SRTS Parent Pledge Program.

~ Encouragement ~

- Fun Run/Bicycle Safety Presentation - Continue holding similar events which promote physical activity and bike/pedestrian safety.
- Frequent Walker Card/Frequent Rider Miles - Students are given cards that get punched every time they walk or bike to school. Once their card is full they will receive an incentive or become eligible to win an incentive.
- Walking Wednesdays/Tuesday Truckers - These walking or biking days can be weekly or monthly and can also include different themes to encourage students to walk or bike to school.
- Pollution Punch Card Contest - Rewards students when they choose green modes of travel - walking, biking, and can include carpooling and bus or transit.
- Walk to School Day/Bike Safety Day - Participate in these annual events to promote walking and biking safely.

~ Evaluation ~

- Student and Parent Surveys - Conduct periodic parent and student surveys in conjunction with the Regional SRTS Program.
- Bike/Walk Audits - Continue periodic audits to assess safety concerns at and around the school.

EXAMPLES

rapid repeating flashing beacon

pedestrian refuge island



ladder style crosswalk

The street design elements shown above help identify crossings and calm the speed of vehicular traffic.



Depending on the amount of right-of-way and traffic volume, "Road Diets" (shown above) can be implemented on arterial streets to accommodate bicycles and pedestrians while maintaining traffic flow.

Recommendations Developed by the Neenah SRTS Task Force



East Central Wisconsin Regional
Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952
920.751.4770
www.eastcentralsrts.org

DRAFT



TULLAR ELEMENTARY SCHOOL ACTION PLAN

NEENAH SAFE ROUTES TO SCHOOL PROGRAM



920.751.6985 | 925 Tullar Road | Neenah, WI 54956 | EastCentralSRTS.org

SAFE ROUTES TO SCHOOL (SRTS) BACKGROUND INFORMATION

The purpose of the SRTS program is to provide safe pedestrian and bicycle facilities that encourage healthier lifestyles. Programs can be established to educate students, parents, and the community on the benefits of walking and bicycling to school and provide tips to do so safely. Major SRTS goals are:

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3. To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

SRTS Planning efforts assess the facilities and conditions near school, examine how students are currently traveling to/from school, and identify safety concerns/issues raised by parents and the community. Infrastructure and non-infrastructure recommendations are then created and implemented, sometimes with grant funding assistance, by the SRTS Task Force and other community members. SRTS Plans focus on projects within two miles of an elementary or middle school (Kindergarten-8th grade) and address the 5 E's:

Engineering **Enforcement** **Education** **Encouragement** **Evaluation**

TULLAR ELEMENTARY BACKGROUND INFORMATION

Tullar Elementary School is located on the west side of the City of Neenah at the intersection of Tullar Rd. and W. Cecil St. The high volume of traffic at and around the school, which is enhanced by the proximity to Neenah High School 0.5 miles south, is a major concern for students walking or biking to school. Tullar Rd., W. Cecil St., and to the north W. Winneconne Ave. are all minor arterials with 2010 daily traffic counts ranging from 5,500 to over 15,000 vehicles. There is a crossing guard located at the 4-way stop intersection of Tullar Rd. and W. Cecil St. providing a safe crossing for students walking or biking.

SCHOOL DEMOGRAPHICS

Enrollment: 410 students

Grades: K - 5

Principal: Diane Galow

Start Time: 7:33 a.m.

End Time: 2:55 p.m.

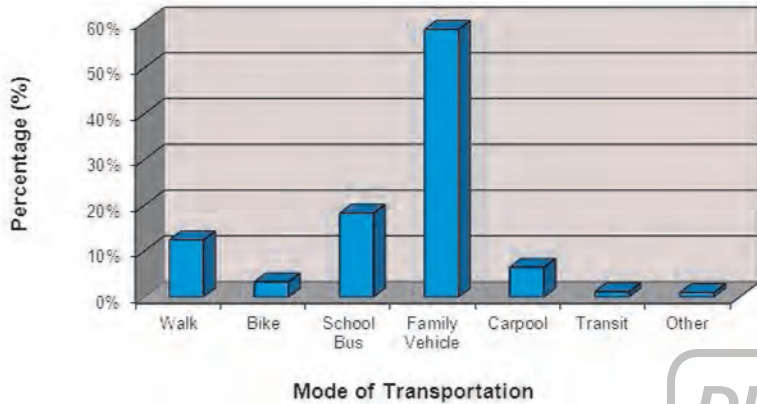
Task Force Rep: Diane Galow



SRTS & School Background Info.....	1
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PARENT & STUDENT SURVEY RESULTS

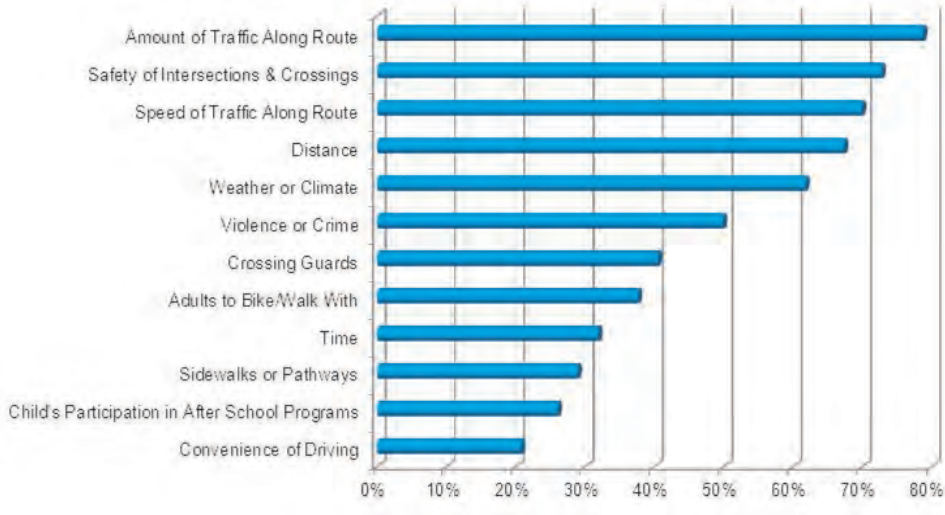
Neenah Safe Routes to School Student Survey Results



Survey Data Collected in Spring 2011

DRAFT

Neenah Safe Routes to School Parent Concerns of Children That Do Not Walk or Bike to School



Survey Data Collected in Spring 2011

Background Information

The Neenah School District is comprised of both rural and urban areas that encompass the City of Neenah. Areas of the district extend past the urban fringe into more rural, less developed areas. Overall the community has very good bicycle/pedestrian facilities, however some areas around schools and throughout the community have gaps in the sidewalk network or lack sidewalks completely. There are also arterial and/or collector streets which serve as barriers for bicyclists and pedestrians (i.e. Commercial Street and Winneconne Ave). It is crucial that students and other members of the community have adequate facilities to travel along and cross these barriers both as bicyclists and pedestrians.

