



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, October 2, 2019 - 7:00 p.m.
Neenah City Hall
Council Chambers

I. Roll Call and Pledge of Allegiance

FBI NATIONAL ACADEMY TRAINING PRESENTATION – POLICE CHIEF OLSON

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

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of September 18, 2019 regular session.
(UC)

IV. Public Hearings (None)

V. Plan Commission, Public Services & Safety Committee or Finance & Personnel Committee report pertaining to the Public Hearings (None)

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 Application for Laura Eitrem. **(PSSC)**
B. Approve the Temporary Extension of Licensed Premises application for Gord's Pub LLC for September 14, 2019. **(PSSC)**
C. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of September 24, 2019: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
1. Committee recommends Council approve the Beverage Operator License for Nicole E. Brisky with an expiration date of June 30, 2020 **(RollCall-Pro)**
 2. Committee recommends Council amend the 2019 budget by transferring \$87,679.67 from the K9 Trust Fund to the 2019 Capital Equipment Fund and approve the purchase in 2019 of a 2020 Ford Police Interceptor Utility Vehicle, AWD, 3.3 V6 and all necessary equipment at the cost of \$66,069.67 and approve the purchase in 2020 of a police canine and associated training and equipment for a total cost of \$21,610. **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of September 23, 2019: **(Cancelled)**

- X. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of September 24, 2019: **(Cancelled)**
 - B. Board of Public Works meeting of September 24, 2019: (Vice Chairman Bates)
(Minutes can be found on the City web site)
 - 1. Council Action Items:
 - a) The Board recommends Council approve the Final Payment for Contract 3-18, Nature Trail Subdivision Street Construction to MCC, Inc., Appleton, in the amount of \$25,770.66. **(RollCall-Pro)**
 - b) The Board recommends Council award Contract 7-19 Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc. of Luxemburg for the low bid in the amount of \$449,060.00. **(RollCall-Pro)**
 - C. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Lang
 - D. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Kunz
 - E. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Lang
 - F. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Spellman
- 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. 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.

Proceedings of the Common Council of the City of Neenah

Wednesday, September 18, 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., September 18, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Deputy Dir. of Comm. Dev & Assessment Brad Schmidt, Director of Public Works Kaiser, Asst. City Attorney Vanden Heuvel, City Clerk Sturn, and Deputy Clerk Cheslock.

Also Present: Police Chief Olson, Police Captain Bernice, City Financial Advisor Brad Viegut, Kurt Gilhart, Amritpal Gill, Philip Langohr, Ned Hughes, Brittany Keuss and Ryan Roth.

Mayor Kaufert called the meeting to order at 7:00 pm.

Introduction and Confirmation of Mayor's Appointments

- I. **MS Stevenson/Erickson to confirm Mayor Kaufert's appointment of Larry Stelow to fill the expired term of Wayne Sigl on the Board of Review for a 5-year term to expire June 2024. There being no objections the motion was approved by unanimous consent.**

Proceedings

- I. **MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of August 21, 2019. There being no objections the motion was approved by unanimous consent.**

Public Hearing

- I. Consider the proposed amendments to Tax Increment District #9 which will: alter the boundaries of the District to allow for the attachment of the parcels on the northerly edge of the District; continue to support the rehabilitation/conservation of the industrial area adjacent to Highway 41; include additional investment to support redevelopment activities that may include acquisition, demolition, infrastructure installation, and site preparation; and may also include cash grants to owners, lessees or developers for such purposes.
 - A. There being no appearances, Mayor Kaufert declared the public hearing closed.

Plan Commission Report Pertaining to the Public Hearing

- I. Council Rep. Lang reported from the Plan Commission meeting of August 27, 2019:
 - A. Commission recommends the Neenah Common Council approve Resolution 2019-20 amending Tax Increment District #9 boundaries. **MS Lang/Stevenson.**
 1. Deputy Director Schmidt shared with Council that TIF #9 was created in 2015 for the Menasha Corp headquarters. The first amendment was early in 2019 for Loren's Auto land acquisition. This will be the second amendment for the former Plexus Engineering building for 55 Jewelers Park Drive, which has sat vacant for a few years. TIF is the only economic tool the City has to offer to ease the issues with filling that building, namely the lack of parking. He also shared that no development agreements have been discussed with any developers as of yet.

This amendment is the first step to allow for those discussions to happen moving forward.

2. The Council discussed the appendicies and looked at the anticipated investment in this project. They also discussed what has all changed in the project plan, primarily the boundaries of the TIF. This will need final approval by the Joint Review Board.
3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

MSC Stevenson/Boyette to amend the agenda to move up items IX (B) (2) for consideration, all voting aye, Ald. Lendrum voting nay.

