



City of Neenah
COMMON COUNCIL AGENDA
 Wednesday, November 20, 2019 - 7:00 p.m.
 Neenah City Hall
 Council Chambers

I. Roll Call and Pledge of Allegiance

SWEARING IN OF NEW POLICE OFFICER ADRIAN TODD

PARK AND RECREATION AWARDS PRESENTATION (LOOP THE LITTLE LAKE PROJECT AND PARK KART) – DIR. KADING

2020 BUDGET PUBLIC HEARING

Continued discussion of the 2020 Operating and Capital Improvement Program Budgets has been noticed as part of this agenda. If the Budget was adopted at the November 19, 2019 Public Hearing, this portion of the agenda will be cancelled.

- Public Hearing on the Proposed 2020 Operating Budget and 2019 Capital Improvements Program Budget.
- Discussion and Consideration of Public Hearing and Other Matters Relating to the Recommended 2020 Operating Budget and 2020 Capital Improvements Program Budget.
 - Consideration of **Resolution No. 2019-23** authorizing Neenah-Menasha Fire Rescue budget to exceed the local levy limits pursuant to Wis. Stat. Sec. 66.0602(3)(h) and permitting the carry-forward of 2019 unused levy limit to the 2020 Operating Budget pursuant to Wis. Stats. §66.0302(3)(f). **(Roll Call Pro)**
 - Consideration of **Resolution No. 2019-24** adopting the 2020 Operating Budget and 2020 Capital Improvements Program Budget for the City of Neenah. **(Roll Call Pro)**
 - Such Other 2020 Budget Matters as Legally Come Before the Council.

II. Introduction and Confirmation of Mayor's Appointment(s)

- A. Mayor Kaufert's appointment of Erika Lewin to fill the expired term of Michael Hopkins on the Neenah Arts Council – term expires April 2023. (Motion to confirm) **(UC)**
- B. Swearing in

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of November 6, 2019 regular session and Committee of the Whole Budget Workshop sessions of November 4, 6, 11, and 12, 2019. **(UC)**

IV. Public Hearings

- A. Consider rezoning land located at 708 Monroe Street from R-2, Two-Family Residence District to the R-1, Single-Family Residence District.
- B. Consider rezoning land located at 1515 S. Commercial Street from the R-1, Single-Family Residence District to the C-1, General Commercial District.

V. Plan Commission report pertaining to the Public Hearings

- A. Plan Commission meeting of November 12, 2019: (Council Rep Lang) (Minutes can be found on the City web site)

1. Due to lack of quorum, the Commission made no recommendation regarding Ordinance No. 2019-27 rezoning 708 Monroe Street from R-2, Two-Family Residence District to the R-1, Single-Family Residence District. **Action will be postponed to next Plan Commission meeting to make recommendation to Council on December 4, 2019.**
2. Due to lack of quorum, the Commission made no recommendation regarding Ordinance No. 2019-28 rezoning land located at 1515 S. Commercial Street from the R-1, Single-Family Residence District to the C-1, General Commercial District. **Action will be postponed to next Plan Commission meeting to make recommendation to Council on December 4, 2019.**

VI. Public Forum

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

VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda (None)

IX. Reports of standing committees

- A. Special Public Services and Safety Committee meeting of November 20, 2019:
 1. Consideration of Committee recommendation regarding Proposed Parking Changes Related to Neenah High School. **(RollCall-Pro)**
 2. Consideration of Committee recommendation regarding Beverage Operator License Applications for Clint J. Broemer, Erin L. Nehring, Margaret R. Reagan, Nichole J. Rivest, Kristin M. Schulz, Stephanie M. Schwarze, and Sarah E. Young. **(RollCall-Pro)**
 3. Consideration of Committee recommendation regarding Change of Agent application for Class A Liquor License holder Ultimate Mart, LLC, Pick 'N Save #124, 1530 S Commercial Street, Neenah, Agent—Stefanie Galeana. **(RollCall-Pro)**
 4. Consideration of Committee recommendation regarding Secondhand Article Dealer License Renewal Applications for ecoATM, LLC at 1155 W. Winneconne Ave and 1530 S Commercial Street. **(RollCall-Pro)**
 5. Consideration of Committee recommendation regarding Secondhand Article Dealer License New Application for ecoATM, LLC at 828 Fox Point Plaza. **(RollCall-Pro)**
- B. Regular Public Services and Safety Committee meeting of October 29, 2019 (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
 1. Committee recommends Council deny the Beverage Operator License Application (new) for Jennifer L. Thomack due to an incomplete application. **(Tabled at the November 6th meeting to the next Council meeting) (RollCall-Pro)**
- C. Regular Finance and Personnel Committee meeting of November 11, 2019: **(Cancelled)**

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

- A. Regular Plan Commission meeting of November 12, 2019: **(No Report)**
- B. Community Development Authority
 1. Report from the CDA – Director Haese
- C. Library Board
 1. Report from the Library Board – Alderperson Erickson

- D. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson

- XI. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.

- XII. Council Directives

- XIII. Unfinished Business

- XIV. New Business
 - A. Mayor Kaufert's appointment to fill his expired term on the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority for a two-year term to expire December 31, 2021. (To be considered at the December 4, 2019 Council meeting)
 - B. Mayor Kaufert's appointment to fill the expired term of Umer Sheikh, Grant Birtch, Brian Gajerski and Michelle Bauer on the Business Improvement District (BID) Board for three-year terms to expire December 2022. (To be considered at the December 4, 2019 Council meeting)
 - C. Mayor Kaufert's appointment to fill the expired terms of Judy Zaretzke, Lee Hillstrom and Jim Vedder on the Park & Recreation Commission for three-year terms to expire December 2022. (To be considered at the December 4, 2019 Council meeting)
 - D. Mayor Kaufert's appointment to fill the expired term of Greg Weyenberg on the N-M Sewerage Commission for a term to expire December 31, 2022. (To be considered at the December 4, 2019 Council meeting)
 - E. Mayor Kaufert's appointment to fill the expired terms of Olivia Witthun, Josh Preissner and Kent Powley on the Sustainable Neenah Committee for three-year terms to expire December 2022. (To be considered at the December 4, 2019 Council meeting)
 - F. Mayor Kaufert's appointment to fill the unexpired term of NJSD Representative Tim Kachur on the Library Board for the term expiring May 2021. (To be considered at the December 4, 2019 Council meeting)
 - G. Any announcements/questions that may legally come before the Council.

