



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, July 15, 2020 - 7:00 p.m.
Neenah City Hall
Council Chambers

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/179313925>

OR

Conference Telephone Number (AUDIO ONLY): [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 179-313-925

- **Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.**
- **The web link or conference call-in number may be accessed from any location.**
- **For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).**

I. Roll Call

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

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of the July 1, 2020 regular session and the July 6, 2020 special session. **(UC)**

IV. Public Input Session

- A. Discussion and consideration of public input and other matters relating to the 2020-2024 Capital Improvement Program including potential amendments to the 2020-2024 Capital Improvement Program.

V. Committee of the Whole Report pertaining to the public input session

- A. Committee of the Whole meeting of July 6, 2020: (Council President Stevenson) (Minutes can be found on the City web site)
1. The Committee made no recommendation regarding the 2020-2024 Capital Improvement Program
 2. Possible motion to approve the 2020-2024 Capital Improvement Program as presented by the Mayor with potential amendments as discussed.
(Roll Call)

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: Allison R Graves, Patricia M Brooks, Natasha R Cattelino, Meghan M Dilley, Donald J Gullickson, Rebecca L Hilgers, Amy L Johnson, Randi S Lakonen, Grace F Maki, Sheri M Miller Kristina J Robbins, and Kevin R. Stephanie **(PSSC)**
- B. Approve Beverage Operator License Application for Kayla N Bartels and Kathryn C Decker contingent on payment of all delinquent City fees **(PSSC)**
- C. Approve the Temporary Extension of Licensed Premises for Firelite Inc., 1171 Gillingham Road for Cornhole Tournament to be held on August 15, 2020 from 11:00am to dusk. **(PSSC)**
- D. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of July 7, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Ordinance 2020-11 amending Chapter 16, Article 4 of the Municipal Code relating to bicycles as amended to clarify the language in Sec. 16-160(c) **(RollCall)**
 - 2. Committee recommends Council approve Ordinance 2020-02 amending Section 4-98 of the Municipal Code relating to the issuing of beverage operator licenses. **(RollCall)**
- B. Regular Finance and Personnel Committee meeting—**Cancelled**
- C. Special Finance and Personnel Committee meeting of July 15, 2020
 - 1. Consideration of Committee recommendation regarding Development Agreements for development in the P.H. Glatfelter redevelopment area **(to be acted on after report from the Community Development Authority)**
- D. Regular Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee meeting of June 23, 2020 (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Memorandum of Understanding for Mutual Aid and Fire Suppression services with the State of Wisconsin DNR, pending review by both City Attorney's before signing **(Roll Call)**

- X. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of July 7, 2020: (Council Rep Lang) (Minutes can be found on the City web site)—**No Report**
 - B. Special Plan Commission meeting of July 14, 2020: (Council Rep Lang)
 - 1. Consideration of the Commission recommendation regarding the Project Plan Review—215 Main Street—Multi-Family Residence (**Roll Call**)
 - C. Board of Public Works meeting of July 7, 2020: (Vice Chairman Bates) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) The Board approved Pay Estimate No. 4 for Contract 1-20, Sewer and Water Main and Street Construction on Abby Ave, Clybourn Street, Bond Street, and Center Street to Kruczek Construction Inc., Green Bay, in the amount of \$289,233.70
 - b) The Board approved Pay Estimate No. 3 for Contract 2-20, Miscellaneous Sewer and Water Main Construction on Van Street and Monroe Street to Carl Bowers & Sons Construction Co. Inc., Kaukauna, in the amount of \$139,703.75
 - c) The Board approved Pay Estimate No. 3 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$286,463.15
 - D. Board of Public Works meeting of July 14, 2020 (Vice Chairman Bates)
 - 1. Council Action Items:
 - a) Consideration of Board recommendation regarding the award of contract 6-20, for Sanitary Sewer, Storm Sewer, and Pavement Construction on Millview Drive
 - b) Consideration of Board recommendation regarding Development Agreement for Site 1 in the P.H. Glatfelter redevelopment area (**to be acted on after report from the Community Development Authority**)
 - c) Consideration of Board recommendation regarding Development Agreement for multiple sites in the P.H. Glatfelter redevelopment area (**to be acted on after report from the Community Development Authority**)
 - E. Community Development Authority (Dir. Haese)
 - 1. Consideration of Authority recommendation regarding Development Agreements for developments in the P.H. Glatfelter redevelopment area (**Roll Call**)
 - F. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - G. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson

XI. Presentation of petitions

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

XII. Council Directives

XIII. Unfinished Business

XIV. New Business

- A. Any announcements/questions that may legally come before the Council.

XV. Adjournment

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

COMMON COUNCIL MINUTES
Wednesday, July 1, 2020 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met virtually in regular session at 7:00 p.m., on July 1, 2020.

Mayor Kaufert in the chair.

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

Also Present: Director of Parks and Recreation Kading, Ellen Kunz, Assistant Chief Bernice, Lee Hillstrom, Deputy Director of Community Development & Assessment Schmidt, Director of Water Utility Mach, Deputy City Attorney Westbrook, Jake Bunz, Police Chief Olson, Duke Behnke, Michelle Kunz, Director of Human Resources and Safety Kehl, and Therese Kunz.

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

- I. Clerk Cheslock called a voice roll call. Seven members were present, one was absent.

Aldersperson Christopher Kunz Memorial

Mayor Kaufert, Council President Stevenson, Atty Godlewski, former Aldersperson Hillstrom, and Ellen Kunz spoke, celebrating the life and service of Aldersperson Kunz. Taps was played in his honor.

- II. **Introduction and Confirmation of Mayor's Appointments**—None

III. **Proceedings**

MS Bates/Stevenson to approve the Council Proceedings of the regular meeting of June 17, 2020. There being no objections the motion was approved by unanimous consent.

IV. **Public Hearing**

1. Consider Rezoning lands located at 324, 346, and 400 First Street and parcel number 03-0068-00-00 from the I2, General Industrial District, to C2, Central Business District
2. There being no appearances, Mayor Kaufert declared the public hearing closed.

V. **Plan Commission Report Pertaining to the Public Hearings**

- A. Council Rep. Lang reported from the Plan Commission meeting of June 23, 2020:
1. Commission recommends Council approve Ordinance No. 2020-10 rezoning 324, 346, and 400 First Street and parcel no. 03-0068-00-00 to the C2, Central Business District **(Roll Call)**
MSCRP Lang/Bates, all voting aye.

VI. **Public Forum**

- A. There being no appearances, Mayor Kaufert declared the public forum closed.

VII. **Mayor/Council Consideration of Public Forum Issues**—None

VIII. **Consent Agenda**

MS Lang/Erickson to approve the Consent Agenda as follows:

- A. Approve Beverage Operator License Applications for: James Adams, Jade Beyer, Hannah Bratz, Elizabeth Darkow, Christopher Depner, Erin Flanagan, Penny Fluette, Cassandra Fredriksen, Elise Harper, Shaun Krueger, Brian Ottman, Samantha Piette, Carlos Ramirez Martinez, Alex Ransome, Kristin Reinen, Judy Schmidt, Adam Schueller, Vickie Sopata, Douglas Stoffel, Amy Vandenberg, Lori Zettler **(PSSC)**
- B. Approve the Special Event Permit for the Cedar Bar & Grill, LLP, sponsored by Gretchen Diegel and Mark Diegel, to be held on July 18, 2020, recognizing that this event is on private property. **(PSSC)**
- C. Approve the Retail Class “A” License Application (original) for Dolgen Corp, LLC, d/b/a The Dollar General, 1126 S Commercial Street, for licensing year July 1-2020—June 30, 2021 **(PSSC)**
- D. Approve the Temporary Extension of Licensed Premises application for Cedar Bar & Grill, LLP for event to be held on July 18, 2020 **(PSSC)**
- E. **There being no objections the motion was approved by unanimous consent.**