Finance & Personnel Committee

- B. Special Finance & Personnel Committee meeting of September 18, 2019:
 2. Committee recommends Council approve Resolution 2019-21 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,550,000 General Obligation Refunding Bonds. **MSCRP Erickson/Stevenson, all voting aye.**

Consent Agenda

- I. **MS Stevenson/Lang to approve the Consent Agenda as follows:**
 - A. **Approve Beverage Operator License Applications for Michayla S. Braun, Elizabeth R. Broemer, Monica L. Harder, Riley G. Hietpas, Cecilia T. Krautkramer, Kristina M. Kriefall and Marissa B. Lee. (PSSC)**
 - B. **Approve the Street Use Permit for the St. Joe's 5K Run/Walk, sponsored by Pacesetters Running Club, Inc., Ned Hughes, P.O. Box 681, Menasha, to be held on October 12, 2019. (PSSC)**
 - C. **Approve the Street Use Permit for the Fox Cities Down Syndrome Awareness Walk, sponsored by the Down Syndrome Assoc. of WI-Fox Cities, Melanie Baeten, 211 E. Franklin Street, Appleton, to be held on October 5, 2019. (PSSC)**
 - D. **Approve the Beverage Operator License Application (new) for Chloe Allyn. (PSSC)**
 - E. **Approve the Beverage Operator License Application (new) for Kelsey Bockhorn. (PSSC)**
 - F. **Approve the Beverage Operator License Application (new) for Grace Kenny. (PSSC)**
 - G. **Approve the Beverage Operator License Application (new) for Heidi Reagan. (PSSC)**
 - H. **Approve the Beverage Operator License Application (new) for Brittany Reuss. (PSSC)**
 - I. **There being no objections the motion was approved by unanimous consent.**

Public Services and Safety Committee

- I. Chairman Bates reported the special meeting of September 10, 2019:
 - A. Committee recommends Council adopt Ordinance 2019-21: Click and Collect Alcohol Sale amending section 4-95(h) and creating section 4-95(i) of the Neenah Municipal Code to provide for online ordering and curbside pickup of alcohol beverages and to include the following language in section 4-95(i)(3), "If requested, these records must be made

available for the City to inspect to ensure compliance with the above provisions". **MS Stevenson/Lendrum.**

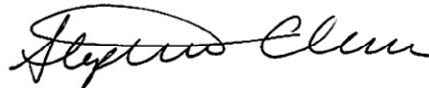
1. **MS Kunz/Stevenson to amend Ordinance 2019-21 to change the end of sales from 6:00pm to 8:00pm and remove sections 7 and 8. Motion failed 1-8; Kunz voting aye.**
 2. **The original motion carried by a 7-2 RollCall-Pro System vote, Spellman and Bates voting no.**
- B. Committee recommends Council deny the Beverage Operator License for Nathan A. Witthuhn based on failure to disclose OWI violations from 2015. **MSCRP Bates/Stevenson, all voting aye.**

Finance & Personnel Committee

- I. Chairman Erickson reported the Special meeting of September 18, 2019:
 - A. Committee recommends Council approve utilizing Central Count for Processing Absentee Ballots and approve the purchase of (1) Image Cast Evolution (ICE) voting machine plus 31 Badger Books for a total cost of \$68,931 + shipping of Badger Books utilizing \$48,000 in the 2019 CIP and approximately \$20,931 from Equipment ReservesClerk. **MSCRP Erickson/Lang, all voting aye.**
 - B. ~~Committee recommends Council approve Resolution 2019-21 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,550,000 General Obligation Refunding Bonds. (Previously acted on)~~

Adjournment

- I. **MSC Ald. Stevenson/Boyette to adjourn at 9:12 p.m., all voting aye.**



Stephanie Cheslock
Deputy Clerk

COMMON COUNCIL MINUTES

Wednesday, September 18, 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., September 18, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Deputy Dir. of Comm. Dev & Assessment Brad Schmidt, Director of Public Works Kaiser, Asst. City Attorney Vanden Heuvel, City Clerk Sturn, and Deputy Clerk Cheslock.

Also Present: Police Chief Olson, Police Captain Bernice, City Financial Advisor Brad Viegut, Kurt Gilhart, Amritpal Gill, Philip Langohr, Ned Hughes, Brittany Keuss and Ryan Roth.

Mayor Kaufert called the meeting to order at 7:00 pm.

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

Mayor Kaufert welcomed Police Chief Olson back from his three month training at Quantico. He also welcomed Deputy Director of Community Development and Assessment Schmidt to the meeting who was sitting in for Director Haese. Mayor Kaufert also noted that Assistant City Attorney Vanden Heuvel was sitting in for City Attorney Godlewski and Deputy City Clerk Cheslock was sitting in for City Clerk Sturn.

2020 Rock the Block Presentation

- I. Ryan Roth, Director of Community Development Greater Fox Cities Area Habitat for Humanity, gave a short presentation on the 2020 Rock the Block. The events are hosted by the Fox Cities Habitat for Humanity. Rock the Block engages homeowners, volunteers, and the community as a whole to enhance the quality of life in the neighborhood. During Rock the Block they replace roofs, siding, windows, paint exteriors, fix front porches, and remove overgrown vegetation. Together as a community, they make a positive impact. Rock the Block has taken place three other times in the City of Neenah and they look forward to another event fall 2020. Habitat for Humanity is looking for volunteers to help build a better, stronger, and safer neighborhood. Mr. Roth answered questions from the Council.

