



**City of Neenah  
SPECIAL  
COMMON COUNCIL AGENDA  
Wednesday, February 27, 2019 - 7:00 p.m.  
Neenah City Hall  
Council Chambers**

- I. Roll Call and Pledge of Allegiance.

**PRESENTATION OF POLICE DEPARTMENT ACCREDITATION AWARD**

**INTRODUCTION OF GREG RADTKE PUBLIC WORKS SUPERINTENDENT AND ASSISTANT SUPERINTENDENT BILL WAECH**

- II. Introduction and Confirmation of Mayor's Appointment(s).
- A. Mayor Kaufert's appointment of Joseph Ziemba (J. Anthony Jewelers) to fill the expired terms of John Skyrms on the Business Improvement District Board (BID) for three-year terms to expire December 2021. **(RollCall-Pro)**
  - B. Swearing in
- III. Approval of Council Proceedings of February 6, 2019 regular session and February 18, 2019 special session. (Proceedings and Minutes can be found on the City web site) **(RollCall-Pro)**
- IV. Public Hearing.
- A. Installation of sanitary sewer laterals for properties served by sanitary sewers on the following streets: Caroline Street (Union to Van); Stevens Street (Congress to Doty); 5th Street (Clark to Lincoln); and Courtney Court.
  - B. Consider several amendments to Chapter 26 of the Municipal Code of the City of Neenah, Zoning, related to Definitions, District Standards, and Accessory Structures.
- V. Plan Commission report pertaining to the public hearings.
- A. Plan Commission meeting of February 26, 2019: (Ald. Lang) (Minutes can be found on the City web site)
    - 1. Consideration of Commission recommendation regarding Zoning Code Updates (Misc. Updates) – (Ord. No. 2019-08). **Amended PDF (RollCall-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: Sarah N. Gima, Penny N. Glick, Rebecca L. Hilgers, Chelsie C. Nachreiner-Wickman, Andrea L. Reinke, and Brenda L. Schmulke. (PSSC)
  - B. Approve the Beverage Operator License Application (new) for Elizabeth Reyes contingent upon payment of all delinquent City fees. (PSSC)
  - C. Approve the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish, 900 Geiger Street, for their Friday Fish Fry to be held on March 8, March 15, March 22, April 5 and April 12, 2019. (PSSC)
  - D. Approve the Preliminary Plat of the Integrity Acres Subdivision subject to the Preliminary Plat Review letter. (PC)
  - E. **(RollCall-Pro)**
- IX. Reports of standing committees and consideration thereof.
- A. Regular Public Services and Safety Committee meeting of February 12, 2019: (Chairman Bates/Vice Chairman Hillstrom) (Minutes can be found on the City web site)
    - 1. Committee recommends Council approve the purchase of a 2019 Chevrolet Silverado 1500 extended cab work truck from Ewald Hartford Ford of Hartford for \$31,321.00 and an allowance of \$1,000 for a toolbox and road temperature sensor with funds coming from the 2019 Capital Equipment Budget. **(RollCall-Pro)**
    - 2. Committee recommends a fee schedule resolution to increase the taxi cab license fee from \$25 to \$50 and to direct staff to prepare an update to the taxi cab licensing ordinance and to provide for a taxicab drivers fee (Resolution No. 2019-09). **(RollCall-Pro)**
    - 3. Committee recommends Council approve Ordinance 2019-06 revising the solid waste ordinance to allow single family residential premises to obtain an additional refuse and a recycling can with a fee to be established by the Common Council. (Ordinance No. 2019-06). **(RollCall-Pro)**
  - B. Regular Finance and Personnel Committee meeting of February 25, 2019: **(Cancelled)**
  - C. Regular Finance and Personnel Committee meeting of February 18, 2019:
    - 1. Committee recommends Council approve Resolution 2019-06 amending the Fee Schedule of the City of Neenah to provide for an Automated Collection Cart Swap Fee and an Additional Cart Annual Fee. **(RollCall-Pro)**
    - 2. Committee recommends Council approve expenditures not to exceed \$38,000 to upgrade all devices on the city network to the Windows 10 Operating System (OS). Funding for this purchase will be a combination of \$35,000 that was approved in Information Systems 2019 CIP Budget and \$3,000 of unspent funds from the Door Swipe Access Control project in Information Systems 2018 CIP Budget. **(RollCall-Pro)**
    - 3. Committee recommends Council approval to purchase a Spectra Logic Storage solution from Heartland Business Systems at a cost not to exceed \$20,000. Funding for this purchase will be a combination of \$15,000 that was approved in Information Systems 2019 CIP Budget

and \$5,000 of unspent funds from the Expanded Citrix Disaster Recovery Capabilities project in Information Systems 2018 CIP Budget.  
**(RollCall-Pro)**

4. Committee recommends Council approve Resolution 2019-08 establishing the Interest Rate for Special Assessments Paid in Installments under Wis. Stats. §66.0715 at 5.00% for 2019 projects.  
**(RollCall-Pro)**
- D. Regular Finance and Personnel Committee meeting of February 11, 2019:  
**(Cancelled)**
- X. Reports of special committees and liaisons and various special projects committees and consideration thereof.
  - A. Plan Commission meeting of February 26, 2019: **(No Report)**
  - B. Regular Plan Commission meeting of February 12, 2019: **(No Report)**
  - C. Board of Public Works meeting of February 26 , 2019: (Vice Chairman Hillstrom)
    1. Information Only Items:
      - a. Board action on Pay Request No. 1 for chemical storage and feed modifications for the Water Utility to August Winter & Sons in the amount of \$112,575.00.
    2. Council Action Items:
      - a. Board recommendation to Council regarding bids for Washington Park - Phases 3 & 4. **(RollCall-Pro)**
      - b. Board recommendation to Council regarding the Construction Administration agreement for services for Washington Park Phases 3 and 4. **(RollCall-Pro)**
  - D. Board of Public Works meeting of February 12 , 2019: (Vice Chairman Hillstrom) (Minutes can be found on the City web site)
    1. Information Only Items:
      - a. The Board approved Pay Estimate No. 5 for Contract 2-18 Sewer and Water Main Construction and Street Construction on Cecil Street and Adams Street to David Tenor Corporation, Green Bay in the amount of \$318,061.67.
    2. Council Action Items:
      - a. The Board recommends Council approve the Final Payment for Contract 8-17 Commerce Court Pond Expansion and Storm Sewer Installation to Carl Bowers & Sons Construction, Kaukauna in the amount of \$35,401.00. **(RollCall-Pro)**
  - E. Community Development Authority
    1. Report from the CDA – Director Haese
  - F. Library Board
    1. Report from the Library Board – Alderman Erickson
  - G. Neenah Arts Council
    1. Report from the Neenah Arts Council – Alderman 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. Mayoral Proclamation No. 2019-01 declaring February 12<sup>th</sup> Snow Emergency. (Motion to ratify) **(RollCall-Pro)**
  - B. Mayoral Proclamation No. 2019-02 rescinding Mayoral Proclamation No. 2019-01 declaring February 12<sup>th</sup> Snow Emergency. (Motion to ratify) **(RollCall-Pro)**
  - C. Mayor Kaufert's appointment to fill the unexpired term of Paul Seveska and Trina Woldt on the Neenah Arts Council for a three year term to expire April 2022. (To be considered at the March 20, 2019 Council meeting)
  - D. Any announcements/questions that may legally come before the Council.
- XV. Adjournment.

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

**City of Neenah  
Application for Appointment**



Name Joseph Ziemba  
 Address 3209 Westhill Ridge  
 City, ST Zip Neenah WI 54956  
 Eve. Phone 920-858-2089  
 E-mail joe@janthonyjewelers.com

Date 8/14/19

Employer St. Anthony Jewelers

Day Phone 920-789-1647  
 Fax —

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

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

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

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

Property owner at 200 and 210 S. Commercial St.  
Asked to join BID board for that reason.  
Served on board of directors for Rotary Noon  
Club Rotary Breakfast club and Boy's and Girls  
Brigade

Please Sign and Date.  8/14/19  
 Please return to the Neenah City Clerk's Office

## **Proceedings of the Common Council of the City of Neenah**

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

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

Mayor Kaufert in the chair.

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

Also Present: Police Chief Olson, Assistant Police Chief Sievert and City Financial Advisor John Mechan.

Mayor Kaufert called the meeting to order at 7:02 pm.

### **Proceedings**

- I. **MSCRP Lendrum/Lang to approve the Council Proceedings of the regular meeting of January 16, 2019, 2019, all voting aye.**

**MSC Stevenson/Bates to amend the agenda to move up agenda items IX(B)(1) Report from the February 6, 2019 Special Finance & Personnel Committee meeting and Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the special meeting of February 6, 2019:
  - A. Committee recommends Council adopt Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes. **MSCRP Erickson/Stevenson, all voting aye.**

### **Consent Agenda**

- I. **MSCRP Lendrum/Stevenson to approve the Consent Agenda as follows:**
  - A. **Approve Beverage Operator License Applications for: Shelby K. Day, Crystal A. De Los Santos, Madison M. Dorow, Ariaah A. Duboard, Erin E. Flanagan, Rose M. Holmes, Jennifer L. Johnson, Bradley R. Karlen, Melissa M. Lone and Calista M. Van Deurzen. (PSSC)**
  - B. **Approve the Beverage Operator License Application (new) for Holly C. Kolb contingent upon payment of all delinquent City fees. (PSSC)**
  - C. **Approve the Temporary "Class B" (Picnic) Beer & Wine License Application for St. Margaret Mary Parish, 620 Division Street, for their Chili Dinner & Bingo Night to be held on February 9, 2019. (PSSC)**
  - D. **All voting aye.**

### **Public Services and Safety Committee**

- I. Chairman Bates reported the regular meeting of January 29, 2019:
  - A. Committee recommends Council approve the proposal from WE Energies for an amendment to the Wilderness Park Easement. **MSCRP Bates/Hillstrom, all voting aye.**
  - B. Committee recommends Council approve the proposal from Service Motor Company, Inc., for a Kubota SSV65 in the amount not to exceed \$35,231.38. **MSCRP Bates/Lendrum, all voting aye.**
  - C. Committee recommends Council approve purchase of seven 2019 Ford Police Interceptor Utility vehicles, AWD, 3.7, V6, at an estimated cost of \$244,503 with the cost funded through the use of borrowed funds as part of the 2019 Capital Equipment Fund Budget. **MSCRP Bates/Hillstrom, all voting aye.**
  - D. Committee recommends Council approve purchase of nine Panasonic Toughbook CF-33 MDCs and all necessary hardware and wiring at a total cost of \$67,275 (\$7,475 each) with funding to come from the 2018 Capital Equipment Fund Budget and the 2019 Capital Equipment Fund Budget. **MSCRP Bates/Lang, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the regular meeting of January 7, 2019:
  - A. Deferred from the January 16, 2019 Council meeting: Committee recommends Council approve the 2019 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. **MSCRP Bates/Stevenson, all voting aye, Ald. Erickson voting nay.**
- II. Chairman Erickson reported the regular meeting of January 28, 2019:
  - A. Committee recommends Council approve and accept the petition for annexation of 14.516 acres located at Lone Oak Drive/Paint Brush Drive in the Town of Neenah. (Ordinance No. 2019-03 to be acted on following a report from the Plan Commission).
  - B. Committee recommends Council authorize the appropriate staff to acquire 502 Monroe Street, at a purchase price of \$147,000, for the purpose of storm water management, with funding for the acquisition assumed to be provided from the storm water utility fund, pending additional investigation on the potential of using CDBG funding, and that City staff investigate the potential of Habitat for Humanity moving the home as opposed to demolishing it. **MSCRP Erickson/Kunz, all voting aye.**
  - C. Committee recommends Council authorize the appropriate staff to acquire 886 S. Commercial Street at a purchase price of \$45,000. The funding source for the purchase shall be CDBG funds. **MSCRP Erickson/Steele, all voting aye.**
  - D. Committee recommends Council authorize the appropriate staff to acquire 1225 and 1229 S. Commercial Street for a total purchase price

of \$157,000. The funding source for the purchase shall be CDBG funds.  
**MSCRP Erickson/Steele, all voting aye.**

- E. Committee recommends Council approve amended Policy 2013-1 “Policy on procedures and payment for repairs on private sanitary sewer laterals” with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. Staff is also directed to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. **MS Erickson/Boyette.**
1. **MSC Lendrum/Bates to split the question at “Partial Replacement”, all voting aye, Ald. Stevenson voting nay.**
  2. Committee recommends Council approve amended Policy 2013-1 “Policy on procedures and payment for repairs on private sanitary sewer laterals” with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. **MSCRP Erickson/Boyette, all voting aye.**
  3. Committee directed staff to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. **MSCRP Erickson/Lang, all voting aye, Ald. Lendrum voting nay.**

### Plan Commission

- I. Council Rep. Lang reported from the Plan Commission meeting of January 29, 2019:
- A. Committee recommends Council approve Annexation #213 (Ord. No. 2019-03) and the property also receive an R1, Single-Family Residence District zoning classification. **MSCRP Lang/Kunz, all voting aye.**

### Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of January 29, 2019:
- A. Council Action Items:
1. The Board recommends Council approve Final Payment for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to Dave Tenor Corporation, Green Bay in the amount of \$31,620.32. **MSCRP Hillstrom/Bates, all voting aye.**

### Petitions

- I. **MSCRP Stevenson/Kunz to refer the amended petition of qualified property owners for direct annexation to the City filed by Loren Rangeloff, owner of**




**Loren's Auto Recycling, LLC to the Finance & Personnel Committee and Plan Commission, all voting aye.**

**Unfinished Business**

- I. Mayor Kaufert advised that the impact letter was received from the DOA therefore Ordinance No. 2019-01 Annexing 0.85 Acres of land along Bayview Road – Richard O. & Susan K. Larson Revocable Trust owned property to the City of Neenah and the property receive an R-1, Single-Family Residence zoning classification was placed back on the table. **MSCRП Lang/Kunz to adopt Ordinance No. 2019-01 annexing 0.85 acres of land along Bayview Road – Richard O. & Susan K. Larson Revocable Trust owned property to the City of Neenah and the property receive an R-1, Single-Family Residence zoning classification was placed back on the table, all voting aye.**
  
- II. Mayor Kaufert advised that the original petition by Loren Rangeloff annexing 29.94 Acres of land along the east side of I-41 and between Bell Street and County Road G (Loren's Salvage Yard) has been withdrawn. **MSCRП Stevenson/Bates to withdrawn the original petition for Annexation of Loren's Salvage Yard which was presented on December 19, 2018, all voting aye.**

**Adjournment**

- I. **MSC Stevenson/Boyette to adjourn at 8:42 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC  
City Clerk

## COMMON COUNCIL MINUTES

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

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

Mayor Kaufert in the chair.

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

Also Present: Police Chief Olson, Assistant Police Chief Sievert and City Financial Advisor John Mechan.