IX. Reports of Standing Committees

- A. Chairman Bates reported the regular Public Service & Safety Meeting of June 23, 2020:
 - 1. Committee recommends Council accept Kimberly-Clark Corporation donation of 350 Byrd Avenue for the development of a dog park and assign authority for the property to the Neenah Park & Recreation Commission. **(to be acted on after report from Plan Commission)**
- B. Chairman Erickson reported the regular Finance & Personnel meeting of June 22, 2020:
 - 1. Committee recommends Council approve the Tax Incremental District No. 8 Development Agreement with Main Street Neenah, LLC to construct a multifamily development on Site 6 of the Glatfelter Redevelopment **(to be acted on after report from Board of Public Works)**

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

- A. Council Rep. Lang reported from the Plan Commission meeting of June 23, 2020:
 - 1. Commission recommends Council accept the gift for land located at 350 Byrd Avenue and assign jurisdiction to the Neenah Parks and Recreation Department Council discussed if there are any safety or sanitary concerns of having a dog park next to a community garden. Deputy Attorney Westbrook reported from the Winnebago County Health Department that there are no health concerns to having a dog park next to a community garden.
Council also discussed the kind of fencing that will be present at the park and the possibility of establishing a Friends of the Neenah Dog Park group to assist in maintenance and operation of the park.
MSCRP Lang/Erickson, all voting aye.
- B. Vice Chairman Bates reported the meeting of June 19, 2020:
 - 1. Information Only Items:
 - a. The Board approved Change Order No. 2 for Contract 7-19, for Breezewood Lane and Harness Farm Sanitary Sewer to Dorner, Inc., Luxemburg, in the amount of \$66,035.00
- C. Vice Chairman Bates reported the meeting of June 23, 2020:
 - 1. Information Only Items:

- a. The Board approved Pay Estimate No. 1 for Contract 10-20, Concrete Pavement and Sidewalk Repair to Sommers Construction Company, Inc., in the amount of \$116,879.25
- b. The Board approved Pay Estimate No. 2 for Contract 3-20, HMA Street Construction on Van Street, Monroe Street, Gillingham Road, Calvary Lane, Shooting Star Drive, and Armstrong Street to Sommers Construction Company, Inc., in the amount of \$175,207.17
2. Council Action Items
 - a. The Board recommends Council approve the Tax Incremental District No. 8 Development Agreement with Main Street Neenah, LLC to construct a multifamily development on Site 6 of the Glatfelter Redevelopment
No discussion.
MSCR P Bates/Lendrum, all voting aye.
- D. Alderperson Lang reported the Landmarks Commission Meeting of June 24, 2002
 1. The Commission reviewed a building permit for 1010 E Forest Avenue. The project meets all appropriate requirements and has been approved.
- E. No Report from the Sustainable Neenah Committee
- F. Alderperson Lang reported from the Business Improvement District Board meeting of June 16, 2020
 1. The BID is looking for a new member to replace Grant Birch
 2. The Employee Appreciation Day was a success and outdoor extension for dining has been well received and utilized.
 3. Log your Loops participants have increased.
- G. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of June 24, 2020
 1. The museum will welcome the public back into the building by reservation July 14, 16, and 18 for two hour time slots. There will be a limit of ten people in the building at a time and masks will be required and provided. Call the museum to reserve a spot.

XI. Presentation of Petitions—None

XII. Council Directives—None

XIII. Unfinished Business—None

XIV. New Business

- A. Consideration of Mayoral Proclamation 2020-04 amending Policy 2020-01 pursuant to Emergency Authority as provide by Wis. Stat. §323.14(4)(b) and the Declaration of a Health Emergency in the City of Neenah by Mayoral Proclamation 2020-01
Director Kehl explained this amendment is to enforce a 14 day quarantine if employees travel by plane or cruise ship.
The Council discussed the potential danger of simply being in the Neenah area and not taking protective measures compared to traveling.
MSC via voice vote, Stevenson/Lendrum, all voting aye.
- B. Alderperson Bates asked when Council would begin meeting in person again. Mayor Kaufert stated that would be a decision made soon as they are continuing to monitor the situation.

Council also discussed whether or not the upcoming Capital Improvement Plan Workshop would be held virtually or in person.

- C. Mayor Kaufert shared some community updates
 - a. Bazaar After Dark has been rescheduled for July 2021
 - b. Fourth of July Fireworks are moving forward. Test shots will begin at 8:30 and continue every 15 minutes so that residents can adjust their positions if necessary. The City asks residents to practice social distancing wherever they watch the fireworks.
 - c. Future Neenah's first Wednesday night concert is taking place at the Neenah High School parking lot
 - d. The first few Thursday lunch concerts will be held at Riverside Park to allow for more social distancing.

Adjournment

- I. **MSC Stevenson/Boyette to adjourn at 8:06p.m., all voting aye.**



Stephanie Cheslock
City Clerk

COMMON COUNCIL PROCEEDINGS

Wednesday, July 1, 2020 - 7:00 p.m.

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Mayor Kaufert in the chair.

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Also Present: Director of Parks and Recreation Kading, Ellen Kunz, Assistant Chief Bernice, Lee Hillstrom, Deputy Director of Community Development & Assessment Schmidt, Director of Water Utility Mach, Deputy City Attorney Westbrook, Jake Bunz, Police Chief Olson, Duke Behnke, Michelle Kunz, Director of Human Resources and Safety Kehl, and Therese Kunz.

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

- I. Clerk Cheslock called a voice roll call. Seven members were present, one was absent.

Alderman Christopher Kunz Memorial

Mayor Kaufert, Council President Stevenson, Atty Godlewski, former Alderman Hillstrom, and Ellen Kunz spoke, celebrating the life and service of Alderman Kunz. Taps was played in his honor.

II. Proceedings

MS Bates/Stevenson to approve the Council Proceedings of the regular meeting of June 17, 2020. There being no objections the motion was approved by unanimous consent.

III. Public Hearing

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MSCRP Lang/Bates, all voting aye.

V. Mayor/Council Consideration of Public Forum Issues—None

VI. Consent Agenda

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- A. Approve Beverage Operator License Applications for: James Adams, Jade Beyer, Hannah Bratz, Elizabeth Darkow, Christopher Depner, Erin Flanagan, Penny Fluette, Cassandra Fredriksen, Elise Harper, Shaun Krueger, Brian Ottman, Samantha Piette, Carlos Ramirez Martinez, Alex Ransome, Kristin Reinen, Judy Schmidt, Adam Schueller, Vickie Sopata, Douglas Stoffel, Amy Vandenberg, Lori Zettler **(PSSC)**

- B. Approve the Special Event Permit for the Cedar Bar & Grill, LLP, sponsored by Gretchen Diegel and Mark Diegel, to be held on July 18, 2020, recognizing that this event is on private property. **(PSSC)**
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- B. Chairman Erickson reported the regular Finance & Personnel meeting of June 22, 2020:
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VIII. Reports of special committees and liaisons and various special projects committees

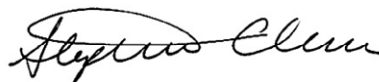
- A. Council Rep. Lang reported from the Plan Commission meeting of June 23, 2020:
 - 1. Commission recommends Council accept the gift for land located at 350 Byrd Avenue and assign jurisdiction to the Neenah Parks and Recreation Department **MSCRP Lang/Erickson, all voting aye.**
- B. Vice Chairman Bates reported the meeting of June 23, 2020:
 - 1. The Board recommends Council approve the Tax Incremental District No. 8 Development Agreement with Main Street Neenah, LLC to construct a multifamily development on Site 6 of the Glatfelter Redevelopment **MSCRP Bates/Lendrum, all voting aye.**

IX. New Business

- A. Consideration of Mayoral Proclamation 2020-04 amending Policy 2020-01 pursuant to Emergency Authority as provide by Wis. Stat. §323.14(4)(b) and the Declaration of a Health Emergency in the City of Neenah by Mayoral Proclamation 2020-01 **MSC via voice vote, Stevenson/Lendrum, all voting aye.**

Adjournment

- I. **MSC Stevenson/Boyette to adjourn at 8:06p.m., all voting aye.**



Stephanie Cheslock
City Clerk

COMMON COUNCIL MINUTES

Monday, July 6, 2020

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in virtual special session at 6:00 p.m. on July 6, 2020

Mayor Kaufert in the chair.