Introduction and Confirmation of Mayor's Appointments

- I. **MS Stevenson/Erickson to confirm Mayor Kaufert's appointment of Larry Stelow to fill the expired term of Wayne Sigl on the Board of Review for a 5-year term to expire June 2024. There being no objections the motion was approved by unanimous consent.**

Proceedings

- I. **MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of August 21, 2019. There being no objections the motion was approved by unanimous consent.**

Public Hearing

- I. Consider the proposed amendments to Tax Increment District #9 which will: alter the boundaries of the District to allow for the attachment of the parcels on the northerly edge of the District; continue to support the rehabilitation/conservation of the industrial area adjacent to Highway 41; include additional investment to support redevelopment activities that may include acquisition, demolition, infrastructure installation, and site preparation; and may also include cash grants to owners, lessees or developers for such purposes.
 - A. There being no appearances, Mayor Kaufert declared the public hearing closed.

Plan Commission Report Pertaining to the Public Hearing

- I. Council Rep. Lang reported from the Plan Commission meeting of August 27, 2019:
 - A. Commission recommends the Neenah Common Council approve Resolution 2019-20 amending Tax Increment District #9 boundaries. **MS Lang/Stevenson.**
 1. Deputy Director Schmidt shared with Council that TIF #9 was created in 2015 for the Menasha Corp headquarters. The first amendment was early in 2019 for Loren's Auto land acquisition. This will be the second amendment for the former Plexus Engineering building for 55 Jewelers Park Drive, which has sat vacant for a few years. TIF is the only economic tool the City has to offer to ease the issues with filling that building, namely the lack of parking. He also shared that no development agreements have been discussed with any developers as of yet. This amendment is the first step to allow for those discussions to happen moving forward.
 2. The Council discussed the appendicies and looked at the anticipated investment in this project. They also discussed what has all changed in the project plan, primarily the boundaries of the TIF. This will need final approval by the Joint Review Board.
 3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

Public Forum

- I. Amritpal Gill, owner of Gill Liquor at 1117 S Commercial Street, shared his concerns regarding Ordinance 2019-21 Click and Collect Alcohol Sales. He does not think this is a practical, safe, or possible endeavor. He continued also

noted that he does not want other businesses offering this and thus hurting his business.

- II. Kurt Gilhardt, Festival Store Director, shared some of their store policies regarding click and collect alcohol sales in other communities; among them is a four hour wait time between order and pick up. Additionally, he noted this option is designed for families and convenience. He is willing to answer any questions the Council may have.
- III. There being no further appearances, Mayor Kaufert declared the public forum closed.

Mayor/Council Consideration of Public Forum Issues

- I. Ald. Boyette requested Mr. Gilhart from Festival share their policy on having minors with the purchaser in these situations. Mr. Gilhart shared that they will have licensed operators selling alcohol through any online sales and there is an application they use to scan and check all IDs. He shared that the policies will be revised to mirror the requirements of the ordinance if it is passed.

MSC Stevenson/Boyette to amend the agenda to move up items IX (B) (2) for consideration, all voting aye, Ald. Lendrum voting nay.

Finance & Personnel Committee

- B. Special Finance & Personnel Committee meeting of September 18, 2019:
 2. Committee recommends Council approve Resolution 2019-21 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,550,000 General Obligation Refunding Bonds. **MSCRP Erickson/Stevenson, all voting aye.**

Consent Agenda

- I. **MS Stevenson/Lang to approve the Consent Agenda as follows:**
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 - B. **Approve the Street Use Permit for the St. Joe's 5K Run/Walk, sponsored by Pacesetters Running Club, Inc., Ned Hughes, P.O. Box 681, Menasha, to be held on October 12, 2019. (PSSC)**
 - C. **Approve the Street Use Permit for the Fox Cities Down Syndrome Awareness Walk, sponsored by the Down Syndrome Assoc. of WI-Fox Cities, Melanie Baeten, 211 E. Franklin Street, Appleton, to be held on October 5, 2019. (PSSC)**
 - D. **Approve the Beverage Operator License Application (new) for Chloe Allyn. (PSSC)**
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- F. **Approve the Beverage Operator License Application (new) for Grace Kenny. (PSSC)**
- G. **Approve the Beverage Operator License Application (new) for Heidi Reagan. (PSSC)**
- H. **Approve the Beverage Operator License Application (new) for Brittany Reuss. (PSSC)**
- I. **There being no objections the motion was approved by unanimous consent.**

Public Services and Safety Committee

- I. Chairman Bates reported the special meeting of September 10, 2019:
 - A. Committee recommends Council adopt Ordinance 2019-21: Click and Collect Alcohol Sale amending section 4-95(h) and creating section 4-95(i) of the Neenah Municipal Code to provide for online ordering and curbside pickup of alcohol beverages and to include the following language in section 4-95(i)(3), "If requested, these records must be made available for the City to inspect to ensure compliance with the above provisions". **MS Stevenson/Lendrum.**
 - 1. Ald. Bates shared a memo from the Winnebago County Health Department which, in summary, requests the Council not pass this ordinance as it allows for greater access to alcohol, which is unnecessary in Wisconsin as it is already so accessible.
 - 2. Discussion ensued regarding the potential dangers of alcohol and drunk driving, the four hour wait time required, which residents are requesting this kind of service being many families and those who would use it for convenience with their normal grocery shopping, the ability of the police department to gather crime statistics and compare alcohol related citations before and after the passage of this ordinance, the ease of revoking these permits once issued, and how allowing this ordinance could grow our community economically.
 - 3. Ald. Erickson asked Mr. Gilhardt from Festival Foods some questions. He shared that they have 31 stores total and somewhere in the mid to upper 20's have this kind of program in place. All these stores have the four hour delay. There have not been any issues with this program at any of those stores. The average grocery order currently purchased with click and collect is about \$150 and when customers come in and shop it is only about \$70-\$80. Most of the sales at these stores are not exclusively alcohol but instead a small part of a large grocery order.
 - 4. Chief Olson shared information detailed in his memo. He has not spoken to any police chiefs in the area who have experienced any problems with any curb side pickup for any alcohol at any store.
 - 5. **MS Kunz/Stevenson to amend Ordinance 2019-21 to change the end of sales from 6:00pm to 8:00pm and remove sections 7 and 8. Motion failed 1-8; Kunz voting aye.**