Mayor Kaufert called the meeting to order at 7:02 pm.

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

### Proceedings

- I. **MSCRP Lendrum/Lang to approve the Council Proceedings of the regular meeting of January 16, 2019, 2019, all voting aye.**

**MSC Stevenson/Bates to amend the agenda to move up agenda items IX(B)(1) Report from the February 6, 2019 Special Finance & Personnel Committee meeting and Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes, all voting aye.**

### Finance & Personnel Committee

- I. Chairman Erickson reported the special meeting of February 6, 2019:
  - A. Committee recommends Council adopt Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes. **MS Erickson/Stevenson.**
    1. Ald. Erickson asked Dir. Easker to give a brief explanation of this borrowing.
    2. Dir. Easker explained that this is the annual borrowing for Capital needs, specifically facilities, equipment, TIFs, streets and pedestrian routes. This year the City needs approximately \$8.8 million dollars. The typically bidding process was followed through our Financial Advisor, Robert W. Baird. There were (6) bids received and opened this morning. The low bid from Pieper Jaffrey came in at 2.46%. He advised that John Mechan is present, serving as financial advisor to answer any questions.
    3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

### Consent Agenda

- I. **MSCRP Lendrum/Stevenson to approve the Consent Agenda as follows:**
  - A. **Approve Beverage Operator License Applications for: Shelby K. Day, Crystal A. De Los Santos, Madison M. Dorow, Ariaah A. Duboard, Erin E. Flanagan, Rose M. Holmes, Jennifer L. Johnson, Bradley R. Karlen, Melissa M. Lone and Calista M. Van Deurzen. (PSSC)**
  - B. **Approve the Beverage Operator License Application (new) for Holly C. Kolb contingent upon payment of all delinquent City fees. (PSSC)**
  - C. **Approve the Temporary "Class B" (Picnic) Beer & Wine License Application for St. Margaret Mary Parish, 620 Division Street, for their Chili Dinner & Bingo Night to be held on February 9, 2019. (PSSC)**
  - D. **All voting aye.**

### Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of January 29, 2019:
  - A. Committee recommends Council approve the proposal from WE Energies for an amendment to the Wilderness Park Easement. **MSCRP Bates/Hillstrom, all voting aye.**
  - B. Committee recommends Council approve the proposal from Service Motor Company, Inc., for a Kubota SSV65 in the amount not to exceed \$35,231.38. **MSCRP Bates/Lendrum, all voting aye.**
  - C. Committee recommends Council approve purchase of seven 2019 Ford Police Interceptor Utility vehicles, AWD, 3.7, V6, at an estimated cost of \$244,503 with the cost funded through the use of borrowed funds as part of the 2019 Capital Equipment Fund Budget. **MS Bates/Hillstrom.**
    1. Ald. Kunz expressed concern over purchasing more vehicles when the maintenance issues have not been addressed. He would like to see a better maintenance plan / schedule in place. He also would like to see a plan in place to schedule two vehicles purchases at a time moving forward. He is uncomfortable moving forward with this purchase without a clear path on how to improve how we deal with these vehicles to assure better life.
    2. Asst. Police Chief Sievert explained that one of their new officers is taking over the fleet. He is working with Rick Spoo to assure maintenance is being addressed. The officer has many years working in the automotive industry and has taken a pro-active approach to this. They have come up with a plan to alternate vehicle assignments which should help stagnate vehicle purchases. The patrol vehicle have more mileage than others. This should take care of the longevity concern for the fleet. In 2020 Ford will change their body style creating a potential \$8,000 difference for the change-over costs. If the plan is to stagnate vehicle purchases over a five year period, this is the ultimate time to do it. Plus we are saving over \$40,000 from what was budgeted.

3. Ald. Steele questioned when they anticipate the next vehicle purchase.
  4. Asst. Police Chief Sievert explained they have a ten year plan with their vehicles. The first two vehicles will start to be transitioned out in 2021. From that point forward, they will be transitioned every year until the cycle is done. After this is all said and done there will be a three year cycle for their vehicles.
  5. Ald. Steele asked if there has been thought about putting charging stations to plug in these vehicles at places like the Courthouse where they sit, at times, for hours.
  6. Asst. Police Chief Sievert responded he is not sure this could be done with the County however if they find a place where this happens frequently, they will work with them to see if they are willing to participate.
  7. Ald. Bates questioned how this will be reported back to Public Services & Safety Committee so they can see that the balancing of the vehicle purchases is working.
  8. Asst. Police Chief Sievert advised that on the 1<sup>st</sup> and 15<sup>th</sup> of each month, they provide the garage with a list of all squads and the mileage for those squads. He will make sure this gets forwarded to the Committee.
  9. Ald. Kunz asked if an analysis could be done to find if the number of squads is the issue. He would love to see a report on where these vehicles are being used.
  10. Asst. Police Chief Sievert advised they are on the County CAD System. They can monitor the vehicles from the station. The problem is they do not want the location of each squad known to the public. It would be problematic. He will reach out to the County to see if there is some information they can provide.
  11. Police Chief Olson added that they want the officer out of the station, therefore, are having them write their reports from their squad car. You will see them sitting at their stations longer now, doing they reports. The reason for this is that staff would like the squads to be visible. Writing these reports at the station does not deter anyone from crime or speeding. He surveyed all 72 Sheriffs in the state and received 32 responses. Next week they will meet to discuss the processes used by each department to try to figure out which system is working the best. Leasing unmarked cars and purchasing marked cars seem to work the best because marked cars are run 27/7 and the unmarked are not used as much.
  12. Ald. Kunz indicated he appreciates the efforts being made.
  13. Mayor Kaufert added that he appreciates administration's efforts to address some of these concerns.
  14. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
- D. Committee recommends Council approve purchase of nine Panasonic Toughbook CF-33 MDCs and all necessary hardware and wiring at a total cost of \$67,275 (\$7,475 each) with funding to come from the 2018

Capital Equipment Fund Budget and the 2019 Capital Equipment Fund Budget. **MSCRП Bates/Lang, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the regular meeting of January 7, 2019:
  - A. Deferred from the January 16, 2019 Council meeting: Committee recommends Council approve the 2019 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. **MS Bates/Stevenson.**
    1. Ald. Erickson questioned why the ridership numbers cannot be received and percentages be applied accordingly as part of this agreement each year. She also questioned why it is taking so long to get the numbers for 2018.
    2. Dir. Haese explained that rides are counted manually. Each ticket is counted. He cannot answer why those numbers cannot be provided for 2018. They have tracked total rides however breakdown was just started in the last two years. The tickets need to be received from the providers, then manually counted. Their office manager counts these tickets. Moving forward, he will direct his staff to have the previous year's numbers by the time the following year's agreement is approved.
    3. Ald. Kunz added that if we take a close look at those numbers and apply them, we might pay more than we currently are. There could be unintended consequences to have that detail.
    4. Dir. Haese added that these numbers are based on estimates. The usage fluctuates from year to year.
    5. Mayor Kaufert indicated that since these tickets are issued out of his office, he sees the people utilizing this program. For many of those folks, that program is their life line. It is not cheap to provide these rides and only a small portion of our residents utilize it but it is their life line. The people he sees are very appreciative of this program.
    6. **Motion carried, by an 8-1 RollCall-Pro System vote, all voting aye, Ald. Erickson voting nay.**
- II. Chairman Erickson reported the regular meeting of January 28, 2019:
  - A. Committee recommends Council approve and accept the petition for annexation of 14.516 acres located at Lone Oak Drive/Paint Brush Drive in the Town of Neenah. (Ordinance No. 2019-03 to be acted on following a report from the Plan Commission).
  - B. Committee recommends Council authorize the appropriate staff to acquire 502 Monroe Street, at a purchase price of \$147,000, for the purpose of storm water management, with funding for the acquisition assumed to be provided from the storm water utility fund, pending additional investigation on the potential of using CDBG funding, and that City staff investigate the potential of Habitat for Humanity moving the home as opposed to demolishing it. **MSCRП Erickson/Kunz, all voting aye.**

- C. Committee recommends Council authorize the appropriate staff to acquire 886 S. Commercial Street at a purchase price of \$45,000. The funding source for the purchase shall be CDBG funds. **MSCRP Erickson/Steele, all voting aye.**
- D. Committee recommends Council authorize the appropriate staff to acquire 1225 and 1229 S. Commercial Street for a total purchase price of \$157,000. The funding source for the purchase shall be CDBG funds. **MSCRP Erickson/Steele, all voting aye.**
- E. Committee recommends Council approve amended Policy 2013-1 “Policy on procedures and payment for repairs on private sanitary sewer laterals” with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. Staff is also directed to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. **MS Erickson/Boyette.**
1. **MSC Lendrum/Bates to split the question at “Partial Replacement”, all voting aye, Ald. Stevenson voting nay.**
  2. Committee recommends Council approve amended Policy 2013-1 “Policy on procedures and payment for repairs on private sanitary sewer laterals” with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. **MS Erickson/Boyette.**
    - a) Mayor Kaufert commented that the Council has taken action on street assessments for road construction. The Council has asked staff to look at what could be done with sanitary sewer laterals. This is on private property.
    - b) Dir. Kaiser advised that as they were discussing the transportation assessment replacement fee, the Council directed staff to look at the sanitary sewer lateral assessment charges. There have been a number of discussions at Finance Committee about the advisability of doing anything and what kind of alternatives there were offering relief to the property owners that have utility construction done on their streets. With the sewer lateral being a piece of their private property that effects the overall sanitary sewer system there is a joint interest in making sure those are in good repair. Several options were outlined for the Finance Committee, ranging from what most communities in this area do, which is 100% assessable cost and requiring full replacement, ultimately landing on an approach that is similar to a couple communities offering an incentive to the property owners for doing the full replacement. The need is for that full replacement to happen. The cost share settled on was a 50% cost share. That would include the sewer main and everything up to and including the reconnection in the

basement or foundation for the home owner. That is the policy brought before.

- c) Ald. Kunz indicated he hopes to eliminate special assessments all together. I/I numbers were staggering to him. We spend over \$5.5 million dollars in expenses every year on our sanitary system. Over 50% of what flows through those pipes is I/I. The need is huge. To address that, we would only do a partial lateral replacement but it became very clear we need to do the entire thing. The compromise is the property owners pay ½ and the City pays ½. Overall it was a great compromise.
  - d) Ald. Lendrum explained that it is unusual that the plan was sent to us already yet we are approving to direct him to create the plan. It seems like it is a done deal.
  - e) City Atty. Godlewski advised that the question before the Council at this time is the motion to approve revised Policy 2013-1.
  - f) Dir. Easker indicated it is important to know the compromise here is that moving forward, all property owners will be mandated to replace sewer laterals from the middle of the street to the curb and from the curb to the house. We are eliminating special assessments for property owners to pay ½ and in doing so adding \$250,000 to the rate payers on an annual basis for the cost of that. That will be made up through the rates. Dir. Kaiser has calculated that to be \$23.40 per year for the average rate payer. That is important because that is the potential amount of credit that will go back to those who in the past five years have had special assessments on sanitary sewer laterals to help offset that to some degree.
  - g) Ald. Stevenson indicated he has changed his mind. He did not support the motion in Committee but will support it now because of the information Ald. Kunz shared regarding the I/I.
  - h) Mayor Kaufert commented that developing a solution to the I/I issue and the bigger picture does come with a cost. At some point we have to raise the utility bill to cover these costs.
  - i) **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
3. Committee directed staff to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. **MSCRP Erickson/Lang, all voting aye, Ald. Lendrum voting nay.**

**Plan Commission**

- I. Council Rep. Lang reported from the Plan Commission meeting of January 29, 2019:
  - A. Committee recommends Council approve Annexation #213 (Ord. No. 2019-03) and the property also receive an R1, Single-Family Residence District zoning classification. **MSCRП Lang/Kunz, all voting aye.**

### **Board of Public Works**

- I. Vice Chairman Hillstrom reported the meeting of January 29, 2019:
  - A. Information Only Items:
    1. The Board approved Change Order No. 2 for Contract 1-18 Miscellaneous Sewer & Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to Dave Tenor Corporation, Green Bay in the amount of \$37,225.09.
    2. The Board approved Change Order No. 2 for Contract 18-01W for Chemical Storage and Feed Modifications in the amount of \$2,685.00. .
  - B. Council Action Items:
    4. The Board recommends Council approve Final Payment for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to Dave Tenor Corporation, Green Bay in the amount of \$31,620.32. **MSCRП Hillstrom/Bates, all voting aye.**

### **Business Improvement District (BID) Board**

- I. Ald. Lang reported from the January 15, 2019 Business Improvement District Board (BID Board) meeting:
  - A. Following discussion over having a 2018 audit or financial review it was the consensus of the members to complete a full audit every 3 years and have a financial review in the off years.
  - B. The Public Relations and Marketing Luminary Pop Up night was a success.
  - C. A Very Neenah Christmas was very successful although attendance was down due to the weather.
  - D. The Warm Your Heart event will be held Saturday February 9<sup>th</sup>.
  - E. Ultimate Ladies Day is April 13<sup>th</sup>.
  - F. The Historical Box wraps are being designed for the boxes at the corner of Church Street and Wisconsin Avenue. Look for those to come out late spring or early summer.
  - G. The February 5<sup>th</sup> Network Neenah event at Barrel 41 last night sponsored by Stellar Blue was a very successful event and a lot of fun.

### **Bergstrom Mahler Museum**

- I. Report from the Bergstrom Mahler Museum – Alderman Erickson



- A. She encouraged everyone to visit the current exhibit “Sharper Edges – Women Working on the Edge of Glass”. The exhibit features the work of female artists exploring social issues. The exhibit ends February 17<sup>th</sup>.
- B. Visit the Bergstrom Mahler Museum of Glass website for additional exhibits and classes.