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

Excused: Alderperson Steele

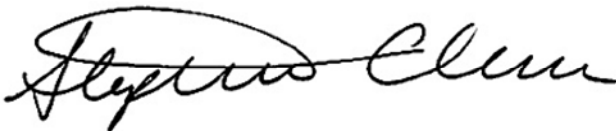
Also Present: Deputy Director of Community Development & Assessment Schmidt, Deputy City Attorney Westbrook, and Director of Water Utility Mach.

Mayor Kaufert called the meeting to order at 6:05 pm.

- I. Clerk Cheslock called a voice roll call. A quorum was present with 7 present and one excused.
- II. Committee of the Whole meeting of July 1, 2020
 - a. Committee recommends Council approve the County Road G Development and Fee Agreement
MSC Stevenson/Boyette to approve the County G Development and Fee Agreement, all voting aye.

Adjournment

- I. **MSC Stevenson/Boyette to adjourn at 6:11 p.m., all voting aye.**



Stephanie Cheslock
City Clerk

COMMON COUNCIL PROCEEDINGS

Monday, July 6, 2020

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in virtual special session at 6:00 p.m. on July 6, 2020

Mayor Kaufert in the chair.

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

Excused: Alderperson Steele

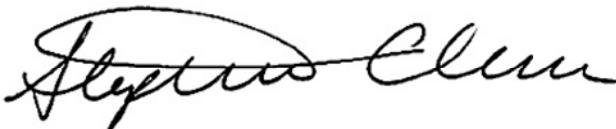
Also Present: Deputy Director of Community Development & Assessment Schmidt, Deputy City Attorney Westbrook, and Director of Water Utility Mach.

Mayor Kaufert called the meeting to order at 6:05 pm.

- I. Clerk Cheslock called a voice roll call. A quorum was present with 7 present and one excused.
- II. Committee of the Whole meeting of July 1, 2020
 - a. Committee recommends Council approve the County Road G Development and Fee Agreement
MSC Stevenson/Boyette to approve the County G Development and Fee Agreement, all voting aye.

Adjournment

- I. **MSC Stevenson/Boyette to adjourn at 6:11 p.m., all voting aye.**



Stephanie Cheslock
City Clerk

**CITY OF NEENAH
COMMITTEE OF THE WHOLE
2020-2024 Capital Improvements Program
Workshop/Study Session
Monday, July 6, 2020 - 6:05 p.m. or Immediately Following
the Special Common Council Meeting**

Due to the Public Health Emergency caused by the CVOID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.

Present: Aldermen Bates, Boyette, Erickson, Lang, Lendrum, Spellman, Steele (9:10 pm) and Stevenson.

Others Present: Mayor Kaufert, Director of Finance Easker, Bergstrom Mahler Museum representative John Timmer, Library Director Raab, Library Board member Pat Rickman, Director of Information Systems Wenninger, Director of Parks and Recreation Kading, Parks Superintendent Fink, Recreation Supervisor Kluge, Park and Recreation Commissioners Ted Galloway and Lee Hillstrom, Director of Community Development and Assessment Haese, Fire Chief Kloehe, Deputy Fire Chief Voss, Police Chief Olson, Police Captain Bernice, Director of Water Utility Mach, Director of Public Works Kaiser, Public Works Superintendent Radtke.

Workshop – Study Session Procedures/Opportunity for Public Comment on the 2020-2024 portion of the Capital Improvements Program.

Discussion took place regarding the protocol for potential amendments to the plan. By consensus, committee agreed that no motions to refer the plan to Council or to amend the plan will take place at this workshop session, but instead would take place directly at the July 15 Council meeting.

| Department | Streets/Pedestrian Routes/Traffic Control/Utilities | TIF | Facilities | Equipment | Carry Forwards |
|----------------------------------|--|-------------------------|--------------------------------|---------------------------------|-----------------------|
| Bergstrom-Mahler Museum | | | 47, 51, 56, 60, 63, 66 | | |
| Library | | | 47, 51-52, 56, 60, 63, 66 | 73, 77, 84, 87 | |
| Information Systems | | | | 71, 74-75, 78, 81-82, 85, 88 | 70 |
| Parks & Recreation/Cemetery | | | 48, 52-53, 57-58, 60-61, 64-67 | 73, 77, 81, 84, 87 | 44 |
| Community Development/Assessment | | 30-31, 40, 32-37, 41-42 | | 73, 77, 87 | 23-29 |
| Fire/Rescue | | | 46, 50, 55, 59, 53, 65 | 71-72, 76, 79-80, 83, 86, 88-89 | |
| Police | | | 46, 49-50, 54-55, 59, 62, 65 | 71, 75, 79, 82, 86, 88 | 44, 70 |

| Department | Streets/Pedestrian Routes/Traffic Control/Utilities | TIF | Facilities | Equipment | Carry Forwards |
|--------------|---|-----|---|---------------------------------------|-----------------------|
| Water | 105-107, 108-117 | | | | |
| Public Works | 7-9, 10-21 | | 46-47, 49, 54, 56, 59- 60, 61, 63, 65-66 | 72-73, 76-77, 80-81, 84, 87, 88 | 6, 44, 70, 118-119 |
| Sanitary | 91, 92-96 | | | | |
| Storm | 98, 99-103 | | | | |

Mayor Kaufert provided an overview of the proposed plan.

Discussion took place on the following 2020-2024 CIP items:

Bergstrom-Mahler Museum: Items discussed with museum representative Timmer included recent capital and maintenance expenses, future projects such as a new roof and gutters, foundation repair, phone and security upgrades and plan for future expansion of the existing building. Discussion took place on the requested increase in future years above the current \$25,000 subsidy.

Proposed amendment suggested by Alderman Lendrum to reduce funding for Bergstrom-Mahler Museum subsidy to \$25,000 in 2021-2024. (\$5,000 decrease in 2021; \$10,000 decrease in 2022; \$10,000 decrease in 2023; \$15,000 decrease in 2024).

Library: Director Raab provided a summary of the 2020-2024 Library CIP. Facility issues discussed included meeting room usage, the plan to replace all carpeting in 2021-2023 and the potential to improve building airflow and create a non-touch facility environment in response to COVID-19. Equipment items discussed included the proposed new staff check-in machines and the replacement of the patron self-check-out machines.

Information Systems

Equipment: Director Wenninger provided a summary of the 2020-2024 Information Systems CIP. Items discussed included a summary of the current ERP implementation and the Smart Cities Initiatives planned for 2020-2023.

Carryforward items discussed included the Door Swipe Access Control.

Parks & Recreation/Cemetery

Facilities/Equipment: Director Kading provided a summary of the 2020-2024 Park and Recreation CIP. Proposed facility items discussed included the 2020-2024 plan for Arrowhead Park and planned improvements for Fresh Air Park in 2021.