6. Council continued discussion regarding accessibility of alcohol, the fact that the number of places that sell alcohol will not change, but rather allowing already licensed premises to sell in a different way, this program being more restrictive than current alcohol sales inside of stores, the fact that OWI citations are going down in the valley, and looking at the best interest and safety of Neenah residents in addition to looking at the convenience factor.
7. **The original motion carried by a 7-2 RollCall-Pro System vote, Spellman and Bates voting no.**
- B. Committee recommends Council deny the Beverage Operator License for Nathan A. Witthuhn based on failure to disclose OWI violations from 2015. **MSCRP Bates/Stevenson, all voting aye.**

Finance & Personnel Committee

- I. Chairman Erickson reported the Special meeting of September 18, 2019:
 - A. Committee recommends Council approve utilizing Central Count for Processing Absentee Ballots and approve the purchase of (1) Image Cast Evolution (ICE) voting machine plus 31 Badger Books for a total cost of \$68,931 + shipping of Badger Books utilizing \$48,000 in the 2019 CIP and approximately \$20,931 from Equipment ReservesClerk. **MS Erickson/Lang.**
 1. Sturn have a brief overview of the proposed purchase as outlined in her memo.
 2. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
 - B. ~~Committee recommends Council approve Resolution 2019-21 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,550,000 General Obligation Refunding Bonds.~~ (Previously acted on)

Board of Public Works

- I. Vice Chairman Bates reported the meeting of August 27, 2019:
 - A. Information Only Items:
 1. The Board approved Pay Estimate No. 6, for Contract 3-18 Nature Trail Subdivision Street Construction to MCC, Inc., 2600 N Roemer Road, Appleton in the amount of \$56,605.32.
 2. The Board approved Pay Request No. 8 for Washington Park Phase 3 to R & R Wash, Ripon, WI in the amount of \$44,229.96.
 3. The Board approved Pay Estimate No. 7 for Chemical Feed and Delivery Upgrade to August Winters in the amount of \$24,850.00.
- II. Vice Chairman Bates reported the meeting of September 10, 2019:
 - A. Information Only Items:
 1. The Board approved Pay Estimate No. 5 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., in the amount of \$214,951.50.

2. The Board approved Pay Estimate No. 2 for Contract 4-19 Concrete Pavement and Sidewalk Repair to Sommers Construction Company, Inc., in the amount of \$181,291.25.

Landmarks Commission

- I. Alderperson Lang reported from the Landmarks Commission.
 - A. The Commission did not meet in September.
 - B. The Commission is sponsoring the voyager canoe rides at the Pow Wow Saturday, September 21st.

Sustainable Neenah Committee

- I. Alderperson Kunz reported from the Sustainable Neenah Committee.
 - A. The Committee is in the process of reorganizing from 18 to 9 members and will have more meaningful updates once this takes place.

Business Improvement District (BID) Board

- I. Alderperson Lang reported from the Business Improvement District Board (BID Board) meeting of September 17, 2019.
 - A. The BID recently put on the downtown employee appreciation day, which was slightly smaller than anticipated due to weather concerns, but was still a hit.
 - B. The BID will be moving forward with hanging basket flowers in 2020 instead of maintaining the flowerbeds currently on Wisconsin Ave.
 - C. The BID wanted to highlight Future Neenah's Neenah Uncovered Art Works event on October 2 from 6-9pm at the Masonic Lodge on Wisconsin Ave.

Bergstrom Mahler Museum

- I. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of August 28, 2019.
 - A. The Museum is feature A Zesty and Tasty Evening with Joyce J. Scott on September 20 from 6-9pm. This event will be an intimate dinner with artist Ms. Scott created by Chef Yusuf Bin-Rella featuring influenced dishes from the African Diaspora.
 - B. The Museum has two classes coming up; fused candle votive on Thursday, September 26 and photos on glass on Saturday, September 28.

Community Development Authority

- I. Deputy Director Schmidt gave a brief update on the Community Development Authority:
 - A. The CDA had applied for a Community Development Investment grant for \$250,000; the application has been accepted and is currently being reviewed.

Library Board

- I. Alderperson Erickson reported from the Library Board meeting of September 18, 2019.
 - A. The Board wants to remind Council and residents of the Friends of the Neenah Public Library Event taking place September 25-30. See details on the Neenah Public Library website.
 - B. The Board wants to alert Council and residents to the Fox Cities Book Festival taking place across the valley October 7-13.
 - C. The Board would like to share that programing participation is up 28% this year.