- XV. Adjournment

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

to Dean
11/8/19

City of Neenah Application for Appointment



Name	ERIKA LEWIN	Date	11/8/19
Address	14045 French Rd	Employer	BOYS' & GIRLS' BRIGADE
City, ST Zip	Appleton, WI 54913	Day Phone	" "
Eve. Phone	920-740-3776	Fax	
E-mail	elewin@bgbrigade.com		

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:

AS the communications coordinator for the Brigade, I am highly involved with the community in Neenah. Through my position, I have the ability to impact children and families in many ways. Being a part of the Neenah Arts Council would be a great way to bring arts to an even wider serving of the community through Brigade.

Please Sign and Date: Erika Lewin 11/8/19

Please return to the Neenah City Clerk's Office

Proceedings of the Common Council of the City of Neenah

Wednesday, November 6, 2019 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., November 6, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Assistant Comptroller Kahl and Director of Human Resources & Safety Kehl.

Mayor Kaufert called the meeting to order at 7:08 pm.

Proceedings

- I. **MS Lendrum/Lang to approve the Council Proceedings of the regular meeting of October 16, 2019. There being no objections the motion was approved by unanimous consent.**

Consent Agenda

- I. **MS Lendrum/Lang to approve the Consent Agenda as follows:**
 - A. **Approve Beverage Operator License Applications for Amy E. Decker, Nichole C. Gambsky, Dylan J. Howard, Brooke L. Klabunde, Julie M. Redemann, Alicia S. Rhinehart, Ashley M. Siebers, and Jody J. Sipiorski. (PSSC)**
 - B. **Approve the Secondhand Article Dealer License Application for Blind Tiger Games, 675 S. Green Bay Road pending receipt of the requested information. (PSSC)**
 - C. **Approve the Secondhand Dealer License Application for ecoATM, LLC, 1530 S Commercial Street, Neenah. (PSSC)**
 - D. **There being no objections the motion was approved by unanimous consent.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of October 29, 2019:
 - A. Committee recommends Council deny the Beverage Operator License Application (new) for Jennifer L. Thomack due to an incomplete application. **MS Bates/Lendrum.**

1. **MSC Stevenson/Bates to table the denial of the Beverage Operator License Application (new) for Jennifer L. Thomack to the next Council meeting, all voting aye.**

Finance & Personnel Committee

- I. Chairman Erickson reported the regular meeting of October 28, 2019:
 - A. Committee recommends Council approve Ordinance No. 2019-22 to create a Municipal Board of Absentee Canvassers in the City of Neenah. **MSCRP Erickson/Stevenson, all voting aye.**
 - B. Committee recommends Council approve the 2020 health and dental insurance plans. **MSCRP Erickson/Lang, all voting aye.**
 - C. Committee recommends Council adopt Res. 2019-22, increase pet license fees by \$1 effective 1/1/2020. **MSCRP Erickson/Stevenson, all voting aye.**

Neenah-Menasha Joint Fire Rescue Finance & Personnel Committee

- I. Council President Stevenson reported from the Neenah-Menasha Joint Fire Rescue Finance & Personnel Committee meeting of October 22, 2019:
 - A. Committee reviewed NMFR's 2020 Operating and CIP budgets with the Mayor's reductions and recommends the City of Neenah and City of Menasha Common Councils incorporate the budget into their 2020 Operating and CIP budgets. **MSCRP Boyette/Stevenson, all voting aye.**

Board of Public Works

- I. Vice Chairman Bates reported the meeting of October 30, 2019:
 - A. Council Action Items:
 1. The Board recommends Council approve Final Payment for Washington Park Phase 3 Contract to R&R Wash Materials, Ripon, WI in the amount of \$179,607.95. **MSCRP Bates/Lang, all voting aye.**

Adjournment

- I. **MSC Bates/Boyette to convene into closed session pursuant to Wis. Stat. §19.85(1) (e) for the purpose of discussing bargaining strategy related to acquiring 409 W. North Water Street and pursuant to Wis. Stat. §19.85(1)(g) for the purpose of conferring with the City Attorney who will render advice regarding intervention in the Georgia Pacific personal property tax exemption appeal before the Wisconsin Tax Appeals Commission at 7:43 p.m., all voting aye.**
- II. The Council reconvened into open session at 8:23 p.m. to consider action on closed session items:
 - A. **MS Erickson/Boyette to authorize intervening in the Georgia Pacific M&E tax exemption appeal and retain Atty. Amy Seibel to represent the City's interest with Green Bay and Neenah splitting the cost based**

on their respective shares of Georgia Pacific personal property claimed exempt by Georgia Pacific (79.16% share for Green Bay with Neenah at 20.84%).

1. MS Stevenson/Boyette to make a friendly amendment to add a 250 hour limit. Ald. Erickson/Boyette agreed with the friendly amendment.
 2. The motion, as amended, carried, all voting aye.
- B. MSC Stevenson/Boyette to adjourn at 8:29 p.m.


Patricia A. Sturn, WCPC/MMC
City Clerk

COMMON COUNCIL MINUTES

Wednesday, November 6, 2019 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., November 6, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Assistant Comptroller Kahl and Director of Human Resources & Safety Kehl.

Mayor Kaufert called the meeting to order at 7:08 pm.

Clerk Sturn called a voice roll call as the Mayor/Alderpersons recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.

Proceedings

- I. **MS Lendrum/Lang to approve the Council Proceedings of the regular meeting of October 16, 2019. There being no objections the motion was approved by unanimous consent.**

Consent Agenda

- I. **MS Lendrum/Lang to approve the Consent Agenda as follows:**
 - A. **Approve Beverage Operator License Applications for Amy E. Decker, Nichole C. Gambsky, Dylan J. Howard, Brooke L. Klabunde, Julie M. Redemann, Alicia S. Rhinehart, Ashley M. Siebers, and Jody J. Sipiorski. (PSSC)**
 - B. **Approve the Secondhand Article Dealer License Application for Blind Tiger Games, 675 S. Green Bay Road pending receipt of the requested information. (PSSC)**
 - C. **Approve the Secondhand Dealer License Application for ecoATM, LLC, 1530 S Commercial Street, Neenah. (PSSC)**
 - D. **There being no objections the motion was approved by unanimous consent.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of October 29, 2019:

- A. Committee recommends Council deny the Beverage Operator License Application (new) for Jennifer L. Thomack due to an incomplete application. **MS Bates/Lendrum.**
1. Ald. Bates questioned this denial asking for clarification of the incomplete application.
 2. Clerk Sturn advised that the applicant was given the opportunity to come back to update her application and she did not take advantage of that opportunity. We actually tried several times to reach out to her but had no response.
 3. Mayor Kaufert questioned the timeframe these applicants are given. He would like to see consistency in how these are handled. His concern is that by denying this, they would need to start the application process all over including paying the fees.
 4. City Attorney Godlewski indicated the fees are non-refundable by ordinance. The timeframe is consistent as they all have the opportunity to make those changes between the time of the Public Services & Safety Committee (PSSC) and Council meet.
 5. Ald. Bates added that she will bring this up at the PSSC meeting.
 6. Mayor Kaufert suggested possibly leaving these applications open for 30 days to allow them time to make the corrections to their applications.
 7. Ald. Stevenson indicated the question came up in Committee as to what constitutes incompleteness on the applications.
 8. Clerk Sturn advised that it is typically things the Police Department finds when running the background check. Most of the time it is something like a speeding ticket or something not even related to serving alcohol. The question on the application asks if they have any ordinance violations.
 9. Mayor Kaufert indicated it is the truthfulness of the applicant.
 10. Ald. Stevenson indicated that consistent with our newly adopted procedures we streamlined this and became more efficient by contacting the applicant when the Police Department finds something missing on the application to give them the opportunity to fix it. In this case, the Police found something and the applicant was notified to come in to correct it and they never did.
 11. Clerk Sturn concurred indicating that the timeframe is actually longer than between the time of the Committee meeting and Council as the applicant is notified as soon as we get word from the Police Department. That could be two weeks or longer.
 12. Ald. Stevenson indicated he does not want to take a process we streamlined and make it more difficult however we do not know if the applicant ever received the message. We do not know their circumstances for not coming in to correct their application. Maybe in the spirit of streamlining, we simply do not act on it.
 13. City Attorney Godlewski suggested that if the Council wishes, they could postpone action to the next meeting or to a date certain.

14. Mayor Kaufert concurred indicating a lot of things could have happened. He suggested contacting her place of employment. For this one it may be beneficial to hold off and have Chairman Bates try to get some parameters in place.
15. Clerk Sturn apologized for not having the information available. She added that moving forward we could have Deputy Clerk Cheslock outline the procedures used in trying to contact the applicant so the Committee has a better idea of what happened.
16. Chairman Bates advised that she will add an agenda item to discuss a possible timeline for this process including an outline of the process used.
17. Ald. Boyette asked if there is an appeal process she could use.
18. City Attorney Godlewski advised that this is a new application and does not have a process to appeal. She has made no contact whatsoever. If this was a renewal, there would be a due process hearing held.
19. **MSC Stevenson/Bates to table the denial of the Beverage Operator License Application (new) for Jennifer L. Thomack to the next Council meeting, all voting aye.**

Finance & Personnel Committee

- I. Chairman Erickson reported the regular meeting of October 28, 2019:
 - A. Committee recommends Council approve Ordinance No. 2019-22 to create a Municipal Board of Absentee Canvassers in the City of Neenah. **MSCRPErickson/Stevenson, all voting aye.**
 - B. Committee recommends Council approve the 2020 health and dental insurance plans. **MS Erickson/Lang.**
 1. Ald. Bates asked for clarification of the extra charge to remain with the other provider.
 2. Dir. Kehl explained that the proposal this year has a Broad and a Focused Network. The current network (2019) is a Broad Network plan. For 2020 we are allowing employees to stay on that plan or move to the Focused Network Plan. Premium changes are higher to stay on the Broader Plan. The main change with the network is that Ascension providers would no longer be a part of the Focused Network. Theda, Aurora and Bellin would be in the Focused but not Ascension.
 3. Mayor Kaufert commented that other municipalities are experiencing much greater increase for health insurance. Dir. Easker and Kehl were able to negotiate to keep the premiums down.
 4. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**
 - C. Committee recommends Council adopt Res. 2019-22, increase pet license fees by \$1 effective 1/1/2020. **MS Erickson/Stevenson.**
 1. Ald. Bates questioned the \$5 late fee and who gets that fee.
 2. Dir. Easker advised that the City receives the late fee.
 3. Ald. Bates questioned if we could add an additional fee for late license applications.

4. City Attorney Godlewski advised that he would like to take some time to look into this however the appropriate way to handle that would be to charge an additional administrative fee for having to respond to a complaint about an unlicensed dog. We are allowed to recoup costs we incur. He will look into that and let the Council know.
5. Mayor Kaufert added that there are different types of complaints such as those that are police initiated. Each would need to be addressed.
6. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**

Neenah-Menasha Joint Fire Rescue Finance & Personnel Committee

- I. Council President Stevenson reported from the Neenah-Menasha Joint Fire Rescue Finance & Personnel Committee meeting of October 22, 2019:
 - A. Committee reviewed NMFR's 2020 Operating and CIP budgets with the Mayor's reductions and recommends the City of Neenah and City of Menasha Common Councils incorporate the budget into their 2020 Operating and CIP budgets. **MSCRP Boyette/Stevenson, all voting aye.**

Board of Public Works

- I. Vice Chairman Bates reported the meeting of October 30, 2019:
 - A. Information Only Items:
 1. The Board approved Change Order No. 2 for Washington Park Phase 3 Contract to R&R Wash Materials, Ripon, WI in the amount of 4,175.99.
 2. The Board approved Change Order No. 4 for Contract Chemical Feed and Delivery Upgrade to August Winter & Sons, Appleton, WI in the amount of (\$4,000).
 3. The Board recommended the Water Commission approve Final Payment for Contract Chemical Feed and Delivery Upgrade to August Winter & Sons, Appleton, WI in the amount of \$9,987.65.
 - B. Council Action Items:
 7. The Board recommends Council approve Final Payment for Washington Park Phase 3 Contract to R&R Wash Materials, Ripon, WI in the amount of \$179,607.95. **MSCRP Bates/Lang, all voting aye.**

Landmarks Commission

- I. Alderperson Lang reported from the Landmarks Commission meeting of .
 - A. The Commission met last on October 8th. They discussed their sponsorship of the canoe rides in association with the Neenah-Menasha Intertribal POW WOW. It was a great success with 120-130 people participating. The canoe rides feature historic information on properties along the river. It was overall a success.

Business Improvement District (BID) Board

- I. Alderperson Lang reported from the Business Improvement District Board (BID Board).
 - A. November 30th is Small Business Saturday.
 - B. December 6th is a Very Neenah Christmas from 6-8 pm.
 - C. December 7th is Celebrate the Season from 10 am – 1 pm.
 - D. December 19th is the Luminary Popup with a Cookie Crawl.
 - E. The BID will meet on November 19th to approve their 2020 Operating Plan.