Proposed equipment items discussed: No items discussed. Director Kading indicated that some equipment items were inadvertently omitted from the 2021 and 2024 requested list.

Proposed amendments suggested by Director Kading as follows: Decrease funding in 2021 from \$40,000 to \$20,000 to replace the 2005 1-ton dump truck #5 (\$20,000 decrease); add \$55,000 in 2021 funding for a sidehill mower (\$55,000 increase); add \$8,000 in 2021 funding for Pass Management Equipment (\$8,000 increase), for a net 2021 increase of \$43,000; add \$20,000 in 2024 funding to replace the 2016 Kubota zero turn Mower (\$20,000 increase); and add \$20,000 in 2024 funding to replace the 2006 Kubota utility vehicle (\$20,000 increase); for a total net 2024 increase of \$40,000.

Carryforward items discussed included the pending implementation and release of the new cemetery software system and a detailed discussion of whether to continue the Arrowhead Park carryforward of funds budgeted in TIF 8 from 2013 and TIF 10 from 2017.

Community Development/Assessment

TIF/Carryforwards: Director Haese provided a summary of the 2020-2024 TIF/Community Development CIP. Proposed items discussed included the TIF 7 Jewelers Drive Trail project in 2020-2021, the Bridgewood Golf Course Redevelopment in 2021 and the TIF Parking Structure project in 2021-2022.

Equipment: No items discussed.

Carryforwards: No items discussed.

Fire/Rescue

Facilities/Equipment: Fire Chief Kloehn and Deputy Fire Chief Voss provided a summary of the 2020-2024 Fire/Rescue CIP. Proposed facility items discussed included a detailed discussion on the potential replacement of NMFR Station 31 in 2022 or renovation in 2023 and the Station 32 Door Replacement and Keyless Entry project in 2024.

Proposed equipment items discussed included the planned replacement of the 1997 Pierce Saber engine in 2022 and replacement of the 2005 Pierce Quantum engine in 2024.

Police

Facilities/Equipment: Chief Olson and Captain Bernice provided a summary of the 2020-2024 Police CIP.

Proposed facility items discussed included a detailed discussion on the potential Police Station building addition in 2023 and Firing Range in 2024 and the status of the Records Room remodel.

Proposed equipment items discussed included the 2020-2024 Body Camera contract and the proposed Mobile Radio replacement (2021) and Portable Radios and Programming (2023).

Carryforwards: No items discussed.

Water: Proposed items discussed are included in the Public Works discussion.

Public Works/Sanitary/Storm

Streets/Pedestrian Routes/Traffic Control/Sanitary Sewer/Storm Water: Director Kaiser provided a summary of the 2020-2024 Public Works and Utilities CIP. Proposed Streets/Pedestrian Routes/Traffic Control items discussed included the eight street projects in 2021, the S. Commercial Street project in 2022, the three new subdivision projects in 2023, a funding correction for the Congress Street project in 2023 and various potential additions and corrections to the Pedestrian Route program.

Proposed amendments suggested by Director Kaiser to increase funding for Street Upgrades - City Initiated for the Congress Street project in 2023 from \$440,000 to \$915,500 (\$475,500 increase).

Proposed amendments suggested by Director Kaiser to increase funding in 2024 for New Pedestrian Routes from \$0 to \$100,000 (\$100,000 increase) and Pedestrian Routes Replacement/Repair from \$0 to \$150,000 (\$150,000 increase).

Proposed amendments suggested by Alderman Bates to increase funding in 2022 for New Pedestrian Routes - Plummer Court (Green Bay Rd – Adams) from \$0 to \$65,000 (\$65,000 increase) and 2023 for New Pedestrian Routes - Baldwin Street (Cecil - Winneconne) from \$0 to \$115,000 (\$115,000 increase)

Facilities: Items discussed included Admin Building - Finance Department project in 2021, Admin Building - Front Door project in 2022, the Admin Building - Relocate Municipal Court office project in 2023 and the Admin Building - Renovate Hauser Room project in 2024

Equipment: Proposed equipment items discussed included future replacement of refuse trucks and the proposed 2024 purchase of the self-contained leaf picker.

Carryforwards: Items discussed included street projects on Shooting Star and Industrial Drive and Sanitary Sewer CMOM program.

Motion/Second/Carried Boyette/Bates to adjourn the meeting at 9:55 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday July 7, 2020 - 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.

Present: Alderpersons Bates, Lang, Lendrum, Spellman, and Stevenson

Excused:

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Sgt. Driscoll, Lt. Kuffel, Deputy City Attorney Westbrook, W. Marijke Van Roojen, Osahon

Minutes: **Motion/Second/Carried Lendrum/Stevenson to approve of the minutes of the Meeting of June 23, 2020.** All voting aye.

Public Appearances: None

Amending Municipal Code Chapter 16, Article IV, relating to Bicycles: DCA Westbrook introduced the need for the update to the bicycle ordinance. Sgt. Driscoll noted that the changes are intended to bring the ordinance in line with current practice and to align it with the change in State statute that recognized a bicycle as a vehicle therefore subject to the motor vehicle code. DCA Westbrook noted that an earlier clause in the Chapter 16 of the municipal code adopts State statutes related to vehicles and traffic. Committee discussed clause 16-160(c) of the propose ordinance related to bicycle attachments. The consensus was to modify the clause to adjust the phrasing to clarify the allowance of manufactured items designed to be pulled by bicycles. Committee discussed the application of the ordinance to e-bikes. Sgt. Driscoll stated that e-bikes are considered bikes and are subject to the same rules although he noted that some communities have limited their use on trails. Committee discussed the elimination of the enforcement section. Sgt. Driscoll noted that the section could be deleted since a bicycle is now treated as a vehicle. He also noted that education is emphasized over citations when a violation is seen. Committee discussed bike safety downtown. Committee discussed the application of the ordinance to stunt bike activity. Sgt. Driscoll noted that there will be officer discretion in determining if the activity poses a risk to other people or property. He outlined education activities undertaken by the Police Department and the coordination of education events with the Parks & Recreation Department.

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve Ordinance 2020-11 amending Chapter 16, Article 4 of the Municipal Code relating to bicycles as amended to clarify the language in Sec. 16-160(c).** All voting aye.

Ordinance 2020-02 amending Municipal Code Section 4-98 relating to issuance of operator's licenses: DCA Westbrook reviewed the background for the proposed ordinance. He noted that the State passed an act in 2019 that allowed municipalities to designate a municipal official to issue beverage operator's licenses. He noted that the proposed ordinance provides the City Clerk with that authority. He stated that all of the requirements of the current application review process will remain. He noted that the change will allow a shorter review and approval time since license issuance will not be tied to the Committee and Council meeting schedule. This will also reduce the number of provisional licenses that are issued. Committee discussed language on the application relative to the required payment of fines and fees before license issuance. Committee discussed the notification process outlined in Section 1(b). Chairperson Bates noted that the City Clerk notifies an applicant of a license denial.

Report

After further discussion, **Motion/Seconded/Carried Lendrum/Spellman to recommend to Council to approve Ordinance 2020-02 amending Section 4-98 of the Municipal Code relating to the issuing of beverage operator licenses.**

Presentation of the Police Department's Caiman Rescue Vehicle: Assistant Chief Bernice and Lt. Kuffel reviewed the history of the department's use of an armored vehicle, the 1033 program used to acquire the Caiman unit, the maintenance history of the Caiman, and the deployment history of the Caiman. They noted that the unit was acquired in 2014 for \$1,500 through the Department of Defense 1033 program. In addition, \$4,600 was spent to transport the vehicle to Neenah, \$4,711 was spent for vehicle conversion, and \$11,713 was spent for outfitting. They estimated the value of the vehicle to be approximately \$750,000. Since 2014, \$1,158 has been spent on gas and oil and \$1,846 has been spent on maintenance. They noted that major parts, such as the spare set of tires, are obtained through the 1033 program. They noted that the unit can hold about 20 adults. They stated that a smaller unit was considered prior to acquisition of this unit but it was determined that it didn't have adequate capacity for a fully equipped SWAT unit. They described the circumstances under which the Caiman has been deployed in the City. They stated that the Caiman has also been deployed to assist other jurisdictions. Committee discussed the criteria for use of the Caiman. Staff indicated there were not fixed criteria for use but that it was deployed in consultation with the chief, assistant chief and SWAT unit leader.

