



**City of Neenah**  
**COMMON COUNCIL AGENDA**  
 Wednesday, July 17, 2019 - 7:00 p.m.  
 Neenah City Hall  
 Council Chambers

I. Roll Call and Pledge of Allegiance.

II. Introduction and Confirmation of Mayor's Appointment(s). (None)

**III. Approval of Council Proceedings of July 3, 2019 regular session. (UC) (None)**

IV. Public Hearing.

A. Consider a Special Use Permit request by the Expert Automotive, LLC, to establish a tow service and auto repair business on property located at 101 N. Lake Street, Neenah.

V. Plan Commission report pertaining to the Public Hearing.

A. Plan Commission meeting of July 9, 2019: (Ald. Lang) (Minutes can be found on the City web site)

1. Commission recommends Council approve a Special Use Permit for a tow service and auto repair business located at 101 N. Lake Street subject to the following conditions: Submit a landscape plan indicating the type, location and size of each planting within the landscape strip. A minimum of 1 shade tree and 6 shrubs is required for each 40 linear feet of frontage (excluding driveway openings). 100 feet on Lake St = 3 shade trees/18 shrubs, 200 feet on Main St = 5 shade trees/30 shrubs. Install 10-foot wide landscape strip along the Main Street and Lake Street frontages. The landscaping must be installed within 18 months after approval or a later time if granted by the Plan Commission; Submit detail on proposed fence showing that the fence will be site tight; Tow trucks must be stored behind the fence when not in use; Storage of vehicles is limited to areas that are hard-surfaced (e.g. asphalt). The gravel area along the east property line is not a permitted storage or parking area; remove off-premise signs (billboards); and a sign permit is required for all exterior building or freestanding signage. **(Roll Call-Pro)**

VI. Public Forum.

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

VII. Mayor/Council consideration of public forum issues.

VIII. Consent Agenda.

A. Approve Beverage Operator License Applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine

Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt. **(PSSC)**

- B. Approve the beverage operator license application (new) for Stephani Malliet, contingent upon payment of all delinquent City fees. **(PSSC)**
  - C. Approve the beverage operator license application (renewal) for Troy Schuppe, contingent upon payment of all delinquent City fees. **(PSSC)**
  - D. Grant a temporary Class "B" (picnic) retail license to the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019. **(PSSC)**
  - E. Grant a taxi cab license to Kidz Kab, LLC, 233 Dodge Street, Kaukauna. **(PSSC)**
  - F. **(UC)**
- IX. Reports of standing committees and consideration thereof.
- A. Regular Public Services and Safety Committee meeting of June 25, 2019: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
    - 1. Committee recommends Council amend the Capital Improvement Program to purchase and install pedestrian beacons on Tullar Road at Byrd Avenue in the amount of \$15,000 with \$6,000 funded by the Neenah Joint School District and \$9,000 funded by Community Development Block Grant funds. **(RollCall-Pro)**
  - B. Regular Public Services and Safety Committee meeting of July 9, 2019: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
    - 1. Committee recommends Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) Abandonment of Premises and Code Sec. 4-97(a) As to ownership. **(RollCall-Pro)**
    - 2. Committee recommends Council deny the new beverage operator license application for Cody R. Lichtfuss. **(RollCall-Pro)**
    - 3. Committee recommends Council approve the Official Traffic Maps be amended to remove the "No Parking Anytime" regulation on the south side of E. Forest Avenue from Third Street to Fourth Street and to establish a "No Parking Anytime" regulation on the north side of E. Forest Avenue from Third Street to Fourth Street. **(RollCall-Pro)**
  - C. Regular Finance and Personnel Committee meeting of June 24, 2019: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site) **(No Report)**
  - D. Regular Finance and Personnel Committee meeting of July 8, 2019: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
    - 1. Committee recommends Council Committee recommends Council approve Policy 2019-01 Social Media. **(RollCall-Pro)**
    - 2. Committee recommends Council Committee recommends Council approve Policy 2019-02 Anti-Bullying **(RollCall-Pro)**

3. Committee recommends Council adopt Resolution No. 2019-17 amending the fee schedule of the City of Neenah to provide for a \$50 late fee for any retail liquor license renewal and/or associated cigarette/amusement license renewal not filed by the April 15<sup>th</sup> deadline, to change the June 30<sup>th</sup> deadline for license payment and issuance from June 30<sup>th</sup> to June 15<sup>th</sup>, and establish a \$20/day late fee for license payments made after the June 15<sup>th</sup> deadline. **(RollCall-Pro)**
- X. Reports of special committees and liaisons and various special projects committees and consideration thereof.
- A. Regular Plan Commission meeting of June 25, 2019 **(Cancelled)**
  - B. Regular Plan Commission meeting of July 9, 2019: (Council Rep Lang) (Minutes can be found on the City web site) **(No Report)**
  - C. Board of Public Works meeting of June 25, 2019: (Vice Chairman Bates) (Minutes can be found on the City web site)
    1. Information Only Items:
      - a) The Board approved Pay Estimate No. 3 for Contract 1-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Caroline Street, Stevens Street and Fifth Street to Carl Bowers & Sons Construction Co., Inc., Kaukauna in the amount of \$108,477.99.
      - b) The Board approved Pay Estimate No. 3 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court and Thomas Court to Robert J. Immel Excavating, Inc., Greenville in the amount of \$237,583.13.
      - c) The Board approved Pay Request No. 4 for Washington Park Phase 3 to R & R Wash, Ripon, WI in the amount of \$131,953.13.
      - d) The Board approved Change Order No. 3 for Chemical Storage and Feed Modification Project to August Winter & Sons, Inc. in the amount of (-\$1,575).
  - D. Board of Public Works meeting of July 9, 2019: (Vice Chairman Bates) (Minutes can be found on the City web site)
    1. Information Only Items:
      - a) The Board approved Change Order #1 for Washington Park Phase 3 to R&R Wash Materials, Inc., Ripon in the amount of \$4,246.26
      - b) The Board approved Pay Request No. 5 for Washington Park Phase 3 to R & R Wash Materials, Ripon, WI in the amount of \$73,682.48
      - c) The Board approved Pay Estimate No. 6 for Chemical Storage and Feed Modification Project to August Winter & Sons, Inc. in the amount of \$15,181.00
    2. Council Action Items:
      - a) The Board recommends Council approve Final Payment for Contract 3-19 Epoxy Pavement Marking to Brickline, Inc., Madison in the amount of \$54,214.50 **(RollCall-Pro)**
  - E. Landmarks Commission
    1. Report from the Landmarks Commission – Alderperson Lang

- F. Sustainable Neenah Committee
    - 1. Report from the Sustainable Neenah Committee – Alderperson Kunz
  - G. Reports on neighborhood groups.
    - 1. Business Improvement District Board (BID Board) – Alderperson Lang
  - H. Bergstrom Mahler Museum
    - 1. Report from the Bergstrom Mahler Museum – Alderperson Spellman
  - I. Community Development Authority
    - 1. Report from the CDA – Director Haese
  - J. Library Board
    - 1. Report from the Library Board – Alderperson Erickson
  - K. 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 the unexpired term of Michael Hopkins who resigned from the Neenah Arts Council – term expires April 2020. (To be considered at the August 7, 2019 Council meeting)
  - B. League of Wisconsin Municipalities 121<sup>st</sup> Annual Conference will be held on October 23-25, 2019 at the KI Center / Hyatt Regency Green Bay.
    - 1. Early Bird Registration closes September 13<sup>th</sup>.
    - 2. The Clerk’s office will make ALL reservations. Return the attached form with your Wednesday / Thursday event options no later than September 9<sup>th</sup> so reservations can be made. Also indicate which nights, if any, you would like to stay at the Hyatt Regency.
  - C. Any announcements/questions that may legally come before the Council.
- XV. Adjournment.

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

**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 a Special Use Permit request by the Expert Automotive, LLC, to establish a tow service and auto repair business on property located at 101 N. Lake Street, Neenah, Wisconsin.