Neenah Arts Council

- I. Alderperson Erickson reported from the Neenah Arts Council meeting of September 11, 2019.
 - A. The Council is hosting Neenah Rocks, a live music festival across the City of Neenah, on October 3rd.

Unfinished Business

- I. Mayor Kaufert shared the success of the Washington Park Splash Pad Grand Opening. He congratulated the Parks and Recreation Department and noted the success of the Discovery Field Exhibition, pickle ball courts, and fitness area. He also thanked Scheels for their sponsorship.

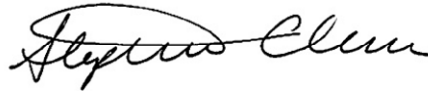
New Business

- I. Mayor Kaufert announced his appointment to fill the expired term of John Rather and Lee Erickson on the Neenah Harbor Committee for a three-year term to expire October 2022 will be considered at the October 2, 2019 Council meeting.
- II. Mayor Kaufert indicated he is looking to fill the newly vacant aldermanic seat on the Board of Public Works. The alderperson must be a member of the Public Services & Safety Committee. Those interested should let him know.
- III. Ald. Lang highlighted the Neenah Historical Society event, The Hidden History of Doty Island, Part 1, to be held Thursday, September 19th.
- IV. Mayor Kaufert discussed the revaluation. Notices recently went out and Open Book has occurred. Board of Review will take place at the end of October. All objection forms need to be filed in the Clerk's office by October 21st at 9am.
- V. Mayor Kaufert noted that construction season is nearing its end. The work near Winneconne Ave is progressing and the town homes behind Krueger's hardware are being built.

- VI. Mayor Kaufert is working to find a date to meet with the CN Railroad regarding the yard off of Main Street.
- VII. Mayor Kaufert shared that the investigation by State Department of Justice has been closed and the Winnebago County District Attorney's office has reviewed the reports.

Adjournment

- I. **MSC Ald. Stevenson/Boyette to adjourn at 9:12 p.m., all voting aye.**

A handwritten signature in black ink, appearing to read "Stephanie Cheslock".

Stephanie Cheslock
Deputy Clerk

**Minutes of the Board of Public Works Meeting
September 24, 2019, 12:00 PM
Hauser Room**

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

ALSO PRESENT: City Clerk Sturn and Forrest Bates.

Mayor Kaufert called the meeting to order at 12:05 p.m.

MINUTES: MSC Kaiser/Bates to approve the minutes from the September 10, 2019 meeting, all voting aye.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Public Works:

Final Payment for Contract 3-18: Dir. Kaiser requested approval of the Final Payment for Contract 3-18, Nature Trail Subdivision Street Construction to MCC, Inc., Appleton, in the amount of \$25,770.66. This project included work in Nature Trail Subdivision, Eaglecrest Subdivision, Liberty Heights Trail and Castle Oak V. The project came in under budget due to less than expected excavation and gravel on Nature Trail. **MSC Kaiser/Easker to recommend Council approve the Final Payment for Contract 3-18, Nature Trail Subdivision Street Construction to MCC, Inc., Appleton, in the amount of \$25,770.66, all voting aye.**

Award Contract 7-19: Dir. Kaiser distributed the (8) bids received for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction. There was a good group of contractors submitting bids. The low bid was from Dorner who has done a couple of projects for us in the past. They have bids on others but were not the low bid. He responded to the concern over the \$10,000 provided in the bid from Dorner for trench work indicating that does not appear high due to the amount of blasting that will need to be done. He feels the other contractors bid low for this work. This project has been in the works for 3 years. A Memorandum of Understanding (MOU) has been signed with the Town of Neenah Sanitary District 2 in which we are listed as the project manager. This project helps the town with issues they have with the lift station on Cumings Lane and helps set us up for future development. Our budget for this project is \$410,000. The City of Neenah cost is 50% of the project. This project will also include legal services and property acquisition which will be billed to us by the Town. He recommended approval of the low bid from Dorner, Inc., of Luxemburg in the amount of \$449,060.00. The Town

Report


Report

Board will meet and act on this prior to Council consideration next week. **MSC Kaiser/Bates to recommend Council award Contract 7-19 Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc. of Luxemburg for the low bid in the amount of \$449,060.00, all voting aye.**

ADJOURNMENT

MSC Kaiser/Easker to adjourn at 12:20 p.m., all voting aye.