### Petitions

- I. Clerk Sturn distributed the petition of qualified property owners for direct annexation to the City filed by Loren Rangeloff, owner of Loren’s Auto Recycling, LLC which was filed today in her office.
  - A. Dir. Haese explained the technical issues regarding the previous petition advising that the railroad asked not to be included as part of this annexation, therefore the type of annexation and area has been modified. This should move forward quickly as most of the impact reports should not change.
  - B. **MSCRP Stevenson/Kunz to refer the amended petition of qualified property owners for direct annexation to the City filed by Loren Rangeloff, owner of Loren’s Auto Recycling, LLC to the Finance & Personnel Committee and Plan Commission, all voting aye.**

### Unfinished Business

- I. Mayor Kaufert advised that the impact letter was received from the DOA therefore Ordinance No. 2019-01 Annexing 0.85 Acres of land along Bayview Road – Richard O. & Susan K. Larson Revocable Trust owned property to the City of Neenah and the property receive an R-1, Single-Family Residence zoning classification was placed back on the table. **MSCRP Lang/Kunz to adopt Ordinance No. 2019-01 annexing 0.85 acres of land along Bayview Road – Richard O. & Susan K. Larson Revocable Trust owned property to the City of Neenah and the property receive an R-1, Single-Family Residence zoning classification was placed back on the table, all voting aye.**
- II. Mayor Kaufert advised that the original petition by Loren Rangeloff annexing 29.94 Acres of land along the east side of I-41 and between Bell Street and County Road G (Loren’s Salvage Yard) has been withdrawn. **MSCRP Stevenson/Bates to withdraw the original petition for Annexation of Loren’s Salvage Yard which was presented on December 19, 2018, all voting aye.**

### New Business

- I. Mayor Kaufert advised that he and several other aldermen will be out of town for the March 6<sup>th</sup> Council meeting. He suggested having the PSSC meeting on February 12<sup>th</sup>; F&P on February 18<sup>th</sup> F&P with a Special Council meeting on February 18<sup>th</sup> to act on the annexation and TID #9 proposed amendments. We would need to call a Special Council meeting on Wednesday February 27<sup>th</sup> to act

on Committee recommendations then cancel Feb. 20<sup>th</sup> and March 6<sup>th</sup> regular Council meetings. The February 25<sup>th</sup> Finance & Personnel Committee meeting and February 26<sup>th</sup> Public Services & Safety Committee meeting will be cancelled. The Council concurred with this schedule.

- A. Clerk Sturn indicated she will send out those notices / cancellations tomorrow so they go onto the calendar.
- II. Clerk Sturn advised the public that the Spring Primary will be held February 19<sup>th</sup>. Absentee voting can be done in the Clerk's Office through Friday February 15<sup>th</sup> during normal office hours 7:30 am to 4:30 pm Monday thru Thursday. On Friday the office is open until 4:00 pm. February 14<sup>th</sup> and 15<sup>th</sup>, the office will remain open until 5 pm. There is one office on the ballot. Neenah Joint School District – School Board Member. There are 8 candidates that need to be narrowed down to 6 for the April 2<sup>nd</sup> Spring Election. A low turnout is expected.
- III. The newsletter is in the process of being proofed and ready to go to print. It should go out at the end of the month.
- IV. Mayor Kaufert thanked Bemis for the artwork they donated. Pat will be picking that artwork up tomorrow and he is in the process of finding a location for that artwork. Bemis is now out of Tower 1. They have consolidated some of their operations to the Innovation Center in the Industrial Park and their Oshkosh facility.
- V. Mayor Kaufert advised of the new flag in a case hanging just outside the Council Chambers. That flag went to Afghanistan with former Neenah students who were in the same platoon. It has been at several bases in Afghanistan. A plate is being made and will soon be hung to explain the significance of the flag.

### Adjournment

- I. **MSC Stevenson/Boyette to adjourn at 8:42 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC  
City Clerk

## **Proceedings of the Common Council of the City of Neenah**

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

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

Mayor Kaufert in the chair.

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

Also Present: Police Chief Olson, Assistant Police Chief Sievert and City Financial Advisor John Mechan.

Mayor Kaufert called the meeting to order at 7:02 pm.

### **Proceedings**

- I. **MSCRP Lendrum/Lang to approve the Council Proceedings of the regular meeting of January 16, 2019, 2019, all voting aye.**

**MSC Stevenson/Bates to amend the agenda to move up agenda items IX(B)(1) Report from the February 6, 2019 Special Finance & Personnel Committee meeting and Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the special meeting of February 6, 2019:
  - A. Committee recommends Council adopt Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes. **MSCRP Erickson/Stevenson, all voting aye.**

### **Consent Agenda**

- I. **MSCRP Lendrum/Stevenson to approve the Consent Agenda as follows:**
  - A. **Approve Beverage Operator License Applications for: Shelby K. Day, Crystal A. De Los Santos, Madison M. Dorow, Ariaah A. Duboard, Erin E. Flanagan, Rose M. Holmes, Jennifer L. Johnson, Bradley R. Karlen, Melissa M. Lone and Calista M. Van Deurzen. (PSSC)**
  - B. **Approve the Beverage Operator License Application (new) for Holly C. Kolb contingent upon payment of all delinquent City fees. (PSSC)**
  - C. **Approve the Temporary "Class B" (Picnic) Beer & Wine License Application for St. Margaret Mary Parish, 620 Division Street, for their Chili Dinner & Bingo Night to be held on February 9, 2019. (PSSC)**
  - D. **All voting aye.**

### **Public Services and Safety Committee**

- I. Chairman Bates reported the regular meeting of January 29, 2019:
  - A. Committee recommends Council approve the proposal from WE Energies for an amendment to the Wilderness Park Easement. **MSCRP Bates/Hillstrom, all voting aye.**
  - B. Committee recommends Council approve the proposal from Service Motor Company, Inc., for a Kubota SSV65 in the amount not to exceed \$35,231.38. **MSCRP Bates/Lendrum, all voting aye.**
  - C. Committee recommends Council approve purchase of seven 2019 Ford Police Interceptor Utility vehicles, AWD, 3.7, V6, at an estimated cost of \$244,503 with the cost funded through the use of borrowed funds as part of the 2019 Capital Equipment Fund Budget. **MSCRP Bates/Hillstrom, all voting aye.**
  - D. Committee recommends Council approve purchase of nine Panasonic Toughbook CF-33 MDCs and all necessary hardware and wiring at a total cost of \$67,275 (\$7,475 each) with funding to come from the 2018 Capital Equipment Fund Budget and the 2019 Capital Equipment Fund Budget. **MSCRP Bates/Lang, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the regular meeting of January 7, 2019:
  - A. Deferred from the January 16, 2019 Council meeting: Committee recommends Council approve the 2019 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. **MSCRP Bates/Stevenson, all voting aye, Ald. Erickson voting nay.**
- II. Chairman Erickson reported the regular meeting of January 28, 2019:
  - A. Committee recommends Council approve and accept the petition for annexation of 14.516 acres located at Lone Oak Drive/Paint Brush Drive in the Town of Neenah. (Ordinance No. 2019-03 to be acted on following a report from the Plan Commission).
  - B. Committee recommends Council authorize the appropriate staff to acquire 502 Monroe Street, at a purchase price of \$147,000, for the purpose of storm water management, with funding for the acquisition assumed to be provided from the storm water utility fund, pending additional investigation on the potential of using CDBG funding, and that City staff investigate the potential of Habitat for Humanity moving the home as opposed to demolishing it. **MSCRP Erickson/Kunz, all voting aye.**
  - C. Committee recommends Council authorize the appropriate staff to acquire 886 S. Commercial Street at a purchase price of \$45,000. The funding source for the purchase shall be CDBG funds. **MSCRP Erickson/Steele, all voting aye.**
  - D. Committee recommends Council authorize the appropriate staff to acquire 1225 and 1229 S. Commercial Street for a total purchase price

of \$157,000. The funding source for the purchase shall be CDBG funds.  
**MSCRP Erickson/Steele, all voting aye.**

- E. Committee recommends Council approve amended Policy 2013-1 “Policy on procedures and payment for repairs on private sanitary sewer laterals” with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. Staff is also directed to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. **MS Erickson/Boyette.**
1. **MSC Lendrum/Bates to split the question at “Partial Replacement”, all voting aye, Ald. Stevenson voting nay.**
  2. Committee recommends Council approve amended Policy 2013-1 “Policy on procedures and payment for repairs on private sanitary sewer laterals” with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. **MSCRP Erickson/Boyette, all voting aye.**
  3. Committee directed staff to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. **MSCRP Erickson/Lang, all voting aye, Ald. Lendrum voting nay.**

### Plan Commission

- I. Council Rep. Lang reported from the Plan Commission meeting of January 29, 2019:
- A. Committee recommends Council approve Annexation #213 (Ord. No. 2019-03) and the property also receive an R1, Single-Family Residence District zoning classification. **MSCRP Lang/Kunz, all voting aye.**

### Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of January 29, 2019:
- A. Council Action Items:
1. The Board recommends Council approve Final Payment for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to Dave Tenor Corporation, Green Bay in the amount of \$31,620.32. **MSCRP Hillstrom/Bates, all voting aye.**

### Petitions

- I. **MSCRP Stevenson/Kunz to refer the amended petition of qualified property owners for direct annexation to the City filed by Loren Rangeloff, owner of**


**Loren's Auto Recycling, LLC to the Finance & Personnel Committee and Plan Commission, all voting aye.**

**Unfinished Business**

- I. Mayor Kaufert advised that the impact letter was received from the DOA therefore Ordinance No. 2019-01 Annexing 0.85 Acres of land along Bayview Road – Richard O. & Susan K. Larson Revocable Trust owned property to the City of Neenah and the property receive an R-1, Single-Family Residence zoning classification was placed back on the table. **MSCRП Lang/Kunz to adopt Ordinance No. 2019-01 annexing 0.85 acres of land along Bayview Road – Richard O. & Susan K. Larson Revocable Trust owned property to the City of Neenah and the property receive an R-1, Single-Family Residence zoning classification was placed back on the table, all voting aye.**
  
- II. Mayor Kaufert advised that the original petition by Loren Rangeloff annexing 29.94 Acres of land along the east side of I-41 and between Bell Street and County Road G (Loren's Salvage Yard) has been withdrawn. **MSCRП Stevenson/Bates to withdrawn the original petition for Annexation of Loren's Salvage Yard which was presented on December 19, 2018, all voting aye.**

**Adjournment**

- I. **MSC Stevenson/Boyette to adjourn at 8:42 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC  
City Clerk

## **SPECIAL COMMON COUNCIL MINUTES**

Monday, February 18, 2019 – 6:19 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in special session at 6:19 p.m., February 18, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Hillstrom, Lendrum, Erickson, Lang, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser and City Attorney Godlewski. Alderman Steele was absent.

Mayor Kaufert called the meeting to order at 6:19 pm.

Acting City Clerk, City Attorney Godlewski called a voice roll call followed by the Pledge of Allegiance.

### **Public Hearing**

- I. Consider the proposed First Amendment to Tax Increment District #9.
  - A. The Mayor announced the public hearing for the First Amendment to Tax Increment District #9.
  - B. After three calls by the Mayor for speakers for the public hearing and 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 January 29, 2019:
  - A. The Commission recommends Council adopt Resolution No. 2019-07 approving the amended Project Plan and amending Tax Increment District #9 boundaries. **MSCRC Lang / Hillstrom to adopt Resolution No. 2019-07, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported from the Finance & Personnel Committee meeting of February 18, 2019:
  - B. Committee recommends Council approve the Annexation Impact Report – Annexation #214 (Loren's Auto Recycling/2405 Schultz Drive – Town of Neenah – 18.97 Acres. (To be acted on following a report from the Plan Commission)

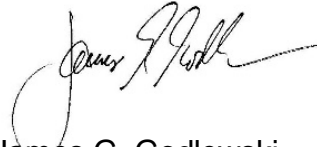
**Plan Commission**

- I. Council Rep. Lang reported from the Plan Commission meeting of February 12, 2019:
  - A. Commission recommends Council approve Annexation #214 (Ordinance #2019-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification, subject to review of the annexation by the State Dept. of Administration. **MSCRC Lang / Hillstrom, all voting aye.**

**Adjournment**

- I. **MSC Stevenson / Boyette to adjourn at 6:29 p.m., all voting aye.**

Respectfully submitted,



James G. Godlewski  
City Attorney



**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR BENEFITS  
CONFERRED UPON PROPERTY BY CONSTRUCTING AND INSTALLING  
IMPROVEMENTS IN SAID STREETS AS HEREINAFTER PROVIDED**

PLEASE TAKE NOTICE that the Common Council of the City of Neenah, has declared its intention to exercise its police power under City of Neenah Municipal Code, Section 13-1, and Wis. Stats. Sec. 66.0703 to levy special assessments upon property on both sides of the streets below described for benefits conferred upon such property by constructing and installing improvements in said streets as hereinafter provided:

**Sanitary sewer laterals for properties served by sanitary sewers on the following streets:**

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. Caroline Street (Union to Van) | 2. Stevens Street (Congress to Doty) |
| 3. 5th Street (Clark to Lincoln)  | 4. Courtney Court                    |

The report of the Public Services and Safety Committee showing the estimated cost of said improvements, proposed assessments and award of damages is on file in office of the Director of Public Works and may be inspected there on any business day between the hours of 7:30 a.m. and 4:00 p.m.

You are further notified that the Common Council will hear all persons interested, their attorneys or agents, concerning matters contained in the preliminary resolution authorizing such assessments and award of damages at 7:00 p.m., on the 27th day of February 2019, in the Council Chambers in the City of Neenah Administration Building, 211 Walnut Street. All objections will be considered at such hearing and thereafter the amount of assessments will be finally determined.

Dated at Neenah, Wisconsin this 16th day of February 2019.

Patricia Sturn  
City Clerk  
Neenah, Wisconsin

*Publish: February 16, 2019*

**CITY OF NEENAH**

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City of Neenah to consider several amendments to Chapter 26 of the Municipal Code of the City of Neenah, Zoning, related to Definitions, District Standards, and Accessory Structures.

The hearings will be held at the City's Administration Building, 211 Walnut Street, Neenah.

Plan Commission Informal Hearing - Tuesday, February 26, 2019  
4:15 P.M.  
Hauser Committee Room

Council Formal Hearing - Wednesday, February 27, 2019  
7:00 P.M.  
Council Chambers

NOTICE IS FURTHER GIVEN that interested persons may appear at said hearings and be heard for or against the proposed amendment. A copy of the proposed amendment is located in the Community Development Department.

Dated at Neenah, Wisconsin this 12th day of February, 2019.

Brad Schmidt, AICP  
Deputy Director of Community Development  
Neenah, Wisconsin

Patricia A. Sturn  
City Clerk  
Neenah, Wisconsin

Publish: February 16 & February 18, 2019



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Amending Neenah Code §26-3, 26-149, 26-150, 26-152, 26-175, 26-176, 26-177, 26-178, 26-196, 26-197, 26-199, 26-217, 26-218, 26-220, 26-234, 26-235, 26-236, 26-237, 26-238, 26-271, 26-272, 26-300, 26-301, 26-303, 26-326, 26-327, 26-329, 26-466, and 26-656.

ORDINANCE NO. 2019-08  
Introduced: February 27, 2019  
Committee/Commission Action:

## AN ORDINANCE

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

**Section 1.** Section 26-3 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

Block means the property abutting one side of a street lying between the two nearest intersecting streets (crossing or terminating) or between the nearest such street and railroad right-of-way, unsubdividable acreage, lake, river, or live stream, or between any of the foregoing and any other physical barrier to the continuity of development, or corporate boundary line of the municipality.

Boardinghouse means boarding or dwelling unit other than a motel, hotel, tourist house, or bed and breakfast inn, where, for compensation and by prearrangement, lodging is provided with or without meals for three or more persons.