The property for which the Special Use Permit is requested is legally described as follows:

*Palmer's Map Block 30 including all of Lot 5 Excluding the North 124 Feet of Block 30 in the City of Neenah, Winnebago County, Wisconsin.*

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

**Plan Commission Informal Hearing**

**Tuesday, July 9, 2019**

**4:15 P.M.**

**Hauser Room**

**Council Formal Hearing**

**Wednesday, July 17, 2019**

**7:00 P.M.**

**Council Chambers**

Brad R. Schmidt, AICP  
Deputy Director  
Community Development  
Neenah, Wisconsin

Patricia Sturn  
City Clerk  
Neenah, Wisconsin

Publish: July 5th and 8th

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, June 25, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Public Works Superintendent Radtke, Traffic Engineer Merten, Police Chief Olson, Police Captain Bernice, Geoff Catlin, Matt Kehler, Marsha Britt, Tim Galloway, Kim Kehler, Don Reid, Scott Powley

**Minutes:**

**Motion/Second/Carried Lendrum/Lang to approve the minutes of the June 11, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

Fox Valley Sailing School Storage Building Request: Kim Kehler, President of the Fox Valley Sailing School, addressed the Committee. She outlined the history of her involvement with the sailing school. She noted the history of interaction between the sailing school and the Neenah Parks and Recreation Department. She stated that the sailing school's fleet is its largest asset and needs to have covered storage. She requested that they be allowed to construct a storage building either at the Tullar Garage site or at the Cecil Garage site.

Don Reid, past Commodore of the Neenah Nodaway Yacht Club addressed the Committee. He said that the boats have been stored outdoors behind the Tullar Garage building for many years. He recounted the ways that the club is involved in providing sailing education and training, buoy placement, the occasional emergency service to help retrieve stray boats, and organization of the Venetian Boat Parade.

Tim Galloway, 1499 Cowling Bay Road, addressed the Committee in support of the request. He recounted his history with sailing. He noted the benefit that the atmosphere of the boating culture provides to city visitors. He noted the involvement of Miron Construction in the project to emphasize that competent parties would be involved in the building's construction.

Director Kaiser reviewed his memo of June 21, 2019, regarding the Fox Valley Sailing School's request to construct a permanent storage building at the Tullar Garage. They currently use an area at the rear of the site for loose storage through an informal arrangement with the Parks and Recreation Department. He noted that staff has strong reservations about the placement of a permanent structure at the Tullar Garage site by a non-city entity. Those reservations relate to site security, safety, and future use of the property. With the elimination of an important snow storage site due to the Winneconne Avenue apartment development, the Tullar Garage site will play a larger role in providing the snow storage capacity that the city needs. He stated that, if the Committee wished to consider the request, the proper location to work with is the Cecil Garage site. That site has fewer issues relative to security and safety than the Tullar Garage site. The site is primarily used for storage, so there would be less chance of interaction with operating equipment. It also houses two other private organizations, so the precedent for using this site for that purpose has been established. He suggested a location along the east property line starting at the north end of the property.

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Mayor Kaufert stated support for the request if it can be made to work. He expressed appreciation for the role of the school in providing recreational education and opportunities. He stated that he had discussed the matter with City Attorney Godlewski who noted that legal documentation of an agreement would be needed. Committee discussed several provisions of an agreement including insurance, building maintenance responsibilities and disposition of the building if the school and club disbanded. Mr. Reid informed the Committee that the Fox Valley Sailing School and Neenah Nodaway Yacht also need to develop a partnership agreement for the project.

Committee discussed site security and building code requirements. Director Kaiser stated that he would discuss this with the building inspector. Representatives noted that the building construction is temporary in nature so that it can be relocated if City needs dictate that it be moved. Mr. Reid confirmed that city staff have stated that all materials will need to be stored in the building. Ald. Stevenson informed the representatives that there have been Council discussions regarding the long-term use and disposition of the Cecil Garage site.

Following discussion, **Motion/Second/Carried Lendrum/Lang to direct staff to work with the Fox Valley Sailing School and Neenah Nodaway Yacht Club to develop a final plan, cost and agreement for their use of a portion of the Cecil Street Garage site for agreed upon storage.** All voting aye.

E. Forest Avenue Parking Change: Traffic Engineer Merten reviewed his memo of June 21, 2019, concerning the recent changes in parking on E. Forest Avenue from Third Street to Fourth Street. Parking had been prohibited on the south side of the street in this block. A recent change was made that prohibits parking on the north side of the street and allows it on the south side of the street. He reviewed the rationale for the change - improving visibility and operation of the stop sign for westbound traffic on E. Forest Avenue at Third Street; improving the alignment of eastbound and westbound traffic lanes on Forest Avenue at Third Street; and placing any school-related parking away from resident driveways. He reviewed the timing of the implementation and the timing of resident notification. He acknowledged that the normal notification and review process was not followed in this case due to an oversight on his part in timing the pavement marking installation.

He noted that, due to negative resident feedback, he hosted two meetings to discuss the issue with concerned residents. As a result of those meetings, he recommends implementing a trial parking change that will: Prohibit parking on the north side of the street from Third Street to 130 feet east thereof; allow parking on the south side in that section; prohibit parking on the south side of the street from a point 130 feet east of Third Street to Fourth Street; and allow parking on the north side of the street in that section.

Ald. Lendrum expressed support for the proposal. She noted her conversations with the affected residents and outlined a number of extenuating circumstances that have been related to her. She noted that in her experience the speeds through this area are generally slow.

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Traffic Engineer Merten reviewed the on-street parking provisions from First Street to Ninth Street. He confirmed that most of the resident concern related to the notification process and the feeling that they weren't allowed input into the decision.

Committee questioned the rationale for the change. Traffic Engineer Merten stated that the changes were intended to address a variety of issues that had been reported to him. He described his goal with the trial implementation. Committee expressed concern with having the parking restriction change sides of the street mid-block. Committee discussed the next steps if the trial weren't approved. Traffic Engineer Merten stated that his preference is to retain the parking restrictions as they were recently posted until Committee approves a final plan. Committee suggested that the normal process could be followed for those restrictions.

Following discussion, **Motion/Second Lendrum/Spellman to recommend Council approve, for a one-year trial basis, a "No Parking Anytime" regulation be instated on E. Forest Avenue on the north side of the street for the first 130 feet east of Third Street and the "No Parking Anytime" regulation be removed on the south side of said street segment.** Motion failed 1-4 (Ald. Lendrum voting aye).

Committee directed Traffic Engineer Merten to review if there are options available through authority granted in ordinance to address the issues of concern.

Police Department First Quarter Statistics: Police Chief Olson reviewed the first quarter statistics. He noted that the data comes from the new record management system (RMS) being implemented by Winnebago County. He stated that there are still issues with the implementation, so the data in the reports is not completely accurate. Captain Bernice reviewed the implementation of the statewide Wisconsin Incident-Based Reporting System (WIBRS). He noted that police staff is starting training on WIBRS on June 26. He discussed difficulties in integration between the RMS and WIBRS systems. Chief Olson noted terminology or incident descriptions differences between the old RMS, the new RMS and WIBRS. He indicated that this will affect the year-to-year comparisons of the history shown on the "Calls for Service as Dispatched" report. Committee discussed the number of citations issued. Chief Olson stated he expected citation numbers in the second quarter will be higher as the department continues to implement changes in their approach to policing. Committee discussed dangerous animal investigations. Chief Olson indicated that these are occurring in the same volume as previous years. Committee discussed the need for additional driver education to improve yielding to pedestrians at roundabouts.

Tullar Road/Byrd Avenue Pedestrian Beacon Request: Traffic Engineer Merten reviewed the efforts between the City and Neenah High School towards developing an agreement to address safety concerns regarding parking and traffic. As part of those efforts, the request was made to install pedestrian beacons at the crosswalk on Tullar Road at Byrd Avenue. Committee discussed student use of the beacons and the possibility of a passive activation system. Traffic Engineer Merten stated that he prefers that pedestrians have to make an action to activate the beacons since it makes it more likely that they are engaged and aware of entering the road.



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Committee discussed the impact of future parking changes on the number of students crossing Tullar Road at this location. Traffic Engineer Merten confirmed that Community Development Block Grant funds have been used for previous beacon installations.

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve amending the Capital Improvement Program to purchase and install pedestrian beacons on Tullar Road at Byrd Avenue in the amount of \$15,000 with \$6,000 funded by the Neenah Joint School District and \$9,000 funded by Community Development Block Grant funds.** All voting aye.