The City of Neenah and the surrounding areas have some great off street multi-use trail facilities along with a network of marked on-street bike routes. The Paper Trail, a network of on-street routes and off-street multi-use paths that connects communities in the Fox Cities, also traverses through the City of Neenah.

WORK IN PROGRESS

In the Spring of 2011 a group of individuals from the Neenah School District and the City of Neenah came together to form the Neenah SRTS Task Force. Working with the East Central Regional SRTS program the group began working to address safety concerns in school zones and surrounding areas. The group also worked on encouragement and educational activities including events that promote walking or biking to and from school.



Students Cross the Intersection of Tullar Rd. and W Cecil St. After School









Students Biking Along Tullar Rd. After School



TULLAR ELEMENTARY SCHOOL BIKE/WALK AUDIT RESULTS

Source: Aerial photography and base data Winnebago County, 2010.
ECWRPC provided the school location and bike and walk audit results.

-  Very High Traffic Volume
-  Staff Members Directing Traffic in Parking Lot
-  Crossing Guard
-  Parent Drop-Off / Pick-Up Area
-  Bus Loading Area
-  Multi-Use Trail



This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

Prepared By
EAST CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION-JUNE 2011



RECOMMENDATIONS

~ Engineering ~

- **High visibility ladder style crosswalks at designated intersections** - High visibility crosswalks improve pedestrian visibility to drivers and emphasize the recommended path for crossing an intersection.
- **Consider bike/pedestrian accommodations during reconstruction of arterial streets at and around the school and other arterial/collector streets throughout the community**
- **Consider including sidewalks when reconstructing roads at and around the school which currently lack sidewalks or only have sidewalks on one side**
- **Consider traffic calming measures (curb extensions, speed tables) at key areas/intersections at and around the school (i.e. intersection of Tullar Rd and W. Cecil St.)**

~ Enforcement ~

- **Law Enforcement Presence** - Continue working with the Neenah Police Department to increase enforcement (when officers are available) at and around schools particularly during drop-off and pick-up times.
- **Speed Trailers or Permanent Radar Feedback Signs** - These can be located at or near schools to show passing motorists the speed they are traveling and slow down traffic speeds.
- **Sidewalk, Building, and Property Maintenance Ordinances** - These ordinances support a safer and friendlier pedestrian environment (i.e. clearing sidewalks of snow within 24 hours and trimming overgrown vegetation). It is important to enforce these ordinances throughout the year.

~ Education ~

- **Bicycle Rodeo/Safety Course** - A Bike Rodeo is a bicycle safety clinic which typically features bike safety inspections; a safety lecture covering the rules of the road; an obstacle or other bicycling course which emphasizes riding safely; and education about the importance of wearing a helmet.
- **Media Campaign (i.e. Public Service Announcements)** - A media campaign could be implemented by the SRTS task force by including signage reminding drivers to slow down in school zones. Also public service announcements could be developed and aired over local radio to remind the community about the importance of bicycle/pedestrian awareness and school zones.
- **Parent Pledge Program** - Participate in the Regional SRTS Parent Pledge Program.

~ Encouragement ~

- **Frequent Walker Card/Frequent Rider Miles** - Students are given cards that get punched every time they walk or bike to school. Once their card is full they will receive an incentive or become eligible to win an incentive.
- **Walking Wednesdays/Tuesday Truckers** - These walking or biking days can be weekly or monthly and can also include different themes to encourage students to walk or bike to school.
- **Pollution Punch Card Contest** - Rewards students when they choose green modes of travel - walking, biking, and can include carpooling and bus or transit.
- **Walk to School Day/Bike Safety Day** - Participate in these annual events to promote walking and biking safely.

~ Evaluation ~

- **Student and Parent Surveys** - Conduct periodic parent and student surveys in conjunction with the Regional SRTS Program.
- **Bike/Walk Audits** - Continue periodic audits to assess safety concerns at and around the school.

EXAMPLES

rapid repeating flashing beacon

pedestrian refuge island



ladder style crosswalk

The street design elements shown above help identify crossings and calm the speed of vehicular traffic.



Depending on the amount of right-of-way and traffic volume, "Road Diets" (shown above) can be implemented on arterial streets to accommodate bicycles and pedestrians while maintaining traffic flow.

Recommendations Developed by
the Neenah SRTS Task Force



East Central Wisconsin Regional
Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952
920.751.4770
www.eastcentralsrts.org

SRTS Action Plan prepared by East Central Wisconsin Regional Safe Routes to School Program, January 2012. For additional information, please contact Melissa Kraemer Badtke, Regional SRTS Coordinator, at 920.751.4770 or visit www.eastcentralsrts.org.

DRAFT

East Central WI Regional SRTS Program - School Demographic Data: Attachment 1
 Transportation Alternatives Program Cycle: SRTS - Non Infrastructure Application (SFY 2021 and SFY 2022)