~~Church means a building, together with its necessary buildings and uses, where persons regularly assemble for religious worship and which buildings, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.~~

Electric Substation means an assemblage of equipment for purposes other than generation or utilization, through which electric energy in bulk is passed for the purpose of switching or modifying its characteristics to meet the needs of the general public; provided that in residence districts an electric substation shall not include rotating equipment,

storage of materials, trucks or repair facilities, housing or repair crews, or office or place of business.

Mobile Service Facility means the set of equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discrete geographic area, but does not include the underlying support structure.

Office uses means those commercial activities that take place in office buildings, where goods are not produced, sold, or repaired. These include: banks, general offices, professional offices, governmental office, insurance office, real estate office, travel agency or transportation ticket office, ~~telephone exchange~~, utility office, radio broadcasting and similar uses.

Religious Institution means a building, together with its necessary buildings and uses, where persons regularly assemble for religious worship and which buildings, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.

Self-Storage Facility means a building or a group of buildings consisting of individual, self-contained units leased to individuals, organizations, or businesses for self-service storage of personal items.

Telecommunication Tower means an existing or new structure that supports or can support a mobile service facility, including a mobile service support structure, utility pole, water tower, building, or other structure (as per Wis. §66.0404).

**Section 2.** Section 26-149 of the Code of Ordinances is created to read as follows:

The following permitted uses requiring site plan approval are allowed in the R-1 Single-Family Residence District:

- ~~(1) Utility substation.~~
- ~~(2)~~**(1)** Communications Antenna.

**Section 3.** Section 26-150 of the Code of Ordinances is created to read as follows:

- (1) All commercial and public radio, communication and telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 50 feet in height.
- ~~(5) Church~~ **Religious Institution.**
- ~~(14) Single family attached dwelling.~~
- ~~(14)~~ **Electric Substation**

**Section 4.** Section 26-152 of the Code of Ordinances is created to read as follows:

- (1) Minimum front yard setback, 25 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback

**Section 5.** Section 26-175 of the Code of Ordinances is created to read as follows:

The following permitted uses requiring site plan approval are allowed in the R-2 ~~Single~~ Two-Family Residence District:

- ~~(1) Utility substation.~~
- ~~(2)~~ **(1)** Communications Antenna.

**Section 6.** Section 26-176 of the Code of Ordinances is created to read as follows:

- (1) All commercial and public radio, communication and telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 50 feet in height.
- (5) ~~Church~~ **Religious Institution**.
- ~~(14)~~ Electric Substation

**Section 7.** Section 26-177 of the Code of Ordinances is created to read as follows:

The following garages, accessory buildings and uses are allowed in the R-1 Single-family Residence District:

- (1) One private garage per dwelling unit; total area of all garages not to exceed 816 square feet in gross area.
- (2) One accessory building per dwelling unit; total area of all accessory buildings not to exceed 200 square feet in gross area.

**Section 8.** Section 26-177 of the Code of Ordinances is created to read as follows:

Standards for the R-2 ~~Single~~ Two-Family Residence District are as follows:

- (1) Minimum front yard setback, 25 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback

**Section 9.** Section 26-196 of the Code of Ordinances is created to read as follows:

The following permitted uses requiring site plan approval are allowed in the M-1 Multifamily Residence District:

- (1) Multifamily dwellings with four or more units.
- (2) ~~Utility substation~~ Communication antenna.
- (3) Communications antenna.

**Section 10.** Section 26-197 of the Code of Ordinances is created to read as follows:

- (1) All commercial and public radio, communication or telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 60 feet in height.
- (4) ~~Church~~ Religious Institution.
- (13) Electric Substation

**Section 11.** Section 26-199 of the Code of Ordinances is created to read as follows:

- (1) Minimum front yard setback, 20 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback
- (4) Minimum side yard and rear yard from parcel boundaries of adjoining single-family or two-family residential uses or districts, 30 feet.

**Section 12.** Section 26-217 of the Code of Ordinances is created to read as follows:

The following permitted uses requiring site plan approval are allowed in the M-2 Multifamily Residence District:

- (1) Multifamily dwellings with four or more units.
- (2) ~~Utility substation~~ Communication antenna.
- (3) Communications antenna.

**Section 13.** Section 26-218 of the Code of Ordinances is created to read as follows:

- (1) All commercial and public radio, communication or telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 60 feet in height.
- (4) ~~Church~~ Religious Institution.
- (13) Electric Substation

**Section 14.** Section 26-220 of the Code of Ordinances is created to read as follows:

- (1) Minimum front yard setback, 20 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback
- (4) Minimum side yard and rear yard from parcel boundaries of adjoining single-family or two-family residential uses or districts, 30 feet.

**Section 15.** Section 26-234 of the Code of Ordinances is created to read as follows:

~~Sec. 26-234. – Permitted uses.~~

~~The following permitted uses are allowed in the C-1 General Commercial District:~~

~~(1) All permitted uses in the M-2 Multifamily Residence District.~~

~~(2) Retail sale and repair services including:~~

~~Animal hospitals.~~

~~Antique shops.~~

~~Audio and video equipment and merchandise.~~

~~Automotive accessory stores.~~

~~Bakeries.~~

~~Barber shops.~~

~~Beauty shops.~~

~~Bicycle sales.~~

~~Book/stationery stores.~~

~~Candy and ice cream stores.~~

~~Carpet stores.~~

~~Camera and photographic supply stores.~~

~~Catering services.~~

~~China and glassware stores.~~

~~Clocks and watches.~~

~~Clothing and apparel stores.~~

~~Coin stores.~~

~~Computer and computer accessory stores.~~

~~Custom dressmaking.~~

~~Drug stores.~~

~~Dry cleaning and laundry.~~

~~Electronic and house ware appliance stores.~~

~~Flower shops.~~

~~Furniture and home furnishings stores.~~

~~Garden supply stores.~~

~~Gift shops.~~

~~Grocery stores.~~

~~Hardware and paint stores.~~

~~Hobby shops.~~

~~Jewelry stores.~~

~~Landscape nurseries.~~

~~Leather goods and luggage stores.~~

~~Locksmiths.~~

~~Major department stores.~~

~~Meat markets.~~

~~Musical instrument stores.~~

~~Office supply stores.~~

~~Optical goods stores.~~

~~Orthopedic sales and supply stores.~~

~~Pet grooming shops.~~

~~Pet stores.~~

~~Photo studios.~~

~~Picture frame shops.~~

~~Schools for music, dance and the martial arts.~~

~~Sewing machine shops.~~

~~Shoe stores.~~

~~Sporting goods stores.~~

~~Tailor shops.~~

~~Tobacco shops.~~

~~Travel bureaus.~~

~~Video arcades.~~

(3) ~~Other establishments, institutions and uses including:~~

~~Adult establishments which are more than 500 feet from schools, churches, community living arrangements, day care centers/nursery schools, family day care homes, parks, playgrounds and other community facilities.~~

~~Boardinghouse.~~

~~Bed and breakfast inn.~~



~~Banks and financial institutions (except Drive-in facilities).~~

~~Clinics or medical offices requiring less than 40 parking stalls.~~

~~Public buildings.~~

~~Professional offices and similar establishments.~~

~~Restaurants (except drive-ins).~~

~~Taverns.~~

- (4) ~~Uses not explicitly enumerated in the section as permitted uses, but closely similar thereto provided that these uses are not specified elsewhere as requiring a special use permit or conditional site plan approval.~~

~~(Code 1977, § 20.13(2))~~

**Section 16.** Section 26-235 of the Code of Ordinances is created to read as follows:

Sec. 26-235~~4~~. - Permitted uses requiring site plan approval.

The following permitted uses requiring site plan approval are allowed in the C-1 General Commercial District:

(1) Multifamily dwellings with ~~four~~ **three** or more units.

(2) Retail sale, rental, and repair services including:

~~Automotive and truck rentals, sales, service and auto body repair.~~

~~Boat, camper and travel trailer sales/rentals.~~

~~Gasoline stations.~~

~~Recreational vehicle sales/rentals.~~

~~Video arcades.~~

(3) Other establishments, institutions and uses including:

~~Banks and financial institutions (not including drive-in).~~

~~Communications radio, microwave or television towers.~~

~~Restaurants (not including drive-in).~~

~~Utility substation or tower.~~

**Section 17.** Section 26-236 of the Code of Ordinances is created to read as follows:

Sec. 26-236~~5~~. - Special uses.

The following special uses are allowed in the C-1 General Commercial District:

(1) Airport/heliport.

(2) Automotive and truck rentals, sales, service and auto body.

(3) Bank and financial institution (Drive-in)

(4) Boat, camper and travel trailer sales/rentals.

~~(25)~~ Commercial greenhouses.

- ~~(36)~~ Commercial kennels.
- (7) Communication radios, telecommunication towers, microwave or television towers.
- (8) Gasoline Stations
- ~~(49)~~ Manufactured home sales.
- ~~(510)~~ Office buildings exceeding three stories in height.
- ~~(611)~~ Outdoor commercial recreational facility.
- ~~(7)~~ Produce terminal, wholesale.
- (12) Recreational vehicle sales/service
- (13) Restaurant (Drive-In).
- ~~(8)~~ Self-storage facilities (mini-warehouses).
- ~~(914)~~ Stadium or auditorium.
- ~~(4015)~~ Theaters (outdoor).
- ~~(4416)~~ Truck sales and service.
- (17) Electric Substation

**Section 18.** Section 26-237 of the Code of Ordinances is created to read as follows:

Sec. 26-2376. - Accessory buildings and uses.

**Section 19.** Section 26-238 of the Code of Ordinances is created to read as follows:

Sec. 26-2387. - Standards.

- (4) If residential development is the principal use, then all requirements and standards of the applicable residential district apply (Single-Family Use (R-1 District), Two-Family Use (R-2 District), and Multi-Family Use (M-1 District)).

**Section 20.** Section 26-239 of the Code of Ordinances is created to read as follows:

Secs. 26-2398—26-269. - Reserved.

**Section 21.** Section 26-271 of the Code of Ordinances is created to read as follows:

The following permitted uses are allowed with site plan review in the C-2 Central Business District:

- (1) Any use permitted in the C-1 General Commercial District as defined in Section 26-234 except single-family and two-family dwelling units as a principal use.
  - Animal hospital.
  - Antique shops.
  - Bakeries.
  - Barber/Beauty shops.
  - Banks and Financial Institutions (except drive-in facilities).
  - Banquet hall.
  - Bed and Breakfast Inn.
  - Book store.

Coffee house.  
Catering Services.  
China and glassware stores.  
Clinics or medical offices requiring less than 40 parking stalls.  
Clothing and apparel stores.  
Custom Dressmaking stores.  
Dry cleaning and laundry services.  
Flower Shops.  
Furniture and home furnishing stores.  
Gift Shops.  
Grocery stores.  
Hardware stores.  
Hobby shops.  
Hotel or motel.  
Jewelry stores.  
Musical instrument sales/service.  
Multi-Family Residences (4 or more dwelling units).  
Off-street surface parking lot or parking structure.  
Photo studios.  
Professional offices and similar establishments.  
Public buildings.  
Restaurants (except drive-in).  
Residential dwelling units as an accessory use to a commercial use and located above the principle use.  
Schools for music, dance, fitness, and the martial arts.  
Shoe Stores.  
Tailor Shops.  
Taverns.  
Travel Bureaus.  
Uses not explicitly enumerated in the section as permitted uses, but closely similar thereto provided that these uses are not specified elsewhere as requiring a special use permit or conditional site plan approval.

**Section 22.** Section 26-272 of the Code of Ordinances is created to read as follows:

The following special uses are allowed in the C-2 Central Business District:

- (5) Gasoline stations ~~(self or full service).~~
- ~~(7) Produce terminal—wholesale.~~
- (7) Public park**
- (8) Radio, microwave or television tower, or telecommunication tower.
- (9) Religious Institution.
- (10) Schools (Public and Private).
- ~~(911) Stadium or auditorium.~~
- ~~(10) Warehousing.~~

**Section 23.** Section 26-300 of the Code of Ordinances is created to read as follows:

- (9) Wholesale, warehousing, storage and distribution (not including self-storage or mini-warehouse facilities).

**Section 24.** Section 26-301 of the Code of Ordinances is created to read as follows:

The following special uses are allowed in the I-1 Planned Business Center District:

(1) Public utility structures and electric substations.

(2) Telecommunication towers.

**Section 25.** Section 26-303 of the Code of Ordinances is created to read as follows:

(11) 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 6-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.

**Section 26.** Section 26-326 of the Code of Ordinances is created to read as follows:

(6) Public utility structures and electric substations.

(10) Wholesale, warehousing, storage and distribution (not including self-storage and mini-warehouse facilities).

**Section 27.** Section 26-327 of the Code of Ordinances is created to read as follows:

(5) Produce Terminal – wholesale.

(6) Self-storage and mini-warehouse facilities.

(47) Smelting of ferrous or nonferrous metals.

**Section 28.** Section 26-329 of the Code of Ordinances is created to read as follows:

(9) 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 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.

**Section 29.** Section 26-329 of the Code of Ordinances is created to read as follows:

Unless otherwise herein specified, no detached accessory building or use shall exceed a maximum wall height of ten feet on no more than two elevations and a maximum overall height of 15 feet. In addition, no detached garage shall exceed a maximum wall height of ten feet on no more than two elevations and a maximum overall height of 20 feet.

Roof dormers on accessory buildings and detached garages shall be limited in size to no more than 1/3 of the main roof's length.

**Section 30.** Section 26-656 of the Code of Ordinances is created to read as follows:

Special Use	Minimum Lot Size	Minimum Yard (FT)	Distance from R-1 District, Churches, Schools or Community Facilities	Fencing	Landscape Standards	Off-Street Parking	Site Plan Review	Plan Commission Approval of Outdoor Signage and Lighting
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<u>Automobile and truck rentals, sales, service and auto body</u>	<u>0.5 Acres</u>	<u>#</u>	<u>N/A</u>	<u>#</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Automotive and truck washes</u>	<u>0.5 Acres</u>	<u>#</u>	<u>N/A</u>	<u>#</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Boat, camper and travel trailer sales</u>	<u>1 Acre</u>	<u>#</u>	<u>N/A</u>	<u>#</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
Cement, lime or gypsum, etc.	<u>#</u>	<u>F-100</u> <u>S-100</u> <u>R-100</u>	<u>S-100</u> <u>300 Feet</u>	<u>N/A</u>	<u>I-2</u>	<u>1 per employee</u>	<u>Yes</u>	<u>No</u>
<u>R-100</u>	<u>300-foot</u>	<u>N/A</u>	<u>I-2</u>	<u>1 per employee</u>	<u>Yes</u>	<u>No</u>		
<u>Church</u>	<u>25,000 sq. ft.</u>	<u>#</u>	<u>N/A</u>	<u>N/A</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Clinics or medical office with 40 or more parking stalls</u>	<u>#</u>	<u>#</u>	<u>N/A</u>	<u>N/A</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Commercial greenhouse</u>	<u>#</u>	<u>#</u>	<u>N/A</u>	<u>Yes</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Gasoline Station</u>	<u>#0.5 Acres</u>	<u>#</u>	<u>N/A</u>	<u>N/A</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Public utility structure /Electric Substation</u>	<u>N/A</u>	<u>#</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>Yes</u>	<u>N/A</u>
<u>Recreational Vehicle Sales/Service</u>	<u>1 Acre</u>	<u>#</u>	<u>N/A</u>	<u>#</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>
<u>Religious Institution</u>	<u>25,000 sq. ft.</u>	<u>#</u>	<u>N/A</u>	<u>N/A</u>	<u>C-1</u>	<u>#</u>	<u>Yes</u>	<u>Yes</u>

**Section 31. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 32. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

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

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

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

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney James G. Godlewski

211 Walnut Street

Neenah, WI 54956

State Bar No. 1005210

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, February 12, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Deputy Clerk Goffard, Forrest Bates

**Minutes:**

**Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the January 29, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

Appeal of New Bartender License Application Denial: Nicole Brisky: Item has been postponed due to weather. **Motion/Second/Carried Lang/Hillstrom to table this item to the next available Committee meeting.** All voting aye.