REPORT

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been informed of a number of punchlist items.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The trail along Woodenshoe Road has been paved. Warranty work has been done.  
Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Based on the number of inquiries received from property sellers, realtors and title companies and the comments received, it became apparent that postponing the special assessment billing was inadvertently creating a problem with property transfers. Therefore, special assessment billings have been prepared and are being mailed on June 21.
3. Contract 1-19 (Caroline, Stevens, Fifth)
  - a. Caroline Street – Utility main work is complete. The street rest period has just ended. Private side lateral work will be complete around June 25.
  - b. Stevens Street – Utility work is complete. Sidewalk repairs are being done. Curb/gutter installation is scheduled for the week of June 24.
  - c. Fifth Street – Work is complete.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a. Stanley Court – Water main and storm sewer installation is complete. The street is in the rest period. Lateral replacements will be done after the lateral work is complete on Thomas Ct.
  - b. Stanley Street – Utility main work is complete. Tie-ins and service connections should be complete the week of June 24.
  - c. Thomas Court – Utility work is complete. Lateral replacements will start around June 26.
5. Contract 3-19 (Epoxy Pavement Marking) – Work is complete. Final quantities are being prepared. Chairman Bates asked staff to evaluate the condition of the crosswalks on Marathon Avenue adjacent to Southview Park.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The Bell Street trail has been poured. Backfilling and terracing are scheduled for June 25. Excavation started on the Pendleton Road sidewalk on June 20. The contractor plans to complete the sidewalk and trail installation the week of June 24. The contractor tentatively plans to start work on the Tullar Road pavement repairs the week of June 24.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has not yet been scheduled.
8. Courtney Court – Work is tentatively scheduled to start the week of July 15.

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9. Engineering Technician Kevin Prost completed a Construction Site Erosion Control and Stormwater Permit Compliance course sponsored by the North American Stormwater and Erosion Control Association. He is now certified as an erosion control inspector.

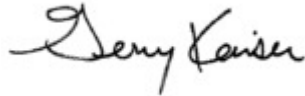
Announcements/Future Agenda Items: Mayor Kaufert informed the Committee that the City of Oshkosh is considering implementation of a TARF to replace special assessments for street and sidewalk construction. He noted that City Attorney Godlewski has been asked to speak to the League of Municipalities about Neenah's TARF.

Chairman Bates noted that a future Committee agenda will include a discussion of gravel driveways and aprons.

Mayor Kaufert informed the Committee that Director Haese has requested that Committee revisit the requests of grocery stores for Click and Collect service.

**Motion/Second/Carried Lang/Stevenson to adjourn at 8:25 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, July 9, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Traffic Engineer Merten, Assistant Police Chief Sievert, Police Captain Bernice

**Minutes:** **Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the June 25, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** Barb Lundrigen, 404 E. Forest Avenue, addressed the Committee regarding the parking recommendation for Forest Avenue abutting her property. She questioned if parking would still be available across the street from her house.

**Motion/Second/Carried Lendrum/Spellman to amend the agenda to address items after Item 3, until Traffic Engineer Merten is available.** All voting aye.

**Potential Amendments to Policy 2018-01 Awarding Class B Licenses:** Chairman Bates informed the Committee that the Liquor Licensing Review Subcommittee recommends that Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) *Abandonment of premises.* Any licensee holding a license to sell alcohol beverages under this article that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation or nonrenewal of any alcohol beverage license. In this section "abandon" and "abandonment" shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the Common Council granted the license for a period of six months and Code Sec. 4-97 (a) *As to ownership,* In the event the "Class B" quota has been met and an existing "Class B" licensee goes out of business or relocates out of the City of Neenah, the new owner or tenant holds the right to that regular "Class B" license provided the new owner applies for that license within 60 days. If a new owner or tenant has not applied for said license within 60 days, that license will be added back into the quota for regular "Class B" licenses. Alderman Stevenson stated that the changes were housekeeping to cleanup language in the policy and to provide consistency between the policy and the municipal code.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve amending Policy 2018-01 to include Section C wording as follows: Code Sec. 4-100(6) Abandonment of Premises and Code Sec. 4-97(a) As to ownership.** All voting aye.

**Original Alcohol Beverage Retail License Application: David J. Pyszora, Individual, d/b/a Pappa's Café, 1360 S. Commercial Street, Neenah, WI 54956:** Chairman Bates informed the Committee that the applicant informed the city clerk via email that he is withdrawing his application. No Committee action is necessary.

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**Beverage Operator License Applications:** The Committee reviewed the beverage operator license applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve beverage operator license applications for Corey A. Bass, Joseph B. Bowers, Hannah J. Bratz, Rebecca M. Bucholtz, Rodney L. Crow, Samantha M. Dahlke, John N. Eckrich, Jacob J. Esslinger, Danyelle A. Faulkcon, Lindsey Hartz, Margaret C. Hayes, Victoria E. Jambertz, Jordan A. Jensen, Kristine Laverty, Jennifer L. Lee, Jennifer P. Martin, Graham M. Musial, Amanda R. Rausch, Carmen R. Rosado, Meridith A. Rouse, Lisa M. Schabel, Nathan H. Schmechel, Jessica L. Udelhofen, Cody P. Vaughn, Kayla M. Weiss and Alex B. Wendt.** All voting aye.

**Beverage Operator License Application (New) - Denial:** The Committee reviewed the beverage operator license application for Cody R. Lichtfuss. The Neenah Police Department had recommended license denial.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council deny the new beverage operator license application for Cody R. Lichtfuss.** All voting aye.

**Beverage Operator License Application (New) - Delinquent Payment:** The Committee discussed the beverage operator license application for Stephani Malliet.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (new) for Stephani Malliet, contingent upon payment of all delinquent City fees.** All voting aye.

**Beverage Operator License Application (Renewal) - Delinquent Payment:** The Committee discussed the beverage operator license application for Troy Schuppe

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the beverage operator license application (renewal) for Troy Schuppe, contingent upon payment of all delinquent City fees.** All voting aye.

**Temporary Class "B" (Picnic) Retail License Application: Fox Valley Area Labor Council – Labor Day Celebration:** The Committee reviewed the request for a temporary Class "B" (picnic) retail license application from the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019, at the Labor Temple (157 S. Green Bay Road). Committee discussed security arrangements for the event. Assistant Police Chief Sievert stated that there have been no calls for police service at this event.

C.A.

REPORT

C.A.

C.A.

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C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council grant a temporary Class "B" (picnic) retail license to the Fox Valley Area Labor Council for the Labor Day Celebration event to be held on September 2, 2019.** All voting aye.

**Taxi Cab License Application - Kidz Kab, LLC:** Committee reviewed the taxi cab license application for Kidz Kab, LLC, 233 Dodge Street, Kaukauna.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant a taxi cab license to Kidz Kab, LLC, 233 Dodge Street, Kaukauna.** All voting aye.

**Public Works General Construction and Department Activity:**

1. Contract 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been working through the punchlist items.
2. Contract 3-18 (Nature Trails/Eaglecrest) – The trail along Woodenshoe Road has been paved. Warranty work has been done. A final estimate is being prepared.
3. Contract 1-19 (Caroline, Stevens, Fifth)
  - a. Caroline Street – Utility work is complete. Curb/gutter and driveway work will be completed 7/3. Sidewalk repairs and terracing will be done the week of 7/8.
  - b. Stevens Street – Utility work concrete work and finish grading are complete. Paving is scheduled for 7/8. Terracing will follow.
  - c. Fifth Street – Work is complete.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a. Stanley Court – Water main and storm sewer installation is complete. Lateral replacements will be done the week of 7/8.
  - b. Stanley Street – Utility main work is complete. The western section of water main needs to have testing completed. Side street tie-ins are complete for Ames and Bruce.
  - c. Thomas Court – Utility work is complete. Lateral replacements were completed on 7/3.
5. Contract 3-19 (Epoxy Pavement Marking) – Work is complete. A final pay estimate is being taken to the Board of Public Works.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The Bell Street trail has been poured. Pendleton Road trail and sidewalk have been installed. Backfilling and terracing are scheduled for the week of 7/8. Tullar Road pavement and sidewalk repairs will be started the week of 7/8. Director Kaiser clarified that the proposed 2020 project on Tullar Road is primarily for diamond grinding the concrete pavement.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has not yet been scheduled.
8. Courtney Court – A pre-construction meeting was held on July 3. The contractor is scheduled to mobilize the week of July 15 and to start work on July 22. Director Kaiser noted that the first piece of work will be installing storm sewer from Green Bay Road to Courtney Court. He stated that this will require that Green Bay Road be closed to traffic on July 22. Committee directed staff to arrange for public notification with the changeable message boards and social media.
9. Pond Fountains – Given repair and electricity costs to maintain and operate pond fountains, staff is evaluating the use of other aeration options. We currently have four fountains out of service with an average repair estimate of \$1,500.

10. Traffic Engineer Merten will be away from the office from July 12 to August 12. If you observe or are made aware of any traffic issues in that time, please contact me.