Bergstrom Mahler Museum

- I. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of October 23, 2019.
 - A. The Board held their Annual Meeting on October 23, 2019 followed by a social with museum members. There was a presentation and a video in honor of the museum's 60th anniversary.
 - B. Their next meeting will be held on November 19th at 5:30 pm.
 - C. Saturday November 9th there is a class at the museum where you can make a turkey sun catcher for \$15. All ages are welcome. Just drop in any time between 10 am – 3 pm.
 - D. During this time, the Museum Gift Shop will have an Open House for holiday décor, jewelry and glass Christmas trees. While shopping enjoy homemade holiday treats.

New Business

- I. Mayor Kaufert announced his appointment to fill the unexpired term of Jan Sarnecki on the Library Board, three year terms to expire May 2022 will be considered at the November 20, 2019 Council meeting.
- II. Mayor Kaufert invited everyone watching to be a part of the 2020 Budget Process.
 - A. Monday and Tuesday next week Budget Workshops will be held.
 - B. November 19th is the Budget Public Hearing at 7 pm.
- III. Ald. Bates questioned how the early snow will affect leaf pickup.
 - A. Dir. Kaiser advised they will continue as scheduled in the recycling guide. He responded to Mayor Kaufert indicating residents can also bring their leaves to the City Garage.

Adjournment

- I. **MSC Bates/Boyette to convene into closed session pursuant to Wis. Stat. §19.85(1) (e) for the purpose of discussing bargaining strategy related to acquiring 409 W. North Water Street and pursuant to Wis. Stat. §19.85(1)(g) for the purpose of conferring with the City Attorney who will render advice**

regarding intervention in the Georgia Pacific personal property tax exemption appeal before the Wisconsin Tax Appeals Commission at 7:43 p.m., all voting aye.

II. The Council reconvened into open session at 8:23 p.m. to consider action on closed session items:

A. **MS Erickson/Boyette to authorize intervening in the Georgia Pacific M&E tax exemption appeal and retain Atty. Amy Seibel to represent the City's interest with Green Bay and Neenah splitting the cost based on their respective shares of Georgia Pacific personal property claimed exempt by Georgia Pacific (79.16% share for Green Bay with Neenah at 20.84%).**

1. **MS Stevenson/Boyette to make a friendly amendment to add a 250 hour limit. Ald. Erickson/Boyette agreed with the friendly amendment.**

2. **The motion, as amended, carried, all voting aye.**

B. **MSC Stevenson/Boyette to adjourn at 8:29 p.m.**



Patricia A. Sturn, WCPC/MMC
City Clerk

CITY OF NEENAH
2020 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Monday, November 4, 2019 – 5:30 p.m.
Hauser Room, Neenah City Administration Building

MINUTES

Present: Aldermen Bates, Boyette, Erickson, Kunz, Lang, Lendrum, Steele, Spellman and Stevenson; Mayor Kaufert, Director of Finance Easker.

Also Present: Library Director Raab, Police Chief Olson, Community Development & Assessment Director Haese, Bergstrom-Mahler Museum representatives Jan Smith and John Timmer.

Public Comment: None.

General Overview: Mayor Kaufert provided a summary and overview of the proposed 2020 Executive Budget.

Bergstrom-Mahler Museum: Staff members John Timmer and Jan Smith provided an overview of the 2020 Museum budget requests. Items discussed included the following: The Spark Program, the new Thursday evening hours for the museum, the Neenah Arts Council, details of capital project work performed from 2018-2020, attendance trends for the museum, the number of hours worked by volunteers and the results of the recent feasibility study for a new museum.

Library: Director Raab provided an overview of the 2020 Library budget requests.

Operating: Items discussed included the following: The cost of circulation, Library programming, the success of summer weekend hours, the end of County debt service payments in 2020, fine revenue, the use of carry forward funds, the WALs budget, the cost of materials and the cost of salary plan changes for Library employees.

Capital: Items discussed included the Library's five-year plan, the HVAC system and carpet replacement.

Potential Budget Amendments (Director Raab): Decrease by \$7,200 Budget for Library Capital Facilities - Replace Library Humidifier.

Police/Parking: Police Chief Olson provided an overview of the 2020 Police budget requests.

Operating: Items discussed included the following: The increased cost of cell phones, I/S charges, safety supplies, overtime wages, neighborhood policing, animal control, the proposed reduction of crossing guards corners and the need to improve the police payroll process. Parking issues discussed included an update on the Nu Park parking enforcement system and the administrative costs to operate the Parking Utility.

Capital: Items discussed included the following: The Police Station tile floor replacement, including the potential to reduce the \$80,000 budget for that item, and the replacement of six police vehicles.

Other Public Safety: No items discussed.

Community Development: Community Development Director Haese provided an overview of the 2020 Community Development budget requests. Items discussed included the following: The progress and structure of the G.I.S. function, the South Park Redevelopment plan, salary costs for Weights and Measures, the value of the Fox Cities Partnership, outside services for the 2019 revaluation, the dues and membership budget, the status of code enforcement and an explanation of revenue.

Landmarks/Sustainable Neenah: No items discussed.

CDA/Y-Friends/Aging: No items discussed.

Mass Transit/Dial-A-Ride: Items discussed included the following: The reduction in Mass Transit ridership and the use of the Dial-A-Ride program.

Grant/Loan Programs: Items discussed included the following: An update of Housing and Small Business Loans.

B.I.D.: No items discussed.

T.I.F. Projects: Items discussed included the following: The proposed Jewelers Drive trail project in TIF 7, proposed parking in TIF 8 and TIF 10, development projects in TIF 10, an updated TIF 9 map, and a detailed discussion of the Arrowhead Park project and the financial effect of including it in TIF 10.

Redevelopment Fund: Items discussed included the following: A potential Façade Grant Fund and a general discussion on potential projects city-wide.

Other 2020 Budget Matters: None.

M/S/C Lendrum/Boyette to adjourn the meeting at 9:05 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

CITY OF NEENAH
2020 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Wednesday, November 6, 2019 – Immediately
Following the Common Council Meeting
Hauser Room, Neenah City Administration Building

Present: Aldermen Bates, Erickson, Lendrum, Steele, Boyette, Lang, Spellman and Stevenson; Mayor Kaufert, Director of Finance Easker.

Also Present: City Attorney Godlewski, Assistant Comptroller Kahl.

Meeting convened at 8:35 pm.

Public Comment: None.

Review Matters Relating to Prior Workshops: No items discussed.

Common Council: President Stevenson provided an overview of the 2020 Common Council budget requests. Items discussed included the following: The \$500 Executive Budget adjustment, questions on future Common Council salaries and a discussion on the various options to broadcast Common Council meetings.