Request to Purchase 2019 1500HD 4WD Extended Cab Work Truck: Director Kaiser reviewed the proposals to purchase a 2019 1500HD 4WD extended cab work truck to replace Fleet 1A, a 2007 GMC 1500 pick-up. The budget for this purchase is \$33,500. Bids were received from two vendors. The low bid was from Ewald Hartford Ford for a 2019 Chevrolet Silverado 1500 in the amount of \$31,321. Committee discussed the vendors submitting bids. Director Kaiser noted that staff is also requesting an allowance of \$1,000 to purchase a toolbox and a road condition sensor unit for the truck.

Following further discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve the purchase of a 2019 Chevrolet Silverado 1500 extended cab work truck from Ewald Hartford Ford of Hartford for \$31,321.00 and an allowance of \$1,000 for a toolbox and road temperature sensor with funds coming from the 2019 Capital Equipment Budget.** All voting aye.

Taxi License Fee Increase: City Attorney Godlewski and Deputy Clerk Goffard reviewed her memo of February 12, 2019, regarding the Clerk's Office research into fees for taxi licensing in other communities. Deputy Clerk Goffard stated that there were three cab companies that are licensed within the city. She stated that Neenah currently charges \$25 for a taxi license and \$2 for each additional taxicab. Staff is recommending that the license fee be increased to \$50 with no charge for additional taxicabs. Staff is also recommending that a taxi driver fee be created with a charge of \$25. Part of this fee would be intended to cover the cost of a background check. City Attorney Godlewski noted that this recommendation would require a change to the municipal code.

Committee discussed the manner in which background checks are conducted. City Attorney Godlewski noted that they are performed by police staff. Committee discussed the possibility of having this done by a private service. Committee requested input from Chief Olson on that option.

REPORT

**Public Services and Safety Committee Meeting  
February 12, 2019  
Page 2**

Committee discussed the impact, if any, of the proposed changes on Uber and Lyft services. City Attorney Godlewski noted that they would fall outside of the proposed changes. He noted that other cities have developed programs with Uber and Lyft, but that more research was required before anything was brought forward on that.

Committee questioned the purpose of the background check and if there would be conditions that could disqualify an applicant from being a taxicab driver. City Attorney Godlewski noted that there are currently no disqualifying conditions included in the municipal code and suggested that staff be directed to review and update that portion of the code.

Deputy Clerk Goffard reviewed the comparison of licensing charges and requirements for area communities. Committee discussed the reciprocity of licensing between communities. City Attorney Godlewski noted that a company licensed in Appleton is not required to be licensed in Neenah. Committee discussed the basis for determining which community issues the license for a taxi company.

Committee discussed the background check requirements of other communities. City Attorney Godlewski stated that there is not a consistent approach to background checks. He stated that performing background checks is a discretionary act so the City does not take on additional liability if these are not required.

Committee discussed driver insurance requirements. City Attorney Godlewski stated that current ordinance does not have insurance requirements for drivers.

Committee discussed the need to maintain the transportation options available to the public and to avoid creating barriers to the provision of taxicab service in the city.

City Attorney Godlewski stated that the Committee action could address the taxicab license fee increase and also direct staff to review and update ordinance related to taxicab and taxicab driver licensing. Ald. Stevenson expressed concern with spending additional staff time on this issue. He noted concerns with the reciprocal arrangement for licensing from one community to the next and indicated that it seemed that State licensing would be a better approach.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to direct City Attorney Godlewski to prepare a fee schedule resolution to increase the taxi license fee from \$25 to \$50 and to direct staff to review and update the taxicab licensing ordinance to provide for a taxicab drivers fee based on Committee discussion for future Committee consideration.** Motion passed 4-1 (Ald. Stevenson voting No).

RES.

Approval of Special Assessment Report - Installation of Sanitary Sewer Lateral Construction (Caroline Street, Stevens Street, Fifth Street, Courtney Court): Committee reviewed the special assessment report for installation of sanitary sewer laterals on Caroline Street, Stevens Street, Fifth Street and Courtney Court. Director Kaiser noted that the assessment charge is a fixed cost per lateral due to the recent change in the sanitary sewer lateral policy.



**Public Services and Safety Committee Meeting  
February 12, 2019  
Page 3**

Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to authorize the Chairman to sign the assessment report for Preliminary Resolution No. 2019-01 for installation of sanitary sewer laterals on Caroline Street (Union to Van), Stevens Street (Congress to Doty), Fifth Street (Clark to Lincoln) and Courtney Court.** All voting aye.

Additional Recycling/Refuse Carts - Ordinance Revision: Director Kaiser reviewed his February 6, 2019, memo regarding the need to revise the solid waste ordinance to account for the practice of allowing residents an additional refuse or recycling cart.

ORD.  
Following additional discussion, **Motion/Second/Carried Hillstrom/Stevenson to direct City Attorney Godlewski to prepare the appropriated ordinance for Council approval to revise the solid waste ordinance to codify the practice of allowing single family residential premises to obtain an additional refuse and/or recycling cart.** All voting aye.

**Licenses:**

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Sarah N. Gima, Penny N. Glick, Rebecca L. Hilgers, Chelsie C. Nachreiner-Wickman, Andrea L. Reinke, and Brenda L. Schmulске.

C.A.  
Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve beverage operator license applications for Sarah N. Gima, Penny N. Glick, Rebecca L. Hilgers, Chelsie C. Nachreiner-Wickman, Andrea L. Reinke, and Brenda L. Schmulске.** All voting aye.

Beverage Operator License Application (New) - Delinquent Fee: The Committee reviewed the beverage operator license application for Elizabeth Reyes.

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

Temporary Class "B" (Picnic) Beer License Application - St. Gabriel Parish: The Committee reviewed the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish for their Friday Fish Fry to be held on March 8, March 15, March 22, April 5 and April 12, 2019.

C.A.  
Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend Council approve the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish, 900 Geiger Street, for their Friday Fish Fry to be held on March 8, March 15, March 22, April 5 and April 12, 2019.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams)
  - a. Adams St – Work is complete.
  - b. Cecil St – Final topsoil and seeded will be done when weather permits.

**Public Services and Safety Committee Meeting**  
**February 12, 2019**  
**Page 4**

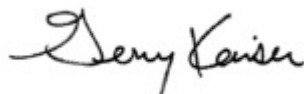
2. Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early next year. Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
3. Contract 1-19 (Caroline, Stevens, Fifth) – Bids were opened on 2/6/2019. A bid award recommendation will be brought to the Board of Public Works and Council in March.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Bid opening is scheduled for 2/20/2019. A bid award recommendation will be brought to the Board of Public Works and Council in March.
5. Contract 3-19 (Epoxy Pavement Marking) – The bid opening is tentatively scheduled for 3/6/2019.
6. Downtown Traffic Study – An RFP is being prepared for the next phase of the traffic study. Staff is targeting a review by Committee at the 3/12/2019 meeting.
7. GIS/Asset Management System RFP - Water Utility Director Mach is preparing an RFP for a GIS-based Asset Management and Work Order System. This system would replace the Utility's current asset management software, which was scheduled for upgrade in 2019. Due to projections on the cost of the upgrade and the advancement in GIS/Asset Management systems, the Utility is broadening their review of options. Public Works staff have been working with Director Mach to include a service and pricing alternative for Public Works-related data to be incorporated in the selected solution.
8. Integrity Acres – Staff is reviewing the plat and utility plans for the proposed Integrity Acres subdivision located in the recently annexed parcel on the west side of Woodenshoe Road.

Ald. Stevenson questioned the status of filling the Engineering Technician position. Director Kaiser stated that the position description was modified to incorporate additional stormwater management duties and GIS experience. He stated that a request to fill the position is being taken to the next Finance & Personnel Committee meeting.

Announcements/Future Agenda Items: None.

**Motion/Second/Carried Stevenson/Lang to adjourn at 7:25 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



**RESOLUTION NO. 2019-09**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF NEENAH TO INCREASE THE TAXI CAB FEE & ADDING A TAXI CAB DRIVER FEE**

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

**WHEREAS**, the current fee for Taxi Cabs is \$25 and has not been increase in over a decade; and,

**WHEREAS**, Neenah’s fee is among the lowest in the valley;

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN** this 27th day of February, 2019, that the uniform fee schedule established by Resolution #7185, as amended, is further amended by increasing the yearly taxi cab fee to \$50 and adding a taxi cab driver fee.

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
<b>CLERK</b>				
<b>LICENSES</b>				
Taxi Cab	1 <sup>st</sup> Taxi each add'l	<del>\$30</del> <b>\$50 Yearly Fee</b> <del>\$2</del> <b>No Fee, Report Vehicles by VIN</b>	Annual – expires 6/30	Res 2019-09

Recommended by: **Finance & Personnel Committee**

CITY OF NEENAH, WISCONSIN

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

\_\_\_\_\_  
Dean R. Kaufert, Mayor

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

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



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By Public Services & Safety  
Committee  
Re: Amending §12-8(a)(1) & (2) relating to  
standards of service for single family premises.

**ORDINANCE NO. 2019-6**

Introduced: \_\_\_\_\_

Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

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

**Section 1.** Section 12-8(a)(1) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

- (1) Solid waste, with the exception of recyclable materials, shall be collected once a week from single family premise dwelling units according to a schedule set by the City. The maximum-base volume of refuse/garbage collected per dwelling unit shall be 95 gallons per week. Service for one additional 95-gallon refuse/garbage cart will be provided on request. A charge for the additional service will be established by the City.

**Section 2.** Section 12-8(a)(2) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

- (2) Recyclable materials shall be collected from single family premise dwelling units according to a schedule set by the City. The maximum-base volume of recycling collected per dwelling unit shall be 95 gallons bi-weekly. Service for one additional 95-gallon recycling cart will be provided on request. A charge for the additional service will be established by the City. The owner of each residential dwelling unit will be charged a fee billed annually, established on an annual basis by the Common Council, for the costs related to recycling operations.

**Section 3. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

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

Approved:

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

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

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

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney James G. Godlewski  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1005210

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, February 18, 2019 – 6:00 p.m  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Boyette, Steele (6:30 pm) and Stevenson; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker

**Others Present:** Aldermen Bates and Lendrum, Director of Human Resources and Safety Barber, Director of Community Development Haese, Director of Public Works Kaiser, Director of Information Systems Wenninger, Assistant Comptroller Kahl, Deputy Director of Community Development Schmidt

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Stevenson/Kunz to approve the minutes from the January 28, 2019 Regular Meeting and the February 6, 2019 Special Meeting.** All voting aye.

**Annexation Impact Report – Annexation #214 (Loren’s Auto Recycling/2405 Schultz Drive – Town of Neenah – 18.97 Acres:** Committee reviewed memo from Director Easker with regard to the impact of the proposed annexation of 18.97 acres located at 2405 Schultz Drive in the Town of Neenah (Annexation 214). The annexation amends the previous Annexation 212 which had included acreage that is no longer part of the proposed annexation. The annexed area would eventually become City owned and available for development within the City’s TIF District #9. All departments that expressed an opinion recommend approval of the proposed annexation.

**Motion/Second/Carried Stevenson/Boyette recommending Council approve and accept the petition for annexation of 18.97 acres located at 2405 Schultz Drive in the Town of Neenah, with the City’s TIF District #9 to finance the sanitary sewer and storm water fees.** All voting aye.

Committee recessed at 6:13 p.m. for purposes of a special Common Council meeting.

Committee reconvened at 6:30 p.m.

**Request to Fill Engineering Technician Position:** Committee reviewed memo from Director Kaiser requesting approval to fill the Engineering Technician vacancy. Mayor Kaufert has reviewed the request and concurs with filling the position. Committee and staff discussed various aspects of filling the vacant position.

**Motion/Second/Carried Stevenson/Boyette approving the filling of the Engineering Technician vacancy.** All voting aye.

REPORT

**Resolution 2019-06 Amending the Fee Schedule of the City of Neenah to Provide for an Automated Collection Cart Swap Fee and an Additional Cart Annual Fee:**

Committee reviewed Resolution No. 2019-06 to Provide for an Automated Collection Cart Swap Fee and an Additional Cart Annual Fee. The fees would be \$185 per refuse cart, \$25 per recycling cart and \$25 per change in cart size. Committee and staff discussed various aspects of the cart fee proposal.

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Resolution 2019-06 Amending the Fee Schedule of the City of Neenah to Provide for an Automated Collection Cart Swap Fee and an Additional Cart Annual Fee.** All voting aye.

**Windows 10 and Citrix Device Purchase Request:** Committee reviewed memo from Director Wenninger requesting approval of expenditures not to exceed \$38,000 to upgrade all devices on the city network to the Windows 10 Operating System (OS). Funding for this purchase will be a combination of \$35,000 that was approved in Information Systems 2019 CIP Budget and \$3,000 of unspent funds from the Door Swipe Access Control project in Information Systems 2018 CIP Budget. His memo indicated that 90% of the City's computing environment consists of Windows 7 and will need to be converted to Windows 10 in 2019. His implementation plan proposal includes the replacement or conversion of approximately 190 devices to meet the Windows 10 upgrade solution.

Committee and staff discussed various aspects of the proposal. Issues discussed included the proposed funding, how the proposal is different from the initial request in the 2019 budget and how vendors will be chosen for the various purchases being proposed. Alderman Stevenson requested the committee be provided with a report that summarizes a final purchase breakdown by vendor.

**Motion/Second/Carried Stevenson/Steele recommending Council approve expenditures not to exceed \$38,000 to upgrade all devices on the city network to the Windows 10 Operating System (OS).** Funding for this purchase will be a combination of \$35,000 that was approved in Information Systems 2019 CIP Budget and \$3,000 of unspent funds from the Door Swipe Access Control project in Information Systems 2018 CIP Budget. All voting aye.