**E. Forest Avenue Parking Change:** Engineer Merten reviewed the revised staff proposal to swap the no parking restriction from the south side of E. Forest Avenue to the north side from Third Street to Fourth Street. Parking had been prohibited on the south side of the street in this block. A recent change was made that prohibits parking on the north side of the street and allows it on the south side of the street. Traffic Engineer Merten noted concerns with a partial parking removal on each side of the street. He noted that the restrictions as posted provide more parking in that block than the previous restrictions did. He confirmed that parking would be available on the south side of the street across from 404 E. Forest Avenue. Committee suggested that the situation be monitored for the next year to determine if it had the desired effect. Traffic Engineer Merten confirmed that all of the abutting properties were notified by letter of the Committee meeting. He stated that he was able to speak with several property owners when he delivered the letter. He confirmed that the parking arrangement in this block will match the parking arrangement for the two blocks to the west.

REPORT

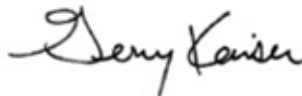
Following further discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve the Official Traffic Maps be amended to remove the “No Parking Anytime” regulation on the south side of E. Forest Avenue from Third Street to Fourth Street and to establish a “No Parking Anytime” regulation on the north side of E. Forest Avenue from Third Street to Fourth Street.** All voting aye.

**Announcements/Future Agenda Items:** Chairman Bates informed the Committee that a discussion of unpaved driveways and driveway aprons will be part of an upcoming agenda.

Chairman Bates suggested that a Committee of the Whole meeting be held to address the extension of premises issue for click & collect operations and the issue of convenience store alcohol sales. Committee discussed potential COW arrangements. Council President Stevenson stated that he would consider the matter and follow up with the Committee.

**Motion/Second/Carried Stevenson/Lendrum to adjourn at 7:10 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



The Review Subcommittee will make recommendations regarding the granting of alcoholic beverage licenses to the Public Services and Safety Committee. In performing its review and preparing its recommendation for approval or disapproval, the Review Subcommittee will use the following criteria on which to make recommendations to the committee:

1. **Neighborhood compatibility.** The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development.
2. **Zoning requirements.** The proposed use conforms to the underlying zone district purpose and development standards and is in harmony with the general purposes and intent of the Neenah zoning ordinance. When there is an existing nonconforming structure, the development standards may be waived by the Common Council.
3. **Traffic impact and parking availability.** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
4. **Economic impact.** To the neighborhood and City in general.
5. **Management experience.** Of the owners and operator of the establishment.
6. **Background Checks.** Results of the criminal history and background check by the Neenah Police Dept.
7. **Density of Licensees.** Density of other alcohol serving establishments within the surrounding neighborhood.
8. **Distance to Sensitive Uses.** Distance of establishment location to nearby school, churches, or hospitals.
9. **Historical experience.** Results of past inspection reports by Neenah Police and Fire Departments and Building Inspections.

B. Existing Reserve “Class B” Licensees

Existing Reserve “Class B” licensees may maintain a regular “Class B” application on file with the City Clerk’s office, to be considered, along with other applications, when a regular “Class B” license becomes available. Existing Reserve “Class B” licensees shall pay the nonrefundable publication fee at the time the regular “Class B” license application is filed. In order to maintain the regular “Class B” license application on file in the City Clerk’s office, the Reserve “Class B” licensee shall annually update the licensee’s regular “Class B” application or file a statement of no change, during the license renewal period beginning March 10 until April 15 (or the first business day following March 10 and April 15 if those dates fall on a weekend), along with the nonrefundable publication fee. In addition, existing Reserve “Class B” license holders with a regular “Class B” application on file shall update their regular “Class B” application at the time it is considered for a regular “Class B” license.



C. Abandonment of Premise / Change in Ownership of Premise

C. In addition to the provisions above, the City has enacted two provisions which affect Class B licenses:

City of Neenah Code Sec. 4-100(6) *Abandonment of premises.* Any licensee holding a license to sell alcohol beverages under this article that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation or nonrenewal of any alcohol beverage license. In this section "abandon" and "abandonment" shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the Common Council granted the license for a period of six months.

City of Neenah Code Sec. 4-97 (a) *As to ownership,* In the event the "Class B" quota has been met and an existing "Class B" licensee goes out of business or relocates out of the City of Neenah, the new owner or tenant holds the right to that regular "Class B" license provided the new owner applies for that license within 60 days. If a new owner or tenant has not applied for said license within 60 days, that license will be added back into the quota for regular "Class B" licenses.

**PROCEDURE**

The clerk will publish a notice in the newspaper indicating the availability of the license, publish on the city website, and notify the Winnebago County Tavern League by first-class mail.

The potential applicants will then have twenty (20) business days to submit the following for consideration by the Liquor Licensing Review Subcommittee:

1. An application consisting of State of Wisconsin mandated forms
2. A City of Neenah supplemental application form
3. A City of Neenah proposed business plan form (including floor plan)

The Liquor Licensing Review Subcommittee reviews all the application forms and will make a recommendation to the Public Services and Safety Committee, based on who best meets the stated purpose of the City of Neenah's alcohol beverage licensing ordinances.

The Public Services and Safety Committee shall consider the application at a public meeting at which all interested parties will be given an opportunity to be heard. The committee will, by a majority vote of those present, make a recommendation to the Common Council which shall consider the application at its next regularly scheduled meeting.

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, June 24, 2019 – 6:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Steele, Stevenson and Boyette; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker.

**Others Present:** Director of Community Development Haese, Director of Water Utility Mach, Director of Information Systems Wenninger, Deputy Director of Community Development Schmidt, Assistant Planner Kasimor, GIS Coordinator Meverden.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Stevenson/Kunz to approve the minutes from the June 10, 2019 Special Meeting.** All voting aye.

**Geographic Information Systems Work Plan (July 2019 – June 2020):** Committee reviewed the July 2019 - June 2020 Geographic Information Systems (GIS) Work Plan. The Work Plan provides a summary of the projects and activities to be undertaken between July 2019 and June 2020, subject to change at the discretion of the City's GIS Leadership team. The Plan provides a listing of eight specific accomplishments within the GIS environment from July 2018 to June 2019 as well as thirteen objectives for 2019-2020 within both the Infrastructure/License Management/Data Management and Application Development/Implementation areas.

Committee and staff discussed various aspects of the proposed GIS Work Plan. Deputy Director of Community Development Schmidt and GIS Coordinator Meverden each made presentations specific to various GIS functions. Director Haese provided a broad historic overview of the GIS function, and highlighted the progress that has been made in the past year. Additional items discussed included the internal process for initiating GIS changes and improvements, the makeup and role of the GIS Leadership team, the relationship between the City and Water Utility GIS functions and a discussion on how both staff and the public will benefit from GIS services now and in the future.

**ERP Project Update:** Committee reviewed memo of Director Wenninger regarding status and progress updates of the City's Enterprise Resource Planning (ERP). He indicated his desire to provide periodic updates on the implementation of the Central Square software modules that were committed to by the City in December 2018. The modules currently in the implementation process include Document Management Services, Land/Parcel Management and Customer Information System (Utility Billing). Specific discussion took place on the need to extend the timeline for final implementation of Customer Information System (Utility Billing) to March 2020. Mayor Kaufert gave his perspective on the status of the ERP process.

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

**Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 8:10 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**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, July 8, 2019 – 6:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Steele, Stevenson and Boyette; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker.

**Others Present:** Aldermen Bates and Lendrum, Director of Human Resources & Safety Kehl, Assistant City Attorney VandenHeuvel, Robert Babcock.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Stevenson/Kunz to approve the minutes from the June 19, 2019 Special Meeting and the June 24, 2019 Regular Meeting.** All voting aye.

**Motion/Second/Carried Stevenson/Kunz to amend agenda to move up consideration of Social Media & Anti-Bullying Policies.** All voting aye.

**Social Media & Anti-Bullying Policies:** Committee reviewed memo of Assistant City Attorney VandenHeuvel recommending Council approve Policy 2019-01 relating to acceptable social media use and Policy 2019-02 relating to anti-bullying. The Social Media Policy instructs city employees on appropriate and inappropriate social media posts. The Anti-Bullying Policy is designed to create guidelines to address all forms of work-place “harassment” that do not fall under the EEOC definition of a hostile work environment or harassment. Assistant City Attorney VandenHeuvel provided a summary of the policies as well as highlighting specific sections of each.

Committee and staff discussed various aspects of the Social Media Policy. Issues discussed included how Aldermanic political activities could be affected by the policy, the need for employees to use disclaimers to indicate that their opinions do not represent the City of Neenah, how the policy would apply to City departments that have operations governed by other boards and commissions, and which City employees have the responsibility to monitor and address concerns regarding employee postings on social media. Director Kehl explained the plan to inform and educate employees regarding the reasons for the policy as well as the do’s and don’ts when using social media on issues related to the City and its operations.