Mayor: Mayor Kaufert provided an overview of the 2020 Mayoral budget requests. Items discussed included the following: The proposed \$3,000 reduction for the LEAN program.

Legal & Administrative Services: City Attorney Godlewski provided an overview of the 2020 Legal and Administrative Services budget requests. Items discussed included the following: The use of contracted services for external legal services, the ongoing civil rights case against the City and the \$21,000 for ICE Voting Machine/Badger Books that was approved by Council in 2019.

Potential Budget Amendments (Requested Executive Correction): Decrease by \$21,000 G.O. Borrowing for DOLAS Equipment – ICE Voting Machine/Badger Books and Increase by \$21,000 use of Capital Equipment Reserves for DOLAS Equipment – ICE Voting Machine/Badger Books.

Finance/Risk Management: Finance Director Easker provided an overview of the 2020 Executive Budget and Finance/Risk Management budget requests. Items discussed included the following: The tax levy, tax rate and estimated assessed value, the proposed use of reserves, the revenue and expenditure budget for Property Damage, the budget increase for property insurance and the cost of office supplies for Central Services.

Special Reserves and Escrow: Items discussed included the following: The budget for estimated wage and benefit increases for 2020.

TIF (Non-Capital): Items discussed included the following: An updated handout of TIF property values and closure dates and the ongoing use of Debt Service Fund levy dollars for cash advances to TIF Special Revenue Funds.

Debt Service: No Items discussed:

Liability Insurance Fund/Benefit Accrual Fund: Items discussed included the budget for liability claims and the ongoing surplus in the Benefit Accrual Fund.

Other 2020 Budget Matters: None.

M/S/C Lendrum/Boyette to adjourn the meeting at 9:30 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

CITY OF NEENAH
2020 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Monday, November 11, 2019 – 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Aldermen Bates, Stevenson, Kunz, Lendrum, Steele, Boyette, Lang, Spellman and Erickson; Mayor Kaufert, Director of Finance Easker.

Also Present: Municipal Court Judge Gunz, Human Resources & Safety Director Kehl, Parks and Recreation Director Kading, Park Superintendent Fink, Recreation Superintendent Kluge, Recreation Supervisor Schott, Park and Recreation Commissioners Galloway, Lawell and Zaretzke, I/S Director Wenninger, Fire Chief Kloehn.

Public Comment: None.

General Overview: Mayor Kaufert provided a summary and overview of the proposed 2020 Executive Budget.

Discussion took place on the following 2020 Executive Budget items:

Municipal Court: Judge Gunz provided an overview of the 2020 Municipal Court budget requests. Items discussed included the following: A handout on the number of citations by year, the history of court revenues, court fine receivables and the ongoing deficit, Truancy Court and a general discussion on court scenarios for specific violations.

Human Resources and Safety: Human Resources and Safety Director Kehl provided an overview of the 2020 H/R & Safety budget requests. Items discussed included the following: An update on the LEAN program, the budget for 2020 salary increases and the status of employment recruitment.

Parks and Recreation/: Parks and Recreation Director Kading provided an overview of the 2020 Parks and Recreation budget requests.

Operating: Items discussed included the following: The Park/Rec \$5,000 Executive Adjustment, the benefits and value of using temporary labor, the new position of Park Supervisor, the budget for contracted services, the tax levy cost for pool operations, youth programs, special events, the budget for park vandalism, the forestry budget and the status of the ash tree removal program.

Capital: Items discussed included the following: A broad discussion of Fresh Air Park, possible locations for the proposed dog park, the condition of the Doty Park tennis courts, the

Arrowhead Park project and its relationship to TIF 10, the Shattuck Fountain project, the proposed upgrade to RecTrac software and a discussion on proposed truck replacement.

Potential Budget Amendments (Aldermen Erickson and Boyette): Increase Capital Facilities – Parks Budget by undetermined amount to remove Doty Park tennis courts and either replace with new athletic courts or remain undeveloped with planted grass.

Harbor Committee: Items discussed included the plan for buoy replacement.

Celebrations/Commemorations: Items discussed included the status of donors for Community Fest.

Cemetery: Items discussed included an update on the Cemetery Software project and the perpetual care trust fund.

Information Systems: Information Systems Director Wenninger provided an overview of the 2020 Information Systems budget requests.

Operating: Items discussed included a broad discussion on the formula and rationale for I/S chargebacks to other City departments, the Mayor's decision to not fund the requested new GIS technician position and ongoing progress in GIS work product.

Potential Budget Amendments (Alderman Spellman): Increase I/S Operating Budget by \$46,750 for net wage and fringe cost to hire new G.I.S. Technician.

Capital: Items discussed included the Production Storage and Server Upgrade, the Smart Cities Initiative potential locations and uses and a discussion of options to upgrade the City's website.

Potential Budget Amendments (Requested Executive Correction): Increase by \$25,000 I/D Capital Equipment Budget for Production Storage and Server Upgrade and Decrease by \$20,000 Budget for Smart Cities Initiative.

Fire/Rescue: Fire Chief Kloehn provided an overview of the 2020 Fire/Rescue budget requests.

Operating: Items discussed included the following: The list of budget reductions agreed upon by the Mayors of both Neenah and Menasha, the status of the union contract, how the Fire House software integrates with the City's Executime payroll system and a broad discussion on the future of funding fire/rescue services, including full-time vs on-call service provision and early discussions of cooperation with neighboring communities.

Capital: Items discussed included the following: The Station 31 Feasibility Study, the water heater replacement for Station 32 and the proposed replacement/refurbishment of Squad 32.

Potential Budget Amendments (Chief Kloehn): Decrease by \$32,610 the budget for Fire/Rescue Capital Equipment - Replace or Refurbish Squad 32.

Emergency Government: No items discussed.

Other 2020 Budget Matters: None.

M/S/C Lendrum/Boyette to adjourn the meeting at 9:20 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in green ink, appearing to read "M.K. Easker".

Michael K. Easker, CPA
Director of Finance

CITY OF NEENAH
2020 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Tuesday, November 12, 2019 – 5:30 p.m.
Hauser Room, Neenah City Administration Building

MINUTES

Present: Aldermen Bates, Erickson, Kunz, Lendrum, Boyette, Lang, Spellman and Stevenson; Mayor Kaufert, Director of Finance Easker.

Also Present: Water Utility Director Mach, Public Works Director Kaiser, Public Works Superintendent Radtke, citizens Mary Ellen Wroblewski, Richard Mosbacher, Bette McIntosh, Dan McIntosh, Scott Springmier, Steve Terrien, Joyce Argell.