**IS Service Fee Discussion:** Committee reviewed Budget Allocation Formulas handout presented by Director Wenninger. The formula has been developed and refined over the past ten years to identify and account for the true cost of I/S services incurred by department. Director Wenninger lead the committee through all aspects of the formula, including network utilization (30%), number of devices (30%), number of users (30%) and department specific services (10%). Since the item was for discussion only, no committee action is required.

RESOLUTION

REPORT

**ERP Funding and Implementation Timeline Plan:** Committee reviewed memo and attachments from Director Wenninger with regard to ERP Fund and Implementation Timeline Plan. The plan includes the implementation timeline and cost allocation through 2020 for the Central Square modules of Land/Parcel Management, Customer Information System (Utility Billing), Cognos Budget Management, Business Licenses, Fleet Management and Purchasing/Inventory.

Committee and staff discussed various aspects of the proposed implementation timeline and cost allocation. Director Wenninger said he would try to provide the committee quarterly updates on the progress of the ERP implementation. Since the item was for discussion only, no committee action is required.

**Off Network Backup Solution Purchase Request:** Committee reviewed memo from Director Wenninger requesting approval to purchase a Spectra Logic Storage solution from Heartland Business Systems at a cost not to exceed \$20,000. Funding for this purchase will be a combination of \$15,000 that was approved in Information Systems 2019 CIP Budget and \$5,000 of unspent funds from the Expanded Citrix Disaster Recovery Capabilities project in Information Systems 2018 CIP Budget. His memo indicated that the increased sophistication of system breach exploits and the ability for both production and redundant environments to be corrupted simultaneously has lead staff to propose and implement this additional layer of security. Committee and staff discussed various aspects of the proposed purchase.

**Motion/Second/Carried Steele/Stevenson recommending Council's approval to purchase a Spectra Logic Storage solution from Heartland Business Systems at a cost not to exceed \$20,000. Funding for this purchase will be a combination of \$15,000 that was approved in Information Systems 2019 CIP Budget and \$5,000 of unspent funds from the Expanded Citrix Disaster Recovery Capabilities project in Information Systems 2018 CIP Budget. All voting aye.**

**Special Assessments Interest Rate:** Committee reviewed memo from Director Easker with regard to the special assessment interest rate for 2019. As directed by the Common Council in 2015, the committee shall review in March of each year the interest rate for Special Assessments paid in installments. For the past four years the committee has established the rate based upon the Prime Rate as of the first business day of March plus a factor as determined by the committee, which ultimately lead to a 5.00% rate in each of those years. Director Easker's memo outlined the history of the rate calculation and indicated his belief that the prime rate plus factor had become outdated for public policy purposes. The memo also summarized the recent Common Council decisions to reduce or eliminate special assessments for street reconstruction and sanitary sewer replacement for 2019 and beyond, thereby reducing the financial impact of the rate on the City finances. Also, the City's cost of money is still well below 3%.

Committee and staff discussed various aspects of the proposed 2019 special assessment interest rate. Issues discussed included the option to simply maintain the rate at 5.00% for 2019 projects to maintain stability for those citizens that will have special assessments in

REPORT



2019. Director Easker said that the City's 2019 Total Interest Cost (TIC) borrowing rate was well less than 3.00%, and that maintaining the 5.00% rate would still provide an appropriate balance for the both the City and property owners with special assessments.

**Motion/Second/Carried Stevenson/Steele recommend Council approve Resolution 2019- 08 Establishing the Interest Rate for Special Assessments Paid in Installments Under Wis. Stat. §66.0715 at 5.00% for 2019 projects. All voting aye.**

**Motion/Second/Carried Kunz/Stevenson to adjourn the meeting at 8:10 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance

RESOLUTION



**RESOLUTION NO. 2019-06**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF NEENAH TO PROVIDE FOR AN AUTOMATED COLLECTION CART SWAP FEE AND AN ADDITIONAL CART ANNUAL FEE.**

**WHEREAS**, Municipal Code Ch. 14, Div. II provides for the Common Council to adopt an automated collection cart swap fee and an additional cart annual fee; 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 27<sup>th</sup> day of February 2019 that the uniform fee schedule established by Resolution #7185 is amended by including an automated collection cart swap and an additional cart annual fee:

FEE TYPE	FEES		CODE / ORD / RES
<b>PUBLIC WORKS</b>			
<b>AUTOMATED COLLECTION CART FEES</b>			
Change cart size (Existing Property Owner)	\$25.00 per cart	Each	Ch. 12, Res.2019-06
Additional Recycling Cart (Residential)	\$25.00 per cart	Annual	Ch. 12, Res.2019-06
Additional Refuse Cart (Residential)	\$185 per cart	Annual	Ch. 12, Res.2019-06

Recommended by: **Finance and Personnel Committee**

CITY OF NEENAH, WISCONSIN

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

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

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

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



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Amending Neenah Code §26-3, 26-149, 26-150, 26-152, 26-175, 26-176, 26-177, 26-178, 26-196, 26-197, 26-199, 26-217, 26-218, 26-220, 26-234, 26-235, 26-236, 26-237, 26-238, 26-271, 26-272, 26-300, 26-301, 26-303, 26-326, 26-327, 26-329, 26-466, and 26-656.

ORDINANCE NO. 2019-08

Introduced: February 27, 2019

Committee/Commission Action:

## AN ORDINANCE

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

**Section 1.** Section 26-3 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

Block means the property abutting one side of a street lying between the two nearest intersecting streets (crossing or terminating) or between the nearest such street and railroad right-of-way, unsubdividable acreage, lake, river, or live stream, or between any of the foregoing and any other physical barrier to the continuity of development, or corporate boundary line of the municipality.

Boardinghouse means boarding or dwelling unit other than a motel, hotel, tourist house, or bed and breakfast inn, where, for compensation and by prearrangement, lodging is provided with or without meals for three or more persons.

~~Church means a building, together with its necessary buildings and uses, where persons regularly assemble for religious worship and which buildings, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.~~

Electric Substation means an assemblage of equipment for purposes other than generation or utilization, through which electric energy in bulk is passed for the purpose of switching or modifying its characteristics to meet the needs of the general public; provided that in residence districts an electric substation shall not include rotating equipment, storage of materials, trucks or repair facilities, housing or repair crews, or office or place of business.

Mobile Service Facility means the set of equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discrete geographic area, but does not include the underlying support structure.

Office uses means those commercial activities that take place in office buildings, where goods are not produced, sold, or repaired. These include: banks, general offices, professional offices, governmental office, insurance office, real estate office, travel agency or transportation ticket office, telephone exchange, utility office, radio broadcasting and similar uses.

Religious Institution means a building, together with its necessary buildings and uses, where persons regularly assemble for religious worship and which buildings, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.

Self-Storage Facility means a building or a group of buildings consisting of individual, self-contained units leased to individuals, organizations, or businesses for self-service storage of personal items.

Telecommunication Tower means an existing or new structure that supports or can support a mobile service facility, including a mobile service support structure, utility pole, water tower, building, or other structure (as per Wis. §66.0404).

**Section 2.** Section 26-149 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language, and adding the highlighted language to read as follows:

The following permitted uses requiring site plan approval are allowed in the R-1 Single-Family Residence District:

~~(1) Communications Antenna~~

~~(2)~~(1) Communications Antenna

**Section 3.** Section 26-150 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language, and adding the highlighted language to read as follows:<sup>1</sup>

- (1) All commercial and public radio, communication and telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 50 feet in height.
- (5) ~~Church~~ Religious Institution.
- (14) ~~Single-family attached dwelling~~. Electric Substation

**Section 4.** Section 26-152(1) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

- (1) Minimum front yard setback, 25 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback

**Section 5.** Section 26-174 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted and deleting the stricken language to read as follows:

The following permitted uses are allowed in the R-2 SingleTwo-Family Residence District:

- (1) Any use permitted in the R-1 Single-Family Residence District.
- (2) Two-family dwelling units.
- (3) Single-family attached dwelling.

**Section 6.** Section 26-175 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted and deleting the stricken language to read as follows:

The following permitted uses requiring site plan approval are allowed in the R-2 Single-Family Residence District:

- ~~(1) Utility substation.~~
- ~~(2)~~(1) \_\_\_\_\_ Communications antenna.

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<sup>1</sup> For sections amended by this ordinance, any additional language found in the code of ordinances but not reflected in this ordinance remain unchanbed.

**Section 7.** Section 26-176 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

- (1) All commercial and public radio, communication and telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 50 feet in height.
- (5) ~~Church~~ Religious Institution.
- (14) Electric Substation

**Section 8.** Section 26-177 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

The following garages, accessory buildings and uses are allowed in the R-1 SingleTwo-family Residence District:

- (1) One private garage per dwelling unit; total area of all garages not to exceed 816 square feet in gross area.
- (2) One accessory building per dwelling unit; total area of all accessory buildings not to exceed 200 square feet in gross area.

**Section 9.** Section 26-178(1) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Standards for the R-2 SingleTwo-Family Residence District are as follows:

- (1) Minimum front yard setback, 25 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback

**Section 10.** Section 26-196 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

The following permitted uses requiring site plan approval are allowed in the M-1 Multifamily Residence District:

- (1) Multifamily dwellings with four or more units.

(2) ~~Utility substation~~

~~(3)~~—Communications antenna.

**Section 11.** Section 26-197 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(1) All commercial and public radio, communication or telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 60 feet in height.

(4) ~~Church~~ Religious Institution.

~~(13)~~ Electric Substation

**Section 12.** Section 26-199 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(1) Minimum front yard setback, 20 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback

(4) Minimum side yard and rear yard from parcel boundaries of adjoining single-family or two-family residential uses or districts, 30 feet.

**Section 13.** Section 26-217 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

The following permitted uses requiring site plan approval are allowed in the M-2 Multifamily Residence District:

(1) Multifamily dwellings with four or more units.

(2) ~~Utility substation.~~

~~(3)~~—Communications antenna.

**Section 14.** Section 26-218 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(1) All commercial and public radio, communication or telecommunication towers, microwave and television towers; and all private radio and television towers exceeding 60 feet in height.

(4) ~~Church~~ Religious Institution.

(14) Electric Substation

**Section 15.** Subsections 26-220(1) & (4) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(1) Minimum front yard setback, 20 feet or the average setback for a principal dwelling or use along the block. Structures shall be placed within plus or minus 5 feet of the average setback

(4) Minimum side yard and rear yard from parcel boundaries of adjoining single-family or two-family residential uses or districts, 30 feet.

**Section 16.** Section 26-234 of the Code of Ordinances of the City of Neenah is repealed and reserved for future use.

**Section 17.** Section 26-235 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 26-235. - Permitted uses requiring site plan approval.

The following permitted uses requiring site plan approval are allowed in the C-1 General Commercial District:

(1) Multifamily dwellings with ~~four~~ three or more units.

(2) Retail sale, rental, and repair services, ~~including:~~

~~-Animal hospitals-~~

~~Antique shops-~~

~~Audio and video equipment and merchandise-~~

~~Automotive accessory stores-~~

~~Automotive and truck rentals, sales, service and auto body repair-~~



Automotive and truck washes.  
Bakeries.  
Barber shops.  
Beauty shops.  
Bicycle sales.  
Boat, camper and travel trailer sales/rentals.  
Book/stationery stores.  
Candy and ice cream stores.  
Camera and photographic supply stores.  
Catering services.  
China and glassware stores.  
Clothing and apparel stores.  
Computer and computer accessory stores.  
Convenience stores.  
Custom dressmaking.  
Day care center.  
Drug stores.  
Dry cleaning and laundry.  
Electronic and house-ware-appliance stores.  
Flower shops.  
Fruit and produce stands.  
Furniture and home furnishings stores.  
Garden supply stores.  
Gasoline stations.  
Gift shops.  
Grocery stores.  
Hardware and paint stores.

~~Hobby shops.~~  
~~Jewelry stores.~~  
~~Landscape nurseries.~~  
~~Leather goods and luggage stores.~~  
~~Locksmiths.~~  
~~Major department stores.~~  
~~Meat markets.~~  
~~Musical instrument stores.~~  
~~Office supply stores.~~  
~~Optical goods stores.~~  
~~Orthopedic sales and supply stores.~~  
~~Pet stores and grooming shops.~~  
~~Photo studios.~~  
~~Recreational vehicle sales/rentals.~~  
~~Schools for music, dance and the martial arts.~~  
~~Sewing machine shops.~~  
~~Shoe stores.~~  
~~Small equipment rental.~~  
~~Sporting goods stores.~~  
~~Tailor shops.~~  
~~Tobacco shops.~~  
~~Travel bureaus.~~  
~~Video arcades.~~

(3) Other establishments, institutions and uses including:

Banks and financial institutions (not including drive-in).

~~Adult establishments which are more than 500 feet from schools, churches, community living arrangements, day care centers/nursery schools, family day care homes, parks, playgrounds and other community facilities.~~

~~Boardinghouse.~~  
~~Bed and breakfast inn.~~  
~~Banks and financial institutions.~~  
~~Bowling alleys.~~  
~~Clinics or medical offices.~~  
~~Communications radio, microwave or television towers.~~  
~~Dance halls.~~  
~~Hotels/motels.~~  
~~Indoor commercial recreational facilities.~~  
~~Meeting/assembly halls.~~  
~~Public buildings.~~  
~~Professional offices and similar establishments.~~

~~Railroad rights-of-way and uses essential to railroad operation.~~  
Restaurants (not including drive-in).  
~~Utility substation or tower.~~

**Section 18.** Section 26-236 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 26-236. - Special uses.

The following special uses are allowed in the C-1 General Commercial District:

- (1) Airport/heliport.
- (2) Automotive and truck rentals, sales, service and auto body.
- (3) Bank and financial institution (Drive-in)
- (4) Boat, camper and travel trailer sales/rentals.
- (25) Commercial greenhouses.
- (36) Commercial kennels.
- (7) Communication radios, telecommunication towers, microwave or television towers.
- (8) Gasoline Stations
- (49) Manufactured home sales.

(510) Office buildings exceeding three stories in height.

(611) Outdoor commercial recreational facility.

~~(7) Produce terminal, wholesale.~~ (12) Recreational vehicle sales/service

(13) Restaurant (Drive-in

~~(8) Self-storage facilities (mini-warehouses).~~

(914) Stadium or auditorium.

(4015) Theaters (outdoor).

(4116) Truck sales and service.

(17) Electric Substation

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**Section 19.** Section 26-238(4) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 26-238. - Standards.

(4) If residential development is the principal use, then all requirements and standards of the applicable residential district apply (Single-Family Use (R-1 District), Two-Family Use (R-2 District, and Multi-Family Use (M-1 District)).

**Section 20.** Section 26-271 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

The following permitted uses are allowed with site plan review in the C-2 Central Business District:

- (1) Any use permitted in the C-1 General Commercial District as defined in Section 26-234 except single-family and two-family dwelling units as a principal use.
- (2) Animal hospital.
- (3) Antique shops.
- (4) Bakeries.
- (5) Barber/Beauty shops.
- (6) Banks and Financial Institutions (except drive-in facilities).
- (7) Banquet hall.
- (8) Bed and Breakfast Inn.
- (9) Book store.
- (10) Coffee house.
- (11) Catering Services.