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Policy 2019-01 Social Media.** All voting aye.

Committee and staff discussed various aspects of the Anti-Bullying Policy. Issues discussed included a lengthy discussion on how the policy would be administered under various

scenarios and a discussion of the distinctions between this policy and the legal protections for protected classes under EEOC guidelines.

REPORT

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Policy 2019-02 Anti-Bullying.** All voting aye.

**Resolution No. 2019-17 Liquor License Renewal – Late Fee:** Committee reviewed memo of City Clerk Sturn recommending Council adopt Resolution No. 2019-17 amending the fee schedule of the City of Neenah to provide for a \$50 late fee for any retail liquor license renewal and/or associated cigarette/amusement license renewal not filed by the April 15<sup>th</sup> deadline and establish a \$20/day late fee for license payments made after the June 30<sup>th</sup> deadline. The memo explained that certain establishments are not meeting the April 15<sup>th</sup> deadline each year, making it difficult on staff to ensure that all fees are paid and licenses issued by the June 30<sup>th</sup> deadline.

Committee and staff discussed various aspects of the proposed liquor license late fee resolution, including a review of the practices of surrounding communities. Staff indicated that generally the same establishments were the ones guilty of not meeting the timelines. The strong consensus of the committee was that the holding of a liquor license is a privilege, that the establishments have a responsibility to meet the timelines as defined by state statute, and that it was not up to the City staff to continue to pursue and follow up to ensure compliance. Discussion took place on whether the late fees proposed were a strong enough deterrent to ensure compliance, with various options debated and discussed. The consensus of the committee was that, along with the late fees proposed, moving the City due date for final payment of the fees from June 30<sup>th</sup> to June 15<sup>th</sup> would provide more time and incentive for complete compliance by all establishments seeking a liquor license renewal.

RESOLUTION

**Motion/Second/Carried Stevenson/Boyette recommending Council adopt Resolution No. 2019-17 amending the fee schedule of the City of Neenah to provide for a \$50 late fee for any retail liquor license renewal and/or associated cigarette/amusement license renewal not filed by the April 15<sup>th</sup> deadline, to change the June 30<sup>th</sup> deadline for license payment and issuance from June 30<sup>th</sup> to June 15<sup>th</sup>, and establish a \$20/day late fee for license payments made after the June 15<sup>th</sup> deadline.** All voting aye.

**Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 8:00 p.m.** All voting aye.

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance



**RESOLUTION NO. 2019-17**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF NEENAH TO PROVIDE FOR A LATE FEE FOR RETAIL LIQUOR LICENSE RENEWALS**

**WHEREAS**, Municipal Code Sec. 4-65(m) provides all applications for renewal of liquor licenses shall be made to the City Clerk by April 15; and,

**WHEREAS**, Municipal Code Sec. 4-65(f) provides all licenses shall expire June 30; and,

**WHEREAS**, by Resolution #7185, the Common Council adopted a uniform fee schedule; and,

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN** this 17<sup>th</sup> day of July 2019 that the uniform fee schedule established by Resolution #7185 is amended by including a late fee for Retail Liquor License renewal failing to meet the April 15 filing deadline and June 15<sup>th</sup> deadline for the June 30 expiration:

FEE TYPE	FEES	BASIS	CODE / ORD / RES
<b>CLERK LICENSES</b>			
Late Fee – April 15 Filing Deadline for Renewals Expiring 6/30	\$50.00		Res. 2019-17
Late Fee – beginning <b>June 15</b> Filing Deadline for Renewals Expiring 6/30	\$20/day		Res. 2019-17

Recommended by: **Finance and Personnel Committee**

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Sturn, City Clerk



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# P O L I C Y

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**DATE:** 7/10/19    **EFFECTIVE DATE** Immediately    **POLICY NO:** 2019-01  
**TITLE:** Social Media  
**ISSUER:** Human Resources  
**COVERAGE:** All City Departments/Employees  
**AUTHORITY:** Common Council Approval  
**DURATION:** Indefinite  
**SYNOPSIS:** Provides guidance for appropriate and acceptable social media use for both government and personal facebook pages.

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## INTRODUCTION

Social Media has become one of the most efficient and effective ways for individuals and organizations to quickly communicate with one another, and a social media presence has become a key feature for local governments. It is crucial that the City of Neenah continue to be visible and active in the social media landscape, however it is even more important to ensure that personal and governmental opinions, ideas, and posts be clearly identified and always separated. This policy is to help ensure consistency among departments using social media, minimize risks, ensure compliance with open records laws, and provide employees guidance on what is appropriate and not appropriate use on both personal and professional pages.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well a labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen about matters of public concern, such as misconduct or corruption.

## POLICY

### 1. Definition:

Social Media. Refers to content created by individuals with the use of various technologies for the purpose of sharing information through the internet. Examples of social media are: blogs, discussion forums, social networking websites (i.e. facebook, twitter, linkedIn), photo-sharing websites (i.e. Instagram), video-sharing websites (i.e. snapchat), wikis, podcasts, and more.

### 2. Employee Personal Use of Social Media:

- a. Employees shall not use their government-issued email address for their primary username or login for personal social media profiles and/or platforms.

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- b. Employees should be mindful that personal social media platforms may be subject to legal discovery or record requests.
- c. Employees are discouraged from sending or accepting social media friend requests to or from City of Neenah clients or contractors, with the exception of LinkedIn requests.
- d. Employees shall not conduct any official City business through their personal social media sites. All official City social media content and posts shall be conducted through City social media sites.
- e. Employees should ensure that their personal social media sites are personal in nature and are used to only share personal opinion or non-work related information, with the exception of advertising for the city. (i.e. job postings, park and rec programs, riverside players, etc.)
- f. When an employee is posting on or from their personal social media account, a disclaimer is required whenever that post, 1. Refers to work being done by the City, or 2. Refers to any City related business or issue. Such disclaimer should clearly state that “the views or comments expressed are my own and do not represent the City’s positions, strategies, opinions, or views.”
- g. Whenever possible, employees should refrain from using their personal accounts when responding and commenting to questions about City work and operations, and whenever possible, direct traffic and communication to official City pages or websites.
- h. Employees must not post or release anything related to the City of Neenah that is proprietary, confidential, sensitive, or other City intellectual property on their personal social media site.
- i. Employees must not post or release any personal identifying information of fellow employees or customers. Personal Identifying Information includes home addresses, personal telephone numbers, SSN, birthdate, etc.
- j. Posted content has the potential to be shared broadly, including with individuals you did not intend to communicate. Therefore an employee is responsible for ensuring that any content related to a co-worker is consistent with the City policy regarding how to treat co-workers. For example, do not post content that would violate the City’s policy regarding discrimination and harassment.
- k. Employees may not post, share, or upload onto their personal page any media (text, image, video, audio) containing City personnel, clients, or City of Neenah residents, gained in the course of employment without the express permission of the person. This includes images, video, or audio taken at any City sponsored event, inside any City facility or involving City equipment, or any other work-related event.
- l. Employees should be mindful that being on social media brings with it the possibility that people outside of the intended audience may see or read posts. Further, as an employee of the City, each employee has the potential to be assumed to be a representative of the City at any time. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated in the workplace, and if such a post affects the ability for an employee to effectively do their job at the city, discipline may occur, up to and including termination.

### **3. Department Use of Social Media:**

- a. Department Heads are responsible for deciding whether the use of social media is appropriate for their department. In the event that it is determined that a



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- department will create a use a social media platform, the Department Head is responsible for maintaining and approving all posts and content.
- b. A Department Head may elect to place other employees in charge of the day to day posting, however the Department Head remains the responsible party for any questions, actions, or record requests.
  - c. Department Social Media platforms are to be used only for City business and events. Department Heads are responsible for ensuring that each platform used is used appropriately.
  - d. No employee may request the personal social media username and password from any potential or current employee.
  - e. Use of all social media platforms shall adhere to applicable state, federal, local laws, and regulations, including copyright and trademark infringement laws.
  - f. Open records laws and policies apply to social media content and therefore content shall be able to be managed, stored, retrieved, and archived for compliance. The IS Department shall archive social media platforms. Costs associated with archiving social media shall be budgeted and paid for by the department utilizing the social media platform to be archived.
  - g. The City reserves the right to restrict or remove any content that it deems in violation of this policy or any applicable law.
  - h. No post may contain video footage or photographs of a minor under the age of 18 without prior written consent by a parent or guardian, unless the minor is unidentifiable. In no case shall the Department identify the minor by name in any posting.
  - i. No Department may post any content related to or including the name of any candidate who is running for any political office.
  - j. Social media posts should be treated as an extension of City's official website. Whenever possible, links should direct viewers back to City's official website for more information, forms, documents or online services.
  - k. Only authorized employees can prepare and modify content for Department social media sites.
  - l. Every Departmental page must have someone in the Attorney's Office as an administrator on their page.
  - m. Removal of any post or comment must be approved by either the Department Head in charge of the page, the City Attorney's Office, or the Mayor.