Public Comment: None.

Review Matters Relating to Prior Workshops: None.

Discussion took place on the following 2020 Executive Budget items:

Water Utility: Water Utility Director Mach provided an overview of the 2020 Water Utility budget request.

Operating: Items discussed in the operating budget included the following: Reasons for the budgeted gap between expenses and revenues, the increase in Pension & Benefits/OPEB costs, the sources of revenue other than water sales, the status of the sludge lagoon, private fire protection, the capacity of the water plant and a discussion of potential cooperative agreements to sell water outside of the City limits.

Capital: Items discussed included the shoreline rip-rap project, the status of the old water plant building and commercial meter replacement.

Water/Sanitary Sewer/Storm Water/Public Works Capital Projects: Director of Public Works Kaiser and Water Utility Director Mach provided an overview of the 2020 Public Works related budget requests. Items discussed included the following: The removal of funding for Gillingham Drive, a discussion on the City philosophy of street and utility projects, an explanation of the Paser rating, the Clybourn Street project and the need to amend the Abby Street budget due to a clerical error.

Extended discussion took place on the Lakeshore Avenue project.

Potential Budget Amendments (Alderman Bates): Increase by \$70,000 budget for Street Upgrades-City Initiated - Lakeshore Avenue to be funded by use of \$70,000 of Public Infrastructure Reserves.

Issues discussed included how the potential \$70,000 budget increase to allow the City to fund Option Four for Lakeshore Drive would be interpreted and acted upon, including

the potential for a broader community discussion of the best option for the project. Public comment from citizens Scott Springmier and Dan McIntosh both supported the City to pursue Option Three for the project as recommended in the Executive Budget. Also discussed was whether the recently enacted Transportation Assessment Replacement Fee (TARF) would apply for this project. Other items discussed included the Bond Street project, the Van Street project and the sidewalk project on Whittier Drive as well as the current Sidewalk Placement Program. Public comment from citizens Steve Terrian and Joyce Argall both questioned the need for sidewalks on Whittier Drive.

Potential Budget Amendments (Director Kaiser): Increase by \$85,000 budget for Street Upgrades-City Initiated – Van Street.

Public Works Operations: Public Works Director Kaiser provided an overview of the 2020 Public Works related budget requests. Items discussed included the following: the budget for Gas/Oil and Natural Gas, the budget for monument maintenance, an update on the automated garbage pickup program, the snow removal budget, the weed cutting budget, the cost of tires and maintenance and the cost of electrical service for City facilities.

Forestry (Right-of-Way): Items discussed included the tree planning budget and the Emerald Ash Borer Program.

Recycling: Items discussed included the decreased cost for dumpster pulls, the process to recover waste oil and a cost distribution for the drop-off site.

Parking Utility: Items discussed included the pending 2019-2020 budget deficit, the cost of outside snow removal services and the benefits of new downtown parking tenants.

Fleet Maintenance: Items discussed included the pending 2020 budget deficit.

Public Works Facilities/Equipment: Director of Public Works Kaiser provided an overview of the 2020 Public Works related budget requests. Items discussed for Facilities included: The proposed Administration Building - LED Signage Message Boards project, replacing the waste oil burners at Tullar Garage, the increased future cost of replacing leaf pickers and the replacement rotation of plow trucks.

Potential Budget Amendments (Various Aldermen): Decrease by \$40,000 budget for Facilities-Administration Building - LED Signage Message Boards.

Sanitary Sewer Utility: Items discussed included the pending sewer rate study.

Storm Water Utility: Items discussed included the City's philosophy regarding replacing storm sewers.

Other 2020 Budget Matters: None.

M/S/C Bates/Boyette to adjourn the meeting at 9:05 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

City of Neenah
Notice of Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Neenah to consider rezoning land located at 708 Monroe Street from the R-2, Two-Family Residence District to the R-1, Single-Family Residence District.

The property for which the rezoning is being requested is legally describes as follows:

NEENAH SLOUGH ASSESSORS PLAT #4 LOT 7, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN INCLUDING TO THE CENTERLINE OF MONROE STREET.

Parcel IDs: **80403480000**

The hearing will be held at the City Administration Building, 211 Walnut Street, Neenah, Wisconsin.

**Plan Commission Informal Hearing
4:15 P.M. Hauser Room**

Tuesday, November 12, 2019

**Council Formal Hearing
7:00 P.M. Council Chambers**

Wednesday, November 20, 2019

NOTICE IS FURTHER GIVEN that applicant and interested persons may appear at said hearings and be heard for or against the proposed rezoning and/or subdivision variance.

Patricia Sturn
City Clerk
Neenah, Wisconsin

Publish: November 8th and 11th, 2019

City of Neenah
Notice of Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Neenah to consider rezoning land located at 1515 S. Commercial Street from the R-1, Single-Family Residence District to the C-1, General Commercial District.

The property for which the rezoning is being requested is legally describes as follows:

LAND LOCATED IN THE CITY OF NEENAH, WINNEBAGO COUNTY, STATE OF WISCONSIN, DESCRIBED AS A PARCEL OF LAND IN TOWNSHIP 19 NORTH, RANGE 17 EAST, SECTION 4, THE NE ¼ - NE ¼ THEREOF.

COMMENCING AT THE NORTHEAST CORNER OF SECTION 4; THENCE S89°12'09" W, 112.90 FEET ALONG THE NORTH LINE OF THE NORTHEAST ONE-QUARTER OF SECTION 4; THENCE S00°47'52" EAST, 38.81 FEET; THENCE S47°08'25" EAST, 14.43 FEET; THENCE N88°58'56" EAST, 10.28 FEET TO THE EXISTING WEST LINE OF COMMERCIAL STREET; THENCE SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET, BEING AN ARC OF A CURVE TO THE RIGHT HAVING RADIUS OF 1870.08 FEET AND A CHORD OF 171.58 FEET BEARING S11°37'56"E, A DISTANCE OF 171.64 FEET; THENCE CONTINUING SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET ON AN ARC OF A CURVE TO THE RIGHT HAVING RADIUS OF 1870.08 FEET AND A CHORD OF 120.36 FEET BEARING S07°09'32" EAST A DISTANCE OF 120.38 FEET OT THE POINT OF BEGINNING; THENCE CONTINUING SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET ON AN ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 1870.08 FEET AND A CHROD OF 152.88 FEET BEARING S02°58'26" EAST, A DISTANCE OF 152.81 FEET; THENCE, CONTINUING ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET S89°22;18" WEST, 0.65 FEET; THENCE, CONTINUING ALONG THE WEST LINE OF COMMERCIAL STREET S00°38'08" EAST, 162.95 FEET; THENCE S88°47'16" WEST, 1.11 FEET; THENCE N07°00'38" WEST, 57.95 FEET; THENCE N00°49'16" WEST, 149.24 FEET; THENCE N00°10'26" EAST, 70.67 FEET; THENCE N01°29'50" EAST, 38.16 FEET TO THE POINT OF BEGINNING INCLUDING TO THE CENTERLINE OF COMMERCIAL STREET.