- (12) China and glassware stores.
- (13) Clinics or medical offices requiring less than 40 parking stalls.
- (14) Clothing and apparel stores.
- (15) Custom Dressmaking stores.
- (16) Dry cleaning and laundry services.
- (17) Flower Shops.
- (18) Furniture and home furnishing stores.
- (19) Gift Shops.
- (20) Grocery stores.
- (21) Hardware stores.
- (22) Hobby shops.
- (23) Hotel or motel.
- (24) Jewelry stores.
- (25) Musical instrument sales/service.
- (26) Multi-Family Residences (4 or more dwelling units).
- (27) Off-street surface parking lot or parking structure.
- (28) Photo studios.
- (29) Professional offices and similar establishments
- (30) Public buildings.
- (31) Restaurants (except drive-in).
- (32) Residential dwelling units as an accessory use to a commercial use and located above the principle use.
- (33) Schools for music, dance, fitness, and the martial arts.
- (34) Shoe Stores.
- (35) Tailor Shops.
- (36) Taverns.
- (37) Travel Bureaus.
- (38) Uses not explicitly enumerated in the section as permitted uses, but closely similar thereto provided that these uses are not specified elsewhere as requiring a special use permit or conditional site plan approval.

**Section 21.** Section 26-272 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

The following special uses are allowed in the C-2 Central Business District:

- (1) Automotive and truck washes.
- (2) Clinic or medical offices.
- (3) Drive-in restaurants.
- (4) Financial institution drive-in facility.
- (5) Gasoline stations (self or full service).
- ~~(6)~~ Office buildings exceeding three stories or 45 feet in height.
- ~~(6)~~ Produce terminal wholesale.

- (7) [Public Park.](#)
- (8) Radio, microwave ~~or,~~ television tower, [or telecommunication tower.](#)
- (9) Stadium or auditorium.
- (10) Warehousing.
- ~~(7) Produce terminal—wholesale.~~
- (11) ~~(8)~~ Radio, microwave or television tower, [or telecommunication tower.](#)
- (12) ~~(9)~~ Religious Institution.
- (13) ~~(10)~~ Schools (Public and Private).
- (14) ~~(9)~~ Stadium or auditorium.
- ~~(10) Warehousing.~~

**Section 22.** Section 26-300(9) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

- (9) Wholesale, warehousing, storage and distribution ~~(not including self-storage or mini-warehouse facilities).~~

**Section 23.** Section 26-301 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

The following special uses are allowed in the I-1 Planned Business Center District:

- (1) Public utility structures [and electric substations.](#)
- [\(2\) Telecommunication towers.](#)

**Section 24.** Section 26-303(11) of the Code of Ordinances of the City of Neenah is created to read as follows:

[\(11\) 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 6-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.](#)

**Section 25.** Section 26-326 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and deleting the stricken language to read as follows:

- (6) Public utility structures [and electric substations.](#)

(10) Wholesale, warehousing, storage and distribution (not including self-storage and mini-warehouse facilities).

**Section 26.** Section 26-327 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and deleting the stricken language to read as follows:

- (5) Produce Terminal – wholesale.
- (6) Self-storage and mini-warehouse facilities.
- ~~(4)7~~ Smelting of ferrous or nonferrous metals.

**Section 27.** Section 26-329(9) of the Code of Ordinances of the City of Neenah is created to read as follows:

(9) 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 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.

**Section 28.** Section 26-329 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and deleting the stricken language to read as follows:

Unless otherwise herein specified, no detached accessory building or use shall exceed a maximum wall height of ten feet on no more than two elevations and a maximum overall height of 15 feet. In addition, no detached garage shall exceed a maximum wall height of ten feet on no more than two elevations and a maximum overall height of 20 feet.

Roof dormers on accessory buildings and detached garages shall be limited in size to no more than 1/3 of the main roof's length.

**Section 29.** Section 26-656 of the Code of Ordinances of the City of Neenah is repealed and recreated to read as follows:

Special Use	Minimum Lot Size	Minimum Yard (FT)	Distance from R-1 District, Churches, Schools or Communi	Fencing	Landscap e Standards	Off-Street Parking	Site Plan Review	Plan Commission Approval of Outdoor Signage
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			ty Facilities					and Lighting
Airport/heliport	1 Acre	#	300 Ft.	4-foot high wire mesh	C-1	N/A	Yes	Yes
<b>Automobile and truck rentals, sales, service and auto body</b>	<b>0.5 Acres</b>	<b>#</b>	<b>N/A</b>	<b>#</b>	<b>C-1</b>	<b>#</b>	<b>Yes</b>	<b>Yes</b>
<b>Automotive and truck washes</b>	<b>0.5 Acres</b>	<b>#</b>	<b>N/A</b>	<b>#</b>	<b>C-1</b>	<b>#</b>	<b>Yes</b>	<b>Yes</b>
Bed and breakfast inns	#	#	N/A	N/A	C-1	2 spaces plus one additional for each leased room	Yes	Yes
Boardinghouses and roominghouses	#	#	N/A	N/A	C-1	#	Yes	Yes
<b>Boat, camper and travel trailer sales</b>	<b>1 Acre</b>	<b>#</b>	<b>N/A</b>	<b>#</b>	<b>C-1</b>	<b>#</b>	<b>Yes</b>	<b>Yes</b>
Cement, lime or gypsum, etc.	#	F-100 S-100 R-100	S-400 300 Feet	N/A	I-2	1 per employee	Yes	No
R-100	300 feet	N/A	I-2	1 per employee	Yes	No		
Cemetery	40 acres	#	N/A	N/A	I-2	N/A	Yes	No
Church	25,000 sq. ft.	#	N/A	N/A	C-1	#	Yes	Yes
Clinics or medical office with 40 or more parking stalls	#	#	N/A	N/A	C-1	#	Yes	Yes



<b>Commercial greenhouse</b>	<b>#</b>	<b>#</b>	<b>N/A</b>	<b>Yes</b>	<b>C-1</b>	<b>#</b>	<b>Yes</b>	<b>Yes</b>
Commercial kennel	#	#	N/A	Yes	C-1	#	Yes	Yes
Commercial/landscape nursery	25,000 sq. ft.	#	N/A	N/A	C-1	1 per 3 employees plus 1 per 125 sq. ft. of publicly used area	Yes	Yes
Country club and golf course	80 acres	#	N/A	N/A	C-1	1 per 2 employees plus 3 per hole	Yes	Yes
Day care center/nursery school	#	#	N/A	Around play area	C-1	1 per 2 employees plus 1 per 5 children	Yes	Yes
Drive-in restaurant	#	#	#	#	C-2	#	Yes	Yes
Financial institution drive-in facility	#	#	#	#	C-2	#	Yes	Yes
Fuel storage and refining	#	F-100 S-100 R-100	300 Ft.	N/A	I-2	1 per employee	Yes	No
Garbage or rubbish, and dumping	No	F-100 Ft. S-100 Ft. R-100 Ft.	300 Ft.	6 Feet high solid wood	I-2	1 per employee	Yes	Yes
Gasoline Station	<b>#0.5 Acres</b>	#	N/A	N/A	C-1	#	Yes	Yes
Hospital	5 Acres	#	N/A	N/A	C-1	#	Yes	Yes

Manufactured home Park	#	#	#	#	#	#	Yes	#
Manufactured home sales	#	#	#	#	C-1	#	Yes	Yes
Mining, quarrying, etc.	20 acres	#	300 Feet	6-foot high solid wood	I-2	1 per 2 employees	Yes	Yes
Multifamily apartment with 500 sq. ft. units	#	#	#	#	#	#	Yes	#
Nursing home	25,000 sq. ft	#	N/A	N/A	C-1	#	Yes	Yes
Office buildings over 3 stories	#	#	N/A	N/A	C-1	#	Yes	Yes
Outdoor commercial recreation center	25,000 Sq. Ft.	#	300 feet	6-foot high solid wood	C-1	1 per 3 employees plus 1 per 500 sq. ft. of area use	Yes	Yes
Outdoor theatre	25,000 sq. ft.	F = 100 feet	300 Feet	6-foot high solid wood	I-2	N/A	Yes	Yes
Parks and playgrounds	25,000 sq. ft.	#	N/A	N/A	C-1	N/A	Yes	No
Private club, fraternity or lodge	#	#	N/A	N/A	C-1	#	Yes	Yes
Produce terminal-wholesale	5 acres	#	300 Feet	N/A	I-2	1 per 2 employees	Yes	Yes
Public building	#	#	N/A	N/A	C-1	#	Yes	Yes

Public libraries, museums, art galleries, and community center	25,000 sq. ft.	#	N/A	N/A	C-1	#	Yes	Yes
Public utility structure <b>Electric Substation</b>	N/A	#	N/A	N/A	N/A	N/A	Yes	N/A
Radio, microwave, or television tower	#	#	#	#	C-2	N/A	Yes	Yes
Railroad uses	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes
<b>Recreational Vehicle Sales/Service</b>	<b>1 Acre</b>	<b>#</b>	<b>N/A</b>	<b>#</b>	<b>C-1</b>	<b>#</b>	<b>Yes</b>	<b>Yes</b>
<b>Religious Institution</b>	<b>25,000 sq. ft.</b>	<b>#</b>	<b>N/A</b>	<b>N/A</b>	<b>C-1</b>	<b>#</b>	<b>Yes</b>	<b>Yes</b>
Schools - private and public education	25,000 sq. ft.	#	N/A	N/A	C-1	#	Yes	No
Self-service storage facilities	# w/50 percent lot coverage maximum	F-10 (no parking) S-10 R-10	N/A	#	C-1	1 per 5 cubicles	Yes	Yes
Single-family attached dwellings	#	#	N/A	N/A	N/A	#	Yes	No
Smelting of ferrous or nonferrous metals	F-100 ft. S-100 ft. R-100 ft.	300 ft.	N/A	1-2	1 per employee	Yes	No	
Stadium or auditorium	5 acres	F-100 S-100 R-100	N/A	N/A	C-1	1 per 4 seats	Yes	Yes
Truck sales or service	25,000 sq.ft.	#	N/A	N/A	C-1	1 per employee plus 2	Yes	Yes

						per service stall		
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**Section 30. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 31. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

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

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

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney James G. Godlewski  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1005210

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

**Present:**

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

**Also present:**

Brad Schmdit – Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Rich Van Sistine – 1430 Freedom Ct
Chris Haese – Director of Community Development	Corey Kalkofen – McMahan Associates, Inc. – 1445 McMahan Drive	

**Minutes:**

**MSC Hancock-Cooke/Kaiser to approve the January 29, 2019 meeting minutes. All Aye. Motion passed.**

Ald. Lang called the meeting to order at 4:15 p.m.

**Public Appearances:** None

**Public Hearings:** None

**Action Items:**

**1. Annexation – Loren’s Auto Recycling – Town of Neenah (#212 – Ord. No. 2019-04)**

Deputy Director Schmidt provided an overview of the latest petition submitted by Loren Rangeloff, owner of Loren’s Auto Recycling, LLC. He explained the initial petition submitted by Mr. Rangeloff was approved by Plan Commission but was withdrawn due to a misinterpretation of the State Statues. Mr. Rangeloff submitted a new annexation petition for direct annexation by one-half approval as the railroad did not want to sign the annexation petition as it was originally proposed. The new annexation area is approximately 19 acres (reduced from 30 acres) as it no longer includes the railroad right-of-way extending south of Mr. Rangeloff’s property to County Road G.

Member Hancock-Cooke asked for a definition of annexation by one-half approval. Deputy Director Schmidt explained Mr. Rangeloff’s property represents a land area greater than 50 percent of the total annexation area, allowing for an annexation by one-half approval.

Ald. Kunz raised a question on how the annexation area is calculated. Deputy Director Schmidt explained a portion of the annexation area identified as highway right-of-way is not considered in the total amount of annexation land area.

**MSC Andrews/Kaiser, Plan Commission recommends Council approve Annexation #212 (Ordinance #2019-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification.**

**All Aye.**

**2. Preliminary Plat Review – Integrity Acres Subdivision**

Deputy Director Schmidt explained a preliminary plat for Integrity Acres Subdivision (Phase I) has been submitted by McMahan Associates, Inc. The proposed plat is 7.5 acres of undeveloped land. The plat includes 10 single-family residential lots and one outlot designed for a storm water retention pond to support this subdivision and future Phase 2 development. A new unnamed road is proposed to extend through the subdivision (off of Woodenshoe Road) and continue west when the next phase of the subdivision is developed. A concept plan for Phase 2 is to come in the future. The proposed lots exceed the minimum lot size for single-family residential and are deeper than typical. A stream runs along the south portion of lots 7-10, resulting in a deeper setback. Deputy Director Schmidt displayed a concept of Phase 2 for Plan Commission.

Deputy Director Schmidt explained Staff’s requirements:

1. Create turnaround feature at the end of the proposed road
2. Include street name on the final plat
3. Install sidewalk on both sides of the street
4. Produce development agreement outlining the fees and responsibilities between the City and the developer
5. Upsize water main to 16-inches to accommodate future growth
6. Increase depth of stormwater pond to 10 feet

**Ord. No. 2019-04**

# Plan Commission Minutes

February 12, 2019

Page 2

Ald. Kunz inquired about the development on the east side of Woodenshoe Road. Deputy Director Schmidt explained this area was one lot which was subdivided into 3 lots. The developer installed water and sewer to service these lots as they are planned for development.

Ald. Kunz asked if the connectivity of the roads running east and west will pose any issues. Director Kaiser stated this did not raise concern. Ald. Kunz expressed drainage concerns along the back lot lines. Deputy Director Schmidt explained there is a catch basin and a drainage easement on the north end of the development to prohibit the issuance of building permits within the easement area.

Director Kaiser indicated the grading changes from the rear of the lots to the front of the lots. In the event that the grade is modified in a way that doesn't adhere to the drainage plan, Staff has the ability to show the owner the plan and explain what it should look like.

Ald. Kunz inquired about spreading awareness of the limitation of walk-out basements on Lots 7-10. Director Kaiser indicated he has seen issues where walk-out basements were built without keeping in mind drainage situations. Liberty Heights has identified lots which shouldn't have walkout basements.

Deputy Director Schmidt offered that the building inspection software has the capability to flag parcels that have restrictions as part of their plat. This allows staff to enforce those restrictions.

Member Andrews provided an example of a community, City of De Pere, which has similar drainage issues. He stated the City of De Pere requires the installation of a drainage area prior to the construction which cannot be altered.

Deputy Director Schmidt indicated the developer intends to build on all of the lots.

Corey Kalkofen (McMahon Associates, Inc.) asked when the submittal of the final plat should occur. Deputy Director Schmidt indicated the engineering plan would need to be updated and reviewed by Staff before the submittal of the final plat.