W. Marijke Van Roojen, 428 Ninth Street, addressed the Committee. She suggested that there should be a less subjective approach to the use of the vehicle. She asked if there were after action reviews when the vehicle is deployed. Assistant Chief Bernice confirmed that there were post-event debriefings and evaluations performed.

Committee requested that the presentation information be provided to the public. Chief Olson stated that he would make it available on the department web page.

Licenses:

Temporary Extension of Licensed Premises Application: Committee reviewed the temporary extension application for Firelite Inc., 1171 Gillingham Rd, for the Cornhole Tournament to be held on Saturday, August 15, 2020, from 11:00 AM to dusk. Mayor Kaufert noted that this event was also held last year and no complaints were received.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend that Council approve the Temporary Extension of Licensed Premises application for Firelite, Inc., 1171 Gillingham Rd for Cornhole Tournament to be held on August 15, 2020 from 11:00 AM to dusk.**

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Allison Braves, Patricia Brooks, Natasha Cattelino, Meghan Dilley, Donald Gulickson, Rebecca Hilgers, Amy Johnson, Randi Lakonen, Grace Maki, Kristina Robbins, and Kevin Stephanie

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications as presented.** All voting aye.

Beverage Operator License Applications-Delinquent Payment: The Committee reviewed the beverage operator license applications with delinquent payments for Kayla Bartels and Kathryn Decker

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications contingent on payment of all delinquent City fees.** All voting aye.

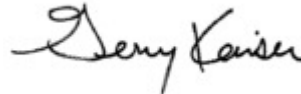
Public Works General Construction and Department Activity

1. Contract 7-19 (Breezewood Sanitary Sewer) – Main installation is complete. We have been letting the road bed dry out before proceeding with final grading and paving. The contractor projects paving on July 10, weather allowing.
2. Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond, Clybourn, and Abby (east of the railroad). Sanitary sewer and water main borings under the railroad have been done. The boring for storm sewer will be done the week of July 6. Service work on Center is being completed. Road work on Bond is scheduled to start the week of July 6.
3. Contract 2-20 (Utilities - Van, Monroe) – Utility work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a. Gillingham is complete.
 - b. Van and Monroe - Curb/gutter and sidewalk installation is complete. Terracing is ongoing.
 - c. Cavalry Lane (Castle Oak IV) - The 2-inch temporary mat on has been placed.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
 - a. Tullar, Marathon - Pavement repairs on are complete. Diamond grinding is scheduled for the week of July 6.

- b. Green Bay - Work is scheduled to start the first week of September.
- 6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7. Contract 6-20 (Millview Drive Utility Relocation) – Bid opening is scheduled for July 14.
- 8. Contract 7-20 (Fire 32 Roof) – Work is schedule for late August/early September.
- 9. Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
- 10. Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
- 11. Commercial Dumpster Contract – Our 5-year commercial dumpster contract with Waste Management expires June 30, 2021. There is not a provision in the contract for a mutual extension. A couple of contractors have inquired about future bidding for that work. Provided the City wishes to continue with this contract, I would anticipate issuing a request for proposal in Fall.

Adjournment: **Motion/Second/Carried Stevenson/Lendrum to adjourn at 7:45 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerry Kaiser". The signature is fluid and cursive, with the first name "Gerry" and last name "Kaiser" clearly distinguishable.

Gerry Kaiser, PE
Director of Public Works



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Public Services & Safety Committee
Re: Amending Neenah Municipal Code, Chapter 16,
Article IV, Bicycle Code

ORDINANCE NO. 2020-11

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Section 16-160 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. 16-160. - Operation of bicycles.

- (a) *Riding on sidewalks.* No person shall ride a bicycle or a skateboard on any sidewalk in the business district of the City. The business district shall include the 100 and 200 blocks of East and West Wisconsin Avenue along with any future area in the downtown designated as such by the police department.
- (b) *Careless operation.* No person shall operate a bicycle upon a street, sidewalk or alley in the City carelessly or heedlessly in disregard of, or in danger to, the rights or safety of others' property or person. No person shall operate a bicycle upon the streets of the City without having manual control of the handlebars or operate a bicycle in any manner, which necessitates the element of unusual or extraordinary skill or involves unnecessary risk.
- ~~(c) *Riding bicycles upon streets or alleys.* Persons riding bicycles upon any street or alley in the City shall ride single file.~~
- ~~(d) *Rules for turning.*~~
 - ~~(1) *Right turn.* Every person riding or operating a bicycle intending to turn to the right at an intersection, alley or driveway shall approach the point of turning in the traffic lane nearest the right-hand edge or curb of the street, and in turning, shall keep as close as practical to the right-hand edge or curb of the street.~~
 - ~~(2) *Left turn.* Every person riding or operating a bicycle intending to turn to the left at an intersection or to enter an alley or driveway shall make such turn~~

from the traffic lane immediately to the right of and next to the center of the street and pass immediately to the left or to the center of the intersection, passing as closely as practical to the left of the center of the intersection, and shall leave the intersection immediately to the right of the center of the intersecting street.

~~(3) *U-turn restricted.* At any intersection where traffic is controlled by a traffic control signal or by a traffic officer, no person riding or operating a bicycle shall make a U-turn at the intersection so as to proceed in the opposite direction.~~

~~(4) *Mid-block turn prohibited.* No person operating a bicycle on a street in a business district or any artery for through traffic in a residential district shall turn such bicycle so as to proceed in the opposite direction at any place, except at an intersection where U-turns are permitted.~~

~~(e) *Riding on roadways.*~~

~~(1) Unless preparing to make a left turn, every person operating a bicycle upon a roadway carrying two-way traffic shall ride within three feet of the right side of the unobstructed travel roadway. On one-way roadways, the operator of the bicycle shall ride within three feet of the right side or left side of the unobstructed traveled roadway. Every person operating a bicycle upon a roadway shall exercise due care when passing a standing vehicle or one proceeding in the same direction, allowing a minimum of three feet between his bicycle and the vehicle.~~

~~(2) Whenever bicycle lanes are painted on the roadway, the operator of a bicycle shall operate fully within the lane designated.~~

~~(f) *Passing other bicycles.* The operator of any bicycle overtaking another bicycle proceeding in the same direction shall pass such vehicle at a safe distance to the left thereof, but no person operating a bicycle shall pass or attempt to pass another bicycle proceeding in the same direction unless such passing can be made in safety and at a place on a street other than an intersection.~~

~~(g)~~ (c) *Attaching wagon, sidecar, etc.* No person shall attach in any manner any wagon, sidecar, kiddy car, tricycle or similar riding device to any bicycle while the same is being operated upon the streets of the City unless designed by the manufacturer to be pulled by a bicycle, while the same is being operated upon the streets of the City.

~~(h) *Manual control of handlebars.* No person shall operate a bicycle upon the streets of the City without having manual control of the handlebars or operate a bicycle in any manner, which necessitates the element of unusual or extraordinary skill or involves unnecessary risk.~~

~~(i)~~(d) *Riding bicycles, in-line skates, etc.* No person shall bicycle, in-line skate, skateboard, or use any play vehicle as defined at Wis. Stats. § 340.01(43m) on any parking ramp in the City of Neenah.