Winnebago County														
* Indicates data is unavailable														
School District / School	School Enrollment	Grades of Students at School	% of students currently walking to school	% of students currently bicycling to school	Policies related to walking or bicycling	Distance eligibility for riding a bus	Number of Children not eligible for busing	Number of students eligible for busing because of hazard situation	% of students within 1 mile	% of students within 2 miles	% of students eligible for free or reduced cost school meals	Communities served by school	School District Population	
Schools Currently Participating in Regional SRTS Program														
Menasha School District														
Barta Early Learning Center	156	K4-1	10%	10%	Yes	Students that live greater than 2 miles from their assigned school. Unless there are unusually hazardous situations. Bussing also provided for students with exceptional needs	20	0	39%	52%	74%	City of Menasha, City of Appleton, and Village of Fox Crossing	25,124	
Butte des Morts Elementary School	422	K4-5	7%	2%	Yes		*	*	67%	81%	65%			
Clovís Grove Elementary School	546	K4-5	16%	2%	Yes		*	*	63%	83%	47%			
Gegan Elementary School	380	K4-5	5%	1%	Yes		*	*	41%	65%	70%			
Nicollet Elementary School	135	3-5	18%	1%	Yes		*	*	60%	82%	62%			
Jefferson Elementary School	180	K4-2	7%	0%	Yes		*	*	41%	89%	61%			
Maplewood Middle School	697	6-8	5%	7%	Yes		0	50	37%	68%	57%			
Saint Mary Grade School	92	K4-5	*	*	*		*	*	*	*	10%			
St Mary Middle School	176	6-8	1%	1%	No		*	*	*	*	10%			
Trinity Lutheran Grade School	47	K4-8	15%	12%	No		20	0	15%	20%	27%			
Neenah School District														
Alliance Charter School	120	K-5	*	*	Yes	Students that live greater than 2 miles from their assigned school & outside the city limits. Unless there are unusually hazardous situations. Bussing also provided for students with exceptional needs	*	*	*	*	10%	City of Neenah, Village of Fox Crossing, Town of Neenah, Town of Clayton, and Town of Vinland	44,044	
Clayton Elementary School	243	K-5	0%	0%	No		0	243	49%	97%	12%			
Coolidge Elementary School	359	K-5	79%	9%	Yes		300	0	50%	98%	28%			
Hoover Elementary School	258	K-5	18%	0%	Yes		270	18	75%	98%	62%			
Lakeview Elementary School	372	K-5	9%	0%	Yes		109	57	25%	70%	8%			
Roosevelt Elementary School	113	K-5	*	*	Yes		*	*	*	*	40%			
Spring Road Elementary School	386	K-5	7%	4%	No		40	100	30%	50%	29%			
Taft Elementary School	235	K-5	*	*	Yes		*	*	*	*	54%			
Tullar Elementary School	399	K-5	20%	15%	Yes		100	0	*	40%	16%			
Wilson Elementary School	281	K-5	29%	4%	Yes		360	0	82%	92%	46%			
Horace Mann Middle School	506	6	*	*	Yes		*	*	*	*	25%			
Shattuck Middle School	973	7-8	13%	8%	Yes		561	0	15%	32%	24%			
St. Margaret Mary's School	226	K4-5	2%	1%	Yes		126	0	30%	50%	*			
Fox Valley Christian Academy	269	PK-8	*	*	*		*	*	*	*	*			
Martin Luther Evangelical Lutheran Grade	105	PK-8	3%	3%	No		11	0	9%	19%	26%			
New Hope Christian School	276	PK-8	*	*	*		*	*	*	*	*			
Saint Gabriel Grade School	147	K4-5	*	*	*		*	*	*	*	*			
Trinity Lutheran Grade School	108	K4-8	5%	1%	No	100	0	10%	50%	13%				

School District / School	School Enrollment	Grades of Students at School	% of students currently walking to school	% of students currently bicycling to school	Policies related to walking or bicycling	Distance eligibility for riding a bus	Number of Children not eligible for busing	Number of students eligible for busing because of hazard situation	% of students within 1 mile	% of students within 2 miles	% of students eligible for free or reduced cost school meals	Communities served by school	School District Population	
Schools Currently Participating in Regional SRTS Program														
Omro School District														
H.B. Patch Elementary School	234	K4-1	2%	0%	Yes	Inside the City of Omro students in grades PK-5 are bused. Students within the City of Omro grades 6 and over are not bused unless the area is deemed to be a hazardous situation.	88 (OMS). All elementary students are eligible.	250	Unavailable -- tracking of two miles only.	48%	37%	City of Omro, Town of Omro, Town of Algoma, Town of Nekimi, Town of Utica, Town of Nepeukun, Town of Rushford, Town of Poygan, Town of Winnecone, Town of Poy Sippi, and Town of Aurora	7,903	
Omro Elementary School	333	2-5	1%	0%	Yes						30%			
Omro Middle School	268	6-8	9%	2%	Yes						32%			
Oshkosh School District														
Carl Traeger Elementary School	510	K4-5	11%	10%	No	2 miles - unless deemed unusually hazardous	300	0	60%	86%	19%	City of Oshkosh, Town of Oshkosh, Town of Vinland, Town of Algoma, Town of Black Wolf, Town of Nekimi, and Town of Utica	72,488	
Emmeline Cook Elementary School	280	K-5	*	*	*		*	*	*	*	*			62%
Franklin Key to Learning Charter School	383	K-5	55%	5%	*		*	*	63%	84%	48%			
Jacob Shapiro STEM Elementary School	257	K4-5	20%	8%	No		244	13	85%	95%	47%			
Lakeside/Green Meadow Elementary School	269	K-5	*	*	*		*	*	*	*	23%			
Jefferson Elementary School	172	PK-5	70%	6%	Yes		165	7	92%	97%	74%			
Merrill Elementary School	259	K-5	80%	10%	Yes		250	9	80%	87%	70%			
Oaklawn Elementary School	438	K-5	20%	10%	Yes		80	10	20%	80%	58%			
Oakwood Elementary School	471	K4-5	2%	5%	Yes		0	*	25%	75%	8%			
Read Elementary School	342	PK-5	35%	10%	Yes		171	80	40%	65%	46%			
Roosevelt Elementary School	232	K-5	60%	10%	Yes		232	0	90%	95%	61%			
Smith Elementary School	177	K-5	36%	0%	Yes		186	*	80%	87%	47%			
Washington Elementary School	222	K-5	72%	43%	No		353	0	62%	100%	64%			
Webster Stanley Elementary School	351	K4-5	46%	32%	No		351	0	72%	95%	56%			
Carl Traeger Middle School	472	6-8	25%	25%	Yes		400	100	50%	75%	13%			
Merrill Middle School	466	6-8	33%	15%	Yes		360	10	55%	71%	50%			
Perry Tipler Middle School	309	6-8	*	*	*		*	*	*	*	43%			
South Park Middle School	405	6-8	65%	15%	No		300	100	58%	75%	41%			
Webster Stanley Middle School	371	6-8	20%	9%	*		*	*	76%	87%	60%			
Grace Lutheran School	153	PK-8	*	*	*		*	*	*	*	9%			
Lourdes Academy-Seton Site	162	K4-5	0%	0%	No		10	0	6%	22%	9%			
Lourdes Academy-Cabrini Site	146	K4-5	0%	0%	No		10	0	6%	22%	9%			
Lourdes Academy Middle School	144	6-8	*	*	*		*	*	*	*	9%			
Martin Luther School	113	PK-8	*	*	*		*	*	*	*	26%			
Trinity Lutheran School	47	K-8	*	*	*		*	*	*	*	36%			
Valley Christian School	269	K4-12	2%	3%	No		10	0	10%	25%	*			
Wyldeewood Christian School	44	K-12	*	*	*	*	*	*	*	*				
ALPS	60	4-8	0%	1%	No	60	0	0%	1%	*				