Parcel IDs: **80207030400**

The hearing will be held at the City Administration Building, 211 Walnut Street, Neenah, Wisconsin.

**Plan Commission Informal Hearing
4:15 P.M. Hauser Room**

Tuesday, November 12, 2019

**Council Formal Hearing
7:00 P.M. Council Chambers**

Wednesday, November 20, 2019

NOTICE IS FURTHER GIVEN that applicant and interested persons may appear at said hearings and be heard for or against the proposed rezoning and/or subdivision variance.

Patricia Sturn
City Clerk
Neenah, Wisconsin

Publish: November 8th and 11th, 2019

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, November 12, 2019
4:15 p.m.

Present:

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

Also present:

Chris Haese, Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Sue & Jim Waid – 232 Prairie View Ct., Waupaca
Bob Rossi – NAI Pfefferle – Appleton	Lynn & Mark Rudie – 103 Lexington Ct	

Mayor Kaufert opened the meeting. As a quorum was not present, no actions could be taken by Plan Commission.

Minutes: Moved approval of October 8, 2019 to the next Plan Commission meeting.

Public Appearances: Mayor Kaufert opened for Public Appearances. No one commented. Mayor Kaufert closed Public Appearances.

Public Hearings: Mayor Kaufert opened the Public Hearing for the Rezoning – 708 Monroe Street from R-2 to R-1 District. Director Haese summarized Deputy Director Schmidt’s memo dated November 4, 2019 to Plan Commission. Director Haese indicated 704 Monroe Street removed the home. The subject is surrounded by R-2 District to the north and R-1 District to the south. The applicant wishes to consolidate the subject site with the existing property which is zoned R-1. As the city does not allow dual zoning, once the rezoning is approved, a consolidation CSM will be recorded. Mayor Kaufert closed the Public Hearing for the rezoning of 708 Monroe St.

Mayor Kaufert opened the Public Hearing for the rezoning of 1515 S. Commercial Street from R-1 to C-1 District. Director Haese provided a summary of the Applicant’s request to rezone 1.5 acres along Commercial St (across from Pick ‘n Save) from R-1 to C-1. The subject property has an existing home. The Applicant acquired the property with the intent to raze the home on the property. The rezoning from R-1 to C-1 is consistent with the City’s Comprehensive Plan 2040 Future land use. At this time the applicant did not have a planned use for the property. The owner will be exploring options. If the owner has a project they will come back to Plan Commission for site plan review. Commercial zoning requires a bufferyard between Commercial districts and Residential Districts (10-foot landscape strip). Sometimes a fence will be installed to reduce the landscaping requirements. Exterior lighting and trash enclosure requirements would be made to ensure these things would be kept away from the residential properties.

Lynn Rudie (103 Lexington Ct) addressed the Plan Commission. She indicated her property abuts the subject property. She voiced concern regarding privacy. She inquired whether the privacy fence will be enclosed to keep the occupants of the apartment complex out.

Mark Rudie (103 Lexington Ct) further explained that children kicked out fence boards to cut across the property to go to the store. He expressed concern about the traffic flow at the lot line.

Mayor Kaufert explained that the time to discuss questions raised by Lynn and Mark Rudie would be during the site plan review.

Bob Rossi (NAI Pfefferle, Appleton) inquired about the fence location. Director Haese explained the apartment complex has an existing fence and Director Kaiser referenced the location on the map. Director Haese explained that to address concerns with the condition of the fence, Staff could issue an order to fix the fence. The owner can reduce the landscaping in exchange for a fence. The owner can make the fences close to prevent anyone from passing through the in the fence.

Mayor Kaufert inquired about a condition to require a fence. Chris indicated no.

Lynn Rudie (103 Lexington Ct.) stated as they are responsible for snow removal along Commercial Street, she obtains access through an opening in the fence. She raised question if someone could pass through on the north property line.

Mark Rudie (103 Lexington Ct.) raised his concerns regarding snow removal. He stated he performs the snow removal for the whole block.

Mayor Kaufert explained there could be protections in place to make sure the fences are put together and take care of the maintenance of the fence. Mayor Kaufert closed the Public Hearing.

Announcements and future agenda items:

Mayor Kaufert explained the three Action Items on this agenda will be rescheduled for when there is a quorum. He asked for clarification on the zoning boundary. Director Haese explained the commercial zoning ends where the property line ends. Mayor Kaufert expressed concern regarding the type of commercial use for the subject site.

Director Haese summarized how the action items would be handled due to the lack of quorum. Common Council will have a hearing next Wednesday on this topic.

Plan Commission Minutes

November 12, 2019

Page 2

Lynn Rudie (103 Lexington Ct.) asked if the rezoning to Commercial would exclude apartments. Director Haese explained that apartments are an allowable use and could be the use of the site.

Mayor Kaufert questioned if a use is an allowable use, is Plan Commission obligated to approve it. Director Haese confirmed and went on to explain if apartments were the intended use, a site plan would be required.

Director Haese briefly summarized the Preliminary Plat – Castle Oak VI. He explained the Preliminary Plat for the final Phase of Castle Oak Subdivision conforms to the original plat for the Castle Oak Subdivision. This plat will align the existing streets to remove three dead ends. He assumes construction will begin in spring.

Mayor Kaufert provided an update indicating the Neenah School Board is working to assign someone else to represent them on Plan Commission.

Next Plan Commission meeting is scheduled for November 26, 2019.

Adjournment: The Commission adjourned its meeting at 4:40 P.M. MSC Kaiser/Andrews. All Aye.

Respectfully Submitted,



Cassandra Kohls
Administrative Assistant, Community Development



AN ORDINANCE: By the Neenah Plan Commission
Re: Rezoning 0.10 Acres of land located 708
Monroe Street from R-2, Two-Family
Residence District to R-1, Single-Family
Residence District.

ORDINANCE NO. 2019-27
Introduced: November 20, 2019
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning 0.10 Acres of land located 708 Monroe Street from R-2, Two-Family Residence District to R-1, Single-Family Residence District. The property is more particularly described as follows:

NEENAH SLOUGH ASSESSORS PLAT #4 LOT 7, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN INCLUDING TO THE CENTERLINE OF MONROE STREET.