Section 2. Section 16-162 of the Code of Ordinances of the City of Neenah is hereby repealed.

~~Sec. 16-162. -- Enforcement.~~

~~Any person who shall violate any provisions of this section or any State law pertaining to bicycles shall be dealt with in the following manner:~~

- ~~(1) Any adult person who shall have violated this section shall be issued a "Notice of Bicycle Violation" and shall forfeit \$3.00 at the Neenah Police Department within five days of said Notice of Bicycle Violation. Any person who shall default payment thereof shall be issued a summons to appear before a court of competent jurisdiction, and shall upon conviction thereof, forfeit the aforementioned \$3.00 as herein provided, together with the costs of prosecution imposed as provided in Wis. Stats. §§ 345.20—345.53, inclusive.~~
- ~~(2) Any person between the ages of 11 and 18 years who shall have violated this section shall be issued a "Notice of Bicycle Violation" and shall forfeit \$3.00 at the Neenah Police Department within five days of receipt of said Notice of Bicycle Violation. Any minor forfeiting in this manner, shall at the time of forfeiture, return the issued Notice of Bicycle Violation properly endorsed by the parent or guardian's signature. Any person who shall default payment thereof shall be issued a summons to appear before a court of competent jurisdiction. Upon conviction therein the Court shall enter an order making one or more of the following dispositions:
 - ~~a. Counsel the child or parent/guardian.~~
 - ~~b. Impose a forfeiture of \$3.00.~~
 - ~~c. Suspend the child's operating privilege as defined in Wis. Stats. § 340.01(4d).~~~~
- ~~(3) Any minor under the age of 12 years of age who shall have violated any of the provisions of this section shall be dealt with in the following manner:
 - ~~a. The violator shall be issued a written warning of bicycle violation and shall be counseled and advised by the witnessing officer as to the proper bicycle operation and as to the potential safety hazards of not complying with the traffic regulations pertaining to bicycle operation. The Police Department shall provide to the violator's parents or guardian, a copy of the "Notice of the Violation" together with a copy of the City's bicycle regulations. The Police Department shall further maintain an accurate record of the warning notices mentioned above.~~
 - ~~b. In the event a minor is apprehended for a subsequent bicycle violation, the witnessing officer may proceed as outlined in Subsection (3)a of this section or may issue a "Notice of Bicycle Violation" as specifically set forth in this section.~~~~

~~(Code 1977, § 5.16(5))~~

~~Secs. 16-163—16-222. -- Reserved.~~

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:

Stephanie A. Cheslock, City Clerk

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



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Public Services & Safety
Committee
Re: Amending §4-98 Procedure for granting and
review of operator's license.

ORDINANCE NO. 2020-02

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Section 4-98 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:

- (a) *Applications.* Applications for operator's licenses shall be made on a form provided by the City Clerk's office. Upon receipt of such application, the City Clerk shall forward the application to the Police Department, which shall verify the veracity of the application as well as research the qualifications of the applicant in accordance with the requirements of Wis. Stats. § 125.04.
- (b) *Grounds and procedure for denial of operator's licenses.* If the Police Department determines that any portion of the application is in violation of Wis. Stats. § 125.04, the department shall notify the applicant that the application is denied and that the applicant may appeal such determination to the Public Services and Safety Committee. Upon such appeal, the Committee shall determine if the applicant possesses the qualifications of Wis. Stats. § 125.04(5) and (6). Any violation of Wis. Stats. ch. 125 or of this section, or any disorderly conduct or related charge related to a bartending, or liquor sales activity, may be used as grounds for denial of application for an operator's license under this provision.
- (c) *Suspension or revocation of operator's license.* Suspension or revocation of operator's licenses shall be treated in the same manner as suspension, revocation and nonrenewal of retail licenses.
- (d) *Mandatory schooling required.* All new applicants for an operator's license in the City shall be required prior to the issuance of an operator's license to provide the City Clerk with proof of successful completion of a bartender's training course offered by the Fox Valley Technical College or other program approved by the State pursuant to Wis. Stats. § 125.17(6).

(e) Issuance of operator's license. The City Clerk shall have the authority to grant or deny operator licenses based on the requirements in this section.

(e) *Provisional license.* The City Clerk or designee may issue a provisional operator's license subject to the following conditions:

(1) A provisional license may be issued only to a person who has applied for an operator's license as provided by this article. A provisional license may not be issued to any person who has been denied a license under this article ~~by the Common Council~~. A provisional license may be issued to a person who is enrolled in a training course as required by Wis. Stats. ch. 125, as may be amended from time to time, and such license shall be revoked if the applicant fails to successfully complete the course.

(2) A provisional license shall expire 60 days after its date of issuance or when the ~~City Clerk~~ ~~Common Council~~ grants a regular operator's license to the holder, whichever is sooner. The official who issued the provisional license may revoke the license if the official discovers that the holder of the license made a false statement on the application.

(3) No person shall be issued more than one provisional license in any two-year period.

(4) The fee for a provisional operator's license shall be \$15.00, which is paid to the City Treasurer at the time application is made.

(f) *Temporary licenses.* The City Clerk or designee may issue a temporary operator's license subject to the conditions outlined in Wis. Stats. § 125.17(4). The fee for the temporary operator's license shall be \$10.00.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Dean R. Kaufert, Mayor

Attest:

Stephanie A. Cheslock, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
Deputy City Attorney Adam James Westbrook

211 Walnut Street
Neenah, WI 54956
State Bar No. 1098561

NMFR Joint Finance & Personnel Committee Meeting Minutes
June 23, 2020 – 5:30 p.m.
Room #132 – City of Menasha

Present: Ald. Sevenich, Stevenson, Boyette and Grade

Excused: Ald. Kunz and Ald. Ropella

Also Present: Chief Kloehn and Director Sassman

Ald. Sevenich called the meeting to order at 5:30 p.m.

Chair: **MSC Stevenson/Grade to elect Ald. Boyette as Chair of NMFR's Joint Finance & Personnel Committee, all voting aye.**

Vice-Chair: **MSC Grade/Stevenson to elect Ald. Sevenich as Vice-Chair of NMFR's Joint Finance & Personnel Committee, all voting aye.**

Ald. Boyette took over as Chair of the Committee.

Public: No members of the public were present

Minutes: The Committee reviewed the meeting minutes from January 28, 2020. **MSC Sevenich/Stevenson to approve the January 28, 2020 meeting minutes and place on file, all voting aye.**

Activities: The Committee reviewed the activity and automatic aid reports for May 2020. **MSC Stevenson/Grade to approve the May 2020 activity and automatic aid/mutual aid reports and place on file, all voting aye.**

Budget: The Committee reviewed the May 2020 budget report. **MSC Stevenson/Sevenich to approve the May 2020 budget report and place on file, all voting aye.**

MOU with State of Wisconsin DNR: The Committee reviewed the Memorandum of Understanding for Mutual Aid and Fire Suppression with the State of Wisconsin DNR. Chief Kloehn explained the Cities of Neenah and Menasha have wildland properties within their areas of justification. This MOU gives us the ability to bill for engines and UTV's that are used to suppress a fire within these areas. In addition, we will be able to call for more mutual aid to help with extinguishment and will be eligible to apply for DNR grants for replacement of equipment. This agreement has not been updated within the last 8 years and the State is now requesting everyone to re-sign a new agreement. **MSC Stevenson/Grade recommends the City of Neenah and City of Menasha Common Council approve the Memorandum of Understanding for Mutual Aid and Fire Suppression services with the State of Wisconsin DNR, pending review by both City Attorney's before signing, all voting aye.**

MSC Stevenson/Grade to adjourn at 5:52 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Kevin Kloehn". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kevin Kloehn
Chief



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Kevin Kloehn

DATE: June 16, 2020

RE: Memorandum of Understanding with State of Wisconsin DNR

I've attached an MOU forest fire suppression with the DNR. The Cities of Neenah and Menasha have wildland properties within their areas of justification. These include Heckrodt Nature Preserve, Bill Mahler Park and the Carpenter Preserve. This MOU gives us the ability to bill for engines and UTV's that are used to suppress a fire within these areas. In addition, we will be able to call for more mutual aid to help with extinguishment and will be eligible to apply for DNR grants for replacement of equipment.