Respectfully Submitted,


Patricia A. Sturn, WCPC, MMC
City Clerk


Pay To: MCC, Inc.
2600 N. Roemer Road
Appleton, WI 54911

Contract No. Contract 3-18 Nature Trail Subdivision Street Construction

Date: September 16, 2019

Estimate No. FINAL

Account Description	Account #	Payment	Contract Breakdown	Budget	Pd to Date
Nature Trail Subdivision Streets	012-4625-743-0236	\$1,867.27	\$634,686.16	\$670,000	\$537,064.36
Nature Trail Subdivison Sidewalks	012-5348-743-0236	\$576.71	\$100,000.00	\$122,000	\$90,000.00
Eaglecrest Subdivision Streets	012-4626-743-0236	\$0.00	\$717,136.39	\$760,000	\$690,474.71
Eaglecrest Subdivision Sidewalks	012-5349-743-0236	\$0.00	\$13,000.00	\$13,000	\$11,650.00
Liberty Heights Trail	012-5347-742-0236	\$23,326.68	\$194,046.92	\$229,880	\$184,605.32
Castle Oak V	012-4623-743-0236	\$0.00	\$52,764.50	\$50,000	\$47,535.91
TOTAL		\$25,770.66	\$1,711,633.97	\$1,844,880	\$1,561,330.30

Prepared by Public Works Department September 16, 2019 

Approved by Public Works Department September 16, 2019 

Approved by Board of Public Works September 24, 2019

Approved by Common Council
(final payments only) October 2, 2019

Approved by Water Commission
(final payments only) N/A

Sent to Finance October 3, 2019

Number of Attachments 1

City of Neenah
Public Works Department
Contract Payment Form

September 12, 2019

The following is the Final Payment for Contract 3-18 Nature Trail Subdivision Street Construction to MCC, Inc., 2600 N. Roemer Road, Appleton, WI 54911

DESCRIPTION	Unit Price	Original Bid		Estimate No. 6		Final Estimate	
		Quantity	Total	Quantity	Total	Quantity	Total
Part 1 -Nature Trail - Base Bid							
B. Alternato Bid - Nature Trail & Eaglecrest							
1. Pulverize existing pavement	\$0.82	35,000 Sq Yd.	\$28,700.00	35,000 Sq Yd	\$28,700.00	35,000 Sq Yd	\$28,700.00
2. Asphalt sawing	\$2.17	400 Lin Ft.	\$868.00	250 Lin Ft.	\$542.50	250 Lin Ft.	\$542.50
3. Remove concrete curb and gutter (various location)	\$2.67	100 Lin Ft.	\$267.00	60 Lin Ft.	\$160.20	60 Lin Ft.	\$160.20
4. Remove concrete sidewalk / driveway apron	\$0.13	60,000 Sq Ft.	\$7,800.00	66,109.00 Sq Ft	\$8,594.17	66,109.00 Sq Ft	\$8,594.17
5. Unclassified Excavation	\$8.48	4,000 Cu Yd	\$33,920.00	0 Cu Yd.	\$0.00	0 Cu Yd.	\$0.00
6. Furnish and install crushed aggregate base	\$11.02	12,000 Ton	\$132,240.00	6,184.11 Ton	\$68,148.89	6,184.11 Ton	\$68,148.89
7. Furnish and install 30-inch concrete curb and gutter	\$10.70	19,500 Lin Ft.	\$208,650.00	19,189.20 Lin Ft.	\$205,324.44	19,189.20 Lin Ft.	\$205,324.44
8. Furnish and install 4-inch concrete sidewalk	\$4.39	25,000 Sq Ft.	\$109,750.00	19,251.44 Sq Ft.	\$84,513.82	19,251.44 Sq Ft.	\$84,513.82
9. Furnish and install 6-inch concrete sidewalk/driveway apron	\$4.91	70,000 Sq Ft.	\$343,700.00	64,809.00 Sq Ft.	\$318,212.19	64,809.00 Sq Ft.	\$318,212.19