School District / School	School Enrollment	Grades of Students at School	% of students currently walking to school	% of students currently bicycling to school	Policies related to walking or bicycling	Distance eligibility for riding a bus	Number of Children not eligible for busing	Number of students eligible for busing because of hazard situation	% of students within 1 mile	% of students within 2 miles	% of students eligible for free or reduced cost school meals	Communities served by school	School District Population
Schools Currently Participating in Regional SRTS Program													
Winneconne School District													
Winneconne Elementary School	721	PK-5	10%	10%	No	K-5 if they live .3 or more miles, and .5 or more miles for students 6-12. All students west of the bridge. Middle school and high school students living south of Pleasant Drive on the east side of the Village.	100	200	10%	37%	17%	Village of Winneconne, Town of Winneconne, Town of Vinland, Town of Winchester, Town of Omro, Town of Poygan, Town of Oakkosh, Town of Clayton, and Town of Wolf River	9,198
Winneconne Middle School	366	6-8	10%	10%	No		100	200	10%	28%	16%		

Total Schools in County:	61
Participating SRTS Schools in County:	47
Total School Districts in County:	5
Participating School Districts in County:	5

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, July 11, 2022 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Stevenson, Skyrms and Steiner; Mayor Lang, Finance Director Easker.

Others Present: Director of Community Development Haese.

Absent/Excused: Alderman Boyette.

Public Appearances: None.

Minutes: **Motion/Second/Carried Steiner/Stevenson to approve the minutes from the June 27, 2022 Regular Meeting.** All voting aye.

Tax Incremental District #12-Bridgewood Redevelopment District

Committee reviewed with Director Haese the proposed Tax Increment District #12 Project Plan for the Bridgewood Redevelopment District. The plan anticipates developer financed redevelopment assistance of \$3,160,000 and \$2,015,000 of City financed improvements. The TIF 12 pro forma anticipates a total of \$7.2 million in increment assuming only current development plan. Other issues discussed included the estimated TIF base value, the proposed TIF boundaries as well as the timetable for construction. Committee requested for Director Haese to provide specific detail on the proposed City financed improvements.

Formal recommendation of the plan will be processed through the City's Plan Commission so no committee action is required.

Request to Fill Director Position

Committee reviewed memo from Mayor Lang requesting authorization to fill the pending vacant position of Director of Finance. Current Director Easker has informed the Mayor and Council of his intention to retire effective October 14, 2022.

Motion/Second/Carried Stevenson/Skyrms to approve filling the Director of Finance position, and to fill any vacancies that would result if an internal candidate is selected. All voting aye.

Report

Request to Fill City Attorney Position

Committee reviewed memo from Mayor Lang requesting authorization to fill the vacant position of City Attorney due to the resignation of previous City Attorney Adam Westbrook.

Report

Motion/Second/Carried Stevenson/Steiner to approve filling the City Attorney position, and to fill any vacancies that would result if an internal candidate is selected. All voting aye.

Fiscal Matters: May Vouchers

Fiscal Matters: May Vouchers: Motion/Second/Carried Stevenson/Skyrms to approve the May 2022 vouchers as presented. All voting aye.

Motion/Second/Carried Stevenson/Steiner to adjourn the meeting at 6:50 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance



Office of the Mayor
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109
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JANE B. LANG
MAYOR

M E M O R A N D U M

DATE: July 6, 2022
TO: Chairman Erickson and Members of the Finance Committee
FROM: Mayor Jane Lang
RE: Director of Finance

As you are aware, Director of Finance Mike Easker has notified the City of Neenah of his intention to retire as of October 14, 2022. Mike has been serving the City as our finance director for the past twenty-three years. We are very thankful for his dedication and the direction he provided the Finance Department over all his years of service, and he will be missed.

We need to start the process to fill this crucial position as early as possible to ensure a smooth transition. This department head position is one of ten senior management positions within the City. The Director of Finance is in almost daily contact or discussion with the Mayor and is vitally important to the function of the City.

I recommend we begin the process to fill this position immediately. Former HR Director Lindsay Kehl will be assisting in this process.



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JANE B. LANG
MAYOR

M E M O R A N D U M

DATE: July 6, 2022
TO: Chairman Erickson and Members of the Finance Committee
FROM: Mayor Jane Lang
RE: City Attorney

As you are aware, City Attorney Adam Westbrook has departed from his position within the City of Neenah. Adam was a tremendous asset to the City in the time that he served, and he will be missed. He has agreed to continue employment with the City on a contracted basis until the end of August. This will certainly help us as we undergo the recruitment and hiring of a new City Attorney.

We need to start the process to fill this crucial position as early as possible to ensure a smooth transition. This department head position is one of ten senior management positions within the City. The City Attorney is in almost daily contact or discussion with the Mayor and is vitally important to the function of the City.

I recommend we begin the process to fill this position immediately. Former HR Director Lindsay Kehl will be assisting in this process.

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Special Meeting – June 27, 2022
Council Chambers – City Hall

Present: President Schmeichel; Commissioners: J. Lang, F. Lang, Boyette, and Bauman; Director Mach

Excused: None.

President Schmeichel called the meeting to order at 4:33 p.m.

Approve Regular Meeting Minutes for May 23, 2022 – Following discussion, **M.S.C. Boyette/Bauman to approve the May 23, 2022 Special Meeting Minutes.** All voting aye.

Approve the Invoices for May 2022 – Commissioners asked about the cash balance as of the end of May, 2022. Director Mach explained that the recent debt payment of approximately \$1.6M affected the cash balance significantly. Commissioners questioned charges and invoices from Gannett Newspapers, Inc. and Zoro Tools, Inc. Director Mach noted that contracts are advertised in the official newspaper of the City of Neenah, The Post-Crescent. The grease gun from Zoro was purchased to allow for quicker maintenance activities for both Distribution and Treatment staff members.

Following discussion, **M.S.C. Boyette/F. Lang to approve the May 2022 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Award Bid for the Replacement of the Tractor / Backhoe – Director Mach presented a memo with bids received for replacement of the 2012 Tractor / Backhoe. There were five bids received from four local dealerships. The lead time for delivery from the low bidder was deemed to be excessive by staff as the current tractor needs new tires and service work. The second low bid was for an in-stock unit. Director Mach explained the costs associated with needed work on the existing tractor/backhoe. As such, it would be financially advantageous to consider the second low bid.

Following discussion, **M.S.C. J. Lang/Bauman to award the bid for the replacement of the Tractor / Backhoe to Service Motor Company of Dale, WI in the amount of \$93,915.00 for a new Case 580SN and F6 Breaker with trade-in of the existing 2012 JD 310SK Tractor / Backhoe.** All voting aye.