Mayor Kaufert asked if the developer was in agreement with the modifications. Mr. Kalkofen agreed with the modifications and explained the grade elevation was determined based off of the State requirement that all new structures in the floodplain have the first floor elevated to 2-feet above the base flood elevation. He indicated he has no issues with the requirement for walk-out basements.

Rich Van Sistine (1430 Freedom Ct.) complimented the Public Works department for marking all of the lot corners which he stated as a huge benefit to developers.

Member Hancock-Cooke inquired about accuracy of floodplain maps due to recent flooding. Director Kaiser indicated FEMA takes a relatively conservative approach. He indicated recent flooding was most likely a result of system limitations and obstructions.

Discussion arose about how to handle basement restrictions due to drainage concerns. Deputy Director Schmidt stated easements are easier to enforce. Ald. Kunz stated most drainage issues occur between neighbors and suggested the development of a more robust plan to handle these issues.

Ald. Kunz inquired whether the oversized water main would raise concern with the Town of Vinland. Deputy Director Schmidt indicated Staff has made the city's intentions clear and explained the larger plan with the Town. The city is working toward a boundary agreement and would like to maintain a relationship with the Town.

**MSC Kaufert/Andrews, Plan Commission recommends Common Council approve Preliminary Plat of the Integrity Acres Subdivision subject to the Preliminary Plat Review letter.**

**All Aye.**

## Announcements and future agenda items:

Deputy Director Schmidt provided Plan Commission with an overview of the status of site plans reviewed from 2015-2018. He explained 54 total site plan were reviewed: 30 have been completed, 15 are in progress, 4 have withdrawn, and 5 have not started. He explain the various reasons why some projects have withdrawn or have not been completed.

Deputy Director Schmidt will provide Plan Commission with an overview of proposed Zoning Code changes including proposal that shift certain uses such as auto sales/repair, truck service/rental, and gas stations to a special use, eliminate certain uses from the C-1 District such as mini-warehouses and produce terminals, and finally review/change some definitions at the next meeting.

REPORT

Plan Commission Minutes  
February 12, 2019  
Page 3

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

**Adjournment: The Commission adjourned its meeting at 4:55 P.M. MSC Kaiser/Andrews. All Aye.**

Respectfully Submitted,



Cassandra Kohls  
Administrative Assistant, Community Development

**Minutes of the Board of Public Works Meeting  
Tuesday, February 12, 2019 – 12:00 p.m.  
Hauser Room**

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

**ALSO PRESENT:** City Clerk Sturn and Forrest Bates.

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

**MINUTES: MSC Hillstrom/Kaiser to approve the minutes from the January 29, 2019 Board of Public Works meeting, all voting aye.**

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

Pay Estimate No. 5 for Contract 2-18: Dir. Kaiser requested approval of Pay Estimate No. 5 for Contract 2-18 Sewer and Water Main Construction and Street Construction on Cecil Street and Adams Street to David Tenor Corporation, Green Bay in the amount of \$318,061.67. This pay estimate is for pavement and water main on Cecil Street. Retainage remaining is \$45,000 of which \$30,000 is liquidated damages. They are expected to complete the landscaping in spring however Dir. Kaiser feels there is sufficient retainage to cover if they do not. The contract has been suspended and they have been given through May to complete the landscaping. This is the second contract that penalties were assessed since he has started working for the City. Dir. Kaiser advised Mayor Kaufert that the speed hump where Isabella crosses Adams was part of the initial design due to complaints regarding speed, it was not a design flaw. This new design seems to have had a good effect on reducing speed. **MSC Kaiser/Haese to approve Pay Estimate No. 5 for Contract 2-18 Sewer and Water Main Construction and Street Construction on Cecil Street and Adams Street to David Tenor Corporation, Green Bay in the amount of \$318,061.67, all voting aye, Mayor Kaufert voting nay.**

Final Payment for Contract 18-17: Dir. Kaiser requested approval of the Final Payment for Contract 8-17 Commerce Court Pond Expansion and Storm Sewer Installation to Carl Bowers & Sons Construction, Kaukauna in the amount of \$35,401.00. **MSC Kaiser/Bates to recommend Council approve the Final Payment for Contract 8-17 Commerce Court Pond Expansion and Storm Sewer Installation to Carl Bowers & Sons Construction, Kaukauna in the amount of \$35,401.00, all voting aye.**



**MSC Godlewski/Kaiser to adjourn at 12:18 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Patricia A. Sturn". The signature is written in a cursive style with a large initial "P" and a decorative flourish at the end.

Patricia A. Sturn  
City Clerk

Pay To: Carl Bowers & Sons Construction Co., Inc.  
N1844 Maloney Road  
Kaukauna, WI 54130

Contract No. Contract 8-17 Commerce Court Pond Expansion and Storm Sewer Installation

Date: February 7, 2019

Estimate No. Final

<u>Account Description</u>	<u>Account #</u>	<u>Payment</u>	<u>Contract Breakdown</u>	<u>Budget</u>	<u>Pd to Date</u>
Commerce Court Pond	049-5251-742-0236	\$35,401.00	\$184,587.50	\$184,731	\$141,181.50
Washington Park Storm Water	049-5236-742-0236	\$0.00	\$112,849.00	\$112,849	\$112,849.00
	<b>TOTAL</b>	<b>\$35,401.00</b>	<b>\$297,436.50</b>	<b>\$297,580</b>	<b>\$254,030.50</b>

Prepared by Public Works Department February 8, 2019 

Approved by Public Works Department February 8, 2019 

Approved by Board of Public Works February 12, 2019

Approved by Common Council February 27, 2019  
(final payments only)

Approved by Water Commission NA  
(final payments only)

Sent to Finance February 28, 2019

Number of Attachments 1

City of Neenah  
Public Works Department  
Contract Payment Form

February 7, 2019

The following is the Final Estimate for Contract 6-17, Commerca court Pond Expansion and Storm Sewer Installation to Carl Bows & Sons Construction Co. Inc., N1844 Maloney Road, Kaukauna, WI 54130.

DESCRIPTION	Unit Price	Original Bid		Estimate No. 2		Final Estimate	
		Quantity	Total	Quantity	Total	Quantity	Total
<b>A. Storm Sewer &amp; Pond Excavation</b>							
1. Furnish and install Tracking Pad	\$1,200.00	1 Lump Sum	\$1,200.00	Lump Sum	\$0.00	1 Lump Sum	\$1,200.00
2. Furnish and install Inlet protection	\$75.00	9 Each	\$675.00	3 Each	\$225.00	5 Each	\$375.00
3. Strip & subpile topsoil (Estimated 5,500 sq. yds.)	\$3,000.00	1 Lump Sum	\$3,000.00	1 Lump Sum	\$3,000.00	1 Lump Sum	\$3,000.00
4. Remove and Re-install rip-rap (Estimated 700 sq. yds.)	\$1,200.00	1 Lump Sum	\$1,200.00	1 Lump Sum	\$1,200.00	1 Lump Sum	\$1,200.00
5. Furnish and install 60 inch Storm Main	\$137.50	1,293 Lin. Ft.	\$177,787.50	1,284 Lin. Ft.	\$176,550.00	1,284 Lin. Ft.	\$176,550.00
6. Furnish and install 8 foot diameter or in-line manhole (3)	\$610.00	34 Ver. Ft.	\$20,740.00	30 Ver. Ft.	\$18,300.00	32 Ver. Ft.	\$19,520.00
7. Furnish and install Pipe End Wall	\$3,800.00	1 Each	\$3,800.00	1 Each	\$3,800.00	1 Each	\$3,800.00
8. Furnish and install Catch Basin	\$1,500.00	3 Each	\$4,500.00	3 Each	\$4,500.00	3 Each	\$4,500.00
9. Furnish and install 10 inch and 12 inch Catch Basin Lead	\$50.00	48 Lin. Ft.	\$2,400.00	55 Lin. Ft.	\$2,750.00	135 Lin. Ft.	\$6,750.00
10. Pond Excavation and Grading (Est. Cut 2,960 cu. yds., Fill 1,000 cu. yds.)	\$11,500.00	1 Lump Sum	\$11,500.00	1.0 Lump Sum	\$11,500.00	1.0 Lump Sum	\$11,500.00
11. Replace Grade Topsoil (Estimated 6,420 sq. yds.)	\$8,000.00	1 Lump Sum	\$8,000.00	0.5 Lump Sum	\$4,000.00	1.0 Lump Sum	\$8,000.00
12. Furnish and install medium rip-rap (Estimated 300 sq. yds.)	\$23.00	270 Tons	\$6,210.00	308 Tons	\$7,084.00	308 Tons	\$7,084.00
13. Seed, Mch & Fertilize (Estimated 6,420 sq. yds.)	\$5,500.00	1 Lump Sum	\$5,500.00	Lump Sum	\$0.00	1 Lump Sum	\$5,500.00
14. Furnish and install Class I erosion mat	\$0.75	2,100 Sq. Yds.	\$1,575.00	Sq. Yds.	\$0.00	2,100 Sq. Yds.	\$1,575.00
15. Furnish and install turbidity barrier	\$25.00	200 Lin. Ft.	\$5,000.00	200 Lin. Ft.	\$5,000.00	200 Lin. Ft.	\$5,000.00
<b>TOTAL PART A</b>			<b>\$253,087.50</b>		<b>\$237,909.00</b>		<b>\$255,554.00</b>
<b>B. Trail Embankment Grading</b>							
1. Install siltence	\$2.50	630 Lin. Ft.	\$1,575.00	Lin. Ft.	\$0.00	520 Lin. Ft.	\$1,300.00
2. Strip & subpile topsoil (Estimated 6,230 sq. yds.)	\$3,700.00	1 Lump Sum	\$3,700.00	1 Lump Sum	\$3,700.00	1 Lump Sum	\$3,700.00
3. Install, grade & compact fill along Bell St. (Estimated 3,575 cu. yds.)	\$7,150.00	1 Lump Sum	\$7,150.00	1 Lump Sum	\$7,150.00	1 Lump Sum	\$7,150.00
4. Furnish and install 3/4" crushed stone base	\$10.50	905 Tons	\$9,502.50	905 Tons	\$9,502.50	905 Tons	\$9,502.50
5. Replace 4 Grade topsoil (Estimated 4,720 sq. yds.)	\$5,900.00	1 Lump Sum	\$5,900.00	0.5 Lump Sum	\$2,950.00	1.0 Lump Sum	\$5,900.00
6. Seed, Mch & Fertilize (Estimated 4,720 sq. yds.)	\$4,300.00	1 Lump Sum	\$4,300.00	Lump Sum	\$0.00	1 Lump Sum	\$4,300.00
7. Furnish and install Class I erosion mat	\$0.75	2,700 Sq. Yds.	\$2,025.00	Sq. Yds.	\$0.00	2,700 Sq. Yds.	\$2,025.00
<b>TOTAL PART B</b>			<b>\$34,152.50</b>		<b>\$23,302.50</b>		<b>\$33,877.50</b>
<b>TOTAL PARTS A &amp; B</b>			<b>\$287,240.00</b>		<b>\$261,211.50</b>		<b>\$289,431.50</b>

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.

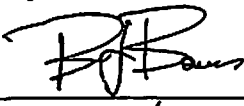
Work to date	\$261,211.50	Work to date	\$289,431.50
Retainage <sup>1</sup>	\$7,181.00	Retainage <sup>1</sup>	\$0.00
Due Contractor	\$254,030.50	Due Contractor	\$289,431.50
Previously paid	\$207,944.00	Previously paid	\$254,030.50
Due this estimate	\$46,086.50	Due this estimate	\$35,401.00

Respectfully submitted,



Gerry Kaiser, PE

Director of Public Works

Contractor Signature	
Date	2/8/2019

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

Date: February 27, 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



**MAYORAL PROCLAMATION NO 2019-01**

**A PROCLAMATION BY THE NEENAH MAYOR DECLARING A SNOW EMERGENCY PURSUANT TO NEENAH CODE §16-69(e)(4) AND WIS. STAT. §323.14(4)(b)**

WHEREAS, the City of Neenah is expecting to receive approximately 12 inches of snow from February 12, 2019 through February 13, 2019; and,

WHEREAS, as a result of this snow accumulation, vehicle passage and snow removal will be made difficult under current parking regulations; and,

WHEREAS, in order to provide for the public health and safety, it is necessary to impose temporary parking prohibitions to enable the City's Street Department the ability to remove the accumulating snow and better clear streets for emergency access;

NOW THEREFORE, IT IS PROCLAIMED BY MAYOR DEAN R. KAUFERT OF THE CITY OF NEENAH, WISCONSIN this 12<sup>th</sup> day of February 2019, that pursuant to the authority granted him by Neenah Code of Ordinances §16-69(e)(4) and Wis. Stat. §323.14(4)(b) the following SNOW EMERGENCY is hereby declared:

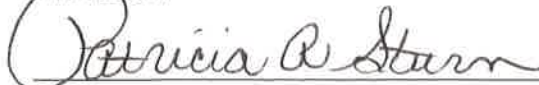
1. The SNOW EMERGENCY shall start 4:00 p.m. Tuesday, February 12, 2019, and continue until rescinded by Mayoral Proclamation.
2. During the period of the SNOW EMERGENCY, parking shall be prohibited on any city street in the City of Neenah.
3. During the period of the SNOW EMERGENCY, any vehicle in violation of these parking restrictions shall be ticketed by the Neenah Police Department and shall be subject to towing to clear streets for the public safety.
4. The Proclamation shall be submitted to the Neenah Common Council for consideration and ratification at its meeting on February 27, 2019.

CITY OF NEENAH, WISCONSIN

By: 

Dean R. Kaufert, Mayor

ATTEST:



Patricia A. Sturn, City Clerk



**MAYORAL PROCLAMATION 2019-02**

**A PROCLAMATION BY THE NEENAH MAYOR CANCELING A SNOW EMERGENCY  
PURSUANT TO NEENAH CODE §16-69(e)(4) AND WIS. STAT. §323.14(4)(b)**

WHEREAS, the City of Neenah declared a snow emergency by Mayoral Proclamation 2019-01; and,

WHEREAS, conditions have improved permitting the snow emergency to be cancelled effective noon Friday, February 15, 2019;

NOW THEREFORE, IT IS PROCLAIMED BY MAYOR DEAN R. KAUFERT OF THE CITY OF NEENAH, WISCONSIN this 15<sup>th</sup> day of February 2019, that pursuant to the authority granted him by Neenah Code of Ordinances §16-69(e)(4) and Wis. Stat. §323.14(4)(b) the SNOW EMERGENCY declared by Mayoral Proclamation 2019-01 is hereby cancelled effective noon, Friday, February 15, 2019.

CITY OF NEENAH, WISCONSIN

By: Dean R. Kaufert  
Dean R. Kaufert, Mayor

ATTEST:

Patricia A. Sturn  
Patricia A. Sturn, City Clerk