Parcel ID: 80403480000

Section 2. 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 3. 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.

Adopted: _____

Published: _____

Approved:

Dean R. Kaufert, Mayor

Attest:

Patricia Sturn, City Clerk



AN ORDINANCE: By the Neenah Plan Commission
Re: Rezoning 1.50 Acres of land located 1515 S.
Commercial Street from R-1, Single-Family
Residence District to C-1, General Commercial
District.

ORDINANCE NO. 2019-28
Introduced: November 20, 2019
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning 1.50 Acres of land located 1515 S. Commercial Street from R-1, Single-Family Residence District to C-1, General Commercial District. The property is more particularly described as follows:

LAND LOCATED IN THE CITY OF NEENAH, WINNEBAGO COUNTY, STATE OF WISCONSIN, DESCRIBED AS A PARCEL OF LAND IN TOWNSHIP 19 NORTH, RANGE 17 EAST, SECTION 4, THE NE ¼ - NE ¼ THEREOF.

COMMENCING AT THE NORTHEAST CORNER OF SECTION 4; THENCE S89°12'09" W, 112.90 FEET ALONG THE NORTH LINE OF THE NORTHEAST ONE-QUARTER OF SECTION 4; THENCE S00°47'52" EAST, 38.81 FEET; THENCE S47°08'25" EAST, 14.43 FEET; THENCE N88°58'56" EAST, 10.28 FEET TO THE EXISTING WEST LINE OF COMMERCIAL STREET; THENCE SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET, BEING AN ARC OF A CURVE TO THE RIGHT HAVING RADIUS OF 1870.08 FEET AND A CHORD OF 171.58 FEET BEARING S11°37'56"E, A DISTANCE OF 171.64 FEET; THENCE CONTINUING SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET ON AN ARC OF A CURVE TO THE RIGHT HAVING RADIUS OF 1870.08 FEET AND A CHORD OF 120.36 FEET BEARING S07°09'32" EAST A DISTANCE OF 120.38 FEET OT THE POINT OF BEGINNING; THENCE CONTINUING SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET ON AN ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 1870.08 FEET AND A CHROD OF 152.88 FEET BEARING S02°58'26" EAST, A DISTANCE OF 152.81 FEET; THENCE, CONTINUING ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET S89°22;18" WEST, 0.65 FEET; THENCE, CONTINUING ALONG THE WEST LINE OF COMMERCIAL STREET S00°38'08" EAST, 162.95 FEET; THENCE S88°47'16" WEST, 1.11 FEET; THENCE N07°00'38" WEST, 57.95 FEET; THENCE N00°49'16" WEST, 149.24 FEET; THENCE N00°10'26" EAST, 70.67 FEET; THENCE N01°29'50" EAST, 38.16 FEET TO THE POINT OF BEGINNING INCLUDING TO THE CENTERLINE OF COMMERCIAL STREET.

Parcel ID: 80207030400

Section 2. 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 3. 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.

Adopted: _____

Published: _____

Approved:

Dean R. Kaufert, Mayor

Attest:

Patricia Sturn, City Clerk

Incomplete Bartender Application Amendment Process

Applicant Name: Jennifer Thomack

Action	Date
Application filed in Clerk's office	9/10/19
Provisional License expires	11/10/19
Original application recommended to PSSC	9/24/19
Original application recommended to CC	10/2/19
Report from police received in Clerk's office	9/12/19
Letter sent to applicant (cc licensed establishment) via regular mail to include:	9/18/19
— Two week deadline to amend application	10/2/19
— Amended application recommended to PSSC	10/22/19
— Amended application recommended to CC	11/6/19
All other contact:	
Left voicemail detailing there was an issue with the application and that applicant needed to come back into the office to fix it.	9/18/19
Called at least two more times with no answer and no available voicemail.	
Notes:	
Because this was one of the first applications processed after our recent procedural changes, we did not have the timing and process fully nailed down as we do now. The letter was sent out a few days after receiving the report from the PD so the two week deadline was pushed out to October 2.	
After not hearing from her by October 2, I gave her the benefit of the doubt and an additional two weeks and did not send the application to PSSC on October 6. I gave her the extra time because I had not yet been able to talk to her directly and explain that the application would be recommended for denial if she did not amend it.	
After a month of waiting and trying to contact the applicant via her personal phone listed on the application, I sent the incomplete application to committee for review.	
Update:	
The applicant called on November 6 and wanted to come in and amend her application. The application has since been amended and the applicant disclosed all missing citations.	



For Office Use Only

- New License (\$60) Renewal (\$60)
- Provisional (\$15) Good for 60 Days
- Temporary (\$10) Expires with event
- Duplicate License (\$10)
- Year Ending: June 30, 2021
- Period Ending: 11/10/19
- Pick-up License
- Mail License

Receipt No: 58842 Amt. Paid: \$ 75 Account Code: OP

Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

Answer all questions completely and correctly. Please print

Name: Jennifer (First) L (Middle Initial) Thomack (Last)
 Street Address: 212 Smith St #4 City: Neenan State: WI Zip Code: 54956

DOB: Month/Date/Year Sex (Male or Female) Driver's License Number

All Previous names: Home Phone: N/A
Where will you be working: Smerytown Station Cell Phone: ---

Have you ever had an Operator's (Bartender's) License? Yes No If yes, where? Appleton / Grand Chute

Have you **EVER** been convicted of a felony? Yes No
If yes, when, where and what type of violation? Please be specific. _____

Have you been convicted of a misdemeanor or ordinance violation in the **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)? Yes No
If yes, when, where and what type of violation? Use the back of this sheet if more room is required. Driving without license

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance? Yes No
If yes, when, where and what type of violation? Use the back of this sheet if more room is required. Aug 2017 1 to MA Adairall

- I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.
- I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.
- Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.
- I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

Jennifer L Thomack
Applicant Signature Date

Applicant meets guidelines for issuance of Beverage Operator's License.

- Has taken Responsible Beverage Server Training Course or held a license within the past 2 years
- No outstanding Court forfeitures (Patty K)
- No parking tickets (Tina L)
- No delinquent claims (Patie F)
- Police Background Check completed
- No Delinquent Water Bill (Julie)

____ Approve _____ Reject

____ Clerk/Deputy Clerk Signature _____ Date

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: November 20, 2019

Date of Directive: 4/17/2018

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

Responsible Party: Ald. Lendrum

Status: Pending