This agreement has not been updated within the last 8 years and the State is now requesting everyone to re-sign a new agreement. I am asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the State of Wisconsin DNR.

If you have any questions, please feel free to call me at 886-6203. Thank you for your consideration.

Enclosure

KK/te



June 11, 2020

Dear Chief,

This letter is in reference to the forest fire suppression agreements in place between the Department of Natural Resources (DNR) and Fire Departments (FDs) across Wisconsin. The DNR would like to update all of these agreements at this time. The reason for this action is threefold:

- The state legislature approved increased reimbursement rates for FD suppression efforts on forest fires. Updating the agreements applies these rates equally for all FDs.
- The Department has authorized compensation of FD resources for assisting with prescribed burns on DNR lands with permission of the DNR Burn Boss and Fire Chief.
- The forest fire suppression agreements in place were 8 years old. Updating all of the agreements at one time sets a standard timetable for updates in the future.

Enclosed is the new agreement; **Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services**. This agreement will apply to all FD forest fire suppression efforts in DNR fire protection areas, extensive or intensive (see map). This agreement applies also to FD forest fire suppression efforts only on DNR owned lands in the Cooperative fire protection areas (see map).

Forest Fire Protection



There are three questions that each FD must answer on the new agreement. The questions pertain to billing the DNR for fire suppression services on initial/extended attack fires; and assistance with prescribed burning on DNR lands. Initial attack fires are defined as the first hour of forest fire suppression. Extended attack fires are defined as those fires that additional resources are necessary to control the forest fire and is generally when suppression efforts exceed one hour.

To bill or not to bill, that is the question. Choosing not to bill the DNR for initial attack has several advantages:

- An extra 10 points scoring on the Forest Fire Protection Grant. These extra points are used in the funding category where the grant funds run out, usually in the communications category. That is, the higher scoring grant applications get all of their communications requests funded first before lower scoring applications.
- The DNR does not pass on a FD suppression bill to the citizen involved with the fire. Fire Departments will still have the ability to pass on suppression costs through the billing system they may have in place.
- There is less paperwork involved with a fire call.

The old fire suppression agreements between DNR and FDs will remain in effect until a new agreement is signed. The new agreements will be in effect as soon as signatures are obtained. Fire departments will be eligible for the new reimbursements rates after the new agreement is in effect. Recall that a signed fire suppression agreement is a requirement of eligibility for the Forest Fire Protection Grant program.

Please review the new agreement and obtain the authorized signatures as soon as possible. Thank you for your time and effort in partnering with the DNR-Division of Forestry in the important endeavor of protecting Wisconsin's citizens, property, and resources from the ravages of forest fires.

For additional information or questions, please feel free to contact me at (715) 258-4780 or timothy.banaszak@wisconsin.gov.

Please return a signed copy of the agreement to me by July 27, 2020:

Tim Banaszak
Waupaca Forestry Office
N2480 Hartman Creek Road
Waupaca, WI. 54981
Or
timothy.banaszak@wisconsin.gov

Sincerely,

Tim Banaszak
Forestry Technician

**Fire Department / DNR Memorandum
of Understanding for Mutual Aid and
Fire Suppression Services**

Form 4300-061 (R 12/19)

Page 1 of 5

Notice: Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

| Fire Department Information | | | |
|-----------------------------|-------|----------|---|
| Fire Department Name | | | Check one <input type="checkbox"/> In DNR Fire Protection Area <input type="checkbox"/> In Cooperative Area |
| Address | | | Phone Number (include area code) |
| City | State | ZIP Code | Tax ID # |

| Agreement | | | |
|-----------|--|--|--|
|-----------|--|--|--|

THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s. 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

1. DEFINITIONS

- a. "Cooperative Area" means the areas of the State outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive.
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to an incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cutover or other lands or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cutover or other lands (as defined in s. 26.01(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" include incidents involving:
 - i. Burning activity that does not spread from predetermined limits.
 - ii. Fires that cannot be located.
 - iii. False alarms.
 - iv. Structural fires.
 - v. Vehicular or equipment fires.
- h. "Project fire" means an extended attack forest fire requiring state-wide resource deployment by the DNR.
- i. "Reportable Fires" are all other fires not listed in section. 1. g.

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- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of command that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.
- l. "ATV" (all-terrain vehicle) and "UTV" (utility terrain vehicle) include equipment that is a manufactured motor driven device capable of off-road use. Vehicles cannot meet the federal motor vehicle safety standards.

2. RESPECTIVE RESPONSIBILITIES

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in s. 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by s. NR 1.23, Wis. Adm. Code and s. 26.11(1), Wis. Stats
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR-owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

3. REPORTING FIRES

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively suppress the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively suppress the forest fire, as soon as practicable. Thereafter, it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

4. COMMAND AT FIRES

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

5. OUTSIDE ASSISTANCE

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews or equipment as soon as possible.

6. EQUIPMENT AND PERSONNEL REQUIREMENTS

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fire-ground Blue."

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- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **BASICS OF WILDLAND FIRE SUPPRESSION FOR RURAL FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8-hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

7. FIRE SUPPRESSION SERVICES AND COMPENSATION

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation **only** applies to forest fires originating on DNR owned lands.
- d. On all State lands and lands under DNR management, Fire Department compensation for invited assistance for prescribed burning on DNR managed lands.

8. COMPENSATION

The Fire Department must choose one compensation option from each of the following response categories below. **Choose an option from each response category and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs, including those incurred by the Fire Department, that are billed to DNR.

a. INITIAL ATTACK:

Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services. (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all initial attack forest fires.
- ☐ **Option 2.** Receive payment for providing forest fire suppression on all initial attack forest fires.

b. EXTENDED ATTACK:

Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression services after the first hour (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all extended attack forest fires.
- ☐ **Option 2.** Receive payment for providing forest fire suppression on all extended attack forest fires.

c. PRESCRIBED BURNING:

Compensation for assistance with DNR for prescribed burning activities.

- ☐ **Option 1.** No payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.
- ☐ **Option 2.** Receive payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.

9. BILLING PROCEDURE

- a. Fire Dept, township, or governing body agrees not to directly bill any landowner, responsible party or governmental body for forest fire suppression service costs paid by the DNR for services consistent with this Agreement.

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- b. If the Fire Department bills the DNR for fire suppression costs; (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire it shall be paid by the DNR subject to the following limitations.
 - i. No payment will be made by DNR for runs on or associated with non-reportable fires. Examples include, but are not limited to:
 - Burning activity covered by a legal burning permit.
 - Burning activity not covered by a legal burning permit but has not escaped control.
 - Cannot be located.
 - False alarms.
 - Structural fires.
 - Vehicle fires.
 - Cooking or warming fires.
 - ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

10. RECOMMENDED STAFFING

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
 - 1 4x4 brush rig (ICS Type 5-7 Engine);
 - 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines);
 - 6 forest fire trained firefighters
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only that equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

11. STAFFING FOR STRUCTURAL PROTECTION

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific.