10. Install detectable warning field (Furnished by City)	\$51.70	23 Each	\$1,189.10	24 Each	\$1,240.80	24 Each	\$1,240.80
11. Fine grade existing aggregate base	\$0.88	35,000 Sq Yd.	\$30,800.00	35,000 Sq Yd	\$30,800.00	35,000 Sq Yd	\$30,800.00
12. Furnish and install HMA driveway (3-inch)	\$1.59	2,000 Sq Ft.	\$3,180.00	465.00 Sq Ft.	\$739.35	465.00 Sq Ft.	\$739.35
13. Furnish and install HMA Pavement (4-inch)	\$47.45	6,900 Ton	\$327,405.00	7,567.88 Ton	\$359,095.91	7,567.88 Ton	\$359,095.91
14. Furnish and install 1/2-inch rods	\$0.93	1,500 Lin Ft.	\$1,395.00	1,200 Lin Ft.	\$1,116.00	1,200 Lin Ft.	\$1,116.00
15. Terracing, fertilize, seed, & hydromulch	\$5.95	30,000 Sq Yd	\$178,500.00	28,225 Sq Yd	\$167,938.75	28,225 Sq Yd	\$167,938.75
16. Adjust Manhole (slurry backfill)	\$372.92	77 Each	\$28,714.84	82 Each	\$30,579.44	82 Each	\$30,579.44
17. Adjust catch basin	\$258.51	56 Each	\$14,476.56	57 Each	\$14,735.07	57 Each	\$14,735.07
18. Install and Maintain Type "D" inlet protection	\$122.02	85 Each	\$10,371.70	83 Each	\$7,687.26	83 Each	\$7,687.26
19. Install and Maintain Traffic Control	\$2,895.35	1 Lump Sum	\$2,895.35	1.00 Lump Sum	\$2,895.35	1 Lump Sum	\$2,895.35
TOTAL Part 1.B.			\$1,484,822.55		\$1,331,024.14		\$1,331,024.14
Part 2 - Castle Oak V							
A. Street							
1. Fine grade existing aggregate base	\$1.13	6,500 Sq Yd	\$7,345.00	6,500 Sq Yd	\$7,345.00	6,500 Sq Yd	\$7,345.00
2. Furnish and install Temp. HMA driveway (2-inch)	\$1.06	3,000 Sq Ft.	\$3,180.00	0 Sq Ft.	\$0.00	0 Sq Ft.	\$0.00
3. Furnish and install HMA Pavement (2-inch)	\$46.72	780 Ton	\$36,441.60	766.11 Ton	\$35,792.66	766.11 Ton	\$35,792.66
4. Adjust Manhole	\$282.20	5 Each	\$1,411.00	0 Each	\$0.00	1 Each	\$282.20
5. Adjust catch basin	\$258.51	5 Each	\$1,292.55	0 Each	\$0.00	0 Each	\$0.00
6. Furnish and install gravel shoulder	\$26.40	80 Ton	\$2,112.00	129.39 Ton	\$3,415.90	129.39 Ton	\$3,415.90
7. Install and Maintain Traffic Control	\$982.35	1 Lump Sum	\$982.35	1 Lump Sum	\$982.35	1 Lump Sum	\$982.35
TOTAL Part 2.A.			\$52,764.50		\$47,535.91		\$47,818.11
Part 3 - Liberty Heights Trail							
A. Concrete Trail							
1. Furnish and install crushed aggregate base	\$11.15	1,500 Ton	\$16,725.00	1,200 Ton	\$13,380.00	1,023.33 Ton	\$21,445.13
2. Furnish and install 5-inch concrete trail	\$6.81	25,000 Sq Ft.	\$170,250.00	26,377.9 Sq Ft.	\$179,633.23	26,492.40 Sq Ft.	\$180,413.24
3. Furnish and install 33-inch concrete trail	\$7.38	650 Sq Ft.	\$4,797.00	647.00 Sq Ft.	\$4,774.86	559.00 Sq Ft.	\$4,125.42
4. Install and Maintain Traffic Control	\$2,274.92	1 Lump Sum	\$2,274.92	1.0 Lump Sum	\$2,274.92	1 Lump Sum	\$2,274.92
TOTAL Part 3.A.			\$194,046.92		\$200,063.01		\$208,258.71
TOTAL Parts 1.B., 2.A., 3.A.			\$1,711,633.97		\$1,578,623.06		\$1,587,100.96