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# P O L I C Y

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**DATE:** 7/10/19    **EFFECTIVE DATE** Immediately    **POLICY NO:** 2019-02  
**TITLE:** Anti-Bullying Policy  
**ISSUER:** Human Resources  
**COVERAGE:** All City Departments/Employees  
**AUTHORITY:** Common Council Approval  
**DURATION:** Indefinite  
**SYNOPSIS:** Addresses workplace bullying and harassment beyond the protections already given by state and federal law.

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## INTRODUCTION

The City is committed to providing a workplace that is free from bullying. All employees have a right to work in an environment free from bullying, and to be treated with dignity and respect. All Department Heads and supervisors are responsible for actively intervening to prevent and stop bullying behavior that is occurring in their workplaces, whether or not a complaint is received.

## POLICY

1. "Bullying" means repeated, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

2. Bullying includes conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests. The following list may be considered bullying behavior. This list is not intended to be all-inclusive:

- a). Staring, glaring or other nonverbal demonstrations of hostility;
- b). Exclusion or social isolation in the workplace;
- c). Excessive monitoring or micro-managing;
- d). Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- e). Being held to a different standard than the rest of an employee's work group;
- f). Consistent ignoring or interrupting of an employee in front of co-workers;
- g). Personal attacks (angry outbursts, excessive profanity, or name-calling);
- h). Encouragement of others to turn against the targeted employee;
- i). Sabotage of a co-worker's work product or undermining of an employee's work performance;

- j). Stalking;
- k). Invasion of another's person's personal space or personal property;
- l). Unreasonable interference with an employee's ability to do his or her work;
- m). Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;

3. The City does not consider the following behaviors bullying:

- a). Reasonable management practices, including performance management and disciplinary procedures;
- b). A direction to carry out reasonable duties and instructions; and
- c). A direction to comply with City of Neenah policies, procedures, or department work rules.

#### Reporting

Employees who believe they have experienced conduct that violates this policy, or who have concerns about such matters, should report their complaints verbally or in writing to their supervisor, Department Head, or to Human Resources. After appropriate investigation, any employee found to have engaged in workplace bullying will be subject to appropriate disciplinary action, up to and including discharge.

#### **CONCLUSION**

It is the hope of the City to foster an environment where everyone feels comfortable coming to work without worrying about negative interactions with co-workers. This policy is meant to address those instances of bullying or harassment that are not based on a protected class (age, gender, race, religion, and sexual orientation.) Harassment based on a protected class is addressed in the City's anti-harassment policy.

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, July 9, 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	PRESENT			Karen Genett	PRESENT
Gerry Andrews	ABSENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Adam Franke, Community Development Intern
Wayne Speakes – Wayne’s Auto and Muffler	Adam Pugh – Expert Automotive Services	Chad Pugh – Expert Automotive Services
Ald. Cari Lendrum		

**Minutes:**

**MSC Genett/Hancock-Cooke to approve the June 11, 2019 meeting minutes. All Aye. Motion passed.**

**Public Appearances:** None

**Public Hearings:** Mayor Kaufert opened the Public Hearing for the Special Use Permit for 101 N. Lake Street to allow vehicle tow services and auto sales.

Wayne Speakes, owner of the property, expressed his opinion that a special use permit was not needed as no change in use occurred. Deputy Director Schmidt explained that Wayne’s Auto and Muffler was only ever permitted for auto repair. Towing was never permitted through the City. Therefore, this would be considered a change of use.

Chad and Adam Pugh, owners of Expert Automotive Services out of Oshkosh, explained that they will be opening a tow yard at this location. There may do some minor auto repair but the majority of the business will be towing and auto sales. Three tow trucks will remain on the site. They plan to get into the City rotation and no UHaul vehicles will be on the site. The vehicles stored behind a newly constructed fence will be crash vehicles, police tow-aways, breakdowns, etc.

Mayor Kaufert closed the Public Hearing.

**Action Items:**

**1. Special Use Permit - 101 N. Lake Street – Vehicle Tow Services and Auto Sales**

Deputy Director Schmidt described the property as a 1.15 acres in size and includes a building which is approximately 2,600 square feet in size. The property is zoned C-1, General Commercial District.

The owners of Expert Automotive Services submitted an application and plan for the site to have a site tight fence to enclose the vehicles that will be towed to the site. They are aware that no vehicles can be stored on the gravel area on the east side of the property unless it is paved.

Staff is requiring that a landscaping plan be submitted and landscaping to be installed, submission of fence plans, storage of tow trucks should be behind said fence when not in use, vehicles can only be parked on gravel surfaces, the removal of off-premise signs and a sign permit for any exterior building or freestanding signage.

Mr. Speakes explained that the DNR has test wells on this site due to three tanks remaining underground from the original fuel station located on the site. The DNR has not indicated when they expect the tests to be complete. At this time, Mr. Speakes will remain as the owner of the property and the business owners will lease the property.

The business owners expressed concern about the landscaping requirements due to the requirement that the DNR has placed on the property saying that the tanks will need to be removed after testing. They requested that the landscaping requirement be postponed until the testing is finished and the tanks are removed so that the new landscaping will not need to be torn out.

Plan Commission agreed to postpone the landscaping requirement for 18 months at which time the landscaping will need to be installed or further reviewed by the commission. If the business owners do not comply with the landscaping requirements in the future, the special use permit could be revoked.

**MSC Lang/Genett, the Plan Commission recommends Common Council allow the landscaping requirements of any approved Special Use Permit for 101 N. Main Street to be postponed for 18 months at which time the landscaping must be placed or reviewed by the Plan Commission. All aye.**

# Plan Commission Minutes

July 9, 2019

Page 2

REPORT

Mr. Speakes also explained that the property is under contract regarding the off-premise signs that cannot be broken. Mr. Speakes agreed to provide the contract to the Community Development Department.

**MSC Lang/Kaiser, the Plan Commission recommends Common Council approve a Special Use Permit for a tow service and auto repair business located at 101 N. Lake Street subject to the following conditions:**

1. **Submit a landscape plan indicating the type, location and size of each planting within the landscape strip. A minimum of 1 shade tree and 6 shrubs is required for each 40 linear feet of frontage (excluding driveway openings). 100 feet on Lake St = 3 shade trees/18 shrubs, 200 feet on Main St = 5 shade trees/30 shrubs. Install 10-foot wide landscape strip along the Main Street and Lake Street frontages. The landscaping must be installed within 18 months after approval or a later time if granted by the Plan Commission.**
2. **Submit detail on proposed fence showing that the fence will be site tight.**
3. **Tow trucks must be stored behind the fence when not in use.**
4. **Storage of vehicles is limited to areas that are hard-surfaced (e.g. asphalt). The gravel area along the east property line is not a permitted storage or parking area.**
5. **Remove off-premise signs (billboards).**
6. **A sign permit is required for all exterior building or freestanding signage.**

All aye.

## 2. **Certified Survey Map – 815 River Lane (Private Street) – 2 Lots**

The submitted CSM proposes to create 2 lots from an existing lot of record (815 River Lane). The existing lot of record was created via a CSM in 2008. Prior to the lot being created, two lots existed and each lot had a single-family house built on them. The home most recently on the property has been demolished and two new homes will be constructed. Both proposed lots meet the minimum standards for lot size and lot width. A private drive will provide access to both of the lots from Grant Street. Water and Sewer utilities are already provided to the subject property.

**MSC Karen/Genett, Plan Commission approves the 2 lot CSM for the property located along River Lane. All aye.**

## 3. **Site Plan Review – 1060 Breezewood Lane - Warehouse**

The subject property is about 5.25 acres in size and is zoned to I-1, Planned Business Center District. The site includes an existing multi-tenant building which is about 41,500 square feet in size. Land west, south and east is zoned I-1 District while land north is zoned I-2, General Industrial District.

The proposed cold storage warehouse will be located on the southwestern portion of the property and be 6,400 square feet in size. The maximum height of the building is 21 feet (east side of building) and a minimum height of 16 feet (west side of building). The building will be constructed of metal paneling and include 2 overhead doors and 1 loading ramp.