Request to Approve Draft Private Well Regulation Ordinance, Approve Draft Cross-Connection Control Ordinance, and Repeal Cross Connections Prohibited Ordinance Reports – Director Mach presented two memos explaining the reasoning behind the requested changes in these three ordinances. Input was received from Commissioners and Mr. Bill Pollnow. Commissioners wished to address each ordinance change separately and discuss each thoroughly. Director Mach detailed the issues with Sec. 21-133 *Cross connections prohibited* in that it specifically prohibits all cross-connections and is impossible to enforce. Something as simple as connecting a hose to a hose bibb creates a cross-connection. Thus, this ordinance is not logical and should be eliminated according to Director Mach.

**Waterworks Commission and Storm Water Citizens Advisory Board Special Meeting Minutes
June 27, 2022
Page 2 of 4**

Following discussion, **M.S.C. Bauman/F. Lang to approve repealing Sec. 21-133 *Cross connections prohibited* ordinance and recommend said ordinance repeal to the Common Council.** All voting aye.

The Commission moved on to the discussion of revisions to Sec. 17-27 *Cross-connection control*. Commissioners asked about the definition of a *Device* and requested an explanation of its non-testability. Director Mach gave an example of a device: An ASSE 1011 Hose Bibb Vacuum Breaker. This device does not have test ports and no testing procedure. The only way to determine if it is working properly is to look for leakage. If it is leaking persistently, it is not acceptable and should be replaced. Commissioners then asked if the requirement to submit documentation is explicit in the revised ordinance or if it is implied. Director Mach noted that the submission of documentation is implied in the ordinance, but explicit in the correspondence and form used for cross-connection surveys. Commissioners directed Director Mach to consult with City Attorney Westbrook to add brief language (if needed) to specifically address this concern.

Following discussion, **M.S.C. F. Lang/Boyette to approve revisions to Sec. 17-27 *Cross-connection control* ordinance to include language addressing the requirement to submit cross-connection control surveys to the Utility and recommend said ordinance revisions to the Common Council for codification.** All voting aye.

Commissioners discussed Sec. 21-134 *Well abandonment*. Commissioner Bauman explained his dissatisfaction with the construction of the ordinance and how the burden of abandoning a well found on a property will end up falling on the property owner. He also was concerned about why the Utility was responsible for wells located only within city boundaries, and the restriction of usage for non-potable purposes only. Director Mach explained that wellhead protection programs are mandated by the DNR and we are obligated to maintain this program – even if we are a surface water plant. Our area is known to have wells with extremely high levels of Arsenic and the DNR has set minimum casing and grouting depths for new wells in our area. We do not want people to be using well water in our area for consumption or irrigating fruits and vegetables. In addition, we do not want well water with high concentrations of Arsenic entering the City's wastewater system.

Following discussion, **M.S.C. F. Lang/Boyette to approve revisions to Sec. 21-134 *Well abandonment* ordinance and recommend said ordinance revisions to the Common Council for codification.** Commissioners Schmeichel, J. Lang, F. Lang, and Boyette voting aye. Commissioner Bauman voting nay. **Motion carried 4-1.**

Request to Update Private Well Permit Fee – Director Mach presented a memo detailing the current and proposed Private Well Permit Fee. The current fee of \$25 every five year cycle does not adequately recover the costs to administer the program. Director Mach is proposing the Commission authorize a fee increase from \$25 to \$50 every five year cycle. Director Bauman suggested making the permit free in that it would limit the burden for private well owners and increase participation in the program. Director Mach noted that the permit fee currently only provides limited cost recovery from the workload and mailing costs associated with private well program.

Following discussion, **M.S.C. J. Lang/Schmeichel to approve increasing the Private Well Permit Fee from \$25 every five year cycle to \$50 every five year cycle.** Commissioners Schmeichel, J. Lang, F. Lang, and Boyette voting aye. Commissioner Bauman voting nay. **Motion carried 4-1.**

**Waterworks Commission and Storm Water Citizens Advisory Board Special Meeting Minutes
June 27, 2022
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Award Chemical Bid for Sodium Hypochlorite – Director Mach explained to the Commission that the bid tabulation was not available as of the time of the meeting. As such, awarding the bid for Sodium Hypochlorite will need to occur at a later meeting.

Following discussion, **M.S.C. Boyette/F. Lang to table awarding the bid for Sodium Hypochlorite until a future meeting.** All voting aye.

Discussion and Possible Action for Training / Mentoring Stipend – Director Mach requested the Commission have a discussion regarding the initiation of a training / mentoring stipend to reward those employees who provide one-on-one intensive training to new employees. This practice is common in police departments and school districts where there are designated staff members who are responsible for onboarding new employees. Commission members discussed the details of what a program would look like, mentor selection, and what methods would be used to measure success of the program. Commissioners asked Director Mach to report back to the Commission when a plan for implementing a suggested training / mentoring program is developed.

Following discussion, **No action.**

Director's Report –

1. Water Loss Report – Water loss is up
2. Julie Rosenau, our long-time Billing Clerk has tendered her resignation effective June 14, 2022. Julie was an incredible asset to the City and the Water Utility and staff wish her the best in her future endeavors – Commissioners wished Ms. Rosenau the best and thanked her for her service.
3. The following awards, change orders, and pay requests were approved at the June 9, 2022 Board of Public Works meeting:
 - Contract 8-22 HMA Pavement Repair was awarded to Northeast Asphalt, Inc. of Greenville, WI. Calculated amounts for Water are \$2,111.11 for Services and \$30,455.56 for Mains.
 - Pay Request No. 2 for Contract 2-22, Sanitary, Water Services, and Street Construction on Grove Street and Dieckhoff Street to Donald Hietpas & Sons, Inc., Little Chute, WI in the amount of \$12,238.85 for services on Dieckhoff Street and \$19,852.15 for services on Grove Street.
4. The following awards, change orders, and pay requests were approved at the June 15, 2022 Board of Public Works meeting:
 - Pay Request No. 3 for Contract 1-22, Sanitary, Water Main and Street Construction on Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., and Wild Rose Ln., to Kruczek Construction, Inc., Green Bay, WI in the amount of \$327,459.45 for Water.
5. Solar installation update – The array is working very well. May, 2022 was the first month where the array provided a net positive generation of electricity.

**Waterworks Commission and Storm Water Citizens Advisory Board Special Meeting Minutes
June 27, 2022
Page 4 of 4**

6. Private lead service line replacement funding update – The resolution and assessment report for the replacement of lead services and sanitary laterals is proceeding through the appropriate committees.
7. Staff are in the process of developing specifications and bid documents for the replacement of the leak truck.
8. The next regular Waterworks Commission meeting is scheduled for July 18, 2022.