12. PAYMENT

- a. **SCHEDULE** - Payment for engines and personnel used in forest fire suppression or prescribed burning shall be made according to the following schedule:
 - (i) Engines that pumped for active forest fire suppression or prescribed burning **\$100/hour.**
 - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression or prescribed burning **\$50/hour.**
 - (iii) Fire Department personnel that provide suppression assistance on the forest fire or prescribed burning **\$12.25/hour.**
- b. **CALCULATION OF PAYMENT** - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station, and continues until it returns to its station when suppression action was taken by the Fire Department.

13. LIABILITY

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with s. 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in ss. 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims

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Board and approved in accordance with statutes.

14. COORDINATION

- a. A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- b. A current contact list of the names, addresses and telephone numbers of the DNR's Forestry personnel for the area described in the Agreement shall be developed.

15. TERMINATION

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement in whole or in part without penalty. The DNR reserves the right to cancel this Agreement in whole, or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described.

16. NONDISCRIMINATION

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

17. ASSIGNMENT

This Agreement may not be assigned or subcontracted in part or in whole without written approval from the DNR and may only be changed or amended in writing.

18. PARTIES

- a. In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- b. This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.

19. AMENDMENT

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 15.

20. AUTHORIZATION

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL
RESOURCES For the Secretary

| | | |
|--|-----------------|-------------|
| Signature of DNR Area Forestry Leader | | Date Signed |
| Signature of Fire Chief | Fire Department | Date Signed |
| Signature of Other Authorized Representative | | Date Signed |

MINUTES OF THE NEENAH PLAN COMMISSION

Tuesday, July 7, 2020

4:15 p.m.

Present:

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

Also present:

| | | |
|--|--|--|
| Brad Schmidt, Deputy Director of Community Development | | |
| | | |
| | | |

Minutes: MSC Andrews/Kaiser to approve the June 23, 2020 meeting minutes. All Aye. Motion passed.

Public Appearances: None.

Public Hearings: None

Action Items:

1. Site Plan Review – 247 E. Wisconsin Avenue/244 E. Doty Avenue – Parking Lot

Deputy Director Schmidt provided an overview of the site plan to construct a new parking lot. The two properties are about 0.40 acres (17,424 square feet) in size and are currently zoned C-1, General Commercial District. Parking lots are a permitted use in the C-1 District. The proposed parking lot would include 49 parking stalls and would connect to the adjacent City-owned parking lot to the west. Parking in the new proposed lots would be permitted parking intended for tenants of the Neenah Center Office towers.

Commissioner Hancock-Cook indicated that she was appalled that two historic structures were removed for a parking lot.

Director Kaiser asked who will maintain the parking lot and will the driveway apron on Wisconsin Avenue be removed. Deputy Director Schmidt indicated that this is a private individual who is constructing the parking lot and it would be maintained privately. The driveway apron on Wisconsin would be removed per the Mayor.

Commissioner Genett asked why no access to these parking lots from Wisconsin Avenue. Deputy Director explained that would require removal of on-street parking.

Mayor Kaufert indicated that he was not overly excited about the removal of the historic houses, but understands that the City lacks an adequate supply of parking.

Aldersperson Lang agreed with Commissioner Hancock-Cook in that removing the historic homes was a mistake. She read from the City's Comprehensive Plan which states the need to preserve Neenah's historic structures. She says there was a mistake that the Neenah Landmarks Commission was not made aware of the removal of the houses. She would like to recommend staff look at the alternative options that the City can use to save Neenah's historic homes and structures from being demolished. The City should have a proactive approach for the next time someone is looking for parking in downtown so that another historic structure isn't removed. We should have identified properties where parking would be suitable.

MSC Kaiser/Kaufert, to approve the site plan for a parking lot at 247 E. Wisconsin Avenue and 244 E. Doty Avenue subject to the landscaping requirements and removal of driveway apron on Wisconsin Avenue. Kaiser, Lang, Hancock-Cook, Ellenberger, and Genett – Aye, Andrews No. Motion Passed.

2. CSM – 225 W. Wisconsin Avenue – 3 Lots

Deputy Director Schmidt provided an overview of the request to create 3 new lots along W. Wisconsin Avenue. The existing parcel is about 1.15 acres in size and is actually zoned Planned Development District, not C-2 as identified in the memo. The parcels are being created to support future development projects on the new lots.

Director Kaiser asked why all of the lots had the same square-footage. Deputy Director Schmidt indicated that was an error and that the surveyor was made aware of the issue.

MSC Kaiser/Lang, to approve the 3 Lot CSM for the property located at 225 W. Wisconsin Avenue. All Aye. Motion Passed.

Discussion Items: None.

Announcements and Future Agenda Items:

Plan Commission Minutes

July 7, 2020

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Next Plan Commission meeting is scheduled for July 28, 2020.

Adjournment: The Commission adjourned its meeting at 4:50 P.M. MSC Ellenberger/Kaiser. All Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brad Schmidt", written over a faint dotted line.

Brad Schmidt
Deputy Director, Community Development

**Minutes of the Board of Public Works Meeting
Tuesday, July 7, 2020, 12:00pm Noon
Virtual Meeting**

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

ALSO PRESENT: City Clerk Cheslock

Mayor Kaufert called the meeting to order at 12:03 p.m.

MINUTES: MSC Easker/Kaiser to approve the minutes from the June 23, 2020 meeting, all voting aye.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Public Works:

1. Pay Estimate No. 4 for Contract 1-20: Dir. Kaiser stated the work under this pay estimate is for utility and street construction on Abby, Clybourn, and Center Streets as well as utility and service installation on Bond Street. He requested approval of Pay Estimate No. 4 for Contract 1-20, Sewer and Water Main and Street Construction on Abby Ave, Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$289,233.70.

The Board discussed how Menasha pays their portion of this contract and an obstruction beneath the rail road tracks that required slight changes in pipe sizes.

MSC Kaiser/Godlewski to approve Pay Estimate No. 4 for Contract 1-20, Sewer and Water Main and Street Construction on Abby Ave, Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$289,233.70., all voting aye.

2. Pay Estimate No. 3 for Contract 2-20: Dir. Kaiser stated the work under this pay estimate is for sanitary sewer and water service installation and some storm work on Monroe Street. Most of the work under this contract is complete, with only the actual paving of the road left to complete. He requested approval of Pay Estimate No. 3 for Contract 2-20, Miscellaneous Sewer and Water Main Construction on Van Street and Monroe Street to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$139,703.75.

No discussion.

MSC Kaiser/Godlewski to approve Pay Estimate No. 3 for Contract 2-20, Miscellaneous Sewer and Water Main Construction on Van Street and Monroe Street to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$139,703.75, all voting aye.

Info Only

Info Only

3. Pay Estimate No. 3 for Contract 7-19: Dir. Kaiser stated the work under this pay estimate is for sanitary sewer work that is mostly complete. Contractors are just finishing up road repairs. He requested approval of Pay Estimate No. 3 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$286,463.15.

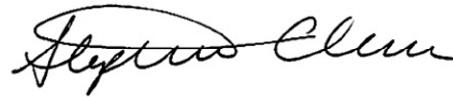
The Board discussed the two different line items that both refer to sanitary sewer installation and how the miscellaneous account for capital improvements is tracked throughout the year.

MSC Kaiser/Haese to approve Pay Estimate No. 3 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$286,463.15, all voting aye.

ADJOURNMENT

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

Respectfully Submitted,



Stephanie Cheslock,
City Clerk

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: July 15, 2020

Date of Directive: 4/17/2018

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

Responsible Party: Ald. Lendrum

Status: Pending