Although no landscaping is required to be installed as part of this project, the dumpsters located in the area of the proposed warehouse will have to be relocated. That location must be identified on the site plan and in addition, the dumpsters must be screened with a 6-foot tall sight tight fence.

The site contains 2 driveways, one which is located on the east side of the building and one on the west side of the building. The west driveway is paved with asphalt to point south of the main building then an area of gravel exists. Gravel is not a permitted pavement in commercial and industrial districts. This area must be paved with asphalt or concrete in order to be used as an access drive.

Finally, all outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property. During a site visit, it was determined that several personal vehicles not associated with the businesses on the property were being stored illegally. Also, some of the equipment associated with businesses was being stored in grass areas. These need to be stored on a hard surface.

## Plan Commission Minutes

July 9, 2019

Page 3

**MSC Hancock-Cooke/Lang, the Plan Commission approves the site plan for the construction of a warehouse located at 1060 Breezewood Lane subject to the following conditions:**

1. **Update site plan to show location of refuse collection area and details on required fence material and height.**
2. **Update site plan to show gravel drive on west side of property as asphalt or concrete.**
3. **Outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property.**
4. **Building permits will not be issued until these conditions are satisfied.**

**All aye.**

### **Announcements and future agenda items:**

Deputy Director Schmidt introduced Community Development Intern Adam Franke. He helped with the 3D modeling of the mosque for the last Plan Commission meeting and is working on the S. Commercial Street Revitalization Plan. He has been a huge asset to the department in the few weeks since he has started.

The Mayor gave an update regarding the meeting about the construction of a mosque on Marathon Ave. The chamber was full at Council and it was a unanimous yes decision.

The Mayor also questioned which site plans would be expiring soon. Deputy Director Schmidt will provide a list of recent site plans and their status at the next Plan Commission meeting.

Next Plan Commission meeting is scheduled for July 30, 2019.

**Adjournment: The Commission adjourned its meeting at 5:15 P.M. MSC Kaiser/Lang. All aye.**

Respectfully Submitted,



Samantha Jefferson  
Office Manager, Community Development

**Minutes of the Board of Public Works Meeting  
Tuesday, June 25, 2019 – 12:30 p.m.  
Council Chambers**

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

**ALSO PRESENT:** City Clerk Sturn and Water Director Mach.

Chairman Kaufert called the meeting to order at 12:34 p.m.

**MINUTES:** MSC Kaiser/Easker to approve the minutes from the June 11, 2019 Board of Public Works meeting, all voting aye.

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

Pay Estimate No. 3 for Contract 1-19: Dir. Kaiser recommended approval of Pay Estimate No. 3 for Contract 1-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Caroline Street, Stevens Street and Fifth Street to Carl Bowers & Sons Construction Co., Inc., Kaukauna in the amount of \$108,477.99. This is for utility and street construction on Caroline, Stevens and 5<sup>th</sup> Street. The work is progressing well, 5<sup>th</sup> Street is now completed. **MSC Kaiser/Godlewski to approve Pay Estimate No. 3 for Contract 1-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Caroline Street, Stevens Street and Fifth Street to Carl Bowers & Sons Construction Co., Inc., Kaukauna in the amount of \$108,477.99, all voting aye.**

Pay Estimate No. 3 for Contract 2-19: Dir. Kaiser recommended approval of Pay Estimate No. 3 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court and Thomas Court to Robert J. Immel Excavating, Inc., Greenville in the amount of \$237,583.13. This is for water main and miscellaneous storm sewer repairs on Stanley Court and Stanley Street. The work is progressing well. **MSC Kaiser/Spellman to approve Pay Estimate No. 3 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court and Thomas Court to Robert J. Immel Excavating, Inc., Greenville in the amount of \$237,583.13, all voting aye.**

**Park & Recreation:**

Pay Request No. 4 for Washington Park Phase 3: Dir. Kading requested approval of Pay Request No. 4 for Washington Park Phase 3 to R & R Wash, Ripon, WI in the amount of \$131,953.13. Included in this pay request is the foundation for the concession/restroom building, earthwork and the splash pad installation. The splash pad is on track to open August 1<sup>st</sup>. **MSC Bates/Godlewski approve Pay Request No. 4 for Washington Park Phase 3 to R & R Wash, Ripon, WI in the amount of \$131,953.13, all voting aye.**

**Water Utility:**

Change Order No. 3 for Chemical Storage and Feed Modifications Project: Dir. of Water Utility Mach requested approval of Change Order No. 3 for Chemical Storage and Feed Modification Project to August Winter & Sons, Inc. in the amount of (-\$1,575). This change order deduct is owner requested for eliminating the ladders from the chemical storage tanks and time extension for substantial and final completions due to tank delays and added piping work. He advised the Board that a rolling ladder will be use instead. He does not see any liability concerns. **MSC Easker/Bates to approve Change Order No. 3 for the Chemical Storage and Feed Modifications project to August Winter & Sons, Inc. in the amount of (-\$1,575.00), all voting aye.**

**MSC Kaiser/Bates to adjourn at 12:41 p.m., all voting aye.**

Respectfully Submitted,

  
Patricia A. Sturn, WCPC, MMC  
City Clerk



**Minutes of the Board of Public Works Meeting  
Tuesday, July 9, 2019 – 11:30 a.m.  
Council Chambers**

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

**ALSO PRESENT:** City Clerk Sturn, Asst. City Attorney Vanden Heuvel, Director of Parks & Recreation Kading and Water Director Mach.

Chairman Kaufert called the meeting to order at 11:38 a.m.

**MINUTES:** MSC Kaiser/Haese to approve the minutes from the June 25, 2019 Board of Public Works meeting, all voting aye.

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

Final Payment for Contract 3-19: Dir. Kaiser recommended approval of the Final Payment for Contract 3-19 Epoxy Pavement Marking to Brickline, Inc., Madison in the amount of \$54,214.50. This payment includes \$2,261.05 for work on Industrial Drive leaving an Operating Budget impact of \$51,953.45 which is \$214.50 over budget. Other Operating dollars will be found to cover the overage. **MSC Kaiser/Bates to recommend Council approve Final Payment for Contract 3-19 Epoxy Pavement Marking to Brickline, Inc., Madison in the amount of \$54,214.50, all voting aye.**

**Park & Recreation:**

Change Order No. 1 for Washington Park Phase 3: Dir. Kading requested approval of Change Order No. 1 for Washington Park Phase 3 to R&R Wash Materials, Inc., Ripon in the amount of \$4,246.26. This change order is for additional pipe, staking, clean out and hooking up the building downspouts directly to the storm sewer which will eliminate surface drainage over the concrete. **MSC Bates/Kaiser to approve Change Order #1 for Washington Park Phase 3 to R&R Wash Materials, Inc., Ripon in the amount of \$4,246.26, all voting aye.**

Pay Request No. 5 for Washington Park Phase 3: Dir. Kading requested approval of Pay Request No. 4 for Washington Park Phase 3 to R & R Wash Materials, Ripon, WI in the amount of \$73,682.48. The majority of this work is stone, additional underdrain, the splash pad installation and the start of the restoration work. Things are progressing well and are on target for the August 1<sup>st</sup> opening of the splash pad. The splash pad will be tested next week to make sure everything is work correctly. This will give them time to fix anything that would require attention prior to the opening. He fears residents will see the testing and think the splash pad is open.

Asst. City Attorney Vanden Heuvel left the meeting.

Report

Info Only

City Attorney Godlewski joined the meeting.