Following discussion, **M.S.C. Boyette/Bauman to accept the Director's Report and place on file.** All voting aye.

Any Other Business That May Legally Come Before the Commission – None.

Adjournment – **M.S.C. Boyette/Bauman to adjourn at 6:02 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: January 31, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approval of Draft Private Well Regulation Ordinance

Please find enclosed the second draft of the Private Well Regulation ordinance. The current *Well abandonment* ordinance (Sec. 21-134) is outdated as Neenah Water Utility has been in charge of maintaining the private well program and enforcing the provisions of NR812 for nearly five years.

Staff recommend approving the Draft Private Well Regulation ordinance (revised Sec. 21-134) and recommending said ordinance to the Common Council for codification.



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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: January 31, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approval of the Draft Cross-Connection Control Ordinance and Repeal of the Cross Connections Prohibited Ordinance

Please find enclosed the Draft Cross-Connection Control Ordinance and the request to repeal the Cross Connections Prohibited Ordinance. The current *Cross-Connection Control* ordinance (Sec. 17-27) as it exists does not adequately define a cross connection, required inspection frequencies, duties of the Utility, duties of the property owner, and containment. The current *Cross Connections Prohibited* ordinance (Sec. 21-133) should be repealed in its entirety as it incorrectly prohibits cross connections and contains redundant language.

Staff recommend approving the Draft Cross-Connection Control ordinance (Sec. 17-27) and repeal of the Cross Connections Prohibited Ordinance (Sec 21-133) and recommending said ordinance changes to the Common Council for codification.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Waterworks Commission
Re: Repealing Neenah Municipal Code, Sec. 21-133
and Amending Neenah Municipal Code, Sec. 17-27
Cross-connection Control and Sec. 21-134 Well
Abandonment.

ORDINANCE NO. 2022-02
Introduced: Water Commission
Committee/Commission Action:
Recommend for Approval

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. Section 21-133 of the Code of Ordinances of the City of Neenah is repealed in its entirety.

~~Sec. 21-133. -- Cross connections prohibited.~~

- ~~(a) A cross connection shall be defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the City water system, and the other, water from a private source, water of unknown or questionable safety, or steam, gases, or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.~~
- ~~(b) No person, firm or corporation shall establish or permit to be established or maintain or permit to be maintained any cross connection. No interconnection shall be established whereby potable water from a private, auxiliary or emergency water supply other than the regular public water supply of the City may enter the supply or distribution system of said municipality, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply shall have been approved by the City Plumbing Inspector and by the State agency having jurisdiction.~~
- ~~(c) It shall be the duty of the City Plumbing Inspector to cause inspections to be made of all properties served by the public water system where cross connections with the public water system is deemed possible. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by the Plumbing Inspector and as approved by the Wisconsin Department of Natural Resources.~~
- ~~(d) Upon presentation of credentials, the representative of the City Inspection Department shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the City for cross connections. If entry is refused, such representative shall obtain a special inspection warrant under Wis. Stats. § 66.0119. On request the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property.~~
- ~~(e) The City Water Department is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this article exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the~~

~~public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Wis. Stats. ch. 68, except as provided by law or ordinance. Water service to such property shall not be restored until the cross-connection(s) has been eliminated in compliance with the provisions of this article.~~

~~(f) If it is determined by the Plumbing Inspector that a cross-connection or an emergency endangers public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the City Clerk and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for hearing under Wis. Stats. ch. 68, within ten days of such emergency discontinuance.~~

Section 2. Section 17-27 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 17-27. - Cross-connection control.

(a) *Purpose.* In order to protect the water supply system, the water supplier for every municipal water system shall develop and implement a comprehensive cross connection control program for the elimination of all existing unprotected cross-connections and prevention of all future un-protected cross connections to the last flowing tap or end-use device pursuant to Wis. Admin. Code. § NR 810.15. ~~The purpose of this section is to protect the potable drinking water supply from the possibility of contamination by isolating such contaminants that could backflow into the potable water system; and to promote the elimination or control of existing or potential cross-connections between the potable water system and a non-potable system; and to provide for the maintenance of a continuing program of cross-connection control that will systematically and effectively prevent the contamination of the potable drinking water supply.~~

(b) *Definitions.*

Assembly. A testable backflow preventer which is registered with the State of Wisconsin. Examples of common assemblies include a reduced pressure principle backflow preventer (RPZ), double-check valve assembly (DC), and a pressure vacuum breaker (PVB).

Backflow. The undesirable reversal of flow into a potable water distribution system as a result of a cross-connection.

Back-siphonage. The siphoning of contaminants from a non-potable source into a potable source which can occur due to a loss of pressure in the municipal water system such as during a fire emergency, a water main break, or a system repair.

Backpressure. The forcing of contaminants into a potable source when a source of pressure, such as a boiler, creates a water pressure greater than the pressure supplied from the municipal water system.

Backflow preventer. prevention device. An assembly, device, or method ~~or means~~ designed to prevent backflow. ~~Assemblies may include an air-gap, reduced pressure principle backflow preventer, double-check valve, vacuum breaker, and other assemblies.~~

Contamination. An impairment of a potable water supply by the introduction or admission of any foreign substance that degrades the quality of the potable water system and/or creates a health hazard.

Cross-connection. A connection between any part of the potable water system and any other environment containing **any** substances (gases, liquids, or solids) that may contaminate the potable water system.

Device. A non-testable backflow preventer. Examples of common devices include an atmospheric vacuum breaker (AVB), dual check valve with intermediate vent, and a handheld shower backflow preventer.

Method. A means of protecting a cross-connection without using an assembly or device. The most common *method* is an air-gap.

Neenah Water Utility (the "Utility"). A division of the City of Neenah. ~~Department of Public Works and Utilities.~~

Non-potable water. Water that is not safe for human consumption.

Potable water. Water that is safe for human consumption as determined by the public health authority having jurisdiction.