NOTE (1): Retainage 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.

Respectfully submitted,

Budgeted Amount: \$1,844,880

Gerry Kaiser, PE
Director of Public Works

Work to date	\$1,578,623.06	Work to date	\$1,587,100.96
Retainage ¹	\$17,292.76	Retainage ¹	\$0.00
Due Contractor	\$1,561,330.30	Due Contractor	\$1,587,100.96
Previously paid	\$1,504,724.98	Previously paid	\$1,561,330.30
Due this estimate	\$56,605.32	Due this estimate	\$25,770.66

Contractor Signature

Date

September 12, 2019

The following is the Final Payment for Contract 3-18 Nature Trail Subdivision Street Construction to MCC, Inc., 2600 N. Roemer Road, Appleton, WI 54911

DESCRIPTION	Unit Price	Original Bid		Estimate No. 6		Final Estimate	
		Quantity	Total	Quantity	Total	Quantity	Total
Part 1 - Nature Trail - Base Bid							
B. Alternate Bid - Nature Trail & Eaglecrest							
1. Pave existing pavement	\$0.82	35,000 Sq. Yd	\$28,700.00	35,000 Sq. Yd	\$28,700.00	35,000 Sq. Yd	\$29,700.00
2. Asphalt raising	\$2.17	400 Lin. Ft.	\$869.00	250 Lin. Ft.	\$542.50	250 Lin. Ft.	\$542.50
3. Remove concrete curb and gutter (various locations)	\$2.87	100 Lin. Ft.	\$287.00	80 Lin. Ft.	\$160.20	80 Lin. Ft.	\$160.20
4. Remove concrete sidewalk / driveway apron	\$0.13	60,000 Sq. Ft.	\$7,800.00	88,109.00 Sq. Ft.	\$11,594.17	88,109.00 Sq. Ft.	\$11,564.17
5. Unclassified Excavation	\$8.48	4,000 Cu. Yd.	\$33,920.00	0 Cu. Yd.	\$0.00	0 Cu. Yd.	\$0.00
6. Furnish and install crushed aggregate base	\$11.02	17,000 Ton	\$187,340.00	6,184.11 Ton	\$68,148.89	6,184.11 Ton	\$68,148.89
7. Furnish and install 30-inch concrete curb and gutter	\$10.70	19,500 Lin. Ft.	\$208,650.00	19,189.20 Lin. Ft.	\$205,324.44	19,189.20 Lin. Ft.	\$205,324.44
8. Furnish and install 4-inch concrete sidewalk	\$4.38	25,000 Sq. Ft.	\$109,750.00	19,251.44 Sq. Ft.	\$84,513.82	19,251.44 Sq. Ft.	\$84,513.82
9. Furnish and install 6-inch concrete sidewalk/driveway apron	\$4.91	70,000 Sq. Ft.	\$343,700.00	64,009.00 Sq. Ft.	\$316,212.19	64,009.00 Sq. Ft.	\$316,212.19
10. Install detectable warning dots (furnished by City)	\$11.70	72 Each	\$1,124.40	24 Each	\$1,240.80	24 Each	\$1,240.80
11. Fine grade existing aggregate base	\$0.80	35,000 Sq. Yd.	\$28,000.00	35,000 Sq. Yd.	\$28,000.00	35,000 Sq. Yd.	\$28,000.00
12. Furnish and install HMA driveway (2-inch)	\$1.59	2,000 Sq. Ft.	\$3,180.00	465.00 Sq. Ft.	\$739.35	465.00 Sq. Ft.	\$739.35
13. Furnish and install HMA Pavement (4-inch)	\$27.45	6,500 Ton	\$178,425.00	7,567.88 Ton	\$207,665.91	7,567.88 Ton	\$207,665.91
14. Furnish and install 12-inch rods	\$0.93	1,500 Lin. Ft.	\$1,395.00	1,200 Lin. Ft.	\$1,116.00	1,200 Lin. Ft.	\$1,116.00
15. Trenching, bedding, seed & hydroseeding	\$5.93	35,000 Sq. Yd.	\$207,550.00	28,225 Sq. Yd.	\$167,839.75	28,225 Sq. Yd.	\$167,839.75
16. Adjust Manhole (vary by depth)	\$372.92	77 Each	\$28,714.84	82 Each	\$30,579.44	82 Each	\$30,579.44
17. Adjust catch basin	\$258.51	50 Each	\$12,925.50	57 Each	\$14,735.07	57 Each	\$14,735.07
18. Install and Maintain Type "D" inlet protection	\$123.02	65 Each	\$8,000.30	63 Each	\$7,750.26	63 Each	\$7,667.39
19. Install and Maintain Traffic Control	\$2,895.35	1 Lump Sum	\$2,895.35	1 Lump Sum	\$2,895.35	1 Lump Sum	\$2,895.35
TOTAL Part 1.B.			\$1,464,822.55		\$1,331,024.14		\$1,331,024.14
Part 2 - Castle Oak V							
A. Street							
1. Fine grade existing aggregate base	\$1.13	6,500 Sq. Yd.	\$7,345.00	6,500 Sq. Yd.	\$7,345.00	6,500 Sq. Yd.	\$7,345.00
2. Furnish and install Temp. HMA driveway (2-inch)	\$1.06	3,000 Sq. Ft.	\$3,180.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
3. Furnish and install HMA Pavement (2-inch)	\$46.72	760 Ton	\$35,441.60	766.11 Ton	\$35,792.68	766.11 Ton	\$35,792.68
4. Adjust Manhole	\$262.20	5 Each	\$1,311.00	0 Each	\$0.00	1 Each	\$262.20
5. Adjust catch basin	\$258.51	5 Each	\$1,292.55	0 Each	\$0.00	0 Each	\$0.00
6. Furnish and install gravel shoulder	\$26.40	60 Ton	\$1,584.00	129.39 Ton	\$3,415.36	129.39 Ton	\$3,415.36
7. Install and Maintain Traffic Control	\$982.35	1 Lump Sum	\$982.35	1 Lump Sum	\$982.35	1 Lump Sum	\$982.35
TOTAL Part 2.A.			\$52,764.50		\$47,535.91		\$47,519.11
Part 3 - Liberty Heights Trail							
A. Concrete Trail							
1. Furnish and install crushed aggregate base	\$11.15	1,500 Ton	\$16,725.00	1,200 Ton	\$13,380.00	1,020.33 Ton	\$11,445.13
2. Furnish and install 5-inch concrete trail	\$6.81	25,000 Sq. Ft.	\$170,250.00	26,377.00 Sq. Ft.	\$179,633.23	26,492.48 Sq. Ft.	\$180,413.34
3. Furnish and install 3-inch concrete trail	\$7.36	650 Sq. Ft.	\$4,784.00	647.00 Sq. Ft.	\$4,774.88	559.00 Sq. Ft.	\$4,125.43
4. Install and Maintain Traffic Control	\$2,274.92	1 Lump Sum	\$2,274.92	1 Lump Sum	\$2,274.92	1 Lump Sum	\$2,274.92
TOTAL Part 3.A.			\$194,045.92		\$200,063.01		\$206,258.71
TOTAL Parts 1.B., 2.A., 3.A.			\$1,711,633.97		\$1,578,623.06		\$1,587,100.95

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Work to date	\$1,578,623.06	Work to date	\$1,587,100.96
Retainage ¹	\$17,292.76	Retainage ²	\$0.00
Due Contractor	\$1,581,330.30	Due Contractor	\$1,587,100.96
Previously paid	\$1,504,774.98	Previously paid	\$1,501,330.30
Due this estimate	\$56,695.32	Due this estimate	\$25,770.66

Respectfully submitted,

Gerry Kalser

Gerry Kalser, PE
Director of Public Works

Budgeted Amount: \$1,544,880

Contractor Signature

Kepner & Murphy Stearns
Date: 8/30/19

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: October 2, 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