**MSC Haese/Kaiser to approve Pay Request No. 5 for Washington Park Phase 3 to R & R Wash Materials, Ripon, WI in the amount of \$73,682.48, all voting aye.**

**Water Utility:**

Pay Estimate No. 6 for Chemical Storage and Feed Modifications Project: Dir. of Water Utility Mach requested approval of Pay Estimate No. 6 for Chemical Storage and Feed Modification Project to August Winter & Sons, Inc. in the amount of \$15,181.00. This includes electrical, instrumentation and all other work to complete the chemical storage and feed mods plus the (-\$1,575) Change Order approved at the last meeting. The balance to finish the project is \$28,850 for the bulk storage tanks. The damaged tank will be delivered and installed by the end of the month. **MSC Haese/Godlewski to approve Pay Estimate No. 6 for Chemical Storage and Feed Modification Project to August Winter & Sons, Inc. in the amount of \$15,181.00, all voting aye.**

**MSC Godlewski/Kaiser to adjourn at 11:52 p.m., all voting aye.**

Respectfully Submitted,



Patricia A. Sturn, WCPC, MMC  
City Clerk

Info Only

Info Only

July 3, 2019

Honorable Mayor Kaufert and Members of the Common Council, Neenah, WI

The following is the Final Estimate for Contract 3-19, Epoxy Pavement Marking to Brickline, Inc., 3342 Commercial Avenue, Madison, WI 53714

DESCRIPTION	Original Bid			FINAL	
	UNIT PRICE	Quantity	Total	Quantity	Total
1. Long Line 4"	\$0.85	13277 LF	\$11,285.45	12797 LF	\$10,877.45
2. Long Line 6"	\$0.95	6316 LF	\$6,000.20	6246 LF	\$5,933.70
3. Long Line 8"	\$1.20	1589 LF	\$1,906.80	1898 LF	\$2,277.60
4. Stop Line 18"	\$9.75	127 LF	\$1,238.25	133 LF	\$1,296.75
5. Stop Line 24"	\$10.50	164 LF	\$1,722.00	223 LF	\$2,341.50
6. Roundabout Line 18" (Dotted Extension)	\$9.75	45 LF	\$438.75	45 LF	\$438.75
7. Crosswalk 6"	\$7.50	735 LF	\$5,512.50	852 LF	\$6,390.00
8. Crosswalk 12"	\$8.25	933 LF	\$7,697.25	955 LF	\$7,878.75
9. Crosswalk 24"	\$10.50	468 LF	\$4,914.00	276 LF	\$2,898.00
10. Diagonal 12"	\$8.25	191 LF	\$1,575.75	181 LF	\$1,493.25
11. Arrow, Type 2	\$275.00	21 EA	\$5,775.00	23 EA	\$6,325.00
12. Arrow, Type 3	\$350.00	1 EA	\$350.00	1 EA	\$350.00
13. Removal, Special Marking	\$150.00	5 EA	\$750.00	4 EA	\$600.00
14. Removal, 4" Line	\$3.25	1072 LF	\$3,484.00	1069 LF	\$3,474.25
15. Removal, 6" Line	\$4.00	57 LF	\$228.00	57 LF	\$228.00
16. Removal, 8" Line	\$4.75	267 LF	\$1,268.25	278 LF	\$1,320.50
17. Removal, 18" Line	\$6.50	11 LF	\$71.50	14 LF	\$91.00
<b>Grand Total</b>			<b>\$54,217.70</b>		<b>\$54,214.50</b>
				Work to date	\$54,214.50
				Retainage <sup>1</sup>	\$0.00
				Due Contractor	\$54,214.50
				Previously paid	\$0.00
				Due this estimate	\$54,214.50

Respectfully submitted,

  
 Gerry Kaiser, P.E.  
 Director of Public Works

NOTE (1): Retainage is set per Wis. Statute 66.0901(9). Retainage is 5% of the estimate until 50% of the work is completed. At 50% completion, no additional amounts are retained. For Final Estimates, there is no retainage.

Contractor
Approved by: _____
Date: _____

Pay To: Brickline Inc.  
3342 Commercial Avenue  
Madison, WI 53714

Contract No. 3-19 Epoxy Pavement Marking

Date: July 5, 2019

Estimate No. Final

<u>Account Description</u>	<u>Account #</u>	<u>Payment</u>	<u>Bid Amt</u>	<u>Budget</u>
Traffic Control	010-7101-736-0229	\$54,214.50	\$54,217.70	\$54,000
	<b>TOTAL:</b>	<b>\$54,214.50</b>		

Prepared by 

Approved by Public Works Department July 5, 2019 

Approved by Board of Public Works July 9, 2019

Approved by Common Council  
(final payments only) July 17, 2019

Sent to Finance July 18, 2019

Number of Attachments 1

**City of Neenah**  
**Public Works Department**  
**Contract Payment Form**

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

Date: July 17, 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



# 121st League Annual Conference Registration

KI Center/Hyatt Regency, Green Bay

**October 23-25, 2019**

*Early Bird Discount through September 13, 2019*

Name \_\_\_\_\_ Title \_\_\_\_\_

The Municipality/Company You Represent \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number \_\_\_\_\_ email \_\_\_\_\_

I need arrangements to accommodate a disability or dietary need. (We will contact you to make those arrangements.)

	Member* Until 9-13-19	Non-member Until 9-13-19	Member*	Non-member
Full Conference Registration	<input type="checkbox"/> \$225	<input type="checkbox"/> \$270	<input type="checkbox"/> \$260	<input type="checkbox"/> \$305
Wednesday Only Registration			<input type="checkbox"/> \$90	<input type="checkbox"/> \$110
Thursday Only Registration			<input type="checkbox"/> \$150	<input type="checkbox"/> \$180
Friday Only Registration			<input type="checkbox"/> \$90	<input type="checkbox"/> \$110

**Bringing a guest?**  No  Yes Name: \_\_\_\_\_  \$50

Please note: Guest registration covers both Conference Receptions and Thursday's Run/Walk. There is no Guest Program this year.

**Please tell us which of the following events you'll be attending:**

- Wednesday Deep Dive #1 Northern Renewal—Tour of Green Bay and Ashwaubenon
- Wednesday Deep Dive #2 Human Resources 101
- Wednesday Deep Dive #3 Innovative Housing Solutions
- Wednesday Mini Bar\*\* A New Round of *FUN*damentals for Municipal Attorneys
- Thursday morning WEA Trust Walk/Run (7:00 a.m. start)

Please circle the Walk/Run t-shirt size you would like: **S M L XL XXL**

If you are bringing a guest to the Walk/Run, please circle your guest's size: **S M L XL XXL**

- Thursday Municipal Networking Reception (4:30 p.m.)
- Friday Scrambled Eggs & Politics Breakfast (7:30 a.m.)

**Total Due:** \_\_\_\_\_ / **Payment information:**

I am paying by CHECK. (Make check payable to League of Wisconsin Municipalities)

I am paying by Credit Card  Visa  MasterCard

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (back of card) \_\_\_\_\_

Signature \_\_\_\_\_

**THE FINE PRINT:**

*\*Staff members and officials from cities and villages that are currently members of the League, League Business Partners and representatives from organizations exhibiting at this conference may register at the member rate.*

*\*\*The Mini Bar workshop is geared towards newer municipal attorneys but seasoned attorneys are likely to find value as well. The workshop is anticipated to provide 4 CLE credits. Anyone may attend, but content will be presented with the assumption that participants have a law background.*

*Registration fees, minus a \$10 processing fee, are refundable **if the League is notified of the cancellation by October 18, 2019.***

**Online Registration:** [www.lwm-info.org](http://www.lwm-info.org)

**Fax:** 608-267-0645

**Questions? Call** 608-267-2380

**Mail:** League of Wisconsin Municipalities

131 West Wilson Street, Suite 505

Madison, WI 53703



## ★ The League's 121st Annual Conference ★



# October 23-25, 2019 | KI Center, Green Bay

### WEDNESDAY

Deep Dives (9:00 a.m.-11:00 a.m.)

- Northern Renewal: Tour of Green Bay and Ashwaubenon
- Innovative Housing Solutions
- Human Resources 101

+ Mini Bar - FUNDamentals for Municipal Attorneys (9:00 a.m.-1:00 p.m.)

+ Vendor Exposition Hall, General Session, Presidents Reception, Prize Drawings & Table for Ten



### THURSDAY

WEA Trust Run/Walk, 20 Concurrent Workshops, Lunch & Keynote Speaker & Networking Reception

### FRIDAY

Scrambled Eggs and Politics, Concurrent Workshops & LeRoy Butler: Originator of the Lambeau Leap

One-Day Registration is available! Register now using the Registration Form on page 26 of this magazine or register online <https://www.lwm-info.org/731/Annual-Conference>

### Engineering and Public Works Track

- Asbestos Abatement for Non-Remediation Contractors
- Water Tower Service Agreements & Maintenance
- Lighting Technology, Codes & Flickers
- And More!
- To Mix or Not to Mix (water tower/tank)

*Anyone can attend these workshops, even if you are not an engineer or public works staff!*



### PUBLIC/PRIVATE PARTNERSHIPS (P3)

- An Innovative Tool for Your Community

### MUNICIPAL ADMINISTRATOR SERVICES

- Interim Administrator Services
- Professional Staff Recruitment
- TIF District Implementation
- Additional Professional Services

### PARKS AND RECREATION ADMINISTRATION AND FACILITIES:

- Grant Writing and Administration
- Open Space Plan Development
- Interim Services

Together,  
let's achieve the  
**GOALS** of YOUR  
COMMUNITY.



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