- (c) *Unprotected Cross-connections prohibited.* No person, firm, or corporation shall establish, ~~or~~ permit to be established, or maintain ~~or permit to be maintained~~ any unprotected cross-connection. No interconnection shall be established whereby non-potable water, or potable water from a private, auxiliary, or emergency water supply may enter the City ~~potable municipal~~ water supply or distribution system. ~~unless such private, auxiliary, or emergency supply and the method of connection and the use of such supply shall have been approved by the Director of Public Works and Utilities and by the Wisconsin Department of Natural Resources in accordance with NR 810.15(2).~~ No interconnection shall be established or maintained between a private well supply and the City municipal water supply.
- (d) *Inspections.* It shall be the duty of the Utility to cause inspections to be made of all properties served by the public water system. Suitable notifications shall be provided to the owner or management company on record for all affected properties. Residential properties will receive a notification of the requirements of this section in conjunction with the notification of the meter exchange requirements. Commercial, Industrial, and Public Authority properties will receive notifications beginning on or before the year that inspections are due. Residential single-family and duplex ~~Properties with one-inch water meters or smaller, serviced by the Utility,~~ properties shall be inspected on a ten-year interval in conjunction with the water meter exchange. In lieu of a full cross-connection control inspection, the Utility may elect to perform a partial inspection and provide educational materials regarding the hazards of cross connections during the survey and a minimum of once every three years. Commercial properties may follow the same schedule as residential properties if, in the opinion of the Utility Director or Utility Distribution Manager, the property presents a similar or lesser risk as compared to a residential property. All other properties shall be inspected a minimum of once every two years, beginning on January 1 of every odd numbered year. ~~on a two-year interval.~~ The Utility may, but is not required to, perform the cross-connection inspections of ~~the~~ any properties within the City. If, in the opinion of the Utility, the Utility is not able to perform the inspection, the property owner must, at their own expense, have their property ~~plumbing~~ inspected for cross-connections. All inspections shall include examining and documenting every device, assembly, and method present which is used to control cross-connections, any corrections which have been made in order to bring the building into compliance, and a compliance statement which certifies that the plumbing meets all cross-connection control requirements of the State of Wisconsin Plumbing Code. All inspection documentation shall be submitted to the Neenah Water Utility on either forms provided by the Utility or suitable forms which provide at a minimum the information required on the Utility-provided forms and a statement of compliance. ~~The Utility shall charge fees equal to the reconnection fees in the Utility Rate File as approved by the Public Service Commission of Wisconsin for on-premises follow-up visits by Utility personnel for re-inspection due to customer noncompliance and for after-hours inspections and re-inspections.~~
- (e) *Right of entry.* Upon presentation of credentials, representatives of the Utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the Utility, for cross-connections. If entry is refused, such representatives shall obtain a special inspection warrant under Wis. Stats. ~~ch.~~ 66.0119. ~~The Utility shall charge the property owner a fee for refusal to allow entry to examine the property. The fee shall be equal to the reconnection fees in the Utility Rate File as approved by the Public Service Commission of Wisconsin.~~ Upon request, the owner, ~~lessee, or occupant~~ of any property so served shall furnish to the inspection agent any pertinent information regarding the piping system on the property.
- (f) *Authority to discontinue service.* The Utility may discontinue water service to any property wherein any connection in violation of this section exists, and take other precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply. Water service may be discontinued after reasonable notice. ~~and opportunity for hearing under Wis. Stats. ch. 68. Except as provided in subsection (g) of this section.~~ The owner, ~~lessee, or occupant~~ shall have an opportunity

for a hearing under Wis. Stats. ch. 68 within ten days of disputing such discontinuance. Such hearing shall be before the City of Neenah Waterworks Commission and shall conform to all existing due process requirements. Water service to such properties shall not be restored until ~~the~~ all unprotected cross-connections~~(s)~~ have ~~has~~ been eliminated or ~~a~~ appropriate backflow preventers have ~~prevention device approved by the Utility has~~ been installed in compliance with the provisions of this section. The Utility shall charge a reconnection fee as included in the rate file approved by the Public Service Commission of Wisconsin for the reconnection of the water service.

- (g) *Emergency discontinuance of service.* If it is determined by the Utility that a hazardous cross-connection or an emergency endangers public health, safety, or welfare and requires immediate action, water service ~~may~~ shall be immediately discontinued. The owner, ~~lessee, or occupant~~ shall have an opportunity for a hearing under Wis. Stats. ch. 68 within ten days of disputing such emergency discontinuance. Such hearing shall be before the City of Neenah Water Commission and shall conform to all existing due process requirements. Water service to such properties shall not be restored until all unprotected cross-connections have been eliminated or appropriate backflow preventers have been installed in compliance with the provisions of this section. The Utility shall charge a reconnection fee as included in the rate file approved by the Public Service Commission of Wisconsin for the reconnection of the water service.
- (h) *Owner responsibility.* The property owner shall be responsible for the elimination of or the protection ~~from~~ of all cross-connections on their ~~premises~~ property. The owner shall, at their expense, have installed, maintained, and tested any and all backflow preventers on their ~~premises~~ property in compliance with Wis. Admin. Code § NR 810.15, and § SPS 382. The property owner shall have corrected any malfunction revealed by periodic testing of any backflow prevention ~~device~~ assembly on their ~~premises~~ property. The property owner shall inform the Utility of any proposed or modified cross-connections and also any existing cross-connections that are not protected by an approved backflow prevention device. The property owner shall not install a by-pass around any backflow prevention ~~device~~ assembly unless there is ~~a~~ backflow prevention ~~device~~ assembly of the same type on the by-pass. Property owners who cannot shut down operation for testing of ~~the~~ any backflow prevention ~~device~~ assemblies must supply any additional ~~devices~~ assemblies necessary to allow the testing to occur. ~~In the event the property owner installs plumbing upstream of the backflow prevention device, such plumbing must have its own backflow prevention device.~~ The property owner shall follow the protection practices described in the latest edition of ~~the American Water Works Association publication AWWA M14 entitled "Recommended Practices For Backflow Prevention and Cross-connection Control",~~ Wis. Admin. Code SPS 382 unless the Utility requires or authorizes other means of protecting the public water system.
- ~~(i) *Additional protection.* In the case of a premises having (a) internal cross-connections that cannot be permanently corrected or controlled, (b) intricate plumbing and piping arrangements, or (c) where entry to all portions of the premises is not accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention device in the water service line. In the case of any premises where there is any material dangerous to health, or any toxic substance, that is handled in such a manner that, in the opinion of the Utility, could create an actual or potential hazard to the public water system, the public water system shall be protected by an approved backflow prevention device.~~
- (i) *Containment.* Per Wis. Admin. Code SPS 382.14(3)(c), sewerage treatment facilities, marinas, wharfs, and docks are required to have a reduced pressure principle backflow preventer (RPZ) installed at the water service point of entry. The installation of a *containment assembly* in the water service point shall not alleviate the requirement to provide cross connection control for the connection of each plumbing fixture, piece of equipment, appliance or other piping system.
- (j) *Other regulatory codes.* Wis. Admin. Code SPS 382.41 is hereby adopted, except any penalty provisions. Wis. Admin. Code NR 810.15 is hereby adopted.

Section 3. Section 21-134 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 21-134. ~~Well abandonment.~~ Private well regulation.

(a) *Purpose.* ~~To prevent contamination of ground water and to protect public health, safety and welfare, all unused, unsafe or noncomplying wells or wells, which may serve as conduits for contamination or wells which may be illegally cross connected to the municipal water system shall be properly abandoned.~~ Pursuant to Wis. Admin. Code. § NR 810.16, water suppliers shall implement a program for the regulation of wells which are not part of the municipal water system and are located on premises served by the municipal water system. Regulation is required to prevent unused, unsafe, and noncomplying wells from acting as vertical conduits for aquifer contamination or as sources of unsafe water that could enter the public water system through cross connections.

(b) *Applicability.* This article applies to all wells located within the corporate limits of the City.

(c) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Neenah Water Utility (the "Utility"). A division of the City of Neenah.

Noncomplying means a well or pump installation, which does not comply with the current and most recent provisions of Wis. Admin. Code NR ch. 812 and other applicable State standards.

Well permit cycle means the five calendar year cycle beginning on October 31 of the calendar year 2022 and ending October 31 of the calendar year 2027. Subsequent cycles shall begin and end five years after these dates, respectively. All new permits obtained within any well permit cycle expire at the end of the cycle. Permit renewals obtained at any time between January 1 and October 31 of the end of the cycle year shall be valid until the end of the following cycle.

Well permit fee is the fee for a private well permit established by the Neenah Waterworks Commission.

Pump installation means the pump and related equipment used for withdrawing water from a well including the discharge piping, the underground connections, pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

Unsafe means a well or pump installation which produces water which is bacteriologically contaminated or contaminated with substances which exceed the standards of Wis. Admin. Code NR chs. 140 and 809 or for which a health advisory has been issued by the Department of Natural Resources.

Unused means a well or pump installation ~~that is abandoned,~~ not in use ~~on a regular basis,~~ or ~~one which~~ does not have a functional pumping system.

Well abandonment means the filling and sealing of a well according to Wis. Admin. Code NR ch. 812.

(d) *Abandonment required.* All wells located on premises capable of being serviced by the municipal water system shall be abandoned in accordance with the terms of this article and Wis. Admin. Code NR ch. 812 by September 1, 1992, ~~or~~ no later than one year from the date of connection to the municipal water system, ~~or no later than one year from the date of discovery or construction of a well,~~ whichever occurs last, unless a well operation ~~license permit~~ has been obtained by the well owner from the ~~City Utility~~.

(e) *Well operation ~~license permit~~ and renewals.* The ~~City Utility~~ may grant a ~~license permit~~ to a private well owner to operate a well for a period not to exceed five years, providing all ~~the~~ conditions of this section are met. ~~An owner may request a well operation license by submitting information verifying that the conditions of this section are met.~~ Inspection, ~~testing,~~ and certification that the well and pump installation meets all the conditions of this section shall be ~~done~~ completed by a State of Wisconsin licensed well driller or pump installer ~~at the applicant's expense.~~ ~~License Permit~~ applications and renewals shall be made on forms provided by the ~~City Utility~~. Each well located on a property is required to have a separate permit. The well operation permit is transferrable in the

event the property is sold. Upon sale or transference of a property, the new owner is required to contact the Utility and update owner information for the permit within 90 days.

The following conditions shall be met for issuance or renewal of a well operation ~~license~~ permit:

- (1) The well and pump installation meets or ~~are~~ is upgraded to meet the current requirements of Wis. Admin. Code NR ch. 812. A completed NR 812 Compliance Report (Form 3300-305) must be submitted to the Utility.
- (2) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least two samplings taken a minimum of two weeks apart and tested for any presence of total coliform bacteria and E.coli at a certified laboratory. Reasonable accommodations can be requested in order to allow time for remediation of a well that fails bacteriological testing. ~~No exception to this condition may be made for unsafe wells, unless the Department of Natural Resources approves, in writing, the continued use of the well.~~
- (3) There are no cross connections between the well and pump installation and the municipal water system.
- (4) The well and pump installation is operable and in present use for non-potable purposes only.
- (5) No water or any other substances from any private well are allowed to discharge into any conveyance or drain leading directly or indirectly into a public sewer unless properly metered and authorized in writing by the sewer utility.
- (6) The well permit fee accompanies the fully completed well operation permit application or renewal.
- (7) All required documentation and the well permit fee must be received and processed by the Utility.

The process of renewing a valid well operation permit must be completed between January 1 and October 31 of the end of the well permit cycle. Failure to request a renewal of a valid well operation permit within this period will result in expiration of the permit at the end of the cycle, and the issuance of a notice of violation by the Utility.

Any well operation permit issued in accordance with the provisions of this section shall be revoked immediately by the Utility upon notice to the Utility that any of the following have occurred:

- (1) The owner of the well has refused access to a property for testing or inspection; or has failed to follow an order of the Utility in regard to testing or inspection.
- (2) Any cross connection between the well and pump installation and the municipal water system is created or discovered.
- (3) Any discharge to the public sewer without metering and prior authorization of the sewer utility is discovered.

(f) *Abandonment.*

- (1) All wells abandoned under the jurisdiction of this article or rule shall be abandoned by a licensed well driller or pump installer according to the procedures and methods in Wis. Admin. Code NR ch. 812. All debris, pump, piping, unsealed liners and any other obstructions, which may interfere with sealing operations shall be removed prior to abandonment.
- ~~(2) The owner of the well or the owner's agent shall obtain a well abandonment permit before abandonment is started. The Plumbing Inspector shall be notified at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by the Plumbing Inspector.~~
- ~~(3)~~(2) An abandonment report form, The Utility shall be notified within 30 days after submission of the completed well filling and sealing report to ~~supplied by~~ the Department of Natural

~~Resources, shall be submitted by the well owner to the Plumbing Inspector and the Department of Natural Resources within ten days of the completion of the well abandonment.~~

- (g) *Enforcement and penalties.* In addition to any forfeitures imposed under Section 1-720 of this Municipal Code, if any person fails to comply with a well abandonment order for more than ~~ten~~ 20 days after receiving written notice of a violation, the City Utility reserves the right to discontinue municipal water service for noncompliance. Reconnection of municipal water service will only be completed after any required inspections are complete and the penalties and reconnection charges are paid. In addition, the Utility may cause the well abandonment to be performed and the expense charged as a special tax against the property. Forced well abandonment may occur no sooner than 30 days after the giving of notice and an opportunity for hearing before the Waterworks Commission under Wis. Stats ch. 68.

Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 4. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____
Adopted: _____
Approved: _____
Published: _____

Jane B. Lang Mayor

Attest:

Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
City Attorney Adam J. Westbrook
211 Walnut Street
Neenah, WI 54956
State Bar No. 1098561